



## 2016 Annual Report

### Division of Corrections Training



**Steve Faulkner, 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.



**"Our Mission-Your Future"**

## **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*

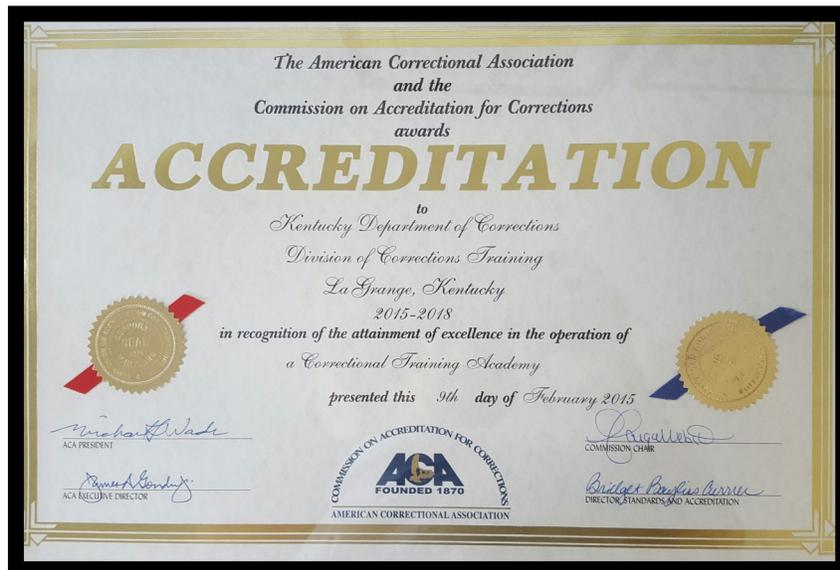
# COMMITMENT TO EXCELLENCE

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 Division of Corrections Training 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 and is scheduled for re-accreditation in 2018.



# 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 four 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 six 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 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:**

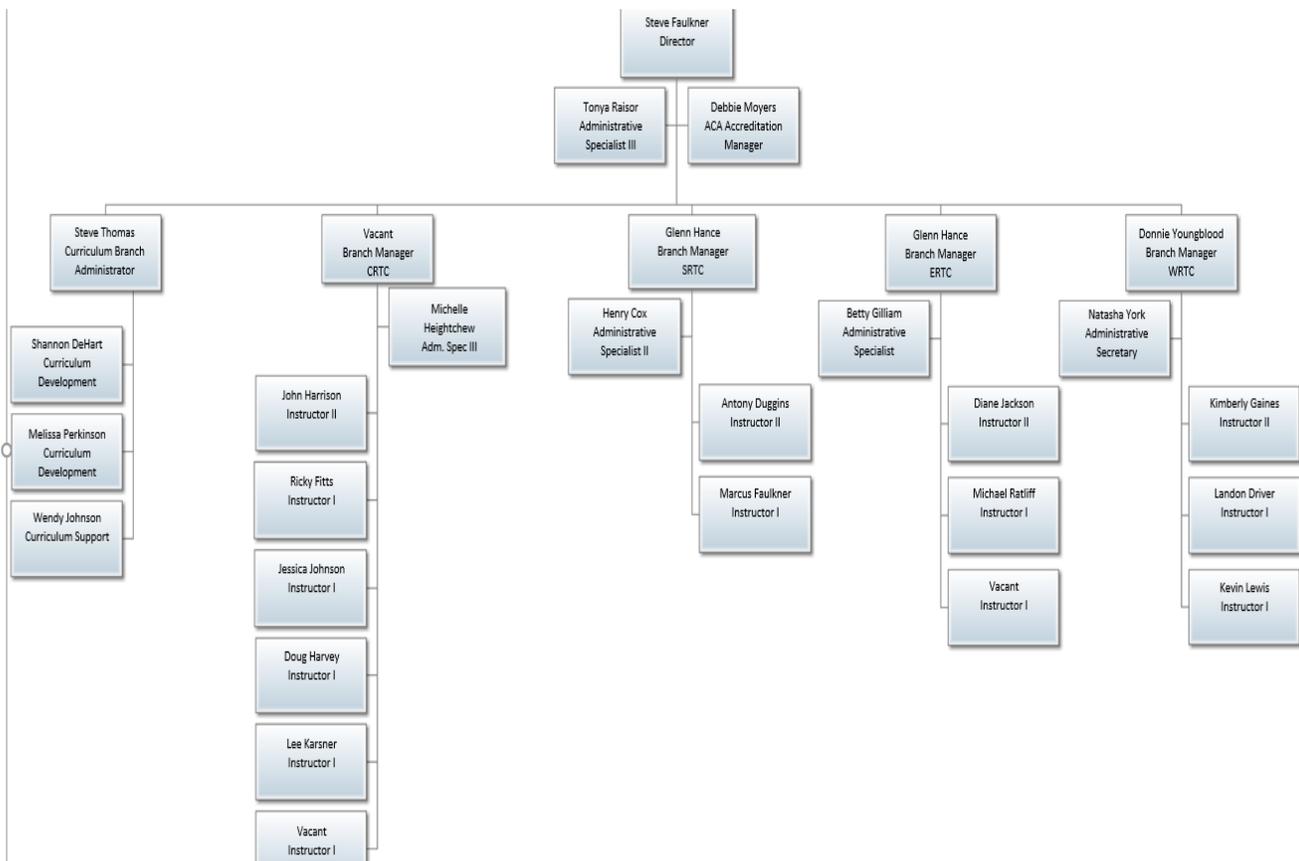
Kentucky Revised Statutes (KRS) 196.070, Duties of the Commissioner of the Department of Corrections Training Programs, KRS 441.055. Regulation of Jails Adoptions and Revision of Standards and KRS 441.115, Jail Staff Training Program and Jailer's Training Expense Allowance, require the Department of 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 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 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 in conjunction with the Jailer's curriculum committee conducted a forty (40) hour training session for the newly elected jailers in December 2015 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 through out the year.

