



# Kentucky Department of Corrections

## Division of Corrections Training 2025 Program Catalog



Training Calendar

<https://corrections.ky.gov/divisions/training/pages/default.aspx>

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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.



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.

## Respect

Treating participants with fairness, equality, integrity, and value.

## Responsiveness

Providing diverse programs which meets the needs of participants.

## Standards of Practice

Practicing professionally established requirements of excellence.

***Our Mission – Your Future***

# Regional Training Centers

## General Information

<p><b>Harold E. Black Training Center</b> (CRTC) 4000 Morgan Rd. LaGrange, Ky 40031 (502) 225-9755</p>	<p><b>S. T. Wright, Jr. Training Facility</b> (ERTC) 505 Prison Connector Rd. Sandy Hook, Ky 41171 (606)738-4628</p>	<p><b>John D. Rees Training Facility</b> (SRTC) 710 Walter Reed Rd. Danville, Ky 40422 (859)239-7012</p>	<p><b>Bill Cunningham Training Facility</b> (WRTC) 374 New Bethel Church Rd. Fredonia, Ky 42411 (270)388-0241</p>
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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.



PRE-SERVICE ACADEMY. TACTICAL.ANNUAL INSERVICE.  
FIREARMS.LEADERSHIP.SAFETY.TECHNICAL.CORRECTIONAL  
BEHAVIORAL HEALTH CERTIFICATION. OC. PAT  
DOWNS.TRANSPORTATION.CELL ENTRY.DE-ESCALATION.

# Mandatory Training Courses



**Training Calendar**  
<https://corrections.ky.gov/divisions/training/pages/default.aspx>

## **GSC New Employee Requirements**

Required of all new staff and due within the first 30 days of employment.

Learning Your Way with Commonwealth U	Sexual Harassment Prevention Made Simple
Employee Handbook	KHRIS Employee Self-Service (ESS) Tutorial
Accurate Time Reporting	ODET – Anti-Harassment
Active Shootings in the Workplace: Prevention & Survival	ODET – Embracing Diversity in the Workplace
GSC Executive Branch Ethics	Guide to Executive Branch State Employee Benefits
Kentucky Deferred Compensation Authority: What Does Retirement Mean to Me?	Overview of Executive Branch Retirement & Investment Options
Security Awareness	GSC Overview of the Merit System

## **Adult Institutional New Employee Training (NEO)**

All new full-time employees shall receive forty hours of Orientation training prior to independent assignment on a particular job. This includes 32 hours of computer-based training (CBT) modules and 8 hours of instructor lead training (ILT). CBT listing is below.

DOC: Personnel Processing	DOC: Radiation Safety Awareness
Guide to Performance Management for Employees	DOC: Kentucky Employee Assistance Program (KEAP)
DOC: Tour of Kentucky Adult Institutions with Sustainability	DOC: Intro to Kentucky Offender Management System (KOMS)
DOC: CPP, IPP, & ACA Standards	DOC: Chain of Command
DOC: Managing Work Relationships	DOC: Crisis De-escalation
DOC: RexOne Chair	DOC: Emergency, Fire, & Safety Procedures
DOC: Medical Emergencies, Infectious Disease, & BBP	DOC: Report Writing
DOC: Tool & Key Control	DOC: Stress Management
DOC: Overview of the Criminal Justice System	DOC: ARCHIBUS - Maintenance Work Orders
DOC: Security & Classification of Offenders	DOC: Cultural Awareness & Diversity
DOC: Social & Cultural Lifestyles of Offenders	DOC: Unit Management Concept
DOC: Dress Code for Uniformed & Non-Uniformed Staff	DOC: Sexual Harassment & Anti-Harassment
DOC: Interpersonal Relations/Counseling Techniques	DOC: Contraband Awareness
DOC: KCI - Kentucky Correctional Industries	Working Effectively from Home
DOC: Substance Abuse	DOC: Employee Awareness
DOC: Staff Sexual Offenses with Offenders & PREA	DOC: Hazard Communication
DOC: Safe Operation of State Vehicles	DOC: Workplace Violence Prevention Awareness
DOC: Changing the Lives to Break the Cycle of Crime	DOC: Mental Health & Suicide Prevention
DOC: Communicating with Deaf and Hard of Hearing Offenders	DOC: Code of Ethics, Professionalism, & Standards of Conduct
DOC: Drug Awareness ID & Usage	

ILT
Fentanyl w/ Narcan Response
Religious Programs
Psychological Resilience
Counts, Tours, Perimeter Checks
Situational Awareness

