



TEAM  
KENTUCKY.  
JUSTICE AND  
PUBLIC SAFETY CABINET



# KENTUCKY DEPARTMENT OF CORRECTIONS



Division of Corrections Training



2023 Program Catalog

# 2023 Program Catalog

TEAM  
KENTUCKY  
JUSTICE AND  
PUBLIC SAFETY CABINET



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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 meets the needs of participants.

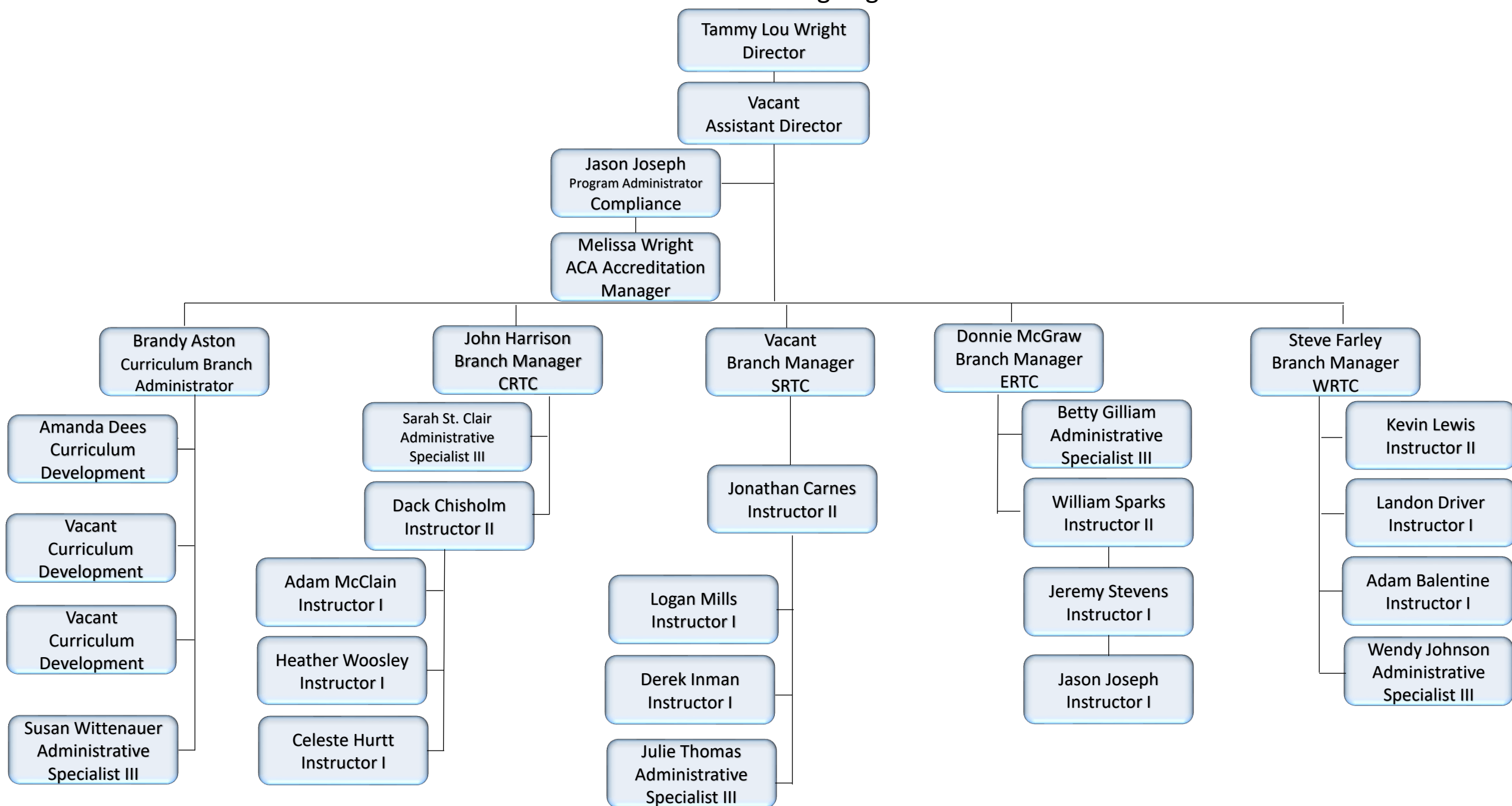
### **Respect**

Treating participants with fairness, equality, integrity and value.

### **Standards of Practice**

Practicing professionally established requirements of excellence.

# Division of Corrections Training Organization Chart





# Regional Training Centers

## General Information

<b>Harold E. Black Training Center</b> (CRTC) 4000 Morgan Rd. LaGrange, Ky 40031 (502) 225-9755	<b>S. T. Wright, Jr. Training Facility</b> (ERTC) 505 Prison Connector Rd. Sandy Hook, Ky 41171 (606) 738-4628	<b>John D. Rees Training Facility</b> (SRTC) 710 Walter Reed Rd. Danville, Ky 40422 (859) 239-7012	<b>Bill Cunningham Training Facility</b> (WRTC) 374 New Bethel Church Rd. Fredonia, Ky 42411
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### 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 is provided to participants for emergency purposes.

### 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.

**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's policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information.

**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 the training staff.

**DIRECTOR-REGIONAL TRAINING  
CENTERS - CURRICULUM.COMPLIANCE.**



# **Meet Our Staff**

We are here to help!