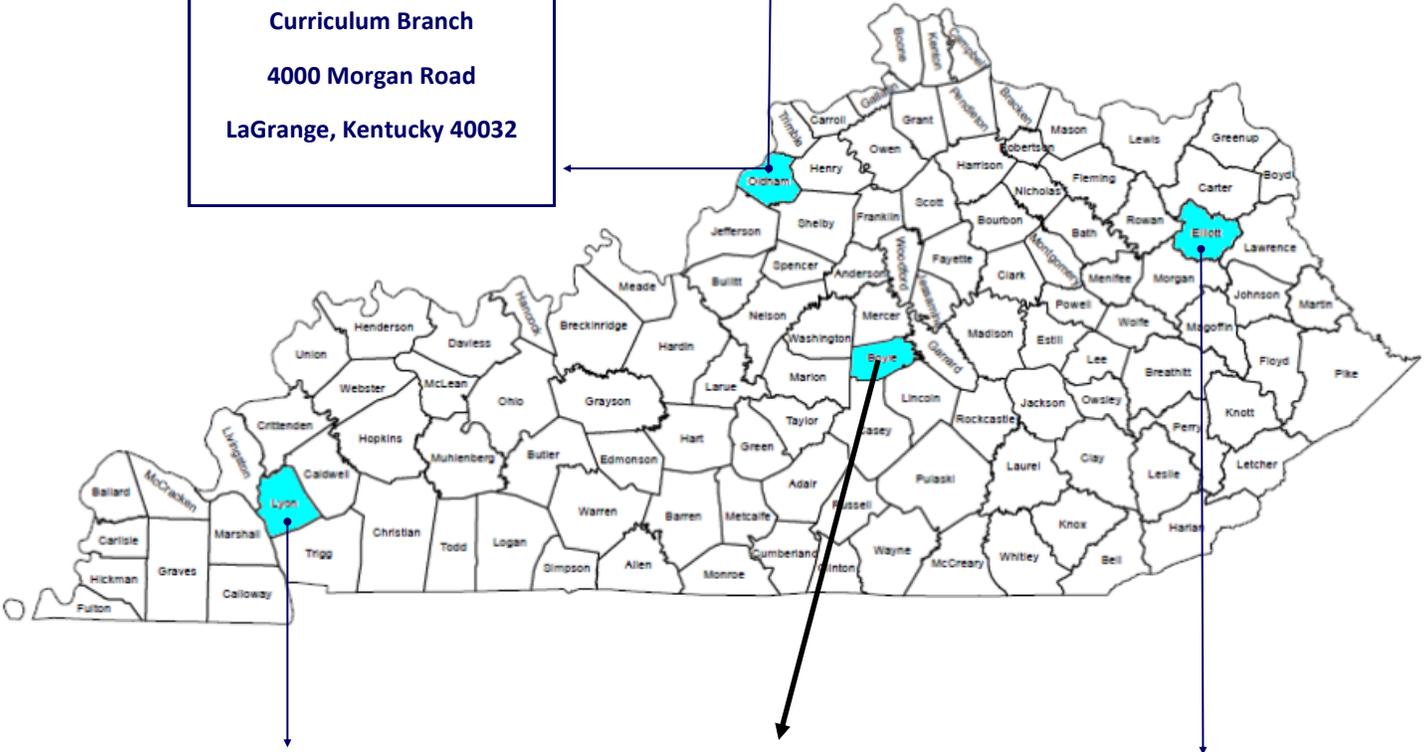
# DIVISION OF CORRECTIONS TRAINING ORGANIZATIONAL CHART



