

Commonwealth of Kentucky Department of Corrections



2013 Annual Report Division of Corrections Training

Director Mary D. Godfrey

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Mission Statements

Kentucky Department of Corrections Mission Statement:

To protect the citizens of the Commonwealth and to provide a safe, secure and humane environment for staff and offenders in carrying out the mandates of the legislative and judicial processes, and to provide opportunities for offenders to acquire skills which facilitate non-criminal behavior.



Kentucky Division of Corrections Training Mission Statement:

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



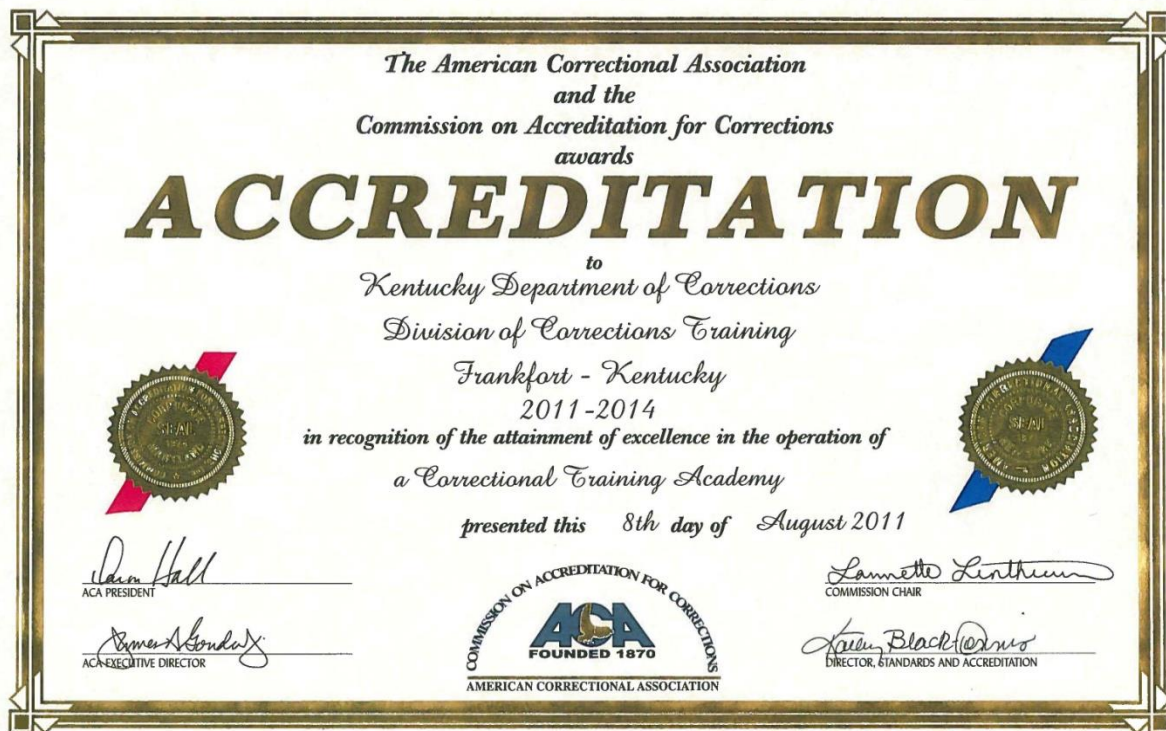
Commitment to Excellence

The Division of Corrections Training (DCT) is charged with planning, coordinating and conducting training for adult institutions, probation and parole, jailers and DOC Central Office.

The DCT develops the majority of the new employee and continuing training curriculum for the Correctional Officers, uniformed supervisors and non-security staff of the twelve (12) adult Kentucky correctional institutions, the Probation and Parole Officers and staff of the twenty (20) Probation and Parole Districts and annual training for the elected Jailers and their staff within all one hundred twenty (120) counties of Kentucky.

Having achieved ACA accreditation in 2011, maintaining accreditation is a source of pride for the Division of Corrections Training and the Department of Corrections.

The DCT went through a program review, November 2013 in preparation for the ACA audit scheduled for September 2014. This was the first electronic audit – the staff did an excellent job in preparation for this review.