# Director's Office



**Tammy Lou Wright**  
Director



**Jason Joseph**  
Program Administrator/  
Compliance



**Melissa Wright**  
Administrative Specialist III

# Curriculum Branch



**Brandy Aston**  
Program Administrator



**Amanda Dees**  
Instructor/Coordinator II



**Susan Wittenauer**  
Administrative Specialist III



# Harold Black Training Center (CRTC)



**John Harrison**  
Branch Manager



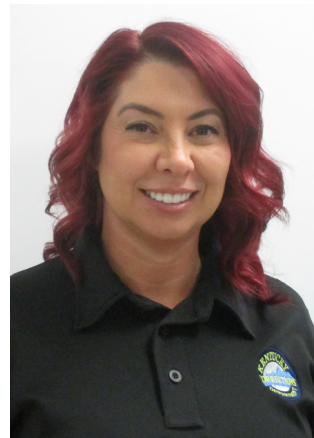
**Dack Chisholm**  
Instructor/  
Coordinator II



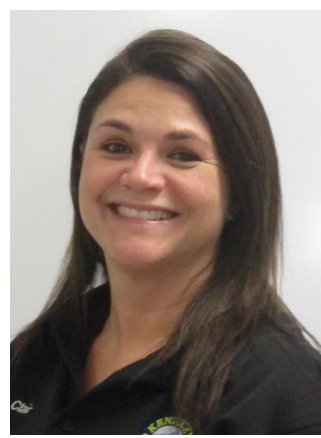
**Adam McClain**  
Instructor/  
Coordinator I



**Heather  
Woosley**  
Instructor/  
Coordinator I



**Celeste Hurtt**  
Instructor/  
Coordinator I



**Sarah St.Clair**  
Administrative  
Specialist III

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



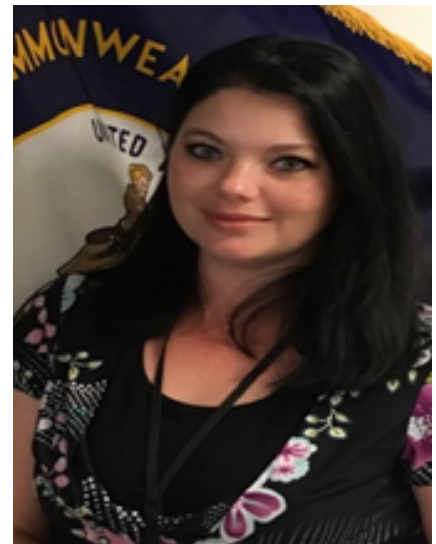
**Donnie McGraw**  
Branch Manager



**Jeremy Stevens**  
Instructor/  
Coordinator I



**William Sparks**  
Instructor/  
Coordinator I



**Betty Gilliam**  
Administrative  
Specialist III

# John D. Rees Training Facility (SRTC)



**Jonathan Carnes**  
Instructor/  
Coordinator II



**Derek Inman**  
Instructor/  
Coordinator I



**Logan Mills**  
Instructor/  
Coordinator I



**Julie Thomas**  
Administrative Specialist III

# Bill Cunningham Training Facility (WRTC)



**Steve Farley**  
Branch Manager



**Kevin Lewis**  
Instructor/  
Coordinator II



**Landon Driver**  
Instructor/  
Coordinator I



**Adam Balentine**  
Instructor/  
Coordinator I



**Wendy Johnson**  
Administrative  
Specialist III



PRESERVICE ACADEMY. TACTICAL.HR.  
LEADERSHIP.SAFETY.TECHNICAL.



# Mandatory Training Courses

Check here to see what training  
courses you will be taking this  
year!



# Adult Institutions

## New Employee Orientation

All new full time employees shall receive forty hours of Orientation training prior to independent assignment on a particular job. This includes 38 hours and 35 minutes of computer based training (CBT) modules and 8 hours of instructor lead training. CBT listing is below.

DOC: IPSA New Employee Orientation (NEO)-32 hours 30 minutes	
Personnel Processing	Communicating with Deaf and Hard of Hearing Inmates
Code of Ethics, Professionalism, & Standards of Conduct	Drug Awareness-ID & Usage
Tour of Kentucky Adult Institutions with Sustainability	Guide to Performance Management for Employees 3.0
CPP, IPP, and ACA Standards	Mental Health & Suicide Prevention
Intro to Sexual Harassment & Anti-Harassment	Radiation Safety Awareness
Medical Emergencies, Infectious Disease, & BPP	Kentucky Employee Assistance Program (KEAP)
Tool and Key Control	Intro to Kentucky Offender Management System (KOMS)
Overview of the Criminal Justice System	COVID-19
Security & Classification of Offenders	Chain of Command
Social & Cultural Lifestyles of Offenders	Crisis De-escalation
Dress Code for Uniformed & Non-Uniformed Staff	Emergency, Fire, & Safety Procedures
Interpersonal Relations & Counseling Techniques	Report Writing
Kentucky Correctional Industries (KCI)	Stress Management
Substance Abuse	Cultural Awareness & Diversity
Staff Sexual Offenses with Offenders & PREA	Employee Awareness
Safe Operation of State Vehicles	Hazard Communication
Changing Lives to Break the Cycle of Crime	Workplace Violence Prevention Awareness Training

Executive Branch Onboarding: New Employee Training-6 hours 5 minutes	
Learning Your Way with Commonwealth U	Overview of the Merit System
Employee Handbook	Security Awareness
Accurate Time Reporting	Sexual Harassment Prevention Made Simple
Active Shooter	KHRIS Employee Self-Service Tutorial
GSC Executive Branch Ethics	Anti-Harassment and Diversity for Onboarding

## Medical & Mental Health Staff

All new Medical & Mental Health staff must complete the following CBT in addition to the courses above.

DOCx: Medical & Mental Health PREA
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## Medical Staff

DOCx: Medical Taser Probe Removal
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# Institutional Pre-Service Academy

The Institutional Pre-Service Academy (IPSA) is a 5 week, 200 hour course that is taught at the Regional Training Centers (RTC) for new staff after their completion of NEO. The following topics are covered during IPSA:

IPSA: Phase 1-40 hours	
Pre-Test	PREA
Institutional Logbooks	Emotional Intelligence
Professionalism	Report Writing
Reentry	Cultural Diversity & Implicit Bias
Active Listening Communication Tactics	Gender Responsive Strategies
Leadership Panel	Communicating with Deaf and Hard of Hearing Inmates
Legal Rights of Offenders & Staff Liability	Responsibility of the Healthcare Authority
Radio Communication	Post Test
Self Defense	Basic Life Support-CPR & First Aid
Introduction to Stress & Self Care	

