



2017 Annual Report

Division of Corrections Training



Bridget Gilliland, 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, jailers and DOC Central Office.

The DCT develops training curriculum for the Correctional Officers, uniformed supervisors and non-security staff of the twelve (12) Adult Kentucky Correctional Institutions, 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 re-accreditation process, September 2017. The staff did an excellent job in maintaining sanitation levels and documentation for this audit and is scheduled to stand before the ACA Panel at the Winter Conference in January of 2018.



TRAINING SYSTEM

Correctional Officer:

A new correctional officer is required to complete 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 (5 weeks). 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 2017 Corrections Policy and Procedures (CPP) and Training Policy and Procedures (TPPS) were reviewed and accreditation requirements were addressed.

Extra Training Conducted:

The Corrections Training Division conducted extra training throughout the year of 2017. The extra training included: Basic Supervisor Workshop, Train the Trainer, Taser Instructor, Oleoresin Capsicum end user courses, Less Lethal Instructor Courses, Firearms Instructor Courses, and Corrections Defensive Tactics Instructor Courses.

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 their of their forty (40) hour annual training requirements by attending one or both of the annual Kentucky Jailer's Association Conferences.

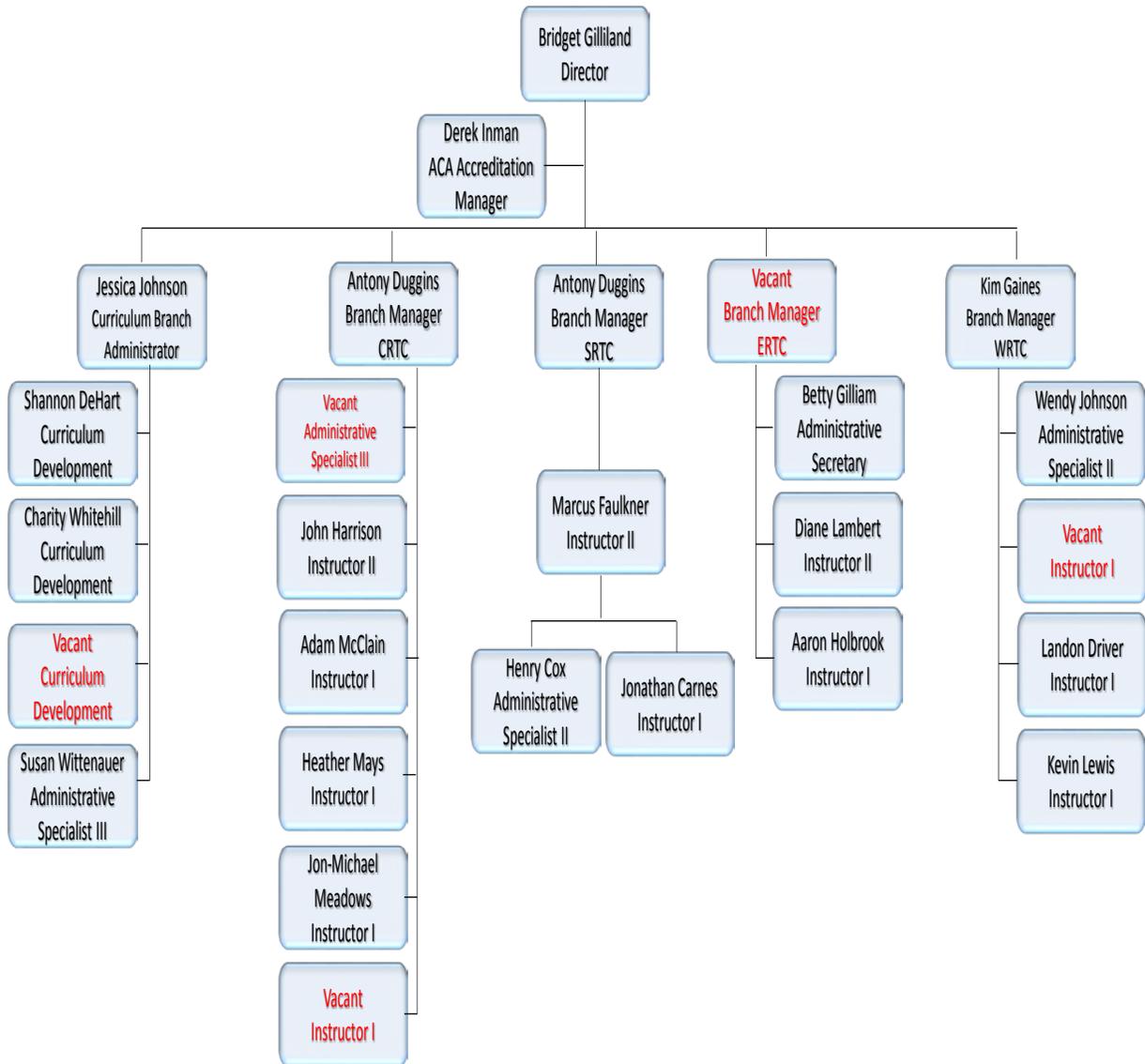
The Curriculum Branch staff were available at the June and October Kentucky Jailer Association Conference to assist with Crimcast registration and provide training regarding the use of the Crimcast system.

