

2014 Annual Report

Division of Corrections Training



Mary D. Godfrey, Director

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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



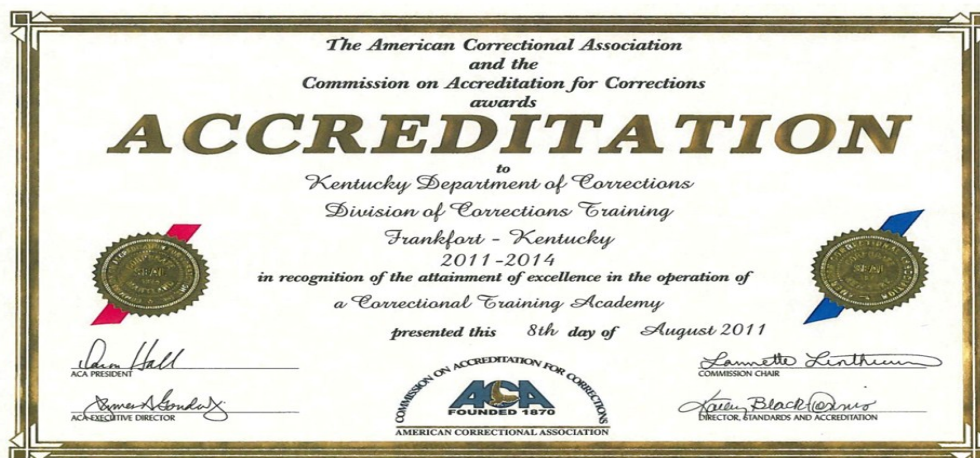
COMMITMENT TO EXCELLENCE

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, Central Office, Kentucky Correctional Industries 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 successfully went through the ACA reaccreditation process, September 2014 This was the first electronic audit – the staff did an excellent job in preparation for this audit. Re-accreditation will be awarded in February 2015 at the ACA conference in Long Beach, California. The auditors were very complementary regarding the audit.



TRAINING SYSTEM

Correctional Officer:

A new correctional officer is required to complete the Institutional Pre-service Academy (IPSA) 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 IPSA. The Phase I portion of IPSA 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 at the hiring institution, the trainee will complete Phase II at one of the three training centers. Upon completion of NEO, Phase I and Phase II, the new correctional employee 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 2014 training Corrections Policy and Procedures (CPP) and Training Policy and Procedures (TPPS) were reviewed and accreditation requirements were addressed.

Probation and Parole Officers:

A new probation and parole officer completes the Probation and Parole Officer Pre-service Academy by attending New Employee Orientation at the hiring Probation and Parole Office. The Assistant District Supervisor oversees the New Employee Orientation (NEO) and Phase I of the training. The Phase I portion is equivalent to forty (40) hours of classroom instruction delivered by CBT. After completing the NEO and Phase I, the new officer completes Phase II at the Central Region Training Center. Phase II consists of one hundred and sixty (160) hours of classroom training. Upon completion of the NEO, Phase I and Phase II, the new officer returns to the assigned probation and parole office to complete a 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.

TRAINING SYSTEM CONTINUED

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 Department of Corrections Training (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 to, 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 in conjunction with the Jailer's curriculum committee conducted a forty (40) hour training session for the newly elected jailers in December 2014 prior to them assuming their new position.

The Curriculum Branch were available at the December training to assist with crimcast registration and provide training regarding the use of the crimcast system.

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. The computer based training modules developed for the central office staff have been reviewed and revised for 2015.

