



Kentucky Department of Corrections

Division of Corrections Training 2024 Program Catalog



2024 Program Catalog



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Mission Statement

The mission of the Division of Corrections Training is 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

The staff of the Division of Corrections Training is committed to:

Quality Programs

Providing consistent and current information to participants in a safe and effective learning environment.

Professionalism

Setting a positive example, promoting teamwork and sharing information through effective communication

Responsiveness

Providing diverse programs which meets the needs of participants.

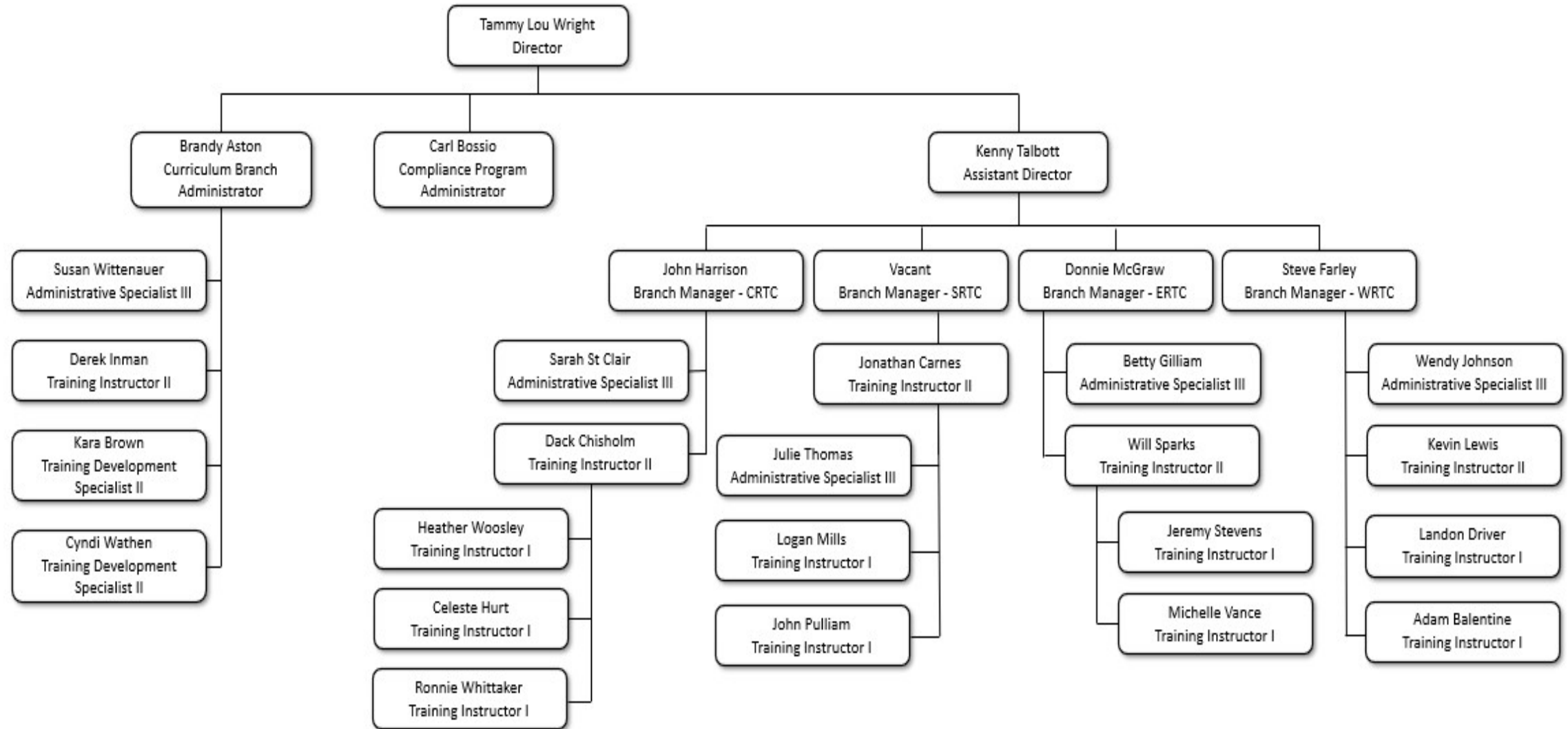
Respect

Treating participants with fairness, equality, integrity and value.

Standards of Practice

Practicing professionally established requirements of excellence.

Division of Corrections Training Organizational Chart



Regional Training Centers

General Information

| | | | |
|---|---|---|---|
| Harold E. Black Training Center (CRTC) 4000 Morgan Rd. LaGrange, Ky 40031 (502) 225-9755 | S. T. Wright, Jr. Training Facility (ERTC) 505 Prison Connector Rd. Sandy Hook, Ky 41171 (606)738-4628 | John D. Rees Training Facility (SRTC) 710 Walter Reed Rd. Danville, Ky 40422 (859)239-7012 | Bill Cunningham Training Facility (WRTC) 374 New Bethel Church Rd. Fredonia, Ky 42411 |
|---|---|---|---|

Rules and Regulations for Students:

This Division has a written Code of Conduct which defines the accepted standards for all students. Any breach of this code may result in disciplinary action including dismissal from the training program. The Rules and Regulations will be made available to each student at the start of each program.

Dress Code:

Students are expected to wear their normal work attire in accordance with CPP 3.10 (Non-uniformed staff) and CPP 3.17 (Uniformed staff) when attending training programs, unless advised otherwise by staff.

Restricted Items:

Loaded weapons, live ammunition, chemical agents or restraint devices of any kind are not permitted at the training centers or designated training site without permission of the Director of Corrections Training.

Cell Phones and Radios:

Cell phones are not permitted on institutional grounds or inside training centers; they are to be kept inside a vehicle. Radios are to be turned off or set to non-audible signal in class, consistent with departmental policies. The telephone number of the training site is provided to participants for emergency purposes.

Class Times:

Class times vary by region. Please contact your Regional Training Center for more information.

