

# 20 26

## DIVISION OF CORRECTIONS TRAINING

KENTUCKY  
DEPARTMENT OF  
CORRECTIONS

TEAM  
**KENTUCKY**  
JUSTICE AND  
PUBLIC SAFETY CABINET

PROGRAM  
CATALOG



# 2026 DCT PROGRAM CATALOG

# TABLE OF CONTENTS

## DCT OVERVIEW

- *MISSION STATEMENT*
- *ORG CHART*
- *EXECUTIVE STAFF*

3

## REGIONAL TRAINING CENTERS

- *LOCATIONS*
- *GENERAL INFORMATION*

6

## MANDATORY TRAINING COURSES

- *NEW EMPLOYEES*
- *ANNUAL TRAINING*
- *QUARTERLY TRAINING*

10

## EMERGENCY UNIT TRAINING

- *CORRECTIONS EMERGENCY RESPONSE TEAM (CERT)*
- *CRISIS NEGOTIATION TEAM (CNT)*

28

## SPECIALTY COURSES

33



# **DIVISION OF CORRECTIONS TRAINING OVERVIEW**

# OUR MISSION . . . YOUR FUTURE.

## **- 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.



# DCT ORGANIZATIONAL CHART



## EXECUTIVE STAFF



**Tim Baker**  
DIRECTOR



**Jason Joseph**  
Assistant DIRECTOR



**Brandy Aston**  
JUSTICE PROGRAM ADMIN.  
CURRICULUM



**Amelia Howell**  
JUSTICE PROGRAM ADMIN.  
COMPLIANCE

# **REGIONAL TRAINING CENTERS**

# REGIONAL TRAINING CENTER LOCATIONS



# REGIONAL TRAINING CENTER

## GENERAL INFORMATION

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

### Rules and Regulations for Students:

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

### Dress Code:

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

### Restricted Items:

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

### Cell Phones and Radios:

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

# REGIONAL TRAINING CENTER

## GENERAL INFORMATION

**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.

**Training Calendar:**

For the 2026 Training Year, the Training Calendar can be found out:

[Welcome Calendar | Teamup](#)

This calendar is adjusted and updated frequently, please check for training opportunities frequently.



# **MANDATORY TRAINING COURSES**

## MANDATORY TRAINING COURSES

# NEW EMPLOYEES

- **GSC Requirements**
- **ADULT INSTITUTION**  
*New Employee Orientation*
- **ADULT INSTITUTION**  
*Pre-Service Academy*
- **ADULT INSTITUTION**  
*On the Job Training*
- **CENTRAL OFFICE**  
*New Employee Orientation*
- **CENTRAL OFFICE**  
*Pre-Service Training*
- **PROBATION & PAROLE**  
*New Employee Orientation*
- **PROBATION & PAROLE**  
*Pre-Service Academy*
- **PROBATION & PAROLE**  
*On the Job Training*



JUSTICE AND  
PUBLIC SAFETY CABINET

**The below GSC training is required by the Kentucky Government for all new state employees.**

## **GOVERNMENTAL SERVICES CENTER (GSC) New State Employee Requirements**

Required of **all new government staff** and due within the first thirty (30) days of employment.

COMPUTER BASED TRAINING (CBT)	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

\*note: all nongovernment staff(contract) new hires are required to be enrolled into the Security Awareness CBT only.

# ADULT INSTITUTION

## New Employee Orientation (NEO)

All new full-time employees shall receive forty (40) hours of Orientation training prior to independent assignment on a particular job. This includes thirty-two (32) hours of computer-based training (CBT) modules and 8 hours of instructor lead training (ILT).

COMPUTER BASED TRAINING (CBT) - 32 HRS	Personnel Processing	Tool & Key Control
	Tether Restraint for Handcuffing	Overview of the Criminal Justice System
	Tour of Kentucky Adult Institutions with Sustainability	Intro to Kentucky Offender Management System (KOMS)
	Code of Ethics, Professionalism, & Standards of Conduct	Intro to Communicating with Deaf & Hard of Hearing Offenders
	CPP, IPP, & ACA Standards	Security & Classification of Offenders
	Managing Work Relationships	Social & Cultural Lifestyles of Offenders
	RexOne Emergency Stretcher	Dress Code for Uniformed & Non-Uniformed Staff
	Medical Emergencies, Infectious Disease, & BBP	Interpersonal Relations & Counseling Techniques
	KCI – Kentucky Correctional Industries	Substance Abuse
	Staff Sexual Offenses with Offenders & PREA	Safe Operation of State Vehicles
	Changing Lives to Break the Cycle of Crime	Drug Awareness ID & Usage
	Guide to Performance Management for Employees	Mental Health & Suicide Prevention
	Radiation Safety Awareness	Kentucky Employee Assistance Program (KEAP)
	Chain of Command	Crisis De-escalation
	Emergency, Fire, & Safety Procedures	Report Writing
	Stress Management	ARCHIBUS – Maintenance Work Orders
	Cultural Awareness & Diversity	Unit Management Concept
	Sexual Harassment & Anti Harassment	Open Records
	Working Effectively From Home	Employee Awareness
	Hazard Communication	Workplace Violence Prevention Awareness

INSTRUCTOR LED TRAINING (ILT) 8 HRS	Psychological Resilience
	Religious Programs
	Situational Awareness
	PC50 Mask
	Fentanyl with Narcan Response
	Counts, Tours, & Perimeter Checks

In addition to the required NEO program, Medical & Mental Health will take the below CBTs:

CONTRACT	Medical Only:
	Medical Taser Probe Removal
	Medical & Mental Health:
	Medical & Mental Health - PREA

