

CTSI Loss Prevention Class List

Contact your CTSI loss prevention representative to schedule a class.



Body Mechanics

Back Injury Prevention

2 hours Class # 306

Learn about the various mechanical and health components that affect back health, how to safely perform tasks that might strain or damage your back if done improperly. Maintain good back health in your life.

Body Mechanics

2 hours Class # 398

Overview of body mechanic safety, ergonomic safety, weather conditions safety, back and lifting safety and how to detect and prevent common types of work injuries.

Heat Stress

1 hour Class # 328

Learn how to prevent, identify and provide firstline response to prevent a common workplace illness from becoming a cause of serious injury or even death: heat stress and heat exhaustion.

Lifting and Back Safety

1.5 hours Class # 364

Learn about the various mechanical and health components that affect back health, how to safely perform tasks that might strain or damage your back if done improperly and how to maintain good back health in your life.

Office Ergonomics for Supervisors

2 hours Class # 347

The detection, prevention and resolution of ergonomic complaints in the office with a minimum of cost or effort.

PC Workstation Ergonomics Group Briefing

1 hour Class # 349

Presentation for all workers on how to adjust a workstation or other work location to minimize ergonomic strains and injury.

Slips, Trips, and Falls

2 hours Class # 352

How to detect common slip, trip and fall dangers in the workplace. How to walk, work and move to minimize these events while you work.

Stress Management

2 hours Class # 223

The science and practice of peak performance management and stress reduction as applied to the workplace and to a consideration of customer service. Helps employees identify and control the stress response in themselves and others.

County Functions

Talking to the Media

1-2 hours Class # 275

How to plan, prepare and present information to the media before, during and after common or unanticipated events.

Driving

Aggressive Driving and Road Rage

1 hour Class # 303

What is the problem and what are the solutions to vehicular risks from road rage?

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Driving

CDL Disqualification	2 hours	Class # 310
Procedures and methods to use in disqualification proceedings under the Commercial Drivers' License rules. Covers serious and major violations.		
CDL Hazardous Materials	3 hours	Class # 327
Everything a CDL driver needs to know about general duty safety rules on recognizing, handling, storing and transporting hazardous substances.		
CDL Qualifications, Files & Requirements	2 hours	Class # 384
This class provides full coverage of the federal rules and regulations covering commercial drivers' licenses for employees and supervisors.		
Coaching the Backhoe Operator	2 hours	Class # 307
Recommended safety course for operators of backhoes; covers best practices and general duty OSHA rules of operating a backhoe. For persons working in the vicinity of supervising and operating the backhoe.		
Coaching the Emergency Veh Operator-Ambulance II	4 hours	Class # 315
How to Conduct Defensive and Safe Driving Training for Ambulance Drivers. Covers the liability associated with Colorado Emergency Driving Statutes.		
Coaching the Emergency Veh Operator-Fire Truck III	4 hours	Class # 443
How to Conduct Defensive and Safe Driving Training for FireTruck drivers. Covers the liability associated with Colorado Emergency Driving Statutes.		
Coaching the Emergency Veh Operator-Police II	4 hours	Class # 444
How to Conduct Defensive and Safe Driving Training for Police Emergency Vehicle Operators. Covers the liability associated with Colorado Emergency Driving Statutes.		
Coaching the Experienced Driver 4 + 2	3 hours	Class # 446
How to Conduct Defensive and Safe Driving Training for General Drivers- Completion of class may qualify individuals for personal auto insurance credit.		
Coaching the Maintenance Operator II	3 hours	Class # 447
How to Conduct Defensive and Safe Driving Training for Operators of Road Maintenance Equipment		
Coaching the Passenger Van Driver II	3 hours	Class # 317
How to Conduct Defensive and Safe Driving Training for Operators of 15 or more Passenger Vans.		
My Conduct at a Traffic Accident Scene	1-2 hours	Class # 346
What to do and what not to do if you are involved in a traffic accident scene, employee rights and responsibilities.		
Winter Driving	1 hour	Class # 354
Safe and prudent driving practices and safety equipment to carry when driving in snow, low visibility, icy conditions and other winter conditions.		

