2019
Division of Corrections Training
Program Catalog

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Mission Statement

The mission of the Division of Corrections Training is 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"

The Staff of the Division of Corrections Training is committed to:

Quality Programs

Providing consistent and current information to participants in a safe and effective learning environment.

Professionalism

Setting a positive example, promoting teamwork and sharing information through effective communication.

Responsiveness

Providing diverse programs which meet the needs of participants.

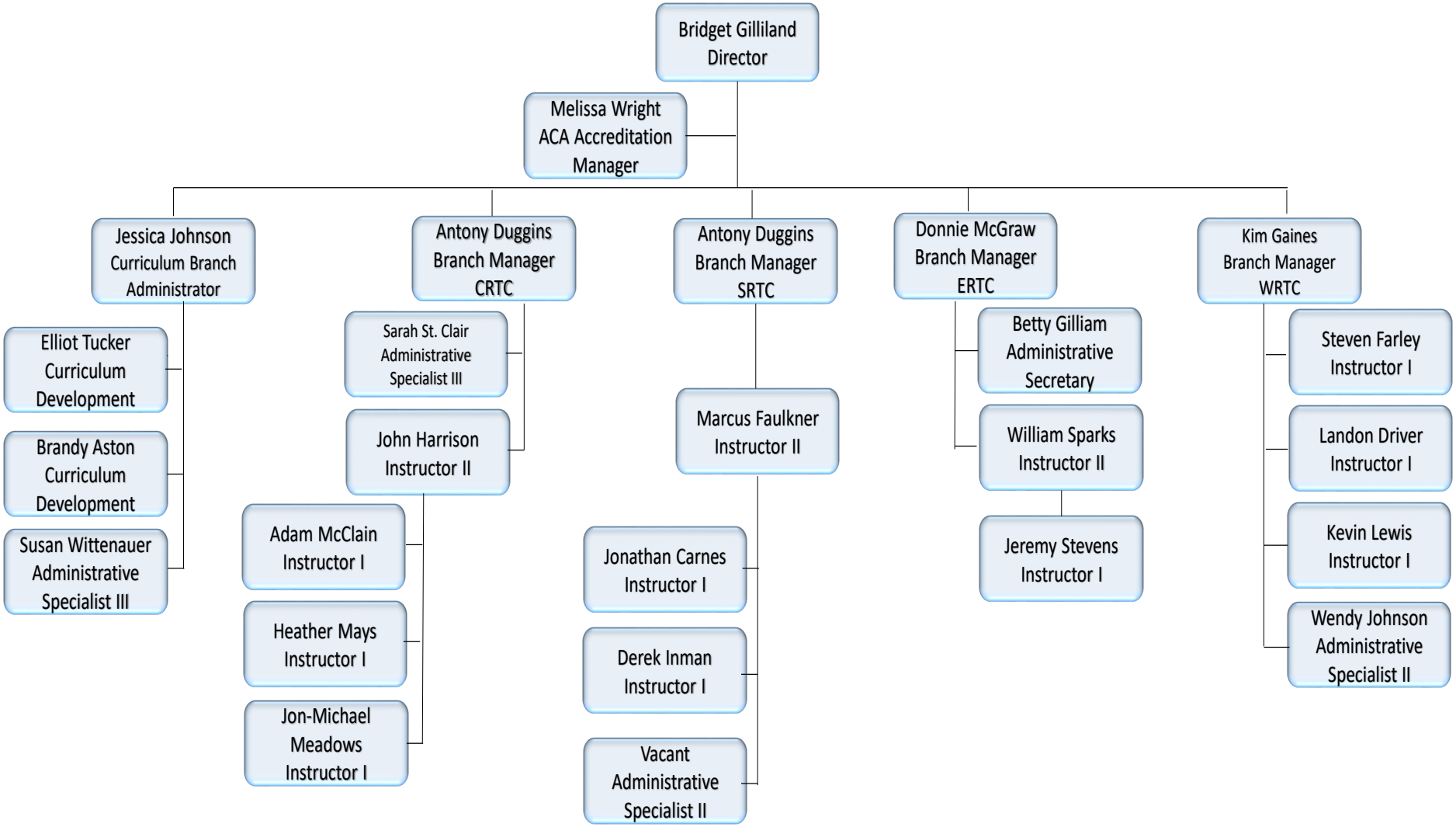
Respect

T*reating participants with fairness, equality, integrity and value.*

Standards of Practice

Practicing professionally established requirements of excellence.

Division of Corrections Training Organization Chart



General Information

Harold E. Black Training Center (CRTC) 502-225-9755	S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628	John D. Rees Training Facility (SRTC) 859-239-7012 Ext 2092	Bill Cunningham Training Facility (WRTC) 270-388-0241

Rules and Regulations for Students:

This Division has a written Code of Conduct which defines the accepted standards for all students. Any breach of this code may result in disciplinary action including dismissal from the training program. The Rules and Regulations will be made available to each student at the start of each program.

Dress Code:

Students are expected to wear their normal work attire in accordance with CPP 3.10 (Non-uniformed staff) and CPP 3.17 (Uniformed staff) when attending training programs, unless advised otherwise by staff.

