# 2015
# Division of Corrections Training Program Catalog

Mary D. Godfrey, Director

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# Mission Statement

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

***"Our Mission...Your Future"***

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

**Quality Programs**

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

**Professionalism**

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

**Responsiveness**

*Providing diverse programs which meet the needs of participants.*

**Respect**

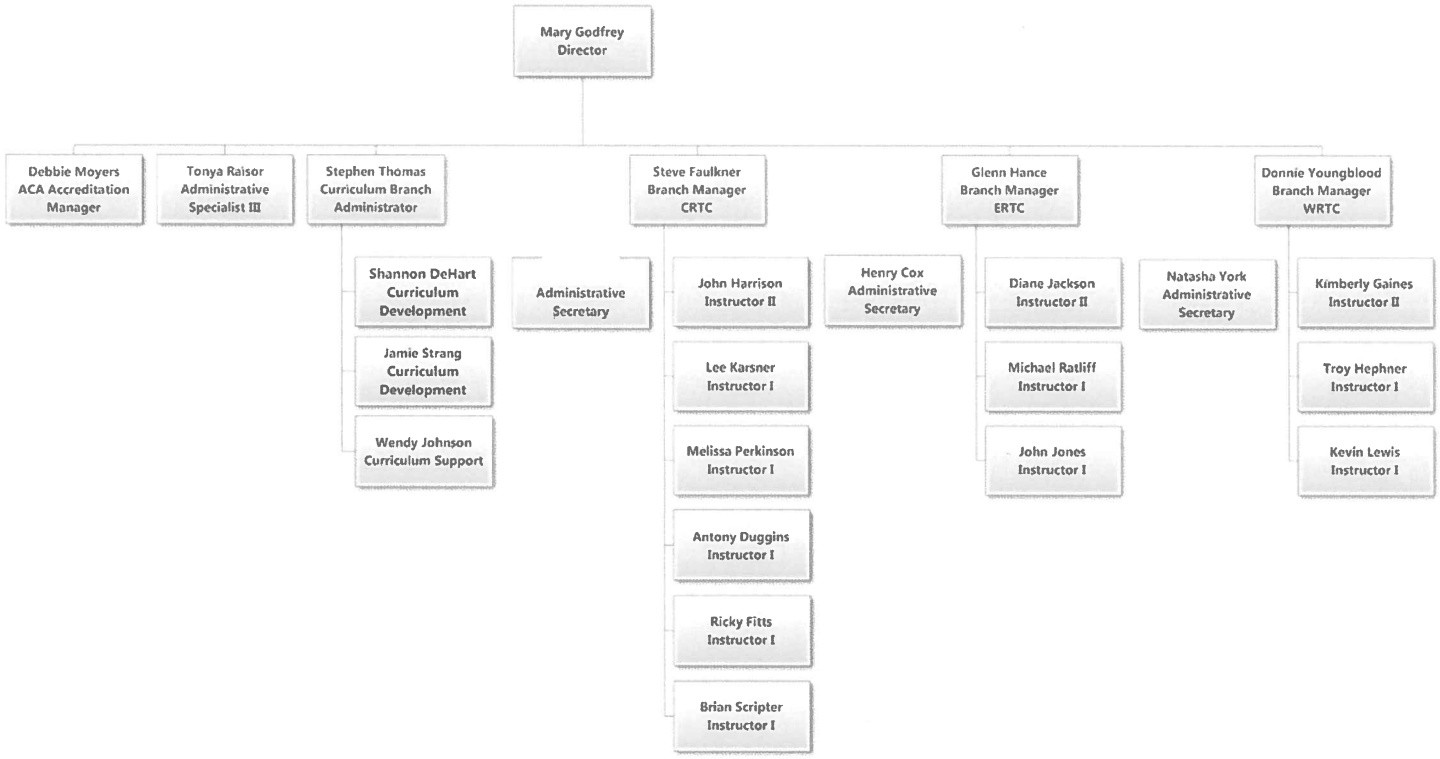
**T***reating participants with fairness, equality, integrity and value.*

**Standards of Practice**

*Practicing professionally established requirements of excellence.*

# Division of Corrections Training

## Organizational Chart



# General Information

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

**Changes/Additions/Revisions:**

The schedule is updated as necessary on the DCT webpage http://www.corrections.ky.gov/deptdiv/training.