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Drug & Alcohol

CDL Drug and Alcohol Awareness

1 hour Class # 382

This is the required drug and alcohol knowledge class required for CDL holders, covers health consequences of chronic use of drugs/alcohol and overview of CDL testing program.

CDL Supervisor Drug and Alcohol Recognition

2-3 hours Class # 311

This is the required drug and alcohol knowledge class required for CDL holders, plus drug or alcohol recognition principles and practices for public agency supervisors of CDL holders. Satisfies the 1 hour of drug and 1 hour of alcohol training requirements on the symptoms of abuse. Qualifies the supervisor to determine "reasonable suspicion".

Drug and Alcohol Recognition for Supervisors

3 hours Class # 381

This is the required drug and alcohol knowledge class required for non CDL employees, plus drug or alcohol recognition principles and practices for public agency supervisors of non-CDL holders. Procedure and standards covered qualifying supervisors to determine reasonable suspicion.

General Safety

Accident & Incident Investigations

2 hours Class # 301

Risk management and safety procedures for investigating workplace accidents and incidents that might have ended in an accident. Includes discussion of scene control, first aid, documentation and other topics.

Airborne Pathogens

2 hours Class # 434

Basic personal safety and personal health management class on required methods used to prevent, control, and minimize risks from contamination by airborne illnesses in various workplaces. Distinguishes between airborne causes of infection and those that are transmitted by other means. Does not meet requirements for health care providers as professional.

Bloodborne Pathogens

2 hours Class # 417

The special methods used to prevent control and minimize risks from contamination by bloodborne pathogens in various workplaces. Covers universal precaution methods.

Bloodborne Pathogens for Emergency Responders

2 hours Class # 448

Universal precautions refers to practices for avoiding contact with other's bodily fluids. Under universal precautions all patients are considered to be possible carriers of blood-borne pathogens, including bloodborne and airborne. This class is recommended for emergency responders, nurses and health care support workers who are required to come into contact with patients or bodily fluids. This includes staff and others who may not come into direct contact with patients.

Cold Weather Safety

1 hour Class # 318

Basic personal safety class on how to work, dress and keep yourself and your coworkers healthy and free from workplace illness or injury when working outside in cold or cold and wet weather conditions.

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General Safety

Construction Site Safety

2 hours Class # 320

Basic safe working principles as applied to conditions commonly found on construction site with particular emphasis on inspecting for safety violations, remediating them and responding to safety incidents/accidents while on a construction site. Designed for Building Inspectors.

Duties of a Safety Committee

1 hour Class # 323

Outlines how to set up a work group safety committee, who should participate, what rules you might need, what tasks are best assigned to a safety committee and how to effectively use a safety committee to implement safety training, conduct risk management evaluations and to develop practical prevention policies.

Fire Prevention

2 hours Class # 324

Basic personal and workplace safety class on understanding, evaluating, identifying and avoiding personal and workplace risks due to fire and flammable conditions.

Fire Safety in the Home

2 hours Class # 330

Basic personal safety class on understanding, evaluating, identifying and avoiding personal and workplace risks due to fire and flammable conditions in the home, and childproofing a home or building from common fire hazards.

First Aid with Stroke

1 hour Class # 454

Covers the ABC's (Airway, Breathing and Circulation) of 1st Aid and recognizing stroke symptoms and responses. Awareness class only.

Hand and Power Tool Safety

2 hours Class # 359

Basic safety course for all new employees and refresher course for all employees on the steps every worker should always follow to avoid personal injury or workplace accidents due to careless use or misuse of hand and power tools. Also covers ergonomic safety issues regarding the long term use of such tools.

