"Our Mission-Your Future"

2012 Program Catalog

KENTUCKY DEPARTMENT OF CORRECTIONS TRAINING

REVISED October 2012

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Mission Statement:

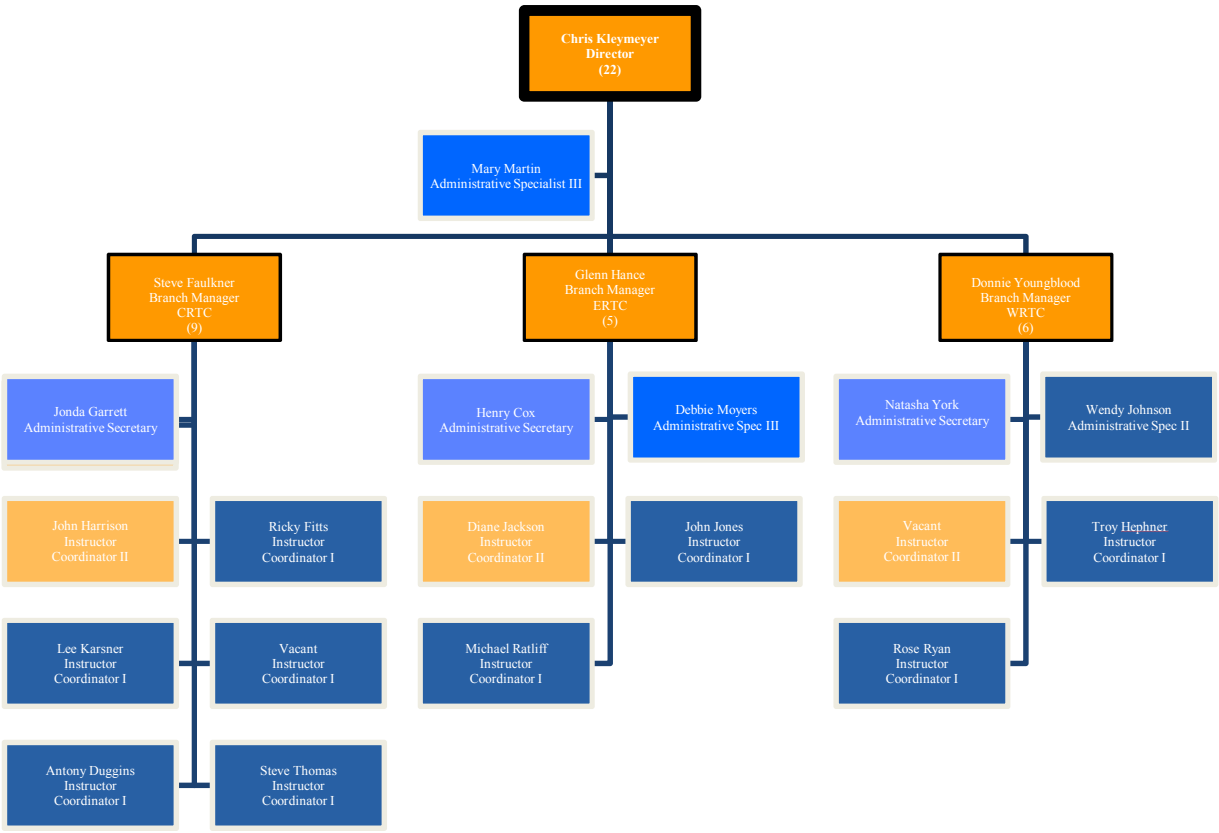
The mission of the Division of Corrections Training is to design, develop and deliver training programs that meet the needs and mandates of the employees of the Kentucky Department of Corrections.
Our Mission…Your Future.

The 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 meet the needs of participants.
- **Respect:**
  Treating participants with fairness, equality, integrity and value.
- **Standards of Practice:**
  Practicing professionally established requirements of excellence.

CORRECTIONS TRAINING ORGANIZATIONAL CHART

(Please Click Here If You Wish To Go Back To Table of Contents)



GENERAL INFORMATION

CRTC 502-225-9755 ERTC 606-738-4628 WRTC 270-388-0241

- **Changes/Additions/Revisions:** Schedule is updated on the DCT webpage www.corrections.ky.gov/deptdiv/training.
- **Registration and Cancellations:** You should register by contacting your training center or through established methods at your work site. If you are registered for a class, you are expected to attend. The training center 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. Some classes are scheduled and conducted during state holidays.
- **Code of Conduct 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 Code of Conduct 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.
- **Cell Phones and Radios:** Cell phones are not permitted, on institutional grounds or inside training centers, and 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 will be provided.
- **Emergency Procedures:** Corrections Training has detailed Emergency Plans designed for the protection of everyone. In the event of an emergency, follow the directions of the instructor who will implement the plan when needed.
- **EEO:** Corrections Training is an Equal Employment Opportunity employer and does not discriminate on the basis of gender, race, age or religious affiliation.
- **ADA:** Corrections Training abides by the regulations and requirements of the Americans with Disabilities Act and are willing to provide reasonable accommodations to anyone making needs known to staff.