IPSA: Phase 2-40 hours	
Pre-Test	Non Suicidal Self Injury
Trauma Informed Care in Corrections	Surviving the Job Emotionally
Supervision of Offenders	OC End User with Exposure & Recovery
Working with Transgender Offenders	Acute Intoxication & Withdrawal
Professional Boundaries	Crisis Intervention & Deescalation
The Journey Through Corrections	Fire Safety
Use of Force	Basic Services & Levels of Care
Violent Behavior	Medication Compliance
Hostage Situations	Contraband Awareness
Critical Incident Management	Offender Rules & Discipline
Signs & Symptoms of Mental Illness	Psychological Resilience
Suicide Prevention & Intervention	Post Test
Inmates in a SMU	

IPSA: Phase 3-40 hours	
Pre-Test	Correctional Defensive Tactics Level 1
Body Search Techniques & Practice	Counts, Tours, & Perimeter Checks
Handcuffing	Security Skills Application
Area & Vehicle Searches	Report Writing
Handcuffing with Escort	Security Skills Evaluation
Transportation	Post Test

IPSA: Phase 4-40 hours	
Pre-Test	Crisis Intervention & Deescalation Review
Correctional Defensive Tactics Level 2	Hospital Duty & Restraint
PC-50 Mask	Post Test
Cell Entry & Restraint Chair	

IPSA: Phase 5-40 hours	
Pre-Test	GLOCK Qualification
Safe Handling of Firearms	Weapons Cleaning
Introduction to GLOCK 23	Introduction to .223 Caliber Rifle & Practice
Weapons Retention with Practice	.223 Caliber Rifle Qualification
GLOCK 23 Refamiliarization	Introduction to the Shotgun & Practice
Weapons Malfunction Drills	Shotgun Qualification
Instinctive Shooting	40 MM Launcher
Single Shot Slow Fire	Use of Force Review
Multiple Shot Slow Fire Exercise	Post Test
Tactical Reload Live Fire	

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## On the Job Training (OJT)

Correctional Officers shall receive a minimum 40 hours of parent agency structured, supervised, and evaluated on-the-job training after the completion of pre-service training.

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## Annual Training Requirements to Work in an Institution

All employees shall receive in-service training on an annual basis. 40 hours of in-service training shall be completed by Training Staff, Qualified Instructors, Subject Matter Experts, Adjunct Instructors or through an online learning management system.

DOC: AIIS Computer Based Trainings-24 hours	
Medical Emergencies, Infectious Disease & BBP	Hazard Communication
Responsibility of the Healthcare Authority	Inmates in a Special Management Unit
Code of Ethics, Professionalism, & Standards of Conduct	Workplace Violence Prevention Awareness Training
Trauma Informed Care in Corrections	Basic Services & Levels of Care
Stress Management	Premier Bio-Cup: Inmate Urinalysis
Offender Rules & Discipline	Signs & Symptoms of Mental Illness
Emergency, Fire, & Safety Procedures	Medication Compliance
Acute Intoxication & Withdrawal	Violent Behavior
Communicating with Deaf and Hard of Hearing Inmates	Adding External Training Into MyPurpose
Contraband Awareness	FMLA Training for Executive Branch Employees
Radiation Safety Awareness	Annual Training Needs Assessment
Legal Rights of Offenders & Staff Liability	

DOC: AIIS Instructor Lead Courses-8 hours per day	
Day 1:	Day 3:
PREA	Gender Responsive Strategies
Crisis Intervention & Deescalation	Cell Entry & Restraint Chair
Use of Force	Non-Suicidal Self Injury
Suicide Prevention & Intervention	Security Skills
Day 2:	Day 4:
Basic Life Support	Safe Handling of Firearms
Working with Transgender Offenders	Range Commands
	Qualification Course of Fire

## Emergency Unit Training

Staff designated as members of an emergency unit shall receive 40 hours of specialized training before undertaking their assignment. Staff designated as assigned members of an emergency unit shall have 16 hours of training annually in their area of specialty.

CERT Basic Training Courses-40 hours	
Baton Techniques	Breaching Class (basics)/Building Entry Techniques
Tactical Formations	Building Entries Using Different Speeds/Techniques
Restraint Techniques	Building Entries-Live Fire/Less Lethal
Less Lethal Munitions	Principles of TC3
Shield Techniques-Intro/Delivery & Exchange	Indoor Rescue
Use of Force Policy Review	Outdoor/Vehicle Rescue
Command Structure	Review
Building Coding	Post Test
Shield Team Live Fire Walk Throughs	

CERT Annual Training Courses-16 hours	
Shield Tactics-Large Group Tactics, Indoor Large Area, and Delivery/Exchange, Face to Face Negotiations	
Building Entries/K-9 Breaching, Entry Techniques, K-9/CERT	
TCT/Stop the Bleed	
Indoor Rescues	
Outdoor Rescues	

## CNT Basic and Annual Training

Crisis Negotiation Team 40 hour basic academy and 16 hour annual training courses will be added in this section once they are finalized.

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## Duty Officers

The below Duty Officer CBTs are required for all new Duty Officers ,and annually for all current Duty Officers at GRCC, KCIW, LSCC, NTC. The remainder of the institutions will teach this in person and will need to reach out to the Curriculum Branch for direction regarding updated VINE information.

Duty Officer CBT	
DOCx:Duty Officer Training-GRCC	DOCx:Duty Officer Training-LSCC
DOCx:Duty Officer Training-KCIW	DOCx:Duty Officer Training-NTC



# ADA Coordinators

The following CBTs are required for all ADA Coordinators and backup coordinators.

DOC: ADA Coordinator Curriculum-2 hours 45 minutes	
DOCx: ADA Coordinator-CREATE	DOCx: ADA Coordinator-Settlement Agreement
DOCx: ADA Coordinator-Detecting ADA Issues	

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## Supervisors

This following CBTs are required for all new supervisors and recommended for those who have been in a supervisory role but haven't yet taken the required training.

