



**2019 Annual Report
Division of Corrections Training**



Bridget Gilliland, Director

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MISSION STATEMENTS



Kentucky Department of Corrections Mission Statement:

To protect the citizens of the Commonwealth and to provide a safe, secure and humane environment for staff and offenders in carrying out the mandates of the legislative and judicial processes, and to provide opportunities for offenders to acquire skills which facilitate non-criminal behavior.



"Our Mission-Your Future"

Kentucky Division of Corrections Training Mission Statement:

To design, develop and deliver training programs that meet the needs and mandates of the employees of the Kentucky Department of Corrections.

Our Mission...Your Future

COMMITMENT TO EXCELLENCE

The Division of Corrections Training (DCT) is tasked with planning, coordinating and conducting training for adult institutions, jailers and Department of Corrections Central Office.

The DCT develops training curriculum for the Correctional Officers, uniformed supervisors and non-security staff of the 12 Adult Kentucky Correctional Institutions, Central Office, Kentucky Correctional Industries and annual training for the elected Jailers and their staff within the 120 counties of Kentucky.

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

The DCT successfully went through the ACA re-accreditation process in September of 2017, and stood before the ACA Panel at the Winter Conference in January of 2018.

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

In November 2019, the DCT went through a Program Security Review (PSR). The staff did an excellent job in the preparation for this event.



TRAINING SYSTEM

Correctional Officer:

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

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

Adult Institutions, Non-Security:

All non-security staff attend the number of training hours dictated by the requirements of ACA accreditation. During 2019, Corrections Policy and Procedures (CPP) and Training Policy and Procedures (TPP) were reviewed and accreditation requirements were addressed.

Extra Training Conducted:

The Division of Corrections Training conducted extra training throughout the year. This extra training included: Basic Supervisor Workshop, Train the Trainer, Taser Instructor, Oleoresin Capsicum end user courses, Less Lethal Instructor Courses, Firearms Instructor Courses, Corrections Defensive Tactics Instructor Courses, and CPR-First Aid.

TRAINING SYSTEM (cont.)

Elected County Jailers and Deputies:

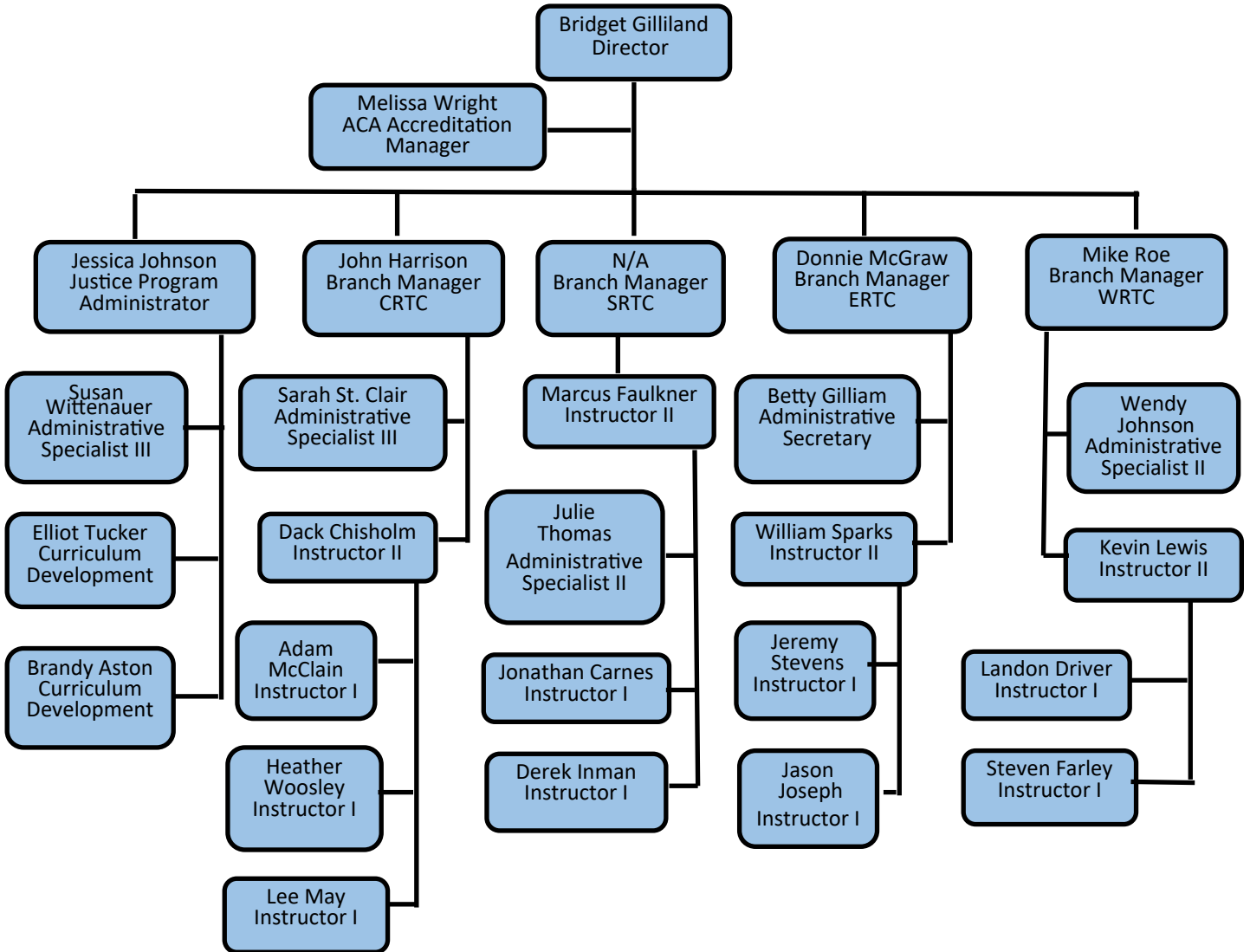
Kentucky Revised Statutes (KRS) 196.070, Duties of the Commissioner of the Department of Corrections Training Programs, KRS 441.055. Regulation of Jails Adoptions and Revision of Standards and KRS 441.115, Jail Staff Training Program and Jailer's Training Expense Allowance, require the DOC to provide a minimum of 40 hours of training annually for the elected jailers and 16 hours of training annually for their staff at no cost to the jailers. The DCT develops a curriculum, annually, in cooperation with a curriculum committee appointed by the Kentucky Jailer's Association. The DCT provides the deputy jailer curriculum to county jails for delivery by members of their staff who have been trained by the DCT to act as adjunct instructors. DCT staff from the four regional training centers also conduct annual Deputy Jailer Training throughout the Commonwealth at locations requested by the Kentucky jailers. The Deputy Jailer CBT curriculum is available for any jail staff that needs the training in addition to, or in lieu of, classroom training. The elected/appointed jailers meet their 40-hour annual training requirements by attending one or both of the annual Kentucky Jailer's Association Conferences.

The Curriculum Branch staff were available at the **June** and **December** Kentucky Jailer