Restricted Items:

Loaded weapons, live ammunition, chemical agents or restraint devices of any kind are not permitted at the training centers or designated training site without permission of the Director of Corrections Training.

Cell Phones and Radios:

Cell phones are not permitted on institutional grounds or inside training centers; they are to be kept inside a vehicle. Radios are to be turned off or set to non-audible signal in class, consistent with departmental policies. The telephone number of the training site will be provided to participants.

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Class Times:

Class times vary by region. Please contact your Regional Training Center for more information.

Changes/Additions/Revisions:

The program catalog is updated as necessary on the DCT webpage. https://corrections.ky.gov/divisions/training/pages/default.aspx

Registration and Cancellations:

It is mandatory to register for classes by contacting your Regional Training Center/Facility or through established methods at your work site. If you are registered for a training program, you are expected to attend. The training center/facility should be notified as soon as possible of any cancellations. If a program is cancelled, registered students will be notified.

Inclement Weather/Holidays:

Classes will not be cancelled due to inclement weather, unless approved by the Governor's Office. Some classes are scheduled and conducted during state holidays.

General Information

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Tobacco Products:

The use of tobacco products is not allowed on institutional grounds.

Emergency Procedures:

Corrections Training has detailed Emergency Plans that are designed for the safety and protection of everyone. In the event of an emergency, follow the directions of the training instructor who will implement the plan when needed.

EEO Statement:

The Commonwealth of Kentucky does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation or gender identity, ancestry, age, disability, political affiliation, genetic information or veteran status in accordance with state and federal laws.

ADA:

Corrections Training complies with the regulations and requirements of the Americans with Disabilities Act and will provide reasonable accommodations to anyone making such needs known to us.

The Division of Corrections Training

Directors Office

Bridget Gilliland

Director

Melissa Wright

ACA Accreditation Manager

The Curriculum Branch

Program Administrator

Jessica Johnson

Instructor/Coordinator I

Brandy Aston

Instructor/Coordinator I

Elliot Tucker

Administrative Specialist III

Susan Wittenauer

Harold Black Training Center
(CRTC)

Antony Duggins, Branch Manager

Sarah St. Clair, Administrative Specialist III

P.O. Box 69 (Mailing)

4000 Morgan Road (Physical)

LaGrange, Kentucky 40031

502-225-9755

Branch Manager

Antony Duggins

Instructor/Coordinator II

John Harrison

Instructor/Coordinator I

Adam McClain

Instructor/Coordinator I

Heather Mays

Instructor/Coordinator I

Jon-Michael Meadows

Administrative Specialist III

Sarah St. Clair

S.T. Wright, Jr. Training Facility (ERTC)

Donnie McGraw, Branch Manager

Betty Gilliam, Administrative Secretary

P.O. Box 87 (Mailing)

505 Prison Connector Road (Physical)

Sandy Hook, Kentucky 41171

606-738-4628

Branch Manager

Donnie McGraw

Instructor/Coordinator II

William Sparks

Instructor/Coordinator I

Jeremy Stevens

Administrative Secretary

Betty Gilliam

John D. Rees Training Facility (SRTC)

Antony Duggins, Branch Manager

Marcus Faulkner Instructor II

Vacant, Administrative Specialist II

710 Walter Reed Road

Danville, Kentucky 40422

859-239-7012

Ext 2092

Branch Manager

Antony Duggins

Instructor/Coordinator II

Marcus Faulkner

Instructor/Coordinator I

Jonathan Carnes

Instructor/Coordinator I

Derek Inman

Bill Cunningham Training Facility (WRTC)

Kim Gaines, Branch Manager

Wendy Johnson, Administrative Specialist II

P.O. Box 570 (Mailing)

374 New Bethel Road (Physical)

Fredonia, Kentucky 42411

270-388-0241

Branch Manager

Kim Gaines

Instructor/Coordinator I

Landon Driver

Instructor/Coordinator I

Kevin Lewis

Instructor/Coordinator I

Steve Farley

Administrative Specialist II

Wendy Johnson

Where Do I Receive Training?

Adult Institutional Staff

Harold E. Black Training Center (CRTC) 502-225-9755	**S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628**	**John D. Rees Training Facility (SRTC) 859-239-7012 Ext 2092**	**Judge Bill Cunningham Training Facility (WRTC) 270-388-0241**
Kentucky Correctional Institution for Women	Eastern Kentucky Correctional Complex	Bell County Forestry Camp	Green River Correctional Complex
Kentucky State Reformatory		Blackburn Correctional Complex	Kentucky State Penitentiary
Luther Luckett Correctional Complex	Little Sandy Correctional Complex	Northpoint Training Center	Ross Cash Correctional Center
Roederer Correctional Complex			Western Kentucky Correctional Complex

Where Do I Receive Training?

