

Commonwealth of Kentucky Department of Corrections



2015 Annual Report Division of Corrections Training

Director Mary D. Godfrey
(Retired December 1, 2015)

Table of Contents

Table of Contents.....	2
Mission Statements.....	3
Commitment to Excellence.....	4
Training System.....	5
Department of Corrections Organizational Chart.....	6
Division of Corrections Training Organizational Chart.....	7
Regional Training Site Locations.....	8
Division of Training - Central Office/Curriculum Branch.....	9
Harold E. Black Training Center.....	10
S.T. Wright, Jr. Training Facility.....	10
John D. Rees Training Facility.....	11
Bill Cunningham Training Facility.....	11
Pictorial Review.....	12
Yearly Training Statistics – ACA Required.....	13
Classroom Activity Report.....	14
Training Hours Report.....	15
Instructor-Curriculum Evaluation Totals.....	16
Crimcast Student User Totals.....	17
Crimcast Training Records Totals.....	18
Crimcast Offline/Online Course Totals.....	19

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, DOC Central Office and Kentucky Correctional Industries.

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 thirteen (13) 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. Reaccreditation was awarded in February 2015 at the ACA conference in Long Beach, California.



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 completes Phase II at one of the four (4) 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 (8) 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 2015 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 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.

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 four (4) 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 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.