Handling Cleaning Chemicals Safely

2 hours Class # 326

This is a "Right to Know" class on common hazardous cleaning chemical substances in the workplace, what an employee and a supervisor need to know about safety rules on recognizing, handling, using, storing and transporting common chemical cleaning hazardous substances and when and where to get more information.

Handling Food Safely

2 hours Class # 441

Covers prevention steps of spreading of food borne illnesses while preparing, serving and storage of food items.

Hazard Awareness

2 hours Class # 412

Employee training on recognizing and addressing hazards in employee work tasks or work areas. Provides and trains on a process of identifying hazards and choosing personal protective equipment (PPE) for employees.

CTSI Loss Prevention Class List

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General Safety

Hazard Communication 2 hours Class # 385

OSHA regulation dealing with identifying chemical hazards in the workplace. Procedures for chemical inventory, reading a MSDS and safely working with chemicals on the job.

How to Conduct a Safety Audit 2 hours Class # 331

Class on various types of safety audits, what to include in a safety audit, what records to make and who to provide them to. Discusses the importance of identifying potential risks and causes of accidents in advance and making plans to correct potential hazards or contributory conditions to accidents.

How to Prepare Safety Meetings 1 hour Class # 332

A "Train the Trainer" instructional class for employees or supervisors on how to select and prepare a variety of topics for presentations at brief safety meetings. Includes a safety meeting of your choice.

Identifying Hazards for Road and Bridge 2 hours Class # 453

Refer to class #412

Infection Control 2 hours Class # 334

Basic personal safety and personal health management class on required methods used to prevent, control and minimize risks from contamination by common bacteria and viruses in various workplaces. Includes coverage of handling infectious waste.

Office Safety 2 hours Class # 348

Basic safe working principles as applied to conditions or hazards commonly found in most offices, with particular emphasis on inspecting for commonly occurring safety violations, remediating them and responding to safety incidents and accidents while on an office or office building work site.

Preparing for Emergencies in the Home 2 hours Class # 450

How to prepare and respond to disasters in the home and collect emergency supplies to survive for 72 hours.

Public Building Security 2 hours Class # 411

Responsibilities of managers and maintenance personnel for the control and security procedures of public buildings. Includes safety procedures to guard against common building hazards, as well as security procedures to control access.

Safe Chemical Handling for PCP's 2 hours Class # 368

This is a "Right to Know" class on chemical substances directed toward janitorial and home health care. What everyone needs to know about handling, using, storing and transporting common cleaning chemicals.

Safe Chemical Handling/Chemical Safety in Workplace 2 hours Class # 350

This is a "Right to Know" class on chemical substances in the workplace, what an employee and a supervisor need to know about general duty safety rules on recognizing, handling, using, storing, and transporting common chemical hazardous substances and when and where to get more information.

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General Safety

Safety in the Home

2 hours Class # 351

Basic personal safety class on understanding, evaluating, identifying and avoiding personal and workplace risks due to common causes of accidents and injuries in the home and childproofing a home or building from these common hazards. For home visits by DHSS & PCP's.

Human Resources

ADA Awareness and Public Entity Duties

2 hours Class # 369

A basic course for all public entity staff, employees and volunteers on the Americans with Disabilities Act and federal and state rules on responding to persons with disabilities. Basic disability etiquette toward persons with disabilities is discussed. Duties to the public including customers, service applicants, service clients, job applicants and employees under the ADA are explained in a variety of contexts. The reasonable accommodation process is briefly explained. A variety of physical, mental, speech, hearing and other types of disabilities are used as examples. Supervisors also need class 207.

ADA Compliance for Supervisors and Managers

2-3 hours Class # 207

This explains the ADA and related laws and how they affect your actions as a supervisor or manager of public services and employees. It reviews basic information from the ADA Awareness and Public Entity Duties class. The duties of any Supervisor or Manager under the ADA and the limits that privacy rules impose are explained. Common workplace situations with clients or employees that should alert the Supervisor or Manager to recognize potential disability requests are discussed. Participants are taught how, when and why to document such situations and ask for further human resource, ADA or disability expert assistance. Sample forms and reference lists are provided.