# ADULT INSTITUTION

## Pre-Service 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:

INSTRUCTOR LED TRAINING (ILT) – 200 HRS				
WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Institutional Logbooks	Team Building	Glock Course of Fire Simulation	Security Skills Application	Graduation
Professionalism & Code of Ethics	Emotional Intelligence	Safe Handling of Firearms	Pat Down Techniques with Practice	Body Search, Restraint, and Hospital Practice
Reentry	Violent Behavior	Intro to Glock 23	De-escalation Scenarios	Corrections Defensive Tactics 2
Supervision of Inmates – Professional Interactions	Supervision of Inmates – Professional Boundaries	Glock & Weapons Retention Practice/TI Simulator	Handcuffing Techniques with Practice	Cell Entry: Reactive
Report Writing	De-escalation Scenarios	Single Shot Slow Fire Exercise	Internal Restraint Escort with Practice	Cell Entry: Planned
Intro to Stress & Self Care	Inmate Disciplinary Reports	Glock Malfunction Drills	Inmate Strip Search Techniques with Practice	Safety Restraint Chair with Practice
Crisis Intervention & De-escalation Strategies	Basic Services & Levels of Care	Instinctive Shooting Exercise	Inmate Transportation with Practice	Cell Entry/Safety Restraint Chair
Supervision of Inmates - Manipulation	Supervision of Inmates – Professional Boundaries	Multiple Shot Slow Fire Exercise	Body Search & Restraint Practice	Report Writing – Peer Review
Self Defense	Use of Force	Tactical Reload Exercise	Vehicle Searches with Practice	Post Test
Legal Rights & Staff Liability	The Journey Through Correction	Glock Qualification	Transportation Restraints with Escort	
PREA	Medication Compliance	Weapons Cleaning	Hospital Duty & Restraint	
Communicating w/ Deaf HOH	Quick Response Team	Intro to Rifle	Corrections Defensive Tactics 1	
Cultural Diversity & Implicit Bias	Critical Incident Management	Rifle Qualification	Body Search, Restraint, and Hospital Practice	
Institutional Radio Communication	Responsibility of the Healthcare Authority	40MM End User & Qualification	Area Searches: Contraband Awareness	
Trauma Informed Care in Corrections	Non-Suicidal Self Injury	Intro to Shotgun Platforms	Report Writing	
Signs & Symptoms of Mental Illness	The Journey Through Corrections	Shotgun Qualification	Post Test	
Surviving the Job Emotionally	Inmates in a SMU	Use of Force Review		
Gender Responsive Strategies	OC End User	De-escalation Scenarios		
BLS/Heartsaver	Security Threat Groups	Post Test		
Post Test	Fire Safety			
	Acute Intoxication & Withdrawal			
	Medication Compliance			
	Leadership Panel			
	Color of Law: Corruption Issues			
	Color of Law: Actions Have Consequences			
	Working with Transgender Inmates			
	Hostage Situations			
	Suicide Prevention & Intervention			
	Post Test			

# ADULT INSTITUTION

## On The Job Training (OJT)

Correctional Officers shall receive a minimum forty (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

ON THE JOB  
TRAINING –  
40 HRS

CORRECTIONAL OFFICERS ONLY:

Minimum 40 hours of parent agency structured, supervised, and evaluated on-the-job training.

# CENTRAL OFFICE

## New Employee Orientation (NEO)

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

COMPUTER BASED TRAINING (CBT) - 40 HRS	Code of Ethics, Professionalism & Standards of Conduct	Security & Classification of Offenders
	Tour of Kentucky Adult Institutions with Sustainability	Social & Cultural Lifestyles of Offenders
	Personnel Processing	Interpersonal Relations & Counseling Techniques
	CPP, IPP, & ACA Standards	KCI – Kentucky Correctional Industries
	Managing Work Relationships	Dress Code for Uniformed & Non-Uniformed Staff
	Medical Emergencies, Infectious Disease, & BBP	Substance Abuse
	Tool & Key Control	Staff Sexual Offenses with Offenders & PREA
	Overview of the Criminal Justice System	Counts, Tours, & Perimeter Checks
	Changing the Lives to Break the Cycle of Crime	Intro to Communicating with Deaf & Hard of Hearing Offenders
	Drug Awareness ID & Usage	Guide to Performance Management for Employees
	Supervision of Inmates: Manipulation	Kentucky Employee Assistance Program (KEAP)
	Intro to Kentucky Offender Management System (KOMS)	Chain of Command
	Medication Compliance	Signs & Symptoms of Mental Illness
	Violent Behavior	Trauma Informed Care in Corrections
	Religious Programs	Unit Management Concept
	Crisis De-escalation	Emergency, Fire, & Safety Procedures
	Acute Intoxication & Withdrawal	Stress Management
	Cultural Awareness & Diversity	Working Effectively From Home
	Open Records	Sexual Harassment & Anti-Harassment
	Area Searches: Contraband Awareness	When to Ask Your Boss for Help
	Supervision of Inmates: Professional Interactions	Employee Awareness
	Hazard Communication	Workplace Violence Prevention Awareness

# CENTRAL OFFICE

## Pre-Service Training (COPS)

All new full time Central Office employees shall receive forty (40) hours of training in addition to their orientation training.

<b>COMPUTER BASED TRAINING (CBT) - 32 HRS</b>	How to Have Difficult Conversations	Legal Rights of Offenders & Staff Liability
	Adding an External Training in Mypurpose	Offender Rules & Discipline
	Giving Effective Feedback	Getting It Done; Motivation
	How to Work Effectively with Different Communication Styles	How to Stay Relevant, Reinvent Yourself, and Thrive
	Coming Back from a Workplace Mistake	Business Writing Fundamentals
	Workplace Distractions: How to Avoid Them	Being an Effective Problem Solver
	Signs & Symptoms of Mental Illness	Working with Transgender Inmates
	A Guide to Empathy at Work	Radiation Safety Awareness
	Getting Started with Project Management	Write Like a Boss
	Hostage Situations	Fentanyl Awareness
	Master the Art of Verbal Communication	Psychological Resilience
	Travel Voucher Training	DHRA FMLA Training for Executive Branch Employees
	Resolving Conflict with Coworkers	Workplace Safety & Ergonomics
	Situational Awareness	Institutional Radio Communication
	Self Defense Tactics Refresher	Setting Goals that Actually Work
	Procurement	Impact of Secondary Traumatic Stress
	Policy, Regulation, & Statute for Administrative Services	Report Writing
	Critical Incident Management	Safe Operations of State Vehicles
	Time Management Essentials	

<b>8 HRS</b>	INSTRUCTOR LED	Professionalism & Code of Ethics
		Crisis Intervention & De-escalation
		PREA
		Cultural Diversity & Implicit Bias
		Reentry
		Intro to Stress & Self Care