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

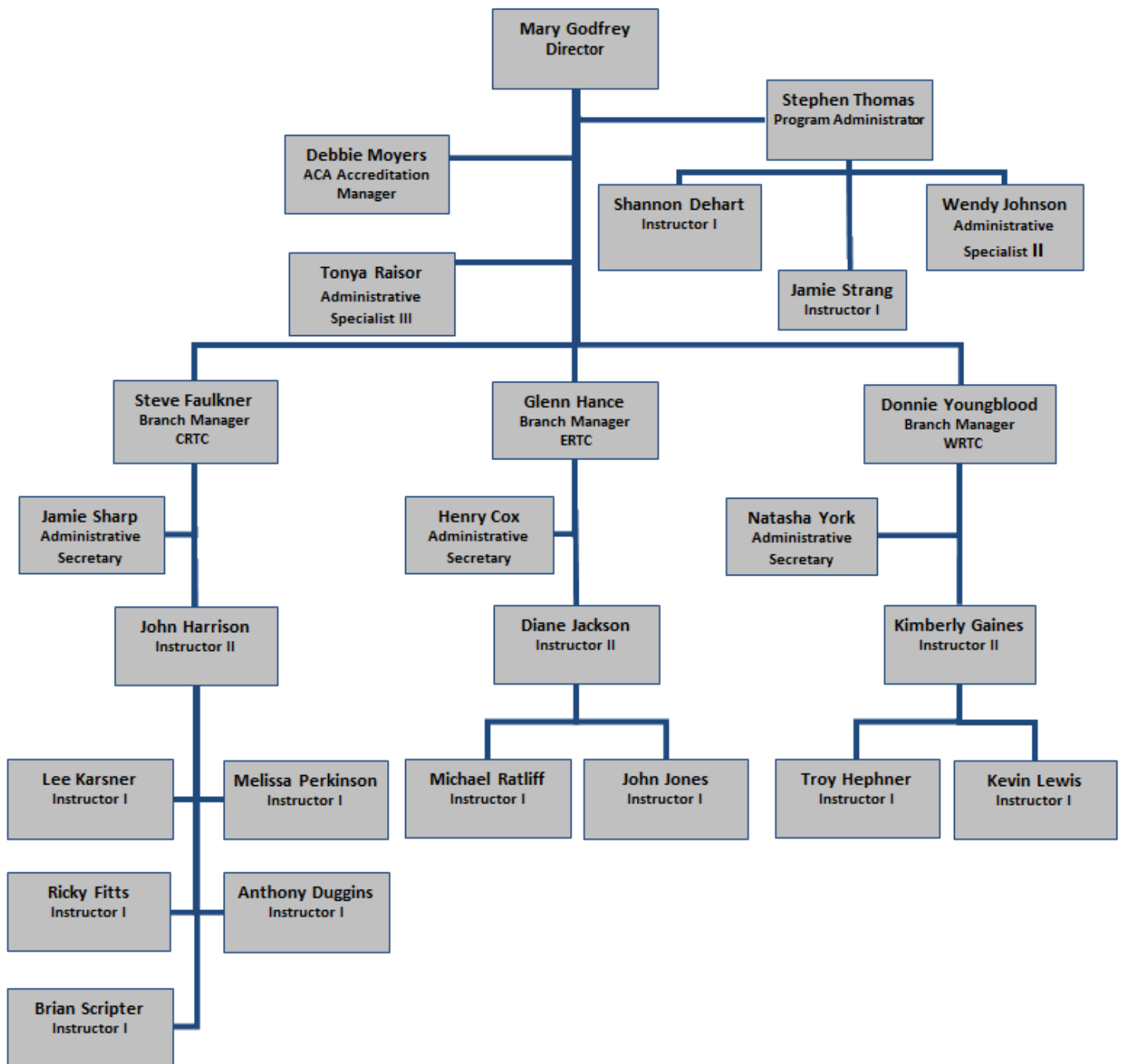


Deputy Commissioner
Community Services
Paula Holden

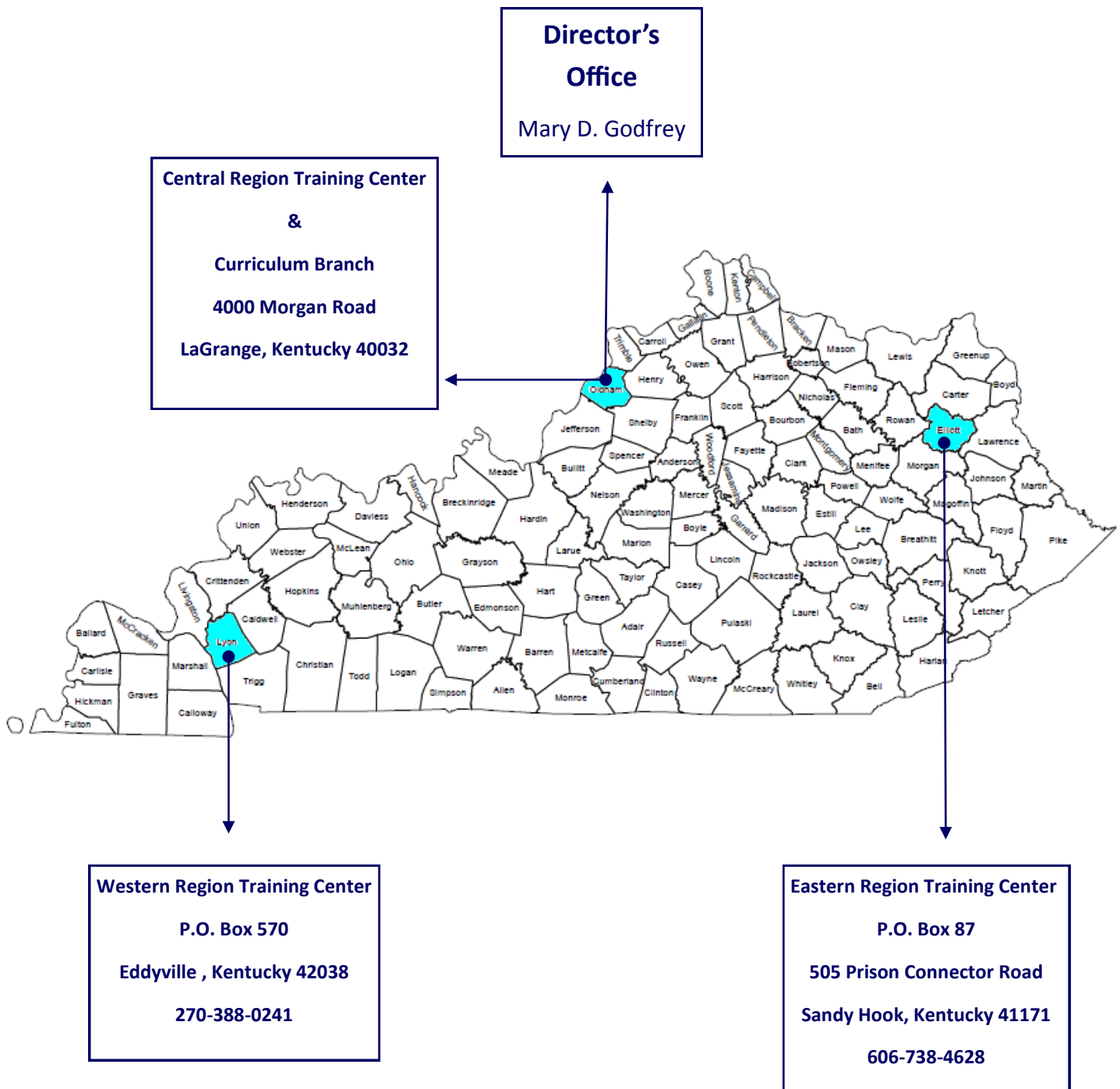


Director
Division of Corrections Training
Mary D. Godfrey

DIVISION OF CORRECTIONS TRAINING ORGANIZATIONAL CHART



REGIONAL TRAINING CENTERS



DIVISION OF CORRECTIONS TRAINING

DIRECTOR'S OFFICE

The Division of Corrections Training 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. During 2014 the Director's office has been staffed with one Administrative Specialist located in La Grange, Tonya Raisor and an ACA Accreditation Specialist in Sandy Hook, Debbie Moyers (ERTC).