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

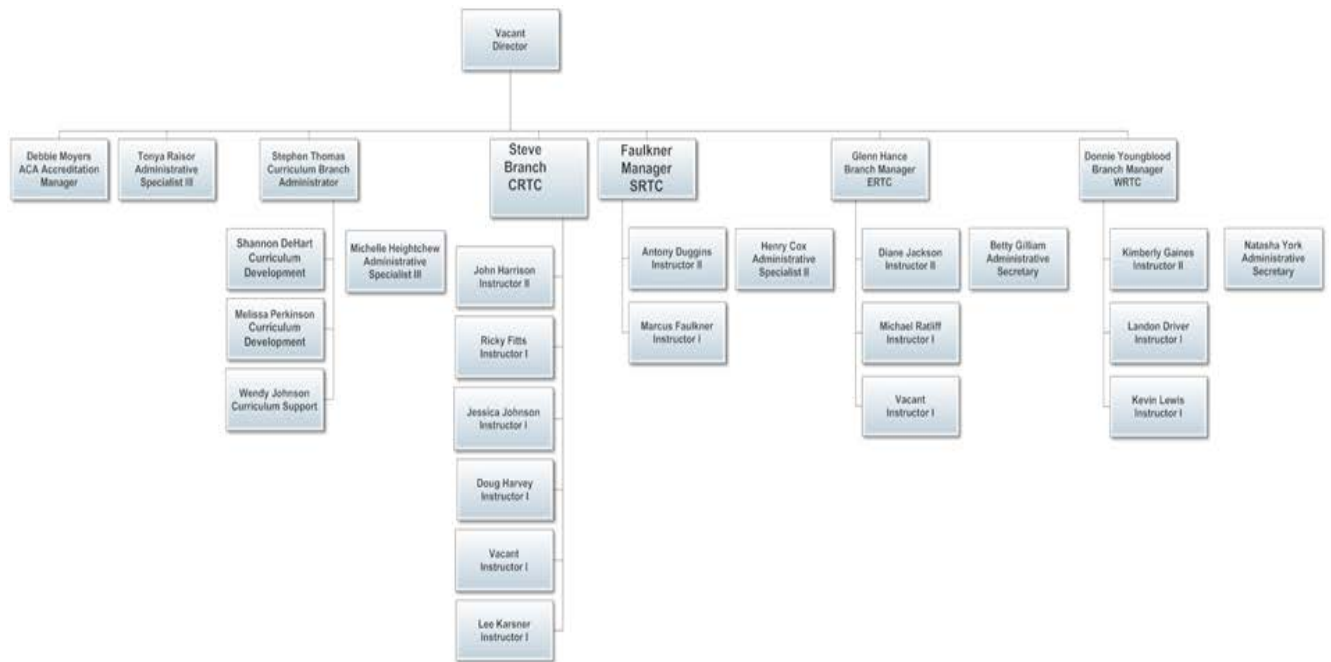


Director

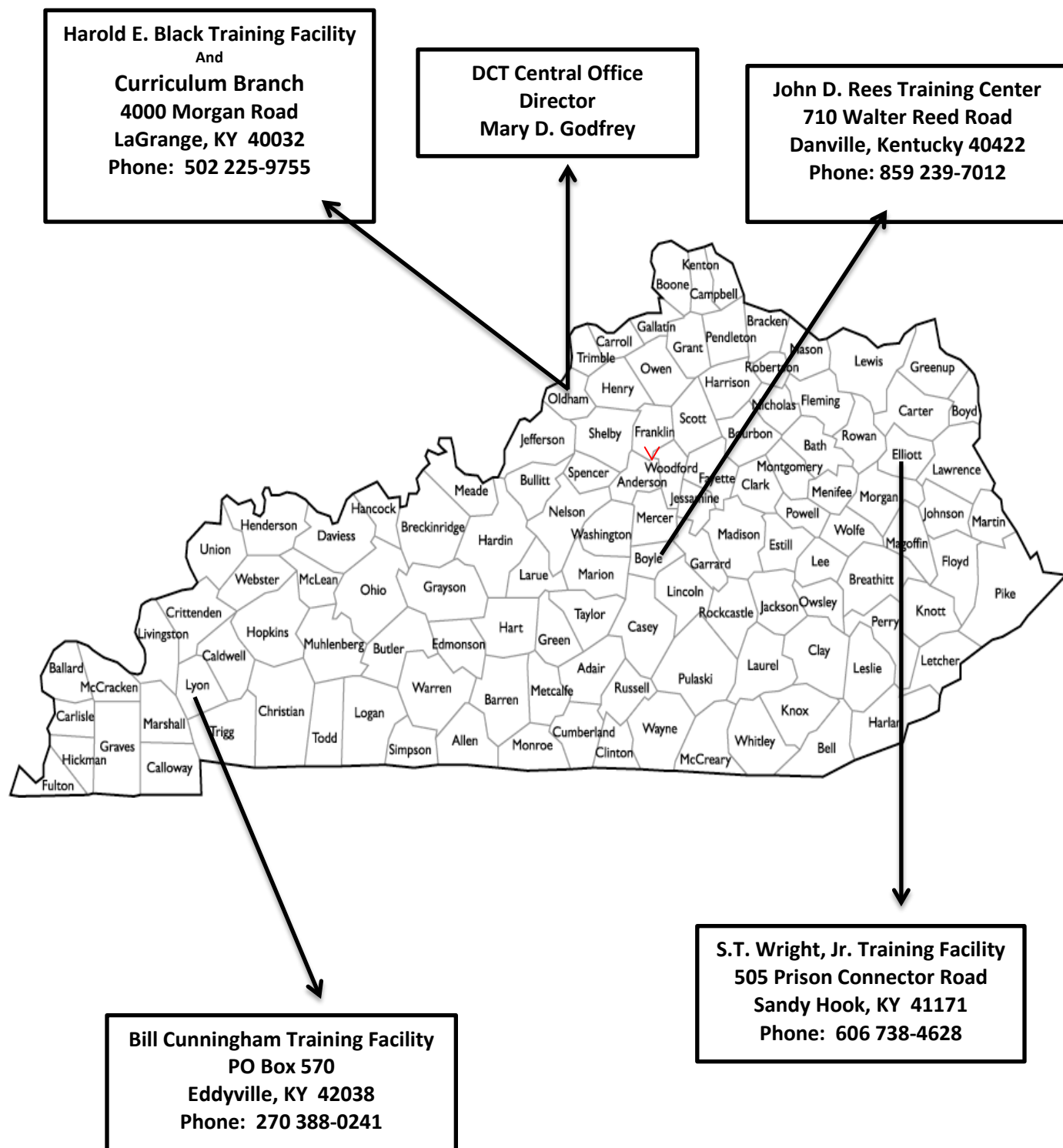
Division of Corrections Training
Mary D. Godfrey

Division of Corrections Training

Organizational Chart



Regional Map



Division of Corrections Training Central Office

The DCT Director, Mary D. Godfrey, maintained an office in La Grange, Kentucky within the Central Region Training Center. Director Godfrey retired December 1, 2015. This office provides administrative supervision of all DCT operations. During 2015 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).