# REGIONAL TRAINING CENTERS

**Director's Office**  
Steve Faulkner

**Central Region Training Center & Curriculum Branch**  
4000 Morgan Road  
LaGrange, Kentucky 40032



**Western Region Training Center**  
P.O. Box 570  
Eddyville, Kentucky 42038  
270-388-0241

**John D. Rees Training Center**  
710 Walter Reed Road  
Danville, Ky 40422  
859-239-7012

**Eastern Region Training Center**  
P.O. Box 87  
505 Prison Connector Road  
Sandy Hook, Kentucky 41171  
606-738-4628

# DIVISION OF CORRECTIONS TRAINING

## Director's Office

The Division of Corrections Training Director, Steve Faulkner, maintains an office in La Grange, Kentucky within the Central Region Training Center. This office provides administrative supervision of all DCT operations. During 2016 the Director's office has been staffed with one Administrative Specialist III 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 February 2015 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.



# CURRICULUM BRANCH

The Curriculum Development Branch is located within the Central Region Training Center (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 Administrator, Steve Thomas; Program Development, Shannon DeHart and Melissa Perkinson; Administrative Specialist, Wendy Johnson (WRTC).

During 2016 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.

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 Director, Steve Faulkner; Training Instructor II, John Harrison; Training Instructors, Jessica Johnson, Lee Karsner, Ricky Fitts, Doug Harvey; Administrative Secretary, Michelle Heightchew.



CRTC provides staff instruction to four adult correctional institutions; Kentucky State Reformatory (KSR), Roederer Correctional Complex (RCC), Luther Lockett Correctional Complex (LLCC), Kentucky Correctional Institution for Women (KCIW), twelve Probation and Parole Districts; Districts 4,7,8,12,14,15,16,17,18,19 and 20; and the elected jailers and their staff within 24 counties of the Commonwealth.



## **EASTERN REGION TRAINING CENTER**

The Eastern Region Training Center (ERTC) is staffed by a Branch Manager, Glenn Hance; Training Instructor II, Diane Jackson; Training Instructor I, Michael Ratliff and Administrative Secretary, Betty Gilliam.



The ERTC provides staff instruction to two adult correctional institutions; Little Sandy Correctional Complex (LSCC) and Eastern Kentucky Correctional Complex (EKCC); four Probation and Parole Districts; Districts 8, 10, 11 and 15; and the elected jailers and their staff within 21 counties of the Commonwealth.