Probation & Parole Districts

Harold E. Black Training Center (CRTC) 502-225-9755		S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628	John D. Rees Training Facility (SRTC) 859-239-7012 Ext 2092		Bill Cunningham Training Facility (WRTC) 270-388-0241
District 4	District 17	District 8*	District 3	District 14*	District 1
District 7	District 18	District 10*	District 5*	District 20	District 2
District 8*	District 19	District 11	District 6		District 3
District 12*		District 15*	District 8*		District 5*
District 14*			District 9		District 13
District 15*			District 10*		
District 16			District 12*		

* Asterisk denotes split District due to geographical location

Where Do I Receive Training?

Corrections Center, Detention Center or Jail

Harold E. Black Training Center (CRTC) 502-225-9755				
Bath	Carroll	Harrison	Montgomery	Robertson
Boone	Fleming	Henry	Nicholas	Scott
Bourbon	Franklin	Jefferson	Oldham	Shelby
Bracken	Gallatin	Kenton	Owen	Trimble
Campbell	Grant	Mason	Pendleton	

S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628				
Boyd	Greenup	Leslie	Menifee	Wolfe
Breathitt	Harlan	Letcher	Morgan	
Carter	Johnson	Lewis	Perry	
Elliott	Knott	Magoffin	Pike	
Floyd	Lawrence	Martin	Rowan	

Where Do I Receive Training?

Corrections Center, Detention Center or Jail

John D. Rees Training Facility (SRTC) 859-239-7012				
Adair	Clinton	Jessamine	McCreary	Russell
Anderson	Cumberland	Knox	Mercer	Spencer
Bell	Estill	LaRue	Metcalfe	Taylor
Boyle	Fayette	Laurel	Nelson	Washington
Bullitt	Garrard	Lee	Owsley	Wayne
Casey	Green	Lincoln	Powell	Whitley
Clark	Hardin	Madision	Pulaski	Woodford
Clay	Jackson	Marion	Rockcastle	

Bill Cunningham Training Facility (WRTC) 270-388-0241				
Allen	Christian	Hancock	Lyon	Ohio
Ballard	Crittenden	Hart	Marshall	Simpson
Barren	Daviess	Henderson	McLean	Todd
Breckinridge	Edmonson	Hickman	McCracken	Trigg
Butler	Fulton	Hopkins	Meade	Union
Caldwell	Graves	Livingston	Monroe	Warren
Calloway	Grayson	Logan	Muhlenberg	Webster
Carlisle				

Program Reviews

The Program Review is designed to review program materials with all Institutional Training Coordinators, Deputy Jailer Trainers, and Firearms Instructors. All trainers responsible for teaching the programs listed below will need to be present at the training center in order to receive program training materials. This practice is in accordance with ACA Standard 1-CTA-1A-14.

Institutional Pre-Service Academy	Institutional In-Service Training	Deputy Jailer In-Service Training
January 23 at CRTC	TBD	TBD

Institutional Pre-Service Academy

2018 DCT Academies are a **five week (200 Hour)** programs for newly hired staff: The program is broken down into 5 phases. **Phase I – Introduction to Corrections (40 Hours), Phase II – IV Intro to Security (120 Hours), Phase V – Intro to Weapons Security (40 Hours).** Training will be conducted regionally following the completion of Computer Based Training (CBT) and New Employee Orientation. Employees must successfully complete CBT and New Employee Orientation at the hiring facility prior to enrollment. Start times vary; contact your Regional Training Center for details.

		Harold E. Black Training Center (CRTC) 502-225-9755		**S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628**		**John D. Rees Training Facility (SRTC) 859-239-7012 Ext 2092**		**Bill Cunningham Training Facility (WRTC) 270-388-0241**
1	Phase 1 Phase 2 Phase 3 Phase 4 Phase 5	January 7–11 January 14- 18 January 21– 25 January 28– February 1 February 4– 8	1	January 7–11 January 14- 18 January 21– 25 January 28– February 1 February 4– 8	1	January 7–11 January 14- 18 January 21– 25 January 28– February 1 February 4– 8	1	Held at WRTC & GRCC January 7–11 January 14- 18 January 21– 25 January 28– February 1 February 4– 8
2	Phase 1 Phase 2 Phase 3 Phase 4 Phase 5	February 11—15 February 18-22 February 25—March 1 March 4–8 March 11– 15	2	February 18—22 February 25—March 1 March 4—8 March 11—15 March 18—22	2	February 25—March 1 March 4—8 March 11—15 March 18—22 March 25—29	2	Held at WRTC & GRCC February 18—22 February 25—March 1 March 4—8 March 11—15 March 18—22
3	Phase 1 Phase 2 Phase 3 Phase 4 Phase 5	March 25– 29 April 1—5 April 8-12 April 15—19 April 22—26	3	April 1—5 April 8-12 April 15—19 April 22—26 April 29—May 3	3	April 8-12 April 15-19 April 22—April 26 April 29—May 3 May 6—10	3	Held at WRTC & GRCC April 8-12 April 15-19 April 22—April 26 April 29—May 3 May 6—10

