

Division of Corrections Training 2010 Annual Report



"Our Mission-Your Future"

**Chris Kleymeyer
Director**



Corrections Training Division

Mission Statement

“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 Correctional Officers and staff of the thirteen adult Kentucky correctional institutions, the Probation and Parole Officers and staff of the nineteen Probation and Parole Districts and annual training for the elected Jailers and their staff within the one hundred twenty counties of Kentucky.”

Training Methodology for Correctional Officers

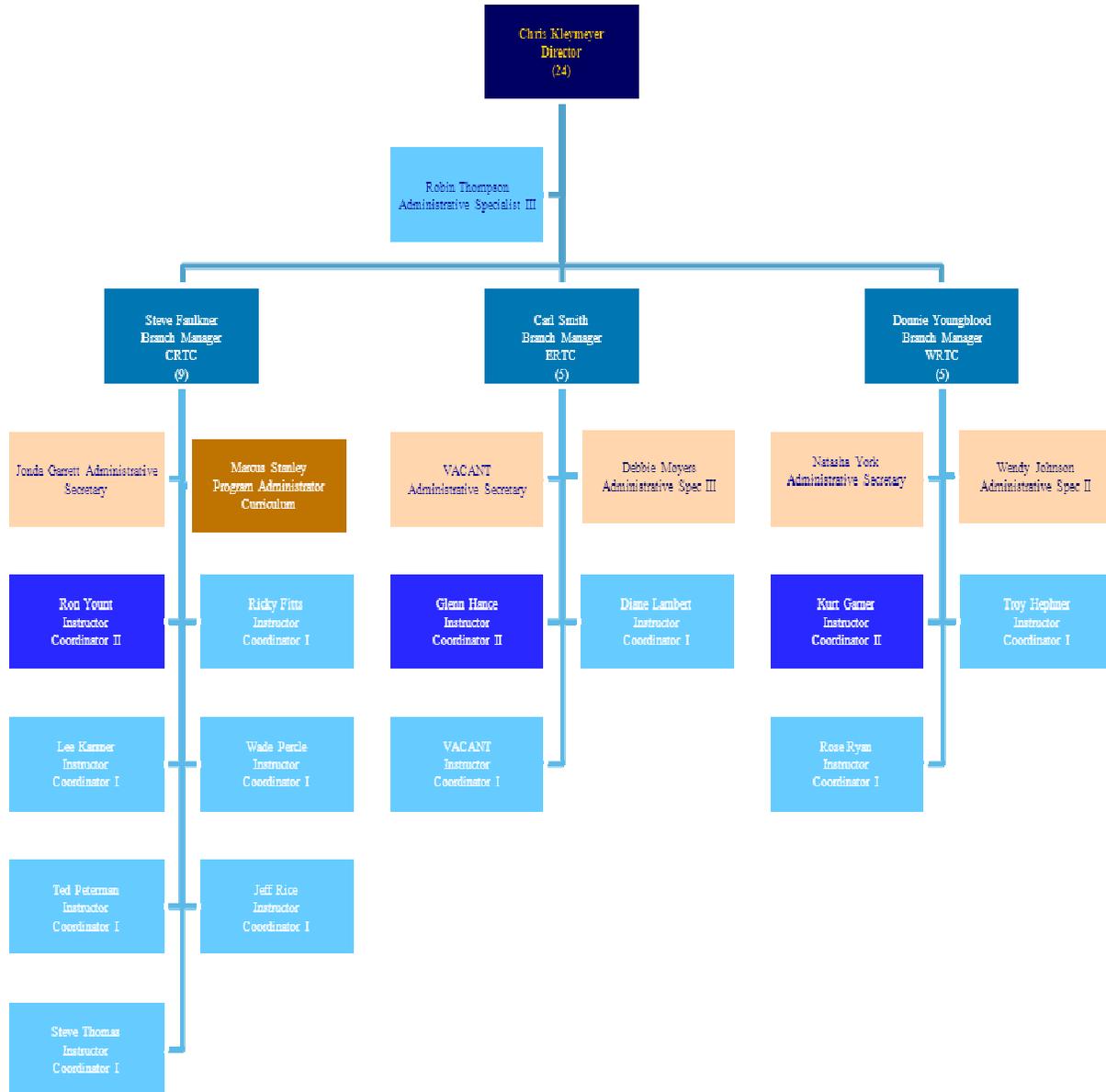
Currently, a new corrections officer will complete the Corrections Officer Basic Course (COBC) by attending his/her New Employee Orientation (NEO) training at the institution in which he/she was hired. The Institutional Training Coordinator (ITC) oversees the NEO instruction and the Phase I portion of the COBC. The Phase I portion of COBC is equivalent to 40 hours of classroom training delivered by Computer Based Training (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 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 eight 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 the Central Region Training Center. Phase II of the P&POBC consists of one hundred twenty (120) hours of classroom training. In 2010, thirty two (32) hours of training on the Department’s new assessment tool – Level of Service/Case Management Inventory (LS/CMI) and eight (8) hours of Motivational Interviewing (MI) were included within the curriculum. 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.