Changes/Additions/Revisions:

The program catalog is updated as necessary on the DCT webpage.
<https://corrections.ky.gov/divisions/training/pages/default.aspx>

Registration and Cancellations:

It is mandatory to register for classes by contacting your Regional Training Center/Facility or through established methods at your work site. If you are registered for a training program, you are expected to attend. The training center/facility should be notified as soon as possible of any cancellations. If a program is cancelled, registered students will be notified.

Inclement Weather/Holidays:

Classes will not be cancelled due to inclement weather unless approved by the Governor's Office. Some classes are scheduled and conducted during state holidays.

Tobacco Products:

The use of tobacco products is not allowed on institutional grounds.

Emergency Procedures:

Corrections Training has detailed Emergency Plans that are designed for the safety and protection of everyone. In the event of an emergency, follow the directions of the training instructor who will implement the plan when needed.

EEO Statement:

The Commonwealth of Kentucky's policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information.

ADA:

Corrections Training complies with the regulations and requirements of the Americans with Disabilities Act and will provide reasonable accommodations to anyone making such needs known to the training staff.

PRE-SERVICE ACADEMY.
TACTICAL.HR.



Mandatory Training Courses



Adult Institutions

New Employee Orientation (NEO)

All new full-time employees shall receive forty hours of Orientation training prior to independent assignment on a particular job. This includes 39 hours of computer-based training (CBT) modules and 8 hours of instructor lead training. CBT listing is below.

| | |
|---|--|
| <ul style="list-style-type: none"> • Managing Work Relationships • Medical Emergencies, Infectious Disease, & BBP • Code of Ethics, Professionalism, & Standards of Conduct • Stress Management • Emergency, Fire, & Safety Procedures • Communicating with Deaf & HOH Offenders • Radiation Safety Awareness • Hazard Communication • Workplace Violence Prevention Awareness • Substance Abuse • Staff Sexual Offenses with Offenders & PREA • Guide to Performance Management for Employees • Mental Health & Suicide Prevention • Chain of Command • Cultural Awareness & Diversity • Employee Awareness • Active Shooter in the Workplace: Prevention & Survival • Security Awareness • Employee Handbook • GSC Executive Branch Ethics • Anti-Harassment & Diversity Onboarding • Guide to Executive Branch State Employee Benefits • Overview of the Executive Branch State Employee Benefits • Sexual Harassment Prevention Made Simple • Kentucky Deferred Compensation Authority: What Does Retirement Mean to Me? | <ul style="list-style-type: none"> • RexOne Chair • Unit Management Concept • Sexual Harassment & Anti-Harassment • Contraband Awareness • Medical & Mental Health PREA • Medical Taser Probe Removal • Personnel Processing • Tour of Kentucky Adult Institutions with Sustainability • CPP, IPP, & ACA Standards • Tool & Key Control • Overview of the Criminal Justice System • Security & Classification of Offenders • Social & Cultural Lifestyles of Offenders • Dress Code for Uniformed & Non-Uniformed Staff • Interpersonal Relations/Counseling Techniques • KCI – Kentucky Correctional Industries • Safe Operation of State Vehicles • Changing the Lives to Break the Cycle of Crime • Drug Awareness ID & Usage • Kentucky Employee Assistance Program (KEAP) • Intro to Kentucky Offender Management System (KOMS) • Crisis De-escalation • Report Writing • Learning Your Way at CommonwealthU • Accurate Time Reporting • KHRIS Employee Self-Service Tutorial • Overview of the Merit System |
|---|--|

| Instructor Led Classes |
|--|
| <ul style="list-style-type: none"> • Fentanyl w/Narcan Response • Religious Programs • Psychological Resilience • Security Threat Group • Situational Awareness |

Institutional Pre-Service Academy (IPSA)

The Institutional Pre-Service Academy (IPSA) is a 5-week, 200 hour course that is taught at the Regional Training Centers (RTC). The following topics are covered during IPSA:

| Week | Topic 1 | Topic 2 | Topic 3 | Topic 4 | Topic 5 |
|---|--------------------------------------|---|---|---|--|
| Week One | Registration/ Orientation/ Pre-Test | Intro to Stress & Self Care | PREA | Cultural Diversity & Implicit Bias | BLS/Heartsaver |
| | Institutional Logbooks | De-escalation: Scenario | De-escalation: Scenario | Self Defense Practice | Policy Review Time/LUNCH |
| | Professionalism | Legal Rights/Staff Liability* | Policy Review Time/LUNCH | Signs & Symptoms of Mental Illness* | BLS/Heartsaver |
| | Policy Review Time/LUNCH | Policy Review Time/LUNCH | Emotional Intelligence | Policy Review Time/LUNCH | |
| | Reentry | Radio Communication | Self Defense Practice | De-escalation: Scenario | |
| Week Two | Registration/ Orientation/ Pre-Test | De-escalation: Scenario | Basic Services & Levels of Care | OC End User with Exposure/Recovery | Leadership Panel |
| | Trauma Informed Care in Corrections* | Use of Force | Communicating w Deaf HOH | Policy Review Time/LUNCH | De-escalation: Scenario |
| | Working with Transgender Inmates | Policy Review Time/LUNCH | Suicide Prevention & Intervention* | Acute Intoxication & Withdrawal* | Non Suicidal Self Injury* |
| | Policy Review Time/LUNCH | Professional Boundaries | Policy Review Time/LUNCH | Fire Safety | Policy Review Time/LUNCH |
| | Supervision of Offenders | Hostage Situations | Inmates in a SMJU* | Medication Compliance* | Counts, Tours, & Perimeter Checks |
| Week Three | Registration/Orientation/Pre-Test | Glock Refamiliarization | Tactical Reload Exercise: Live Fire | Intro to Rifle w Practice: Live Fire | Intro to Shotgun Platforms w Practice: Live Fire |
| | Safe Handling of Firearm | Single Shot Slow Fire Exercise: Live Fire | Multiple Shot Slow Fire Exercise: Live Fire | Rifle Qualification: Live Fire | Shotgun Qualification: Live Fire |
| | Intro to Glock 23 | Policy Review Time/LUNCH | Policy Review Time/LUNCH | Policy Review Time/LUNCH | Use of Force Review |
| | Policy Review Time/LUNCH | Semi Auto Malfunction Drills: Live Fire | Glock Qualification: Live Fire | Rifle Qualification: Live Fire | De-escalation: Scenario |
| | Intro to Glock 23 | Instinctive Shooting Exercise: Live Fire | Weapons Cleaning | 40MM End User w Qualification: Live Fire | Policy Review Time/LUNCH |
| Week Four | Registration/ Orientation/ Pre-Test | PC-50 Respiratory Device | Area Searches: Contraband Awareness | Security Skills Application | Corrections Defensive Tactics (CDT) Level 1 |
| | Pat Down Techniques w Practice | De-escalation: Scenario | Body Search & Restraint Practice | Policy Review Time/LUNCH | Body Search & Restraint Practice |
| | Handcuff Techniques w Practice | Cell Entry with Practice | Policy Review Time/LUNCH | Report Writing | Cell Entry Practice |
| | Policy Review Time/LUNCH | Policy Review Time/LUNCH | De-escalation: Scenario | De-escalation: Scenario | Policy Review Time/LUNCH |
| | De-escalation: Scenario | Body Search & Restraint Practice | Corrections Defensive Tactics (CDT) - Level 1 | Restraint Chair with Practice | Restraint Chair Practice |
| Week Five | Registration/ Orientation/ Pre-Test | Inmate Transport | Body Search & Restraint Practice | Corrections Defensive Tactics (CDT) Level 2 | Body Search & Restraint Practice |
| | De-escalation: Scenario | De-escalation: Scenario | De-escalation: Scenario | Hospital Restraint/Pistol Transfer Practice | Color of Law & Public Corruption Issues |
| | Vehicle Searches w Practice | Body Search & Restraint Practice | Hospital Restraint/Pistol Transfer Practice | Policy Review Time/LUNCH | Post-Test |
| | Policy Review Time/LUNCH | Policy Review Time/LUNCH | Policy Review Time/LUNCH | De-escalation: Scenario | Policy Review Time/LUNCH |
| | Body Search & Restraint Practice | Corrections Defensive Tactics (CDT) - Level 2 | Hospital Restraint/Pistol Transfer Practice | Hospital Restraint/Pistol Transfer Practice | Graduation Setup |
| Corrections Defensive Tactics (CDT) - Level 2 | Hospital Duty & Restraint | Corrections Defensive Tactics (CDT) - Level 2 | Body Search & Restraint Practice | Graduation | |

On the Job Training (OJT)

Correctional Officers shall receive a minimum 40 hours of parent agency structured, supervised, and evaluated on-the-job training after the completion of pre-service training.

Annual Training Requirements to Work in an Institution

All employees shall receive in-service training on an annual basis. 40 hours of in-service training shall be completed by Training Staff, Qualified Instructors, Subject Matter Experts, Adjunct Instructors or through an online learning management system.

| Computer Based Trainings | |
|--|---|
| <ul style="list-style-type: none"> • Medical Emergencies, Infectious Disease, & BBP • Code of Ethics, Professionalism, & Standards of Conduct • Stress Management • Emergency, Fire, & Safety Procedures • Communicating with Deaf & HOH Offenders • Radiation Safety Awareness • Annual Training Needs Assessment • Hazard Communication • Adding an External Training in Mypurpose • Workplace Violence Prevention Awareness • Acute Intoxication & Withdrawal • Legal Rights of Offenders & Staff Liability • Offender Rules & Discipline • Trauma Informed Care in Corrections • Non-Suicidal Self Injury • Suicide Prevention & Intervention • Employee Handbook • KEAP Understanding Burnout • Medical & Mental Health PREA | <ul style="list-style-type: none"> • Inmates in a Special Management Unit • Violent Behavior • Responsibility of the Healthcare Authority • Basic Services & Levels of Care • Signs & Symptoms of Mental Illness • Medication Compliance • Premiere Bio-Cup: Inmate Urinalysis • Pistol Refamiliarization • Shotgun Refamiliarization • Rifle Refamiliarization • 40 MM Refamiliarization • Range Refamiliarization • REXOne Chair • Report Writing • Working with Transgender Inmates • Use of Force with OC • Gender Responsive Strategies • Security Awareness • GSC Executive Branch Ethics • Medical Taser Probe Removal |

| Instructor Led Classes | | | |
|--|--|--|---|
| Day 1 | Day 2 | Day 3 | Day 4 |
| <ul style="list-style-type: none"> • Introduction/Paperwork • Professionalism • PREA • Security Threat Groups • Crisis Intervention & De-escalation Scenarios • Cell Entry | <ul style="list-style-type: none"> • Introduction/Paperwork • Basic Life Support/Heartsaver • Restraint Chair with Practice | <ul style="list-style-type: none"> • Introduction/Paperwork • Pat Down Refresher • Inmate Strip Search Techniques with Practice • Restraint with Escort Refresher • Hospital Duty/Restraint Refresher | <ul style="list-style-type: none"> • Introduction/ Equipment & PPE Issue • Safe Handling of Firearms • Weapons Requalification's |

Emergency Unit Training

Staff designated as members of an emergency unit shall receive 40 hours of specialized training before undertaking their assignment. Staff designated as assigned members of an emergency unit shall have 16 hours of training annually in their area of specialty.

| CERT Basic Training Courses-40 hours | |
|---|--|
| Baton Techniques | Breaching Class (basics)/Building Entry Techniques |
| Tactical Formations | Building Entries Using Different Speeds/Techniques |
| Restraint Techniques | Building Entries-Live Fire/Less Lethal |
| Less Lethal Munitions | Principles of TC3 |
| Shield Techniques-Intro/Delivery & Exchange | Indoor Rescue |
| Use of Force Policy Review | Outdoor/Vehicle Rescue |
| Command Structure | Review |
| Building Coding | Post Test |
| Shield Team Live Fire Walk Throughs | |
| CERT Annual Training Courses-16 hours | |
| Shield Tactics-Large Group Tactics, Indoor Large Area, and Delivery/Exchange, Face to Face Negotiations | |
| Building Entries/K-9 Breaching, Entry Techniques, K-9/CERT | |
| TCT/Stop the Bleed | |
| Indoor Rescues | |
| Outdoor Rescues | |

CNT Basic and Annual Training

Crisis Negotiation Team 40-hour basic academy and 16 hour annual training courses will be added in this section once they are finalized.