Applicant Screening and Background Checks

2-3 hours Class # 206

This class covers the newest rules on screening standards, fitness testing and background investigations of job applicants. It covers risk analysis for implementing systems.

Avoiding Wrongful Termination

1 hour Class # 238

Presentation on common misunderstandings of the at-will employment doctrine and major causes of termination lawsuits such as violation of public policy or other illegal reasons to terminate and the best ways to handle problems from start to finish to avoid the potential of wrongful termination claims.

Civil Rights, Discrimination and Harassment Prevention

2 hours Class # 232

Provides public sector employees and supervisors a basic understanding of the laws against discrimination, retaliation and harassment based on race, color, national origin, religion, sex and sexual orientation, gender and marital status. Explains the process and duty of identifying, reporting, investigating and preventing conduct that can lead to hostile work environments and/or retaliation and discrimination claims by the public or employees. Includes rules on limited English proficiency.

CTSI Loss Prevention Class List

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Human Resources

Civil Rights, Discrimination, Harassment and Retaliation (Managers) 2-3 hours Class # 219

The preliminary material in this class is substantially similar to class 232. Examples of discrimination are explored. What supervisors must do to educate, investigate and prevent illegal discrimination is discussed. The class explains the steps a supervisor must take after a potential violation has been reported: notifying employees of their rights, documenting witness information, investigating and resolving complaints according to legal standards with the help of HR or other experts. Recommended for Supervisors.

Coaching and Counseling 2 hours Class # 242

Covers the basics of successful disciplinary counseling and documentation. How to use employee assessment and evaluation when everyday supervision and coaching are not working. Presents a game plan for evaluating the adequacy of steps taken, planning additional methods, evaluating the remaining options to require compliance with job performance standards. Can include practice sessions with classmates.

Communicable Disease and the ADA 2-3 hours Class # 208

This class focuses on the effect that communicable diseases have on ADA considerations. Explains under what circumstances an employer might be able to refuse to hire or fire an employee for a communicable disease. Explains what process to follow and how to document.

Communicable Disease Issues for Supervisors 2 hours Class # 319

This class focuses on the effect that communicable diseases have on public service and on the workplace, how a supervisor may manage workers and the workplace in terms of sick leave, reporting, mandating absences, mandating attendance with FMLA and ADA considerations. Explains under what circumstances an employer might be able to refuse to hire or fire an employee for a communicable disease. Explains what process to follow and how to document.

Computer Use and Security Briefing 2 hours Class # 433

A basic level class on county rules for use of computers, internet, email and other electronic communications. How, when and why security methods are needed and used. Covers basic privacy information and rules for employees and management.

Confidentiality and Privacy Rules for Employees 2 hours Class # 220

Discusses the various legal sources of the many types of privacy rules. Covers the how, when and where that counties can use to limit an employee's expectation of privacy regarding county equipment, systems, work and communications by employees.

County Promises in Personnel Policies 1 hour Class # 407

This class is addressed to elected officials and managers who have responsibility or input into writing, approving, applying or establishing personnel policies.

Customer Service - Basic Skills 2 hours Class # 246

Remember and use the four basic skills for customer service in any situation no matter how stressful. Learn how these skills can be applied in common customer service situations by viewing examples of employee responses to customer stress. Learn to draw the line between a stressed customer and your own stress.

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Human Resources

Dealing with Difficult Situations with Special Resolution Tips 2-3 hours Class # 202

This class is the third in a series after Stress Management and Customer Service - Basic Skills. It is a very quick review of the four customer skills. The class discusses in depth some commonly occurring behaviors that are the most challenging and compares methods for handling them.

Discrimination, Harassment and Retaliation 2-3 hours Class # 305

This seminar focuses more on actively managing the workplace after a claim for discrimination or harassment has been filed. Recommended for supervisors.