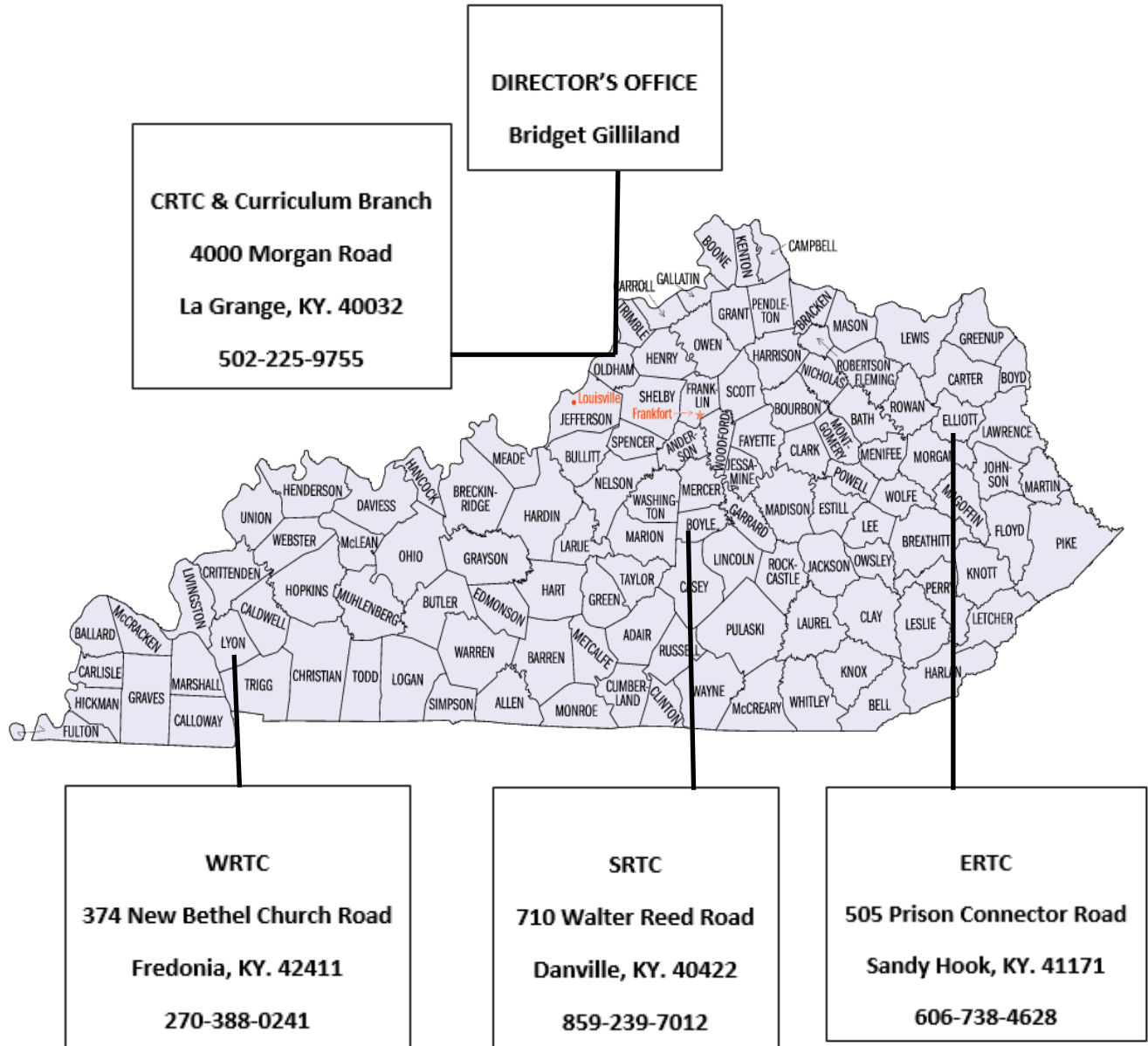
Central Office Staff:

The Department's training policy, CPP 4.9, was developed to include Central Office staff in the training process. The Computer Based Training (CBT) modules developed for the Central Office staff have been reviewed and revised throughout the year.

Division of Corrections Training Organization Chart



REGIONAL TRAINING CENTERS



DIVISION OF CORRECTIONS TRAINING

Director's Office

The Division of Corrections Training (DCT) Director, Bridget Gilliland, maintains offices at both SRTC in Danville, Kentucky and CRTC in La Grange, Kentucky. These offices provide administrative supervision over all DCT operations.

During 2019, the Director's office located at SRTC has been staffed with one Administrative Specialist III/ACA Accreditation Manager, Melissa Wright.