## Adult Institutional Preservice Academy (IPSA)

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



Week 1	Week 2	Week 3	Week 4	Week 5
Institutional Logbooks	Trauma Informed Care in Corrections	Safe Handling of Firearms	Pat Down Techniques	Transportation Restraint with Escort
Professionalism	Working with Transgender Inmates	Intro to Glock 23	Handcuff Techniques	Vehicle Searches with Practice
Reentry	Disciplinary Reports	Weapons Retention with Practice	Internal Restraint with Escort	Corrections Defensive Tactics 2
Supervision of Inmates: Professional Interactions	Violent Behavior	Live Fire Practice	Inmate Strip Search Techniques	Inmate Transport
Report Writing	Basic Services & Levels of Care	Glock Qualification	PC-50 Respiratory Device	Hospital Duty & Restraint
Intro to Stress & Self Care	Use of Force	Intro to Rifle with Practice	Cell Entry	Graduation
Crisis Intervention & De-escalation	Professional Boundaries	Rifle Qualification	Body Search & Restraint Practice	
Supervision of Inmates: Manipulation	Non-Suicidal Self Injury	40MM End User w Qualification	Corrections Defensive Tactics 1	
Self Defense	Critical Incident Management	Intro to Shotgun Platforms	Area Searches: Contraband Awareness	
Legal Rights/Staff Liability	Responsibility of the Healthcare Authority	Shotgun Qualification	Report Writing	
PREA	The Journey Through Corrections	Use of Force Review	Security Skills Application	
Communicating w Deaf HOH	Fire Safety	TI Simulator	Restraint Chair with Practice	
Cultural Diversity & Implicit Bias	Inmates in a SMU			
Radio Communication	Security Threat Groups			
Emotional Intelligence	OC End User with Exposure/Recovery			
Self Defense Practice	Acute Intoxication & Withdrawal			
Signs & Symptoms of Mental Illness	Suicide Prevention & Intervention			
Surviving the Job Emotionally	Medication Compliance			
	Color of Law & Corruption Issues			
	Hostage Situation			
	Offender Rules & Discipline			
	Leadership Panel			



## Adult Institution 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. **Prerequisites:** GSC Executive Branch New Employee, AI NEO, IPSA

## Annual Training Requirements to Work Within 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. **Prerequisites:** IPSA

Professionalism	BLS/Heartsaver
PREA	Restraint Chair
Security Threat Groups	Pat Downs
Crisis Intervention & De-escalation	Internal Restraint with Escort
Cell Entry	Inmate Strip Search Techniques
Vehicle Searches	Transportation Restraint
Hospital Duty & Restraint	Firearms

Medical Emergencies, Infectious Disease, & BBP	Code of Ethics, Professionalism, & Standards of Conduct	Communicating with Deaf and HOH Offenders
Stress Management	Radiation Safety Awareness	Hazard Communication
Emergency, Fire, & Safety Procedures	Annual Training Needs Assessment	RexOne Chair
Adding an External Training in Mypurpose	Workplace Violence Prevention Awareness	Legal Rights of Offenders & Staff Liability
Report Writing	Offender Rules & Discipline	Violent Behavior
Acute Intoxication & Withdrawal	Trauma Informed Care & Corrections	Use of Force with OC
Responsibility of the Healthcare Authority	Inmates in a Special Management Unit	Working with Transgender Inmates
Basic Services and Levels of Care	Signs & Symptoms of Mental Illness	Suicide Prevention & Intervention
Non-Suicidal Self Injury	Gender Responsive Strategies	Self Defense & CDT
Safe Operation of State Vehicles	Inmate Disciplinary Reports	Medication Compliance
Premiere Bio-cup: Inmate Urinalysis	Firearms	



## Central Office New Employee (NEO) Training

All new full time central office employees shall receive forty (40) hours of Orientation training prior to independent assignment on a particular job.

Code of Ethics, Professionalism, & Standards of Conduct	CPP, IPP, & ACA Standards
Tour of Kentucky Adult Institutions with Sustainability	Managing Work Relationships
Medical Emergencies, Infectious Disease, & BBP	Overview of the Criminal Justice System
Tool & Key Control	Security & Classification of Offenders
Social & Cultural Lifestyles of Offenders	Dress Code for Uniformed & Non-Uniformed Staff
Interpersonal Relations/Counseling Techniques	KCI - Kentucky Correctional Industries
Substance Abuse	Staff Sexual Offenses with Offenders & PREA
Safe Operation of State Vehicles	Changing the Lives to Break the Cycle of Crime
Communicating with Deaf and HOH Offenders	Drug Awareness ID & Usage
Guide to Performance Management for Employees	Mental Health & Suicide Prevention
Radiation Safety Awareness	Kentucky Employee Assistance Program (KEAP)
Intro to Kentucky Offender Management System (KOMS)	Chain of Command
Crisis De-escalation	Emergency, Fire, & Safety Procedures
Report Writing	Stress Management
Cultural Awareness & Diversity	Working Effectively from Home
Unit Management Concept	Inmate Disciplinary Reports
Sexual Harassment & Anti-Harassment	Self Defense & CDT
Contraband Awareness	Employee Awareness
Hazard Communication	Workplace Violence Prevention Awareness

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## Central Office Pre-Service (COPS) Training

All new full time central office employees shall receive forty (40) hours of Orientation training prior to independent assignment on a particular job.