DOC: Supervisor Curriculum-20 hours	
NEW LEADERS PROGRAM-New Skills, Immediate Results	GSC: Hiring and Selection: After the Interview
Managing Employee Performance	GSC: Employee Discipline and Documentation: What is Discipline
DHRA FMLA Training for Executive Branch Employees	Painless Performance Conversations
KEAP Happiness at Work-for Supervisors	The Practical Coach
KHRIS Manager Self-Service Tutorial (MSS)	KEAP: A Supervisor's Tool
How to Effectively Lead a Remote Team	HR Basics: Workplace Investigations
KHRIS Manager Self-Service (MSS) Time Approval eLearning	GSC: Employee Discipline and Documentation: Documentation for Supervisors
DHRA Performance With a Purpose Zoom Session	DOCx: Premier Bio-Cup: Staff Urinalysis
GSC: Hiring and Selection: Before the Interview	Mastering Microsoft Teams
GSC: Hiring and Selection: The Interview	Sexual Harassment Prevention Made Simple for Managers

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## Central Office New Employee Orientation

This following CBTs are required for all new Central Office employees.

Executive Branch Onboarding: New Employee Training-6 hours 5 minutes	
Learning Your Way with Commonwealth U	Overview of the Merit System
Employee Handbook	Security Awareness
Accurate Time Reporting	Sexual Harassment Prevention Made Simple
Active Shooter	KHRIS Employee Self-Service Tutorial
GSC Executive Branch Ethics	Anti-Harassment and Diversity for Onboarding

DOC: Central Office New Employee Orientation (NEO)	
DOCx: Tour of Kentucky Adult Institutions with Sustainability	DOCx: Kentucky Employee Assistance Program (KEAP)
DOCx: CPP, IPP, and ACA Standards	DOCx: Managing Work Relationships
DOCx: Introduction to Sexual Harassment & Anti-Harassment	DOCx: Open Records Law/Confidentiality
DOCx: Staff Sexual Offenses with Offenders & PREA	DOCx: Policy, Regulation, & Statute for Administrative Services
DOCx: Medical Emergencies, Infectious Disease, & BBP	DOCx: Radiation Safety Awareness
DOCx: Overview of the Criminal Justice System	DOCx: Safe Operation of State Vehicles
DOCx: Interpersonal Relations & Counseling Techniques	DOCx: Security & Classification of Offenders
DOCx: Kentucky Correctional Industries (KCI)	DOCx: Situational Awareness
DOCx: Chain of Command	DOCx: Social & Cultural Lifestyles of Offenders
DOCx: Employee Awareness	DOCx: Workplace Safety & Ergonomics
DOCx: Introduction to Kentucky Offender Management System (KOMS)	DOCx: Personnel Processing
DOCx: Emergency, Fire, & Safety Procedures	DOCx: Workplace Violence Prevention Awareness Training
DOCx: Changing Lives to Break the Cycle of Crime	DOCx: Procurement
DOCx: Code of Ethics, Professionalism, & Standards of Conduct	DOCx: Medical & Mental Health PREA
DOCx: COVID-19	DOCx: Drug Awareness-ID & Usage
DOCx: Critical Incident	DOCx: Report Writing
DOCx: Communicating with Deaf and Hard of Hearing Inmates	DOCx: Stress Management
DOCx: Hazard Communication	DOCx: Substance Abuse
DOCx: Fentanyl Awareness	DOCx: Supervision of Offenders
DOCx: Dress Code for Non-Uniformed Staff	DOCx: Tool & Key Control
DOCx: Crisis De-escalation	DOCx: Use of Force with OC

DOC Central Office Preservice (COPS) 40 hours 17 minutes	
DOCx: Acute Intoxication & Withdrawal	DOCx: Inmates in a Special Management Unit
Better Business Behavior: The Importance of Punctuality	Collaborative Space Etiquette
DOCx: Counts, Tours, & Perimeter Checks	DOCx: Medication Compliance
DOCx: Crisis Intervention & De-escalation	Microsoft Teams: Fundamentals & Best Practices
DOCx: Fentanyl with Narcan Response	DOCx: Non Suicidal Self Injury
DOCx: Fire Safety	Professional Excellence: Proper Meeting Etiquette
DOCx: Gender Responsive Strategies	DOCx: Responsibility of the Healthcare Authority
DOCx: Legal Rights of Offenders & Staff Liability	What Impressions are you Making in your Virtual Meetings?
DOCx: Offender Rules & Discipline	DOCx: Signs & Symptoms of Mental Illness
DOCx: Psychological Resilience	Personal Development
DOCx: Reentry	DOCx: Suicide Prevention & Intervention
DOCx: Surviving the Job Emotionally	Better Business Behavior: Time Management
DOCx: Working with Transgender Offenders	DOCx: Trauma Informed Care in Corrections
DOCx: Prison Rape Elimination Act (PREA)	Email Etiquette for Beginners
DOCx: Introduction to Stress & Self Care	DOCx: Use of Force
DHRA FMLA Training for Executive Branch Employees	Are you resilient?
DOCx: Basic Services & Levels of Care	DOCx: Violent Behavior
DOCx: Contraband Awareness	DOCx: Adding External Training Into MyPurpose
DOCx: Cultural Diversity & Implicit Bias	

## Central Office Annual Training

The following CBTs are required for all clerical and/or support staff with minimal inmate contact.

DOC Central Office Training 16 hr Curriculum 17 hrs 35 minutes	
DOCx: Prison Rape Elimination Act (PREA)	DOCx: Report Writing
DOCx: Adding External Training Into MyPurpose	DOCx: Workplace Safety & Ergonomics
DOCx: Workplace Violence Prevention Awareness Training	DOCx: Radiation Safety Awareness
DHRA FMLA Training for Executive Branch Employees	Brain Bites-Microsoft Teams Meetings
DOCx: Safe Operation of State Vehicles	DOCx: COVID-19
Better Business Behavior: Time Management	The Power of Teamwork & Collaboration
Brain Bites-Writing Effective Emails	DOCx: Emergency, Fire, & Safety Procedures
Delivering Feedback	DOCx: Contraband Awareness
DOCx: Hazard Communication	DOCx: Code of Ethics, Professionalism, & Standards of Conduct
Emotional Intelligence: Develop Your Interpersonal Skills	DOCx: Annual Training Needs Assessment



This following CBTs are required for all administrative and managerial staff who have regular or daily contact with inmates.