Bridget Gilliland
Director



Melissa Wright
Admin Specialist III
ACA Accreditation Manager

Central Region Training Center—Curriculum Branch



Jessica Johnson
Justice Program Administrator



CRTC, Bldg. #1



Susan Wittenauer
Administrative Specialist III



Elliot Tucker
Program Development /
Instructor I



Brandy Aston
Program Development /
Instructor I

The Curriculum Development Branch is located within CRTC. They are responsible for management of the curriculum development process for adult institutions, Central Office, Kentucky Correctional Industries, jails, CBT modules, the archiving of all departmental curriculum and the daily administration of the DOC's Learning Management System (LMS). MyPURPOSE, the department's LMS also serves as DOC's Training Records System (TRS) for individuals working at the state level. CrimCast is the department's LMS for the jails and also serves as the jail's TRS.

The Curriculum Branch is staffed with a Program Administrator, Jessica Johnson, Program Development Personnel, Elliot Tucker and Brandy Aston, and an Administrative Specialist III, Susan Wittenauer.

During 2019, the Curriculum Branch, with the assistance of training instructors, has reviewed, revised, and added to the lesson plans of the CBT modules for IPSA, Institutional In-Service, Central Office, and Jailers' In-Service.

Central Region Training Center



John Harrison
Branch Manager



CRTC, Building #2



Sarah St. Clair
Administrative Specialist III



Dack Chisholm
Instructor II



Adam McClain
Instructor I



Heather Woosley
Instructor I



Lee May
Instructor I

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

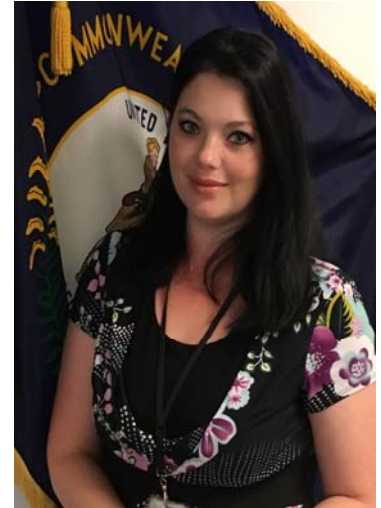
CRTC is staffed by Branch Manager, John Harrison, Training Instructor/Coordinator II, Dack Chisholm, three Training Instructor/Coordinator Is: Adam McClain, Heather Woosley, and Lee May, and Administrative Specialist III Sarah St. Clair.

CRTC provides staff instruction to four adult correctional institutions, including Kentucky State Reformatory (KSR), Roederer Correctional Complex (RCC), Luther Lockett Correctional Complex (LLCC), Kentucky Correctional Institution for Women (KCIW), and the elected jailers and their staff within 24 counties.

Eastern Region Training Center



Donnie McGraw
Branch Manager



Betty Gilliam
Administrative Secretary



Will Sparks
Training Instructor /
Coordinator II



Jeremy Stevens
Training Instructor /
Coordinator I



Jason Joseph
Training Instructor /
Coordinator I

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

ERTC is staffed by Branch Manager, Donnie McGraw, Training Instructor/Coordinator II, Will Sparks, two Training Instructor/Coordinator I, Jeremy Stevens and Jason Joseph, and Administrative Secretary, Betty Gilliam.

ERTC provides staff instruction to two adult correctional institutions Little Sandy Correctional Complex and Eastern Kentucky Correctional Complex, and the elected jailers and their staff within 21 counties.

Southern Region Training Center



Marcus Faulkner
Training Instructor/Coordinator II



Jonathan Carnes
Training Instructor/
Coordinator I



Derek Inman
Training Instructor/
Coordinator I



Julie Thomas
Administrative Specialist II

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

SRTC is staffed by Training Instructor/Coordinator II, Marcus Faulkner, two Training Instructor/Coordinator I, Jonathan Carnes and Derek Inman, and Administrative Specialist II, Julie Thomas.