Communicating w Deaf & HOH Offenders	Adding External Training in Mypurpose	Responsibility of the Healthcare Authority
Acute Intoxication & Withdrawal	Area Search & Contraband Awareness	Legal Rights of Offenders/Staff Liability
Offender Rules & Discipline	Trauma Informed Care in Corrections	Violent Behavior
Inmates in a Special Management Unit	Signs & Symptoms of Mental Illness	Working with Transgender Inmates
Basic Services & Levels of Care	Use of Force with OC	Open Records Law/Confidentiality
Non-Suicidal Self Injury	Suicide Prevention & Intervention	Gender Responsive Strategies
Contraband Awareness	Fire Safety	Hostage Situations
Professionalism	Counts, Tours, & Perimeter Checks	Impact of Secondary Traumatic Stress
Prison Rape Elimination Act	Surviving the Job Emotionally	Interpersonal Relations & Counseling Techniques
Psychological Resilience	Travel Voucher Training	DHRA FMLA Training for Executive Branch Employees
Archibus Maintenance Work Orders	Reentry	Introduction to Stress & Self Care
Workplace Safety & Ergonomics	Situational Awareness	KHRIS Employee Self-Service Tutorial
Procurement	Cultural Diversity & Implicit Bias	Policy, Regulation, & Statute for Administrative Services
Report Writing	Crisis Intervention & De-escalation	Critical Incident Management
Working Effectively from Home	Fentanyl Awareness	Medication Compliance

## Institutional Quarterly Restraint Training

Staff shall receive quarterly restraint re-familiarization for all institutional level and P&P staff who transport inmates.

- Q1 Restraint: Institutional Restraints
- Q2 Restraint: Safety Restraint Chair
- Q3 Restraint: Transportation Restraints
- Q4 Restraint: Hospital Restraints

## Central Office Annual Training

All central office employees shall receive in-service training on an annual basis. Administrative, Managerial, and Support staff will receive 40 hours. Support staff with minimal contact with inmates will receive 16. **Prerequisites:** Central Office Preservice (COPS), Central Office New Employee Training, GSC Executive Branch New Employee CBT

Medical Emergencies, Infectious Disease, & BBP	Emergency, Fire, & Safety Procedures	Radiation Safety Awareness
Annual Training Needs Assessment	Hazard Communication	Workplace Safety & Ergonomics
Adding an External Training in Mypurpose	Interpersonal Relations & Counseling Techniques	Sexual Harassment & Anti-Harassment
Prison Rape Elimination Act	Self Defense	Travel Voucher Training
Stress Management	Fentanyl Awareness	Psychological Resilience
Professionalism	Managing Work Relationships	Report Writing

## Probation & Parole New Employee Training

All new full time Probation and Parole employees shall receive forty (40) hours of Orientation training prior to independent assignment on a particular job.

DOC25: Sexual Harassment & Anti-Harassment	DOC25: Q3 Restraints- Transportation Restraints	Introduction/Application
DOC25: Code of Ethics, Professionalism, & Standards of Conduct	P&P25: DNA Collection	Welcome
DOC25: Cultural Awareness & Diversity	P&P25: Domestic Violence and Sexual Assault	Role of P&P Officer
DOC25: CPP, IPP, & ACA Standards	P&P25: Dangerous Contraband	Ethics
DOC25: Staff Sexual Offenses with Offenders & PREA	P&P25: Overview of CPP Chapters 27 and 28	Office Contacts & Interviews
DOC25: Safe Operation of State Vehicles	P&P25: Evidence Preservations and Collection	Sexual Harassment
DOC25: Medical Emergencies, Infectious Disease, & BBP	P&P25: Interstate Compact	PREA
DOC25: Dress Code for Uniformed & Non-Uniformed Staff	P&P25:Victim Services Branch	Overview of Criminal Justice System
DOC25: Overview of the Criminal Justice System	P&P25: Search and Seizure	
DOC25: Kentucky Employee Assistance Program (KEAP)	P&P25: Verbal De-Escalation	
DOC25: Intro to Kentucky Offender Management System (KOMS)	P&P25: Case Audit	
DOC25: Chain of Command	Guide to Performance Management for Employees	
DOC25: Crisis De-escalation	Email Matters: The Art of Better Service	
DOC25: Emergency, Fire, & Safety Procedures	DOC25: Hazard Communication	
DOC25: (ILT) Prison Rape Elimination Act-PREA	DOC25: Workplace Violence Prevention Awareness	
DOC25: Open Record Laws/Confidentiality	DOC25: Use of Force with OC	
DOC25: Situational Awareness	DOC25: Glock Refamiliarization	
DOC25: Q4 Restraints- Hospital Restraints	P&P25: Use of Force with Weapons & Off Duty Home Safety	

## Probation & Parole Preservice Academy

All new full time Probation and Parole employees shall receive 40 hours of training, in addition to orientation training, their first year of employment.