**Registration and Cancellations:**

Register for classes by contacting your Regional Training Center or through established methods at your work site. If you are registered for a training program, 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, unless approved by the Governor's Office. Some classes are scheduled and conducted during state holidays.

**Rules and Regulations for Students:**

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

**Dress Code:**

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

**Restricted Items:**

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

**Cell Phones and Radios:**

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

**Tobacco Products:**

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

**Emergency Procedures:**

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

**EEO Statement:**

The Commonwealth of Kentucky does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation or gender identity, ancestry, age, disability, political affiliation, genetic information or veteran status in accordance with state and federal laws.

**ADA:**

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

# Where Do I Receive Training?

## There are three Regional Training Centers in Kentucky:

**CENTRAL REGION TRAINING CENTER**

Steve Faulkner, Branch Manager

Vacant, Administrative Secretary

P.O. Box 69 (Mailing)

4000 Morgan Road (Physical)

LaGrange, Kentucky 40031

502-225-9755

**EASTERN REGION TRAINING CENTER**

Glenn Hance, Branch Manager

Henry Cox, Administrative Secretary

P.O. Box 87 (Mailing)

505 Prison Connector Road (Physical)

Sandy Hook, Kentucky 41171

606-738-4628

**WESTERN REGION TRAINING CENTER**

Donnie Youngblood, Branch Manager

Natasha York, Administrative Secretary

P.O. Box 570 (Mailing)

374 New Bethel Road (Physical)

Fredonia, Kentucky 42411

270-388-0241

# Where Do I Receive Training?

## Adult Institutional Staff

| CRTC<br>502-225-9755 | | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|---|
| Blackburn Correctional Complex | Luther Luckett Correctional Complex | Bell County Forestry Camp | Green River Correctional Complex |
| Kentucky State Reformatory | Northpoint Training Center | Eastern Kentucky Correctional Complex | Kentucky State Penitentiary |
| Kentucky Correctional Institute for Women | Roederer Correctional Complex | Little Sandy Correctional Complex | Western Kentucky Correctional Complex |

## Probation and Parole Districts

| CRTC<br>502-225-9755 | | | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|---|---|
| District 4 | District 9 | District 17 | District 8 | District 1 |
| District 5 | District 12 | District 18 | District 10 | District 2 |
| District 6 | District 14 | District 19 | District 11 | District 3 |
| District 7 | District 16 | District 20 | District 15 | District 13 |

**If you have questions regarding programs or training, please contact your Regional Training Center**

# Where Do I Receive Training?

## Corrections Center, Detention Center or Jail

| CRTC 502-225-9755 | | | | |
|---|---|---|---|---|
| Adair | Clinton | Henry | Mercer | Rockcastle |
| Anderson | Cumberland | Jackson | Metcalfe | Russell |
| Bath | Estill | Jefferson | Montgomery | Scott |
| Boone | Fayette | Jessamine | Nelson | Shelby |
| Bourbon | Fleming | Kenton | Nicholas | Spencer |
| Boyle | Franklin | LaRue | Oldham | Taylor |
| Bracken | Gallatin | Lincoln | Owen | Trimble |
| Bullitt | Garrard | Madison | Pendleton | Washington |
| Campbell | Grant | Marion | Powell | Wayne |
| Carroll | Green | Mason | Pulaski | Whitley |
| Casey | Hardin | McCreary | Robertson | Woodford |
| Clark | Harrison | | | |

| ERTC 606-738-4628 | | | | |
|---|---|---|---|---|
| Bell | Floyd | Laurel | Magoffin | Pike |
| Boyd | Greenup | Lawrence | Martin | Rowan |
| Breathitt | Harlan | Lee | Menifee | Wolfe |
| Carter | Johnson | Leslie | Morgan | Big Sandy Reg. Det. |
| Clay | Knott | Letcher | Owsley | Ky River Reg. Jail |
| Elliott | Knox | Lewis | Perry | Three Forks Reg. Jail |