Training System

Correctional Officer:

A new correctional officer is required to complete the Corrections Officer Basic Course (COBC) by attending New Employee Orientation (NEO) training at the hiring institution. 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 forty (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 and Phase II of COBC, the new correctional officer returns to the 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 forty (40) hours of Officer In-Service training annually.

Adult Institutions Non security:

All non-security staff attend the number of training hours dictated by the requirements of ACA accreditation. During 2013 training Corrections Policy and Procedures (CPP) were revised and accreditation requirements were addressed.

Probation and Parole Officers:

A new probation and parole officer completes the Probation and Parole Officer Basic Course (P & PBC) by attending New Employee Orientation at the hiring Probation and Parole Office. The Assistant District Supervisor oversees the NEO and Phase I of the P&PBC. The Phase I portion of the P & PBC is equivalent to forty (40) hours of classroom instruction delivered by CBT. After completing the NEO and Phase I of the P&PBC, the new officer completes Phase II of the P&PBC at the Central Region Training Center. Phase II of the P&PBC consists of one hundred twenty (120) hours of classroom training. Upon completion of the NEO, Phase I and Phase II of the P&PBC, the new officer returns to the assigned probation and parole office to complete the one (1) year probation period. The newly trained probation and parole officer will receive an additional forty (40) hours of Probation and Parole In-Service training annually.

Elected County Jailers and Deputies

Kentucky Revised Statutes (KRS) 196.070, Duties of the Commissioner of the Department of Corrections Training Programs, KRS 441.055. Regulation of Jails Adoptions 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 sixteen (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 Jailer's 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 (3) regional training centers also conduct 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, classroom training. The elected/appointed jailers meet the majority of their forty (40) hour annual training requirements by attending one or both of the annual Kentucky Jailer's Association Conferences. The DCT conducts a forty (40) hour training session for each newly elected jailer each election cycle prior to them assuming their new position.

Central Office Staff

The Department of Corrections gained Accreditation through ACA for Central Office Staff in 2013. Previously this group of employees had been exempt from training requirements. The departments training policy CPP 4.9 was developed to include Central Office Staff in the training process. For 2013 there was a sixteen (16) hour CBT bundle created for Central Office Support Staff.

