



2020 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 tasked with planning, coordinating and conducting training for adult institutions, jailers, and the Department of Corrections Central Office.

The DCT develops training curriculum for correctional officers, uniformed supervisors, and non-security staff of the 13 adult Kentucky Correctional Institutions, Central Office, Kentucky Correctional Industries, and annual training for the elected/appointed jailers and their staff within the 120 counties of Kentucky.

Having initially achieved ACA accreditation in 2011, maintaining accreditation is a source of pride for the DCT and the Department of Corrections.

The DCT successfully went through the ACA re-accreditation process in October, 2020 and will appear before the ACA panel virtually on January 26, 2021.

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



TRAINING SYSTEM

Correctional Officer:

A new correctional officer is required to complete Institutional Pre-Service Academy (IPSA) by attending New Employee Orientation (NEO) at the hiring institution. The Institutional Training Coordinator (ITC) oversees NEO instruction, which is equivalent to 40 hours of classroom training, delivered as Computer Based Training (CBT), within the hiring institution's computer lab. After completing NEO, the trainee will complete Phases 1 through 5 of an IPSA at one of the four regional training centers.

Upon completion of NEO and the five phases of IPSA, the new correctional employee returns to the hiring institution for the remainder of their six-month probationary period. Upon return to their institution, the newly trained correctional officer will receive an additional 40 hours of Officer In-Service Training annually.

Adult Institutions, Non-Security:

All non-security staff receive 80 hours training through IPSA and upon returning to the hiring institution, will receive an additional 16 hours of In-Service training annually.

Extra Training Conducted:

The DCT conducted extra training throughout the year. This extra training included: Basic Supervisor Workshop, Train The Trainer, Taser Instructor, Oleoresin Capsicum (OC) end user courses, Less Lethal Instructor courses, Firearms Instructor courses, Corrections Defensive Tactics (CDT) Instructor courses, and CPR/First-Aid.

TRAINING SYSTEM (cont.)

Elected County Jailers and Deputies:

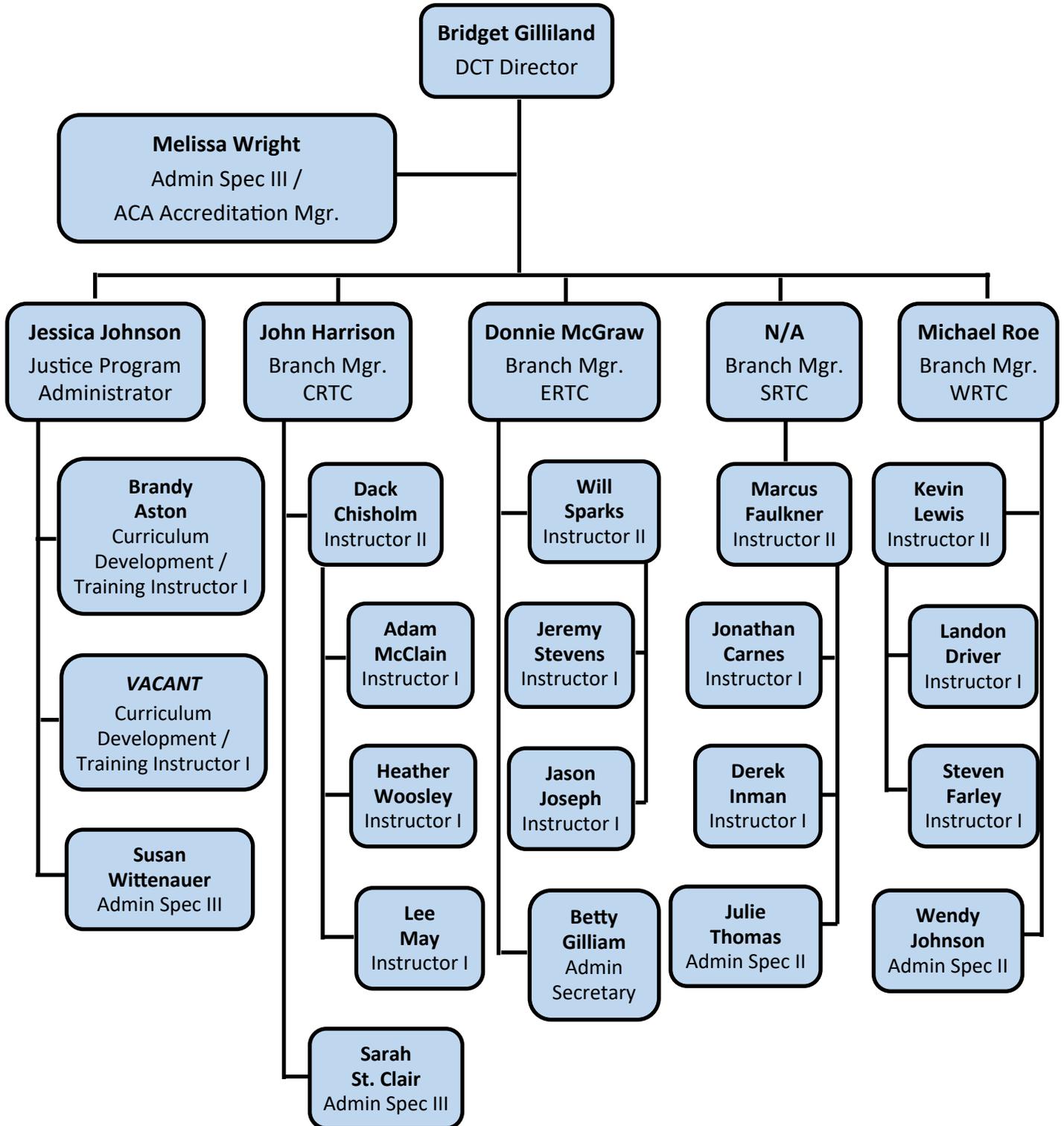
Kentucky Revised Statutes (KRS) 196.070, Duties of the Commissioner of the Department of Corrections Training Programs, KRS 441.055, Regulation of Jails Adoptions and Revision of Standards, and KRS 441.115, Jail Staff Training Program and Jailer's Training Expense Allowance require the DOC to provide a minimum of 40 hours of training annually for the elected/appointed jailers and 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 their staff who have been trained by the DCT to act as adjunct instructors. DCT staff from the four 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 Curriculum Branch staff are usually available at the Kentucky Jailer's Association Conferences, but due to the COVID-19 pandemic, the 2020 conferences were both cancelled.

Central Office Staff:

The DOC training policy, CPP 4.9, was developed to include Central Office staff in the training process. The CBT modules developed for Central Office staff have been reviewed and revised throughout the year.

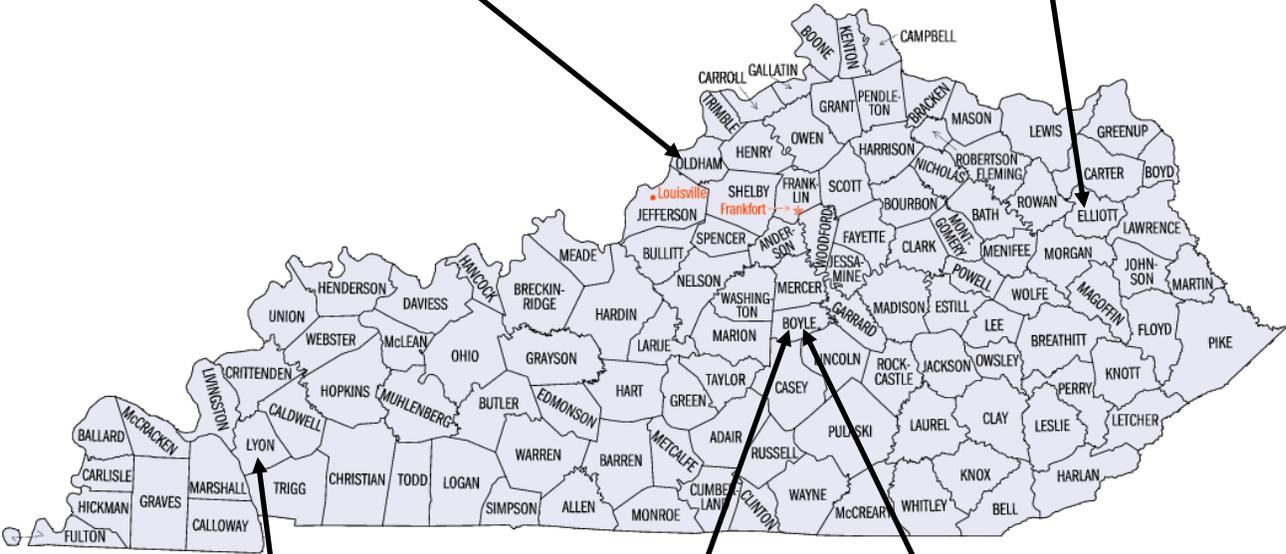
Division of Corrections Training Organization Chart