| WRTC 270-388-0241 | | | | |
|---|---|---|---|---|
| Allen | Christian | Hancock | Lyon | Ohio |
| Ballard | Crittenden | Hart | Marshall | Simpson |
| Barren | Daviess | Henderson | McCracken | Todd |
| Breckinridge | Edmonson | Hickman | McLean | Trigg |
| Butler | Fulton | Hopkins | Meade | Union |
| Caldwell | Graves | Livingston | Monroe | Warren |
| Calloway | Grayson | Logan | Muhlenberg | Webster |
| Carlisle | | | | |

**If you have questions regarding programs or training please contact your Regional Training Center**

# Program Reviews

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. This practice is in accordance with ACA standard 1-CTA-1A-14.

| **Institutional Pre-Service Academy** | **Institutional In-Service Training** | **Deputy Jailer In-Service Training** |
|---|---|---|
| CRTC | CRTC | CRTC |
| To Be Announced | August 4th | January 13th (2015)<br>November 20th (2016) |

# Institutional Pre-Service Academy (Phase II)

This is a **three week (120 Hour)** program for newly hired staff: **Week 1 – Introduction to Corrections (40 Hours), Week 2 – Managing Problems in a Correctional Setting; Intro to Security (40 Hours), and Week 3 – Firearms Qualifications (40 Hours) .** Training will be conducted regionally following the completion of Phase I (Computer Based Training [CBT] and New Employee Orientation). Employees must successfully complete Phase I at the hiring facility prior to enrollment. Start times vary; contact your Regional Training Center for details.

| | **CRTC**<br>**502-225-9755** | | **ERTC**<br>**606-738-4628** | | **WRTC**<br>**270-388-0241** |
|---|---|---|---|---|---|
| 1 | January 12-16<br>January 19-23<br>January 26-30 | 1 | January 12-16<br>January 19-23<br>January 26-30 | 1 | January 12-16<br>January 19-23<br>January 26-30 |
| 2 | February 2-6<br>February 9-13<br>February 16-20 | 2 | February 9-13<br>February 16-20<br>February 23-27 | 2 | February 9-13<br>February 16-20<br>February 23-27 |
| 3 | March 2-6<br>March 9-13<br>March 16-20 | 3 | March 16-20<br>March 23-27<br>March 30-April 3 | 3 | March 16-20<br>March 23-27<br>March 30-April 3 |
| 4 | April 6-10<br>April 13-17<br>April 20-24 | 4 | April 27-May 1<br>May 4-8<br>May 11-15 | 4 | April 20-24<br>April 27-May 1<br>May 4-8 |
| 5 | May 4-8<br>May 11-15<br>May 18-22 | 5 | June 1-5<br>June 8-12<br>June 15-19 | 5 | May 25-29<br>June 1-5<br>June 8-12 |
| 6 | June 8-12<br>June 15-19<br>June 22-26 | 6 | July 6-10<br>July 13-17<br>July 20-24 | 6 | July 6-10<br>July 13-17<br>July 20-24 |
| 7 | July 13-17<br>July 20-24<br>July 27-31 | 7 | August 10-14<br>August 17-21<br>August 24-28 | 7 | August 10-14<br>August 17-21<br>August 24-28 |
| 8 | August 3-7<br>August 10-14<br>August 17-21 | 8 | September 21-25<br>September 28-October 2<br>October 5-9 | 8 | September 14-18<br>September 21-25<br>September 28-October 2 |
| 9 | September 14-18<br>September 21-25<br>September 28-October 2 | 9 | October 26-30<br>November 2-6<br>November 9-13 | 9 | October 26-30<br>November 2-6<br>November 9-13 |
| 10 | October 12-16<br>October 19-23<br>October 26-30 | 10 | November 30-December 4<br>December 7-11<br>December 14-18 | 10 | November 30-December 4<br>December 7-11<br>December 14-18 |
| 11 | November 2-6<br>November 9-13<br>November 16-20 | | | | |
| 12 | November 30– December 4<br>December 7-11<br>December 14-18 | | **(32)Adult Institution Pre-Service Classes are scheduled in 2015** | | **Classes are Conducted on Holidays** |