Statistical data regarding presentations and the number of staff trained at each training center is provided at the end of this report.

In September 2014 the Division of Corrections Training went through the ACA reaccreditation process. The staff did an excellent job in the preparation for the audit under the capable leadership of Debbie Moyers, Accreditation Manager. Reaccreditation will be awarded in February 2015 at the ACA conference in Long Beach, California. Branch Manager, Glenn Hance, ERTC will be accepting the award for the DCT.

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, central office, Kentucky Correctional Industries, 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). Crimcast is the department's LMS and also serves as DOC's Training Records System (TRS).

The Curriculum Branch is staffed with a Program Manager. Stephen Thomas; Program Development, Shannon DeHart and Jamie Strang; Administrative Specialist, Wendy Johnson (WRTC).

During 2014 the Curriculum Branch with the assistance of training instructors has reviewed and revised all lesson plans and the majority of the computer based training modules for institutional pre-service academy, institutional in-service, probation and parole pre-service academy and in-service; Central Office; Jailers' in-service and the Jailers' conferences.

The Basic Supervisor's workshop has been revised.

During the Fall of 2014 presentations on diversity were held at Blackburn Correctional Complex.

The Branch also worked with Probation & Parole to re-design the pre-service academy, which is now four (4) weeks long and is presented at CRTC.

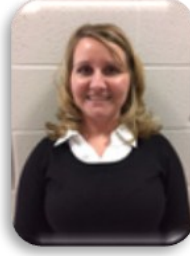
Probation and Parole's in-service has been relocated allowing staff to remain in their geographic areas thus saving considerable funds that had been allocated for travel and housing.

CENTRAL REGION TRAINING CENTER

The Central Region Training Center (CRTC) is staffed by a Branch Manager, Steve Faulkner; Senior Training Instructor, John Harrison; Training Instructors, Lee Karsner, Ricky Fitts, Melissa Perkinson, Antony Duggins and Brian Scriptor; Administrative Secretary, Jamie Sharp.

During 2014 Instructor David Gilpin retired; Jonda Garrett, Administrative Secretary transferred to KSR; Stephen Thomas promoted to Program Administrator Curriculum. Melissa Perkinson and Brian Scriptor transferred to CRTC as training instructors from KSR and LSCC respectively. Jamie Sharp joined the CRTC team as the administrative secretary.

Instructor Brian Scriptor was selected to participate on the Glock Transition Committee.



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 Eastern Region Training Center (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.

In 2014 Instructor Michael Ratliff was named to the Commissioner's Executive Leadership program. Henry Cox, Administrative Secretary was nominated for the Commissioner's Award.

LSCC provided ERTC with much needed storage within their warehouse.

ERTC assisted in the reconstruction of the pre-service academy and institutional in-service curriculum. They were instrumental in the DCT reaccreditation process.



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 Western Region Training Center (WRTC) is staffed by a Branch Manager, Donnie Youngblood; Senior Training Instructor Kim Gaines; Training Instructors Troy Hephner, and Kevin Lewis; Administrative Secretary, Natasha York.

Donnie Youngblood, Branch Manager was selected by Commissioner Thompson to serve on the Critical Incident Review Team to review the escape of an inmate from EKCC. Branch Manager Donnie Youngblood was selected to participate on the Clock Transition Team.

Senior Instructor Kim Gaines was named to the Commissioner's Executive Leadership Program.

WRTC continued their excellent presentations for all classes scheduled for their center.

WRTC assisted in the reconstruction of institutional pre-service academy and institutional in-service lesson plans.



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.



PICTORIAL REVIEW



PICTORIAL REVIEW



PICTORIAL REVIEW



PICTORIAL REVIEW



YEARLY TRAINING STATISTICS

On the following pages you will find the yearly training statics 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.