Institutional Pre-Service Academy

		Harold E. Black Training Center (CRTC) 502-225-9755		S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628		John D. Rees Training Facility (SRTC) 859-239-7012 Ext 2092		Bill Cunningham Training Facility (WRTC) 270-388-0241
4	Phase 1	April 29—May 3	4	May 13—17,	4	May 20-May 24	4	May 20-May 24
	Phase 2	May 6—10		May 20—24		May 27-31		May 28-31 (10 hr days)
	Phase 3	May 13—17		May 27—May 31		June 3—7		June 3—7
	Phase 4	May 20—24		June 3—7		June 10—14		June 10—14
	Phase 5	May 27—31		June 10-14		June 17-21		June 17-21
5	Phase 1	June 3—7	5	July 1-5	5	July 22—26	5	July 8—12
	Phase 2	June 10—14		July 8—12		July 29—August 2		July 15—19
	Phase 3	June 17—21		July 15—19		August 5—9		July 22—July 26
	Phase 4	June 24—28		July 22-26		August 12—16		July 29—August 2
	Phase 5	July 1—5		July 29—August 2		August 19—23		August 5—9
6	Phase 1	July 15—19	6	August 12—16	6	August 26—30	6	August 26—30
	Phase 2	July 22—26		August 19—23		September 2—6		September 3—6 (10 hr days)
	Phase 3	July 29—August 2		August 26—30		September 9—13		September 9—13
	Phase 4	August 5—9		September 2-6		September 16—20		September 16—20
	Phase 5	August 12—16		September 9—13		September 23—27		September 23—27
7	Phase 1	August 19—23	7	September 23—27	7	September 30-Oct 4	7	September 30-Oct 4
	Phase 2	August 26—31		September 30—Oct 4		October 7-11		October 7-11
	Phase 3	September 2—6		October 7-11		October 14—18		October 14—18
	Phase 4	September 9—13		October 14-18		October 21—25		October 21—25
	Phase 5	September 16—20		October 21-25		October 28—November 1		October 28—November 1

Institutional Pre-Service Academy

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8	Phase 1 Phase 2 Phase 3 Phase 4 Phase 5	September 23—27 September 30—Oct 4 October 7—11 October 14—18 October 21—25	8	November 4—8 November 11—15 November 18—22 December 2—6 December 9—13	8	November 4—8 November 11—15 November 18—22 December 2—6 December 9—13	8	November 4—8 November 11—15 November 18—22 December 2—6 December 9—13
9	Phase 1 Phase 2 Phase 3 Phase 4 Phase 5	November 4—8 November 11—15 November 18—22 December 2—6 December 9—13	9		9		9	
10	Phase 1 Phase 2 Phase 3 Phase 4 Phase 5		10		10		10	

Probation and Parole Pre-Service Academy

This is a five week course (200) for newly hired probation and parole staff. Training is conducted at Central Region Training Center (CRTC) following the completion of Phase I (Computer Based Training (CBT) and New Employee Orientation). The employee must successfully complete Phase I at the hiring facility/district prior to enrolling in Phase II. The KYRAS (Kentucky Risk Assessment System) is a program related to the implementation of a validated risk/needs assessment tool. The program targets the Correctional Program Staff, Case Workers, Unit Directors and Probation and Parole Officers.

Harold E. Black Training Center (CRTC) 502-225-9755					
1	Week 1	Jan 28—February 1	**3**	Week 1	July 29—August 2
	Week 2	February 4—8		Week 2	August 5—9
	Week 3	February 11—15		Week 3	August 12—16
	Week 4	February 18—22		Week 4	August 19—23
	Week 5	February 25—March 1		Week 5	August 26—30
2	Week 1	May 13—17	**4**	Week 1	October 7—11
	Week 2	May 20—24		Week 2	October 14—18
	Week 3	May 28—31		Week 3	October 21—25
	Week 4	June 3—7		Week 4	October 28—November 1
	Week 5	June 10– 14		Week 5	November 4—8

Probation and Parole Officer In-Service

These are (16) hour courses for Probation and Parole Supervisors, Assistant Supervisors, Investigators, Officers and an (8) hour course for Office Support Assistants and Administrative Specialists. These courses focus on professional development and meet the ACA Standards for required topics. Starting times vary; contact Leslie Haun 502-225-9755 ext 525 or your Regional Training Center for class details.

	Harold E. Black Training Center (CRTC) 502-225-9755		**S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628**		**John D. Rees Training Facility (SRTC) 859-239-7012 Ext 2092**		**Bill Cunningham Training Facility (WRTC) 270-388-0241**
1	March 12-13 (Supervisors)	1	April 12 (OSA)	1	July 23-24 July 25-26 (Officers)	1	March 26 - 27 (OSA)
2	March 14-15 (Asst Supervisors)	2	August 6-7 August 8-9 (Officers)	2		2	March 28-29 (Investigators)
3	March 20—21 (Admin Spec)	3		3		3	July 16-17 July 18-19 (Officers)
4	March 22 (OSA)	4		4		4	
5	April 9-10 (Investigators)	5		5		5	
6	October 15-16 October 17-18 (Officers)	6		6		6	

Probation and Parole Officer In-Service

These are (16) hour courses for Probation and Parole Supervisors, Assistant Supervisors, Investigators, Officers and an (8) hour course for Office Support Assistants and Administrative Specialists. These courses focus on professional development and meet the ACA Standards for required topics. Starting times vary; contact Leslie Haun 502-225-9755 ext 525 or your Regional Training Center for class details.