Curriculum Branch

The Curriculum Development Branch is located within the CRTC. The staff 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; Project Manager, Melissa Perkinson; Program Development, AV specialist Shannon DeHart and administrative specialist, Wendy Johnson (WRTC).

During October and November 2015, Melissa Perkinson has worked with Crimcast/SIM to discuss the recreation of the Crimcast system. These new features include video, voice narration and the ability to set a timer for each page. This will not allow the trainee to move forward until the set time has elapsed. Expansion of reports is also being developed.

Harold E. Black Training Center



The HBTC is staffed by a Branch Manager, Steve Faulkner; Senior Training Instructor, John Harrison; Training Instructors, Lee Karsner, Ricky Fitts, Doug Harvey, Anthony Duggins and Brian Scriptor; and Administrative Specialist III Michelle Heightchew. The CRTC provides staff instruction to four adult correctional institutions; Kentucky State Reformatory (KSR), Roederer Correctional Complex (RCC), Luther Luckett Correctional Complex (LLCC), Kentucky Correctional Institution for Women (KCIW), and; nine Probation and Parole Districts; Districts 4, 7, 9, 12, 14, 16, 17, 18, 19; and the elected jailers and their staff within twenty-five (25) counties of the Commonwealth.

S.T. Wright, Jr. Training Facility



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

The STWTF provides staff instruction to two adult correctional institutions; Little Sandy Correctional Complex (LSCC), Eastern Kentucky Correctional Complex (EKCC); four Probation and Parole Districts; Districts 8, 10, 11 and 15; and the elected jailers and their staff within twenty-two (22) counties of the Commonwealth.

John D. Rees Training Facility



The JDRTF opened November 2015 and is staffed by Branch Manager, Steve Faulkner; Senior Training Instructor, Antony Duggins; Training Instructor, Marcus Faulkner; and Administrative Specialist II, Henry Cox.

The JDRTF provides staff instruction to three adult correctional institutions; Bell County Forestry Camp (BCFC), Blackburn Correctional Complex (BCC), Northpoint Training Center (NTC); four Probation and Parole Districts; Districts 3, 6, 9 and 20; and the elected jailers and their staff within thirty-seven (37) counties of the Commonwealth.

Bill Cunningham Training Facility



The WRTC is staffed by a Branch Manager, Donnie Youngblood; Senior Training Instructor Kim Gaines; Training Instructors Landon Driver, and Kevin Lewis; Administrative Secretary, Natasha York. Administrative Specialist II Wendy Johnson is assigned to the Curriculum group and is located at WRTC.

The WRTC provides staff instruction to four adult correctional institutions; Western Kentucky Correctional Complex (WKCC), Ross Cash Correctional Complex (RCCC), Kentucky State Penitentiary (KSP) and Green River Correctional Complex (GRCC); five Probation and Parole Districts; Districts 1, 2, 3, 5 and 13; and the elected jailers and their staff within thirty-six (36) counties of the Commonwealth.

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.