SRTC provides staff instruction to three adult correctional institutions, Bell County Forestry Camp (BCFC), Blackburn Correctional Complex (BCC), Northpoint Training Center (NTC), and the elected jailers and their staff within 39 counties.

Western Region Training Center



Mike Roe
Branch Manager



Kevin Lewis
Training Instructor/
Coordinator II



Landon Driver
Training Instructor/
Coordinator I



Steven Farley
Training Instructor/
Coordinator I



Wendy Johnson
Administrative Specialist II

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

WRTC is staffed by Branch Manager, Mike Roe, Training Instructor/Coordinator II, Kevin Lewis, two Training Instructor/Coordinator I, Landon Driver and Steven Farley, and Administrative Specialist II, Wendy Johnson.

WRTC provides staff instruction to three adult correctional institutions, Western Kentucky Correctional Complex (WKCC), Kentucky State Penitentiary (KSP), Green River Correctional Complex (GRCC), and the elected jailers and their staff within 36 counties.

Division of Corrections Training

Year End Review

During 2019, the Institutional Pre-Service Academy (IPSA) was updated and non-security staff now received a total of 80 hours training, instead of the previously required 56. Adult Institutional In-Service (AIIS) Training curriculum was updated as well.

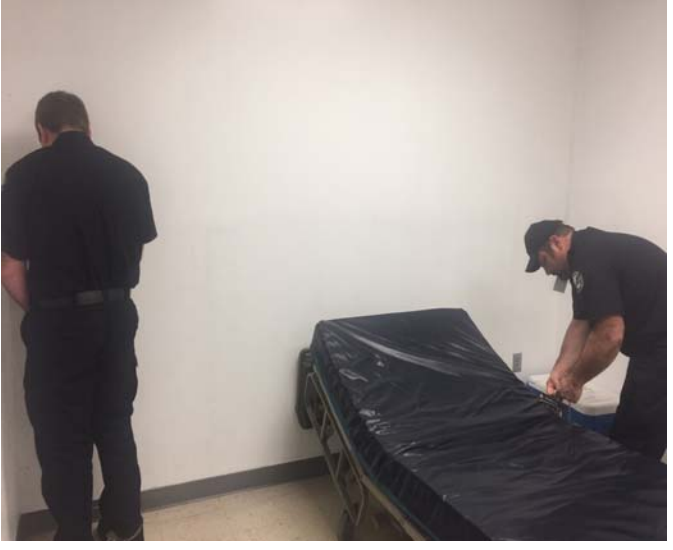
Nova Remote Access Custody Control (RACC) Belt certification training was added to the curriculum for the IPSA during Week 3.

Protective vests were ordered for all Training Centers, and are now required for all individuals when on the range.

Central Office curriculum was completed. Section Supervisors were established at Central Office as a means to ensure compliance with the completion of staff member's required training hours.

2019 PICTORIAL REVIEW





YEARLY TRAINING STATISTICS

On the following pages, you will find the yearly training statistics depicted in chart form and statistical breakdowns as required by ACA standards.

Administration of Correctional Agencies 2-CO-1D-03

The agency's training plan provides for ongoing evaluation of all pre-service, in-service, and specialized training programs. A written report is prepared annually.

Probation and Parole—Field Services 4-APPFS-3A-19

The agency provides ongoing formal evaluation of all pre-service, in-service, and specialized training programs and completes an annual written evaluation report.

Adult Correctional Institutions 4-4077

The institution's training plan provides for ongoing formal evaluation of all pre-service, in-service, and specialized training programs. A written report is prepared annually.

Correctional Training Academies 1-CTA-3A-06

Written policy, procedure, and practice provide for ongoing formal evaluation of all pre-service, in-service, and specialized training programs conducted by the academy. A written report is prepared annually and includes input from operational units.