Campbell County Fire Training Center 10 Fire Training Drive Highland Heights, KY 41076 April 15-16 April 17-18	**Daviess County Detention Center** 3733 KY –144 Owensboro, KY 42303 May 7-8 May 9-10
State Fire Rescue Training 45 Gorman Hollow Rd Hazard, KY 41701 June 25-26 June 27-28	**Hal Rogers Training Center** 180 Oak Leaf Lane Somerset, KY 42503 September 10-11 September 12-13
Okolona Fire Department 1714 Rangeland Rd Louisville, KY 40219 July 9-10 July 11-12	**Bowling Green FOP Lodge** 150 Corvette Way Bowling Green, KY 42103 September 24-25 September 26-27
D-17 1407 W. Jefferson St Louisville, KY 40203 April 23-24 April 25-26	**Fayette County Detention Center** 600 Old Frankfort Circle Lexington, KY 40510 May 21-22 May 23-24

Deputy Jailer/Jail Staff Annual In-Service Training

The 2018 Deputy Jailer In-Service Training program provides the trainee with (16) hours of face to face classroom materials covering areas of instruction pertinent to their job duties. There will also be an additional (8) hours of classroom material that can be requested. The (24) hour in-service program will also be available via computer based training (CBT). We are also offering additional electives on the CrimCast Website for your staff to utilize.

In accordance with Kentucky Jail Standards, a newly hired employee is required to receive (4) hours of mental health training during their initial year of employment, with (1) hour of mental health training every year thereafter. These two mental health programs of instruction are available by CBT. Both the classroom instruction and the CBT modules include material approved by the Cabinet for Health and Family Services as set forth in 501 KAR 3:160, Sec. 4 (b).

Harold E. Black **Training Center** **(CRTC)** **502-225-9755**	**S.T. Wright, Jr.** **Training Facility** **(ERTC)** **606-738-4628**	**John D. Rees** **Training Facility** **(SRTC)** **859-239-7012 Ext 2092**	**Bill Cunningham** **Training Facility** **(WRTC)** **270-388-0241**
Campbell County Campbell Co. Fire Training Center 199 Martha Layne Collins Blvd Cold Springs, Kentucky 41076 January 15—16 January 17—18 May 14-15 May 16-17	**Perry County** Area 12 State Fire Rescue Training Center 45 Gorman Hollow Road Hazard, Kentucky 41701 June 17-18 June 19-20	**Adair County** Adair County Courthouse 424 Public Square Columbia, Kentucky 42728 March 19—20 March 21—22 August 13-14 August 15-16	**Barren County** 201 Samson Street Glasgow, KY 42141 February 11-13 **Allen County** 196 W Wood St Scottsville, KY 42164 February 14—15
Campbell County Campbell Co. Fire Training Center 199 Martha Layne Collins Blvd Cold Springs, Kentucky 41076 September 24—25 September 26—27 November 19-20 November 21-22	**S.T. Wright, Jr.** **Training Facility** February 11-12 February 13-14 September 16-17 September 18-19	**Clay County** Clay County Community Center 311 KY-368 Manchester, KY 40962 April 23-24 April 25-26	**Warren County** 920 Kentucky Street Bowling Green, Kentucky 42101 February 27—March 1 August 19-21
		Bell County Bell-Whitley Community Action Agency 129 North Pine Street Pineville, Kentucky 40977 July 16—17 July 18—19	**Calloway County** Location TBD April 1—3

Deputy Jailer/Jail Staff Annual In-Service Training

The 2018 Deputy Jailer In-Service Training program provides the trainee with (16) hours of face to face classroom materials covering areas of instruction pertinent to their job duties. There will also be an additional (8) hours of classroom material that can be requested. The (24) hour in-service program will also be available via computer based training (CBT). We are also offering additional electives on the Crimcast Website for your staff to utilize.

In accordance with Kentucky Jail Standards, a newly hired employee is required to receive (4) hours of mental health training during their initial year of employment, with (1) hour of mental health training every year thereafter. These two mental health programs of instruction are available by CBT. Both the classroom instruction and the CBT modules include material approved by the Cabinet for Health and Family Services as set forth in 501 KAR 3:160, Sec. 4 (b).