# PROBATION & PAROLE

## New Employee Orientation (NEO)

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

COMPUTER BASED TRAINING (CBT) - 40 HRS	Canine Confrontation	(NEO) Medical Emergencies, Infectious Disease, & BBP
	Code of Ethics, Professionalism, & Standards of Conduct	Overview of the Criminal Justice System
	CPP, IPP, & ACA Standards	Social & Cultural Lifestyles of Offenders
	Managing Work Relationships	Dress Code for Uniformed & Non-Uniformed Staff
	Interpersonal Relations/Counseling Techniques	Signs & Symptoms of Mental Illness
	Staff Sexual Offenses with Offenders & PREA	Safe Operation of State Vehicles
	Changing the Lives to Break the Cycle of Crime	Supervision of Inmates: Professional Interactions
	Guide to Performance Management for Employees	Kentucky Employee Assistance Program (KEAP)
	Intro to Kentucky Offender Management System (KOMS)	Chain of Command
	Open Records Law/Confidentiality	Emergency, Fire, & Safety Procedures
	Report Writing	Stress Management
	Cultural Awareness & Diversity	Sexual Harassment & Anti-Harassment
	Workplace Violence Prevention Awareness	Hazard Communication
	Working Effectively from Home	Psychological Resilience
	Dangerous Contraband	Supervision of Inmates: Manipulation
	Interstate Compact	Case Audit
	Search & Seizure	Victim Services Branch
	Sex Offender Registry in Kentucky	House Bill 284
	Verbal De-escalation	Domestic Violence & Sexual Assault
	Evidence Preservation & Collection	Overview of CPP Chapters 27 & 28
	Fentanyl Awareness	Workplace Safety & Ergonomics
	Setting Goals that Actually Work	Time Management Essentials
	Resolving Conflict with Coworkers	When to Ask Your Boss for Help
	A Guide to Empathy at Work	Getting Started with Project Management
	How to Prioritize Tasks	Being an Effective Problem Solver
	The Art of Managing Up	How to Work Effectively w Different Communication Styles
	Situational Awareness	

**PROBATION & PAROLE****Pre-Service 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.

INSTRUCTOR LED TRAINING (ILT) – 200 HRS				
WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
Role of P&P Officer	Crisis Intervention & De-escalation	Core Correctional Practices	Safe Handling of Firearms & Range Time	Weapon Retention
Ethics	KyRAS	Color of Law – Public Corruption	Trauma Bag/ Narcan Skillout	Cover & Concealment
Office Contacts & Interviews	Case Management Planning	Color of Law – Actions Have Consequences	Intro to Glock Hands On	Flashlight Techniques/ Dim Light
Sexual Harassment	Drug Awareness & ID	Working with Transgender Offenders	Single Tap/ Slow Tap Fire	Arrest Procedures
PREA	Reentry Overview	Duty Belt/ Handcuff Distribution	Sight Alignment/ Sight Picture	Glass House
Overview of the Criminal Justice System	Reentry Simulation	BLS/Heartsaver	Dry Fire/ Live Fire Exercise	Active Shooter
Offender Information	KOMS	Offender Pat Downs	Refamiliarization/ Intro to Glock	Live Action w De-escalation
Emotional Survival/ Staff Wellness	Post Test	Handcuffing & Restraint	Emergency & Tactical Reloads	Trauma Scenarios
Fentanyl		Transportation Restraint with Escort	Single Tap/ Slow Fire	The Wall Exercise
ICOTS		Offender Transport	Weapons Retention	Offender Pat Downs
Security Threat Group		Hospital Duty & Restraint	Refamiliarization Sight Alignment & Sight Picture	Critical Incidents
Active Shooter		Mental Health	Malfunction Drill	Incident Report Tracking
MyPurpose		OC Deployment & Exposure	One Handed Operation	Post Test
House Bill 284		Intro to Glock Videos	Instinctive Shooting & Trigger Reset	Graduation Preparation
Intro to Presentence Investigations		Corrections Defensive Tactics	Precision Firing	Intro to FTO Program
Parole/MRS Issues		Post Test	Malfunction Drills	Graduation
Record Check Training			Target Recognition	
Mental Health Awareness			Body Armor Drill	
Addiction Services Tracking			Dry Fire/ Live Fire Exercise	
Travel Voucher Training			Assisted Advancing Shooting	
Intro to Addiction Services			Weak/Off Hand Shooting	
Professional Boundaries			Anticipation Drill	
Legal			Box Drill & Math Shoot	
Drug Testing Procedures			Weapon Cleaning	
Post Test			Post Test	

# PROBATION & PAROLE

## On The Job Training (OJT) – Admin Spec

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

ON THE JOB TRAINING – 40 HRS	Kentucky Offender Management System (KOMS)
	Intake of Offender & Case
	KOMS Supervision History
	Offender Criminal Record Checks
	Investigations
	Interstate Compact
	Monthly Report Processing

# PROBATION & PAROLE

## On The Job Training (OJT) – P&P Officers

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

ON THE JOB TRAINING – 40 HRS	This is currently being updated.

# PROBATION & PAROLE

## On The Job Training (OJT) – P&P SUPERVISORS

All newly appointed supervisor and managers shall receive forty (40) hours of supervisory training within one year of their appointment.

<b>ON THE JOB TRAINING – 40 HRS</b>	Relationships with Other Agencies
	Monthly Reports: Using KOMS & Other Electronics Management Systems as a Supervisor
	General Management: Supervisory Approval of Offender Case Management, Required Reports, & Paperwork
	General Management: Case Audits & Progressive Discipline
	ACA Requirements for Supervisors
	KHRIS & First Report of Injury
	New Employee Process/Vacancies/Grievances/EEO Complaints/Citizen Complaints/Governor Emails
	Training of New Officers, Staff, Supervisors
	Chain of Command
	Evidence Confiscation, Recording, & Destruction
	Building Safety & Other General Operational Issues
	*Procard Training (Offered Separately)

## MANDATORY TRAINING COURSES

- **ADULT INSTITUTION**  
ANNUAL IN-SERVICE /  
REQUIREMENTS TO WORK  
WITHIN AN INSTITUTION
- **CENTRAL OFFICE**  
ANNUAL IN-SERVICE
- **PROBATION & PAROLE**  
ANNUAL IN-SERVICE

# ANNUAL TRAINING

TEAM  
**KENTUCKY**<sup>®</sup>

JUSTICE AND  
PUBLIC SAFETY CABINET

# ADULT INSTITUTION

## Annual In-Service / Requirements To Work Within An Institution

### **Institutional Employees & Non-Institutional Employees with an Office located at 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:** Institutional Preservice Academy (IPSA)

