

KENTUCKY DEPARTMENT OF CORRECTIONS
DIVISION OF CORRECTIONS TRAINING
2008 ANNUAL REPORT



"Our Mission-Your Future"

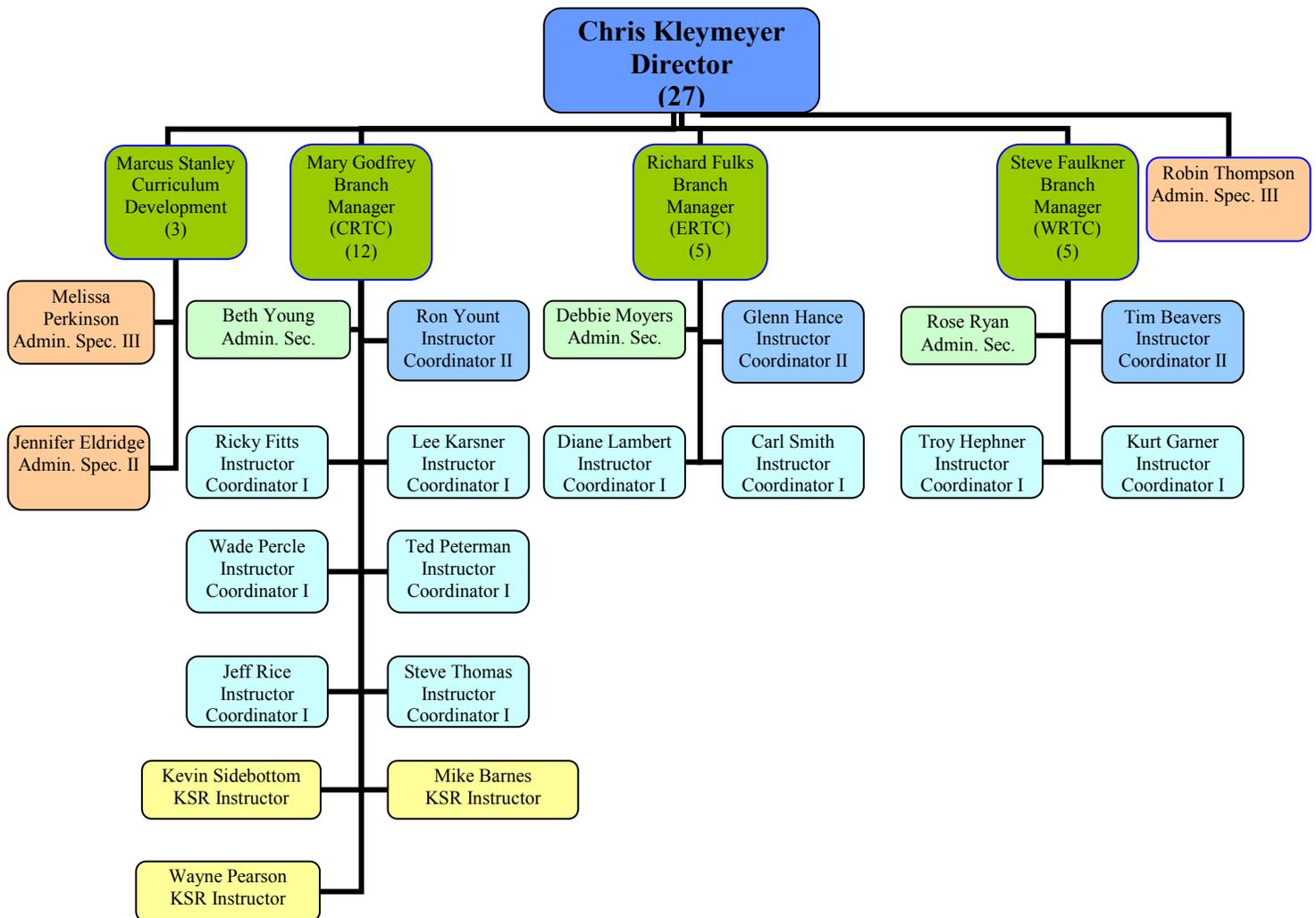
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Mission Statement of the Division of Corrections Training

“The Division of Corrections Training (DCT) is charged with planning, coordinating and conducting training for three diverse populations of correctional professionals within the Commonwealth of Kentucky. The DCT develops the majority of the new employee and continuing education curriculum for the 4,190 authorized correctional officers and staff of the Department of Corrections within its 13 adult correctional institutions, the 399 Probation and Parole Officers within the 19 Parole Districts and 57 probation and parole field offices, and annual training for the elected jailers and their staffs in the 73 full service jails, the 3 regional full service jails, the 22 restricted custody centers, and the 7 life and safety jails within the 120 counties of the Commonwealth of Kentucky.”

The **DCT Director**, Chris Kleymeyer, maintains one office in Frankfort, Kentucky which provides administrative supervision of all DCT operations. This office is staffed with one Administrative Specialist (Robin Thompson). This location allows the DCT to have a presence in the Department of Corrections’ Central Office and locates the Director as equi-distant as possible between the three regional training centers (56 miles from the CRTC, 112 miles from the ERTC and 221 miles from the WRTC).



The DCT Operates Three Regional Training Centers across the Commonwealth

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

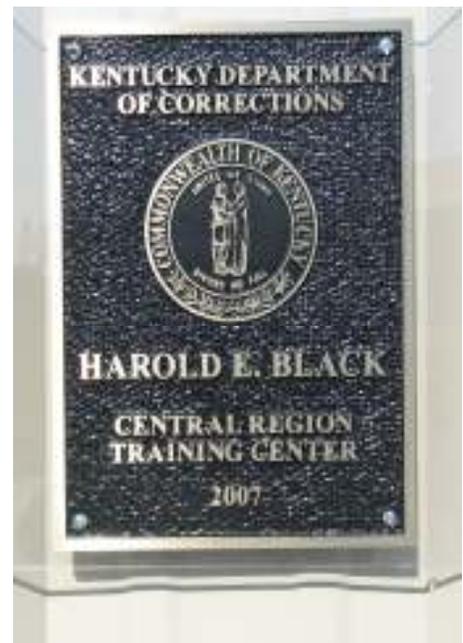
The CRTC consists of a 5,525 sq. ft. classroom complex (building # 30774086) constructed in 2004/2005 at a cost of \$217,300.00. During 2006, a construction project was initiated to expand the CRTC by adding a second building, the Harold E. Black Training Center, which has 9,600 sq. ft. of additional classroom, office and storage space. This project (building # 30774384) was completed during the Summer of 2007 at a cost of \$347,688.37. The CRTC is staffed by a Branch Manager (Mary Godfrey), a Senior Training Instructor (Ron Yount), six Training Instructors (Steve Thomas, Lee Karsner, Wade Percle, Ted Peterman, Ricky Fitts and Jeff Rice) and an Administrative Secretary (Beth Young). The CRTC staff currently has, on average, over 18 years experience within corrections. The CRTC provides staff instruction to six adult correctional institutions; Kentucky State Reformatory (KSR), Roederer Correctional Complex (RCC), Luther Luckett Correctional Complex (LLCC), Kentucky Correctional Institution for Women (KCIW), Frankfort Career Development Center (FCDC) and Blackburn Correctional Complex (BCC); 11 Probation and Parole Districts (Districts 4, 5, 6, 7, 9, 12, 14, 16, 17, 18 and 19); elected jailers and their staff within 57 counties of the Commonwealth in a habitual daily support relationship.



Central Region Training Center
P.O. Box 69
LaGrange, Kentucky 40031
<http://www.corrections.Kentucky.gov/deptdiv/central.html>

The **Curriculum Program Office** is co-located within the CRTC. The Curriculum Program Office is responsible for management of the curriculum development process, the archiving of all departmental curriculums and the daily administration of the Department of Corrections Computer Based Training (CBT). The Curriculum Program Office is staffed with a Program Manager (Marcus Stanley) and two Administrative Specialists (Melissa Perkinson and Jennifer Eldridge).