Central Office Staff:

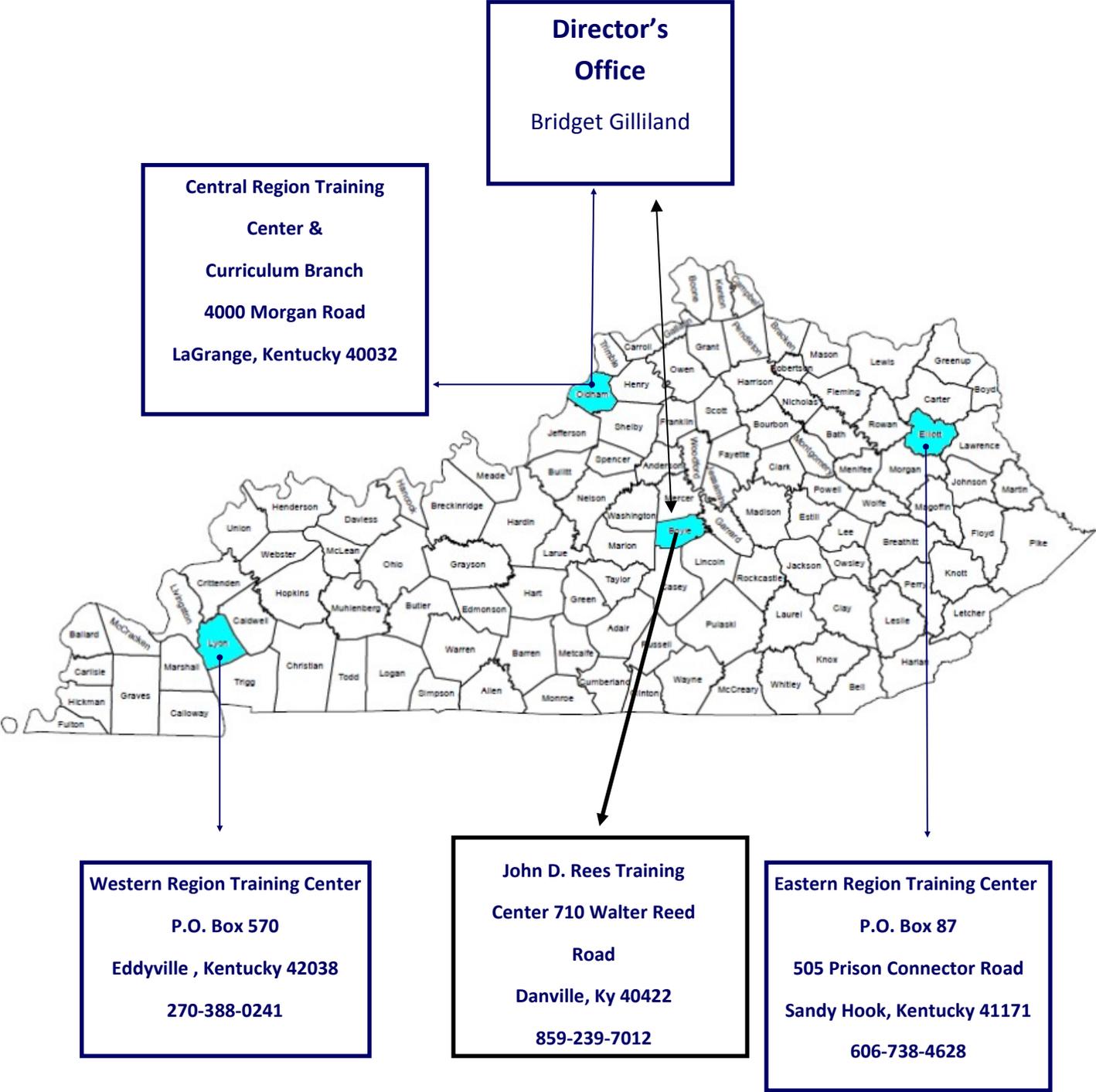
The Department of Corrections gained Accreditation through ACA for Central Office Staff in 2013. Previously this group of employees had been exempt from training requirements. The departments training policy CPP 4.9 was developed to include Central Office Staff in the training process. The computer based training modules developed for the central office staff have been reviewed and revised through out the year.