<b>INSTRUCTOR LED TRAINING (ILT) - 28 HRS</b>	Suicide Prevention & Intervention	Cell Entry: Reactive	Security Threat Groups
	Crisis Prevention & De-escalation Scenarios	PREA	Cell Entry: Planned
	Safety Restraint Chair	BLS/Heartsaver	Quick Response Teams
	Inmates in a Special Management Unit	Internal Restraint w Escort/Practice	Transportation Restraint w Escort Refresher/Practice
	Inmate Strip Search Techniques Refresher/Practice	Vehicle Search/Practice	Hospital Duty/Restraint Refresher/Practice
	Semi Auto Pistol Refamiliarization	Rifle Refamiliarization	Safe Handling of Firearms & Range Time
	Shotgun Refamiliarization	40mm Refamiliarization	Hostage Situations
	Supervision of Inmates: Manipulation	Oleoresin Capsicum (OC)	Supervision of Inmates: Professional Interactions

<b>COMPUTER BASED TRAINING (CBT) - 24.35 HRS</b>	Medical Emergencies, Infectious Disease & BBP	Professionalism & Code of Ethics	Communicating with Dead and HOH Offenders
	Open Records Law	Stress Management	Sexual Harassment & Anti Harassment
	Emergency, Fire, & Safety Procedures	Radiation Safety Awareness	Annual Training Needs Assessment
	Adding an External Training in MyPurpose	Workplace Violence Prevention Awareness	Legal Rights of Offenders & Staff Liability
	Report Writing	Offender Rules & Discipline	Hazard Communication
	Acute Intoxication & Withdrawal	Trauma Informed Care & Corrections	Critical Incident Management
	Responsibility of the Healthcare Authority	Inmates in a Special Management unit	Violent Behavior
	Basic Services and Levels of Care	Signs & Symptoms of Mental Illness	Working w Transgender Inmates
	Non-Suicidal Self Injury	Use of Force	Hostage Situations
	Safe Operation of State Vehicles	Medication for Assisted Treatment (MAT) Medline	Gender Responsive Strategies
	Supervision of Inmates: Manipulation	Impact of Secondary Traumatic Stress	Supervision of Inmates: Professional Interactions
	Self Defense Tactics Refresher	Medication Compliance	Pat Down Refresher

# CENTRAL OFFICE

## Annual Training

- **Administrative and Managerial Staff** shall receive forty (40) hours of training each year.
- **Support employees who have regular or daily contact with offenders** shall receive forty (40) hours of training each year.
- **Clerical/Support employees who have minimal contact with inmates** shall receive sixteen (16) hours training each year.

COMPUTER BASED TRAINING  <b>9 HRS</b>	Medical Emergencies, Infectious Disease & BBP	Safe Operation of State Vehicles
	Emergency, Fire, & Safety Procedures	Report Writing
	Fentanyl Awareness	Radiation Safety Awareness
	Annual Training Needs Assessment	Hazard Communication
	Workplace Safety & Ergonomics	Adding an External Training in Mypurpose
	Workplace Violence Prevention Awareness	Interpersonal Relations & Counseling Techniques
	Sexual Harassment & Anti-Harassment	
<i><b>*Any additional hours needed shall be acquired through additional in-person or computer-based trainings as approved by their supervisor.</b></i>		

INSTRUCTOR LED TRAINING  <b>9 HRS</b>	BLS/Heartsaver (optional)	Crisis Intervention & De-escalation Scenarios
	Crisis Intervention & De-escalation	Surviving the Job Emotionally
	PREA	Trauma Informed Care in Corrections
	Professionalism & Code of Ethics	
<i><b>*Any additional hours needed shall be acquired through additional in-person or computer-based trainings as approved by their supervisor.</b></i>		

# PROBATION & PAROLE

## Annual In-Service

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

<b>INSTRUCTOR LED TRAINING (ILT) - 17.50 HRS</b>	BLS/ Heartsaver	Ti Simulator
	PREA	Corrections Defensive Tactics
	Legal	Weapons Qualification
	Mental Health	

<b>COMPUTER BASED TRAINING (CBT) - 24.60 HRS</b>	Canine Confrontation	Sexual Harassment & Anti-Harassment	Professionalism & Code of Ethics
	Work for Time Credit	Safe Operations of State Vehicles	Stress Management
	Medical Emergencies, Infectious Disease, & BBP	Fentanyl Awareness	Travel Voucher Training
	Hazard Communication	Impact of Secondary Traumatic Stress	Self Defense Tactics Refresher
	Use of Force	Oleoresin Capsicum (OC)	Emergency, Fire, & Safety Procedures
	Adding an External Training in Mypurpose	Signs & Symptoms of Mental Illness	Workplace Violence Prevention Awareness Training
	Cultural Awareness & Diversity	Interpersonal Relations & Counseling Techniques	Crisis De-escalation
	Dress Code for Uniformed & Non-Uniformed Staff	Situational Awareness	Psychological Resilience
	Victim Services Branch	Evidence Preservation & Collection	DNA Collection
	Domestic Violence & Sexual Assault	Search & Seizure	Core Correctional Practices
	Verbal De-escalation	Case Audit	Annual Training Needs Assessment
	Use of Force with Weapons & Off Duty Home Safety	Glock Refamiliarization	

## MANDATORY TRAINING COURSES

- **ADULT INSTITUTION**  
QUARTERLY RESTRAINT  
TRAINING
- **PROBATION & PAROLE**  
QUARTERLY FIREARMS  
TRAINING

# QUARTERLY TRAINING

TEAM  
KENTUCKY®

JUSTICE AND  
PUBLIC SAFETY CABINET

# ADULT INSTITUTION

## Quarterly Restraint Training

Training staff shall coordinate quarterly restraint re-familiarization for all staff at the institutional level and Probation and Parole designated by the appropriate authority.

<b>COMPUTER BASED TRAINING (CBT) - 1.8 HRS</b>	Q1 Restraint: Transportation Restraints
	Q2 Restraint: Transportation Restraints
	Q3 Restraint: Transportation Restraints
	Q4 Restraint: Transportation Restraints

# PROBATION & PAROLE

## Quarterly Firearms & Restraint Training

Required for Probation & Parole staff who are authorized to carry firearms in their position. Probation and Parole Officers shall receive a minimum of sixteen (16) hours of firearms training annually. Each person authorized to carry a weapon shall complete a minimum of four (4) sessions of firearms training annually.