Duty Officers

The below Duty Officer CBTs are required for all new Duty Officers ,and annually for all current Duty Officers at GRCC, KCIW, LSCC, NTC, KSP, KSR, LLCC. The remainder of the institutions will teach this in person and will need to reach out to the Curriculum Branch for direction regarding updated VINE information.

Duty Officer Training: GRCC

Duty Officer Training: LLCC

Duty Officer Training: KCIW

Duty Officer Training: LSCC

Duty Officer Training: KSP

Duty Officer Training: NTC

Duty Officer Training: KSR

ADA Coordinators

The following CBTs are required for all ADA Coordinators and backup coordinators.

ADA Coordinator - CREATE

ADA Coordinator - Detecting ADA Issues

ADA Coordinator - Settlement Agreement

Supervisors

This following CBTs are required for all new supervisors and recommended for those who have been in a supervisory role but haven't yet taken the required training.

Performance with a Purpose

This virtual instructor-led training course is required for all Evaluators and Next Line Supervisors who supervise evaluation eligible employees within the merit system. This course provides an overview of the performance management process and the basic skills needed to manage and evaluate performance, defines, and reviews the three phases of performance management, and the requirements of 101 KAR 2:190. This training should be a prerequisite to the online tutorial "Guide to Performance Management for Evaluators".

Guide to Performance Management for Evaluators

This online tutorial provides the basics of the Performance module, MyPERFORMANCE, in MyPURPOSE and outlines the evaluator's role in the system for Annual Performance Planning, Mid-Year Interim Review and Year-End Interim Review/Final Evaluation. This tutorial is required for all evaluators who have employees eligible for a performance evaluation.

Central Office

State Employees who are Permitted to Telecommute

For Staff Who Are Permitted to Telecommute

Work Effectively From Home

For Supervisory Staff Who Supervise Staff Who Are Permitted to Telecommute

How to Effectively Lead a Remote Team

Central Office New Employee Orientation

The following 40-hour CBTs are required for all new Central Office employees.

| | |
|---|--|
| Personnel Processing | Changing the Lives to Break the Cycle of Crime |
| Code of Ethics, Professionalism, & Standards of Conduct | Communicating with Deaf and Hard of Hearing Offenders |
| Tour of Kentucky Adult Institutions with Sustainability | Drug Awareness ID & Usage |
| CPP, IPP, & ACA Standards | Guide to Performance Management for Employees |
| Managing Work Relationships | Mental Health & Suicide Prevention |
| Medical Emergencies, Infectious Disease, & BBP | Radiation Safety Awareness |
| Tool & Key Control | Kentucky Employee Assistance Program (KEAP) |
| Overview of the Criminal Justice System | Intro to Kentucky Offender Management System (KOMS) |
| Security & Classification of Offenders | Chain of Command |
| Social & Cultural Lifestyles of Offenders | Crisis De-escalation |
| Dress Code for Uniformed & Non-Uniformed Staff | Emergency, Fire, & Safety Procedures |
| Interpersonal Relations/Counseling Techniques | Report Writing |
| KCI - Kentucky Correctional Industries | Stress Management |
| Substance Abuse | Cultural Awareness & Diversity |
| Staff Sexual Offenses with Offenders & PREA | Unit Management Concept |
| Safe Operation of State Vehicles | Sexual Harassment & Anti-Harassment |
| Hazard Communication | Contraband Awareness |
| Workplace Violence Prevention Awareness | Employee Awareness |
| Learning Your Way at CommonwealthU | KHRIS Employee Self-Service Tutorial |
| Anti-Harassment & Diversity for Onboarding | Guide to Executive Branch State Employee Benefits |
| Accurate Time Reporting | Overview of the Executive Branch State Employee Benefits |
| Active Shooting in the Workplace: Prevention & Survival | Security Awareness |
| Overview of the Merit System | GSC Executive Branch Ethics |
| Sexual Harassment Prevention Made Simple | |

Central Office Preservice Academy

The following 40-hour CBTs are required for all new Central Office employees.

Communicating with Deaf and HOH Offenders

Adding an External Training in Mypurpose

Acute Intoxication & Withdrawal

Area Search & Contraband Awareness

Legal Rights of Offenders & Staff Liability

Offender Rules & Discipline

Trauma Informed Care in Corrections

Responsibility of the Healthcare Authority

KHRIS Basics of Navigation

Violent Behavior

Inmates in a Special Management Unit

Basic Services & Levels of Care

Signs & Symptoms of Mental Illness

Working with Transgender Inmates

Use of Force with OC

Open Records Law/Confidentiality

Non Suicidal Self Injury

Suicide Prevention & Intervention

Gender Responsive Strategies

Contraband Awareness

Fire Safety

Hostage Situations

Professionalism

Interpersonal Relations & Counseling Techniques

Psychological Resilience

Travel Voucher Training

DHRA FMLA Training for Executive Branch Employees

Archibus Maintenance Work Orders

Reentry

Introduction to Stress & Self Care

Workplace Safety & Ergonomics

Situational Awareness

KHRIS Employee Self-Service (ESS) Tutorial

Procurement

Cultural Diversity & Implicit Bias

Policy, Regulation, & Statute for Administrative Services

Report Writing

Crisis Intervention & Deescalation

Critical Incident Management

Working Effectively From Home

Fentanyl Awareness

Medication Compliance

Counts, Tours, & Perimeter Checks

Impact of Secondary Traumatic Stress

Prison Rape Elimination Act (PREA)

Surviving the Job Emotionally

Central Office Annual Training

The following 16-hour CBTs are required for all Central Office Staff. Managers and those who have regular contact with inmates are required to have additional training that brings their annual training up to 40 hours.