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		Lee County Three Forks Regional Jail 2221 Fairground Ridge Rd Beattyville, KY 41311 October 22-23 October 24-25	**Logan County** Logan County Jail 304 West 3rd Street Russellville, Kentucky 42276 April 8-10 July 8-10
			Fulton County Fulton County Detention Center 2010 South Seventh Street Hickman, Kentucky 42050 May 20-22 October 1-3
			Marshall County 54 Judicial Dr Benton, KY 42025 August 12-13 August 14-15

Additional Training Opportunities for Jail Staff

CRIMCAST

We will work with your designated Administrator to ensure your CrimCast needs are addressed. Please contact our CrimCast Team Member listed below to discuss your CrimCast Administrator's specific training needs

Susan Wittenauer 502-225-9755 ext 514

https://kydoc.crimcast.com

Departmental Instructor Programs

Train the Trainer

This program is designed for staff in a position to provide training to other staff. You must have Supervisory approval before registering for this course. Pre-registration is mandatory for this course. Contact the Regional Training Center to pre-register. Class times may vary for each region. This is a (40) hour course and includes some of the following topics:

- Role of the On-Site Trainer
- How Adults Learn
- Needs Assessments and Learning Objectives
- Learning Strategies
- Working With Lesson Plans
- Using A/V Equipment
- Basic PowerPoint
- Presentation and Classroom Management

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May 6-10 October 28-November 1	March 25-29 May 6—10 (EKCC)	February 11-15 July 15-19	June 24-28 December 16-20

Departmental Instructor Programs

Corrections Defensive Tactics—Instructor

Corrections Defensive Tactics (CDT) is a (16) hour certification course. Instructor certification training is designed to deliver instruction in controlling non-compliant subjects by utilizing body positioning, movement, momentum and joint manipulation. Instructors ***must*** re-certify every two years by completing the full (16) hour course.

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TBD	TBD	TBD	TBD

Departmental Instructor Programs

Less Lethal Instructor Course

Less-Lethal Instructor course is a 32 hour course comprised of four (8) hour instructor level courses covering OC Aerosols, Specialty Impact, Chemical Munitions and Distraction Devices. The student will acquire a general working knowledge of Defense Technology products, both technically and tactically, along with the skills necessary to conduct in-service training. The Less-Lethal Instructor Certification Course is valid for three years from the testing date which allows the student to provide in-service user training within their department upon certification.

Harold E. Black Training Center (CRTC) 502-225-9755	**S.T. Wright J.R. Training Facility (ERTC) 606-738-4628**	**John D. Rees Training Facility (SRTC) 859-239-7012 Ext 2092**	**Bill Cunningham Training Facility (WRTC) 270-388-0241**
September 3-6	June 24-27	May 14-17	February 18-21

Departmental Instructor Programs

Departmental Taser Conducted Electrical Weapon (CEW) Instructor Course

This course provides the basic operational theory and practical training to instruct users to reasonably, safely and effectively operate TASER CEW's. This course covers the TASER X26, X26P and X2 CEW's and will certify those who successfully complete the course as TASER Instructors for (2) years. This is a (16) hour course which will allow students to become departmental TASER Instructors. Once certified, they will be allowed to train departmental staff as end-users. Topics covered include:

- TASER Technology
- Neuro-Muscular Incapacitation
- Medical and Safety Information
- Voluntary Exposures
- Legal Issues
- TASER CEW's
- Power Sources
- Cartridges
- TASER CAM and TASER CAM HD
- Tactical Considerations
- Targeting
- Risks Associated with CEW Use
- Probe Deployment and Drive Stun
- Probe Removal
- Policy Considerations
- Post Incident Considerations

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March 20-21	October 29-30	April 24-25	February 13-14 November 26-27

Departmental Instructor Programs

Firearms Instructor Course

This course was updated in 2014. It is at a minimum a (16) hour or up to a maximum of (40) hour course that is designed to develop the already established shooter into a firearms instructor for your Institution, District, Corrections Center, Detention Center or Jail. ***This course is not for the new or novice shooter who may lack the skill or ability to convey firearms instruction in a proficient manner***. All students must attend the first day of instruction. Day 2—Semi-Auto Certification, Day 3— Shotgun and Rifle Certification and Day 4—40 MM Certification.

Harold E. Black Training Center (CRTC) 502-225-9755	**S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628**	**John D. Rees Training Facility (SRTC) 859-239-7012 Ext 2092**	**Bill Cunningham Training Facility (WRTC) 270-388-0241**
March 18-21	August 5-9	April 1-4	May 13-16

Departmental Certification and Recertification Courses

Firearms Instructor Annual Re-Qualification

This is an 8-hour course and must be completed annually by all Department of Corrections Firearms Instructors.

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June 3	July 8	June 10	March 25
June 10 (P & P Only)	July 10	June 11	March 26
July 10	July 11	June 12	March 27
July 11	July 12	June 13	March 28
September 9		June 14	March 29
September 10		July 15 (Bell County)	July 3
September 11			July 5
September 12			
September 13			

Departmental Certification and Recertification Courses

Taser End User Certification

This course is a one day, (8) hour, Basic End-User Course which will allow an individual to be certified as a TASER user for a period of one year. Annual recertification is required.

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Upon Request	Upon Request	Upon Request	Upon Request

Departmental Certification and Recertification Courses

Taser End User – Recertification

This is a (4) hour TASER user recertification course. This course will allow those previously certified to maintain their TASER End User Certification for an additional year.