DOC Central Office Training 16 hr Curriculum 17 hrs 35 minutes	
DOCx: Prison Rape Elimination Act (PREA)	KEAP: A Supervisor's Tool
Conducting Virtual Interviews	Public Speaking & Communicating: Skip Theory, Master the Art
DOCx: Adding External Training Into MyPurpose	Gender Identity Harassment in the Workplace
DOCx: Workplace Violence Prevention Awareness Training	DOCx: Hazard Communication
How to Make your Virtual Event Engaging	Creating an Incredible Company Culture
DHRA FMLA Training for Executive Branch Employees	Emotional Intelligence: Develop your Interpersonal Skills
Difficult Conversations-Dealing with Personality Issues	DOCx: Procurement
DOCx: Safe Operation of State Vehicles	DOCx: Non-Suicidal Self Injury
7 Steps to Effective Performance Management Conversations	KEAP Wellness Break-Sitting with Stress
Accountability in Action: A Leader's Guide	Pregnancy Harassment and Discrimination in the Workplace
Be Approachable & Coach as a Manager	Motivating People
Beating Burnout-Practical & Complete Stress Management	DOCx: Workplace Safety & Ergonomics
Civil Conversations-Create Goals for Conversations	Legal Social Media at Work-Manager Version
How to Teach Virtually	DOCx: Contraband Awareness
KEAP Happiness at Work-for Supervisors	Sexual Harassment Prevention for Executive Leadership 2.0
Better Business Behavior: Time Management	Tackling Race Bias at Work: A Manager's Guide
Building a Lasting Culture of Safety	Best Practices on Leading a Remote Team
Coach as a Manager: Agree on Expectations	DOCx: Radiation Safety Awareness
Conflict De-Escalation: Developing a Solution Mindset	Brain Bites- Microsoft Teams Meetings
Brain Bites-Writing Effective Emails	GSC: Employee Discipline and Documentation: Documentation for Supervisors
DOCx: Gender Responsive Strategies	HR Basics: Workplace Investigations
Harassment Prevention Made Simple for Managers	Creating a Mindset for Change
Creating the Proper Tone-Writing with William 5	Is Civility an Antidote to Stress?
8 Keys to a More Respectful Workplace	DOCx: COVID-19
Communication Training for Managers	The Power of Teamwork & Collaboration
Delivering Feedback	DOC: Code of Ethics, Professionalism, & Standards of Conduct
EEO Made Simple	DOCx: Fire Safety
Executive Communication Training	DOCx: Annual Training Needs Assessment

Please note: all new supervisors shall be enrolled in the DOC: Supervisor Curriculum which is shown on page 20.

Also, the Personnel Cabinet will enroll all staff into the Annual Executive Branch Curriculum.

## Probation & Parole Officer Pre-Service Academy

The following CBTs are required for new Probation & Parole Officers

Probation & Parole Officer Pre-Service Academy Computer Based Training	
DOC P&P Sexual Harassment/Anti Harassment	DOC P&P Verbal De-Escalation
DOC P&P Code of Ethics/Standards of Conduct	Security Awareness
DOC P&P Prison Rape Elimination Act	Employee Performance Evaluation Orientation
DOC P&P Cultural Awareness and Diversity	ODET Executive Branch Ethics
DOC P&P Open Records Law/Confidentiality Issues	Accurate Time Reporting
DOC P&P Domestic Violence and Sexual Assault	Learning Your Way @ Commonwealth U
DOC P&P Safe Operation of State Vehicles	DOC P&P Use of Force with Weapons & Off Duty Home Safety
DOC P&P Medical Procedures AIDS/HIV	DOC SAMAT
DOC P&P Dangerous Contraband	Understanding Unconscious Bias
DOC P&P Chain of Command	DOC P&P Covid-19 Mask
DOC P&P Personnel Processing	DOC P&P COVID-19
DOC P&P Kentucky Offender Management System	DOC P&P HB 284
DOC P&P Dress of Non Uniform Staff	Active Shooter
DOC P&P CPP, IPP and ACA Standards	Email Matters: The Art of Better Service
DOC P&P Overview of CPP Chapters 27 and 28	DOC: Crisis De-Escalation
DOC P&P Use of Force Probation & Parole (OC)	DOC P&P Case Audit
DOC P&P Evidence Preservation and Collection	Employee Handbook
DOC P&P Overview of the Criminal Justice System	KHRIS Employee Self Service
DOC P&P Interstate Compact	Anti-Harassment and Diversity for Onboarding
DOC P&P Victim Services Branch	Overview of the Merit System
DOC P&P Search and Seizure	Sexual Harassment Prevention Made Simple
DOC P&P Sex Offender Registration in KY	

The Probation & Parole Pre-Service Academy is a 5 week, 200 hour course that is taught at the Regional Training Centers (RTC) for new Probation & Parole Officers after their completion of NEO. The following topics are covered during P&P Officer Pre-Service Academy:

Probation & Parole Officer Pre-Service Academy Instructor Lead Courses	
Introduction/Registration	OC Spray Introduction & Practicum
Role of P&P Officer	Narcan/Trauma Kit Training
Officer Contracts & Offender Interviews	Pat Down & Frisk Searches/HexArmor Gloves
Ethics/Sexual Harassment/Anti-Harassment	Introduction to GLOCK 9 mm Semi Automatic Pistol
PREA	Safe Handling of Firearms
Introduction to Addiction Services	Equipment Issue and Weapons Inspection
Offender Information	Semi-Automatic Field Stripping and Loading/Unloading
The Elephant in the Room/Generational Bias	GLOCK Disassembly Cleaning & Maintenance
HB 284	Sight Alignment/Sight Picture/Precision Drill
Drug Testing Procedures	Dry Fire Drill
Transgender Issues	Single Tap Slow Fire Exercise
Overview of the Criminal Justice System	Dry Fire/Live Fire Exercise
Interstate Compact	Weapon Retention
Introduction to Pre-Sentence Investigations	Emergency & Tactical Reloads
Mental Health Awareness	One Handed Pistol Operations
Emotional Survival/Staff Wellness	Instinctive Shooting and Trigger Reset
Drug Identification	Malfunction Drills
Professional Boundaries	Target Recognition Course
KOMS	Body Armor Drills
MyPurpose	Assisted Advancing Fire Course
Travel Vouchers	Weak/Off Hand Shooting
Active Shooter/TI Simulator	Box Drill
Mental Health Hearing Voices	Anticipation Drills
Core Corrections Practices	Math Shoot
De-Escalation/Crisis Intervention/Motivational Interviewing	Basic Handgun Qualification
Introduction to Reentry/Reentry Simulation	Tactical Use of Cover & Concealment
CPR/First Aid/AED	Dim Light & Flashlight Techniques (Night Fire)
Correctional Defensive Tactics	Glass House Exercises
Legal Issues/Use of Force	Live Action/De-Escalation/Shoot Don't Shoot
Peace Officer Powers, Search & Seizure, Court Issues, & Parole Hearings	Trauma Scenarios
Parole & MRS Issues	The Wall
Record Check Training	Critical Incidents
Hospital Rest, Restraints, and Transports	Incident Report Tracking
KYRAS/Case Management	Introduction to the Field Training Officer Program
Fentanyl	