Department of Corrections Organizational Chart



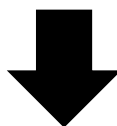
Secretary

Justice and Public Safety Cabinet
J. Michael Brown



Commissioner

Department of Corrections
LaDonna Thompson



Deputy Commissioner
Adult Institutions
Jim Erwin



Deputy Commissioner
Support Services
Kimberly Potter-Blair



Deputy Commissioner
Community Services
Paula Holden

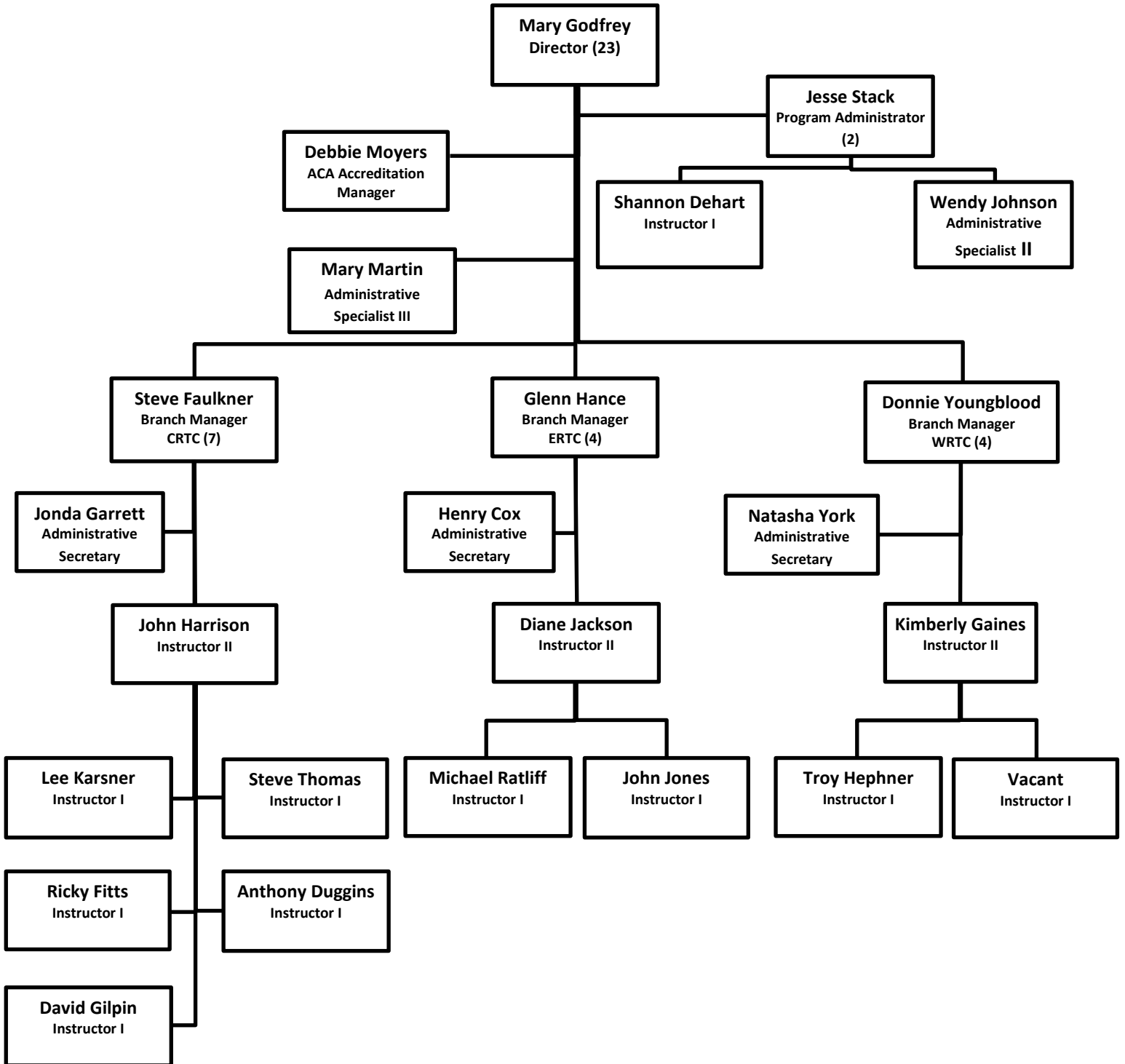


Director

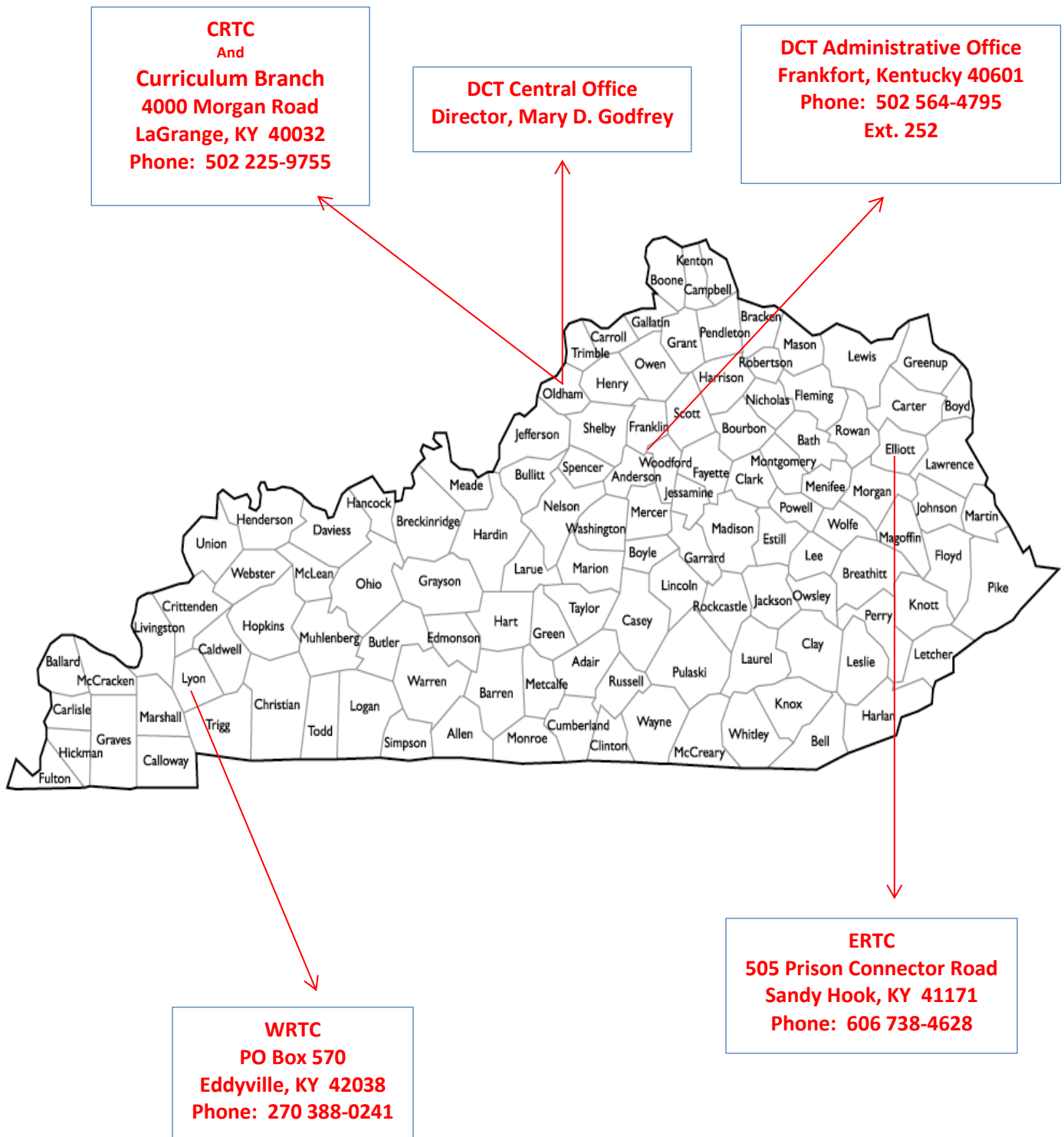
Division of Corrections Training
Mary D. Godfrey

Division of Corrections Training

Organizational Chart



Regional Map



Division of Corrections Training Central Office

The DCT Director, Mary D. Godfrey, maintains an office in La Grange, Kentucky within the Central Region Training Center. This office provides administrative supervision of all DCT operations. Through 2013 the Division of Corrections Training has been staffed with one Administrative Support Specialist in Frankfort, Mary Martin allowing the DCT to have a point of contact in the Department of Corrections Central Office

Central Region Training Center



The CRTC is staffed by a Branch Manager, Steve Faulkner; Senior Training Instructor, John Harrison; Training Instructors, Lee Karsner, Ricky Fitts, Steve Thomas, Anthony Duggins and David Gilpin; Administrative Secretary, Jonda Garrett.

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), Northpoint Training Center (NTC) and Blackburn Correctional Complex (BCC); twelve Probation and Parole Districts; Districts 4, 5, 6, 7, 9, 12, 14, 16, 17, 18, 19 and 20; and the elected jailers and their staff within fifty-six (56) counties of the Commonwealth.

Eastern Region Training Center



The ERTC is staffed by a Branch Manager, Glenn Hance; Senior Training Instructor, Diane Jackson; Training Instructors, Michael Ratliff and John Jones; Administrative Secretary, Henry Cox.

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; and the elected jailers and their staff within twenty-nine (29) counties of the Commonwealth.

Western Region Training Center



The WRTC is staffed by a Branch Manager, Donnie Youngblood; Senior Training Instructor Kim Gaines; Training Instructor Troy Hephner. Training Instructor Rose Ryan retired in late 2013; Administrative Secretary, Natasha York.