Diversity in the Workplace 2-3 hours Class # 248

Designed to increase understanding and tolerance among diverse populations within the county workforce. This session covers patterning, modeling and stereotypes that can lead to claims of discrimination. This presentation covers both concrete and theoretical aspects of diversity that influence our ability to perceive, work with and get along with others who are different on a variety of continuums. It includes discussion of theories of discrimination, organizational psychology, complexity of the work assigned and theories that explain how and why we work well or not so well with other persons and how we can use that information to improve our relationships in a diverse work setting.

Employee Assistance Program 1 hour Class # 431

This seminar explains what an employee assistance program is and various forms of the programs that might either be offered by the employer or that might be available in the marketplace and the advantages and disadvantages of such programs are.

FMLA Basic Rules 2 hours Class # 308

Covers the basics of FMLA. This session discusses who the law covers, the purpose of the law, employee do's and don'ts and procedural requirements on how to communicate with employees.

FMLA for Supervisors 2 hours Class # 376

A basic level briefing for elected officials, department heads and managers on the county duties to customers, employees and the public under the Family Medical Leave Act. Current interpretations of cases and regulations will be analyzed and have an opportunity to ask for more detailed information during class discussions.

FMLA/ADA Update 1 hour Class # 424

This briefing covers any regulatory changes in the current year for FMLA and ADA.

HIPAA Privacy and Security Class # 452

This class covers the detailed regulatory purpose and design of the Act and highlights the primary functions of the counties to bring them into compliance with HIPAA regulations. Explains the health privacy duties of both HIPAA and state laws to the extent they are more protective of health information privacy.

Hiring and Firing Under Colorado Laws 1-2 hours Class # 216

Short seminar designed to acquaint elected officials and/or supervisors with the laws in Colorado governing "at-will" principles. Know the limits of an employer's rights before you cost the county an employment claim.

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Human Resources

HR Module 1: Public Duties to Applicants & Employees

5 hours Class # 225

Differences between public and private employers. Liability principles in employment cases against public employer and their supervisory staff. Personal liability for violation of laws and regulations. Drafting a job description and ad, protecting against injuries from the start, pre-hire testing limits, hiring procedures and principles, principles of equal opportunity and diversity, performing background checks, releases of information, Fair Credit Reporting Act, negligent hiring and retention. What and why you need to document your actions—record keeping rules for Counties. Pros and cons of HR audits.

HR Module 2: Wage & Hour Regulations

5 hours Class # 226

Knowing the difference between contract workers and at-will employees, Fair Labor Standards rules and other pay rules. Variations for specialized workers. Coordination between independent County Officials. Setting up audit-safe payroll systems and record retention systems. Liabilities for violations under federal law. Health benefits continuation rules under ERISA, COBRA and HIPPA.

HR Module 3: Privacy & Responsibility in the Workplace

5 hours Class # 227

Drug Testing and other physical fitness for duty tests and requirements, ADA principles of job requirements and hiring, Do's and Don't for candidates who may have a disability, AIDs, smoking, privacy rights of public employees, retention and confidentiality of records, search and seizure, background checks and release of information and nepotism rules. Supervisor responsibility for workplace safety and ergonomics. Implementing and enforcing safety rules. Modified duty and its many implications.

HR Module 4: Evaluation & Policy Decision in the Workplace

5 hours Class # 228

Performance evaluations, confidentiality issues of performance evaluations, discipline and discharge principles, effect of personnel policies and procedures, effect of custom or past practice on a lawsuit, giving notice to employees, selecting discipline. Drafting and reviewing personnel policies. Political activity of public employees and performance of job duties, collective bargaining and just cause.

HR Module 5: Harassment in the Workplace

5 hours Class # 229

Hostile work environments. Putting effective prevention systems in place. Balancing applicant screening risk factors with EEO requirements. Sexual harassment, religious, age and other types of discrimination defined and discussed. Whistleblowing rules, discrimination and harassment complaints, work complaint investigations and EEO/CCRD procedures. When to report potential claims liability to CAPP.