# Probation and Parole Pre-Service Academy (Phase II)

This is a four week course (160) for newly hired probation and parole staff. Training is conducted at Central Region Training Center (CRTC) following the completion of Phase I (Computer Based Training [CBT] and New Employee Orientation). The employee must successfully complete Phase I at the hiring facility/district 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 Skill Development (40 Hour)
- Week 2 LS/CMI (40 Hour)
- Week 3 Firearms Qualification (40 Hour)
- Week 4 Skill Enhancement (40 Hour)

| CRTC<br>502-225-9755 | | |
|---|---|---|
| 1 | Week 1 | January 26-30 |
| | Week 3 | February 2-6 |
| | Week 4 | February 9-13 |
| | Week 2 | February 16-20 |
| | Note: Week 1 date has changed and Week 2 will now be conducted after Week 4. | |
| 2 | Week 1 | April 13-17 |
| | Week 2 | April 20-24 |
| | Week 3 | April 27-May 1 |
| | Week 4 | May 4-8 |
| 3 | Week 1 | July 20-24 |
| | Week 2 | July 27-31 |
| | Week 3 | August 3-7 |
| | Week 4 | August 10-14 |
| 4 | Week 1 | September 28-October 2 |
| | Week 2 | October 5-9 |
| | Week 3 | October 12-16 |
| | Week 4 | October 19-23 |

# Probation and Parole Officer In-Service

These are (16) hour courses for Probation and Parole Supervisors, Assistant Supervisors, Investigators, Officers and an (8) hour course for Office Support Assistants (OSA). These courses focus on professional development and meet the ACA Standards for required topics. Starting times vary; contact your Regional Training Center for class details.

There will be 4 dates for off site in-service this year. Northern Ky, (Training site not yet determined) and Lexington, Ky at the Fayette County Detention Center.

| | **CRTC**<br>**502-225-9755** | | **ERTC**<br>**606-738-4628** | | **WRTC**<br>**270-388-0241** |
|---|---|---|---|---|---|
| 1 | February 24-25<br>(Supervisors) | 1 | March 30<br>(OSA) | 1 | April 10<br>(OSA) |
| 2 | March 3-4<br>(Assist. Supervisors) | 2 | April 7-8 | 2 | June 25-26 |
| 3 | March 5-6<br>(Investigators) | 3 | April 9-10 | 3 | June 29-30<br>(Owensboro) |
| 4 | May 13<br>(OSA) | 4 | August 4-5 | 4 | September 8-9 |
| 5 | May 19-20 | 5 | August 6-7 | 5 | October 22<br>(OSA) |
| 6 | May 21-22 | 6 | October 5<br>(OSA) | 6 | November 16-17 |
| 7 | June 2-3<br>(Northern Ky) | | | 7 | November 18-19 |
| 8 | June 4-5<br>(Northern Ky) | | | | |
| 9 | June 9-10)<br>(Lexington, Ky) | | | | |
| 10 | June 11-12<br>(Lexington, Ky) | | | | |
| 11 | July 7-8 Rescheduled<br>to<br>July 14-15 | | | | |
| 12 | July 9-10 Rescheduled<br>to<br>July 16-17 | | | | |
| 13 | September 22-23 | | | | |
| 14 | September 24-25 | | | | |
| 15 | October 19-20 | | | | **(29) Training Opportunities during 2015** |
| 16 | October 21-22 | | | | |

# Deputy Jailer/Jail Staff Annual In-Service Training

The 2015 Deputy Jailer In-Service Training program provides the trainee with (16) hours of face to face classroom materials covering areas of instruction pertinent to their job duties. The (16) hour in-service program will also be available via computer based training (CBT). We are also offering additional electives on the Crimcast Website for your staff to utilize, along with an additional (8) hour block of computer based training.

