



## 2018 Annual Report

### Division of Corrections Training



**Bridget Gilliland, Director**

# TABLE OF CONTENTS

Table of Contents.....	2
Mission Statements.....	3
Division’s Commitment to Excellence.....	4
Training System .....	5-6
Division of Corrections Training Organizational Chart.....	7
Regional Training Site Locations.....	8
Division of Training—Director’s Office.....	9
Curriculum Branch .....	10
Central Region Training Center.....	11
Southern Region Training Center.....	12
Western Region Training Center.....	13
Eastern Training Center.....	14
Year End Review.....	15-16
Pictorial Review.....	17-18
Yearly Training Statistics-ACA Requirement.....	19
Yearly Classroom Activity Report.....	20
Class Evaluation Average/Totals Chart.....	21

# MISSION STATEMENTS



## **Kentucky Department of Corrections Mission Statement:**

To protect the citizens of the Commonwealth and to provide a safe, secure and humane environment for staff and offenders in carrying out the mandates of the legislative and judicial processes, and to provide opportunities for offenders to acquire skills which facilitate non-criminal behavior.



## **Kentucky Division of Corrections Training Mission Statement:**

To design, develop and deliver training programs that meet the needs and mandates of the employees of the Kentucky Department of Corrections.

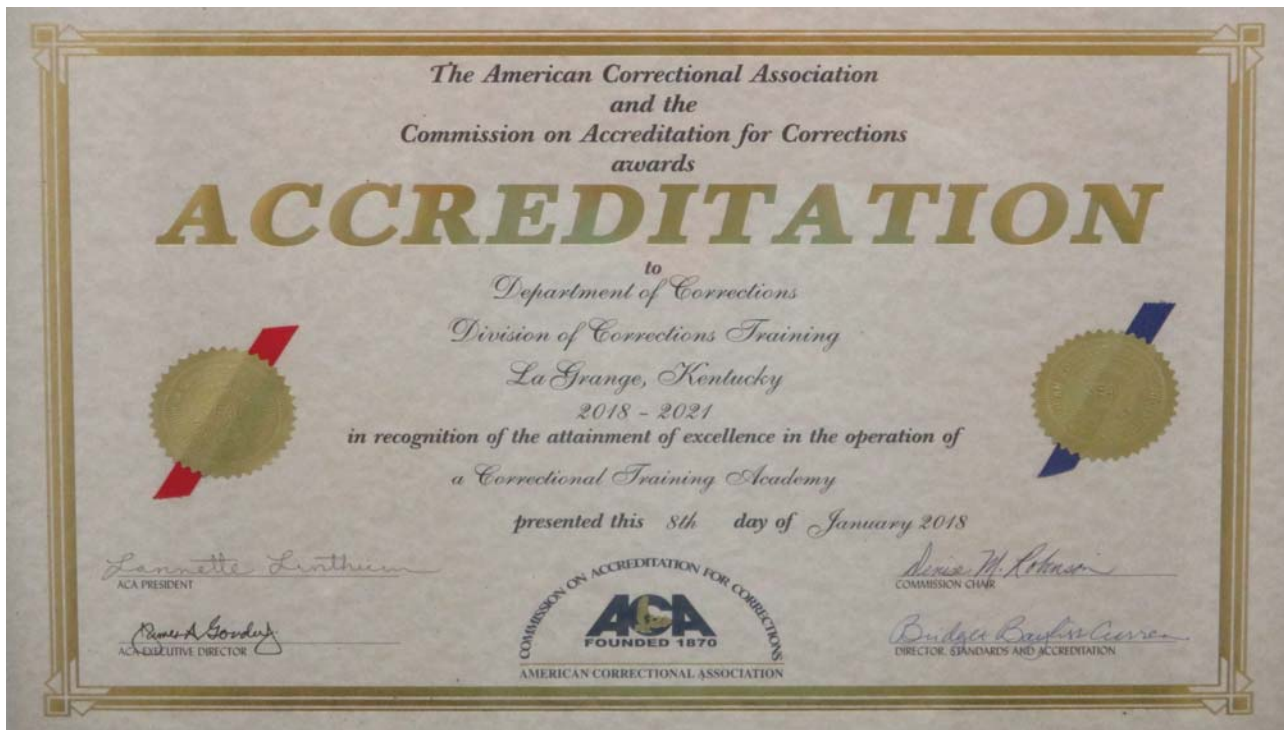
Our Mission . . .Your Future

# COMMITMENT TO EXCELLENCE

The Division of Corrections Training (DCT) is charged with planning, coordinating and conducting training for adult institutions, jailers and DOC Central Office.