# WESTERN REGION TRAINING CENTER

The Western Region Training Center (WRTC) is staffed by a Branch Manager, Donnie Youngblood; Training Instructor II Kim Gaines; Training Instructor I Kevin Lewis, Landon Driver; Administrative Specialist II Wendy Johnson;

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.



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 1,2,3,5 and 13; and the elected jailers and their staff within 36 counties of the Commonwealth.



## JOHN D. REES TRAINING FACILITY

The John D. Rees Training Facility is staffed by a Branch Manager, Glenn Hance, Training Instructor II, Antony Duggins, Training Instructor I, Marcus Faulkner and Administrative Specialist II Henry Cox.



The John D. Rees Center provides staff instruction to Blackburn Correctional Complex, Northpoint Training Center and Bell County Forestry Camp. Nine (9) Probation and Parole Districts; 3, 5, 6, 8, 9, 10, 12, 14 and 20. The elective jailers and their staff within 39 counties of the Commonwealth.

# 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.

# 2016 ANNUAL CLASSROOM ACTIVITY REPORT

INSTITUTION / DISTRICT	CRTC	ERTC	WRTC	SRTC	TOTAL
	DCT LEAD				
BCFC	49	2	0	40	91
BCC	53	2	0	159	214
EKCC	80	270	0	18	368
GRCC	61	0	299	9	369
KCIW	230	0	0	13	243
KSP	92	0	475	29	596
KSR	406	1	0	23	430
LSCC	64	432	0	21	517
LLCC	325	1	0	15	341
NTC	99	1	0	408	508
RCC	260	1	0	15	276
WKCC	64	0	318	14	396
District 01	19	0	14	0	33
District 02	18	0	12	0	30
District 03	25	0	2	0	27
District 04	20	0	0	0	20
District 05	30	0	4	0	34
District 06	17	0	0	0	17
District 07	72	0	0	0	72
District 08	27	17	0	0	44
District 09	23	0	0	0	23
District 10	11	21	0	3	35
District 11	2	32	0	0	34
District 12	53	0	0	1	54
District 13	23	0	12	0	35
District 14	15	0	0	0	15
District 15	23	202	0	1	226
District 16	30	0	0	0	30
District 17	24	0	0	0	24
District 18	49	0	0	3	52
District 19	19	0	0	0	19
District 20	30	2	1	0	33
Corrections Training	44	6	7	26	83
Central Office	41	4	2	15	62
Jails	108	113	339	291	851
Other	2	0	1	4	7
CORRECT CARE SOLUTIONS	1	0	0	0	1