| | |
|---|---------------------------------------|
| Medical Emergencies, Infectious Disease, & BBP | Prison Rape Elimination Act (PREA) |
| Emergency, Fire, & Safety Procedures | Travel Voucher Training |
| Radiation Safety Awareness | Stress Management |
| Annual Training Needs Assessment | Fentanyl Awareness |
| Hazard Communication | Psychological Resilience |
| Workplace Safety & Ergonomics | Professionalism |
| Adding an External Training in Mypurpose | Managing Work Relationships |
| Workplace Violence Prevention Awareness | Report Writing |
| Interpersonal Relations & Counseling Techniques | Listening Skills |
| Sexual Harassment & Anti-Harassment | 2024 Executive Branch Annual Training |

Probation & Parole Officer Pre-Service Academy

The following CBTs are required for new Probation & Parole Officers:

| New Probation & Parole Officer Pre-Service Academy CBT's 37.25 hours | |
|--|--|
| DOCa: Sexual Harassment & Anti-Harassment | DOCa: Crisis De-escalation |
| DOCa: Code of Ethics, Professionalism, & Standards of Conduct | DOC-P&P Domestic Violence and Sexual Assault |
| DOCa: Workplace Violence Prevention Awareness Training | DOC-P&P Dangerous Contraband |
| DOCa: Prison Rape Elimination Act-PREA | DOC-P&P Chain of Command |
| DOCa: Hazard Communication | DOC-P&P Overview of CPP Chapters 27 and 28 |
| DOCa: Emergency, Fire, & Safety Procedures | DOC-P&P Evidence Preservation and Collection |
| DOCa: Open Record Laws/Confidentiality | DOC-P&P Interstate Compact |
| DOCa: Safe Operation of State Vehicles | DOC-P&P Victim Services Branch |
| DOCa: Medical Emergencies, Infectious Disease, &BBP | DOC-P&P Search and Seizure |
| DOCa: Kentucky Offender Management System (KOMS) | DOC-P&P Sex Offender Registration in KY |
| DOCa: Dress Code for Non Uniformed Staff | DOC-P&P Verbal De-Escalation |
| DOCa: CPP, IPP and ACA Standards | DOC-P&P Use of Force with Weapons & Off Duty Home Safety |
| DOCa: Use of Force with OC | DOC-P&P Case Audit |
| DOCa: Overview of the Criminal Justice System | Guide to Performance Management for Employees |
| DOCa: Cultural Diversity & Implicit Bias | Email Matters: The Art of Better Service |
| DOCa: Kentucky Employee Assistance Program (KEAP) | |

The Probation & Parole Pre-Service Academy is a 5-week, 200-hour course that is taught at the Regional Training Centers (RTC) for new Probation & Parole Officers after their completion of NEO. The following topics are covered during P&P Officer Pre-Service Academy:

| Week | Topic | Topic | Topic | Topic | Topic |
|---|--|--|---|---|-------------------------------------|
| Week One | Introduction/Application | Offender Information | Active Shooter | Travel Voucher | Peace Officer Power/Arrest |
| | Welcome | Emotional Survival/Staff Wellness | Introduction to Pre-Sentence Investigations | Introduction to Addiction Services | Search & Seizure- General |
| | Role of P&P Officer | Fentanyl | Parole/MRS Issues | LUNCH | Search & Seizure- P&P |
| | Ethics | LUNCH | LUNCH | Professional Boundaries | Use of Force-Federal/Constitutional |
| | LUNCH | ICOTS | Recorded Check Training | | LUNCH |
| | Office Contacts & Interviews | Security Threat Groups | Mental Health Awareness | | Use of Force-Statutes and CPP |
| | Sexual Harassment | HB 284 | | | Court Issues |
| | PREA | MY Purpose | | | Parole Hearings |
| Overview of the Criminal Justice System | | | | Transgender Issues | |
| | | | | Drug Testing Procedures | |
| Week Two | De-Escalation/Crisis Intervention/Motivational Interviewing/Tactical Communication | KyRAS | KyRAS | Case Management Planning | KOMS |
| | LUNCH | LUNCH | LUNCH | Drug Id | LUNCH |
| | De-Escalation/Crisis Intervention/Motivational Interviewing/Tactical Communication | KyRAS | KyRAS | Reentry Simulation | KOMS |
| Week Three | Core Correctional Practices | AHA CPR/BLS/First Aid | Mental Health | Hospital Restraints/Restraints/Transportation | Defensive Tactics |
| | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH |
| Week Three | Core Correctional Practices | AHA CPR/BLS/First Aid | OC Deployment & Exposure | Pat Downs/Frisk Searches/Hexamour Gloves | Defensive Tactics |
| | | | Intro to Glock | | |
| Week Four | Equipment Issue and Weapon Inspection | Re familiarization (Intro to Glock) | Instinctive Shooting and Trigger Reset (50 rds) | Dry Fire/Live Fire Exercise (25 rds) | Target Recognition (24 rds) |
| | Trauma Bag/Narcan Skillout | Emergency and Tactical Reloads | Precision Firing (15 rds) | Assisted Advancing Shooting (21 rds) | Math Shoot (50) |
| | Field stripping, Loading and Unloading | Single Tap/Slow Fire (15 rds) | LUNCH | Week/Off Hand Shooting(Instruction) | Weapon Retention/Restraints |
| | Weapon Disassembly and Cleaning | Weapon Retention/Restraints/Hospital Restraints/Transportation | Malfunction Drills (24 Rds) | LUNCH | Hospital Restraints/Transportation |
| | LUNCH | LUNCH | Target Recognition (50 rds) | Week/Off Hand Shooting (15 Rds) | LUNCH |
| | Dry Firing | Refamiliarization Sight Alignment & Sight Picture | Body Armor Drill (25 rds) | Anticipation Drill (27 rds) | Qualification (50 rds) |
| | Single Tap/Slow Fire (15rds) | Malfunction Drill (24 rds) | | Box Drill | Weapon Cleaning/Range Cleanup |
| Sight Alignment/Sight Picture (15 rds) | One handed operation (25 rds) | | | | |
| Dry Fire/Live Fire Exercise (25 rds) | | | | | |
| Week Five | Weapon Retention/Restraints | Arrest Procedures | Live Action, w/De-escalation, Shoot Don't Shoot, Weapon Retention | Trauma Scenarios | Critical Incidents |
| | Hospital Restraints/Transportation | Glass House | Restraints/Hospital/Transportation | The Wall Exercise | Incident Report Tracking |
| | Cover and Concealment | LUNCH | LUNCH | Live Action, w/De-escalation, Shoot Don't Shoot, Weapon Retention | Graduation Preparation |
| | DINNER | Active Shooter/ TI Machine | Live Action, w/De-escalation, Shoot Don't Shoot, Weapon Retention | Restraints/Hospital/Transportation | Intro to FTO Program |
| | Flashlight Techniques/Dim Light(50 rds) | | Restraints/Hospital/Transportation | LUNCH | LUNCH |
| | | | Live Action, w/De-escalation, Shoot Don't Shoot, Weapon Retention | Graduation Preparation | |
| | | | Restraints/Hospital/Transportation | | |
| | | | Weapon Retention/Restraints | | |
| | | | Hospital Restraints/Transportation | | |