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 (4) Probation and Parole Districts; Districts 1, 2, 3 and 13; and the elected jailers and their staff within thirty-six (36) counties of the Commonwealth.

Curriculum Branch

The Curriculum Development Branch is located within the CRTC. They are responsible for management of the curriculum development process for adult institutions, probation and parole, jails and computer based training (CBT) modules, the archiving of all departmental curriculums and the daily administration of the Department of Corrections Learning Management System (LMS).

The Curriculum Branch is also responsible for managing the ACA Files for the division.

The Curriculum Branch is staffed with a Program Manager. Marcus Stanley filled this position until his retirement in 2013(CRTC); Instructor/Program Development, Shannon DeHart (CRTC); Administrative Specialist III/ACA Manager, Debbie Moyers (ERTC); Administrative Specialist II, Wendy Johnson (WRTC).

The Curriculum Development Branch also manages the department's Learning Management System (LMS) CRIMCAST, which also serves as DOC's Training Records System (TRS).

ADULT INSTITUTIONS: CURRICULUM DEVELOPMENT PROJECT

2013 brought a new approach to the Division of Corrections Training (DCT). Under Deputy Commissioner Jim Erwin's supervision a team for curriculum research and development was formed.

Danny Norris, KCIW headed up this team to provide new curriculum for the 2014 Adult Institutions' In-service. Not only did the team provide in-service curriculum but also computer based training modules and the option to use this training for Pre-service (Basic) training.

Detailed to this team were Jesse Stack, Coleman Morrell, Central Office; Cheri Kraus KCI; Alicia Bloyd, KSR; Kim Thompson, RC; Jamie Strang, KSR.

This team utilized training staff from all of the Regional Training Centers and Institutional Training Coordinates who provided program content for the developing lesson plans. All of the staff maintained their own work load while working on this project.

Central Region Training Center:

Steve Faulkner, Branch Manager; John Harrison, Senior Instructor; Instructors – Steve Thomas, Ricky Fitts, David Gilpin, Lee Karsner and Anthony Duggins.

Eastern Region Training Center:

Glen Hance, Branch Manager; Diane Jackson, Senior Instructor; Instructors – John Jones and Michael Ratliff.

Western Region Training Center:

Donnie Youngblood, Branch Manager; Kim Gaines, Senior Instructor; Instructor – Troy Hephner.

Institutional Training Coordinators:

Josh Hart, Goble Cantrell, Melissa Perkinson, Tim Gordon, Dale Hazelwood, Charlene Hoke, Paul Lemke, Marcus Faulkner, Angelina Williams, Lisa Howard (retired 2013), Ed Manning, Michelle Havens, Shauna Nelson, Robert William Parker, Danny McGraw and Barry Dycus.

Curriculum Support Staff:

Wayne Pearson, Program Development; Shannon DeHart, Debbie Moyers, Wendy Johnson, Henry Cox.

This project has started a process that will be continued in the coming years – utilizing staff from all areas of the Kentucky Department of Corrections to identify, develop and present training modules that are current and meet the needs of the DOC staff.



Institutional Training Coordinators/Curriculum Project



Goble Cantrell
BCC



Josh Hart
BCFC



Michelle Havens
EKCC



Ed Manning
EKCC



Shauna Nelson
GRCC



Dale Hazelwood
KCIW



Robert Parker
KSP



Tim Gordon
KSR



Melissa Perkinson
KSR



Charlene Hoke
LLCC



Paul Lembke
LLCC



Danny McGraw
LSCC



Marcus Faulkner
NTC



Angelina Williams
RCC



Barry Dycus
WKCC



Pictorial Review



Yearly Training Statistics

On the following pages you will find the yearly training statistics depicted in chart form and statistical breakdowns as required by ACA standards.

Administration of Correctional Agencies

2-CO-1D-03

The agency's training plan provides for ongoing evaluation of all pre-service, in-service, and specialized training programs. A written report is prepared annually.

Probation and Parole – Field Services

4-APPFS-3A-19

The agency provides an ongoing formal evaluation of all pre-service, in-service and specialized training programs, and completes an annual written evaluation report.