HR Module 6: Disciplinary Standards & their Consequences

5 hours Class # 230

Termination policies and procedures, exit interviews. Layoffs and reductions in force and the ADEA, unemployment, evaluating possible wrongful discharge claims, seeking advice and consultation. Possible costs and liabilities in termination cases. Americans with Disabilities laws, Workers' Compensation and Family Medical Leave Act issues. Coordinating discipline or discharge events with retirement benefits considerations. Sick and other leave policies.

CTSI Loss Prevention Class List

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Human Resources

Interviewing and Selection

2-3 hours Class # 373

This covers the law, theory and practice of effective interviewing and selection techniques. Of interest only to supervisors and managers who have assigned interviewing and selection duties. Can be presented with practice exercises.

Managing Sick Leave and Absences

2-3 hours Class # 218

A workshop designed to discuss the various policies or practices available to help line supervisors control unforeseen absenteeism, to manage leave to maximize department productivity and to handle leave performance issues.

Managing Supervisors Liability

2 hours Class # 203

Basic discussion of a supervisor's responsibility for managing risks in the workplace. Covers employment claims and safety issues from a preventative perspective. Good for first time supervisors, supervisors coming from the private sector and newly elected officials. Includes film clips generating group discussion.

Managing the FMLA & Other Leave Policies (Advanced)

2-3 hours Class # 224

Covers the legal procedures and documents mandated by FMLA, how to manage FMLA to best purpose with other leave policies and how to analyze potential leave policies for improvement. This session briefly discuss who the law covers, the purpose of the law, employee do's and don'ts, procedural requirements and how to communicate with employees.

Negotiating Tactics

2 hours Class # 213

This class covers the basic theory of negotiating agreements in any context. Especially helpful for negotiating with elected officials, other departments, members of the public or other leadership. Learn to discuss contentious issues in a productive manner. Be prepared for and be successful at negotiating. Includes practice group negotiation session on assigned topic.

Open Records

1-2 hours Class # 427

This class is designed to present the Colorado Open Records Act provisions that are most frequently used in county government. This focuses on practical methods and does not cover case law on the various provisions which can be amended frequently.

Performance Evaluations & the Supervisor

2-3 hours Class # 201

This class presents simple methods for year-round planning and preparing for employee evaluations. Provides demonstrations of how to do evaluation interviews with employees. Designed to show supervisors how, when and why to keep performance or efficiency records and how to use them at the end of the year.

Personnel Policy Workshop

3 hours Class # 231

Bring your policies and your questions for discussion. Actively participate in thinking about the "big picture" on how to plan, evaluate and streamline. Make your policies clear, concise and easier to apply.