WHERE DO I RECEIVE TRAINING?

There are three regional training centers across the state:
(some training may be conducted off-site)

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

EASTERN REGION TRAINING CENTER (ERTC)
Glenn Hance, Branch Manager
P.O. Box 87
Sandy Hook, KY 41171
606-738-4628

WESTERN REGION TRAINING CENTER (WRTC)
Donnie Youngblood, Branch Manager
P.O. Box 570
Eddyville, KY 42038
270-388-0241

REGIONAL TRAINING CENTERS FOR ADULT INSTITUTIONAL STAFF

CRTC: Blackburn Correctional Complex
Kentucky State Reformatory
Kentucky Correctional Institute for Women
Luther Luckett Correctional Complex
Northpoint Training Center
Roederer Correctional Complex

ERTC: Bell County Forestry Camp
Eastern Kentucky Correctional Complex
Little Sandy Correctional Complex

WRTC: Green River Correctional Complex
Kentucky State Penitentiary
Western Kentucky Correctional Complex

If you have questions regarding programs or training, please contact your regional training center for information.

REGIONAL TRAINING CENTERS FOR PROBATION & PAROLE DISTRICTS

CRTC:

Districts 4, 5, 6, 7, 9, 12, 14, 16, 17, 18, 19, and 20

ERTC:

Districts 8, 10, 11 and 15

WRTC:

Districts 1, 2, 3 and 13

If you have questions regarding programs or training, please contact your regional training center for information.

REGIONAL TRAINING CENTERS FOR COUNTY JAIL STAFF

CRTC: Adair, Anderson, Bath, Boone, Bourbon, Bracken, Bullitt, Campbell, Carroll, Casey, Clark, Clinton, Cumberland, Estill, Fayette, Fleming, Franklin, Gallatin, Garrard, Grant, Green, Hardin, Harrison, Henry, Jackson, Jefferson, Jessamine, Kenton, Larue, Lincoln, Madison, Marion, Mason, McCreary, Mercer, Metcalfe, Montgomery, Nelson, Nicholas, Oldham, Owen, Pendleton, Powell, Pulaski, Robertson, Rockcastle, Russell, Scott, Shelby, Spencer, Taylor, Trimble, Washington, Wayne, Whitley and Woodford

ERTC: Bell, Big Sandy, Boyd, Breathitt, Carter, Clay, Elliott, Floyd, Greenup, Harlan, Johnson, Knott, Knox, Laurel, Lawrence, Lee, Leslie, Letcher, Lewis, Magoffin, Martin, Menifee, Morgan, Owsley, Perry, Pike, Rowan, Three Forks and Wolfe

WRTC: Allen, Ballard, Barren, Breckinridge, Butler, Caldwell, Calloway, Carlisle, Christian, Crittenden, Daviess, Edmonson, Fulton, Graves, Grayson, Hancock, Hart, Henderson, Hickman, Hopkins, Livingston, Logan, Lyon, Marshall, McCracken, McLean, Meade, Monroe, Muhlenberg, Ohio, Simpson, Todd, Trigg, Union, Warren and Webster

If you have questions regarding programs or training, please contact your regional training center for information.

PROGRAM REVIEW

The Program Review is designed to review program materials with all Institutional Training Coordinators, Deputy Jailer Trainers, and Firearms Instructors. All trainers responsible for teaching the programs listed below will need to be present at the training center in order to receive program training materials.

Deputy Jailer
CRTC January 5
ERTC January 5
WRTC January 5

Institutional Firearms Requalification
CRTC January 6
ERTC January 6
WRTC January 6

P& P Officer In-Service
CRTC February 28-29

Common Core/ Officer In-service
CRTC July 2012
ERTC July 2012
WRTC July 2012

CORRECTIONAL OFFICER BASIC COURSE (PHASE II)

This is a **three week** program for newly hired staff: **Week 1 – Introduction to Corrections, Week 2 – Managing Problems in a Correctional Setting; Intro to Security, and Week 3 – Firearms Qualifications.** Training will be conducted regionally following the completion of Phase I (Computer Based Training (CBT) and New Employee Orientation).Employee must successfully complete Phase I (at the hiring facility) prior to enrolling in Phase II. Start times vary; contact your region for time.