In accordance with Kentucky Jail Standards, a newly hired employee is required to receive (4) hours of mental health training during their initial year of employment, with (1) hour of mental health training every year thereafter. These two mental health programs of instruction are available by CBT. Both the classroom instruction and the CBT modules include material approved by the Cabinet for Health and Family Services as set forth in 501 KAR 3:160, Sec. 4 (b).

| **CRTC**<br>**502-225-9755** | **ERTC**<br>**606-738-4628** | **WRTC**<br>**270-388-0241** |
|---|---|---|
| CRTC<br>January 27-28<br>January 29-30<br>October 27-28<br>October 29-30 | ERTC<br>February 3-4<br>February 5-6<br>May 26-27<br>May 28-29<br>June 23-24<br>June 25-26<br>October 13-14<br>October 15-16 | WRTC<br>June 22-23<br>June 24-25<br>October 12-13<br>October 14-15 |
| Adair County<br>Adair County Courthouse<br>424 Public Square<br>Columbia, Kentucky 42728<br>February 24-25<br>February 26-27<br>August 25-26<br>August 27-28 | Bell County<br>Bell-Whitley Community Action Agency<br>129 North Pine Street<br>Pineville, KY 40977<br>July 28-29<br>July 30-31 | Allen County<br>Contact WRTC Staff for Location<br>February 4-5 |
| Campbell County<br>Campbell Co. Fire Training Center<br>199 Martha Layne Collins Blvd.<br>Cold Springs, Kentucky 41076<br>March 24-25<br>March 26-27<br>June 2-3<br>June 4-5<br>November 10-11<br>November 12-13 | Laurel County<br>Optimists Club Sports Center<br>383 Sinking Creek Road<br>London, Kentucky 40741<br>March 2-3<br>March 4-5<br>April 14-15<br>April 16-17<br>September 1-2<br>September 3-4 | Fulton County<br>Fulton County Detention Center<br>2010 South Seventh Street<br>Hickman, Kentucky 42050<br>July 27-28<br>July 29-30 |

# Deputy Jailer/Jail Staff Annual In-Service Training

## (Continued)

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| | Perry County<br>Area 12 State Fire Rescue<br>Training Center<br>45 Gorman Hollow Road<br>Hazard, Kentucky 41701<br>April 21-22<br>April 23-24 | Logan County<br>Logan County Jail<br>304 West 3rd Street<br>Russellville, Kentucky 42276<br>May 18-19<br>May 20-21 |
| | | Marshall County<br>National Guard Armory<br>453 Old Symsonia Road<br>Benton, Kentucky 42025<br>April 13-14<br>April 15-16 |
| | | Warren County<br>Warren County Jail<br>920 Kentucky Street<br>Bowling Green, Kentucky 42101<br>February 2-3<br>September 10-11 |
| **14 Opportunities for Training** | **18 Opportunities for Training**<br><br>**45 Training Opportunities during 2015** | **13 Opportunities for Training** |

# Departmental Instructor Programs

## Train the Trainer

This program is designed for staff in a position to provide training to other staff. You must have Supervisory approval before registering for this course, preregistration is mandatory for this course. Contact the Regional Training Center to preregister. Class times may vary for each region. This is a (40) hour course and includes some of the following topics:

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

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| February 16-20(Rescheduled)<br>February 23-27<br>March 23-27 (Marion County Detention Center for Jail Staff Class Limit 25)<br>July 6-10 | March 9-13<br>October 19-23 | January 5-9<br>June 15-19 |

## Corrections Defensive Tactics—Instructor

Corrections Defensive Tactics (CDT) is a (16) hour certification course. Instructor certification training is designed to deliver instruction in controlling non-compliant subjects by utilizing body positioning, movement, momentum and joint manipulation. Instructors ***must*** re-certify every two years by completing the full (16) hour course.