The following CBTs are required annually for all Probation & Parole Officers:

| Probation & Parole- Officers/Weaponed Employees In-Service CBT's 28.25 hours | |
|--|--|
| DOCa: Sexual Harassment & Anti-Harassment | DOCa: Crisis De-escalation |
| DOCa: Code of Ethics, Professionalism, & Standards of Conduct | DOCa: Dress Code for Non Uniformed Staff |
| DOCa: Use of Force with OC | DOC-P&P Evidence Preservation and Collection |
| DOCa: Safe Operation of State Vehicles | DOC-P&P Victim Services Branch |
| DOCa: Medical Emergencies, Infectious Disease, &BBP | DOC-P&P Search and Seizure |
| DOCa: Prison Rape Elimination Act-PREA | DOC-P&P Use of Force with Weapons & Off Duty Home Safety |
| DOCa: Fentanyl Awareness | DOC-P&P Transportation |
| DOCa: Hazard Communication | DOC-P&P Domestic Violence and Sexual Assault |
| DOCa: Emergency, Fire, & Safety Procedures | DOC-P&P Core Correctional Practices |
| DOCa: Open Record Laws/Confidentiality | DOC-P&P Verbal De-Escalation |
| DOCa: Workplace Violence Prevention Awareness Training | DOC-P&P Case Audit |
| DOCa: Cultural Diversity & Implicit Bias | |

The following topics are covered during the Instructor Lead portion of Probation & Parole Officer In-Service:

| Probation & Parole Officer In-Service Instructor Lead Courses- 16 hours | |
|---|---|
| Working a Caseload | Medication For Addiction Treatment & SAMAT in the Community |
| OC Refresher | Defensive Tactics |
| Security Threat Group (STG) | Credits Refresher |
| Legal | CPR/First Aid |
| Corrections Policy & Procedure Updates | CPR/First Aid Skill Out |

Probation & Parole New Support Staff

The following CBTs are required for new Probation & Parole Support Staff:

| New Probation & Parole-Support Staff CBTs 27.5 hours | |
|---|---|
| DOCa: Sexual Harassment & Anti-Harassment | DOCa: Kentucky Employee Assistance Program (KEAP) |
| DOCa: Code of Ethics, Professionalism, & Standards of Conduct | DOCa: CPP, IPP and ACA Standards |
| DOCa: Safe Operation of State Vehicles | DOCa: Cultural Diversity & Implicit Bias |
| DOCa: Medical Emergencies, Infectious Disease, &BBP | DOCa: Dress Code for Non Uniformed Staff |
| DOCa: Prison Rape Elimination Act-PREA | DOCa: Workplace Safety & Ergonomics |
| DOCa: Open Record Laws/Confidentiality | DOCa: Managing Work Relationships |
| DOCa: Kentucky Offender Management System (KOMS) | DOCa: Interpersonal Relations/Counseling Techniques |
| DOCa: Fentanyl Awareness | DOC-P&P Domestic Violence and Sexual Assault |
| DOCa: Hazard Communication | DOC-P&P Sex Offender Registration in Kentucky |
| DOCa: Emergency, Fire, & Safety Procedures | DOC-P&P Verbal De-Escalation |
| DOCa: Workplace Violence Prevention Awareness Training | DOC P&P House Bill 284 |
| DOCa: Crisis De-escalation | Guide to Performance Management for Employees |
| DOCa: Overview of the Criminal Justice System | Email Matters: The Art of Better Service |

Probation & Parole Support Staff In-Service

The following CBTs are required annually for all Probation & Parole Support Staff:

| Probation & Parole-Support Staff CBT 18.75 | |
|---|--|
| DOCa: Kentucky Offender Management System (KOMS) | DOCa: Workplace Safety & Ergonomics |
| DOCa: Sexual Harassment & Anti-Harassment | DOCa: Fentanyl Awareness |
| DOCa: Code of Ethics, Professionalism, & Standards of Conduct | DOCa: Hazard Communication |
| DOCa: Cultural Diversity & Implicit Bias | DOCa: Emergency, Fire, & Safety Procedures |
| DOCa: Safe Operation of State Vehicles | DOCa: Workplace Violence Prevention Awareness Training |
| DOCa: Medical Emergencies, Infectious Disease, &BBP | DOCa: Dress Code for Non Uniformed Staff |
| DOCa: Prison Rape Elimination Act-PREA | DOC-P&P Domestic Violence and Sexual Assault |
| DOCa: Open Record Laws/Confidentiality | DOC-P&P Sex Offender Registration in Kentucky |
| DOCa: Crisis De-escalation | |

The following topics are covered during the Instructor Lead portion of Probation & Parole Support Staff In-Service:

| Probation & Parole Support Staff In-Service 13 hours | |
|--|---|
| KOMS Case Set Up | Medication for Addiction Treatment & SAMAT in the Community |
| Corrections Policy and Procedures Updates | CPR/First Aid |
| Trauma & First Aid Kits, AED Review | CPR/First Aid Skill Out |
| Defensive Tactics for Corrections Personnel | |