## Probation & Parole Officer In-Service

The following CBTs are required annually for all Probation & Parole Officers:

Probation & Parole-Hazardous Duty Employee Inservice CBT 34 hours	
DOC P&P Sexual Harassment & Anti-Harassment	Active Shooter
DOC P&P Code of Ethics/Standards of Conduct	DOC CO-Fentanyl Awareness
DOC P&P Domestic Violence and Sexual Assault	DOC AIIS-Hazardous Communications
DOC P&P Safe Operation of State Vehicles	ODET Executive Branch Ethics
DOC P&P Medical Procedures AIDS/HIV	DOC AIIS-Emergency, Fire, & Safety Procedures
DOC P&P Evidence Preservation and Collection	DOC AIIS-Workplace Violence Prevention Awareness Training
DOC P&P Victim Services Branch	DOC SAMAT
DOC P&P Search & Seizure	Accurate Time Reporting
DOC P&P Use of Force with Weapons & Off Duty Home Safety	Understanding Unconscious Bias
DOC P&P Use of Force-OC	Cultural Awareness & Diversity
DOC P&P Transportation	DOC P&P Open Records Law/Confidentiality Issues
DOC P&P Prison Rape Elimination Act	DOC P&P Verbal De-Escalation
DOC P&P Core Correctional Practices	DOC: Crisis De-Escalation
Security Awareness	DOC P&P Case Audit

The following topics are covered during the Instructor Lead portion of Probation & Parole Officer In-Service:

Probation & Parole Officer In-Service Instructor Lead Courses-16 hours	
CPR/First Aid	Motivational Interviewing
KY OPS	Home Visit Procedure Review
OC Refresher	Defensive Tactics
Vest, Trauma & First Aid Kits, AED & Equipment Review	Critical Incidents
Legal	

## Probation & Parole New Support Staff

The following CBTs are required for new Probation & Parole Support Staff:

Probation & Parole New Staff CBT 65.75 hours	
DOC P&P Kentucky Offender Management System	DOC AIIS-Workplace Violence Prevention Awareness Training
DOC P&P Sexual Harassment & Anti-Harassment	Understanding Unconscious Bias
DOC P&P Code of Ethics/Standards of Conduct	Accurate Time Reporting
DOC P&P Cultural Awareness & Diversity	DOC P&P Overview of the Criminal Justice System
DOC P&P Domestic Violence & Sexual Assault	Learning Your Way @ Commonwealth U
DOC SAMAT	DOC P&P COVID-19 Mask
DOC P&P Safe Operation of State Vehicles	DOC P&P COVID-19
DOC P&P Medical Procedures AIDS/HIV	DOC P&P HB 284
DOC P&P Prison Rape Elimination Act	DOC P&P CPP, IPP and ACA Standards
DOC P&P Open Records Law/Confidentiality Issues	DOC P&P Dress of Non-Uniform Staff
DOC P&P Sex Offender Registration in Kentucky	DOC P&P Personnel Processing
DOC P&P Verbal De-Escalation	DOC IPSA-KHRIS
Security Awareness	DOC IPSA-KEAP
Active Shooter	DOC COIS-Managing Work Relationships
DOC-CO Fentanyl Awareness	DOC COIS-Interpersonal Relations/Counseling Techniques
DOC AIIS-Hazard Communications	DOC COIS-Workplace Safety & Ergonomics
ODET Executive Branch Ethics	DOC IPSA-Employee Handbook
DOC AIIS-Emergency, Fire & Safety Procedures	Email Matters: The Art of Better Service



# Probation & Parole Support Staff In-Service

The following CBTs are required annually for all Probation & Parole Support Staff:

Probation & Parole Support Staff CBT-25 hours	
DOC P&P Kentucky Offender Management System (KOMS)	DOC P&P Verbal De-Escalation
DOC P&P Sexual Harassment & Anti-Harassment	Security Awareness
DOC P&P Code of Ethics/Standards of Conduct	Active Shooter
DOC P&P Cultural Awareness & Diversity	DOC CO-Fentanyl Awareness
DOC P&P Domestic Violence & Sexual Assault	DOC AIIS-Hazard Communications
DOC SAMAT	ODET Executive Branch Ethics
DOC P&P Safe Operation of State Vehicles	DOC AIIS-Emergency, Fire & Safety Procedures
DOC P&P Medical Procedures AIDS/HIV	DOC AIIS-Workplace Violence Prevention Awareness Training
DOC P&P Prison Rape Elimination Act	Understanding Unconscious Bias
DOC P&P Open Records Law/Confidentiality Issues	Accurate Time Reporting
DOC P&P Sex Offender Registration in Kentucky	DOC-Crisis De-Escalation

The following topics are covered during the Instructor Lead portion of Probation & Parole Support Staff In-Service:

Probation & Parole Support Staff Instructor Lead Courses-13.5 hours	
CPR/First Aid	Mental Health Awareness
Self Defense for Corrections Professionals	Trauma & First Aid Kits, AED Review
KOMS: Case Set Up	Professional Boundaries

# Probation & Parole Investigator In-Service

The following CBTs are required annually for all Probation & Parole Investigators:

Probation & Parole Investigator CBT 26.75 hours	
DOC SAMAT	DOC P&P Cultural Awareness & Diversity
DOC P&P Sexual Harassment & Anti-Harassment	Security Awareness
DOC P&P Code of Ethics/Standards of Conduct	Active Shooter Video
DOC P&P Domestic Violence and Sexual Assault	DOC CO-Fentanyl Awareness
DOC P&P Safe Operation of State Vehicles	DOC AIIS-Hazardous Communications
DOC P&P Medical Procedures AIDS/HIV	ODET Executive Branch Ethics
DOC P&P Victim Services Branch	Accurate Time Reporting
DOC P&P Prison Rape Elimination Act	DOC AIIS-Emergency, Fire, & Safety Procedures
DOC P&P Core Correctional Practices	DOC AIIS Workplace Violence Prevention Awareness Training
DOC P&P Open Records Law/Confidentiality Issues	Understanding Unconscious Bias
DOC P&P Sex Offender Registration in Kentucky	DOC: Crisis De-Escalation
DOC P&P Verbal De-Escalation	

The following topics are covered during the Instructor Lead portion of Probation & Parole Investigator In-Service:

Probation & Parole Investigator Instructor Lead Courses-14 hours	
CPR/First Aid	Bias Training
Self Defense for Corrections Professionals	Trauma & First Aid Kits, AED Review
Motivational Interviewing	Professional Boundaries

## Jail Staff Annual Training

Pursuant to KRS 441.115, "...the Department of Corrections shall maintain a jail staff training program to provide training for jailers and jail personnel..."

The following CBT modules are available for all applicable jail staff through the Crimcast Online Learning Management System:

Deputy Jailer In-Service Computer Based Training	
Course Name	Hours
DJIS-01: Sexual Harassment & Ethical Conduct	2
DJIS 02: Mental Health Issues & Suicide Prevention**	4
DJIS 03: Medical Emergencies HIV/AIDS/Bloodborne Pathogens	2
DJIS-04: Report Writing & Jail Documentation	2
DJIS-05: Staff Sexual Offenses with Offenders & PREA	1
DJIS 06: Inmate Rights & Staff Liability	2
DJIS 07: Transportation of Offenders	2
DJIS 08: Ethics & Professionalism	2
DJIS 09: Situational Awareness	2
DJIS 10: Self Defense	2
DJIS 11: Security Procedures-Searches	2
DJIS-12: Basic Jail Operations, Use of Force, & Jailer Liability	2
DJIS-13: Stress Management	1
DJIS-14: Fentanyl & Suspected Fentanyl Handling & Processing for Authorized Personnel	1
<b>Total:</b>	<b>27</b>

The following instructor lead courses are available to applicable jail staff:

Deputy Jailer In-Service Instructor Lead Courses-8 hours per day	
Day 1:	
Ethics & Professionalism	
Supervision of Offenders	
Working with Transgender Offenders	
Day 2:	
Signs & Symptoms of Mental Illness	
Excited Delirium	
Suicide Prevention & Intervention	
Non-Suicidal Self Injury	
Security Threat Groups	
Report Writing	
Day 3:	
Active Listening	
Crisis Intervention & Deescalation	
Use of Force	
Security Skills	
Self Defense	

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# Specialized Training Courses

Ready to learn more and take  
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# Instructor Courses

*If you're interested in helping train your fellow co-workers,  
check out these opportunities!*

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## Train the Trainer

**Prerequisite:** Supervisor Approval. Pre-Registration.

**Purpose:** To give staff necessary skills to provide training to other staff adequately.

**Topics:** Role of the On-Site Trainer, How Adults Learn, Needs Assessment and Learning Objectives, Learning Strategies, Working With Lesson Plans, Using A/V Equipment, Basic Powerpoint, Presentation and Classroom Management.

**Locations Offered:** All RTCs

**Duration:** 40 hours

**Certification Length:** No expiration

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## Corrections Defensive Tactics (CDT) Instructor

**Prerequisite:** Supervisor Approval. Pre-Registration.

**Purpose:** To deliver instruction in controlling non-compliant subjects.

**Topics:** Utilizing body positioning, movement, momentum, and joint manipulation.

**Locations Offered:** All RTCs

**Duration:** 16 hours

**Certification Length:** 2 years

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## Less Lethal Instructor

**Prerequisite:** Supervisor Approval. Pre-Registration.

**Purpose:** To give the student general working knowledge of Defense Technology products, both technically and tactically, and the skills to conduct this training to other staff.

**Topics:** OC Aerosols, Specialty Impact, Chemical Munitions, and Distraction Devices.

**Locations Offered:** All RTCs

**Duration:** 32 hours

**Certification Length:** 3 years

# **Taser Conducted Electrical Weapon (CEW)**

## **Instructor**

**Prerequisite:** Supervisor Approval. Pre-Registration.

**Purpose:** Provides basic operational theory and practical training to instruct users to reasonably, safely, and effectively operate TASER

**Topics:** 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.

**Locations Offered:** All RTCs

**Duration:** 16 hours

**Certification Length:** 2 years

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## **Firearms Instructor**

**Prerequisite:** Supervisor Approval. Pre-Registration. Should be an established shooter.

**Purpose:** To develop the already established shooter into a proficient firearms instructor for institutional, district, or detention center staff.

**Topics:** Firearms basics, teaching techniques for the firing range, practical teach back scenarios. Each student must also shoot and certify on the semi-automatic pistol, Shotgun, Rifle, and 40 MM Launcher.

**Locations Offered:** All RTCs

**Duration:** 16-40 hours, depending on if the instructor trains on all weapons systems.

**Certification Length:** 1 year, with recertification class lasting 8 hours each year thereafter



# Specialized Training

*From tactical, to leadership, and beyond! If you want to learn more and sharpen your skills, check out our specialized training opportunities!*

## TASER CEW End User Certification

**Prerequisite:** Supervisor Approval. Pre-Registration.

**Purpose:** To give the student general working knowledge of TASER CEW and how to safely and effectively operate the equipment.