2019 Annual Classroom Activity Report

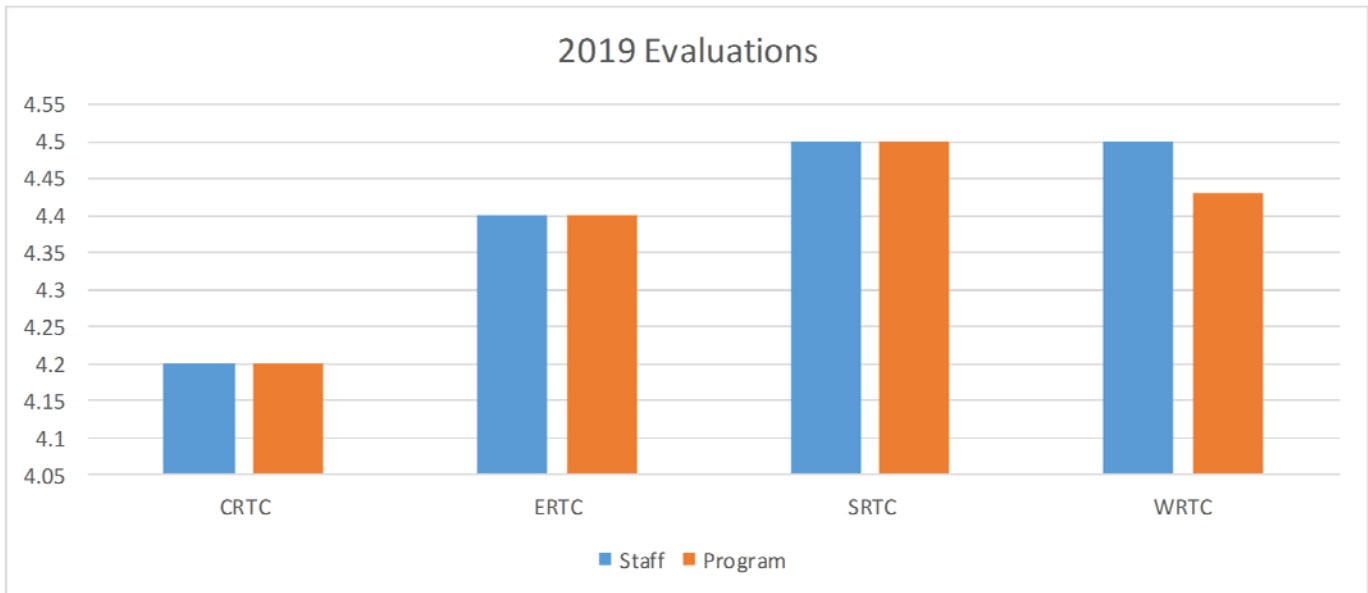
Department of Corrections Training Lead Classes

