

Ten Point Security Plan



CERTIFIED CORRECTIONAL TRAINING PROGRAMS

10 POINT SECURITY PLAN

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C-Tech's 10 Point Security Plan for Correctional Facility Implementation

This proven approach to classroom management will allow correctional facilities to run C-Tech programs with confidence. The approach addresses the following 10 points:

1. Proven Security Measure References
2. Specialized Controls
3. Labeled Training Aids with Shadowing
4. Labeled Tools
5. Security Modifications of Tools and Testers
6. Individual Program Modifications
7. Instructor Supervision Protocol and Consumable Controls
8. Equipment Inventory Lists
9. Instructor Materials and Consumable Inventory Lists
10. Weekly Class Monitoring Form



1. Proven Security Measure References

C-Tech has been providing programs for the past 20 years, and we have developed Security measures to insure safe and effective usage of our programs in the corrections environment. Our programs were developed with several of our current correctional facilities including:

Minnesota Dept of Corrections, Lino Lakes Facility

12 years, over 2,622 participants, 92.21% Certification

Wisconsin Dept of Corrections, Racine Youthful Offender Correctional Institute

6 years, over 700 participants, 98.75% Certification

California Department of Corrections and Rehabilitation, Central California Women's Facility

6 years, 243 participants, 100% Certification

One of 26 other facilities within the CA State Prison System currently running the C-Tech programs

2. Specialized Controls

The C-Tech approach to classroom management includes specialized controls designed specifically for higher risk populations. In addition to the instructor management protocol and inventory sheets the hardware is also modified for quick and easy identification and control.

Cases are marked and the tools are shadowed.

Tools are fixed with parts that are non-removable and tools can not be dismantled.

The following topics deal with specific controls, color codes and modifications in each of the C-Tech certified programs.

The attachment contains specific program parts and consumables.

3. Labeled Training Aids with Shadowing

Student workstations are labeled and the Student workstations incorporate a "shadow board" within the case. A quick visual inspection allows tools to be quickly accounted for.



4. Labeled Tools

Additionally, each tool is engraved with a number corresponding to the student workstation. Permanent paint is used over the engraving to resist tampering and unauthorized changes.



5. Security Modifications of Tools and Testers

All bolts on tools that can be taken apart are bonded with high strength permanent high temp loc-tite. Removable screws are braised and polished preventing removal. DAVE tone probes are permanently installed. Specific equipment modifications are located in the next topic - Individual Program Modifications. All C-Tech programs are listed. Select your program for additional modifications and specifics.



6. Individual Program Modifications

Each certified program has special considerations as described in the following program headers. In addition, to help identify specific tools with each program the following color code is provided.

Also, student certification kits or student consumable kits will not include the student support CDROM.

Program Labeling Color Code

- *Introduction to Telecommunications* *Blue*
- *Introduction to Networking Copper- Based Systems* *Orange*
- *Introduction to Networking Fiber Optic-Based Systems* *Green*
- *Introduction to Telephone Systems and VoIP* *Yellow*
- *Introduction to Home Entertainment Audio/Video Systems* *Red*
- *Introduction to Energy Management Systems* *White*

Specific Program Modification

Specific program modifications are listed under each program header.

Introduction to Telecommunications

- Blue Labeling
- DAVE Receiver Tone Probe is permanently fixed in place

Introduction to Networking Copper-Based Systems

- Orange Labeling
- DAVE Receiver Tone Probe is permanently fixed in place
- Etched punchdown heads



Introduction to Networking Fiber Optic-Based Systems

- Green Labeling
- Non separate Scissors
- The Applicator Tips are supplied in zip-lock bags containing 5 Tips. When these items are required for the curriculum, the Instructor will distribute them to the students. Once the Tips have been utilized they will be returned to the bag from which they came and then sealed, counted and signed-off by the Instructor. Teflon tips are available upon request.



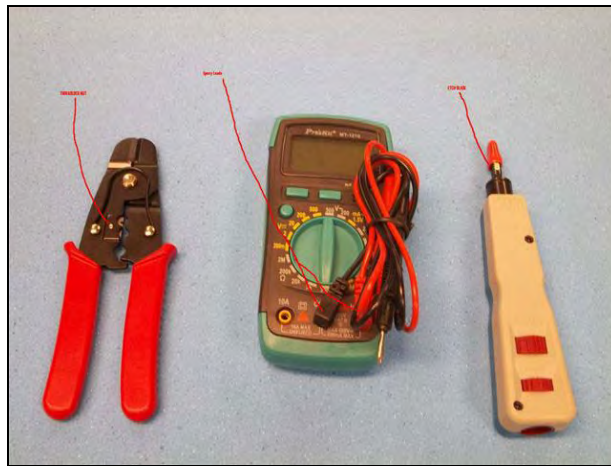
Introduction to Telephone and VoIP Systems

- Yellow Labeling
- Non-Removable blade in the crimper tool
- Non separate Scissors



Introduction to Audio/Video Systems

- Red Labeling
- Non-Removable blade in the crimper tool
- Specialized leads (non-removal tips) are used on the meters
- The 110 punchdown tool only has the head that is required and it is etched



Introduction to Energy Management Systems

- White Labeling
- Specialized leads (non-removal tips) are used on the meters

7. Instructor Supervision Protocol and Consumable Controls

This protocol provides basic classroom management techniques to support your current classroom management