CTSI Loss Prevention Class List

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Human Resources

Privacy & Recordkeeping for Supervisors	2-3 hours	Class # 205
This class covers the basic sources of privacy protection under constitutions and laws, the county requirements for employees to preserve and protect public and private records, what's needed in a departmental policy, how to follow procedures to review and comply with the rules and what the limits of privacy protection are in various scenarios. When and who to go to for help.		
Supervisory & Management Briefing	1 hour	Class # 271
Custom designed meeting to address the needs of a group of public entity managers.		
Supervisory Safety	2 hours	Class # 419
The role of the supervisor in detecting, reporting, monitoring, resolving and prevention of common safety risks.		
Supervisory Skills I	2 hours	Class # 273
Equal opportunity in practice; timesheet tips under wage/hour rules; monitoring time off by employees; coaching and counseling; complaints and privacy; providing a safe workplace; knowing when you don't know enough.		
Supervisory Skills II	2 hours	Class # 274
Coordinating worker's compensation; Family Medical Leave and disability leave; preparing for performance counseling meetings; preparing for disciplinary action; taking action for absenteeism/leave abuse; review and preparation for a termination.		
Wage and Hour Management	2-3 hours	Class # 279
Wage and hour requirements with a focus on what budget issues are affected by the FLSA. What management needs to know to ensure accurate, legal time sheet reporting and record keeping to adequately respond to audits and claims.		
Wage and Hour Responsibilities for Supervisors	1-2 hours	Class # 204
A basic course covering what supervisors know to ensure accurate, legal time sheet reporting. Helpful information for understanding the how, what and why of recording time worked and time off and how to supervise use of leave.		
Workers' Compensation Basics	1-2 hours	Class # 445
This discusses the best practices for managing your workers' compensation costs. By starting with the recommended written safety and leave policies and ending with proper record-keeping and supervision of absences, you can minimize county lost time due to injuries.		
Workers' Compensation for Supervisors	2-3 hours	Class # 361
This class is the supervisory version to supplement class 445, which is for all employees. This includes additional material on how to fill out the supervisor's reports, accident investigation relative to WC claims, and additional information necessary to adequately manage and supervise an employee returning on modified duty.		

CTSI Loss Prevention Class List

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Human Resources

Workplace Violence Prevention

2 hours Class # 356

A prevention class designed to orient employees toward issues of personal safety and to familiarize them with common sources and causes of physical violence. Be alert and detect risk in the work environment and other location factors. Class presents a series of graduated steps to insure adequate reporting and safe resolution of problems relating to risks of employee protection.

Workplace Violence Prevention for Supervisors

Class # 457

Supervisors role in recognizing and managing the early warning signs. Use effective "Front Line Measures" to de-escalate anger and manage difficult people effectively.

Law Enforcement and Detentions

Anti-Bias Training for Law Enforcement

4 hours Class # 304

Required by State Statutes (CRS 42-4-115 Profiling) and (CRS 24-31-309(2) Biased Policing) for all Certified Peace Officers.

Detention Orientation

4 hours Class # 405

This is a new employee class designed as an introduction to the major areas of knowledge needed to work in a detention facility. As time is allotted, covers chain of command issues; facility staff and inmate health, safety and security, emergency procedures, Inmate first aid and medical basics, report writing and follow-up, inmate rights, treatment of inmates, and procedures for disciplinary matters and for privileges, common inmate behaviors and risks, staff comportment and communication and intake and screening of arrestees and detainees.

Infection Control for Law Enforcement

3 hours Class # 335

Employee safety and risk of infection management class on required methods used to prevent, control and minimize risks from contamination by common bacteria and viruses with particular regard to LE activities. Does address PPE and how to handle common situations.

Inmate Medication Basics

1.5 hours Class # 400

Designed to provide a basic framework for detention officers for intake med (drugs) assessment and verifying prescriptions, how to administer meds and keep med records on a shift basis and other regulatory issues that constrain their duties.

Verbal Self Defense

2-3 hours Class # 423

Class designed to meet the needs of detention staff in understanding basic incident prevention factors and the basic elements of verbal communication under stress. Recognize the types of particular difficult behaviors and special responses and how this general knowledge is used when applied in LE situations, including verbal control of inmates.

Legal Issues

Colorado Government Immunity Act

1 hour Class # 403

This class is designed to give elected officials and managers a basic understanding of how the CGIA addresses the potential for various liability lawsuits against local governments. Discusses the specific limits of statutory immunity and familiarizes the class with the types of acts, conduct and factors that influence the immunity of elected officials.

CTSI Loss Prevention Class List

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Legal Issues

Election Laws for County Employees-Briefing 1 hour Class # 402

A short class to cover the duties and responsibilities of county staff and officials under election law, conflict of interest law and rules against partisan politics in the public workplace.

Open Meetings 1-2 hours Class # 406

A class designed to familiarize participants with the Colorado Open Meetings statutes and provide a process for following this statute for all meetings required to be open to the public.