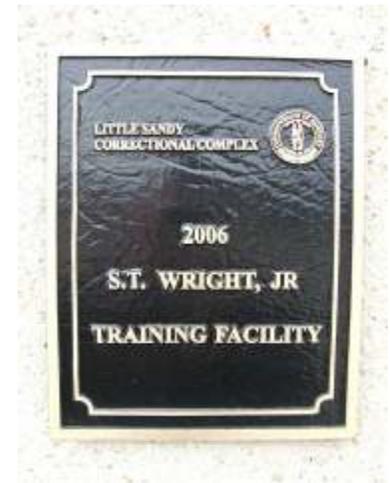
In October 2008, it was decided to assign the **Kentucky State Reformatory (KSR) Institutional Training Coordinators' (ITC's)** office and classroom space within the CRTC; and to place the responsibility of managing the KSR staff training operations under the supervision of the DCT for a one year trial basis (1 January 2009 until 31 December 2009). This initiative was designed to determine if doing so would result in a more effective institutional training program with increased efficiencies and cost savings. During November and December 2008 the KSR ITC's and their equipment were moved into the CRTC buildings. The ITCs, began conducting classes at the CRTC location in January 2009.



The **Eastern Region Training Center (ERTC)** is located in the S.T. Wright Training Building (building # 30780016) on the grounds of the Little Sandy Correctional Complex (LSCC) in Sandy Hook, Kentucky. The ERTC consists of a 6,710 sq. ft. classroom complex, armory and a firing range constructed in 2004/2005 at a cost of \$637,868.72.

The ERTC is staffed by a Branch Manager (Richard Fulks), a Senior Training Instructor (Glenn Hance), two Training Instructors (Carl Smith and Diane Lambert) and an Administrative Secretary (Deborah Moyers). The ERTC staff has, on average, over 17 years experience within corrections.

The ERTC provides staff instruction to four adult correctional institutions; Little Sandy Correctional Complex (LSCC), Eastern Kentucky Correctional Complex (EKCC), Northpoint Training Center (NTC) and the Bell County Forestry Camp (BCFC); four Probation and Parole Districts (Districts 8, 10, 11 and 15); elected jailers and their staff in 28 counties of the Commonwealth in a habitual daily support relationship.



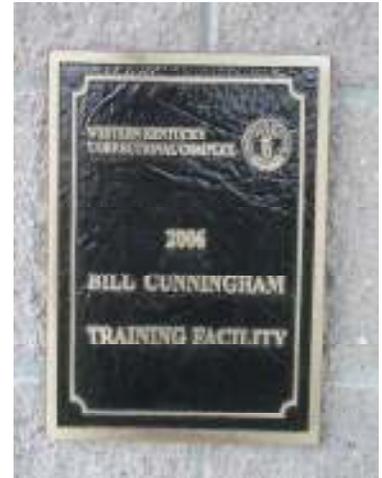
Eastern Region Training Center
P.O. Box 87
Sandy Hook, Kentucky 41171

<http://www.corrections.Kentucky.gov/deptdiv/eastern.html>

The **Western Region Training Center (WRTC)** is located in the Bill Cunningham Training Building (building # 30775006) on the grounds of the Western Kentucky Correctional Complex (WKCC) in Fredonia, Kentucky. The WRTC consists of a 5,463 sq. ft. classroom complex constructed in 2004/2005 at a cost of \$250,000.

The WRTC is staffed by a Branch Manager (Steve Faulkner), a Senior Training Instructor (Tim Beavers), two Training Instructors (Kurt Garner and Troy Hephner) and an Administrative Secretary (Rose Ryan). The WRTC staff has, on average, over 17 years experience within corrections.

The WRTC provides staff instruction to three adult correctional institutions; Western Kentucky Correctional Complex (WKCC), Kentucky State Penitentiary (KSP) and Green River Correctional Complex (GRCC); four Probation and Parole Districts (Districts 1, 2, 3 and 13); elected jailers and their staff in 36 counties of the Commonwealth in a habitual daily support relationship.



Western Region Training Center
P.O. Box 570
Eddyville, Kentucky 42038

<http://www.corrections.Kentucky.gov/deptdiv/western.html>

Status of Training Regionalization Initiatives in 2008

During 2008, the Department continued to progress on an initiative to establish the three regional training centers on institutional grounds and conduct training on a regional basis. While implementing regionalization, the Department realized an initial annual savings of fixed costs in excess of \$288,429.16.

Prior to the regionalization initiative, all departmental training occurred at the 17,308 sq. ft. Louisville Corrections Training Center. During the last year of operation, the Louisville facility (312 Whittington Parkway) was billing the Department \$177,753.12 for annual rental, \$9,356.04 for utilities and \$4,320.00 for janitorial/maintenance services. The Department also incurred \$97,000.00 annually for dormitory space at the University of Louisville. Additionally, the Department was providing three meals daily at the Piccadilly Cafeteria, the University of Louisville cafeteria, or the Pick-Way Grocery Market for all students at a cost of \$5.00 for Breakfast, \$5.95 for lunch and \$7.75 for dinner. A typical trainee incurred \$375.00 in meal costs while attending the Correctional Officers Basic Course at the Louisville Corrections Training Center in addition to their mileage and overtime costs associated with their travel from their home to Louisville and return each week.



After implementation of regionalization, the Department was able to provide meals to the trainees within the correctional facilities, which are adjacent to the regional training centers, at a cost of \$0.826 per meal. Our current typical meal cost, per trainee, while attending the Correctional Officers Basic Course, is currently \$37.17, with a savings of \$337.83 in meal costs per trainee.

The University of Louisville determined the buildings they were renting to the Department required extensive renovation and the costs of renovation were not fiscally prudent. The University decided to demolish the dormitories utilized by the Department of Corrections to house trainees. This decision necessitated that all trainees attending training in Louisville, outside their assigned work county, needed overnight commercial accommodations. This increased the costs to train departmental personnel in Louisville significantly.

After regionalization, the regional training centers worked extremely hard to locate vendors in their respective areas who would provide overnight housing for trainees at a fair price. The DCT currently, on average, pays less than \$25.00 a night per trainee in housing costs. In 2008, the DCT provided overnight housing for only 374 trainees of the 3,861 who attended training during 2008 (9.5%). Additionally, during 2008, discussions occurred with the newly appointed warden of the Kentucky State Reformatory (KSR), Warden David Donahue, concerning the possibility of housing employees in training at the CRTC within the staff housing areas of the KSR at little or no cost. During



February 2009 the CRTC began to house employees attending training at the CRTC within the KSR facilities as space permitted.

Our efforts to regionalize training have resulted in the elimination of real property rental costs, the associated maintenance and janitorial costs for rental properties, reduced meal costs and significantly reducing the number of departmental employees who require overnight accommodations to attend training. Since January 2005, the DCT has constructed four buildings with a total of 27,298 square feet of space for training (an increase of 9,990 square feet more than the 17,308 square feet in the old Louisville facility) at a cost of \$1,452,857.09. Three of the four buildings were constructed primarily with inmate labor on institutional grounds. The ERTC building was commercially built on institutional grounds. By January 2010, the savings realized since 2004, by building our own training facilities instead of renting training facilities, will have paid for the construction of the four new buildings.

Additionally, the Department has incorporated a significant amount of Computer Based Training (CBT) into all of its programs of instruction. Currently, forty hours, which is 25% of the Correctional Officers Basic Course (COBC) and forty hours, which is 33% of the Probation and Parole Officers Basic Course (P&POBC) are conducted by CBT. This allows the newly hired staff of the adult correctional institutions and the probation and parole districts to complete their CBT training at their normal work location before attending the remainder of their required training at the training centers. During 2008, the department had 867 newly hired staff attend the COBC or the P&POBC. Since the Department has incorporated CBT into both of these programs of instruction we were able to save the cost of one week worth of travel costs (\$.37 per mile for privately owned vehicle usage) for these 867 new employees. If each of these 867 employees would have traveled only ten miles a day to attend classroom training at one of the regional training centers (which is a very conservative estimate), it would have cost the Department \$16,039.50 in travel costs. Of these 867 new employees, 194 employees are assigned to work locations so far away from the regional training centers they are authorized overnight accommodations. If these 194 employees had attended 40 hours training at the regional training centers instead of completing the training by CBT it would have cost the Department approximately \$19,400.00 in hotel accommodations and \$ 29,100 in per diem.