Week 1	Week 2	Week 3	Week 4	Week 5
Role of a P&P Officer	De-escalation/Crisis Intervention/Motivational Interviewing/Tactical Communication	Core Correctional Practices	Equipment Issue & Weapon Inspection	Weapon retention/restraints/Hospital Restraints/Transportation
Ethics/ Transgender Issues	KyRAS	AHA CPR.BLS. First Aid	Trauma Bag/ Narcan Skill out	Cover & Concealment
Office Contact & Interviews	Case Management Planning	Hospital Restraints/ Restraints/ Transportation	Field Stripping, Loading, Unloading	Flashlight Techniques/ Dim Light
Sexual Harassment	Drug ID	Pat Downs/ Frisk Search	Weapon Disassembly & Cleaning	Arrest Procedures
PREA	Reentry Simulation	Mental Health	Single Tap/ Slow Tap Fire	Glass House
Overview of the Criminal Justice System	KOMS	OC Deployment & Exposure	Sight Alignment/ Sight Picture	Active Shooter
Offender Information		Intro to Glock	Dry Fire/ Live Fire Exercise	Live Action w De-escalation
Emotional Survival/Staff Wellness		Corrections Defensive Tactics	Into to Glock	Trauma Scenarios
Fentanyl			Emergency & Tactical Reloads	The Wall Exercise
Court Issues, Parole Hearings, Drug Testing Procedures			Weapons Retention/ Restraints/ Hospital Restraints/ Transportation	
Security Threat Group			Malfunction Drill	
Active Shooter/ Use of Force			One Handed Operation	
Mypurpose/ ICOTS			Instinctive Shooting & Trigger Reset	
HB 284			Precision Firing	
Intro to Presentence Investigations			Target Recognition	
Parole/MRS Issues			Body Armor Drill	
Mental Health Awareness			Dry Fire/ Live Fire Exercise	
Addiction Services Tracking			Assisted Advancing Shooting	
Travel Voucher Training			Week/ Off Hand Shooting	
Intro to Addiction Services			Anticipation Drill	
Professional Boundaries			Box Drill	
Peace Officer Powers/Arrest			Math Shoot	
Search & Seizure - General			Qualification	
Search & Seizure – P&P				

## Probation & Parole on the Job Training (OJT)

Probation and Parole employees shall receive a minimum 40-hour DOC structured, supervised, and evaluated on-the-job training program.

## Probation & Parole Annual Training

A Probation and Parole employee shall be required to successfully complete 16 hours of annual in-service training.

DOC25: Sexual Harassment & Anti-Harassment	DOC25: Q3: Restraints-Transportation Restraints
DOC25: Code of Ethics, Professionalism, & Standards of Conduct	DOC25: Situational Awareness
DOC25: Safe Operation of State Vehicles	DOC25: (ILT) Psychological Resilience
DOC25: Medical Emergencies, Infectious Disease, &BBP	P&P25: Evidence Preservation and Collection
DOC25: Staff Sexual Offenses with Offenders & PREA	P&P25: DNA Collection
DOC25: Prison Rape Elimination Act-PREA	P&P25: Victim Services Branch
DOC25: Fentanyl Awareness	P&P25: Search and Seizure
DOC25: Hazard Communication	P&P25: Domestic Violence and Sexual Assault
DOC25: Emergency, Fire, & Safety Procedures	P&P25: Core Correctional Practices
DOC25: Open Record Laws/Confidentiality	P&P25: Verbal De-Escalation
DOC25: Workplace Violence Prevention Awareness Training	P&P25: Case Audit
DOC25: Crisis De-escalation	P&P25: Use of Force with Weapons & Off Duty Home Safety
DOC25: Dress Code for Non Uniformed Staff	DOC25: Glock Refamiliarization
DOC25: Q4 Restraints-Hospital Restraints	DOC25: Use of Force with OC
DOC25: Q3: Restraints-Transportation Restraints	1st Quarter - Qualification, Restraint & Radio Refamiliarization
DOC25: Situational Awareness	2nd Quarter - Target Recognition, Malfunction Drills, OC Deployment & Restraint & Radio Refamiliarization
DOC25: (ILT) Psychological Resilience	3rd Quarter - Tactical Firing During Engagement, Cover & Concealment, & Restraint & Radio Refamiliarization
P&P25: Evidence Preservation and Collection	4th Quarter - Dim Light/Night Fire & Restraint & Radio Refamiliarization

Basic Life Support/Heartsaver
Basic Life Support/Heartsaver Skill Out
Addiction Services Tracking
OC Refresher
Trauma & First Aid Kits & AED Review
Legal
Controlled Defensive Tactics
TI Simulator Training
Personnel
Caseload Audit Tool



PRE-SERVICE ACADEMY. TACTICAL.ANNUAL INSERVICE.  
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BEHAVIORAL HEALTH CERTIFICATION. OC. PAT  
DOWNS.TRANSPORTATION.CELL ENTRY.DE-ESCALATION.