Training staff shall coordinate quarterly restraint re-familiarization for all staff at the institutional level and Probation and Parole designated by the appropriate authority.

<b>INSTRUCTOR LED TRAINING (ILT) - 16 HRS</b>	Q1: Qualification (initial & secondary weapon), Restraint & Radio Refamiliarization
	Q2: Target Recognition, Malfunction Drills, OC Deployment, Restraint and Radio Refamiliarization
	Q3: Tactical Firing During Engagement, Cover & Concealment, Restraint and Radio Refamiliarization
	Q4: Dim Light / Night Fire, Restraint and Radio Refamiliarization



# **EMERGENCY | UNIT | TRAINING |**

# CORRECTIONS EMERGENCY RESPONSE TEAM (CERT)

## Basic 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., Firearms End User.

<b>INSTRUCTOR LED TRAINING</b> <b>(ILT) -</b> <b>40 HRS</b>	Registration/ Paperwork	Shield Techniques – Basic Intro to Gas Exposure
	PT Test	Classroom Less Lethal Considerations
	Shotgun Refresher – Mossberg/Remington	Use of Force Policy Review
	Tactical Formations with Batons	Command Structure
	Restraint Techniques with Shield Formations	Building Coding
	Shield Team Live Fire Walk Throughs	Dynamic Cell Entries
	Breaching Class/Building Entry Techniques	Building Entries Using Different Speeds/ Techniques
	Principles of TC3	Building Entries – Live Fire/Less Lethal
	Indoor Rescue	Outdoor/Vehicle Rescue
	Mock Exercise	Review
	Post Test	Graduation

# CRISIS NEGOTIATION TEAM (CNT)

## Basic Academy

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

<b>INSTRUCTOR LED TRAINING</b> <b>(ILT) - 40 HRS</b>	Orientation	Interactive Role Play & Scenarios
	History of Negotiation	Intro/Position & Functions of CNT Team
	Crisis Intervention/ ALS	Fundamentals of Crisis Negotiations
	D'Logo	Phases of Intel
	Equipment & Phone	Empathy & Rapport
	Case Study	Team Building
	Incident Command	Parking Lot Game
	Targeted Mental Health Training	Negotiations Equipment
	Review/De-brief from Interactive Role Play	Legal
	Jeopardy	CERT/CNT Same Mission
	Final exam	

# CORRECTIONS EMERGENCY RESPONSE (CERT)

## Annual Training

A minimum of 8 hours of joint CERT/CNT training shall be required annually for each CERT/CNT member.

**Prerequisites:** CERT/CNT Academy

INSTRUCTOR LED TRAINING (ILT) - 16 HRS	Overview of Limitations of Search & Rescue	Search Review/Debrief
	Your Responsibilities	Clue Awareness & Preservation
	Communication Procedures	Clothing
	Wilderness Survival	24-hour Ready Pack
	Responding to Search & Conducting Ground Sweep	Procedure for Lost Person Found
	Maps/Grids/Compass	Ropes & Low Angle Rescue
	Outdoor Clues & Night Searching	Search Exercise/Line Formation
	Night Search Exercise	Test & Evaluations

# CORRECTIONS EMERGENCY RESPONSE TEAM (CERT)

## Monthly Training

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

	TRAINING TOPIC	HR	SUMMARY
JAN	Squad Commands Baton Techniques Tactical Formations	4 2 2	<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>
	<b>TOTAL</b>	<b>8</b>	
FEB	Squad Commands (Shield Teams) Application of Restraints	4 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 &amp; Mechanical Restraints</li> </ul>
	<b>TOTAL</b>	<b>8</b>	
MAR	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>	
APR	Tactical Shield Formations	8	<ul style="list-style-type: none"> <li>Indoor shield formations, building clearing, dorms, &amp; large indoor areas</li> </ul>
	<b>TOTAL</b>	<b>8</b>	
MAY	Less Lethal Munitions and Delivery Systems	8	<ul style="list-style-type: none"> <li>Less lethal thrown, 40mm, demonstrations, &amp; live fire qualification</li> </ul>
	<b>TOTAL</b>	<b>8</b>	
JUN	Less lethal & Delivery Systems, Building Entry	4 4	<ul style="list-style-type: none"> <li>Pepperball training</li> <li>Building entry &amp; room clearing – search &amp; warrant speeds, less lethal munitions</li> </ul>
	<b>TOTAL</b>	<b>8</b>	
JUL	Building Entries Breaching Training	4 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>
	<b>TOTAL</b>	<b>8</b>	
AUG	Tactical Shooting High Risk Transports / Dignitary Protection	4 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 &amp; dignitary protection. Driving techniques, safe harbor areas, planning, &amp; evacuation.</li> </ul>
	<b>TOTAL</b>	<b>8</b>	
SEP	Officer Rescue	8	<ul style="list-style-type: none"> <li>Evacuation equipment, discuss zones hot, warm, cold. Application of IFAK supplies. Mass casualty concerns.</li> <li>Indoor / Outdoor Rescue</li> </ul>
	<b>TOTAL</b>	<b>8</b>	
OCT	Tactical Planning Low Light / Stress Shooting	2 6	<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>
	<b>TOTAL</b>	<b>8</b>	
NOV	CERT / CNT Tactical Planning	4 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>
	<b>TOTAL</b>	<b>8</b>	
DEC	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>	