Division of Corrections Training Organizational Chart



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 deputy jailer curriculum to county jails for delivery by members of the jailer's staff, who have been trained by the DCT, to act as adjunct instructors. DCT staff from the three regional training centers also conducts numerous iterations of the Annual Deputy Jailer Training throughout the Commonwealth at locations requested by the Kentucky jailers. The deputy jailer (CBT) curriculum is available for any jail staff that needs the training in addition too, or in lieu of, the classroom training. The elected/appointed jailers meet the majority of their 40 hour annual training requirement by attending one or both of the annual Kentucky Jailers' Association Conferences. Additionally, the DCT conducts a forty (40) hour training session for each newly elected jailer each election cycle prior to them assuming their new position. The DCT trained thirty eight (38) newly elected jailers the week of December 6-10, 2010, in accordance with KRS 441.115(4).

Division of Corrections Training Central Office

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 Assistant (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).

Regional Branches

During 2010 the Department continued to progress on its 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.

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 reduced 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 fixed costs savings realized since 2004 of \$1,730,574.90, by building our own training facilities instead of renting training facilities in addition to the savings in food and travel costs exceeded monies spent on the construction of the four new buildings.

During 2010 the DCT worked on a proposed initiative to construct a conference and overnight housing facility on Departmental property in Lagrange, Kentucky in order to realize additional savings in the Department's budget. This initiative will be submitted to the Departmental leadership in 2011 for consideration in the development of the next six year Capital Construction Plan. This proposal has the potential to realize an approximate savings of \$180,000 (plus) annually.



A cold day on the firing range at Eastern Region Training Center

Central Region Training Center

Branch Manager Steve Faulkner
P.O. Box 69
4000 Morgan Road
LaGrange, KY 40031
(502) 225-9755

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. The CRTC was staffed by a Branch Manager (Steve Faulkner), a Senior Training Instructor (Ron Yount), six Training Instructors (Steve Thomas, Lee Karsner, Wade Percele, Ted Peterman, Ricky Fitts and Jeff Rice) and an Administrative Secretary (Jonda Garrett). The CRTC staff currently has, on average, over 18 years experience within corrections. The CRTC provides staff instruction to seven 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), Northpoint Training Center (NTC) and Blackburn Correctional Complex (BCC); eleven Probation and Parole Districts (Districts 4, 5, 6, 7, 9, 12, 14, 16, 17, 18 and 19); elected jailers and their staff within fifty-six counties of the Commonwealth in a habitual daily support relationship.

Eastern Region Training Center

Branch Manager Carl Smith
P.O. Box 87
Sandy Hook, KY 41172
(606) 738-4293

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 was staffed by a Branch Manager (currently vacant), 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 three adult correctional institutions; Little Sandy Correctional Complex (LSCC), Eastern Kentucky Correctional Complex (EKCC) and the Bell County Forestry Camp (BCFC); four Probation and Parole Districts (Districts 8, 10, 11 and 15); elected jailers and their staff in twenty-nine counties of the Commonwealth in a habitual daily support relationship.

Western Region Training Center

Branch Manager Donnie Youngblood
P.O. Box 570
Eddyville, KY 42038
(270) 388-0241

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 was staffed by a Branch Manager (Donnie Youngblood), a Senior Training Instructor (Kurt Garner), two Training Instructors (Troy Hephner and Rose Ryan) and an Administrative Secretary (Natasha York). 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 thirty-six counties of the Commonwealth in a habitual daily support relationship.



Training Initiatives during 2010

In accordance with Kentucky Revised Statute section 441.115, the DOC is required to maintain a jail staff training program to provide training for jailers and jail personnel consistent with the standards promulgated pursuant to KRS 441.055. By statute, the DOC is prohibited from charging a fee for training jailers, their deputies, or jailers-elect. Historically, the DCT has provided this training by sending teams of DCT staff to numerous locations throughout the Commonwealth. 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

CRIMCAST System Report	
Total Students:	17,524
Total Offline Courses:	9,321
Total Online Courses:	478
Total Training Records:	541,712
Total Active Students:	9,258
Total Active Students in Offline Courses:	8,739
Total Active Students in Online Courses:	6,805
Total Online Students that have logged in:	6,016
Total Online Training Records:	369,864
Total Offline Training Records:	171,848
Total Administrators:	401

Deputy Jailer CBT modules were produced; during 2009 32.0 hours of Deputy Jailer CBT modules were produced, during 2010 an additional 16 hours of CBT modules were included within the Deputy Jailer CBT modules within the CRIMCAST system for the 120 elected Kentucky jailers and their staff. This CBT curriculum is available to the jail staffs for their use 24 hours a day, 365 days a year.