2014 ANNUAL CLASSROOM ACTIVITY REPORT

INSTITUTION / DISTRICT	CRTC		ERTC		WRTC		TOTAL	
	DCT Lead	Hosted	DCT Lead	Hosted	DCT Lead	Hosted	DCT Lead	Hosted
BCC	156	22	23	8	0	2	179	32
BCFC	20	7	22	6	0	2	42	15
EKCC	5	19	364	67	0	6	369	92
GRCC	11	15	0	0	231	22	242	37
KCIW	401	105	0	0	0	4	401	109
KSP	15	18	0	0	429	70	444	88
KSR	630	121	0	0	0	4	630	125
LLCC	337	73	0	1	0	4	337	78
LSCC	20	10	220	302	3	2	243	314
NTC	346	39	0	25	3	4	349	68
RCC	248	68	0	0	0	2	248	70
WKCC	19	12	0	0	261	44	280	56
D1	37	3	0	0	37	6	74	9
D2	29	2	0	0	28	0	57	2
D3	31	0	0	0	23	0	54	0
D4	36	2	0	0	0	0	36	2
D5	51	2	0	0	8	0	59	2
D6	42	2	0	0	0	0	42	2
D7	77	1	0	0	0	0	77	1
D8	29	0	36	5	0	0	65	5
D9	68	0	0	0	0	0	68	0
D10	35	0	26	0	0	0	61	0
D11	44	1	23	0	0	0	67	1
D12	60	4	0	0	0	0	60	4
D13	40	2	0	0	41	0	81	2
D14	34	0	0	0	0	0	34	0
D15	24	6	29	24	0	0	53	30
D16	49	2	0	0	0	0	49	2
D17	55	0	0	0	0	0	55	0
D18	53	1	0	0	0	0	53	1
D19	52	0	0	0	0	0	52	0
D20	53	5	0	0	2	0	55	5
CT	34	2	14	3	12	10	60	15
CO	25	31	5	2	0	0	30	33
JAILS	347	10	184	11	268	58	799	79
OTHER	33	0	9	145	21	0	63	145
CORRECT CARE SOLUTIONS	12	0	0	0	1	0	13	0

TOTALS:	CRTC		ERTC		WRTC		TOTAL	
	3558	585	955	599	1368	240	5881	1424
	4143		1554		1608		7305	

TOTAL STAFF TRAINING & CERTIFICATES PRESENTED	CRTC	ERTC	WRTC	TOTAL
	3558	955	1368	5881

TOTAL TRAINING HOURS – STUDENT INFORMATION 2014

CRTC				
Class Hours	Number of Classes	Number of Students	# of Students Housed	Total Hours of Instruction
40 Hour	63	2078	598	2520
16 Hour	25	821	55	400
8 Hour	19	314	0	152
4 Hour	18	345	0	72
Totals	125	3558	653	3144

ERTC				
Class Hours	Number of Classes	Number of Students	# of Students Housed	Total Hours of Instruction
40 Hour	34	532	34	1360
16 Hour	22	228	58	352
8 Hour	17	175	7	136
4 Hour	3	20	0	12
Totals	76	955	99	1860