CRTC 502-225-9755	ERTC 606-738-4628	WRTC 270-388-0241
January 23-27 January 30-February 3 February 6-10	January 9-13 January 16-20 January 23-27	January 16-20 January 23-27 January 30- February 3
February 20-24 February 27- March 2 March 5-9	March 12-16 March 19-23 March 26-30	March 5-9 March 12-16 March 19-23
March 19-23 March 26-30 April 2-6	May 28- June 1 June 4-8 June 11-15	April 23-27 April 30- May 4 May 7-11
May 7-11 May 14-18 May 21-25	July 23-27 July 30 – August 3 August 6-10	June 11-15 June 18-22 June 25-29
June 4-8 June 11-15 June 18-22	September 10-14 September 17-21 September 24-28	July 16-20 July 23-27 July 30- August 3
July 9-13 July 16-20 July 23-27	November 5-9 November 12-16 November 26-30	September 10-14 September 17-21 September 24-28
August 13-17 August 20-24 August 27-31		October 22-26 October 29 – November 2 November 5-9
September 10-14 September 17-21 September 24-28		November 26- 30 December 3-7 December 10-14
October 29- November 2 November 5-9 November 12-16		
November 26-30 December 3-7 December 10-14	*Class times may vary due to firing range usage. *Classes are held on holidays.	

PROBATION AND PAROLE BASIC COURSE (PHASE II)

This is a **three week** course for newly hired staff. Training is **ONLY CONDUCTED AT CRTC** following the completion of Phase I (Computer Based Training (CBT) and New Employee Orientation).Employee must successfully complete Phase I (at the hiring facility) prior to enrolling in Phase II. The LS/CMI (Level of Service/Case Management Inventory) is a program related to the implementation of a validated risk/needs assessment tool. The program targets the Correctional Program Staff, Case Workers, Unit Directors and Probation and Parole Officers.

Week 1 – Skills Enhancement

Week 2 – LSCMI (Level of Service Case Management Inventory)

Week 3 – Firearms Qualification

January 30- February 3 February 6-10 February 13-17
April 9-13 April 16-20 April 23-27
August 6-10 August 13-17 August 20-24
October 8-12 October 15-19 October 22-26

PROBATION AND PAROLE OFFICER IN-SERVICE

This is a 16 hour course for Probation and Parole Supervisors, Assistant Supervisors and Officers. This course focuses on professional development and meets required topics. The first session, at **CRTC**, will be for **supervisory staff only**. Starting times vary; contact your region for times.

CRTC 502 225-9755	ERTC 606-738-4628	WRTC 270-388-0241
February 28-29 **Supervisors/Asst. Supervisors ONLY**	April 10-11 April 12-13	March 28-29
	August 21-22 August 23-24	April 16-17 April 18-19
March 13-14 March 15-16		**Owensboro** May 29-30
April 24-25 April 26-27		November 13-14
May 29 - 30 May 31- June 1		
July 31 – August 1 August 2 - 3		
October 2-3 October 4-5		
October 22-23 October 24-25		

DEPUTY JAILER/STAFF TRAINING

The 2012 Deputy Jailer Training Program provides the trainee with 16 hours of face to face classroom material covering areas of instruction pertinent to their job duties. An additional block of 8 hours of computer based training (CBT) instruction is included. This CBT material includes medical and mental health curriculum. In keeping with Kentucky Jail Standards, a newly hired employee is required to receive 4 hours of mental health training their initial year of employment, with 1 hour of mental health training every year thereafter. The CBT medical health curriculum consists of material approved by the Cabinet for Health and Family Services as set forth in 501 KAR 3:160, Sec. 4 (b).