# Emergency Unit Training



<https://corrections.ky.gov/divisions/training/pages/default.aspx>

## Emergency Unit Training (CERT) - Academy

Staff designated as members of an emergency unit shall receive 40 hours of relevant emergency unit training prior to assignment. **Prerequisites:** A member shall have at least 1 year of experience as a correctional employee and meet the training requirements as outlined in CPP 8.5. The 1-year requirement may be waived if the candidate has prior military or law enforcement experience and has successfully completed the initial probationary period; Less Lethal End User; Pepperball End user.

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

## Emergency Unit Training (CERT) - Annual

A minimum of 8 hours of joint CERT training shall be required annually for each CERT member. **Prerequisites:** CERT Academy

CERT Annual Training Courses - 16 hours	
Shield Tractics-Large Group Tractics, Indoor Large Area, and Delivery/Exchange, Face to Face Negotiations	
TCT/Stop the Bleed	
Indoor Rescues	
Outdoor Rescues	

## Emergency Unit Training (CERT) - Monthly

Each CERT member shall receive 8 hours of institutional training per month. **Prerequisites:** CERT Academy

	TRAINING TOPIC	HR	SUMMARY
<b>JAN</b>	Squad Commands	4	<ul style="list-style-type: none"> <li>▪ Facing movements, marching, close order drill</li> <li>▪ Baton Techniques- both offensive and defensive</li> <li>▪ Tactical Formations-Line, wedge, diagonals</li> </ul>
	Baton Techniques	2	
	Tactical Formations	2	
	<b>Total</b>	<b>8</b>	
<b>FEB</b>	Squad Commands (Shield Teams)	4	<ul style="list-style-type: none"> <li>▪ Tactical Formations-Shield Techniques</li> <li>▪ Overview of restraints, cuffing techniques, flex cuffs, review CPP 9.1 Use of Force and Mechanical Restraints</li> </ul>
	Application of Restraints	4	
	<b>Total</b>	<b>8</b>	
<b>MAR</b>	Tactical Shield Formations	8	<ul style="list-style-type: none"> <li>▪ Outdoor shield formations, walk throughs, live fire less lethal</li> </ul>
	<b>Total</b>	<b>8</b>	
<b>APR</b>	Tactical Shield Formations	8	<ul style="list-style-type: none"> <li>▪ Indoor shield formations, building clearing, dorms, and large indoor areas</li> </ul>
	<b>Total</b>	<b>8</b>	
<b>MAY</b>	Less Lethal Munitions and Delivery Systems	8	<ul style="list-style-type: none"> <li>▪ Less lethal thrown, PepperBall launchers, 40mm, demonstration, and live fire qualification</li> </ul>
	<b>Total</b>	<b>8</b>	
<b>JUNE</b>	Less Lethal Munitions and Delivery Systems	4	<ul style="list-style-type: none"> <li>▪ Building entry and room clearing- search and warrant speeds</li> <li>▪ Building entry and room clearing with less lethal munitions</li> </ul>
	Building Entries	4	
	<b>Total</b>	<b>8</b>	

<b>JULY</b>	Building Entries	4	<ul style="list-style-type: none"> <li>▪ Building entries and speeds: rescue speed utilizing distraction devices</li> <li>▪ Review end saw, halligan tool, sledgehammer, bolt cutters. Application of breaching techniques</li> </ul>
	Breaching Training	4	
	<b>Total</b>	<b>8</b>	
<b>AUG</b>	Tactical Shooting	4	<ul style="list-style-type: none"> <li>▪ Refer to CERT manual, stress course of fire. Must be one instructor to one shooter ratio.</li> <li>▪ Train in High-Risk Transports and Dignitary Protection. Driving techniques, safe harbor areas, planning and evacuation.</li> </ul>
	High Risk Transports/Dignitary Protection	4	
	<b>Total</b>	<b>8</b>	
<b>SEPT</b>	Officer Rescue	8	<ul style="list-style-type: none"> <li>▪ Evacuation equipment, discuss zones hot, warm, cold.</li> <li>▪ Application of IFAK supplies. Mass causality concerns.</li> <li>▪ Indoor / Outdoor Rescue</li> </ul>
	<b>Total</b>	<b>8</b>	
<b>OCT</b>	Tactical Planning	2	<ul style="list-style-type: none"> <li>▪ Review tactical planning paperwork format along with NIMS forms which apply to Operations Section</li> <li>▪ Discuss tactics and concerns with low light shooting.</li> <li>▪ Shooting under stress</li> </ul>
	Low Light / stress shooting	6	
	<b>Total</b>	<b>8</b>	
<b>NOV</b>	CERT/CNT	4	<ul style="list-style-type: none"> <li>▪ Combine training/ Mock Exercise</li> <li>▪ Have team break into groups and write tactical plan and then carry out the plan</li> </ul>
	Tactical Planning	4	
	<b>Total</b>	<b>8</b>	
<b>DEC</b>	Mock Exercise	8	<ul style="list-style-type: none"> <li>▪ Conduct major mock exercise. Involve outside agency if possible.</li> </ul>
	<b>Total</b>	<b>8</b>	

## Emergency Unit Training (CNT) - Academy

Staff designated as members of an emergency unit shall receive 40 hours of relevant emergency unit training prior to assignment.