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| January 13-14<br>May 19-20<br>July 8-9<br>December 1-2 | January 8-9<br>July 29-30 | February 17-18 |

# Departmental Instructor Programs

## (Continued)

## Less Lethal Instructor Course

Less-Lethal Instructor course is a 32 hour course comprised of four (8) hour instructor level courses covering OC Aerosols, Speciality Impact, Chemical Munitions and Distraction Devices. The student will acquire a general working knowledge of Defense Technology products, both technically and tactically, along with the skills necessary to conduct in-service training. The Less-Lethal Instructor Certification Course is valid for three years from the testing date which allows the student to provide in-service user training within their department upon certification.

| CRTC<br>502-225-9755 |
|---|
| July 14-17 |

## Departmental Taser Conducted Electrical Weapon (CEW) Instructor Course

This course provides the basic operational theory and practical training to instruct users to reasonably safely and effectively operate TASER CEW's. This course covers the TASER X26, X26P and X2 CEW's and will certify those who successfully complete the course as TASER Instructors for (2) years. This is a (20) hour course which will allow students to become departmental TASER Instructors. Once certified, they will be allowed to train departmental staff as end-users. Topics covered include:

- TASER Technology
- Neuro-Muscular Incapacitation
- Medical and Safety Information
- Voluntary Exposures
- Legal Issues
- TASER CEW's
- Power Sources
- Cartridges
- TASER Cam and TASER CAM HD
- Tactical Considerations
- Targeting
- Risks Associated with CEW Use
- Probe Deployment and Drive Stun
- Probe Removal
- Policy Considerations
- Post Incident Considerations

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| March 16-18 | June 10-12 | |

# Departmental Instructor Programs

## (Continued)

## 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. This course is **only** open to the Department of Corrections employees. The certification is good for two years.

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| January 15-16 | January 6-7<br>(Rescheduled)<br>(March 5-6) | |

## Firearms Instructor Course

This course was updated in 2014, it is at a minimum a (16) hour or up to a maximum of (40) hour course that is designed to develop the already established shooter into a firearms instructor for your Institution, District, Corrections Center, Detention Center or Jail. ***This course is not for the new or novice shooter who may lack the skill or ability to convey firearms instruction in a proficient manner***. All students must attend the first day of instruction. Day 2—Revolver/Semi-Auto Certification, Day 3— Shotgun Certification, Day 4—40 MM Certification and Day 5—Rifle Certification.

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| March 30-April 3 | May 18-22 | May 11-15 |
| September 14-18 | September 14-18 | October 5-9 |

# Departmental Certification and Recertification Courses

## Firearms Instructor Annual Re-Qualification

This is an 8-hour course and must be completed annually by all Department of Corrections Firearms Instructors.

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| May 12 | July 13 | March 10 |
| May 13 | July 14 | March 11 |
| May 14 | July 15 | March 12 |
| May 15 | July 16 | March 13 |
| June 16 | July 17 | July 1 |
| June 17 | | July 2 |
| June 18 | | |
| June 19 | | |

# Departmental Certification and Recertification Courses (Continued)

## PepperBall End User Course

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 the attendee as a PepperBall User for the KY DOC for a period of one year. This is a (6) hour course, offered on each of the dates below:

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| February 26 | July 27 | April 8 |
| February 27 | July 28 | April 9 |
| September 1 | | |
| September 2 | | |

## Taser End User Certification

This course is a one day, (8) hour, Basic End-User Course which will allow an individual to be certified as a TASER user for a period of one year. Annual recertification is required.

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| March 31 | June 29 | November 16 |
| April 1 | June 30 | |
| November 4 | | |
| November 5 | | |

# Departmental Certification and Recertification Courses
## (Continued)

## Taser End User – Recertification

This is a (4) hour TASER user recertification course. This course will allow those previously certified to maintain their TASER End User Certification for an additional year.

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| April 2 | July 1 | November 17 |
| November 6 | | November 18 |
| | | November 19 |

## Nova Electronic Riot and Capture Shields/ Remotely Activated Custody Control Belt (RACC)

This course will provide the student with training and certification in the use of NOVA Riot and Capture Shields, and the NOVA Remotely Activated Custody Control (RACC) Belt. This is an (8) hour course; (4) hour block of instruction on NOVA Stun Shield and (4) hour block of instruction on NOVA RACC Belt. You have the option of attending one or both blocks of instruction. Upon completion of the course you will receive a Life-Time Departmental Certification.