CRTC 502-225-9755		ERTC 606-738-4628		WRTC 270-388-0241	
Adair Co. February 21-22 February 23-24		ERTC February 6-7 February 8-9		Marshall Co. February 6-7 February 8-9	Warren Co. September 6-7
Madison Co. March 13-14 March 15-16		Laurel Co. February 21-22 February 23-24		Warren Co. February 13-14	WRTC October 17-18
Campbell Co. March 27-28 March 29-30		Laurel Co. April 2-3 April 4-5		WRTC February 22-23	
Hardin Co. May 8-9 May 10-11		Perry Co. May 15-16 May 17-18		Allen Co. February 27-28	
Campbell Co. May 29-30 May 31-June 1		ERTC June 19-20 June 21-22		Barren Co. May 14-15 May 16-17	
Madison Co. August 28-29 August 30-31		ERTC June 26-27 June 28-29		Logan Co. May 21-22 May 23-24	
Madison Co. October 30-31 November 1-2		Bell Co. July 10-11 July 12-13		Fulton Co. July 9-10 July 11-12	
Campbell Co. November 27-28 November 29-30		Laurel Co. August 27-28 August 29-30		WRTC August 6-7 August 8-9	
		ERTC October 9-10 October 11-12		Simpson Co. August 13-14 August 15-16	

SUPERVISORY TRAINING OPPORTUNITIES

BASIC SUPERVISOR COURSE

The Basic Supervisor Course is a 40 hour course focusing on skill development and management enhancement for the first time supervisor. This program is offered at each regional training center, twice during the year. Class times vary; call your region for start times.

CRTC	ERTC	WRTC
January 9-13 October 15-19	April 16-20 October 1-5	January 9-13 August 20-24

EMERGENCY RESPONSE AND FIREARMS TRAINING

Class times vary; contact your training center for times.

EMERGENCY RESPONSE TRAINING
Basic C.E.R.T. – September 10 – 14 (tentative) at CRTC
Jail C.E.R.T – June 11-15 (tentative)

Firearms Training:

- **Instructor Certification for Rifle**
  - **CRTC -** October 8 - 12
  - **ERTC** - October 22 – 26
  - **WRTC -** June 4 - 8
- **Instructor Certification for Revolver and Shotgun**
  - **CRTC –** October 1-5
  - **ERTC** – October 15-19
  - **WRTC** - April 9 – 13
- **Instructor Course for Semi-Auto Pistol**
  - **CRTC** –April 9 - 13
  - **ERTC –** April 23 - 27
  - **WRTC** – October 1 – 5
- **Firearms Instructor Requalification**
  - **CRTC** - April 30 – May 4 and June 25 - 29
  - **ERTC** - July 16 - 20
  - **WRTC** - April 2 – 5 and May 31 - June 1

CORRECTIONS DEFENSE TACTICS

CERTIFICATION AND RE-CERTIFICATION

Corrections Defense Tactics (CDT) is a 16 hour certification course. Instructor Certification Training is designed to deliver instruction of controlling non-compliant subjects by utilizing body positioning, movement, momentum and joint manipulation. Instructors must re-certify annually by completing the full 16 hour course.

CRTC	ERTC	WRTC
January 17-18 and May 22-23 August 8-9 and December 4-5	August 30 - 31	February 15-16

LESS/NON LETHAL TRAINING COURSES

LESS-LETHAL INSTRUCTOR CERTIFICATION

Less-Lethal Instructor Certification includes chemical munitions, OC aerosol projectors, distraction devices and specialty impact munitions. The Less-Lethal Instructor Certification Course is valid for 24 calendar months from testing date which allows the student to provide in-service user training within their department. The student will acquire a general working knowledge of Defense Technology products, both technically and tactically, providing them with the skills necessary to conduct in-service training.

CRTC
November 26-30

TASER END USER CERTIFICATION AND RECERTIFICATION

Basic End User Certification is an eight hour course which will allow an individual to be a certified TASER User for a one year period. Annual certification is required. Recertification is a four hour course which will allow those previously certified to maintain their End User Certification for an additional year.

TASER End User Certification (8 hours each day)		
CRTC	**ERTC**	**WRTC**
March 20 & 21 November 7 & 8	March 6 & 7	October 8 & 9

TASER End User Recertification (4 hours - 2 classes per day)		
CRTC	**ERTC**	**WRTC**
March 22 November 9	March 8	October 10

DEPARTMENTAL TASER INSTRUCTOR COURSE

This is a 16 hour course which will allow students to become departmental TASER instructors. Once certified, they will be allowed to train students as End Users on the TASER electronic control devices. This is a 2 day class.

CRTC
March 13-14

PEPPERBALL INSTRUCTOR / ARMORER COURSE

The PepperBall Instructor and Armorer Course will provide 16 hours of training. The PepperBall Instructor Certification Course involves intensive training in the use of the non-lethal PepperBall Systems, including operation, safety, maintenance, and deployment. This course certifies attendees as PepperBall Instructors for their individual institution, allowing the attendee to conduct a course in the safe and effective use of the PepperBall System. The PepperBall Armorer Certification Course will also develop the student's skills in the maintenance and repair of PepperBall launchers, allowing the student to safely and effectively keep the launching systems operational in the field.