Division of Corrections Training Organizational Chart

Division of Corrections Training Organization Chart



REGIONAL TRAINING CENTERS



DIVISION OF CORRECTIONS TRAINING

Director's Office

The Division of Corrections Training Director, Bridget Gilliland, maintains an office in Danville, KY within the Southern Region Training Center as well as La Grange, Kentucky within the Central Region Training Center. This office provides administrative supervision of all DCT operations. During 2017 the Director's office has been staffed with one Administrative Specialist III/ACA Accreditation Manager in Danville, KY Derek Inman (SRTC).

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

In September 2017 the Division of Corrections Training went through the ACA re-accreditation process. The staff did an excellent job in the preparation for and passed with 100% compliance.



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, 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). KELMS is the department's LMS and also serves as DOC's Training Records System (TRS) for individuals working at the state level. Crimcast is the department's LMS for the jails and also serves as the Jails TRS.

The Curriculum Branch was staffed with a Program Administrator, Jessica Johnson; Program Development, Shannon DeHart and Charity Whitehill; Administrative Specialist, Susan Wittenauer.

During 2017 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; Central Office; Jailers' in-service.

The Curriculum Branch was instrumental in the development of standardized Volunteer training conducted at the institutions across the state. This training ensures that Volunteers are provided with the same quality of training and ensures that the requirements set forth by Corrections Policies and Procedures and ACA standards are being met.

The Curriculum Branch developed and designed a 3 tiered Leadership Program to assist new and existing supervisory staff in enhancing their skills in communication and leadership while incorporating a how to approach to specific supervisory job duties. The Leadership program training will become available to staff in the 2018 training year.

The Curriculum Branch along with the help of Regional and Institutional Training Coordinators was influential in the development of new training curriculum for the Kentucky Department of Corrections transition to the DS-15 Patrol Rifle. The new curriculum has been beneficial to the departments transition to the new weapons system and has allowed for effective and efficient training of both firearms instructors and staff.

The Curriculum Branch also worked with Adult Institutions to re-design the pre-service academy, which is now five (5) weeks long and is presented at the 4 regional training facilities.