TOTALS:	CRTC	ERTC	WRTC	SRTC	TOTAL
	2509	1107	1486	1108	6210

TOTAL STAFF TRAINING & CERTIFICATES PRESENTED	CRTC	ERTC	WRTC	SRTC	TOTAL
	2509	1107	1486	1108	6210

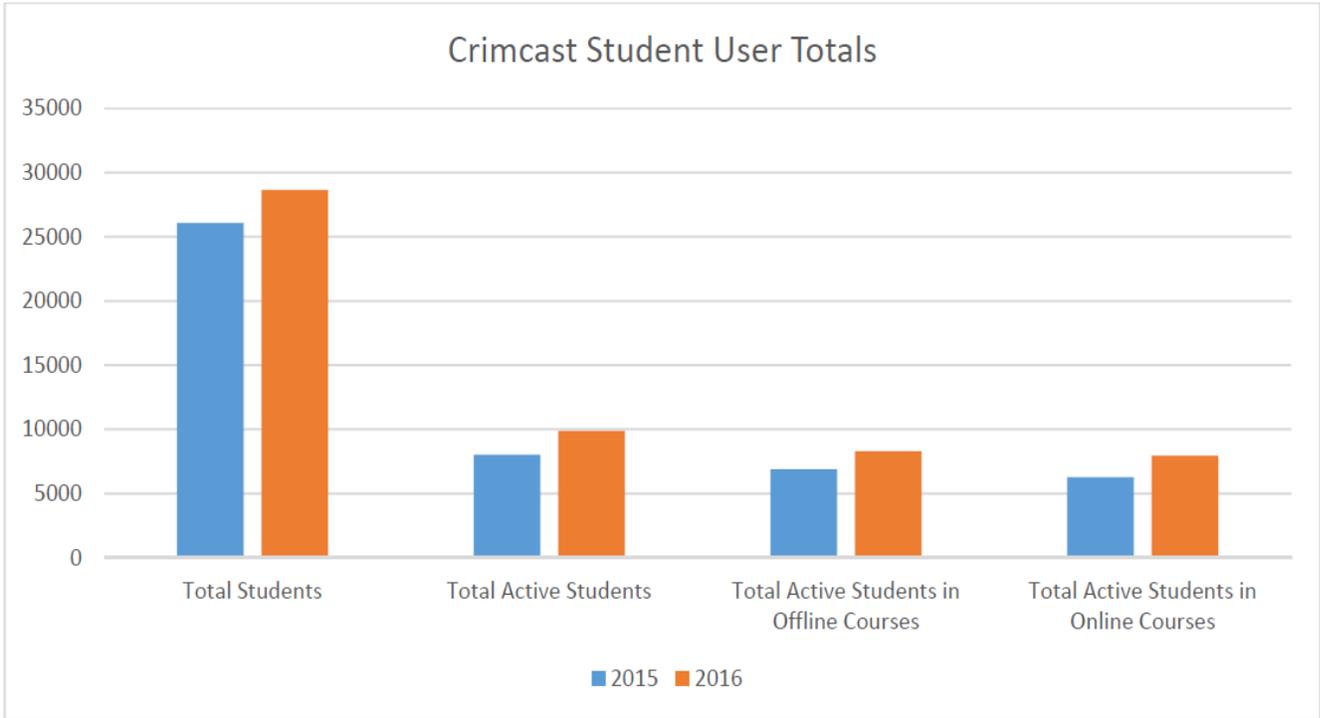
## Total Training Hours – Student Information 2016

<b>CRTC</b>				
<b>Class Hours</b>	<b>Number of Classes</b>	<b>Number of Students</b>	<b># of Students Housed</b>	<b>Total Hours of Instruction</b>
<b>40 Hour</b>	<b>63</b>	<b>1182</b>	<b>0</b>	<b>2440</b>
<b>16 Hour</b>	<b>11</b>	<b>557</b>	<b>0</b>	<b>176</b>
<b>8 Hour</b>	<b>22</b>	<b>463</b>	<b>0</b>	<b>176</b>
<b>4 Hour</b>	<b>148</b>	<b>213</b>	<b>0</b>	<b>56</b>
<b>Totals</b>	<b>108</b>	<b>2415</b>	<b>0</b>	<b>652</b>