# CRISIS NEGOTIATION TEAM (CNT)

## Monthly Training

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
<b>JAN</b>	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>
	<b>TOTAL</b>	<b>8</b>	
<b>FEB</b>	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>
	<b>TOTAL</b>	<b>8</b>	
<b>MAR</b>	Effective Questioning	8	<ul style="list-style-type: none"> <li>• What is psychological, mental, and emotional state of the subject</li> <li>• Asking open ended questions</li> </ul>
	<b>TOTAL</b>	<b>8</b>	
<b>APR</b>	Tactical Phone Training	8	<ul style="list-style-type: none"> <li>• Setting up tactical phone</li> <li>• Create scenario with tactical phone</li> </ul>
	<b>TOTAL</b>	<b>8</b>	
<b>MAY</b>	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>
	<b>TOTAL</b>	<b>8</b>	
<b>JUN</b>	Contacting the Subject	8	<ul style="list-style-type: none"> <li>• Methods of Communication</li> <li>• What to say in introduction</li> </ul>
	<b>TOTAL</b>	<b>8</b>	
<b>JUL</b>	NOC Review	8	<ul style="list-style-type: none"> <li>• Initial Setup of NOC</li> <li>• Developing Strategy before contact is made</li> </ul>
	<b>TOTAL</b>	<b>8</b>	
<b>AUG</b>	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>
	<b>TOTAL</b>	<b>8</b>	
<b>SEP</b>	Tactical Phone Training	8	<ul style="list-style-type: none"> <li>• Setting up tactical phone</li> <li>• Pack phone up for Academy</li> </ul>
	<b>TOTAL</b>	<b>8</b>	
<b>OCT</b>	CNT Academy	8	<ul style="list-style-type: none"> <li>• Teams Commanders and Volunteers Assist at Academy</li> </ul>
	<b>TOTAL</b>	<b>8</b>	
<b>NOV</b>	CERT / CNT Tactical Planning	4 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>
	<b>TOTAL</b>	<b>8</b>	
<b>DEC</b>	Year Review	8	<ul style="list-style-type: none"> <li>• Review Call-Outs from year</li> </ul>
	<b>TOTAL</b>	<b>8</b>	



# **SPECIALTY | COURSES |**

# DEPUTY JAILER IN-SERVICE (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...".

**Prerequisite:** Pre-registration **Target Audience:** All applicable Jail Staff **Location Offered:** All RTCs

<b>COMPUTER BASED TRAINING (CBT) – 24.5 HRS</b>	Gender Responsive Strategies	Self Defense
	Drug Awareness – ID & Usage	Cultural Diversity & Implicit Bias
	Acute Intoxication & Withdrawal	Area Searches: Contraband Awareness
	Hazard Communication	Transportation of Offenders
	Report Writing	Transportation Restraints
	Medical Emergencies, Infectious Disease, & Bloodborne Pathogens	Oleoresin Capsicum (OC) Use, Care, & Decontamination
	Code of Ethics, Professionalism, & Standards of Conduct	Legal Rights of Offenders & Staff Liability
	Managing Work Relationships	Trauma Informed Care in Corrections
	Fentanyl Awareness	Violent Behavior
	Impact of Secondary Traumatic Stress	Sexual Harassment & Anti-Harassment
	Situational Awareness	Mental Health & Suicide Prevention
	Workplace Safety & Ergonomics	Basic Jail Operations, Use of Force, & Jailer Liability
	Use of Force	Security Threat Groups
	Surviving the Job Emotionally	Staff Sexual Offenses with Offenders & PREA

<b>INSTRUCTOR LED TRAINING (ILT) – 24 HRS</b>	Professionalism	Suicide Prevention/Intervention
	PREA	Working with Transgender Offenders
	Supervision of Offenders – Professional Interactions	Supervision of Offenders - Manipulation
	Signs & Symptoms of Mental Illness	Excited Delirium
	Non-Suicidal Self Injury	Supervision of Offenders – Professional Boundaries
	Emotional Intelligence	Report Writing
	Crisis De-escalation	Use of Force
	Pat Downs & Strip Search Techniques	De-escalation Scenarios
	Restraint Techniques	Transportation Restraint with Escort
	Self Defense	

# ADA COORDINATOR TRAINING

The following curriculum bundle in MyPURPOSE is required for all new and backup Coordinators; this consists of 3 modules.

CURRICULUM

DOC: ADA Coordinator Curriculum

## NEW PROGRAM STAFF TRAINING (currently being updated)

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

## INSTITUTIONAL DUTY OFFICER TRAINING

Staff appointed to serve as an Institutional Duty Officer shall receive training on an annual and as-needed basis by the Institutional Fire & Safety Coordinator, along with the Warden appointed Security Staff.

<b>COMPUTER BASED (CBT) – 45 MIN</b>	Kentucky State Reformatory (KSR)	<b>Institutions not listed to the left are required to deliver this training live at their institution, annually.</b>
	Southeast State Correctional Complex (SSCC)	
	Blackburn Correctional Complex (BCC)	
	KY Correctional Institution for Women (KCIW)	
	Eastern KY Correctional Complex (EKCC)	
	Green River Correctional Complex (GRCC)	
	Little Sandy Correctional Complex (LSCC)	
	Northpoint Training Center (NTC)	
	KY State Penitentiary (KSP)	
	Luther Luckett Correctional Complex (LLCC)	
	Western KY Correctional Complex (WKCC)	

# BASIC SUPERVISOR WORKSHOP (BSW)

This program is open for staff who have assumed the role of a new supervisor, or for those who need a refresher.

**Pre-requisites:** (State Employees: DHRA Performance with a Purpose and Guide to Performance Management for Evaluators ... both found in MyPURPOSE). Pre-registration, Supervisor approval. This program required the trainee to arrive with a laptop that has the required content already loaded onto the desktop.

INSTRUCTOR LED (ILT) - 24 HRS	Orientation/ Self-Assessment	Civility & Anti-Harassment in the Workplace
	Building Blocks of Supervision	Effective Communication of Supervisors
	Personal Competencies	Conflict Resolution Scenarios
	Conflict Management for Supervisors	It's No Longer About You
	Encouraging Performance	Evidence Collection & Preservation
	Organizational Context	Correctional Environment Investigations
	Problem Solving	KEAP
	MyPURPOSE as a Supervisor	Graduation

## TRAIN the TRAINER (TTT)

This training is available to all staff who want to learn the necessary skills to provide training to other staff.

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

INSTRUCTOR LED (ILT) - 40 HRS	Orientation/ Self-Assessment	Using Training Aids Effectively
	Impromptu Exercise	Classroom Management
	How Adults Learn	Teach Back 1
	Generational Learning	Delivering Training
	Curriculum Development	Vocal Toolbox
	Teach Back 1 Assignment/Preparation	Learning Basic Powerpoint
	Teach Back Session 2	Evaluation/Program Summary
	Teach Back Session 3	

# 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.

**Pre-requisites:** Pre-registration, Supervisor approval, Current Firearms Instructor Certification  
**Certification Length:** Good for three (3) years

<b>INSTRUCTOR LED TRAINING (ILT) - 24 HRS</b>	Introduction/Registration Oleoresin Capsicum Instructor Course Chemical Munitions Instructor Course Impact Munitions Instructor Course Distraction Devices Instructor Course
---	--

# 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.

**Pre-requisites:** Pre-registration, Supervisor approval, Current Firearms End User Certification  
**Certification Length:** Good for one (1) year