REGIONAL TRAINING CENTERS

**CENTRAL REGION TRAINING CENTER
CURRICULUM BRANCH
4000 Morgan Rd.
LaGrange, KY. 40032
502-225-9755**

**EASTERN REGION TRAINING CENTER
505 Prison Connector Rd.
Sandy Hook, KY. 41171
606-738-4628**



Director Gilliland's Office

**WESTERN REGION TRAINING CENTER
374 New Bethel Church Rd.
Fredonia, KY. 42411
270-388-0241**

**SOUTHERN REGION TRAINING CENTER
710 Walter Reed Rd.
Danville, KY. 40422
859-239-7012**

DIVISION OF CORRECTIONS TRAINING

Director's Office



The Division of Corrections Training (DCT) Director, Bridget Gilliland, maintains a primary office in Danville, Kentucky at the Southern Region Training Center. This office provides administrative supervision over all DCT operations.

Melissa Wright, Administrative Specialist III and ACA Accreditation Manager, also maintains an office in Danville, Kentucky, alongside Director Gilliland, at the Southern Region Training Center.



Central Region Training Center—Curriculum Branch



Jessica Johnson
Justice Program Administrator



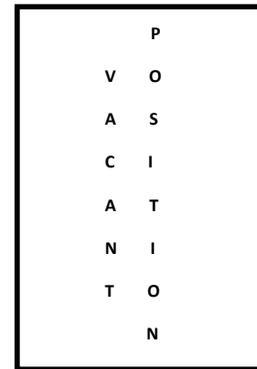
Central Region Training Center (CRTC)
Building #1



Susan Wittenauer
Admin Specialist III



Brandy Aston
Program Development /
Instructor I



Program Development /
Instructor I

The Curriculum Branch is staffed by Jessica Johnson, Program Administrator, Brandy Aston, Program Development/Instructor I, and Susan Wittenauer, Administrative Specialist III. There is currently one vacant Program Development/Instructor I position within the Curriculum Development Branch.

The Curriculum Development Branch is located within CRTC. They are responsible for management of the curriculum development process for adult institutions, Central Office, KY Correctional Industries, jails, CBT modules, the archiving of all departmental curriculum and the daily administration of the DOC's Learning Management System (LMS), MyPURPOSE. This LMS 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 their TRS.

During 2020, the Curriculum Branch, with the assistance of training instructors, has reviewed, revised, and added to the lesson plans of the CBT modules IPSA, Institutional In-Service, Central Office, and Jailers' In-Service.