- **Control:** It is critical the instructors control the learning environment and supervise student activities.
- **Equipment Management:** Management of equipment in terms of both inventory and usage
 - Instructor Equipment – Use only what is needed for that day’s activities keep the devices not in secured and away from training. The instructor has the only copy of the media that supports program objectives. It is highly desired that these movies and demonstrations be shown to students, but it is not required for successful completion of the programs.
 - Student Equipment – Provide the student with the equipment needed. Account for all equipment in use
- **Tool Management** - In some cases only a few tools are needed at any given time during the hands-on sections of the training. Supply to the student as needed.
- **Consumables:** Should be given out when needed at the time of the hands-on activity. Collect all used and unused consumables immediately upon completion.
- **Student Constructions:** Constructions are not normally kept by the student. They are sometimes stored awaiting release and placed with the earned certification. Student is then able to use as an example of their work to a potential employer or the constructed cables may be dis-guarded.
- **Overall Classroom Management:** Instructor will supervise the class from start to cleanup ensuring that all tools and materials are accounted for. A Daily Inventory Log and inventory checklists are provided within this plan.

Each training site contains its own specific control requirements. This protocol is not binding and not designed to replace current practices or common sense.



8. **Equipment Inventory Lists**

Attached you will find copies of the Tool Inventory Sheets that will be associated with each certified program. Tools, tester and student equipment are listed on these sheets as well as the quantity of each.

9. **Instructor Materials and Consumable Inventory Sheets**

Attached you will find copies of the Instructor Material Inventory Sheets that indicate all of the additional instructor supplies for each of the Certified Programs.

10. **Weekly Class Monitoring Form**

These checklists are used to identify program equipment and consumables. These forms verify that equipment is in place and accounted for. These forms are to be completed as required by the training site but it is suggested that they be completed daily.



Equipment Inventory
Instructor Materials & Consumable Inventory
Weekly Class Monitoring Form



Introduction To Telecommunications Daily Inventory Log Sheet

Sheet _____ of _____

Instructor _____

Facility Name _____

Start Date _____

Complete Date _____

Date

Qty.

		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Interactive Telecommunications Board	1																								
Known Good Cables (3)	3																								
Known Bad Cabled (3)	3																								
Foreign Voltage Tester (1)	1																								
Student Consumable Kit																									
RG-59 Cable (10 ft)	1																								
2-pair Cable (white) (10 ft)	1																								
F-Type Screw-on Connector (4)	4																								
RJ-11 Connector (6)	6																								
Student Kit Box w/sleeve	1																								
Instructor Package																									
Single Wire Impact Tool (1)	1																								
Toggle Coax Cable Stripper	1																								
DAVE-3 Test Set - transmitter and receiver	2																								
Red SPOT student optical tester	1																								
IR Detector Card	1																								
4 pair UTP Cable Supply (10 ft)	1																								
2-Pair Telephone Cable (2) KGC's	2																								
Cable Cutter	1																								
Screwdriver	1																								
66 Block Adapter	1																								
4-Pair UTP Data Cable (2) KGC's	2																								
Student Manual w/ CD	1																								
F-Type Coaxial Cable (2) KGC's	2																								
RJ-11 Crimper/Stripper	1																								
TAB (Technology Activity Board)	1																								
110 Block Adapter	1																								
Remote Control w/ 2 AA batteries	1																								
9 Volt Battery (3)	3																								
ST-to-ST Fiber Optic Cable (2) KGC's	2																								
3V LITHIUM 20mm button cell battery	1																								
Safety Glasses	1																								
Classroom Supplies																									
RJ-11 Crimper Strippers (5)	5																								
Coaxial Cable Stripper (5)	5																								
Screwdriver (5)	5																								
TAB (5) (each includes 1 PCB assembly, 4 7.5" Jumper wire, 1 7.5" Double wire, 1 button cell battery, 1 magnetic alarm contact)	5																								
Initial																									

SAMPLE

Introduction To Telecommunications Daily Inventory Log Sheet

Sheet _____ of _____

Instructor _____

Facility Name _____

Start Date _____

Complete Date _____

Date	Qty.	Start		Start		Start		Start		Start		Start		Start		Start		Start		Start		Start		Start	
		Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Interactive Telecommunications Board	1																								
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Cable Cutter	1																								
Screwdriver	1																								
66 Block Adapter	1																								
4-Pair UTP Data Cable (2) KGC's	2																								
Student Manual w/ CD	1																								
F-Type Coaxial Cable (2) KGC's	2																								
RJ-11 Crimper/Stripper	1																								
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Initial																									

SAMPLE

Weekly Monitoring Form

Name: _____

Institution: _____

Please indicate Number of Students at the beginning of the class _____

Please indicate Number of Students currently enrolled in the class _____

If above numbers differ, please provide relevant information _____

Indicate Weeks: 1-2 or 3-4 Dates: _____

Are you on-task with the timing of the program? **yes** or **no**

If **no**, please provide reasons and corrective action: _____

Additional Comments: _____



Weekly Monitoring Form

Name: _____

Institution: _____

Please indicate Number of Students at the beginning of the class _____

Please indicate Number of Students currently enrolled in the class _____

If above numbers differ, please provide relevant information _____

Indicate Weeks: 1-2 or 3-4 or 5-6 or 7-8 Dates: _____

Are you on-task with the timing of the program? **yes** or **no**

If **no**, please provide reasons and corrective action: _____

Additional Comments: _____