<b>INSTRUCTOR LED TRAINING (ILT) - 8 HRS</b>	Distraction Devices End User Course Chemical Munitions End User Course Impact Munitions Instructor Course Practical Application
--	--

# TI SIMULATOR INSTRUCTOR TRAINING

This program is designed for the trainee to become proficient in the end user use of the TI Simulator, including operational theory and practical training.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 4 hours

# PEPPERBALL INSTRUCTOR CERTIFICATION

This program is designed for the trainee to become proficient in the instruction of the non-lethal Pepperball Systems including operation, safety, maintenance, and deployment.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 8 hours **Certification Length:** Good for two (2) years

<b>INSTRUCTOR LED TRAINING (ILT) - 8 HRS</b>	Introduction/Registration
	Instructor Course
	Armory Powerpoint
	Live Fire
	Teach Backs
	Test/Evaluation

# PEPPERBALL END USER CERTIFICATION

This program is designed for the trainee to become proficient in the end user use of the non-lethal Pepperball Systems including operation, safety, maintenance, and deployment.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 4 hours **Certification Length:** Good for one (1) year

# TASER INSTRUCTOR 7/X2/X26p INSTRUCTOR CERTIFICATION

This program is designed for the trainee to become proficient in the instruction of the TASER, including operational theory and practical training.

**Pre-requisites:** Pre-registration, Supervisor approval **Certification Length:** Good for two (2) years

INSTRUCTOR TRAINING LED (ILT) – 16 HRS	Registration/Orientation	Qualification with Taser Energy Weapon
	Voluntary Exposures	Fundamental Drills
	Overview of the TASER Energy Weapon	Isolation/RBT Drills
	Test	Teach Back
	Teach Back 1 Assignment/Preparation	Evaluations/Course Conclusion

# TASER END USER 7/X2/X26p CERTIFICATION

This program is designed for the trainee to become proficient in the end user use of the TASER, including operational theory and practical training.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 6 hours **Certification Length:** Good for one (1) year, with the recertification class lasting a minimum of 4 hours each year thereafter

# CORRECTIONS DEFENSIVE TACTICS (CDT) INSTRUCTOR CERTIFICATION

This program is designed for the trainee to become proficient in the instruction of Corrections Defensive Tactics.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 8 hours **Certification Length:** Good for one (1) year

# MyPURPOSE COORDINATOR TRAINING

This training is required for all new MyPURPOSE Coordinators or Administrators and is taken through the Curriculum Branch; Curriculum Branch will reach out to you.

**Pre-requisites:** GSC MyPURPOSE class, HIPAA CBT **Duration:** 1 hour

<b>INSTRUCTOR LED TRAINING (ILT) - 1 HRS</b>	Merging KHRIS IDs	ITIPs
	G Drive Folder	Paperwork Requirements
	Events/Sessions/Locator Numbers	AIIS Folder
	Training Material Booklet (TMB)	NEO Folder
	Prerequisites	Lesson Retention
	Transcripts	Reports

# CRIMCAST ADMINISTRATOR TRAINING

This training is required for all new Crimcast Administrators before access is given to this Learning Management System.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 1 hour

<b>INSTRUCTOR LED TRAINING (ILT) - 1 HRS</b>	Creating Offline Classes	Required Hours
	DJIS	Transcripts/Rosters
	Enrolling Staff into Classes	Deactivating/Inactivating - Transfers
	Creating Users	Entering and giving staff credit

# STOP the BLEED INSTRUCTOR CERTIFICATION

This program is designed for the trainee to become proficient in the instruction of the American College of Surgeons (ACS) Stop the Bleed Course.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 4 hours **Certification Length:** Lifetime

# FIREARMS INSTRUCTOR CERTIFICATION

This program is designed for the trainee to become proficient in the instruction of the KY DOC approved weapons platforms.

**Pre-requisites:** Pre-registration, Supervisor approval, current Firearms End User, current CPR  
**Certification Length:** One (1) year **Jails:** Firearms Instructor CBTs in Crimcast

<b>COMPUTER BASED TRAINING (CBT) – 40 HRS</b>	Registration/Orientation	Range Safety (PP)
	Pistol Inspection/Field Strip/Cleaning Procedures	Pistol Qualification
	Coaching/Target Analysis	Intro to Glock 23 – Teach Back
	Calling the Line w Practice	Range Day
	Common Mistakes – Handgun	Handgun Skill Building/Calling the Line
	Weapons Cleaning – Glock	Teach Back (Use of Force Booklet)
	Trauma Informed Firearms Instruction	AIIS/P&P Requalification Review
	Handgun Skill Building w Coaching	Weapon Cleaning
	Instructor Fundamentals/Glock Test	Shotgun Platforms – Teach Back
	Shotgun Qualification	Shotgun Skill Building
	Rifle Basic – Teach Back	Rifle Qualification
	Rifle Skill Building/Zeroing	40MM Qualification
	Common Mistakes – Long Guns	40mm Launcher – Teach Back
	Rifle Cleaning/Inspection	Rifle/Shotgun/40mm Test

# FIREARMS INSTRUCTOR RECERTIFICATION

This program is designed for the trainee to refresh their instruction skills of the KY DOC approved weapons platforms.

**Pre-requisites:** Pre-registration, Supervisor approval, current Firearms End User, current CPR  
**Certification Length:** One (1) year **Jails:** Firearms Instructor CBTs in Crimcast

<b>INSTRUCTOR LED TRAINING (ILT) – 4 HRS</b>	Introduction/Equipment & PPE Issue	Rifle Requalification
	Safe Handling of Firearms/Range Safety	Shotgun Requalification
	Semi-Auto Pistol Requalification	40mm Requalification

## FIREARMS INSTRUCTOR CBTs – JAIL STAFF

This program is designed for Jail staff who participate in the Kentucky Department of Corrections Firearms Instructor Program. These CBTs are found within the Crimcast Learning Management System.