Adult Correctional Institutions

4-4077

The institution's training plan provides for ongoing formal evaluation of all pre-service, in-service, and specialized training programs. A written report is prepared annually.

Correctional Training Academies

1-CTA-3A-06

Written policy, procedure, and practice provide for ongoing formal evaluation of all pre-service, in-service, and specialized training programs conducted by the academy. A written report is prepared annually and includes input from operational units.

2013 Annual Classroom Activity Report

Total Number of Students by Institution/District

Institution/District	CRTC	ERTC	WRTC	Total
BCC	131	24	0	155
BCFC	32	35	0	67
EKCC	3	350	0	353
GRCC	16	0	186	202
KCIW	332	3	1	336
KSP	22	3	297	322
KSR	664	2	0	666
LSCC	17	350	0	367
LLCC	442	1	0	443
NTC	400	20	0	420
RCC	295	0	0	295
WKCC	8	0	201	209
P & P D-1	21	0	11	32
P & P D-2	20	0	7	27
P & P D-3	22	0	15	37
P & P D-4	25	0	74	99
P & P D-5	50	0	3	53
P & P D-6	34	0	153	187
P & P D-7	56	0	0	56
P & P D-8	11	22	0	33
P & P D-9	39	1	0	40
P & P D-10	19	20	0	39
P & P D-11	13	22	0	35
P & P D-12	44	0	96	140
P & P D-13	17	0	43	60
P & P D-14	35	0	0	35
P & P D-15	20	27	0	47
P & P D-16	47	0	0	47
P & P D-17	44	0	0	44
P & P D-18	44	0	0	44
P & P D-19	47	0	0	47
P & P D-20	44	0	0	44
Corrections Training	17	16	5	38
Central Office	24	1	0	25
KCI	0	0	0	0
Private Institutions	12	74	0	86
Jail Staff	388	166	79	633
Other	25	0	0	0
TOTAL Staff Trained & Certificates Presented	3480	1137	1171	5788

Total Training Hours – Student Information

CRTC

Class Type	# of Classes	# of Students	# of Students Housed	Hours of Instruction
40 Hour	62	2212	613	2480
16 Hour	33	698	201	528
8 Hour	14	365	1	112
4 Hour	11	228	0	44
2 Hour	2	27	0	4
Misc.	23	756	10	153
Totals	145	4286	825	3319

ERTC

Class Type	# of Classes	# of Students	# of Students Housed	Hours of Instruction
40 Hour	38	465	30	1520
16 Hour	25	254	62	400
8 Hour	14	122	10	112
4 Hour	7	54	2	28
2 Hour	0	0	0	0
Misc.	16	211	8	71
Totals	100	1106	112	2131

WRTC

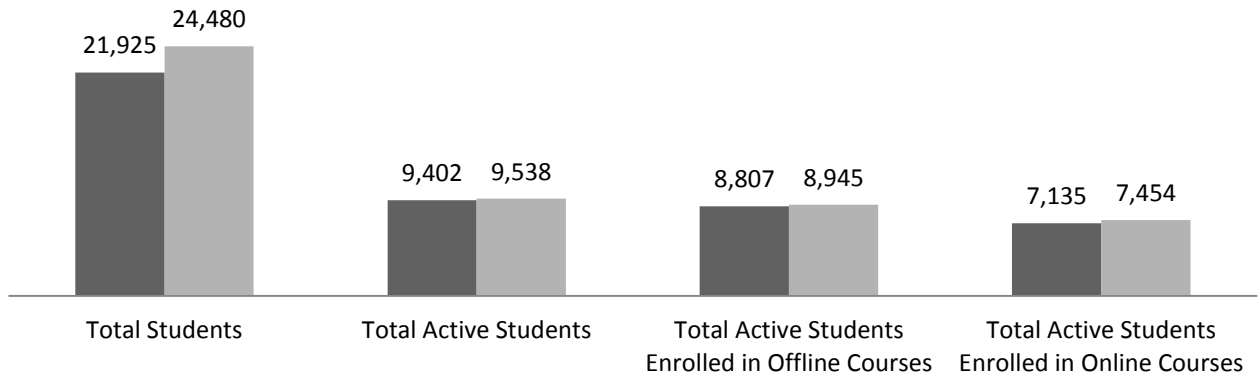
Class Type	# of Classes	# of Students	# of Students Housed	Hours of Instruction
40 Hour	32	589	7	1280
16 Hour	15	230	0	240
8 Hour	16	156	0	128
4 Hour	11	92	0	44
2 Hour	0	0	0	0
Misc.	9	145	0	57
Totals	83	1212	7	1749