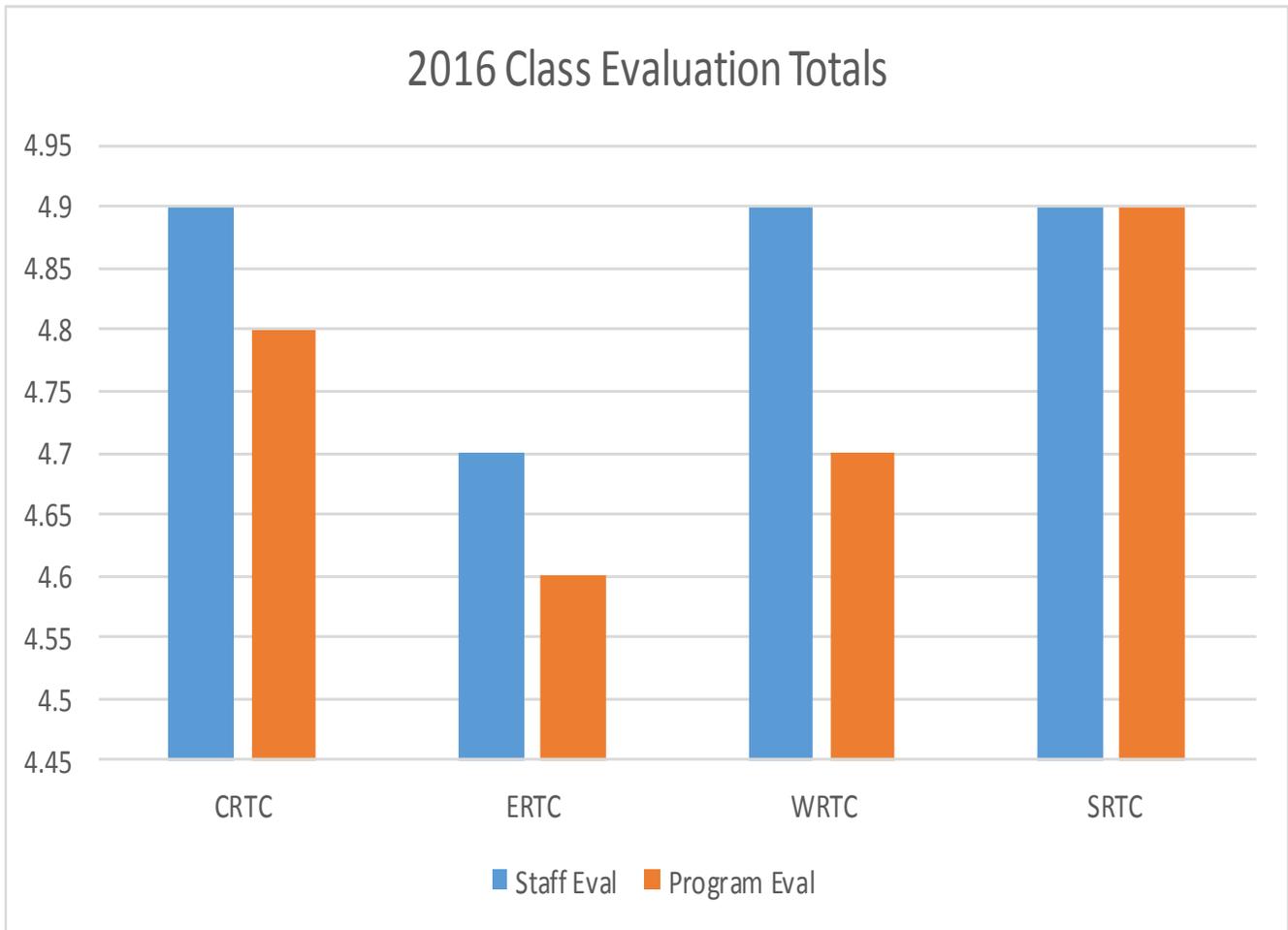
<b>ERTC</b>				
<b>Class Hours</b>	<b>Number of Classes</b>	<b>Number of Students</b>	<b># of Students Housed</b>	<b>Total Hours of Instruction</b>
<b>40 Hour</b>	<b>43</b>	<b>490</b>	<b>0</b>	<b>1720</b>
<b>16 Hour</b>	<b>169</b>	<b>186</b>	<b>0</b>	<b>160</b>
<b>8 Hour</b>	<b>4</b>	<b>201</b>	<b>0</b>	<b>112</b>
<b>4 Hour</b>	<b>8</b>	<b>40</b>	<b>0</b>	<b>32</b>
<b>Totals</b>	<b>234</b>	<b>917</b>	<b>0</b>	<b>2024</b>

<b>WRTC</b>				
<b>Class Hours</b>	<b>Number of Classes</b>	<b>Number of Students</b>	<b># of Students Housed</b>	<b>Total Hours of Instruction</b>
<b>40 Hour</b>	<b>34</b>	<b>738</b>	<b>0</b>	<b>1360</b>
<b>16 Hour</b>	<b>12</b>	<b>209</b>	<b>3</b>	<b>192</b>
<b>8 Hour</b>	<b>20</b>	<b>240</b>	<b>0</b>	<b>160</b>
<b>4 Hour</b>	<b>24</b>	<b>209</b>	<b>0</b>	<b>96</b>
<b>Totals</b>	<b>90</b>	<b>1396</b>	<b>3</b>	<b>1808</b>