Completed week long training with CoreCivic going through all pre-service curriculum and train the trainer. CoreCivic was also certified on Corrections Defensive Tactics and Cell Entry.

CENTRAL REGION TRAINING CENTER

The Central Region Training Center (CRTC) is staffed by a Branch Manager, Antony Duggins; Training Instructor II, John Harrison; Training Instructors, Adam McClain, John Milchick, Heather Mays, Jon-Michael Meadows; Administrative Secretary, Vacant.

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), 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, Vacant; Training Instructor II, Diane Jackson; Training Instructor I, Aaron Holbrook 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); 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, Vacant; Training Instructor II Kim Gaines; Training Instructor I Kevin Lewis, Landon Driver; Administrative Specialist II Wendy Johnson;



WRTC provides staff instruction to three adult correctional institutions; Western Kentucky Correctional Complex (WKCC), Kentucky State Penitentiary (KSP) and Green River Correctional Complex (GRCC); 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, Antony Duggins, Training Instructor II, Marcus Faulkner, Training Instructor I, Jonathan Carnes 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. The elective jailers and their staff within 39 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.

2017 ANNUAL CLASSROOM ACTIVITY REPORT

Department of Corrections Training Lead Classes

INSTITUTION / DISTRICT	CRTC	ERTC	WRTC	SRTC	TOTAL
BCFC	5	3	0	35	43
BCC	4	1	0	96	101
EKCC	7	183	3	3	196
GRCC	2	0	56	4	62
KCIW	182	0	3	0	185
KSP	3	0	127	3	133
KSR	236	3	3	3	245
LSCC	130	78	0	5	213
LLCC	11	0	2	3	16
NTC	7	3	0	264	274
RCC	124	0	2	3	129
WKCC	1	0	212	0	213
District 01	5	0	9	1	15
District 02	5	0	12	0	17
District 03	4	3	2	1	10
District 04	6	0	0	0	6
District 05	9	0	5	0	14
District 06	5	0	0	0	5
District 07	16	0	0	1	17
District 08	5	3	0	1	9
District 09	16	0	0	1	17
District 10	3	0	0	1	4
District 11	0	0	0	0	0
District 12	10	0	1	0	11
District 13	9	0	10	0	19
District 14	11	0	2	0	13
District 15	5	2	0	0	7
District 16	11	0	0	0	11
District 17	9	0	0	0	9
District 18	8	0	0	0	8
District 19	14	0	0	1	15
District 20	9	0	2	1	12
Corrections Training	18	0	0	0	18
Central Office	3	0	24	3	30
Jails	217	90	283	280	870