Probation & Parole Investigator In-Service

The following CBTs are required annually for all Probation & Parole Investigators:

| Probation & Parole-Investigators CBT 21.75 | |
|---|--|
| DOCa: Sexual Harassment & Anti-Harassment | DOCa: Workplace Violence Prevention Awareness Training |
| DOCa: Code of Ethics, Professionalism, & Standards of Conduct | DOCa: Cultural Diversity & Implicit Bias |
| DOCa: Safe Operation of State Vehicles | DOCa: Crisis De-escalation |
| DOCa: Medical Emergencies, Infectious Disease, &BBP | DOC-P&P Domestic Violence and Sexual Assault |
| DOCa: Prison Rape Elimination Act-PREA | DOC-P&P Victim Services Branch |
| DOCa: Open Record Laws/Confidentiality | DOC-P&P Core Correctional Practices |
| DOCa: Fentanyl Awareness | DOC-P&P Sex Offender Registration in Kentucky |
| DOCa: Hazard Communication | DOC-P&P Verbal De-Escalation |
| DOCa: Emergency, Fire, & Safety Procedures | DOC-P&P Case Audit |

The following topics are covered during the Instructor Lead portion of Probation & Parole Investigator In-Service:

| Probation and Parole Investigator Instructor Lead Courses 16 hours | |
|--|-------------------------|
| Credits Refresher/PSI | Critical Incidents |
| Security Threat Group (STG) | KOMS Mobile App |
| Corrections Policy & Procedure Updates | CPR/First Aid |
| Medication For Addiction Treatment & SAMAT in the Community | CPR/First Aid Skill Out |
| Defensive Tactics for Corrections | |

Jail Staff Annual Training (DJIS)

Pursuant to KRS 441.115, "...the Department of Corrections shall maintain a jail staff training program to provide training for jailers and jail personnel..."

The following CBT modules are available for all applicable jail staff through the Crimcast Online Learning Management System:

- | | |
|--|--|
| <p>DJIS-01: Sexual Harassment & Ethical Conduct</p> <p>DJIS-02: Mental Health Issues & Suicide Prevention**</p> <p>DJIS 03: Medical Awareness Training</p> <p>DJIS-04: Report Writing & Jail Documentation</p> <p>DJIS-05: Staff Sexual Offense with Offenders & PREA</p> <p>DJIS-06: Inmate Rights & Staff Liability</p> <p>DJIS-07: Transportation of Offenders</p> <p>DJIS-08: Ethics & Professionalism</p> | <p>DJIS-09: Situational Awareness</p> <p>DJIS-10: Self Defense</p> <p>DJIS-11: Security Procedures - Searches</p> <p>DJIS-12: Basic Jail Operations, Use of Force, & Jailer Liability</p> <p>DJIS-13: Stress Management</p> <p>DJIS-14: Fentanyl & Suspected Fentanyl Handling & Processing for Authorized Personnel</p> |
|--|--|

The following instructor lead courses are available to applicable jail staff:

Week One

| | | |
|--|--|---|
| Introduction/Paperwork Professionalism PREA Policy Review Time/LUNCH Supervision of Offenders Working w/ Transgender Offenders | Introduction/Paperwork Signs & Symptoms of Mental Illness Excited Delirium Suicide Prevention/Intervention NonSuicidal Self Injury Policy Review Time/LUNCH STG Report Writing | Introduction/Paperwork Active Listening Crisis Deescalation Use of Force Policy Review Time/LUNCH Security Skills: Search, Restraint, Transport Self Defense |
|--|--|---|

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Specialized Training Courses



Instructor Courses

If you're interested in helping train your fellow co-workers, check out these opportunities!

Train the Trainer

Prerequisite: Supervisor Approval. Pre-Registration.

Purpose: To give staff necessary skills to provide training to other staff adequately.

Topics: Role of the On-Site Trainer, How Adults Learn, Needs Assessment and Learning Objectives, Learning Strategies, Working With Lesson Plans, Using A/V Equipment, Basic PowerPoint, Presentation and Classroom Management.

Locations Offered: All RTCs

Duration: 40 hours

Certification Length: No expiration

Corrections Defensive Tactics (CDT) Instructor

Prerequisite: Supervisor Approval. Pre-Registration. Train the Trainer.

Purpose: To deliver instruction in controlling non-compliant subjects.

Topics: Utilizing body positioning, movement, momentum, and joint manipulation.

Locations Offered: All RTCs

Duration: 16 hours

Certification Length: 2 years

Less Lethal Instructor

Prerequisite: Supervisor Approval. Pre-Registration. Train the Trainer.

Purpose: To give the student general working knowledge of Defense Technology products, both technically and tactically, and the skills to conduct this training to other staff.

Topics: OC Aerosols, Specialty Impact, Chemical Munitions, and Distraction Devices.

Locations Offered: All RTCs

Duration: 32 hours **Certification**

Length: 3 years

Taser Conducted Electrical Weapon (CEW) Instructor

Prerequisite: Supervisor Approval. Pre-Registration. Train the Trainer

Purpose: Provides basic operational theory and practical training to instruct users to reasonably, safely, and effectively operate TASER

Topics: TASER technology, Neuro-Muscular Incapacitation, Medical and Safety information, Voluntary Exposures, Legal Issues, TASER CEW's, Power Sources, Cartridges, TASER CAM and TASER CAM HD, Tactical Considerations, Targeting, Risks Associated with CEW use, Probe Deployment and Drive Stun, Probe Removal, Policy Considerations, Post Incident Considerations.

Locations Offered: All RTCs

Duration: 16 hours

Certification Length: 2 years

Firearms Instructor

Prerequisite: Supervisor Approval. Pre-Registration. Train the Trainer. IPSA Firearms Week. Should be an established shooter.

Purpose: To develop the already established shooter into a proficient firearms instructor for institutional, district, or detention center staff.

Topics: Firearms basics, teaching techniques for the firing range, practical teach back scenarios. Each student must also shoot and certify on the semi-automatic pistol, Shotgun, Rifle, and 40 MM Launcher.