Curriculum Revision and Development During 2008



The DCT continued to strive to meet the training needs of the Commonwealth's correctional professionals by developing and presenting additional training programs identified as being needed during the training needs assessment conducted with the departmental leadership and wardens, the quarterly Training Advisory Committee (TAC) meetings, the probation and parole district meetings and the Kentucky Jailers' Association (KJA) Curriculum Committee meetings.

The curriculum revised and developed during 2008 is listed below under the responsible regional training center:

Central Region Training Center – New Curriculum and Revisions during 2008

Basic Academy Week #1

Self Defense for Corrections Professionals
Verbal Advantage/Communication Skills
Professionalism/Cultural Awareness
Fire Safety
Legal Rights of Inmates/Staff Liability
Critical Incident
Hostage Situations
Use of Force
Supervision of Offenders
Mental Health Issues
Use of Radios
CPR/First Aid

Probation and Parole Officer Basic Academy and Officer In-service

Your Role as a Probation & Parole Officer
The Use of a PSI to Supervise Offenders
Criminal Thinking
Changing Behavior
Professionalism/Cultural Awareness
Graduated Offender Management
Verbal Advantage/Communication Skills
Drug Awareness
Self Defense for the Correctional Professional
CPR/AED/First Aid
Summarizing Case Information
Sex Offender Registration
Prioritizing Time: Introduction to Case Audits
Office Contacts/Offender Interviews
Security Skills
Probation & Parole Firearms
Home Visits
Area Searches
Team Building
Computer Based Training (CBT)
Firearms
Deputy Jailer
Cultural Diversity
CERT Basic



Eastern Region Training Center – New Curriculum and Revisions during 2008

Use of Force
Inmate Manipulation & Staff Sexual Misconduct
Surviving Hostage Situations
CC Introduction

Critical Incident
Corrections Basics
Controlled Force
Avoiding Manipulation
Fire Safety
Adult CPR-AED
Controlled Force
Officer In-Service Introduction and Registration



The Role of a Supervisor
Taking the Step up to a Supervisor
Supervisory Competencies
Liability Issues
The Dynamics of Communication
Listening and Responding
Written Communication
K.E.A.P.
True Colors
Evaluation Training
Diversity
Coping with Stress

Counseling and Discipline
Assessing and Coaching
Team Building
Staff Sexual Misconduct with Inmates/PREA
Sexual Harassment
Evidence Preservation
Supervising Cell Entries
Investigative Interviewing
Investigation/Documentation Practical
Exercise
Impromptu Exercise
Role of the on-Site Trainer
How Adults Learn
Needs Assessments/Training Objectives
Learning Strategies
Working with Lesson Plans
Using AV Equipment Effectively
Introduction to CBT
Use of Restraints
Body Searches
Surviving Hostage Situations
Report Writing
Transportation Review
Building, Area, Vehicle Searches
Self Defense for the Correctional Professional
Using Restraining Devices/Handcuffing
Security Evaluation



Western Region Training Center– New Curriculums and Revisions during 2008

CO Basic Course – Week 3

Registration, Orientation & Pre-Test

Safe Handling of Firearms

Introduction to the .38 Revolver and .38 Revolver Classroom Practice

Unloading/Clearing Barrel

Weapon Retention & Controlled F.O.R.C.E. Practice

.38 Revolver Practice & Qualification Course

Introduction to the .223 Caliber Rifle & .223 Caliber Rifle Classroom Practice

.223 Caliber Rifle Practice & Qualification Course

Introduction to the Remington Model 870 Shotgun & Shotgun Classroom Practice

Remington Model 870 Shotgun Classroom Practice & Qualification Course

Weapons Skills Evaluation

Use of Force Review

Weapon Nomenclature

Controlled F.O.R.C.E. & Weapon

Retention Group Practice & Skill-out

Evaluation & Post-Test

Probation & Parole Basic – Week 2

Use of Force

Safe Handling of Firearms

Introduction to Glock

Loading/Unloading w/Tactical &
Emergency Reloading

Malfunction Drill

Off Duty Home Safety

Weapons Retention w/Practice

Weapons Inspection

Single Tap Slow Fire Exercise

Malfunction Drill/Live

Double Tap

Tactical/Emergency Reload

Live Fire

Glock Disassembly, Cleaning &
Maintenance

Tactical Use of Cover

Instinctive Shooting

Precision Firing

Flashlight Techniques

Dim Light Firing

Target Recognition

OC Spray

Prioritizing Time: Introduction to



Basic CERT for Jailers

Justification of Force

Gas Mask Maintenance, Use & Decontamination

Weapons/Equipment Overview
 Controlled F.O.R.C.E.
 Use of Less Lethal Weapons
 Cell Extraction
 Shield & Spray Team Concept
 OC Aerosol Certification/Re-Certification
 Chemical Agents Dispersing Methods
 Chemical Agents Practicum
 Edged Weapon Awareness
 Confrontational Avoidance Techniques

Basic CERT
 Use of Force
 Uniform Standards & Appearance
 Hostage Negotiation Functions
 Critical Incident
 Gas Mask Use and Maintenance
 Controlled F.O.R.C.E.
 OC Chemical Irritants Practicum
 Long Riot Baton
 Combat Course
 Riot Control Formations w/Shotgun
 Riot Control Formations w/Gas
 Mask
 Riot Control Formations w/Shotgun
 (live fire)
 Mock Escape
 Chemicals Agents Less Lethal –
 Distraction Devices Practical
 Application
 Simulated Emergency Situations

TASER End User
 TASER
 Chemical Agents
 OC End User

DCT Web Page

The DCT continued to improve and enhance the DCT web page by adding requested information needed within the correctional field, i.e. contact information for the DCT staff, annual training schedules, annual reports, specific course information, etc. This initiative provided the information in an easily retrievable format that was continuously available for the Adult Institutions, Probation and Parole Districts and County Jails. The DCT page contained information each would need to plan and schedule subordinate training, compile American Corrections Association inspection files as well as provide input to the DCT concerning their specific training needs.



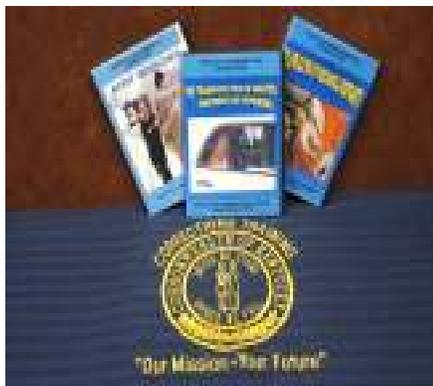
New Initiatives for 2008

After the success of the **Computer Based Training (CBT)** within the correctional officer and the probation and parole officer programs of instruction during 2005 & 2006, the DCT was tasked to produce **CBT training modules for the jailers and their deputies** during 2007. The DCT produced an initial 21.5 hours of Deputy Jailer CBT modules during 2007. During 2008, 24.5 hours of Deputy Jailer CBT modules were produced within the CRIMCAST system for the 120 elected Kentucky jailers and their staff.

The chart below reflects the progress of the Kentucky Department of Corrections in its initiative to incorporate CBT into its training program from inception in 2005 through January of 2009.