TOTALS:	CRTC	ERTC	WRTC	SRTC	TOTAL
	1110	369	758	710	2947

TOTAL STAFF TRAINING & CERTIFICATES PRESENTED	CRTC	ERTC	WRTC	SRTC	TOTAL
	1110	369	758	710	2947

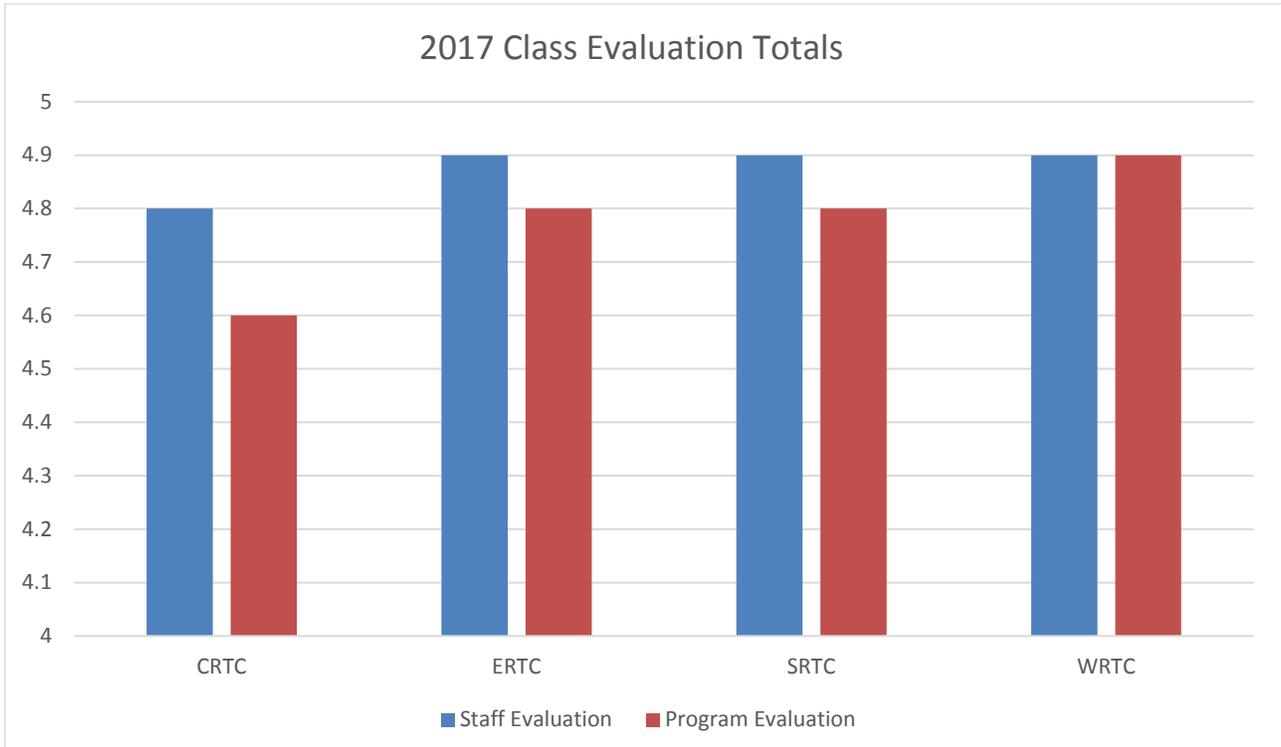
Total Training Hours – Student Information 2017

CRTC				
Class Hours	Number of Classes	Number of Students	# of Students Housed	Total Hours of Instruction
200 Hour	4	230	0	800
160 Hour	4	311	0	640
120 Hour	6	102	24	720
40 Hour	7	111	0	280
24 Hour	5	91	0	120
16 Hour	13	161	0	208
8 Hour	8	96	0	64
4 Hour	0	0	0	0
Totals	47	1102	0	2832

ERTC				
Class Hours	Number of Classes	Number of Students	# of Students Housed	Total Hours of Instruction
200 Hour	4	93	1	800
120 Hour	5	74	0	600
40 Hour	4	31	0	160
24 Hour	2	22	0	48
16 Hour	11	84	0	176
8 Hour	7	34	0	56
4 Hour	0	0	0	0
Totals	33	338	0	1840

WRTC				
Class Hours	Number of Classes	Number of Students	# of Students Housed	Total Hours of Instruction
200 Hour	4	130	0	800
120 Hour	5	111	0	600
40 Hour	5	75	0	200
32 Hour	1	19	0	32
24 Hour	0	0	0	0
16 Hour	12	194	0	192
8 Hour	10	90	0	80
4 Hour	13	100	0	52
Totals	50	719	0	1956

SRTC				
Class Hours	Number of Classes	Number of Students	# of Students Housed	Total Hours of Instruction
200 Hour	2	49	0	400
120 Hour	6	80	0	720
40 Hour	2	13	0	80
32 Hour	1	5	0	32
24 Hour	1	9	0	24
16 Hour	11	122	0	176
12 Hour	1	10	0	12
8 Hour	27	191	0	216
4 Hour	7	53	0	28
Totals	58	532	0	1688



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 2017 are available upon request