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Upon Request	Upon Request	Upon Request	Upon Request

Departmental Certification and Recertification Courses

Nova Electronic Riot and Capture Shields/
Remotely Activated Custody Control Belt (RACC)

This course will provide the student with training and certification in the use of NOVA Riot and Capture Shields, and the NOVA Remotely Activated Custody Control (RACC) Belt. This is an (8) hour course; (4) hour block of instruction on NOVA Stun Shield and (4) hour block of instruction on NOVA RACC Belt. You have the option of attending one or both blocks of instruction.

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March 8	TBD	TBD	TBD

Oleoresin Capsicum End-User

This module follows the classroom introduction and instruction on the use of Oleoresin Capsicum (OC) aerosol. Staff members will receive two techniques of exposure- Level 1 and Level 1 Modification exposure to familiarize staff members with the effects of OC. The trainees will demonstrate proper use of the projector and proper aftercare procedures. This is a (3) hour course.

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TBD	TBD	At Adair County March 18 At Adair County August 12 At Lee County October 21	TBD

Emergency Response Training

Basic C.E.R.T. and CNT Training

The Institutional CERT Basic Training schedule was expanded in 2014. The training will continue to include hands-on instruction in team tactics such as riot control formations, use of baton, use of shotgun, escape response, and simulated emergency situations. The expanded schedule will also include basic user certification with numerous less lethal weapons systems to include Oleoresin Capsicum, Distraction Devices, Chemical Munitions, Specialty Impact Munitions and the 40mm Launcher. This is a five-day, (40) hour course.

WHFRTC **502-225-9755**
March 18-22
September 16-20

CNT **BASIC ACADEMY**
September 30—October 4

Emergency Response Training

Jail C.E.R.T.

The Jail CERT Basic Training schedule was expanded in 2014. Training will continue to include instruction of hands-on team tactics specific to jail needs. The expanded schedule will also include basic user certification with numerous less lethal weapons systems to include Oleoresin Capsicum, Distraction Devices, Chemical Munitions, Specialty Impact Munitions and the 40mm Launcher. This is a five-day, (40) hour course. Please see the additional information sheet on the Corrections Training Webpage located at
http://corrections.ky.gov/depts/Training/Pages/default.aspx under Deputy Jailer Information.

Grayson County Detention Center 270-259-3636
July 22—26

Rowan County Detention Center 606 -784-8457
September 30—October 4

Emergency Response Training

Annual C.E.R.T and CNT Training

The Annual C.E.R.T. exercise is an opportunity for C.E.R.T. Teams from across the Commonwealth to train together in one location.

WHFRTC **502-225-9755**
June 24-25
August 12-13

CNT **Annual Conference**
April 23 (Only teams participating in CNT Competition)
April 24-26 Training Conference

Supervisory and Management Training Opportunities

Basic Supervisors Workshop

The Basic Supervisors Workshop has been updated this year with new course topics. This is a (24) hour course that focuses on skill development and management enhancement for the first time supervisor. Some of the topics covered are:

- The Role of the Supervisor
- Personal Accountability
- Managing Work Relationships
- Generations at Work
- Building a Team
- Diversity
- Anti-Harassment
- Stress Management
- K.E.A.P.
- Investigative Interviewing
- Investigation Documentation
- Evidence Preservation
- Employee Performance Evaluation
- Counseling and Discipline
- Supervising Cell Entries

Harold E. Black Training Center (CRTC) 502-225-9755	**S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628**	**John D. Rees Training Facility (SRTC) 859-239-7012 Ext 2092**	**Bill Cunningham Training Facility (WRTC) 270-388-0241**
March 27-29 October 28-30	June 17-19 November 25-27	February 20-22 July 9-11	January 8-10 July 1-3

Supervisory and Management Training Opportunities

Evaluation Training

All evaluators must complete training on the employee performance evaluation system prior to completing performance planning, interim meetings and annual evaluations on eligible employees. The training is designed to ensure that evaluations are completed consistently. Participants must have Supervisory approval before registering. This is a 4 hour course.

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March 29 (12-4) October 30 (12-4)	TBD	TBD	April 4 November 25

Additional Training Opportunities

MyPurpose

We will work with your designated Administrator to ensure your MyPurpose needs are addressed. Please contact one of our MyPurpose Team members listed below to discuss your MyPurpose Administrators specific training needs.

Program Administrator Harold E. Black Training Center (CRTC)	**Curriculum Office Harold E. Black Training Center (CRTC)**	**Harold E. Black Training Center (CRTC)**	**S.T. Wright, Jr. Training Facility (ERTC)**	**John D. Rees Training Facility (SRTC)**	**Bill Cunningham Training Facility (WRTC)**
Jessica Johnson **502-225-9755** **Ext. 512** jessical.johnson@ky.gov	Susan Wittenauer **502-225-9755** **Ext. 514** susan.wittenauer@ky.gov	Sarah St. Clair **502-225-9755** **Ext. 500** sarah.stclair@ky.gov	Betty Gilliam **606-738-4628** **Ext. 1783** bettyg.gilliam@ky.gov	Melissa Wright **859-239-7012** **Ext. 2094** melissa.wright@ky.gov	Wendy Johnson **270-388-0241** **Ext. 2806** wendy.johnson@ky.gov

Additional Training Opportunities

Milo Range

The MILO Range is a training system that offers advanced interactive use of force scenarios for adult institutions, Corrections Emergency Response Teams, city and state police officers, jailers and probation and parole officers. There are also many user defined courses of fire, marksmanship drills and exercises to increase response time and accuracy. This course takes eight (8) hours to complete.