Crimcast Compilation Report

<i>Report Information</i>	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
Number of Offline Courses	84	1,526	2,280	4,204	4,818
Number of Online Courses	9	35	100	173	220
Number of Students (Active and Inactive)	3,721	8,343	10,148	12,623	13,066
Total Number of Active Users	Data n/a	7,267	8,049	8,720	8,772
Total Number of Active Students Enrolled in Offline Courses	Data n/a	Data n/a	7,023	8,404	8,535
Total Number of Active Students Enrolled in Online Courses	Data n/a	4,704	5,120	5,660	5,665
Total Number of Online Training Records	Data n/a	15,990	101,473	164,031	195,180
Total Number of Offline Training Records	Data n/a	37,461	49,771	80,763	88,690
Total Number of Training Records	Data n/a	83,451	151,244	244,776	283,870
Total Number of Administrator Accounts	5	95	231	242	282



The Divisions' operating budget since 2004 has been an austere budget with many competing needs. The DCT funding was insufficient to procure new training films. However, during 2008, the staff of the ERTC began to develop training films for the Department of Corrections.

The ERTC staff produced three training films for the department using institutional staff and equipment during 2008; the films were entitled *Body Searches*, *The Application of Mechanical Restraints* and *The Transportation of Inmates, Prisoners and Offenders*.

Training Methodology for Correctional Officers

Currently, a new corrections officer will complete the COBC by attending his/her New Employee Orientation (NEO) training at the institution in which he/she was hired. The Institutional Training Coordinator (ITC) oversees the NEO instruction and the Phase I portion of the COBC. The Phase I portion of COBC is equivalent to 40 hours of classroom training which is delivered by CBT within the institution's computer lab. After completing the NEO and Phase I of COBC at the hiring institution, the trainee will complete Phase II of the COBC at one of the three regional training centers. Upon completion of NEO, Phase I of COBC and Phase II of COBC, the new correctional officer returns to his/her hiring institution for the remainder of their 8 month probation period. Upon return to their institution, the newly trained correctional officer will receive an additional 40 hours of Officer Common Core and Officer In-Service training annually.

Training Methodology for Probation and Parole Officers

Currently, a new probation and parole officer completes the Probation and Parole Officer Basic Course (P&POBC) by attending his/her New Employee Orientation at the Probation and Parole Office in which he/she were hired. The Assistant District Supervisor oversees the NEO and Phase I of the P&POBC. The Phase I portion of the P&POBC is equivalent to 40 hours of classroom instruction delivered by CBT on the new probation and parole officer's assigned laptop computer. After completing the NEO and Phase I of the P&POBC, the new officer completes Phase II of the P&POBC at one of the regional training centers. Upon completion of the NEO, Phase I of the P&POBC and Phase II of the P&POBC, the new officer returns to his/her assigned probation and parole office for the remainder of their six month probation period. Upon return to the district the newly trained probation and parole officer will receive an additional 40 hours of Probation and Parole In-Service training annually.

Elected County Jailers and Their Deputies

Currently, 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 and Jailer's Training Expense Allowance, require the Department of Corrections to provide a minimum of 40 hours of training annually for the elected jailers and 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 Jailers' Association. The DCT provides the jail deputy 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 staffs from the three regional training centers also conduct numerous iterations of the Annual Jail Deputy Training throughout the Commonwealth at locations requested by the Kentucky jailers. The Jail Deputy CBT curriculum is available for any jail staff that needs the training in addition to, or in lieu of, the classroom training. The elected jailers meet the majority of their 40 hour annual training requirement by attending one or both of the annual Kentucky Jailers' Association Conferences.

Training Load

The Division of Corrections Training continues to support the three diverse populations of correctional professionals within the Commonwealth of Kentucky by providing both classroom and Computer Based Training (CBT).

The chart below lists, by regional training center, the three major Programs of Instruction (POI) categories that the DCT conducts for corrections professionals within the Commonwealth. These categories include

the standardized programs available to all employees such as the Corrections Officer Basic Course (COBC), the Probation and Parole Officer Basic Course (P&POBC) and the Jailer and Deputy Jailer Annual Training, the specialized courses such as the new supervisors courses, the instructor courses and the Correctional Emergency Response Team (CERT) courses and the requested courses such as Oleoresin Capsicum (OC) certification, TASER certification, etc.

Division of Corrections Training Classroom Activity Monthly Report
2008
CRTC

	Number of times Conducted	Number of Trainees	Number Housed if Applicable	Number of Instruction Hours
Standard				
Correctional Officer Basic	10	503	116	1,200
Probation & Parole Officer Basic	3	71	46	240
Probation & Parole In-Service	11	269	24	134
Firearms Instructor Requal	4	32	0	48
Deputy Jailer	20	497	0	216
Specialized				
Basic Supervisors Course	3	25	0	120
Semi-Auto Transition Training	2	26	0	64
Train-the-Trainer	2	18	2	80
Train-the-Trainer (DJ)	0	0	0	0
Train-the-Trainer Standard First Aid	1	5	0	40
Revolver/Shotgun Instructor School	1	18	0	40
Rifle Instructor School	1	7	0	40
Basic CERT	0	0	0	0
Jail E-Squad	0	0	0	0
Controlled FORCE Instructor	2	28	0	16
Requalification	2	52	0	12
OC Spray Training	0	0	0	0
Institutional Firearms PS	1	34	0	2
Training Electives	5	210	0	10.5
Request				
Controlled Force	2	30	3	16
TASER Certification	1	9	0	8
OC Spray Training	0	0	0	0
Adult CPR/AED	0	0	0	0
Crimcast Training	1	15	0	4
KOMS	0	0	0	0
Homeland Security Training	0	0	0	0
Mental Health Training	0	0	0	0
CPR/AED/SFA	1	3	0	4.5
NIC Classes	1	23	0	16
DOC Training Staff Retreat	0	0	0	0
Chemical Agent Instructor Recert/Cert	1	16	0	40
Open Records	1	13	0	3
Adjustment/Investigator Training	0	0	0	0
Corrections Professionals	3	51	5	16
Interstate Compact Training	1	30	11.5	0
Ruger Armor School	1	19	10	40
Totals:	81	2,004	218	2,410

Division of Corrections Training Classroom Activity Monthly Report
2008
ERTC

	Number of times Conducted	Number of Trainees	Number Housed if Applicable	Number of Instruction Hours
Standard				
Correctional Officer Basic	10	169	27	912
Probation & Parole Officer Basic	0	0	0	0
Probation & Parole In-Service	4	71	27	64
Firearms Instructor Requal	2	22	0	16
Deputy Jailer	13	221	0	244
Specialized				
Basic Supervisors Course				
Semi-Auto Transition Training	0	0	0	0
Train-the-Trainer	2	14	0	80
Train-the-Trainer (DJ)	0	0	0	0
Train-the-Trainer Standard First Aid	2	15	0	80
Revolver/Shotgun Instructor School	0	0	0	0
Rifle Instructor School	1	7	2	40
Basic CERT	1	17	6	40
Jail E-Squad	1	13	4	40
Controlled FORCE Instructor	0	0	0	0
Requalification	0	0	0	0
OC Spray Training	0	0	0	0
Institutional Firearms PS	0	0	0	0
Training Electives	0	0	0	0
Request				
Controlled Force	1	26	0	3.5
TASER Certification	0	0	0	0
OC Spray Training	0	0	0	0
Adult CPR/AED	1	15	0	6
Crimecast Training	0	0	0	0
KOMS	0	0	0	0
Homeland Security Training	0	0	0	0
Mental Health Training	0	0	0	0
CPR/AED/SFA	0	0	0	0
NIC Classes	0	0	0	0
DOC Training Staff Retreat	0	0	0	0
Chemical Agent Instructor Recert/Cert	0	0	0	0
Open Records	2	18	0	4
Adjustment/Investigator Training	0	0	0	0
Corrections Professionals	1	18	0	3
Interstate Compact Training	2	15	0	16
Ruger Armor School	0	0	0	0
Totals:	44	677	66	1,557