MSHA

Equipment Inspections 1 hour Class # 397

How to conduct various equipment inspections, why to conduct the inspections, what you are looking for and when/where to conduct them. What records must be kept.

MSHA Accident Statistics 1 hour Class # 378

Required and certified MSHA course. Part of the annual refresher.

MSHA Annual Refresher-4 Hour 4 hours Class # 458

Topics adjusted to fit your training plan.

MSHA Annual Refresher-8 Hour 8 hours Class # 391

Required and certified MSHA course. Contents vary by MSHA rules for each year. Required for ALL county employees who enter gravel pits.

MSHA Basic Electrical Safety 1 hour Class # 336

Required and certified MSHA course.

MSHA Basic Regulations 2 hours Class # 309

Required and certified MSHA course.

MSHA Compressed Gas Cylinder Safety 1 hour Class # 337

Required and certified MSHA course.

MSHA Confined Space Awareness 2 hours Class # 338

Required and certified MSHA course.

MSHA Conveyor Safety 1 hour Class # 395

Required and certified MSHA course.

MSHA Crushing/Stockpiling 4 hours Class # 436

Required and certified MSHA course.

MSHA Emergency Plans 1 hour Class # 396

Required and certified MSHA course.

MSHA Ground Control 1 hour Class # 393

Required and certified MSHA course.

CTSI Loss Prevention Class List

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MSHA

MSHA Hand Tool Safety	1 hour	Class # 339
Required and certified MSHA course.		
MSHA Hazard Communication	2 hours	Class # 461
Required and certified course. Satisfy's Part 47		
MSHA Hearing Conservation	2 hours	Class # 340
Required and certified MSHA course. Satisfy's Part 62.		
MSHA Lock Out/Tag Out	1 hour	Class # 341
Required and certified MSHA course.		
MSHA Machine Guarding Awareness	1 hour	Class # 342
Required and certified MSHA course.		
MSHA New Miner Training-24 Hour	24 hours	Class # 380
Required and certified MSHA course for newly hired miners.		
MSHA Oxy-Acetylene Torch Safety	1 hour	Class # 343
Required and certified MSHA course.		
MSHA Respirator Safety	1-2 hours	Class # 344
Required and certified MSHA course.		
MSHA The Gravel Crushing Process	4 hours	Class # 345
Required and certified MSHA course.		
MSHA Workplace Exam	1 hour	Class # 394
Required certification test.		
Water Hazards	1 hour	Class # 379
Basic safe working principles and accident prevention principles, for conditions commonly found on or near bodies of water such as lakes, ponds, streams and rivers. Emphasis placed on inspecting for safety violations, remediating them and responding to safety incidents and accidents while on or near a water site. Covers types of emergency equipment to have and how to use it in particular situations. Does not substitute for a certified water safety or water rescue course. Part of MSHA training.		

Road & Bridge

Confined Space Awareness	2 hours	Class # 449
What confined space is and its potential hazards and process required to safely enter and survive.		
Flagger Certification	2 hours	Class # 325
Required certification course for flaggers under the federal DOT standards. Covers all required topics. Test must be passed. Recommended course for all DOT certified workers and supervisors. Certification expires every 2 years.		

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Road & Bridge

Forklift Safety

2 hours Class # 371

This class covers best practices and general duty OSHA safety rules for working on, in or about forklifts and other mechanized lifting machines and warehousing vehicles. Recommended safety course for forklift operators and their supervisors.

Rigging Basics

2 hours Class # 440

Covers safe use of wire rope, slings and the process of hoisting loads.

Trenching/Excavation Safety

2 hours Class # 353

This class covers best practices and general duty OSHA safety rules concerning the supervision and work in dirt excavations, shoring up sidewalls for trenches and general guidelines for workers and line staff to follow.

Work Zone Safety

1 hour Class # 355

This workshop teaches the basics of work zone traffic control. The course covers basic daily maintenance or paving operations and focuses on daytime activities for the county road crew.