The DCT develops training curriculum for the Correctional Officers, uniformed supervisors and non-security staff of the twelve (12) Kentucky Correctional Institutions, and CoreCivic, Lee County Adjustment Center, which is a Private Institution; for a total of thirteen (13) Adult Institutions. The DCT also develops curriculum for Central Office, Kentucky Correctional Industries and annual training for the elected Jailers and their staff within all one hundred twenty (120) counties of Kentucky.

The DCT successfully went through their annual Program Security Review (PSR), November 2018. The staff did an excellent job in maintaining sanitation levels and documentation for this audit.



# TRAINING SYSTEM

## **Correctional Officer:**

A new correctional officer is required to complete Institutional Pre-Service Academy (IPSA) by attending New Employee Orientation (NEO) training at the hiring institution. The Institutional Training Coordinator (ITC) oversees the NEO instruction. The NEO portion of training is equivalent to forty (40) hours of classroom training delivered by Computer Based Training (CBT) within the institution's computer lab. After completing NEO at the hiring institution, the trainee will complete IPSA, which consists of five (5) phases, at one of the four (4) training centers. Upon completion of NEO and IPSA, the new correctional employee returns to the hiring institution for the remainder of their six (6) month probationary period. Upon return to their institution, the newly trained correctional officer will receive an additional forty (40) hours of Officer In-Service training annually.

## **Adult Institutions Non-Security:**

All non-security staff attend the number of training hours dictated by the requirements of ACA accreditation. During 2018, Corrections Policy and Procedures (CPP) and Training Policy and Procedures (TPPS) were reviewed and accreditation requirements were addressed.

## **Extra Training Conducted:**

The DCT conducted extra training throughout the year of 2018. This extra training included: Basic Supervisor Workshop, Train the Trainer, Taser Instructor, Oleoresin Capsicum end user courses, Less Lethal Instructor Courses, Firearms Instructor Courses, and Corrections Defensive Tactics Instructor Courses.

## **TRAINING SYSTEM (continued)**

### **Elected County Jailers and Deputies:**

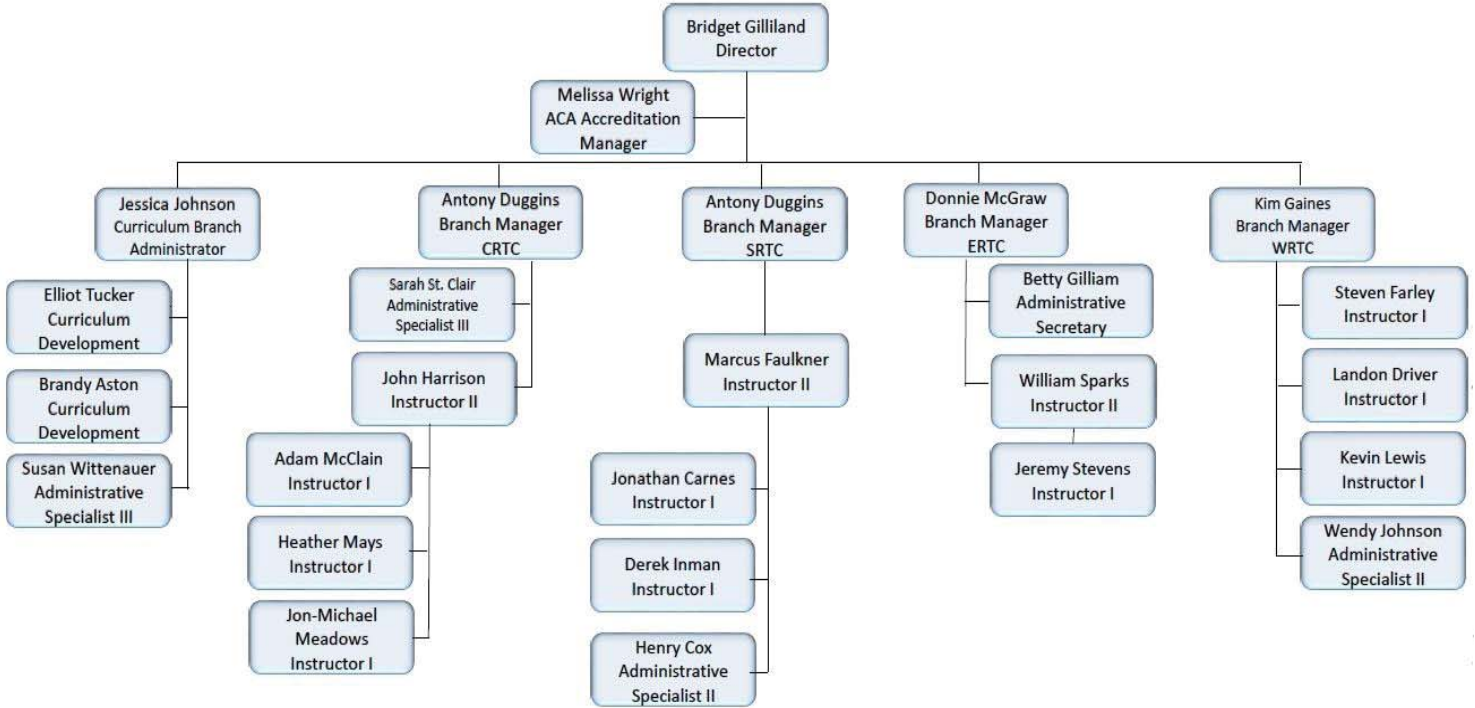
Kentucky Revised Statutes (KRS) 196.070, Duties of the Commissioner of the Department of Corrections Training Programs, KRS 441.055, Regulation of Jails - Adoption and Revision of Standards and KRS 441.115, Jail Staff Training Program - Jailer's Training Expense Allowance, require the Department of Corrections (DOC) to provide a minimum of forty (40) hours of training annually for the elected jailers and sixteen (16) hours of training annually for their staff, at no cost to the jailers. The DCT develops a curriculum, annually, in cooperation with a curriculum committee appointed by the Kentucky Jailer's Association. The DCT provides the deputy jailer curriculum to county jails for delivery by members of the jailer's staff, who have been trained by the DCT, to act as adjunct instructors. DCT staff from the four (4) regional training centers also conduct Annual Deputy Jailer Training throughout the Commonwealth at locations requested by the Kentucky jailers. The deputy jailer CBT curriculum is available for any jail staff that need the training in addition to, or in lieu of, classroom training. The elected/appointed jailers meet their forty (40) hour annual training requirements by attending one or both of the annual Kentucky Jailer's Association Conferences.