Orientation/Introductions	Suicide Assessment & Intervention
Crisis Intervention	Interactive Role Play 4
Active Listening Skills (ALS)	CNT/Tactical Same Mission
Interactive Role Play 1 & 2	Jeopardy/D 'Logo
Position and Functions of CN Team	Phase II/Incident Command
Fundamentals of Crisis Negotiations	Targeted Mental Health Training
Coaching/Boards/Intel & Exercise	Targeted Mental Health Training
Interactive Role Play 3	Negotiations Equipment
Phase I/Intel	Interactive Role Play Scenarios
Equipment and Phone	Review/De-brief from Interactive Role Play
Empathy & Rapport	Legal and Social Media Considerations
Case Study	HOBAS
Team Building	ViCap
	BTAC

## Emergency Unit Training (CNT) - Monthly

Staff designated as members of an emergency unit shall receive 40 hours of relevant emergency unit training prior to assignment. **Prerequisites:** CNT Academy

	TRAINING TOPIC	HR	SUMMARY
JAN	Suicide By Cop	8	<ul style="list-style-type: none"> <li>Early Recognition of SBC situation.</li> <li>Create Distance and Response Consideration</li> <li>Create Time</li> </ul>
FEB	Contacting the Hostage	8	<ul style="list-style-type: none"> <li>Assess State of Hostage</li> <li>Develop a Message the Primary will deliver to Hostage</li> </ul>
MAR	Effective Questioning	8	<ul style="list-style-type: none"> <li>What is the psychological, mental, and emotional state of the subject</li> <li>Asking Open Ended Questions</li> </ul>
APR	Tactical Phone Training	8	<ul style="list-style-type: none"> <li>Setting up Tactical Phone</li> <li>Create Scenario with Tactical Phone</li> </ul>
MAY	TPI's	8	<ul style="list-style-type: none"> <li>When would a TPI be needed</li> <li>Decide if TPI would be there in person, over phone, or recorded message</li> </ul>
JUNE	Contacting the Subject	8	<ul style="list-style-type: none"> <li>Methods of Communication</li> <li>What to say in Introduction</li> </ul>
JULY	NOC Review	8	<ul style="list-style-type: none"> <li>Initial Setup of NOC</li> <li>Developing Strategy before Contact is made</li> </ul>
AUG	Threats and Demands	8	<ul style="list-style-type: none"> <li>Review Types of Demands</li> <li>Guidelines of Managing Demands</li> <li>Review Types of Threats</li> <li>Guidelines for Managing Threats</li> </ul>
SEPT	Tactical Phone Training	8	<ul style="list-style-type: none"> <li>Setting Up Tactical Phone</li> <li>Pack Phone up for Academy</li> </ul>
OCT	CNT Academy		<ul style="list-style-type: none"> <li>Teams Commanders and Volunteers Assist at Academy</li> </ul>
NOV	CERT/CNT Tactical Planning	4	<ul style="list-style-type: none"> <li>Combine training/ Mock Exercise</li> <li>Have team break into groups and write tactical plan and then carry out the plan</li> </ul>
DEC	Year Review	8	<ul style="list-style-type: none"> <li>Review Call-Outs from Year</li> </ul>



PRE-SERVICE ACADEMY. TACTICAL.ANNUAL INSERVICE.  
FIREARMS.LEADERSHIP.SAFETY.TECHNICAL.CORRECTIONAL  
BEHAVIORAL HEALTH CERTIFICATION. OC. PAT  
DOWNS.TRANSPORTATION.CELL ENTRY.DE-ESCALATION.

# Specialty Courses



<https://corrections.ky.gov/divisions/training/pages/default.aspx>

## Deputy Jailer Inservice (DJIS) 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..."

Computer Based Trainings located with the Crimcast Learning Management System:

DJIS-01: Sexual Harassment & Ethical Conduct	DJIS-08: Ethics & Professionalism
DJIS-02: Mental Health Issues & Suicide Prevention	DJIS-09: Situational Awareness
DJIS-03: Medical Awareness Training	DJIS-10: Self Defense
DJIS-04: Report Writing & Jail Documentation	DJIS-11: Security Procedures - Searches
DJIS-05: Staff Sexual Offense with Offenders & PREA	DJIS-12: Basic Jail Operations, Use of Force, & Jailer Liability
DJIS-06: Inmate Rights & Staff Liability	DJIS-13: Stress Management
DJIS-07: Transportation of Offenders	DJIS-14: Fentanyl & Suspected Fentanyl Handling & Processing for Authorized Personnel

**Prerequisite:** Pre-registration  
**Target Audience:** All applicable Jail staff  
**Location Offered:** All RTCs  
**Duration:** 32 hours of ILT, 27.5 CBT

DJIS ILT	
Introduction/Paperwork	Non-Suicidal Self Injury
Professionalism	STG
PREA	Report Writing
Supervision of Offenders	Crisis de-escalation
Working w/ Transgender Offenders	De-escalation Scenarios
Introduction/Paperwork	Use of Force
Signs & Symptoms of Mental Illness	Security Skills: Search, Restraint, Transport
Excited Delirium	Self Defense
Suicide Prevention/Intervention	

## ADA Coordinator Training

The following Curriculum Bundle in Mypurpose is required for all new ADA Coordinators and backup Coordinators, consisting of 3 modules.