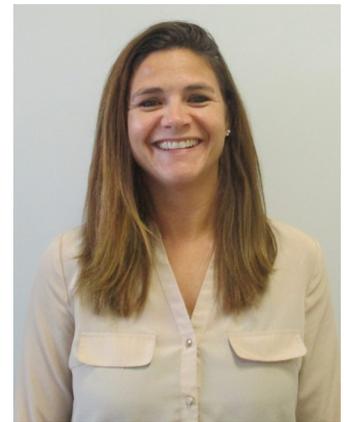
Central Region Training Center



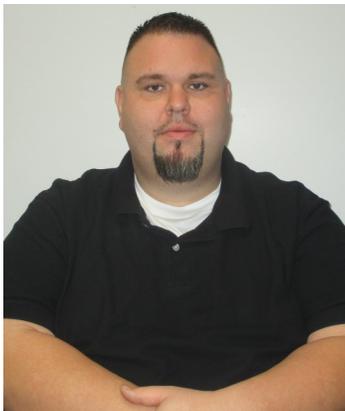
John Harrison
Branch Manager



CRTC, Building #2



Sarah St. Clair
Admin Specialist III



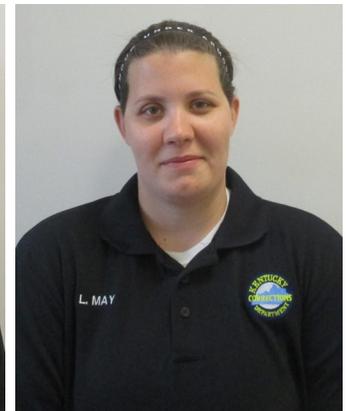
Dack Chisholm
Instructor II



Adam McClain
Instructor I



Heather Woosley
Instructor I



Lee May
Instructor I

CRTC is located between KY State Reformatory (KSR) and Roederer Correctional Complex (RCC) in LaGrange, Kentucky.

CRTC is staffed by John Harrison, Branch Manager, Sarah St. Clair, Administrative Specialist III, Dack Chisholm, Instructor II, and Adam McClain, Heather Woosley, and Lee May, each of whom hold the position of Instructor I.

CRTC provides staff instruction to four adult correctional institutions, including KSR, RCC, LLCC and KCIW. CRTC also provides staff instruction to the elected/appointed jailers and their staff within 24 counties of the Commonwealth.

Eastern Region Training Center



Donnie McGraw
Branch Manager



Eastern Region Training Center (ERTC)



Betty Gilliam
Admin Secretary



Will Sparks
Instructor II



Jeremy Stevens
Instructor I



Jason Joseph
Instructor I

ERTC is located on the grounds of Little Sandy Correctional Complex (LSCC) in Sandy Hook, Kentucky.

ERTC is staffed by Donnie McGraw, Branch Manager, Betty Gilliam, Administrative Secretary, Will Sparks, Instructor II, Jeremy Stevens and Jason Joseph, each of whom hold the position of Instructor I.

ERTC provides staff instruction to three adult correctional institutions, including LSCC, Eastern KY Correctional Complex (EKCC), and the newly opened Southeast State Correctional Complex (SSCC). ERTC also provides staff instruction to the elected/appointed jailers and their staff within 21 counties of the Commonwealth.

Southern Region Training Center



Southern Region Training Center (SRTC)



Julie Thomas
Admin Specialist II



Marcus Faulkner
Instructor II



Jonathan Carnes
Instructor I



Derek Inman
Instructor I

SRTC is located on the grounds of Northpoint Training Center (NTC) in Danville, Kentucky.

SRTC is staffed by Marcus Faulkner, Instructor II, Julie Thomas, Administrative Specialist II, Jonathan Carnes and Derek Inman, each of whom hold the position of Instructor I. SRTC does not currently have a Branch Manager position; those duties are presently covered by Marcus Faulkner, Instructor II.

SRTC provides staff instruction for three correctional institutions, including NTC, Bell County Forestry Camp (BCFC), and Blackburn Correctional Complex (BCC). SRTC also provides staff instruction to the elected/appointed jailers and their staff within 39 counties of the Commonwealth.

Western Region Training Center



Michael Roe
Branch Manager



Western Region Training Center (WRTC)



Wendy Johnson
Admin Specialist II



Kevin Lewis
Instructor II



Landon Driver
Instructor I



Steven Farley
Instructor I

WRTC is located on the grounds of Western KY Correctional Complex (WKCC) in Fredonia, Kentucky.

WRTC is staffed by Michael Roe, Branch Manager, Wendy Johnson, Administrative Specialist II, Kevin Lewis, Instructor II, and Landon Driver and Steven Farley, each of whom hold the position of Instructor I.

WRTC provides staff instruction to three adult correctional institutions, including WKCC, KY State Penitentiary (KSP), and Green River Correctional Complex (GRCC). WRTC also provides staff instruction to the elected/appointed jailers and their staff within 36 counties of the Commonwealth.

DIVISION OF CORRECTIONS TRAINING

Year-End Review

Oleoresin Capsicum (OC) curriculum was updated to include not only the .2% Level 1 Exposure but also the 1.3% area saturation. DCT purchased tents for use in the area saturation portion of training.