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| March 19 | August 18 | September 3 |
| March 20 | August 19 | September 4 |
| September 3 | | |
| September 4 | | |

# Emergency Response Training

## Basic C.E.R.T.

The Institutional CERT Basic Training schedule was expanded in 2014. The training will continue to include hands-on instruction in team tactics such as riot control formations, use of baton, use of shotgun, escape response, and simulated emergency situations. The expanded schedule will also include basic user certification with numerous less lethal weapons systems to include Oleoresin Capsicum, Pepperball, TASER X26, Distraction Devices, Chemical Munitions, Specialty Impact Munitions and the 40mm Launcher. This is a five-day, (40) hour course.

| CRTC<br>502-225-9755 |
|---|
| March 23-27<br>October 5-9 |

## Jail C.E.R.T.

The Jail CERT Basic Training schedule was expanded in 2014. Training will continue to include instruction of hands-on team tactics specific to jail needs. The expanded schedule will also include basic user certification with numerous less lethal weapons systems to include Oleoresin Capsicum, PepperBall, TASER X26, Distraction Devices, Chemical Munitions, Specialty Impact Munitions and the 40mm Launcher. This is a five-day, (40) hour course. This training will be conducted at the Grayson County Detention Center. Please see the additional information sheet on the Corrections Training Webpage located at **http://corrections.ky.gov/depts/Training/Pages/default.aspx** under Deputy Jailer Information.

| CRTC<br>502-225-9755 |
|---|
| August 10-14 |

## Joint C.E.R.T

The Joint C.E.R.T. exercise is an opportunity for C.E.R.T. Teams from across the Commonwealth to train together in one location.

| CRTC<br>502-225-9755 |
|---|
| June 30-July 1<br>August 26-27 |

# Supervisory and Management Training Opportunities

## Basic Supervisors Workshop

The Basic Supervisors Workshop has been updated this year with new course topics. This is a (24) hour course that focuses on skill development and management enhancement for the first time supervisor. Some of the topics covered are:

- The Role of the Supervisor
- Personal Accountability
- Managing Work Relationships
- Generations at Work
- Building a Team
- Diversity
- Anti-Harassment
- Stress Management
- K.E.A.P
- Investigative Interviewing
- Investigation Documentation
- Evidence Preservation
- Employee Performance Evaluation Training
- Counseling and Discipline
- Supervising Cell Entries

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| January 6-8 | June 23-25 | March 3-5 |
| August 18-20 | November 17-19 | September 1-3 |

# Supervisory and Management Training Opportunities
## (Continued)

## Evaluation Training

All evaluators must complete training on the employee performance evaluation system prior to completing performance planning, interim meetings and annual evaluations on eligible employees. The training is designed to ensure that evaluations are completed consistently. Participants must have Supervisory approval before registering.

| CRTC<br>502-225-9755 | ERTC<br>606-738-4628 | WRTC<br>270-388-0241 |
|---|---|---|
| January 8 | January 5 | March 5 |
| August 20 | April 13 | May 22 |
| | June 25 | September 3 |
| | November 19 | October 21 |
| | December 16 | |

See GSC and NIC Information for additional Supervisory/Management Training Opportunities on pages 25-26.

# Additional Training Opportunities

## Crimcast

We will work with your designated Administrator to ensure your Crimcast needs are addressed. Please contact one of our Crimcast Team members listed below to discuss your Crimcast Administrator's specific training needs.

| Program Administrator CRTC | Director's Office CRTC | CRTC | ERTC | WRTC |
|---|---|---|---|---|
| Steve Thomas<br>**502-225-9755**<br>**Ext. 232**<br>StephenW.Thomas@ky.gov | Tonya Raisor<br>**502-225-9755**<br>**Ext. 230**<br>Tonya.Raisor@ky.gov | Shannon DeHart<br>**502-225-9755**<br>**Ext. 242**<br>shannonc.dehart@ky.gov | Debbie Moyers<br>**606-738-4628**<br>**Ext. 1783**<br>Debbie.Moyers@ky.gov<br>Henry Cox<br>**606-738-4628**<br>**Ext. 1770**<br>henry.cox @ky.gov | Wendy Johnson<br>**270-388-0241**<br>**Ext. 234**<br>wendy.johnson@ky.gov |