| Institution/ District | CRTC | ERTC | WRTC | SRTC | Total |
|--|-------------|-------------|-------------|-------------|--------------|
| BCFC | 63 | 3 | 0 | 15 | 81 |
| BCC | 61 | 0 | 0 | 86 | 147 |
| EKCC | 37 | 219 | 0 | 11 | 267 |
| GRCC | 39 | 0 | 301 | 4 | 344 |
| KCIW | 661 | 0 | 0 | 0 | 661 |
| KSP | 49 | 0 | 332 | 7 | 388 |
| KSR | 728 | 0 | 0 | 4 | 732 |
| LLCC | 440 | 0 | 0 | 1 | 441 |
| LSCC | 30 | 87 | 0 | 2 | 119 |
| NTC | 126 | 1 | 0 | 291 | 418 |
| RCC | 513 | 0 | 0 | 7 | 520 |
| WKCC | 26 | 0 | 428 | 1 | 455 |
| Central Office | 124 | 2 | 31 | 17 | 174 |
| District 1 | 12 | 0 | 98 | 0 | 110 |
| District 2 | 16 | 0 | 69 | 0 | 85 |
| District 3 | 40 | 0 | 5 | 3 | 48 |
| District 4 | 62 | 0 | 0 | 0 | 62 |
| District 5 | 64 | 0 | 6 | 0 | 70 |
| District 6 | 33 | 0 | 0 | 2 | 35 |
| District 7 | 65 | 0 | 1 | 0 | 66 |
| District 8 | 38 | 3 | 1 | 1 | 43 |
| District 9 | 33 | 0 | 1 | 4 | 38 |
| District 10 | 36 | 2 | 1 | 0 | 39 |
| District 11 | 18 | 1 | 0 | 0 | 19 |
| District 12 | 76 | 0 | 0 | 0 | 76 |
| District 13 | 42 | 0 | 18 | 0 | 60 |
| District 14 | 25 | 0 | 2 | 4 | 31 |
| District 15 | 17 | 3 | 1 | 0 | 21 |
| District 16 | 64 | 3 | 2 | 0 | 69 |
| District 17 | 63 | 0 | 0 | 0 | 63 |
| District 18 | 54 | 0 | 0 | 0 | 54 |
| District 19 | 34 | 0 | 0 | 0 | 34 |
| District 20 | 52 | 2 | 0 | 2 | 56 |
| District 21 | 21 | 0 | 0 | 0 | 21 |
| Jails | 106 | 53 | 206 | 168 | 533 |
| DCT | 6 | 7 | 0 | 0 | 13 |
| LAC | 201 | 19 | 229 | 174 | 623 |
| | | | | | |
| | CRTC | ERTC | WRTC | SRTC | Total |
| Totals | 4075 | 405 | 1732 | 804 | 7016 |
| | | | | | |
| | CRTC | ERTC | WRTC | SRTC | Total |
| Total Staff Training & Certificates Presented | 4075 | 405 | 1732 | 804 | 7016 |

2019 Evaluation Averages by Facility

| | | | | | | | | | | | | | |
|----------------|------|------|-------|-------|-----|------|------|-----|------|-----|-----|-----|--------------|
| CRTC | Jan. | Feb. | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
| Staff | 4.8 | 4.8 | 4.9 | 4.8 | 4.8 | 4.1 | 3.5 | 3.5 | 3.7 | 3.8 | 3.7 | 3.9 | 4.20 |
| Program | 4.7 | 4.8 | 4.9 | 4.9 | 4.6 | 4.2 | 3.7 | 3.7 | 3.8 | 3.5 | 3.5 | 3.5 | 4.20 |
| ERTC | Jan. | Feb. | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
| Staff | 5 | 4.9 | 4.9 | 4.9 | 4.9 | 4.6 | 3.8 | 3.6 | 4.2 | 4.1 | 3.8 | 3.8 | 4.40 |
| Program | 5 | 4.9 | 4.9 | 4.9 | 4.8 | 4.6 | 3.8 | 3.8 | 4.3 | 4 | 3.6 | 3.8 | 4.40 |
| SRTC | Jan. | Feb. | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
| Staff | 4.9 | 4.9 | 4.9 | 4.9 | 4.9 | 4.1 | 4.7 | 4.3 | 4. | 4.1 | 4.1 | 4. | 4.5 |
| Program | 4.8 | 4.8 | 4.9 | 4.9 | 4.9 | 4.2 | 4.7 | 4.3 | 4.1 | 4. | 4. | 4. | 4.5 |
| WRTC | Jan. | Feb. | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total |
| Staff | 4.8 | 4.8 | 4.9 | 4.9 | 4.8 | 4.7 | 4.3 | 4.2 | 3.7 | 4.2 | 4. | 4.2 | 4.5 |
| Program | 4.8 | 4.7 | 4.9 | 4.7 | 4.8 | 4.6 | 4.4 | 4.3 | 4. | 4.1 | 3.8 | 4.1 | 4.43 |

| | |
|----------------------|------------|
| Staff Total | 4.4 |
| Program Total | 4.4 |



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

Individual training program evaluations for all classes presented in 2019 are available upon request.