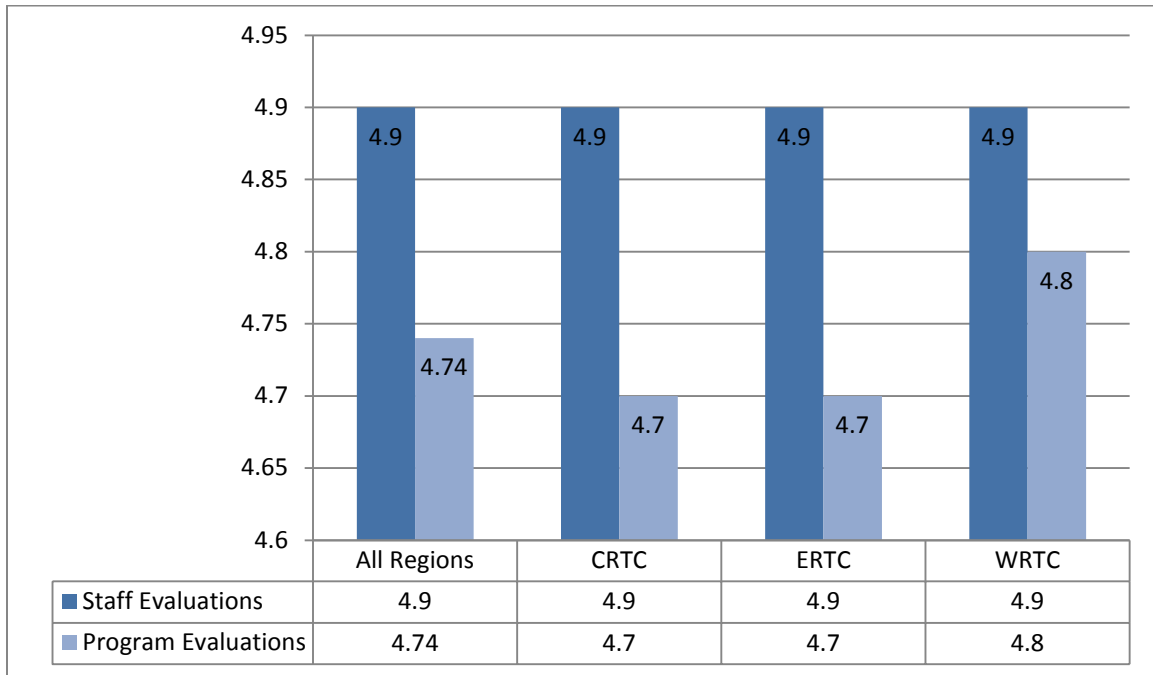
2015 Annual Classroom Activity Report

Institution/District/Jail	CRTC	ERTC	SRTC	WRTC	Grand Total
Bell County Forestry Camp	40	30	6	0	76
Blackburn Correctional Complex	102	45	19	1	167
Eastern Kentucky Correctional Complex	63	275	0	0	338
Green River Correctional Complex	48	0	0	301	349
Kentucky Correctional Institution For Women	415	0	0	1	416
Kentucky State Penitentiary	49	0	0	475	524
Kentucky State Reformatory	542	5	0	0	547
Little Sandy Correctional Complex	52	463	0	0	515
Luther Luckett Correctional Complex	414	3	0	1	418
Northpoint Training Center	450	2	35	0	487
Roederer Correctional Complex	481	0	0	0	481
Western Kentucky Correctional Complex	28	0	0	450	478
District 01	41	0	0	43	84
District 02	40	0	0	43	83
District 03	29	0	0	42	71
District 04	28	0	0	1	29
District 05	41	0	0	11	52
District 06	41	0	0	0	41
District 07	39	0	0	0	39
District 08	37	24	0	0	61
District 09	65	0	0	0	65
District 10	29	23	0	0	52
District 11	15	34	0	0	49
District 12	57	0	0	0	57
District 13	35	0	0	42	77
District 14	65	2	0	0	67
District 15	35	209	0	0	244
District 16	107	0	0	0	107
District 17	41	0	0	0	41
District 18	54	0	0	0	54
District 19	53	0	0	2	55
District 20	48	2	0	2	52
Central Office	60	3	0	5	68
CSAP	5	0	0	0	5
Corrections Training	74	13	0	15	102
Correctional Industries	2	0	0	0	2
Jails	787	266	0	332	1385
Volunteer	11	0	8	0	19
Total Staff Trained and Certificates Presented	4,523	1,399	68	1,767	7,757

2015 Total Training Hours – Regions

CRTC		
Class Hours	Number of Classes	Total Hours of Instruction
40	66	2,640
16	29	464
8	36	288
4	16	64
Misc	39	582.50
Totals	186	4,038.50
ERTC		
Class Hours	Number of Classes	Total Hours of Instruction
40	33	1,320
16	21	336
8	17	130
4	4	16
Misc	4	62
Totals	79	1,854
WRTC		
40	35	1,400
16	22	128
8	24	152
4	15	32
Misc	22	121
Totals	118	1,833
COMBINED TOTALS		
40	134	5,360
16	72	928
8	77	570
4	35	112
Misc	65	765.50
Totals	383	7,735.50