Due to the COVID-19 pandemic it became necessary to make adjustments to the classes and academies offered by the DCT. The 5 Phase IPSA was condensed, with Phases 1 and 2, with the exception of OC and CPR, being converted to computer-based modules led and monitored by Institutional Training Coordinators (ITC). Regional trainers assist ITCs with the hands-on training of CPR/First-Aid. The remaining 3 Phases were condensed to 10-hour days, 4-day weeks with instructors holding smaller classes at the hiring institutions rather than all students traveling to one training center. Other smaller classes were conducted for recertification of Firearms Instructors and Basic Supervisor Workshop. Virtual training was also utilized as a Train the Trainer course was conducted via Zoom. Protocols were put in place for face-to-face training to ensure the safety of students and trainers. Protocols include pre-entry temperature taking, classroom seating spaced 6 ft. apart, masks and gloves required for both students and trainers, sanitizer made available in all teaching areas and social distancing to be maintained, even during lunch and breaks.

Instructor II, Kevin Lewis with the Western Region Training Center completed MASTER TASER Instructor Certification in September, 2020.

As per ACA requirements, both the Corrections Policy and Procedures and Training Policy and Procedures were reviewed.

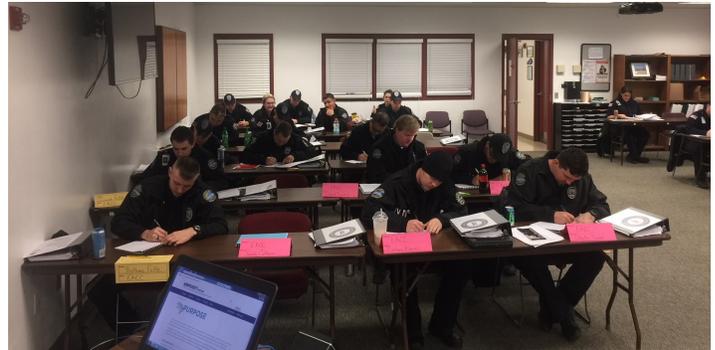
July 7-9, 2020 the DCT took part in the first virtual ACA mock audit. Auditors were provided flash drives containing the DCT electronic files, with reference materials. All meetings were held via ZOOM and auditors were provided contact numbers for staff to conduct interviews.

Mid-July 2020, DCT regional instructors traveled to Jenny Wiley State Resort Park to begin Pre-Service Academies for the soon to open Southeast State Correctional Complex (SSCC). Instructors from each of the four training centers participated, with SRTC Instructors taking lead. Multiple academies were held prior to the September opening of SSCC.

October 1-2, 2020 the DCT went through the ACA reaccreditation process. The DCT staff did an excellent job working together in the preparation for reaccreditation and ACA auditors were very complementary of both the staff and electronic presentation of files. The DCT received a score of 100 % and will meet with the ACA Panel virtually, due to COVID-19 protocols, on January 26, 2021.

2020 PICTORIAL REVIEW

Pre-COVID 19



2020 PICTORIAL REVIEW

Post-COVID 19



YEARLY TRAINING STATISTICS

On the following pages, you will find the yearly training statistics depicted in chart form and statistical breakdowns as required by the following 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 ongoing formal evaluation of all pre-service, in-service, and specialized training programs and completes an annual written evaluation report.

Adult Correctional Institutions

5-ACI-1D-05

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.