During 2010 the DCT developed a new four day program of instruction for the deputy jailers in place of the previous two days of annual instruction. This program of instruction was developed at the request of the KJA Curriculum Committee and it allows the jail staff to attend the annual jail training

delivered by the DCT and receive an additional eight hours of advanced deputy training.



**Division of Corrections Training Classroom Activity Monthly Report
2010 TOTAL**

	CRTC				ERTC				WRTC				TOTAL			
	Number of Times Conducted	Number of Trainees	Number of Hours # Available	Number of Instruction Hours	Number of Times Conducted	Number of Trainees	Number of Hours # Available	Number of Instruction Hours	Number of Times Conducted	Number of Trainees	Number of Hours # Available	Number of Instruction Hours	Number of Times Conducted	Number of Trainees	Number of Hours # Available	Number of Instruction Hours
40 Hour Classes																
COBC Week 1 - Intro to Corrections	9	450	89	400	6	105	6	240	7	153	6	280	22	719	101	920
COBC Week 2 - Intro to Security	9	349	84	440	6	61	3	240	7	118	6	280	22	528	93	920
COBC Week 3 - Firearms	9	306	83	400	6	61	3	240	7	121	6	280	22	488	92	920
P&P Basic Week 1 - Intro to P&P	3	71	46	160	0	0	0	0	0	0	0	0	3	71	46	160
P&P Basic Week 2 - Firearms	3	44	32	120	0	0	0	0	0	0	0	0	3	44	32	120
FA Rifle Instructor	0	0	0	0	11	8	0	40	0	0	0	0	11	8	0	40
FA Semi Auto Instructor	1	11	2	40	11	8	2	40	1	7	0	40	13	26	4	120
FA Revolver/Shotgun Instructor	1	12	0	40	11	7	1	40	1	12	0	40	13	31	1	120
Basic Supervisors Course	1	32	2	40	11	14	1	40	2	21	0	80	4	67	3	160
New Employee Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Train-the-Trainer	1	13	2	40	11	6	0	40	1	10	0	40	3	29	2	120
Train-the-Trainer Standard First Aid	2	13	7	80	0	0	0	0	11	8	0	40	4	28	7	160
Jet CERT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Joint CERT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Basic CERT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chemical Agents - Instructor	1	30	12	32	1	20	0	8	0	0	0	0	2	50	12	40
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16 Hour Classes																
Deputy Jailer	19	315	0	304	9	36	0	112	13	280	0	160	40	631	0	576
Probation & Parole In-Service	10	209	104	160	4	52	0	64	5	112	0	80	19	403	169	324
Common Core	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Defensive Tactics - Instructor	1	12	1	16	1	4	1	16	1	11	0	16	3	27	2	48
Officer In-Service	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deputy Jailer - Supervisor Course	1	30	0	18	1	11	0	18	2	22	0	32	4	65	0	64
TASER Instructor Course	2	41	8	32	1	6	0	16	1	16	0	16	4	63	8	64
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8 Hour Classes																
PR-24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Evaluation Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SFA/CP/IAED	0	0	0	0	0	0	0	0	2	35	0	16	2	35	0	16
Chemical Agents	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Corrections Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program Reviews	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FA Instructor Re-Qualification	7	81	0	56	5	42	1	40	2	21	0	16	14	144	1	112
TASER - End User	3	42	0	24	3	52	0	8	8	106	0	82	14	160	0	84
Working with Female Offenders	0	0	0	0	0	0	0	0	5	250	0	40	5	250	0	40
	0	0	0	0	11	3	0	8	1	4	0	8	2	7	0	16
	0	0	0	0	0	0	0	0	2	39	0	8	2	39	0	8
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4 Hour Classes																
Crimcast Administrator Course	1	49	0	4	0	0	0	0	0	0	0	0	1	49	0	4
OC End User	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TASER - End User Re-Certification	1	14	0	4	3	25	0	4	2	32	0	8	6	78	0	18
PREA	0	0	0	0	0	0	0	0	4	120	0	16	4	120	0	16
	0	0	0	0	3	45	0	12	0	0	0	0	3	45	0	12
Misc. Classes																
Program Review	2	28	0	6.5	2	28	0	8	2	19	0	4	6	78	0	18.5
	0	0	0	0	0	0	0	0	1	15	0	5	1	15	0	5
	0	0	0	0	5	84	0	139	1	4	0	2	6	68	0	135
	0	0	0	0	2	38	0	64	0	0	0	0	2	38	0	64
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:																
40 Hour Classes	45	1341	359	1792	25	295	16	968	27	450	18	1080	97	2096	393	3840
16 Hour Classes	33	607	113	528	15	141	56	224	22	441	0	304	70	1189	169	1056
8 Hour Classes	10	124	0	80	9	87	1	56	20	455	0	150	39	655	1	288
4 Hour Classes	2	63	0	8	6	70	0	16	6	159	0	24	14	292	0	48
Misc. Classes	2	28	0	6.5	9	150	0	205	4	38	0	11	15	216	0	222.5
Totals:	92	2162	472	2414.5	64	743	73	1468	79	1543	18	1568	235	4448	563	5452.5
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40 Hour Training Blocks	0	0	0	603625	0	0	0	35725	0	0	0	39225	0	0	0	13631