Division of Corrections Training Classroom Activity Monthly Report
2008
WRTC

	Number of times Conducted	Number of Trainees	Number Housed if Applicable	Number of Instruction Hours
Standard				
Correctional Officer Basic	9	195	5	1,080
Probation & Parole Officer Basic	0	0	0	0
Probation & Parole In-Service	6	141	0	96
Firearms Instructor Requal	4	35	0	48
Deputy Jailer	15	325	0	240
Specialized				
Basic Supervisors Course	3	34	0	120
Semi-Auto Transition Training	1	3	0	32
Train-the-Trainer	1	6	0	24
Train-the-Trainer (DJ)	0	0	0	0
Train-the-Trainer Standard First Aid	1	6	0	40
Revolver/Shotgun Instructor School	0	0	0	0
Rifle Instructor School	1	8	0	40
Basic CERT	1	85	85	40
Jail E-Squad	1	24	0	40
Controlled FORCE Instructor	0	0	0	0
Requalification	1	2	0	8
OC Spray Training	0	0	0	0
Institutional Firearms PS	0	0	0	0
Training Electives	8	164	0	52
Request				
Controlled Force	0	0	0	0
TASER Certification	4	45	0	30
OC Spray Training	0	0	0	0
Adult CPR/AED	0	0	0	0
Crimcast Training	2	6	0	6
KOMS	0	0	0	0
Homeland Security Training	0	0	0	0
Mental Health Training	0	0	0	0
CPR/AED/SFA	0	0	0	0
NIC Classes	0	0	0	0
DOC Training Staff Retreat	1	2	0	2
Chemical Agent Instructor Recert/Cert	0	0	0	0
Open Records	1	14	0	3
Adjustment/Investigator Training	1	37	0	16
Corrections Professionals	0	0	0	0
Interstate Compact Training	2	48	0	3
Ruger Armor School	0	0	0	0
Totals:	63	1,180	90	1,920

The next chart is a consolidated activity report for the entire DCT.

Division of Corrections Training Classroom Activity Monthly Report
TOTAL 2008

	Number of times Conducted	Number of Trainees	Number Housed if Applicable	Number of Instruction Hours
Standard				
Correctional Officer Basic	29	867	148	3,192
Probation & Parole Officer Basic	3	71	46	240
Probation & Parole In-Service	21	481	51	294
Firearms Instructor Requal	10	89	0	112
Deputy Jailer	48	1,043	0	700
Specialized				
Basic Supervisors Course	8	73	0	320
Semi-Auto Transition Training	3	29	0	96
Train-the-Trainer	5	39	2	184
Train-the-Trainer (DJ)	0	0	0	0
Train-the-Trainer Standard First Aid	3	18	2	120
Revolver/Shotgun Instructor School	2	35	6	80
Rifle Instructor School	3	28	4	120
Basic CERT	1	85	85	40
Jail E-Squad	1	24	0	40
Controlled FORCE Instructor	2	28	0	16
Requalification	3	54	0	20
OC Spray Training	0	0	0	0
Institutional Firearms PS	1	34	0	2
Training Electives	14	400	0	66
Request				
Controlled Force	2	30	3	16
Taser Certification	6	69	0	44
OC Spray Training	0	0	0	0
Adult CPR/AED	0	0	0	0
Crimcast Training	3	21	0	10
KOMS	0	0	0	0
Homeland Security Training	0	0	0	0
Mental Health Training	0	0	0	0
CPR/AED/SFA	1	3	0	4.5
NIC Classes	1	23	0	16
DOC Training Staff Retreat	3	20	0	6
Chemical Agent Instructor Recert/Cert	1	16	0	40
Open Records	3	45	0	9
Adjustment/Investigator Training	2	52	0	32
Corrections Professionals	3	51	5	16
Interstate Compact Training	5	114	11.5	11
Ruger Armor School	1	19	10	40
Totals:	188	3,861	374	5,887

The next chart lists the district, the institution or the facility in which our trainees were assigned, the regional training center the trainees received instruction and the total number of trainees who participated in training from an institution, district or facility.

Number of Students Trained by Institution/District/Facility				
Institution/District/Facility	CRTC	ERTC	WRTC	Total
BCC	70	22	8	100
BCFC	12	4	2	18
EKCC	0	105	6	111
FCDC	19	2	0	21
GRCC	0	1	75	76
KCIW	170	2	6	178
KSP	4	0	220	224
KSR	252	2	16	270
LSCC	4	116	5	125
LLCC	134	2	8	144
NTC	63	22	12	97
RCC	158	2	13	173
WKCC	2	1	172	175
P&P D-1	10	0	64	74
P&P D-2	4	1	46	51
P&P D-3	22	0	9	31
P&P D-4	32	0	0	32
P&P D-5	28	0	0	28
P&P D-6	50	0	0	50
P&P D-7	61	0	0	61
P&P D-8	7	32	0	39
P&P D-9	70	0	0	70
P&P D-10	15	23	0	38
P&P D-11	6	24	0	30
P&P D-12	37	0	0	37
P&P D-13	7	0	82	89
P&P D-14	22	10	0	32
P&P D-15	5	46	0	51
P&P D-16	19	37	0	56
P&P D-17	38	0	0	38
P&P D-18	27	0	0	27
P&P D-19	33	0	0	33
Private Prisons	3	8	3	14
Jails	556	208	412	1,176
KCI	7	0	0	7
Central Office	14	3	1	18
Other	11	0	0	11
DCT Central Office	2	0	0	2
ERTC	1	2	0	3
WRTC	1	0	20	21
CRTC	28	2	0	30
	2,004	677	1,180	3,861

CENTRAL REGION TRAINING CENTER (CRTC) ACCOMPLISHMENTS

During 2008 the CRTC Hosted:

Ruger Armourer School
Volunteer Training
NIC Multi Generational Workforce
Needs for Officer In-service and Basic Academy
Adjustment Committee Training
Probation & Parole–Home Incarceration Prog.
NIC Multi Generational Workforce
ICOTS
Records Retention
HIV/AIDS
Crimcast Admin. Training
Institutional Training Coordinators/Wardens/Deputy Wardens
Kentucky Council on Crime & Delinquency (KCCD) Pistol Match
CRTC's Second Annual correctional employee's family Halloween/Fall Festival
Crittenden and Taylor County Jails, Basic Training Program

Firearms Simulator Training
National Institute of Corrections Positive Discipline
Internal Affairs DACUM
Marc Wessels (LLCC) Stress Reduction
Mental Health – Specialty programs Wayne Herner
RCC Supervisor's Training
Division of Corrections Employees Annual Meeting
Roederer Correctional Complex Duty Officer Trng.
Central Region Personnel New Employee Orientation
Adjustment Committee Training
Substance Abuse Prog.–Community/Family Mtgs.

CRTC strived to improve its Morale, Expertise, Working Conditions



During 2008, CRTC worked diligently to continue the excellent working relationship developed during 2006 and 2007 with the seven institutions within the Central Region. The working relationship with Probation and Parole and the Jailers remains high.

CRTC hosted the “Second Annual” Halloween/Fall Festival for correctional employees and their families. Approximately 150 correctional employees and their families attended the party.

August 31, 2007, a new training building was dedicated and named the Harold E. Black Training

Center. Since the new building became available CRTC has accommodated specialized Institutional and Probation & Parole training. It is rare a room is vacant.

In November 2008, the DCT and KSR agreed to pursue an initiative to expand the DCT role in institutional staff training. The CRTC was selected to partner with the Kentucky State Reformatory. During the last two months of 2008 CRTC staff and the KSR trainers have worked diligently to accommodate this new initiative. Space has always been an issue for CRTC and the new initiative has required creative thinking. As of December 31, 2008, Common Core, Officer In-service schedules had been prepared for the upcoming year. Instructors are scheduled to rotate through this program to allow diversity to the presentations.



CRTC TECHNICAL ABILITIES

The CBT/Curriculum Program continues to be housed at CRTC. Melissa and Jennifer have worked diligently with the Crimcast programs, training others in the application and maintaining the process.