CRTC
Jan 19 - 20th End User 6 hr class – 1 day Inst/Armorer 16 hr – 2 day

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FOR PEPPERBALL USER

The PepperBall User Certification Course involves intensive training in the use of the non-lethal PepperBall Systems, including operation, safety, maintenance, and deployment. This course certifies attendees as PepperBall User for the KY DOC. Certification is good for one year.

CRTC	ERTC	WRTC
March 6-7 September 18-19	August 13	March 26-27

ADDITIONAL TRAINING OPPORTUNITIES

FATS MILO SUMULATED SCENARIOS

Innovative approach to marksmanship that has begun to revolutionize law enforcement firearms training.

ERTC
February 13-17 April 30-May 4 December 3-7

MANAGEMENT TRAINING

GSC customized course to meet the needs of officers.

WRTC
October 15-16

EVALUATION TRAINING

A mandatory course for all supervisors in order to effectively evaluate employees.

CRTC	ERTC	WRTC
April 18 August 1	January 5	May 18 Nov 15

TRAIN THE TRAINER PROGRAMS

The Train the Trainer (TTT) programs are offered in addition to mandatory training. These programs are designed for staff presently involved in special activities or assignments in Corrections as well as those preparing to assume such duties and functions. Successful completion of these programs is credited toward annual in-service training hour requirements but does not substitute for required topics. If a class is full, you may ask to be placed on the waiting list, you will be notified if an additional class is scheduled. **Preregistration for the programs is mandatory. Contact the training region to preregister.** Class times vary for each training center.

FIRST AID INSTRUCTOR – TRAIN THE TRAINER

(Standard First Aid, Cardio-Pulmonary Resuscitation and Automated External Defibrillators)

Program Hours: Contact your regional training center

Prerequisite: Must hold current certification CPR/SFA/AED

Class Limit: 20 students

This instructor program prepares one to teach, conduct/evaluate courses according to the American Red Cross guidelines. This program includes First-Aid, Adult, Infant and Child skills and is slightly physically exerting. Certification is issued upon completion of the program.

CRTC	ERTC	WRTC
April 16-20	May 7-11	March 26-30

CORRECTIONS DEPARTMENTAL INSTRUCTOR – TTT

This program is designed for staff in a position to provide training to other staff.

CRTC	ERTC	WRTC
January 9-13 July 30 - August 3	February 27-March 2 October 29-November 2	August 27-31

CRIMCAST

This is a 4 hour training course. This course is conducted on an as-needed-basis. Crimcast Administrators will be instructed on creating offline courses, entering training hours for students, activating/deactivating and transferring students from one facility to another, processing reports and statistics on students and facilities. You may contact a Crimcast team member for more information and to schedule training.

CRTC	ERTC	WRTC
Marcus Stanley	**Debbie Moyers**	**Wendy Johnson**
502-225-9755 ext. 235	**606-738-4628 ext. 1783**	**270-388-0241 ext. 222**
marcus.stanley@ky.gov	**debbie.moyers@ky.gov**	**wendy.johnson@ky.gov**

You also may contact the Crimcast team at CrimcastTeam@ky.gov

GOVERNMENTAL SERVICES CENTER (GSC)

The Governmental Services Center (GSC) provides quality online and classroom training for all Kentucky state government employees. GSC also provides services in consultation, performance management and organizational development.

To register for a GSC class, you must obtain your supervisor's approval prior to contacting your liaison. Once you have received approval, you may contact the below listed staff at the JusticeGSC.training@ky.gov mailbox with the name of the course and the date you are requesting to attend. Once registered, you will be notified by GSC, via email, confirming your registration, directions and any additional information you may need. This box will be monitored by the training staff listed below:

Mary Martin (Central Office)
(502) 564-4795 ext. 252
JusticeGSC.training@ky.gov

Shannon DeHart (CRTC)
(502) 225-9755 ext. 236
JusticeGSC.training@ky.gov

Debbie Moyers (ERTC)
(606)738-6133 ext. 1783
JusticeGSC.training@ky.gov

- From the GSC homepage you will be able to access the GSC Course Catalog and GSC Course Schedule http://personnel.ky.gov/gsc.

- You can also participate in the online course offerings by accessing the GSC e-Learning (KY TRAIN) http://personnel.ky.gov/gsc/elearning.

Governmental Services Center is located:

400 E. Main Street (Kentucky State University)
Academic Services Building, 4th Floor
Frankfort, KY 40601
502-564-8170