Institution/District/Facility	CRTC	ERTC	WRTC	Total
BCC	31	3	0	34
BCFC	8	20	0	28
EKCC	11	229	0	240
FCDC	9	13	0	22
GRCC	11	11	96	108
KCIW	83	6	0	89
KSP	11	1	86	98
KSR	178	8	0	186
LSCC	15	189	0	204
LLCC	77	9	0	86
NTC	38	4	18	60
RCC	54	3	0	57
WKCC	7	0	532	539
P&P D-1	5	0	44	49
P&P D-2	4	0	31	35
P&P D-3	3	0	15	18
P&P D-4	24	4	0	28
P&P D-5	5	0	0	5
P&P D-6	29	1	0	30
P&P D-7	30	20	0	50
P&P D-8	5	32	0	37
P&P D-9	38	0	0	38
P&P D-10	8	24	0	32
P&P D-11	3	53	0	56
P&P D-12	25	0	0	25
P&P D-13	4	0	3	7
P&P D-14	20	2	0	22
P&P D-15	1	38	0	39
P&P D-16	20	4	0	24
P&P D-17	2	4	0	6
P&P D-18	17	4	0	21
P&P D-19	34	4	0	38
Private Prisons	2	0	3	5
Jails	110	82	326	518
KCI	0	0	0	0
Central Office	1	0	0	1
Other	0	0	0	0
DGT Central Office	1	0	1	2
ERTC	0	7	0	7
WRTC	1	0	2	3
CRTC	3	0	0	3
TOTALS	833	743	1162	2842

2010 DIVISION EVALUATION TOTALS

(Scoring 1-5:1 being lowest and 5 being highest)

COURSE NAME	TRAINING CONDUCTED BY STAFF	TOTAL PROGRAM EVALUATION
COBA WEEK 1	4.82	4.78
COBA WEEK 2	4.86	4.96
COBA WEEK 3	4.85	4.78
DEPUTY JAILER	4.87	4.76
P & P IN-SERVICE	4.92	4.84
P & P BASIC WEEK 1	4.72	4.81
P & P BASIC WEEK 2	4.66	4.76
BASIC CERT	4.96	4.89
BASIC SUPERVISOR COURSE	4.77	4.66
CHEMICAL AGENTS COURSE	4.9	4.9
CORRECTIONS PROFESSIONALS	4.53	4.86
CORRECTIONS DEFENSIVE TACTICS	4.8	4.8
FIREARMS INST. RE-QUALIFICATION	4.9	4.95
REVOLVER/SHOTGUN INST. COURSE	4.8	4.95
RIFLE INSTRUCTOR COURSE	4.8	4.95
SEMI-AUTO INSTRUCTOR COURSE	4.95	4.9
JAIL CERT	4.85	4.9
PROGRAM REVIEWS	4.5	4.66
TASER END USER COURSE	4.99	4.99
TRAIN THE TRAINER	4.85	4.95
TRAIN THE TRAINER -SFA	4.96	4.96
LS-CMI TRAINING	4.61	3.98
YEARLY AVERAGE FOR ALL CLASSES	4.82	4.85

Summary

In summary, during 2010, 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. During 2009, the DCT began preparing for American Correctional Association (ACA) accreditation. The Program Security Review was conducted in November 2010, with the Mock Audit scheduled for March 2011, and the audit in April 2011. We will continue to pursue excellence in training and progress toward implementing new ideas, methods and tactics; in order to ensure the Kentucky Department of Corrections, Division of Corrections Training, is considered among the nation's best correctional training organizations.