During 2008 CRTC gained 10 new computers allowing the older computers to provide the branch with a Computer Lab. Access to the computers and institutional Information and Technology assistance has improved dramatically. Ms. Beth Young has been an integral part of the KSR transfer of their training unit. CRTC is grateful for the assistance from RCC, KSR and LLCC in this area. After experiencing problems with access to the intranet due to IT problems, CRTC loaded most of the classes to external drives in order to present classes when the intranet was not available.

CRTC has Strived to be Fiscally Prudent

CRTC instructors continue to perform various forms of physical plant maintenance/new work themselves, such as wiring classrooms for sound in order to keep costs at a minimum. CRTC has experienced a lack of space since its inception. With the addition of the new training building (Harold E. Black Training Center) they have classrooms which will accommodate the large numbers of trainees which have become the norm. CRTC will continue to have space problems in the attempt to accommodate the new KSR training initiative and provide support to the six institutions and Probation and Parole Districts. The addition of the new training building provided CRTC with state-of-the-art audio visual equipment.



CRTC is now able to conduct business in an appropriate manner supporting seven institutions, all of Probation and Parole Basic Academy and 11 P&P Districts for Officer In-service. CRTC facilitates numerous training programs for institutions, probation and parole, outside agencies and community/government meetings.

Support to Adult Institutions, Probation & Parole & Jails

In order to improve a cooperative working relationship between the CRTC and the population the CRTC services:

The CRTC Branch Manager attends all Probation & Parole Supervisors' meetings to request input into curriculum for the division. CRTC staff attended Training Advisory Committee (TAC) meetings at all seven of the institutions within the region.



The CRTC has assisted the institutions when there has been a training instructor absence in order for classes to continue as scheduled. Probation and Parole provided adjunct instructors to assist with the Firing Range, CPR/AED/First Aid and Controlled Force – these adjunct instructors have been invaluable.

Jeff Rice assisted with Basic CERT and supervised the Probation & Parole Glock transition course. Ron Yount continuously works with Adult Institutions and Probation & Parole requesting information which allows him to meet their needs in the area of firearms. Lee Karsner presented two 40 hour basic training courses to Crittenden and Taylor Counties jail deputies.



CRTC has hosted many meetings throughout 2008. This centralized location became very popular after the addition of the new training building. CRTC does not require the level of security procedures the institutions need, this has become an ideal facility to conduct specialty classes.

CRTC continues to accommodate requests from Adult Institutions and Probation & Parole for training rooms. The conference room has transitioned into a computer lab. CRTC currently does not have designated space for a conference room, but accommodate all requests from outside sources for a meeting area. CRTC now has a Wellness Center; equipment was donated by staff.

PROFESSIONAL DEVELOPMENT

The following staff attained/maintained status during 2008 in the following areas:

KCCD Conference – September 2008, Mary Godfrey Program Committee Chair

Instructors moderated programs:

NIC Regional Field Training Coordinator	Mary Godfrey
KCCD Program Chair for 2009 Conference	Mary Godfrey
Glock Armor	Ron Yount
Chemical Agent Master Instructors	Ron Yount & Jeff Rice
Crisis Negotiator	Lee Karsner
SFA/CPR/AED Instructor Trainer	Wade Percle

THE EASTERN REGION TRAINING CENTER (ERTC) **ACCOMPLISHMENTS**

During 2008 the ERTC Hosted:

Adjustment Committee and Investigators Training
CBT Training for Jailers
Mental Health Training

ERTC Strived to Improve its Morale, Expertise, Working Conditions

ERTC conducted monthly (or more frequent) staff meeting to keep all staff up-to-date of current events and practices. Glenn Hance and Carl Smith completed MILO Simulator Training which is a great asset.



Diane Lambert attended training sessions and helped with the execution of the KCCD Fall Conference. ERTC celebrates each staff members' birthday and each holiday by having lunch out together. ERTC procured a refrigerator and a cooking stove for the break area for staff use, they are used daily.

ERTC TECHNICAL ABILITIES

ERTC coordinated with the Kentucky Department for Library and Archives to provide videos for training events at no cost to the division. ERTC in conjunction with Little Sandy Correctional Complex (LSCC) set up and expanded the computer lab. ERTC originally had four computers and now has nine for more efficient training.

ERTC had three staff members complete TASER Training, Branch Manager Richard Fulks, Diane Lambert and Carl Smith. In addition, one staff member, Diane Lambert, completed the Controlled Force Instructor Training.



ERTC Has Strived to be Fiscally Prudent

ERTC's Branch Manager has instructed staff utilize the state issued van for work purposes if available. Reimbursement for mileage of personal vehicles will not be approved if the state vehicle is/was available. ERTC staff was instructed to minimize overnight stays by traveling to the training site the morning of training or meeting. The Little Sandy Correctional Complex provides cleaning supplies and offender janitorial services at no cost to ERTC. The ERTC conserves electricity by turning off all lights each night when departing the facility and rooms when not in use. ERTC coordinated with LSCC/Aramark to provide meals to all academy students which has resulted in a tremendous savings. This region has coordinated with the Kentucky Department for Library and Archives to obtain videos for training programs at no charge when available.

Support to Adult Institutions, Probation & Parole & Jails



ERTC has attended the Training Advisory Committee meetings at all three institutions, once per quarter. In order to facilitate a good working relationship with the jail community, ERTC has increased training opportunities for Deputy Jailers (DJ) at 2 different locations (Perry and Bell County). Also, they have conducted additional DJ program in London, Kentucky. The Branch Manager communicates frequently with Institutional Training Instructors by phone, email and meetings.

The ERTC, coordinated by Glenn Hance, developed and produced three training DVDs, *Body Searches*, *Application of Mechanical Restraints* and *The Transportation of Inmates, Prisoners and Offenders* for use within all three regional training centers.

ERTC strived to accommodate every request for training, or support of training, from the Kentucky State Police (Morehead and Ashland Posts), Vehicle Enforcement, Probation and Parole, Central Office, the Information and Technology Branch and the Lee Adjustment Center initial and annual firearms certifications on the ERTC firing range.

Western Region Training Center (WRTC) Accomplishments

During 2008 the WRTC hosted:

Open Records Training
Adjustment/Investigator Training
Basic Word/Excel Training
Personal Finance I
Personal Finance II

GRCC Family Night
Securus Phone Training
Interstate Compact Training
Attitude, Team Building and Problem Solving
Stress, Anger & Change

WRTC strived to improve its Morale, Expertise, Working Conditions

WRTC Staff were supervised by an Interim Branch Manager from September 2007 until March 1, 2008, when Mr. Steve Faulkner was promoted from CRTIC Instructor to the Western Region Training Center Branch Manager. WRTC staff made an effortless transition while their morale remained high.



The Branch Manager conducts monthly staff meetings in order to keep all staff current on training issues. WRTC staff participates in voluntary team building exercises outside the workplace. WRTC staff celebrates holidays, birthdays and other special occasions as a group. WRTC staff completed the Personal Finance I and II courses.

WRTC staff strive to improve an already excellent working relationship with all institutional, probation and parole and jail facilities; not only in the western region but across the state.

Office space has been reassigned to allow for more workspace for instructors and to improve efficiency, time management and better organization skills.

Steve Faulkner, Tim Beavers and Troy Hephner assisted Western Kentucky Correctional Complex with search operations for escapees. All WRTC staff attended Joint and Basic CERT Training at the Wendell H. Ford Regional Training Center.

WRTC TECHNICAL ABILITIES

Branch Manager Steve Faulkner attended TASER courses to achieve Senior Master Instructor status and also serves on the TASER Corrections Advisory Board.

Steve Faulkner, Kurt Garner and Rose Ryan completed MILO Simulator Training.

Kurt Garner completed the Monadnock PR-24 Instructor Course. Troy Hephner completed TASER Instructor Re-Certification Course.

WRTC Has Strived to be Fiscally Prudent

Contributing to Branch Manager Steve Faulkner's position on the TASER Advisory Committee, TASER has supplied over \$5,000 in equipment, supplies and training to the Division of Corrections Training at no cost.