Locations Offered: All RTCs

Duration: 40 hours

Certification Length: 1 year

TASER CEW End User Certification

Prerequisite: Supervisor Approval. Pre-Registration.

Purpose: To give the student general working knowledge of TASER CEW and how to safely and effectively operate the equipment.

Topics: TASER technology, Neuro-Muscular Incapacitation, Medical and Safety information, Voluntary Exposures, Legal Issues, TASER CEW's, Power Sources, Cartridges, Tactical Considerations, Targeting, Risks Associated with CEW use, Probe Deployment and Drive Stun, Probe Removal, Policy Considerations, Post Incident Considerations.

Locations Offered: All RTCs

Duration: 8 hours

Certification Length: 1 year, with recertification class lasting 4 hours each year thereafter

Oleoresin Capsicum (OC) End-User

Prerequisite: Supervisor Approval. Required for all institutional staff and those that work overtime for adult institutions.

Purpose: To provide an introduction and familiarize users with the oleoresin capsicum (OC) aerosol.

Topics: OC use and safety, equipment review, Level 1 and Level 1 modified exposures for all students.

Locations Offered: All RTCs **Duration:** 16 hours

Certification Length: 2 years

Jail C.E.R.T.

Prerequisite: Jailer Approval. Pre-Registration.

Purpose: Provide instruction of hands-on tactics specific to jail needs. **Topics:** OC, Distraction Devices, Chemical Munitions, Specialty Impact Munitions, 40 MM Launcher.

Locations Offered: SRTC and Grayson County Detention Center

Duration: Varies

Certification Length: 1 year

Portion Pac

Prerequisite: Staff who are involved with supervising sanitation and utilize Portion Pac products

Purpose: To provide staff with the proper use of Portion Pac products and discussion regarding sanitation issues.

Topics: Portion Pac chemical identification and situations for proper use.

Locations Offered: All Adult Institutions

Duration: 2 hours

Certification Length: 1 year, all staff supervising sanitation and the use of Portion Pac products should take this training annually

Critical Incident Stress Debriefing (CISD)

Prerequisite: Per CPP 8.8, staff must be nominated by their Warden or District Supervisor and approved by the Commissioner to join the team. **Purpose:** To provide specialized training for new CISD team members that will enable them to conduct debriefings after critical incidents that staff have been involved in.

Topics: Assisting individuals in Crisis and Group Crisis Intervention

Locations Offered: CRTC

Duration: 24 hours

Certification Length: 1 year, with recertification class lasting 8 hours each year thereafter.

Basic Supervisors Workshop

Prerequisite: Must be at a supervisory level position. Supervisor Approval. Pre-Registration.

Purpose: To provide instruction that focuses on skill development and management enhancement for the first time supervisor.

Topics: The Role of a Supervisor, Personal Accountability, Managing Work Relationships, Generations at Work, Building a Team, Anti-Harassment, KEAP, Investigative Interviewing, Investigation Documentation, Evidence Preservation, Diversity, Stress Management

Locations Offered: All RTCs

Duration: 24 hours

Certification Length: No expiration date

Volunteer Services Orientation Training

Prerequisite: Must be approved volunteer for a specified adult institution. Volunteer Coordinator at the institution is responsible for ensuring all volunteers attend this training prior to volunteering at the institution.

Purpose: To provide specialized training for approved volunteers at adult institutions: if a volunteer is approved at multiple institutions, they shall receive an orientation at each institution.

Topics: Code of Ethics, Inmate Manipulation, Role of the Volunteer, Standards of Conduct, Confidentiality, Dress Code, Professionalism, Allowable Property & Searches, Contraband, PREA, Disciplinary Process, Key Control, Radio Use, Critical Incident Management and Use of Force **Locations Offered:** All Adult Institutions

Duration: 4 hours

Certification Length: 1 year- must complete training annually to remain an active volunteer.

Kentucky Risk Assessment System

Prerequisite: This program is designed for new P&P Officers and Adult Institutions Program Staff.

Purpose: To provide instruction on how to properly utilize the Kentucky Risk Assessment System.

Topics: Identifying all aspects of the KyRAS and how it is scientifically proven to determine a person's risk to reoffend and criminal risk factors. **Locations**

Offered: All RTCs

Duration: 24 hours

Certification Length: No expiration date

Open Records Training

Prerequisite: This program is designed for all staff that handle open records requests and all staff that make decisions regarding the release of records.

Purpose: To provide instruction on how to properly process open records requests.

Topics: Identification of Open Records Request, Legal Requirements for Response, Exemptions for Withholding a Record

Locations Offered: All RTCs

Duration: 2 hours

Certification Length: No expiration date

NOTES. TIPS. TRICKS.
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Frequently Asked Questions



Frequently Asked Questions

Who can I contact about enrolling in additional training?

You should always discuss new training opportunities with your supervisor.

There are a lot of trainings in the MyPurpose system that I am interested in. Can I just enroll myself in this online training?

With your supervisor's approval, you may enroll yourself in online training that is in addition to your assigned (required) training courses. If there is a subject that you are interested in and just want to learn more on your personal time, you may do so, but you will not receive compensation for completing that training.

How do I request my training records?

If an employee wants to request their training records, they can follow this link: <https://extranet.personnel.ky.gov/Pages/RequestRecords.aspx> then select the "Request Your Own Records" option

I have a new employee who just completed CPR training prior to employment, do they have to repeat it?

YES-they would need to repeat the course. All DOC staff must complete the CPR training that is instructed by DOC staff. This includes medical staff.

I am a Jailer and have questions about Crimcast training. Who do I contact?

Susan Wittenauer 502-225-9755 ext. 514 susan.wittenauer@ky.gov

Who do I contact if I am having issues with MyPurpose?

Adult Institution staff: consult your institutional training coordinators.

Central Office staff:

Brandy Aston 502-225-9755 ext. 515 brandy.aston@ky.gov

Probation & Parole staff:

Kristie Morgan 502-225-9755 ext. 509 kristies.morgan@ky.gov