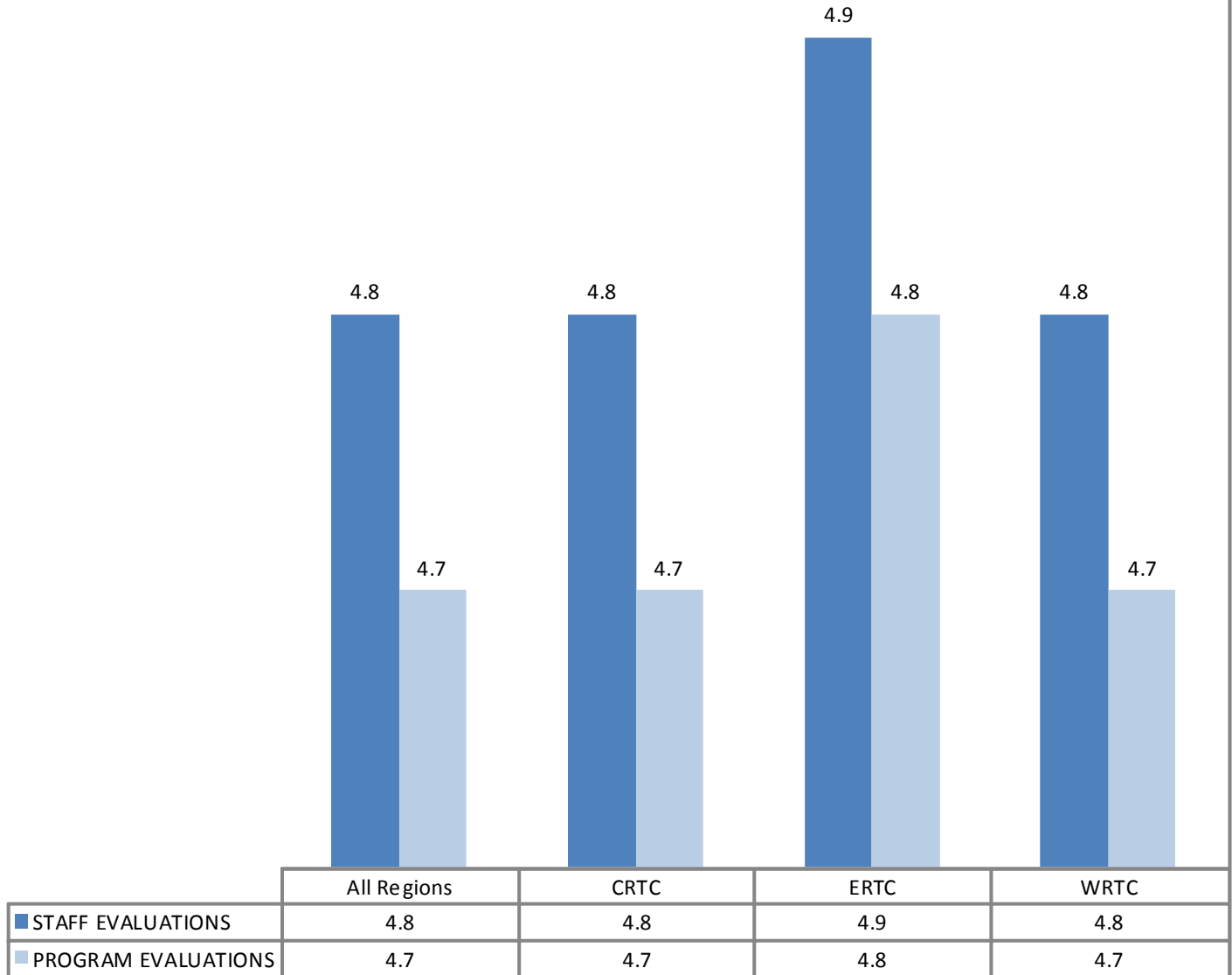
WRTC				
Class Hours	Number of Classes	Number of Students	# of Students Housed	Total Hours of Instruction
40 Hour	34	806	0	1360
16 Hour	19	392	0	304
8 Hour	14	105	0	112
4 Hour	11	65	0	44
Totals	78	1368	0	1820

COMBINED TOTALS				
Class Hours	Number of Classes	Number of Students	# of Students Housed	Total Hours of Instruction
40 Hour	131	3416	632	5240
16 Hour	65	1441	113	1056
8 Hour	50	594	7	400
4 Hour	32	421	0	128
Totals	279	5881	752	6824