WRTC staff are kept up-to-date with the current fiscal situation of the division and have been advised to make every effort to keep all operating expenses to a minimum including, but not limited to, supplies, travel, utilities and purchases. WRTC conserves energy by turning off all lighting in building when not in use.

WRTC staff regularly travel daily to and from training sessions, located out of town, instead of staying overnight thus reducing hotel and meal expenses. Staff has been informed to utilize the state issued vehicle for official business when available.



WRTC staff always obtains prior approval for all purchases and coordinate with DOC finance authorities to expedite receiving orders and payments. Expended brass is collected from the firing range and turned into manufacturer for discounts on future purchases of ammunition.

WRTC coordinates efforts with the Kentucky Department for Library and Archives to obtain DVD's at no cost to the division for training purposes. The Western Kentucky Correctional Complex provides cleaning supplies, paper supplies and janitorial services at no cost to WRTC.



WRTC Support to Adult Institutions, Probation & Parole & Jails

WRTC staff attended TAC meetings at Green River Correctional Complex, Western Kentucky Correctional Complex and the Kentucky State Penitentiary on a quarterly basis. Institutional staffs are invited to each Correctional Officer Basic Course graduation.

WKCC uses the Wellness Center for the Self Defense portion of their CC-OIS.

The WRTC facilitated meetings for WKCC, GRCC and KSP as well as outside agencies. The training center hosted local institutions' CERT Training as well as local Aramark (food services) training.

WRTC contracts with U-Select Vending to provide drink and snack machine with the proceeds going to the WKCC Benefit Committee. The WKCC includes WRTC in all Benefit Committee activities.

The Branch Manager and staff continue to maintain close contact with all Institutional Training Coordinators by phone, email and/or meetings. The working relationship with local institutions has improved considerably.

WRTC has incorporated Blackburn Correctional Complex and Northpoint Training Center trainees into the April Correctional Officer Basic Course. Institutional staff is invited to each Correctional Officer Basic Course graduation.

WRTC has requested the use of, and received permission to convert, a nearby WKCC building into an armory in order the training center to be more self-sufficient. The Warden of the WKCC has verbally agreed and is currently waiting funding for the conversion. Firearms Instructor Courses were added upon a request from GRCC.



A Deputy Jailer Training session was added in Warren County by request from Jailer as well as Self Defense Class requested by Allen County Jailer. WRTC currently provides Deputy Jailer Training located off grounds at several locations (Warren, Allen, Todd, Logan, Marshall and Fulton Counties).



Professional Development

Rose Ryan completed her Bachelor’s Degree in Business Management.

Curriculum Branch 2008 Accomplishments

The Division of Corrections Training Curriculum Branch was very productive. Below is a summary of accomplishments including new curriculum, curriculum revisions, training conducted/attended and other significant notations.

New Computer Based Curriculum

Module Name	Date Completed	Author
Computer Usage	05-30-2008	Jennifer Eldridge
Internet Predator (myspace.com)	05-30-2008	Marcus Stanley
*M003 Tour of KY Adult Institutions	06-30-2008	Melissa Perkinson
*M002 Personnel Processing (Inst.)	06-30-2008	Melissa Perkinson
*M042 Introduction to KOMS	06-30-2008	Melissa Perkinson
*M017 Introduction to Inmate Rules and Discipline	06-30-2008	Marcus Stanley
*M018 Introduction to Use of Radios	06-30-2008	Marcus Stanley
*M056 Interstate Compact	07-31-2008	Mary Godfrey
*M051 Evidence Preservation	07-31-2008	Mary Godfrey
*M037 Personnel Processing (P&P)	08-01-2008	Melissa Perkinson
*M022 Dangerous Contraband	12-31-2008	Marcus Stanley/Melissa Perkinson
*M038 Tour of the (P&P) Districts	12-31-2008	Melissa Perkinson/Jennifer Eldridge
*M021 Fire Safety	12-31-2008	Marcus Stanley

*Those marked with an * are currently a part of a live training bundle.*

Classroom Curriculum Reviewed/Revised

Module Name/Program	Date Revised/Reviewed	Reviewed/Revised/ Edited By:
	10-2008	Jennifer Eldridge
Introduction, Registration, Orientation/Deputy Jailer 2009		
Use of Force/Deputy Jailer 2009	11-2008	Marcus Stanley
Report Writing/Deputy Jailer 2009	11-2008	Marcus Stanley
Transportation Review/Deputy Jailer 2009	11-2008	Marcus Stanley
Firearms Instructor Schools/80 hours	03-2008 06-2008	Marcus Stanley Jennifer Eldridge
Introduction, Registration, Orientation/CO Basic 2008-2009		
Self Defense For Corrections Professionals/CO Basic 2008-2009	06-2008	Stanley, Perkinson, Eldridge
Verbal Advantage & Communication Skills/CO Basic 2008-2009	06-2008	Stanley, Perkinson, Eldridge
Professionalism & Cultural Awareness/CO Basic 2008-2009	06-2008	Stanley, Perkinson, Eldridge
Fire Safety/CO Basic 2008-2009	06-2008	Stanley, Perkinson, Eldridge
Legal Rights of Inmates & Staff Liability/CO Basic 2008-2009	06-2008	Stanley, Perkinson, Eldridge
Critical Incident/CO Basic 2008-2009	06-2008	Stanley, Perkinson, Eldridge
Hostage Situation/CO Basic 2008-2009	06-2008	Stanley, Perkinson, Eldridge
Use of Force/CO Basic 2008-2009	06-2008	Stanley, Perkinson, Eldridge
Supervision of Offenders/CO Basic 2008-2009	06-2008	Stanley, Perkinson, Eldridge
Mental Health/CO Basic 2008-2009	06-2008	Stanley, Perkinson, Eldridge
Effective Communication/CO Basic 2008-2009	06-2008	Stanley, Perkinson, Eldridge
Inmate Rules and Discipline/CO Basic 2008-2009	06-2008	Stanley, Perkinson, Eldridge

New Classroom Curriculum

Module Name/Program	Date Completed	Author
Milo Trainer/Deputy Jailer Firearms	05-30-2008	Marcus Stanley
Computer Basics/Corrections Professional	05-30-2008	Melissa Perkinson
Advanced Computer Use/Corrections Professional	11-01-2008	Melissa Perkinson
Inmate Rights (1st, 4th, 8th, 14th Amendments)/Deputy Jailer 2009	05-30-2008	Marcus Stanley
Grievance Mechanism & Inmate Access to the Courts/Deputy Jailer 2009	10-2008	Marcus Stanley
501 KAR 3:140 (Mental Health and Suicide Issues)/Deputy Jailer 2009	10-2008	Marcus Stanley
Life Safety Issues/Deputy Jailer 2009	10-2008	Marcus Stanley
Open Records/Deputy Jailer 2009	10-2008	Marcus Stanley
Security Threat Groups/Deputy Jailer 2009	11-2008	Marcus Stanley
Dangerous Contraband/Deputy Jailer 2009	12-2008	Marcus Stanley
Evaluation & Summary/Deputy Jailer 2009	12-2008	Melissa Perkinson/Jennifer Eldridge