CURRICULUM

DOC: ADA Coordinator Curriculum

## New Program Staff Training

This is a mandatory CBT training bundle for staff holding the following positions: CTO, UAI, UAI, and Deputy Warden of Programs.

Currently being updated.

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## Institutional Duty Officer Training

Staff members appointed to serve as an institutional duty officer shall receive training on an annual and as-needed basis by the institutional Fire and Safety Coordinator, along with Warden appointed Security staff.

### **Institutional Duty Officer CBTs:**

NTC	KCIW
KSR	GRCC
WKCC	BCC
LSCC	LLCC
KSP	

\*All institutions not listed to the left require in person, instructor led training for Institutional Duty Officers.

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## Basic Supervisor Workshop (BSW)

This program is open for staff who have assumed the role of a new supervisor. This course consists of 32 hours instructor led training. **Prerequisites:** (State Employees) DHRA Performance with a Purpose and Guide to Performance Management for Evaluators CBTs.

**Prerequisite:** Pre-registration

**Target Audience:** New Supervisors

**Location Offered:** All RTCs

**Duration:** 32 hours of ILT

Currently being updated.

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## Train the Trainer

This training is available to give staff necessary skills to provide training to other staff, effectively and adequately.

**Prerequisite:** Pre-registration  
**Target Audience:** All State Employees, Jail staff  
**Location Offered:** All RTCs  
**Duration:** 40 hours  
**Certification Length:** doesn't expire

Registration/ Orientation	Classroom Management
Impromptu Exercise	Teach Back 1
How Adults Learn	Delivering Training
Generational Learning	Vocal Toolbox
Curriculum Development	Learning Basic PowerPoint
Teach Back 1 Assignment/Preparation	Teach Back Session 2
The Research Process	Teach Back Session 3
Using Training Aids Effectively	Evaluation/Program Summary

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## Less Lethal Instructor Certification

This program is designed for the trainee to become proficient in the instruction of Chemical Munitions, Distraction Devices, and Impact Munitions in conjunction with the departments use of force policy as part of the Less Lethal Program. **Prerequisites:** Current Certified Firearms Instructor

**Prerequisite:** Pre-registration  
**Target Audience:** All State Employees, Jail staff  
**Location Offered:** All RTCs  
**Duration:** 18 hours  
**Certification Length:** Three (3) years

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## Less Lethal End User Certification

This program is designed for the trainee to become proficient in the end user use of Chemical Munitions, Distraction Devices, and Impact Munitions in conjunction with the departments use of force policy as part of the Less Lethal Program. **Prerequisites:** Current Firearms End User Certified

**Prerequisite:** Pre-registration  
**Target Audience:** All State Employees, Jail staff  
**Location Offered:** All RTCs  
**Duration:** 12 hours  
**Certification Length:** Annual recertification

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## Oleoresin Capsicum (OC) Instructor Certification

This program is designed for the trainee to become proficient in the instruction of Oleoresin Capsaicin (OC) use in conjunction with the departments use of force policy.

**Prerequisite:** Supervisor approval. Pre-registration

**Target Audience:** All State Employees, Jail staff

**Location Offered:** All RTCs

**Duration:** 6 hours

**Certification Length:** Three (3) years

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## Pepperball Instructor Certification

A Probation and Parole employee shall be required to successfully complete 16 hours of annual in-service training.

**Prerequisite:** Pre-registration

**Target Audience:** All State Employees, Jail staff

**Location Offered:** All RTCs

**Duration:** 8 hours

**Certification Length:** 2 years

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## Pepperball End User Certification

The PepperBall End User course will provide training in the use of the non-lethal PepperBall Systems including operation, safety, maintenance, and deployment.

**Prerequisite:** Supervisor approval. Pre-registration

**Target Audience:** All State Employees, Jail staff

**Location Offered:** All RTCs

**Duration:** 4 hours

**Certification Length:** 1 year

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## Taser Instructor Certification

Provides basic operational theory and practical training to instruct users to reasonably, safely, and effectively operate the TASER.

**Prerequisite:** Supervisor approval. Pre-registration.

**Target Audience:** All State Employees, Jail staff

**Location Offered:** All RTCs

**Duration:** Minimum of 16 hours

**Certification Length:** 2 years

---

## Taser End User Certification

Provides basic operational theory and practical training for end users to reasonably, safely, and effectively operate the TASER.