Combined Totals

Class Type	# of Classes	# of Students	# of Students Housed	Hours of Instruction
40 Hour	132	3266	650	5280
16 Hour	73	1182	263	1104
8 Hour	44	643	11	352
4 Hour	29	374	2	116
2 Hour	2	27	0	4
Misc.	48	1112	18	281
Totals	328	6604	944	7201

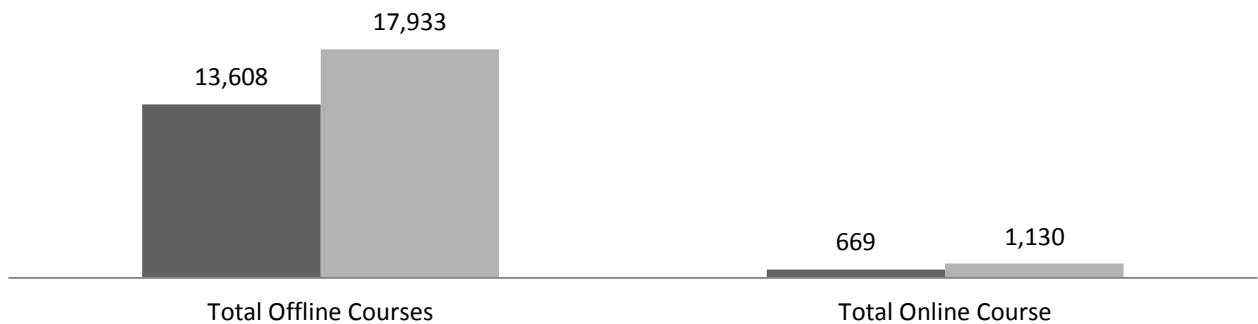
Crimcast Student User Totals

■ 2012 ■ 2013



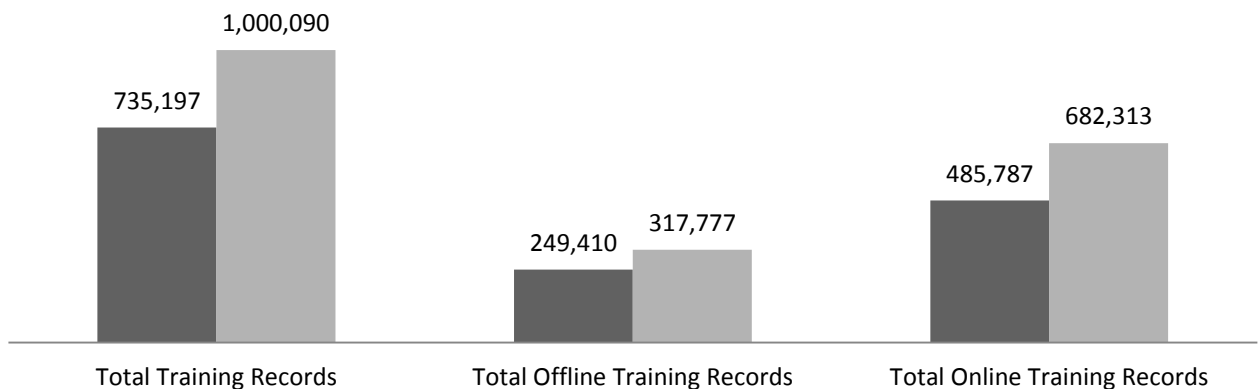
Crimcast Offline/Online Course Data

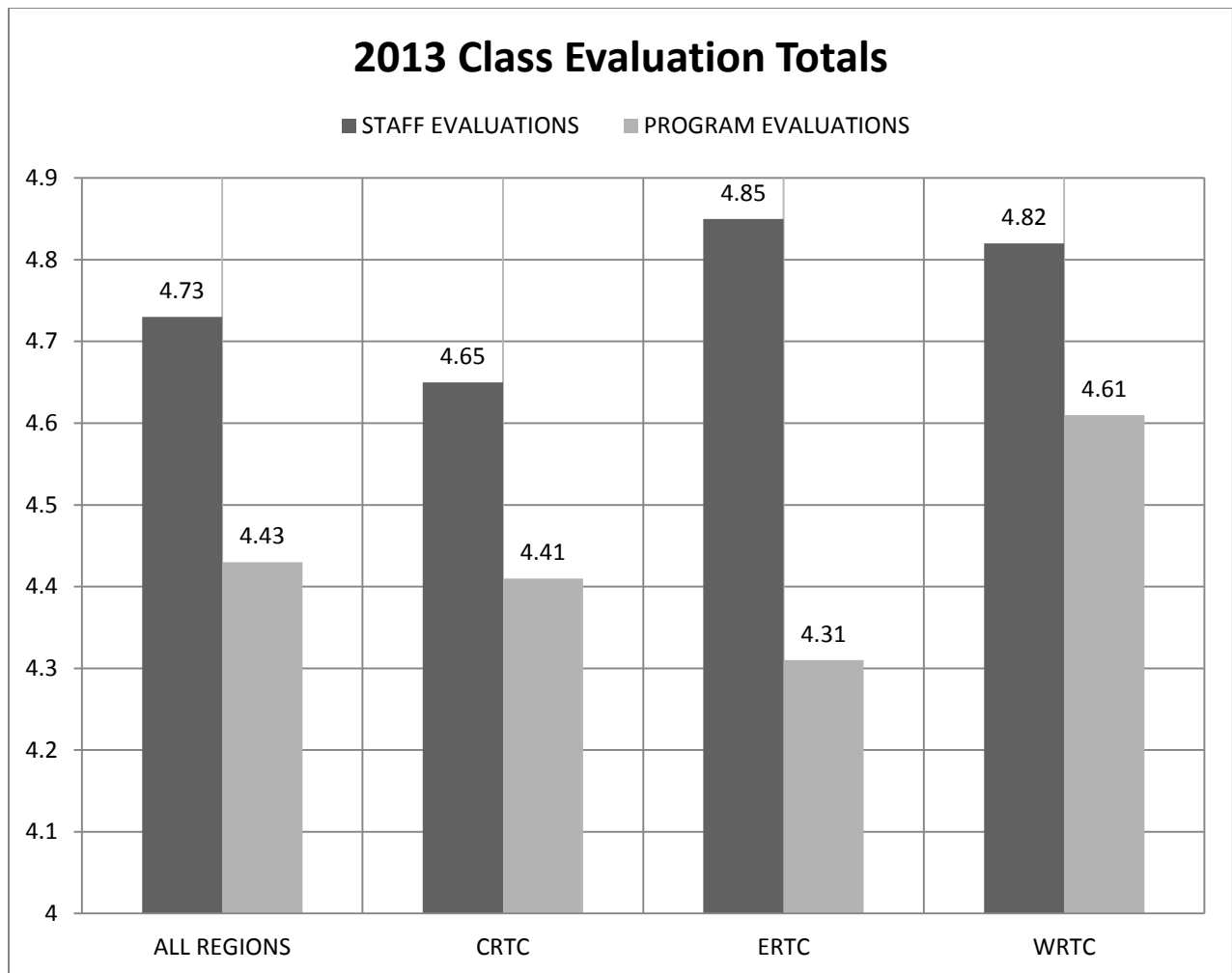
■ 2012 ■ 2013



Crimcast Training Record Totals

■ 2012 ■ 2013





Evaluations reflect scoring by training participants at the completion of their training. These evaluations are based on a scale of 5 being excellent and 1 being poor. The participants are asked to evaluate the training that was conducted by the DCT staff and the total program curriculum.

Individual training program evaluations for all classes presented in 2013 are available upon request.