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April 1-5 July 8-12 September 16-20 October 21-25 November 18-22	May 6—10	TBD	June 24-28

Additional Training Opportunities

Office of Diversity, Equality and Training

The Office of Diversity, Equality and Training (ODE&T) provides quality online and classroom training for all Kentucky state government employees. ODE&T also provides services in consultation, performance management and organizational development.

To register for a ODE&T class, you must obtain your supervisor's approval prior to registering for training.

Additional Training Opportunities

Open Records Training

The Open Records course is two hours concerning the handling of open records requests from inmates, employees, and the public. It addresses the general legal requirements for a response to a request including exemptions for withholding a record. The course involves the review of sample requests and the required responses to them. It is appropriate for Offender Information staff who handle open records requests and any backup staff who handle the requests when primary staff is absent. It is also appropriate for anyone who makes decisions concerning the release of records or handles a response to a request including wardens, deputy wardens, unit administrators, PREA compliance staff, HR staff who handle production of personnel files, Business Office staff, CTO, Internal Affairs staff, Medical Records staff, Property Officers who maintain IM property records, District Supervisors, and Assistant District Supervisors. This is a 2 hour course.

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February 21 (10-12)	TBD	TBD	March 20

Additional Training Opportunities

Portion Pac

This two (2) hour course deals with the proper use of Correctpac Products as well as going onto institutional grounds to inspect for obvious sanitation issues that may arise.

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TBD	TBD	TBD	TBD

Additional Training Opportunities

Kentucky Risk Assessment System

KyRAS

This is a 24 hour course that teaches institutional and probation and parole staff how to properly utilize the Kentucky Risk Assessment System. KyRAS is an individualized actuarial tool that is scientifically proven to determine a person's risk to reoffend and criminal risk factors, that when properly addressed, can reduce that persons likelihood of committing future criminal behavior.

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January 14 (Reentry) February 6—8 March 13-15 May 22-24 August 7-9 September 11-13 October 16-18	TBD	TBD	April 9-11 October 1-3

Additional Training Opportunities

Critical Incident Stress Debriefing

CISD

CISD team members shall complete a three day (24 hours) of "Basic Intervention and Debriefing" training conducted by the Kentucky Community Crisis Response Board. There are also quarterly training meetings conducted by the Kentucky Community Crisis Response Board or other designated individuals. To remain an active member of the CISD team each member must attend 8 hours of annual training on the subjects of debriefing, intervention and referral.

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March 22 June 21 September 23	TBD	TBD	TBD

Additional Training Opportunities

Office of Diversity, Equality and Training

The Office of Diversity, Equality and Training Course Catalog, Training Calendar, eLearning course offerings and other ODE&T information is available on the ODE&T site:
https://personnel.ky.gov/Pages/Training.aspx

Additional Training Opportunities

National Institute Of Corrections (NIC)

The National Institute of Corrections is an agency within the U.S. Department of Justice, Federal Bureau of Prisons, and is led by a Director appointed by the U.S. Attorney General. NIC provides training, technical assistance, information services, and policy/ program development assistance to federal, state, and local corrections agencies.

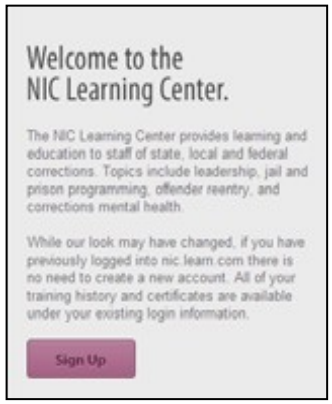
The NIC Online Training Learning Center is available **at no cost** and includes more than 250 self-paced e-courses in corrections, communication, leadership, ethics, computer skills, business writing, and team building. Below you will find instructions for accessing the NIC Training Website.

Steps for Accessing the NIC Training Website

Step 1: Always get your supervisor's permission before accessing any state or federal website for training.

Step 2: Go to the NIC Website – http://nic.learn.com

Step 3: Click on the Sign Up button (as shown in the example below)



Steps Continued on Next Page

Additional Training Opportunities

National Institute Of Corrections (NIC)

Steps for Accessing the NIC Training Website (Continued)

Step 4: Click on the Sign Up button to continue to the registration page.

Step 5: Fill in the fields that have the red * (asterisk), the required fields, and then click >Next Step on the lower right hand of the page

Step 6: Select a Password Recovery option and click save.

Step 7: Click on Catalog - > E-Courses - > Choose your category

Step 8: Start course by selecting "Click Here to Start this Course"

Step 9: Click on the "Click Here to Launch the Course"

Step 10: Click on the "Play the Standard Version of this Course"

Step 11: Choose the Begin Course button in the lower right hand corner of the window

Step 12: Read instructions on screen to start the module.