2014 CLASS EVALUATION TOTALS

■ STAFF EVALUATIONS

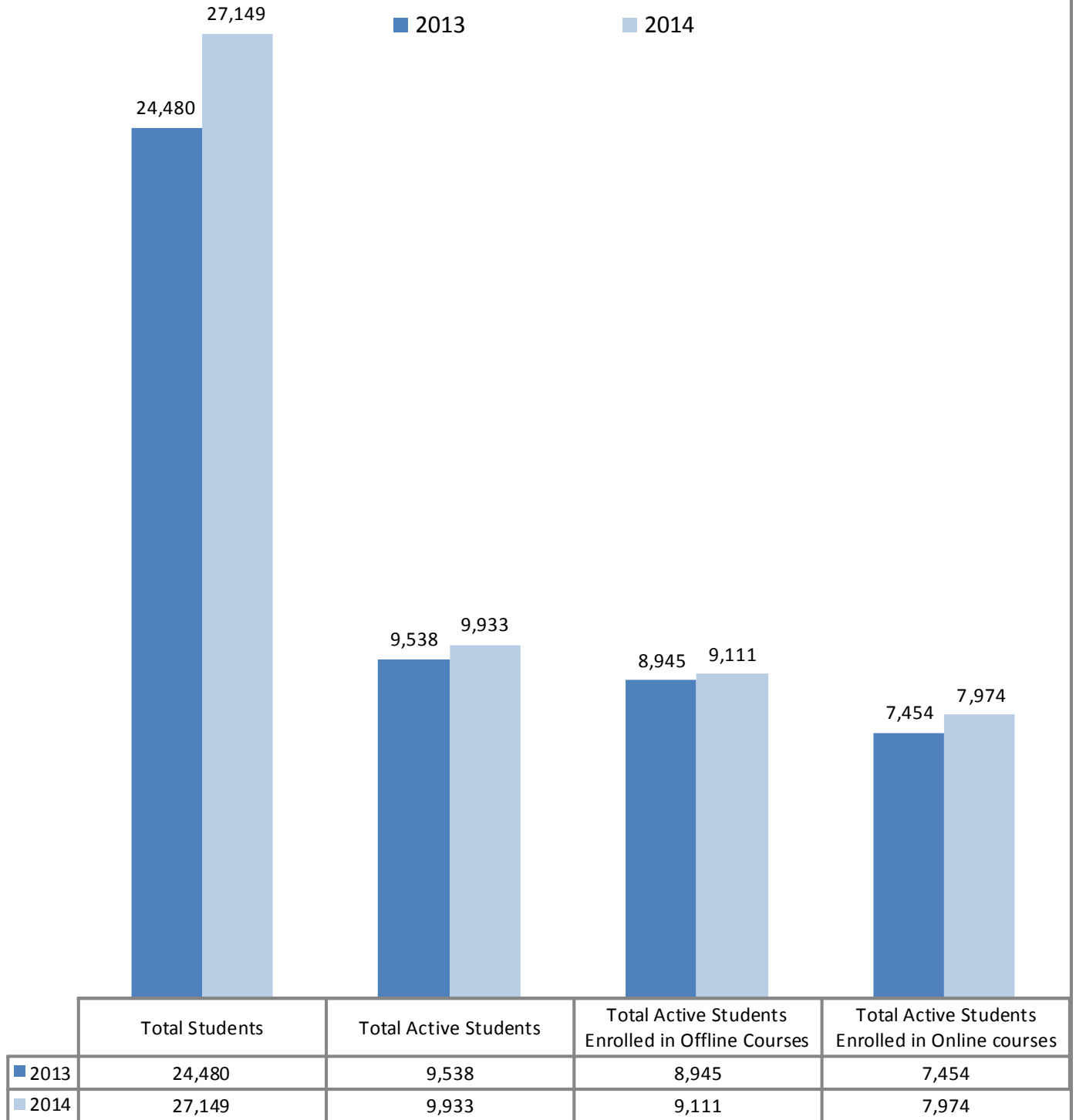
■ PROGRAM EVALUATIONS



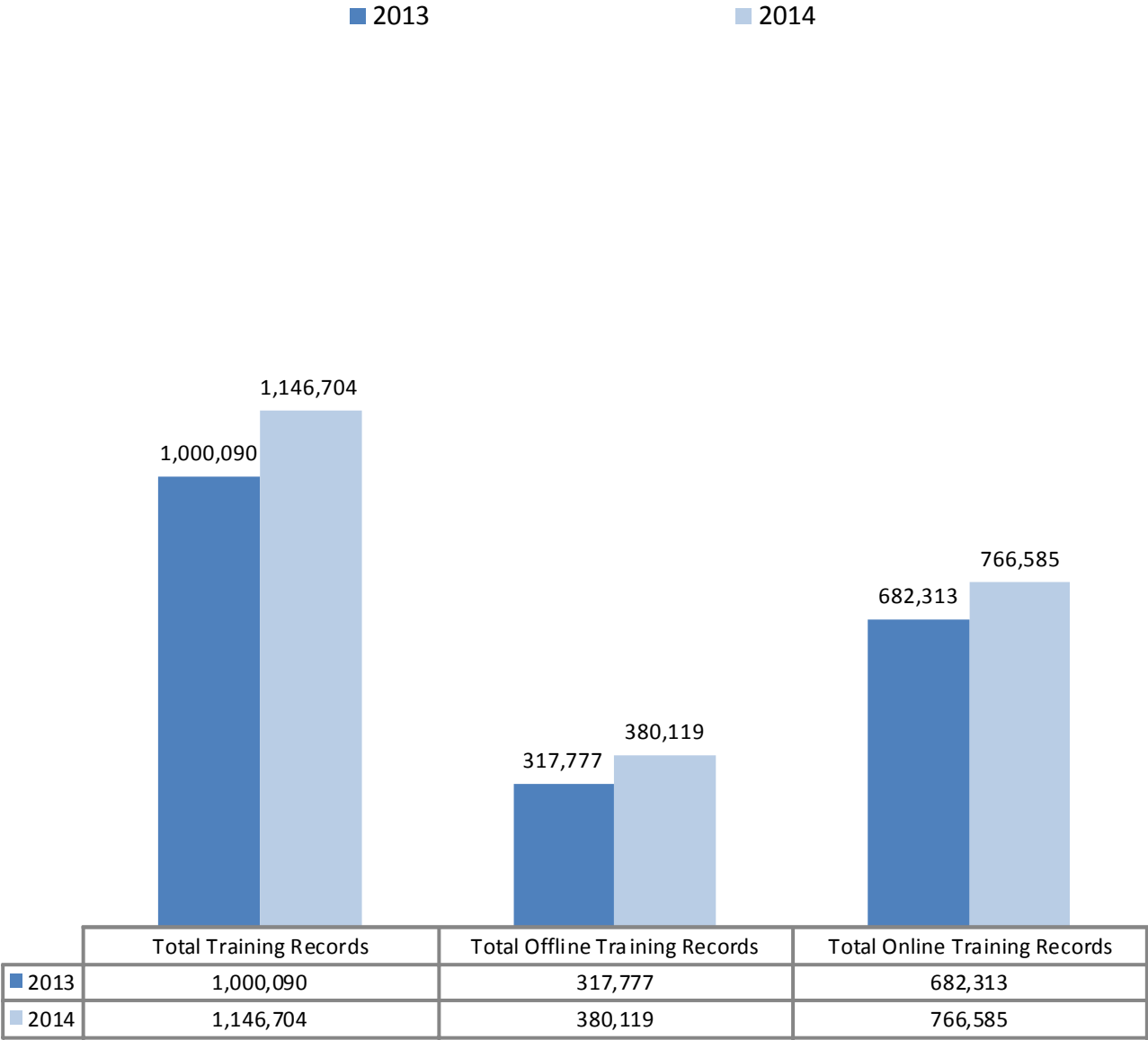
Evaluations reflect scoring by training participants at the completion of their training. These evaluations are based on a scale of 5 being excellent and 1 being poor. The participants are asked to evaluate the training that was conducted by the Division of Corrections Training staff and the total program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

Individual training program evaluations for all classes presented in 2014 are available upon request.

CRIMCAST STUDENT USER TOTALS



CRIMCAST TRAINING RECORDS TOTALS



CRIMCAST OFFLINE/ONLINE COURSE TOTALS