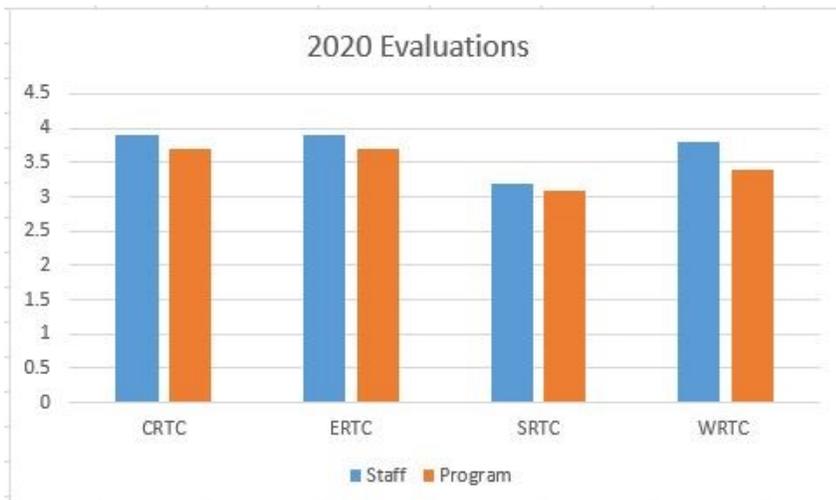
Correctional Training Academies

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.

2020 EVALUATION AVERAGES BY TRAINING CENTER

CRTC	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Staff	3.8	3.7	3.8	4.3	3.8	3.9	3.9	3.9	3.9	3.9	3.9	3.9	3.90
Program	3.4	3.4	3.7	4	3.6	3.7	3.6	3.7	3.7	3.8	3.6	3.7	3.70
ERTC	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Staff	3.7	3.8	3.8	3.9	3.6	3.8	4.1	4.1	3.9	3.9	4	3.8	3.90
Program	3.7	3.6	3.7	3.7	3.5	3.6	4.1	3.9	3.6	3.9	3.9	3.7	3.70
SRTC	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Staff	3.8	4	3.7	3.7	4.1	3.9	0	4.1	4	3.9	3.8	0	3.20
Program	3.8	3.5	3.6	3.6	4.1	3.8	0	3.6	4	3.7	3.6	0	3.10
WRTC	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTAL
Staff	4	3.9	4	4.1	4.2	4	4.3	4.1	3.8	4.2	0	4.5	3.80
Program	3.9	3.7	3.9	3.9	3.7	3.7	4.2	3.7	3.6	4.1	0	4.4	3.40



Staff Total	3.7
Program Total	3.5

Evaluations reflect scoring by training participants at the completion of their training. These evaluations are based on two different evaluation styles with one having a scale with 5 being **excellent** and 1 being **poor**, and the newer one having a scale with 4 being **strongly agree** and 1 being **strongly disagree**. The participants are asked to evaluate both the training that was conducted by DCT staff and the total program curriculum.

Individual training program evaluations for all classes presented in 2020 are available upon request.

2020 ANNUAL CLASSROOM ACTIVITY RERPORT

Department of Corrections Training Lead Classes

Institution/ District	CRTC	ERTC	WRTC	SRTC	Total
BCFC	4	1	0	16	21
BCC	6	0	3	65	74
EKCC	8	170	0	0	178
GRCC	3	0	162	0	165
KCIW	95	0	0	0	95
KSP	6	0	165	0	171
KSR	149	0	0	0	149
LAC	0	7	0	0	7
LLCC	147	0	0	0	147
LSCC	11	108	0	0	119
NTC	6	0	1	141	148
RCC	128	0	0	0	128
SSCC	0	121	0	0	121
WKCC	3	0	168	0	171
Central Office	12	0	0	7	19
District 1	11	0	8	1	20
District 2	13	0	6	0	19
District 3	9	0	0	0	9
District 4	10	0	0	0	10
District 5	17	0	0	0	17
District 6	7	0	0	0	7
District 7	15	0	0	0	15
District 8	9	0	0	0	9
District 9	9	0	0	28	37
District 10	5	0	0	0	5
District 11	5	0	0	0	5
District 12	5	0	0	48	53
District 13	12	0	1	0	13
District 14	6	0	0	22	28
District 15	4	0	0	0	4
District 16	12	0	0	0	12
District 17	7	0	0	0	7
District 18	7	0	0	0	7
District 19	11	0	0	0	11
District 20	4	0	0	0	4
District 21	2	0	0	0	2
Jails	60	0	144	2	206
Training	17	0	12	5	34
Other	6	0	0	0	6
TOTALS	841	407	670	335	2253

	CRTC	ERTC	WRTC	SRTC	Total
Totals	841	407	670	335	2253
	CRTC	ERTC	WRTC	SRTC	Total
Total IPSA Training	255	333	177	287	1052
Total Certificates Presented	225	331	158	236	950