The Curriculum Branch staff were available at the June and December Kentucky Jailer's Association Conference.

### **Central Office Staff:**

The CBT modules developed for the Central Office staff have been reviewed and revised throughout the year to ensure ACA requirements are met.

# Division of Corrections Training Organization Chart









# DIVISION OF CORRECTIONS TRAINING

## Director's Office

The DCT Director, Bridget Gilliland, maintains an office in Danville, Kentucky, within the Southern Region Training Center (SRTC), as well as La Grange, Kentucky, within the Central Region Training Center (CRTC). This office provides administrative supervision of all DCT operations. During 2018, the Director's office has been staffed with one Administrative Specialist III/ACA Accreditation Manager in Danville, Kentucky, Melissa Wright (SRTC).

Statistical data regarding presentations and the number of staff trained at each training center is provided at the end of this report.

In November 2018 the DCT went through their PSR. The staff did an excellent job in preparation for this event.



Bridget Gilliland,  
Director



Melissa Wright,  
ACA Accreditation  
Mgr./Admin Spec III

## CURRICULUM BRANCH

The Curriculum Development Branch is located within CRTC. They are responsible for management of the curriculum development process for adult institutions, Central Office, Kentucky Correctional Industries, jails, CBT modules, the archiving of all departmental curriculum, and the daily administration of the DOC's Learning Management System (LMS). KELMS was the system utilized until May 2018 and then it was switched to MyPURPOSE, which is now the department's LMS and also serves as DOC's Training Records System (TRS) for individuals working at the state level. Crimcast is the department's LMS for the jails and also serves as the jail's TRS.

The Curriculum Branch was staffed with a Program Administrator, Jessica Johnson; Program Development, Elliot Tucker and Brandy Aston; and Administrative Specialist, Susan Wittenauer.

During 2018, the Curriculum Branch, with the assistance of training instructors, has reviewed and revised all lesson plans of the CBT modules for IPSA, Institutional In-service, Central Office, and Jailers' In-service.



Jessica Johnson,  
Program Administrator



Elliott Tucker,  
Program Development/  
Instructor I



Brandy Aston,  
Program  
Development/  
Instructor I



Susan Wittenauer,  
Admin Specialist III

# Central Region Training Center



Antony Duggins  
Branch Manager



John Harrison  
Instructor II



Heather Mays  
Instructor I



Adam McClain  
Instructor I



Jon Meadows  
Instructor I



Sarah St. Clair  
Administrative  
Specialist III

The Central Region Training Center (CRTC) is located between the Kentucky State Reformatory (KSR) and the Roederer Correctional Complex (RCC) in LaGrange, Kentucky.