Computer Based Training Modules Reviewed/Revised

Class Name	Review/Revision Date	By Whom:
M001 Introduction to Computer Based Training	03-2008	Melissa Perkinson
M004 Corrections Policies & Procedures and Institutional Policies & Procedures/ACA Standards	06-2008	Marcus Stanley
M005 Introduction to Code of Ethics	06-2008	Marcus Stanley
M006 Introduction to Sexual Harassment and Anti-Harassment	06-2008	Marcus Stanley
M007 Employee Sexual Misconduct w/Offenders & PREA	06-2008	Marcus Stanley
M007a PREA	12-2008	Marcus Stanley
M008 Medical Procedures	06-2008	Marcus Stanley
M008a Medical Procedures HIV/AIDS	06-2008	Marcus Stanley
M009 Intro to Suicide Awareness	06-2008	Marcus Stanley
M010 Tool and Key Control	06-2008	Marcus Stanley
M011 Overview of Criminal Justice System	06-2008	Marcus Stanley
M012 Security and Classification of Inmates	06-2008	Marcus Stanley
M013 Social and Cultural Lifestyles of Inmates	06-2008	Marcus Stanley
M014 Dress Code for Uniformed & Non-Uniformed Staff	06-2008	Marcus Stanley
M015 Introduction to Report Writing	06-2008	Marcus Stanley
M016 Interpersonal Relations/Counseling Techniques	06-2008	Marcus Stanley
M019 Kentucky Correctional Industries	06-2008	Marcus Stanley
M020 DOC Chain of Command	06-2008	Marcus Stanley
M026 Code of Ethics	12-2008	Marcus Stanley
M027 Sexual Harassment and Anti Harassment	12-2008	Marcus Stanley
M030 Safety Procedures	12-2008	Marcus Stanley
M030 Safety Procedures	12-2008	Marcus Stanley
M041 Employee Sexual Misconduct with Offenders and PREA	06-2008	Marcus Stanley
M043 Appearance and Dress Code for Non-Uniformed staff	06-2008	Marcus Stanley
M044 Corrections Policies and Procedures and ACA Standards	06-2008	Marcus Stanley
M045 Overview of CPP Chapters 27 and 28	06-2008	Marcus Stanley
M046 Use of Force for Probation and Parole	06-2008	Marcus Stanley
M048 Introduction to Case Management	06-2008	Marcus Stanley
M049 Report Writing and Special Reports	06-2008	Marcus Stanley
M050 Safe Operation of a 15 Passenger Van	06-2008	Jennifer Eldridge
M053 Overview of the Criminal Justice System	06-2008	Marcus Stanley
M054 Dynamics of Domestic Violence and Sexual Assault	06-2008	Marcus Stanley
M055 Court Room Testimony	06-2008	Marcus Stanley
M102 Employee Awareness	06-2008	Marcus Stanley
M104 Substance Abuse	06-2008	Marcus Stanley
M104a Drug Awareness	06-2008	Marcus Stanley

Training Conducted by Curriculum Branch Staff

Class Taught	Conducted by	Staff Trained
Computer Basics	Jennifer Eldridge	23
Computer Basics	Melissa Perkinson	27
Crimcast Administrator Training (conducted 5 times)	Melissa Perkinson/Jennifer Eldridge	51

Special Points

Marcus Stanley coordinated efforts with the Cabinet for Mental Health and Mental Retardation and the Kentucky Jailers' Association Curriculum Committee to develop several lesson plans. Melissa and Jennifer compiled numerous reports and documentation to assist with various conference presentations. They also participated in a College and Career Fair hosted at the Henry County High School. Jennifer completed video conversions for RCC Medical staff in August to allow training of staff in the absence of

the physician. The Curriculum Branch requested the assignment of “Corrections Professional 2009” training class development and design.



The Institutional CBT matrix is listed below:

The

NEO for CO Basic Academy 7/1/08 - 6/30/09		
001	Introduction to Computer Based Training	1
002	Personnel Processing	5
003	Tour of KY Adult Institutions	5
004	Corrections Policies & Procedures and Institutional Policies & Procedures/ACA Standards	2.5
005	Intro to Code of Ethics	1
006	Intro to Sexual Harassment & Anti Harassment	1
007	Employee Sexual Misconduct w/Offenders & PREA	1
008	Medical Procedures	1
008a	Medical Procedures HIV/AIDS	2
009	Intro to Suicide Awareness	1
010	Tool and Key Control	2
011	Overview of Criminal Justice System	1.5
012	Security and Classification of Inmates	2
013	Social and Cultural Lifestyles of Inmates	1.5
014	Dress Code for Uniformed & Non-Uniformed Staff	1
015	Introduction to Report Writing	1
016	Interpersonal Relations/Counseling Techniques	2
017	Introduction to Inmate Rules and Discipline	1
018	Introduction to Use of Radios	0.5
019	Kentucky Correctional Industries	0.5
020	DOC Chain of Command	0.5
042	Introduction to KOMS	1.5
050	Safe Operation of a 15 Passenger Van	0.5
102	Employee Awareness	2
104	Substance Abuse	1
104a	Drug Awareness	1
		Total: 40
Common Core 2009		
007a	PREA	0.5
008	Medical Procedures	1
008a	Medical Procedures HIV/AIDS	2
009	Introduction to Suicide Awareness	1
021	Fire Safety	1
022	Dangerous Contraband	1.5
030	Safety Procedures	1
		CBT Total: 8

Probation and Parole CBT matrix is listed below:

CBT for P&P Basic 7/1/08 - 6/30/09		
001	Introduction to Computer Based Training	1
005	Introduction to Code of Ethics	1
006	Introduction to Sexual Harassment and Anti-Harassment	1
008	Medical Procedures	1
008a	Medical Procedures HIV/AIDS	2
020	DOC Chain of Command	0.5
037	Personnel Processing for P&P	5
038	Tour of the District	5
041	Employee Sexual Misconduct with Offenders and PREA	2
042	Introduction to KOMS	1.5
043	Appearance and Dress Code for Non-Uniformed staff	0.5
044	Corrections Policies and Procedures and ACA Standards	1.5
045	Overview of CPP Chapters 27 and 28	2.5
046	Use of Force for Probation and Parole	1.5
048	Introduction to Case Management	2
049	Report Writing and Special Reports	1.5
056	Interstate Compact	1.5
051	Evidence Preservation	1.5
052	Open Records	1
053	Overview of the Criminal Justice System	1.5
054	Dynamics of Domestic Violence and Sexual Assault	2
055	Court Room Testimony	1
104	Substance Abuse	1
104a	Drug Awareness	1
		Total: 40
P&P Common Core 2009		
026	Code of Ethics	0.5
027	Sexual Harassment and Anti Harassment	1
008	Medical Procedures	1
008a	Medical Procedures HIV/AIDS	2
030	Safety Procedures	1
022	Dangerous Contraband	1.5
052	Open Records	1
		Total: 8

Personnel Status

The Division of Corrections Training has 24 authorized positions and three detailed positions divided amongst the Director’s Office; The Curriculum Program Office and the three Regional Training Centers. There were less frequent personnel turnovers during the year of 2008 than in the preceding four years. Robin Thompson was hired as Administrative Specialist within the Director’s Office in December 2008, to replace Staci Dean who is on extended military leave. Robin comes to us with many years of service within DOC as well as the Commissioner’s secretary. Within the Central Region Training Center, Laura Reynolds was promoted January 1, 2008, from LLCC to fill the



secretarial vacancy created by Heather Jackson's promotion to Roederer Correctional Complex (RCC). Laura left CRTC for a position at LLCC. Beth Young came to CRTC, filling the secretary position, from Kentucky State Reformatory (KSR). Beth has years of experience as a Warden's secretary at LLCC and as an IT Technician at both RCC and KSR. Three additional staff (Institutional Training Coordinator) were detailed to CRTC from KSR, Kevin Sidebottom, Mike Barnes and Wayne Pearson. Steve Faulkner was promoted to Branch Manager at the Western Region Training Center; he replaced Rebecca Hendon upon her retirement from the Department. Steve's previous position at the CRTC was filled by Ricky Fitts who came to us after retiring from the military. John Harrison of CRTC retired after twenty years of service and his position was filled in December by Steve Thomas. Steve came to us from Probation and Parole and had been an adjunct instructor with the DCT for several years. There were no personnel changes within the Eastern Region Training Center during 2008.

Summary

In summary, during 2008, the DCT continued to improve its ability to efficiently deliver training to the corrections professionals within the Commonwealth on a regional basis and to effectively provide training to corrections professionals by use of both CBT and classroom instruction. The DCT looks forward to 2009. We will continue to pursue excellence in training and progress toward implementing new ideas, methods and tactics; in order to ensure that the Kentucky Department of Corrections, Division of Corrections Training, is considered among the nation's best correctional training organizations.