<b>SRTC</b>				
<b>Class Hours</b>	<b>Number of Classes</b>	<b>Number of Students</b>	<b># of Students Housed</b>	<b>Total Hours of Instruction</b>
<b>40 Hour</b>	<b>35</b>	<b>625</b>	<b>87</b>	<b>1400</b>
<b>16 Hour</b>	<b>20</b>	<b>223</b>	<b>0</b>	<b>320</b>
<b>8 Hour</b>	<b>40</b>	<b>537</b>	<b>0</b>	<b>320</b>
<b>4 Hour</b>	<b>17</b>	<b>157</b>	<b>0</b>	<b>68</b>
<b>Totals</b>	<b>112</b>	<b>1542</b>	<b>87</b>	<b>2108</b>



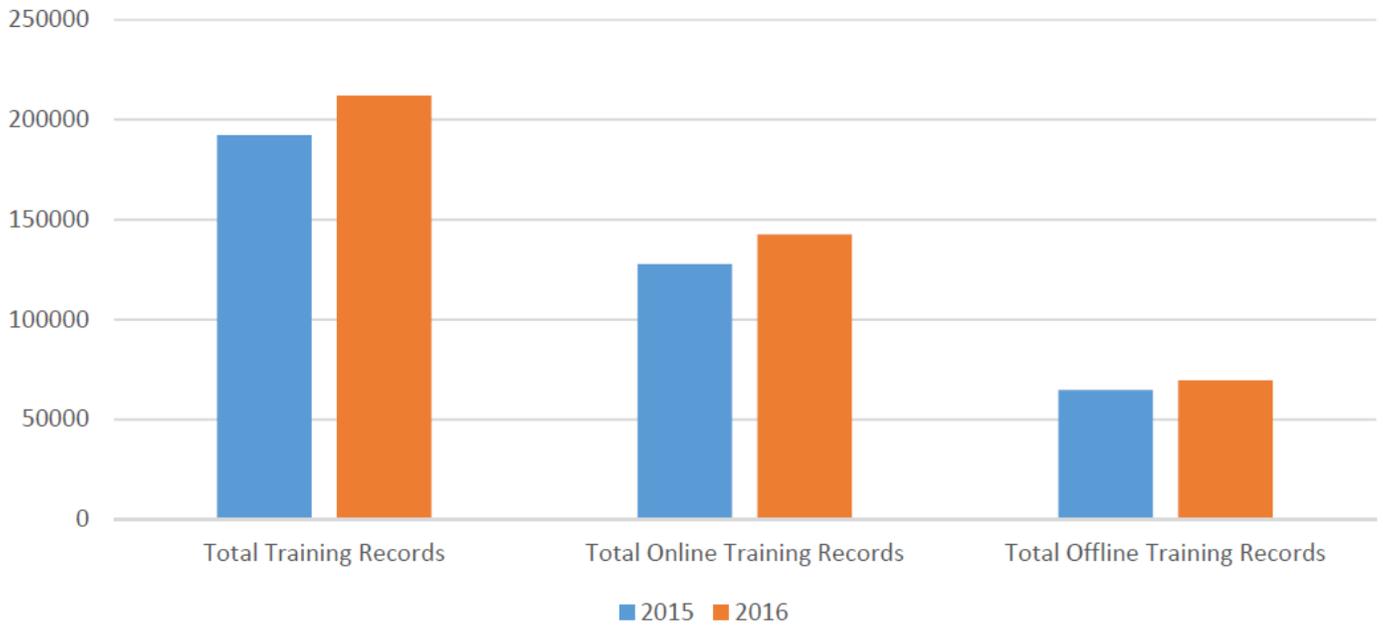
	Total Students	Total Active Students	Total Active Students Enrolled in Offline Courses	Total Active Students Enrolled in Online Courses
2015	26074	7999	6864	6258
2016	28631	9873	8277	7939



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.