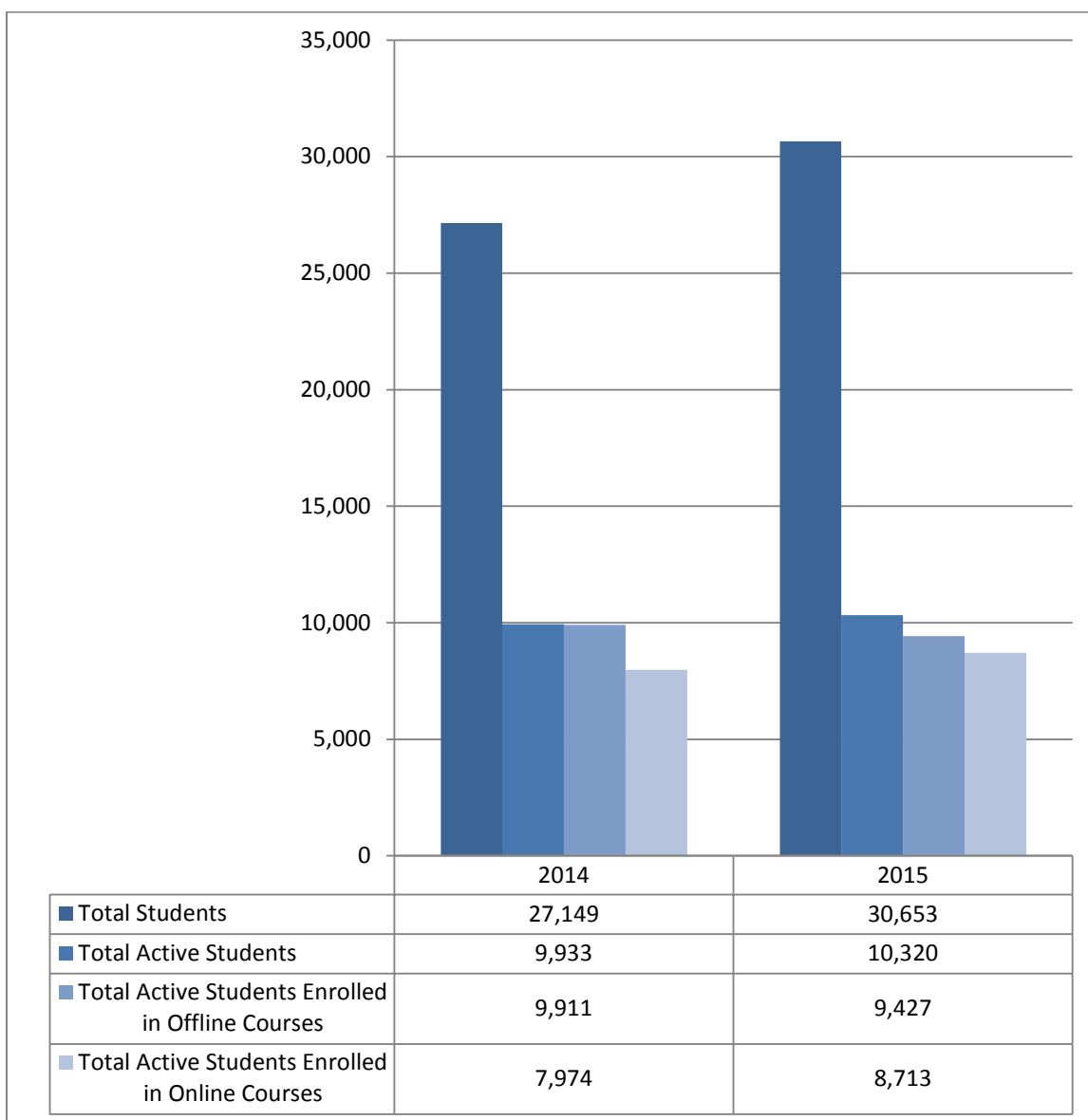
2015 Class Evaluation Totals



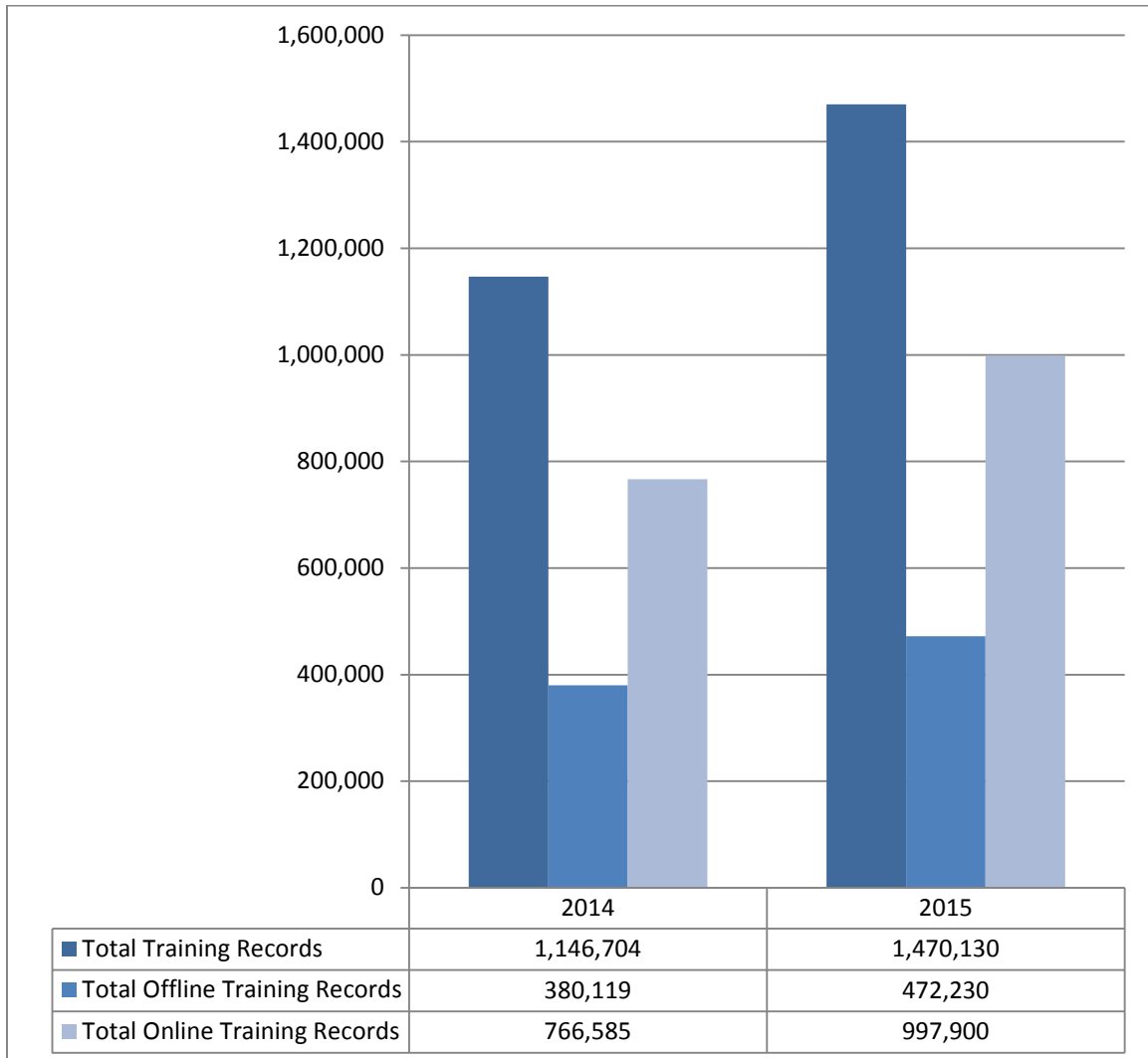
Evaluations reflect scoring by training participants at the completion of their training. These evaluations are based on a scale of 5 being excellent and 1 being poor. The participants are asked to evaluate the training that was conducted by the Division of Corrections Training staff and the total program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

Individual training program evaluations for all classes presented in 2015 are available upon request.

2015 Crimcast Student User Totals



2015 Crimcast Training Records Totals



2015 Crimcast Offline/Online Course Totals