**Pre-requisites:** Pre-registration, Supervisor approval, current Firearms End User, current CPR  
**Certification Length:** One (1) year

<b>INSTRUCTOR LED TRAINING (ILT) – 4 HRS</b>	Introduction/Equipment & PPE Issue   Rifle Requalification
	Safe Handling of Firearms/Range Safety   Shotgun Requalification
	Semi-Auto Pistol Requalification   40mm Requalification

## FENTANYL RESPONDER TRAIN the TRAINER

This program is designed for the trainee to become proficient in the instruction of being a Fentanyl Responder.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 4 hours

## FENTANYL RESPONSE TEAM TRAINING

This training provides staff with the information and skills necessary to respond to a fentanyl incident/exposure. This training includes loose powder and contained packages, administrating Narcan, safe handling and transportation with collection of evidence, and procedures for submitting fentanyl to KSP for testing.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 4 hours

## FENTANYL COLLECTOR TRAINING

This training provides staff with the information and skills necessary to collect, log, and dispose of fentanyl.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 4 hours

## EMERGENCY WATER PURIFICATION CART TRAIN the TRAINER

This program is designed for the trainee to become proficient in the instruction of the Emergency Water Purification Cart.

**Pre-requisites:** Emergency Water Cart CBT, Pre-registration, Supervisor approval **Duration:** 8 hours

## EMERGENCY WATER PURIFICATION CART TRAINING

This program is designed to provide staff with the knowledge on the proper use of the Emergency Water Purification Cart Training to provide potable water for their facilities during a water related emergency. This is an annual in person training that includes this additional CBT: Emergency Water Purification Cart Training.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** ILT 8 hours CBT 1 hour

## AI/P&P OT GAP TRAINING

This program is designed for P&P Staff who wish to work overtime within an Institution.

**Pre-requisites:** Pre-registration, Supervisor approval, P&P Academy **Duration:** 4 hours ILT + CBT Bundle

# CRITICAL INCIDENT STRESS DEBRIEFING (CISD) CERTIFICATION

This program is designed for the trainee to become proficient in debriefing and referring services to other staff after a qualifying event. All trainees shall complete a “Basic Intervention and Debriefing” training created by the International Critical Incident Stress Foundation and instructed by a ICISF trained instructor.

**Pre-requisites:** Staff must be nominated by their Warden or District Supervisor and approved by the Commissioner. **Duration:** 24 hours **Certification Length:** one (1) year, with recertification lasting 8 hours each year thereafter

## INSTITUTIONAL RELIGIOUS CENTER (IRC) TRAINING

This program is designed for the institutional Chaplain to become proficient in CPP 23.1, the Religious Reference Manual, RLUIPA, and religious accommodation requests. This time includes discussion on any faith-based food holidays with the Food Services Director, Aramark, and the Director of Operations.

**Pre-requisites:** Supervisor approval, by invite only **Duration:** 8 hours – this course is required annually

## SECURITY THREAT GROUP (STG) COORDINATOR TRAINING

This program is designed for the institutional STG Coordinator to become familiar with the STG Categories in KOMS, the STG Assessment, various Security Threat Groups with the KY DOC, as well as reporting requirements of the STG Coordinator.

**Pre-requisites:** Supervisor approval, contact Alex Wright **Duration:** 1 hour – virtual CBT only

## SECURITY THREAT GROUP (STG) TRAINING

This program is designed for the institutional STG Coordinator to become familiar with CPP 9.3, new STG intelligence from the previous year, and any updates to the STG Assessment and process.

**Pre-requisites:** Supervisor approval, by invite only **Duration:** 8 hours

## CorrectPAC SYSTEM TRAINING

This program is designed to provide staff with the knowledge on the proper use of Portion Pac products and discussion regarding sanitation issues.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 2 hours **Certification:** good for one (1) year; all staff supervising sanitation and safety and the use of Portion Pac products.

## VOLUNTEER SERVICES TRAINING

This program is designed to provide approved volunteers at adult institutions with training that allows them to be successful within the corrections environment. If an approved volunteer volunteers at multiple institutions, they shall receive an orientation at each institution.

**Pre-requisites:** Must be an approved volunteer at an institution. **Duration:** 6 hours **Certification:** good for one (1) year; must complete training annually to remain an active volunteer

## CPR INSTRUCTOR CERTIFICATION

This program is designed for the trainee to become proficient in the instruction of the American Heart Association BLS/Heartsaver program.

**Pre-requisites:** Pre-registration, Supervisor approval **Certification Length:** Good for two (2) years

## PREA INVESTIGATOR TRAINING

This class provides updated information on investigation procedures and tactics, including PREA standards relating to investigations, trauma-informed interviewing with sexual abuse victims, interviewing suspects, use of Miranda and Garrity warnings, sexual abuse evidence collection, report writing, and entering investigations into KOMS.

**Pre-requisites:** Pre-registration, Supervisor approval

## PREA RISK ASSESSMENT TRAINING

This training is designed to educate the KY Department of Corrections (DOC) staff on the legal and ethical considerations of the Prison Rape Elimination Act (PREA). This training complies with the American Correctional Association (ACA).

**Pre-requisites:** Pre-registration, Supervisor approval

## PREA COMPLIANCE MANAGER TRAINING

This training covers topics for PREA Compliance Managers on how to fulfill their duties in ensuring with federal PREA standards, including an overview of PCM responsibilities for monitoring facility operations for compliance with federal PREA standards and relevant DOC policies, overseeing PREA audit preparation efforts, and updates to current practices and procedures.

**Pre-requisites:** Pre-registration, Supervisor approval

## ADJUSTMENTS & INVESTIGATOR TRAIN the TRAINER

This program is designed for the trainee to become proficient in the instruction of the Adjustment Committee and Investigation program.

**Pre-requisites:** Pre-registration, Supervisor approval

## ADJUSTMENTS & INVESTIGATOR TRAINING

This training covers relevant court cases, policy and due process, ADA requirements, report reviewing and interviewing, assigning charges, STG and mental health considerations, documentation, and KOMS pointers.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 2 hours

## WBI INSTRUCTOR CERTIFICATION

This program is designed for the trainee to become proficient in the instruction of the Whole Body Imaging (WBI) system.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 8 hours

## WBI OPERATOR CERTIFICATION

This program is designed to provide staff with the knowledge on the proper use of the Whole Body Imaging (WBI) system; overview and hands on.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 4 hours

## KENTUCKY RISK ASSESSMENT (KyRAS) TRAINING

This program is designed for the trainee to become proficient on the Kentucky Risk Assessment System.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 24 hours

## BASIC CLASSIFICATION TRAINING

This program is designed for the trainee to become proficient in classifications within adult institutions.

**Pre-requisites:** Pre-registration, Supervisor approval **Duration:** 24 hours

## STAFF ELIGIBLE FOR TELECOMMUTING

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