CRTC is staffed by Branch Manager, Antony Duggins; Senior Training Instructor, John Harrison; three (3) Training Instructors, Adam McClain, Heather Mays and Jon Meadows; and Administrative Specialist III, Sarah St. Clair.

CRTC provides staff instruction to four (4) adult correctional institutions including Kentucky State Reformatory (KSR), Roederer Correctional Complex (RCC), Luther Lockett Correctional Complex (LLCC), Kentucky Correctional Institution for Women (KCIW), and the elected jailers and their staff within twenty-four (24) counties.

## Southern Region Training Center



Antony Duggins  
Branch Manager



Marcus Faulkner  
Instructor II



Jonathan Carnes  
Instructor I



Derek Inman  
Instructor I



Henry Cox  
Administrative  
Specialist II

The Southern Region Training Center (SRTC) is located and is identified as building #108 on the grounds of the Northpoint Training Center (NTC) in Danville, Kentucky.

SRTC is staffed by Branch Manager, Antony Duggins; Senior Training Instructor, Marcus Faulkner; two (2) Training Instructors, Jonathan Carnes and Derek Inman and Administrative Specialist II, Henry Cox.

SRTC provides staff instruction to three (3) adult correctional institutions; Bell County Forestry Camp (BCFC), Blackburn Correctional Complex (BCC) and NTC, and the elected jailers and their staff within thirty-nine (39) counties.

## Western Region Training Center



Kim Gaines  
Branch Manager



Landon Driver  
Instructor I



Kevin Lewis  
Instructor I



Steven Farley  
Instructor I



Wendy Johnson  
Administrative  
Specialist II

The Western Region Training Center (WRTC) is located and is identified as building #30775006 on the grounds of the Western Kentucky Correctional Complex (WKCC) in Fredonia, Kentucky.

WRTC is staffed by Branch Manager, Kim Gaines; three (3) Training Instructors, Landon Driver, Kevin Lewis, and Steven Farley; and Administrative Specialist II, Wendy Johnson.

WRTC provides staff instruction to three (3) adult correctional institutions; WKCC, Kentucky State Penitentiary (KSP) and Green River Correctional Complex (GRCC); and the elected jailers and their staff within thirty-six (36) counties.



# Eastern Region Training Center



Donnie McGraw  
Branch Manager



Will Sparks  
Instructor II



Jeremy Stevens  
Instructor I



Betty Gilliam  
Administrative  
Secretary

The Eastern Region Training Center (ERTC) is located in and identified as building #30780016 on the grounds of the Little Sandy Correctional Complex (LSCC) in Sandy Hook, Kentucky.

ERTC is staffed by Branch Manager, Donnie McGraw; Senior Training Instructor, Will Sparks; one (1) Training Instructor, Jeremy Stevens; and Administrative Secretary, Betty Gilliam.

ERTC provides staff instruction to two (2) adult correctional institutions; LSCC and EKCC; and the elected jailers and their staff within twenty-one (21) counties.

# Division of Corrections Training

## Year End Review

DCT was very instrumental in the training of CoreCivic training staff for the opening of the Lee Adjustment Center. The DCT provided curriculum reviews of the IPSA, and In-Service training curriculum. Train the Trainer sessions were conducted for the CoreCivic staff on various training topics.

The ERTC has converted office space into additional training space for outside agencies and institutional staff to conduct training and meetings. Space has also been provided by the LSCC for the Regional Training Center to create a mock cell for staff to utilize for hands-on training conducting searches.

The DCT has hosted a number of additional specialty courses for departmental staff, such as Less Lethal Instructor, Taser Instructor, Firearms Instructor, Train the Trainer, Basic Supervisor Workshop, and MILO Range.

The Curriculum Branch implemented new training curriculum for the DoubleStar AR-15, as well as hosted a Train the Trainer session for Institutional Firearms Instructors and spearheaded the transition for the Mini-14 to the Doublestar AR-15 across the state.

The DCT, along with institutional staff members, produced a new search video to be utilized for both pre-service and in-service training.

The DCT revised and updated the TPPs.

The DCT conducted five (5) additional Pre-Service Academy classes in 2018 to support Adult Institutions.

The DCT developed and provided additional training to Probation and Parole Office Support Staff in an effort to assist the institutions with overtime and staffing needs.