**Prerequisite:** Supervisor approval. Pre-registration.

**Target Audience:** All State Employees, Jail staff

**Location Offered:** All RTCs

**Duration:** Minimum of 6 hours

**Certification Length:** 1 year, with recertification class lasting a minimum of 4 hours each year thereafter.

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## **Firearms Instructor Certification**

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

**Prerequisite:** Supervisor approval. Pre-registration. Firearms End User Certification.

**Target Audience:** All State Employees, Jail staff

**Location Offered:** All RTCs

**Duration:** 40 hours

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

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## **Crimcast Administrator Training**

To teach new Administrators how to manage their Jail, Institution, or Regional Training Center within the Crimcast Learning Management System.

**Prerequisite:** Supervisor approval. Pre-registration.

**Target Audience:** All State Employees, Jail staff

**Location Offered:** All RTCs

**Duration:** 2 hours

**Certification Length:** Doesn't expire.

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## **ACS Stop the Bleed End User Certification**

This course will explain what constitutes life-threatening bleeding, cover the ABC's of bleeding control as well as the three methods of bleeding control based on the most current American College of Surgeons (ACS) Stop the Bleed Course.

**Prerequisite:** Supervisor approval. Pre-registration.

**Target Audience:** Jail staff

**Location Offered:** All RTCs

**Duration:** 1 hour

**Certification Length:** Doesn't expire.

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## **Critical Incident Stress Debriefing (CISD) Certification**

This course creates trained staff who provide debriefing and referral services for Department of Corrections Staff after a qualifying event. All team members shall complete a "Basic Intervention and Debriefing" training created by the International Critical Incident Stress Foundation and instructed by a ICISF trained instructor.

**Prerequisite:** Staff must be nominated by their Warden or district Supervisor and approved by the Commissioner. Pre-registration.

**Target Audience:** All State Employees

**Location Offered:** CRTC

**Duration:** 24 hours

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

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## **Institutional Religious Center (IRC) Chaplains Annual Training**

This training reviews CP 23.1, the Religious Reference Manual, RLUIPA, and Religious Accommodation requests. This time includes discussion on any Faith based food holidays with FSD, Aramark, and the Director of Operations.

**Prerequisite:** Supervisor approval. Pre-registration.

**Target Audience:** Institutional Chaplains

**Location Offered:** CRTC

**Duration:** 8 hours

**Certification Length:** This course is required annually.

---

## **Security Threat Group (STG) Coordinator Training**

This training will allow new STG Coordinators to become familiar with the STG Categories in KOMS, the STG Assessment, various Security Threat Groups within the KY DOC, the appropriate way to enter an STG Disciplinary Report, as well as the reporting requirements of the STG Coordinator.

**Prerequisite:** Supervisor approval. Contact Alicia Bloyd.

**Target Audience:** New Security Threat Group Coordinators

**Location Offered:** Virtual CBT

**Duration:** 1 hours

**Certification Length:** This course is required for all new STG Coordinators.

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## **Security Threat Group (STG) Annual Training**

This training reviews CPP 9.3, new STG intelligence from the past year, and STG Assessments and process.

**Prerequisite:** Supervisor approval. Pre-registration.

**Target Audience:** Security Threat Group Coordinators

**Location Offered:** CRTC

**Duration:** 8 hours

**Certification Length:** This course is required annually.

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## **Kentucky Risk Assessment (KyRAS) Training**

This training provides instruction on how to properly utilize the Kentucky Risk Assessment System.

**Prerequisite:** Supervisor approval. Pre-registration.

**Target Audience:** P&P Officers and Adult Institutions Program Staff

**Location Offered:** All RTCs

**Duration:** 24 hours

**Certification Length:** No expiration date.

---

## Open Records Training

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

**Prerequisite:** Supervisor approval. Pre-registration.

**Target Audience:** All state employees

**Location Offered:** All RTCs

**Duration:** 2 hours

**Certification Length:** No expiration date.

---

## State Employees who are permitted to Telecommute

The below computer-based trainings are required for those who are permitted to telecommute and those who supervise staff who telecommute.

**For Staff Who Are Permitted to Telecommute**

*Work Effectively From Home*

**For Supervisory Staff Who Supervise Staff Who Are Permitted to Telecommute**

*How to Effectively Lead a Remote Team*

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## Portion Pac

This training provides staff with the proper use of Portion Pac products and discussion regarding sanitation issues.

**Prerequisite:** Supervisor approval. Pre-registration.

**Target Audience:** All state employees

**Location Offered:** All RTCs

**Duration:** 2 hours

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

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## Volunteer Services Orientation Training

This specialized training is for approved volunteers at adult institutions: if a volunteer is approved at multiple institutions, they shall receive an orientation at each institution.

**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.

**Target Audience:** The public

**Location Offered:** Specific institutions

**Duration:** 4 hours

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