**Topics:** TASER technology, Neuro-Muscular Incapacitation, Medical and Safety information, Voluntary Exposures, Legal Issues, TASER CEW's, Power Sources, Cartridges, Tactical Considerations, Targeting, Risks Associated with CEW use, Probe Deployment and Drive Stun, Probe Removal, Policy Considerations, Post Incident Considerations.

**Locations Offered:** All RTCs

**Duration:** 8 hours

**Certification Length:** 1 year, with recertification class lasting 4 hours each year thereafter

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## Oleoresin Capsicum (OC) End-User

**Prerequisite:** Supervisor Approval. Required for all institutional staff and those that work overtime for adult institutions.

**Purpose:** To provide an introduction and familiarize users with the oleoresin capsicum (OC) aerosol.

**Topics:** OC use and safety, equipment review, Level 1 and Level 1 modified exposures for all students.

**Locations Offered:** All RTCs

**Duration:** 16 hours

**Certification Length:** 2 years

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## Jail C.E.R.T.

**Prerequisite:** Jailer Approval. Pre-Registration.

**Purpose:** Provide instruction of hands-on tactics specific to jail needs.

**Topics:** OC, Distraction Devices, Chemical Munitions, Specialty Impact Munitions, 40 MM Launcher.

**Locations Offered:** SRTC and Grayson County Detention Center

**Duration:** Varies

**Certification Length:** 1 year

# Portion Pac

**Prerequisite:** Staff who are involved with supervising sanitation and utilize Portion Pac products

**Purpose:** To provide staff with the proper use of Portion Pac products and discussion regarding sanitation issues.

**Topics:** Portion Pac chemical identification and situations for proper use.

**Locations Offered:** All Adult Institutions

**Duration:** 2 hours

**Certification Length:** 1 year, all staff supervising sanitation and the use of Portion Pac products should take this training annually

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## Critical Incident Stress Debriefing (CISD)

**Prerequisite:** Per CPP 8.8, staff must be nominated by their Warden or District Supervisor and approved by the Commissioner to join the team.

**Purpose:** To provide specialized training for new CISD team members that will enable them to conduct debriefings after critical incidents that staff have been involved in.

**Topics:** Assisting individuals in Crisis and Group Crisis Intervention

**Locations Offered:** CRTC

**Duration:** 24 hours

**Certification Length:** 1 year, with recertification class lasting 8 hours each year thereafter

---

## Basic Supervisors Workshop

**Prerequisite:** Must be at a supervisory level position. Supervisor Approval. Pre-Registration.

**Purpose:** To provide instruction that focuses on skill development and management enhancement for the first time supervisor.

**Topics:** The Role of a Supervisor, Personal Accountability, Managing Work Relationships, Generations at Work, Building a Team, Anti-Harassment, KEAP, Investigative Interviewing, Investigation Documentation, Evidence Preservation, Diversity, Stress Management

**Locations Offered:** All RTCs

**Duration:** 24 hours

**Certification Length:** No expiration date

# Volunteer Services Orientation Training

**Prerequisite:** Must be approved volunteer for a specified adult institution. Volunteer Coordinator at the institution is responsible for ensuring all volunteers attend this training prior to volunteering at the institution.

**Purpose:** To provide specialized training for approved volunteers at adult institutions; if a volunteer is approved at multiple institutions, they shall receive an orientation at each institution.

**Topics:** Code of Ethics, Inmate Manipulation, Role of the Volunteer, Standards of Conduct, Confidentiality, Dress Code, Professionalism, Allowable Property & Searches, Contraband, PREA, Disciplinary Process, Key Control, Radio Use, Critical Incident Management and Use of Force

**Locations Offered:** All Adult Institutions

**Duration:** 4 hours

**Certification Length:** 1 year, must complete training annually to remain an active volunteer

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## Kentucky Risk Assessment System

**Prerequisite:** This program is designed for new P&P Officers and Adult Institutions Program Staff.

**Purpose:** To provide instruction on how to properly utilize the Kentucky Risk Assessment System.

**Topics:** Identifying all aspects of the KyRAS and how it is scientifically proven to determine a person's risk to reoffend and criminal risk factors.

**Locations Offered:** All RTCs

**Duration:** 24 hours

**Certification Length:** No expiration date

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## Open Records Training

**Prerequisite:** This program is designed for all staff that handle open records requests and all staff that make decisions regarding the release of records.

**Purpose:** To provide instruction on how to properly process open records requests.

**Topics:** Identification of Open Records Request, Legal Requirements for Response, Exemptions for Withholding a Record

**Locations Offered:** All RTCs

**Duration:** 2 hours

**Certification Length:** No expiration date

NOTES. TIPS. TRICKS. MYPURPOSE.  
CRIMCAST. RECORDS. CONTACTS.



# Frequently Asked Questions

A few helpful hints to assist you!

# Frequently Asked Questions

## **Who can I contact about enrolling in additional training?**

You should always discuss new training opportunities with your supervisor.

## **There are a lot of trainings in the MyPurpose system that I am interested in. Can I just enroll myself in this online training?**

With your supervisor's approval, you may enroll yourself in online training that is in addition to your assigned (required) training courses. If there is a subject that you are interested in and just want to learn more on your personal time, you may do so but you will not receive compensation for completing that training.

## **How do I request my training records?**

If an employee wants to request their training records, they can follow this link: <https://extranet.personnel.ky.gov/Pages/RequestRecords.aspx> then select the "Request Your Own Records" option

## **I have a new employee who just completed CPR training prior to employment, do they have to repeat it?**

YES-they would need to repeat the course. All DOC staff must complete the CPR training that is instructed by DOC staff. This includes medical staff.

## **I am a Jailer and have questions about Crimcast training. Who do I contact?**

Susan Wittenauer 502-225-9755 ext 514 [susan.wittenauer@ky.gov](mailto:susan.wittenauer@ky.gov)

## **Who do I contact if I am having issues with MyPurpose?**

Adult Institution staff: consult your institutional training coordinators.

Central Office staff:

Brandy Aston 502-225-9755 ext 515 [brandy.aston@ky.gov](mailto:brandy.aston@ky.gov)

Probation & Parole staff:

Kristie Morgan 502-225-9755 ext 509 [kristies.morgan@ky.gov](mailto:kristies.morgan@ky.gov)