The DCT coordinated Basic Life Support Instructor training for new American Heart Association Instructors training.

The DCT Regional Training Centers have been certified through the American Heart Association (AHA) as a certified training facility, authorized to conduct AHA Instructor Recertification training.

The DCT successfully coordinated and facilitated curriculum reviews for both Pre-Service and In-Service training programs at each of the Regional Training Centers for Institutional Administrative staff within each region.

The DCT Regional Training Instructor, Kevin Lewis, received a Master Instructor Certification through TASER allowing the department to create Taser Instructors.

The DCT provided training and support for Jailers and other jail staff throughout the state.

The DCT works with other departments of the DOC in scheduling classroom space for their needs as they arise such as PREA Investigator Training, EEOC, KyRAS, Travel Voucher training, etc.



## **Division of Corrections Training Year End Review (continued)**

The DCT revised and updated the Firearms Curriculum training to be in compliance with new departmental safety standards.

The DCT re-established both the Regional Firearms Committee and Firearms Curriculum Committee.

The DCT has implemented new training curricula into the IPSA to enhance training on areas such as Fentanyl and Re-Entry, Lockdown Procedures, and revised current training to incorporate Hex Armor Safety Gloves into search training, as well as information on critical incident stress debriefing.

The DCT Curriculum Branch acts as the Agency Administrator for the MyPurpose Learning Management System and oversees the Agency Coordinators for the Kentucky DOC.

The DCT produced a three-tiered leadership training program for institutional supervisory staff.

The DCT produced RACC Belt Instructor Curriculum to move towards self-certification with the NOVA/RACC system.

The DCT purchased Articulate 360, a computer software program that allows the curriculum branch to design and develop online training.

The DCT has coordinated a complete revision of all CBT lesson plans.

The DCT successfully completed their Program Security Audit.

# Pictorial Review







# YEARLY TRAINING STATISTICS

On the following pages you will find the yearly training statics depicted in chart form and statistical breakdowns as required by ACA standards.

## **Administration of Correctional Agencies**

### **2-CO-1D-03**

The agency's training plan provides for ongoing evaluation of all pre-service, in-service, and specialized training programs. A written report is prepared annually.

## **Probation and Parole – Field Services**

### **4-APPFS-3A-19**

The agency provides an ongoing formal evaluation of all pre-service, in-service and specialized training programs, and completes an annual written evaluation report.

## **Adult Correctional Institutions**

### **4-4077**

The institution's training plan provides for ongoing formal evaluation of all pre-service, in-service, and specialized training programs. A written report is prepared annually.

## **Correctional Training Academies**

### **1-CTA-3A-06**

Written policy, procedure, and practice provide for ongoing formal evaluation of all pre-service, in-service, and specialized training programs conducted by the academy. A written report is prepared annually and includes input from operational units.

# 2018 Annual Classroom Activity Report

## Department of Corrections Training Lead Classes

Institution/ District	CRTC	ERTC	WRTC	SRTC	Total
BCFC	48	10	0	21	79
BCC	36	2	0	103	141
EKCC	10	204	2	0	216
GRCC	26	0	257	0	283
KCIW	341	0	0	1	342
KSP	11	0	347	3	361
KSR	430	0	0	3	433
LLCC	419	0	0	0	419
LSCC	37	83	1	0	121
NTC	75	0	0	366	441
RCC	299	0	0	0	299
WKCC	13	0	691	0	704
Central Office	44	0	27	4	75
District 1	53	0	49	0	102
District 2	63	1	40	1	105
District 3	64	0	15	6	85
District 4	40	0	0	0	40
District 5	53	0	6	0	59
District 6	27	0	0	28	55
District 7	97	0	0	0	97
District 8	33	0	0	6	39
District 9	62	0	0	14	76
District 10	40	0	0	0	40
District 11	29	2	0	0	31
District 12	63	0	0	6	69
District 13	25	0	13	0	38
District 14	52	0	0	12	64
District 15	25	3	0	0	28
District 16	85	0	0	9	94
District 17	123	0	0	0	123
District 18	76	0	0	2	78
District 19	74	0	0	8	82
District 20	29	0	0	3	32
Jails	827	80	546	336	1789
LAC	8	17	0	2	27
DCT Staff	0	11	0	34	45

	CRTC	ERTC	WRTC	SRTC	Total
<b>Totals</b>	3737	413	1994	968	7112

	CRTC	ERTC	WRTC	SRTC	Total
<b>Total Staff Training &amp; Certificates Presented</b>	3737	413	1994	968	7112