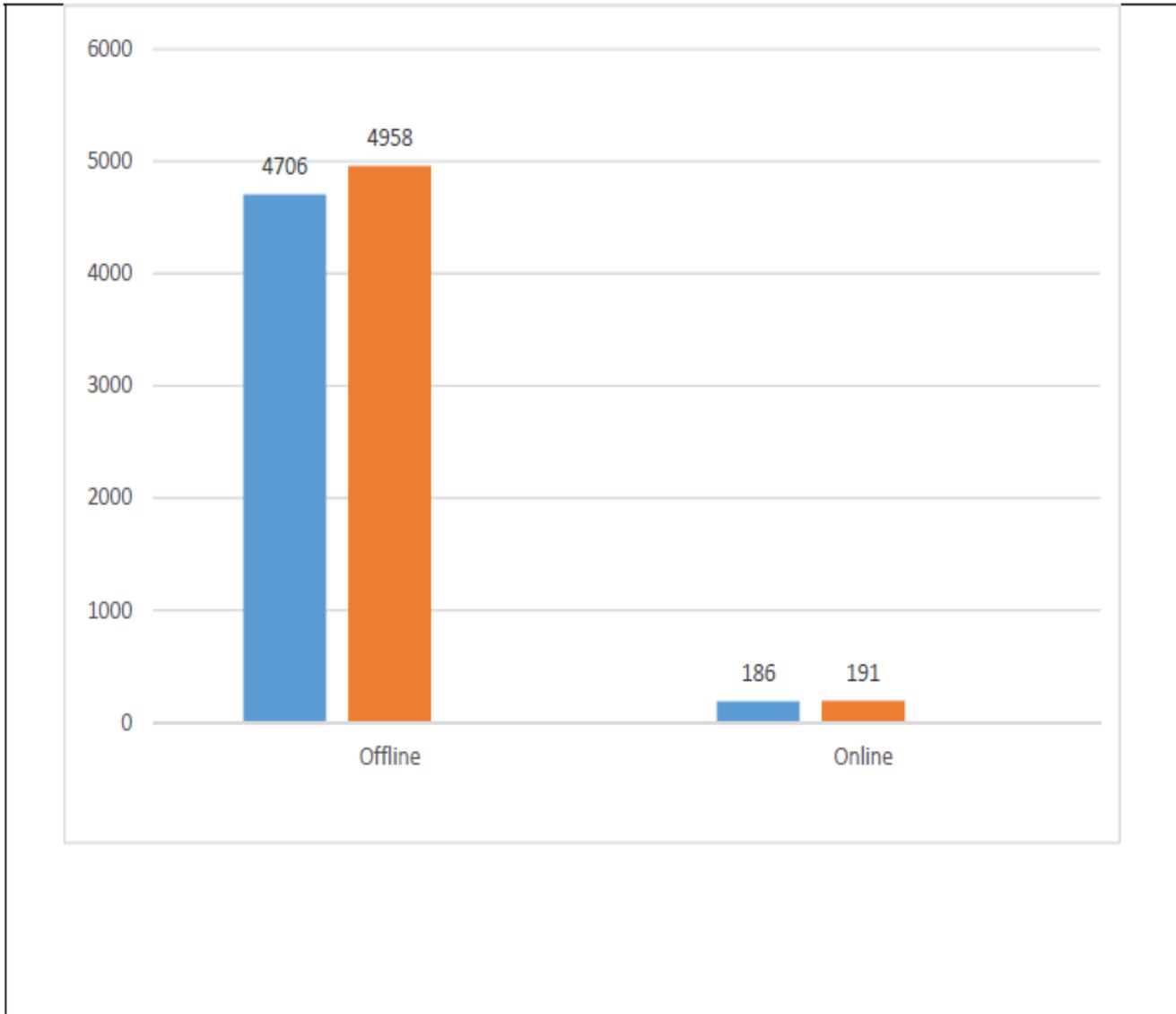
***Individual training program evaluations for all classes presented in 2016 are available upon request***

### Crimcast Training Record Totals



	Total Training Records	Total Online Training Records	Total Offline Training Records
2015	192245	127623	64622
2016	211986	142533	69453

# Crimcast Offline/Online Course Data



	Total Offline Courses	Total Online Courses
2015	4706	191
2016	4958	186