You may also email the Crimcast Team at CrimcastTeam@ky.gov

## FATS Milo Simulator

The MILO Simulator is a training system that offers advanced interactive use of force scenarios for adult institutions, city and state police officers, jailers and probation and parole officers. There are also many user defined courses of fire, marksmanship drills and exercises to increase response time and accuracy.

| ERTC<br>**606-738-4628** | WRTC<br>**270-388-0241** |
|---|---|
| May 4-8 | August 3-7 |
| November 30-December 4 | |

# Additional Training Opportunities

## (Continued)

## 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, GSC will notify you by email with additional information you may need.

| **Primary GSC Training Liaison**<br>**CRTC** | **CRTC** | **ERTC** |
|---|---|---|
| Tonya Raisor<br>**502-225-9755**<br>**Ext. 230**<br>Tonya.Raisor@ky.gov<br>JusticeGSC.training@ky.gov | Shannon DeHart<br>**502-225-9755**<br>**Ext. 242**<br>shannonc.dehart@ky.gov | Debbie Moyers<br>**606-738-4628**<br>**Ext. 1783**<br>Debbie.Moyers@ky.gov |

The Governmental Services Center Course Catalog, Training Calendar, eLearning course offerings and other GSC information is available on the GSC site: https://gsc.personnel.ky.gov/Pages/Training.aspx

Location:
Governmental Services Center
400 E. Main Street on the Campus of Kentucky State University
Academic Services Building, 4th Floor
Frankfort, KY 40601
502-564-8170

# Additional Training Opportunities

## (Continued)

## National Institute Of Corrections (NIC)

The National Institute of Corrections is an agency within the U.S. Department of Justice, Federal Bureau of Prisons, and is led by a Director appointed by the U.S. Attorney General. NIC provides training, technical assistance, information services, and policy/program development assistance to federal, state, and local corrections agencies.

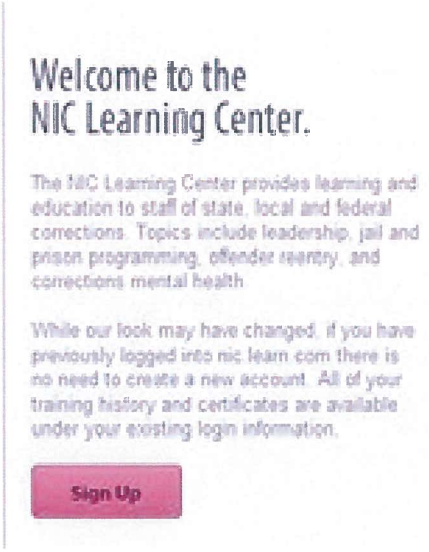
The NIC Online Training Learning Center is available **at no cost** and includes more than 250 self-paced e-courses in corrections, communication, leadership, ethics, computer skills, business writing, and team building. Below you will find instructions for accessing the NIC Training Website.

### Steps for Accessing the NIC Training Website

**Step 1:** Always get your supervisor's permission before accessing any state or federal website for training.

**Step 2:** Go to the NIC Website – http://nic.learn.com

**Step 3:** Click on the Sign Up button (as shown in the example below)




**Step 4:** Click on the Sign Up button to continue to the registration page.

**Step 5:** Fill in the fields that have the red * (asterisk), the required fields, and then click >Next Step on the lower right hand of the page

**Step 6:** Select a Password Recovery option and click save.

**Step 7:** Click on Catalog - > E-Courses - > Choose your category

**Step 8:** Start course by selecting "Click Here to Start this Course"

**Step 9:** Click on the "Click Here to Launch the Course"

**Step 10:** Click on the "Play the Standard Version of this Course"

**Step 11:** Choose the Begin Course button in the lower right hand corner of the window

**Step 12:** Read instructions on screen to start the module.