

# 2021 ANNUAL REPORT



Division of Corrections Training

Tammy Lou Wright, Director



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## MISSION STATEMENTS

**KENTUCKY**  
**DEPARTMENT of CORRECTIONS**

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.



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

*Our Mission . . . Your Future*



## COMMITMENT TO EXCELLENCE

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

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

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

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

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







## **TRAINING SYSTEM**

### **CORRECTIONAL OFFICER**

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

### **ADULT INSTITUTIONS, NON-SECURITY**

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

### **EXTRA TRAINING CONDUCTED**

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



## **TRAINING SYSTEM (cont.)**

### **Elected County Jailers and Deputies**

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

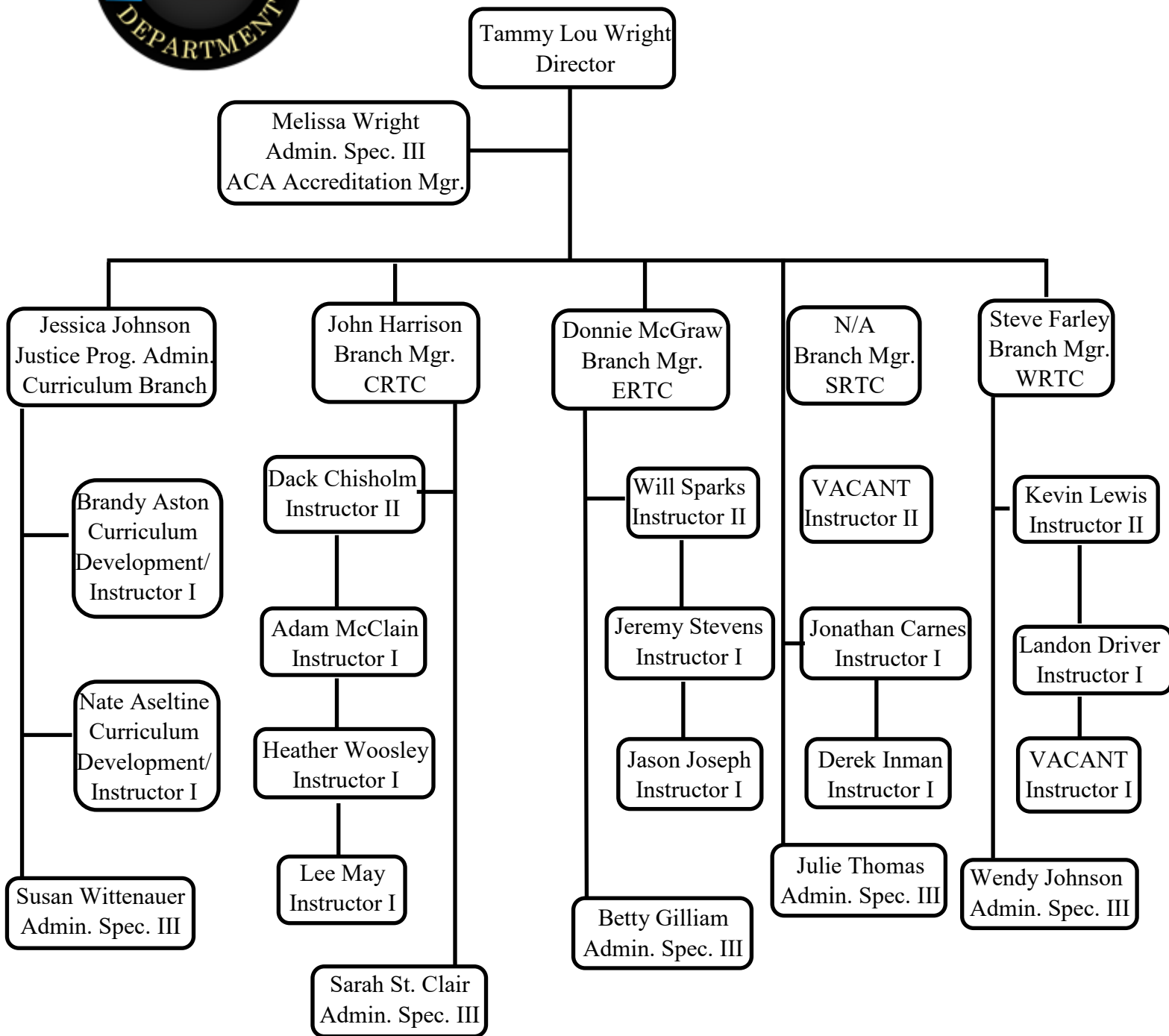
The Curriculum Branch staff are usually available at the Kentucky Jailer's Association Conferences, but due to the COVID-19 pandemic, the 2020 conferences were both cancelled.

### **CENTRAL OFFICE STAFF**

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



## Division of Corrections Training Organization Chart





## REGIONAL TRAINING CENTERS

### CENTRAL REGION TRAINING CENTER

#### CURRICULUM BRANCH

4000 Morgan Rd.

LaGrange, KY. 40032

502-225-9755

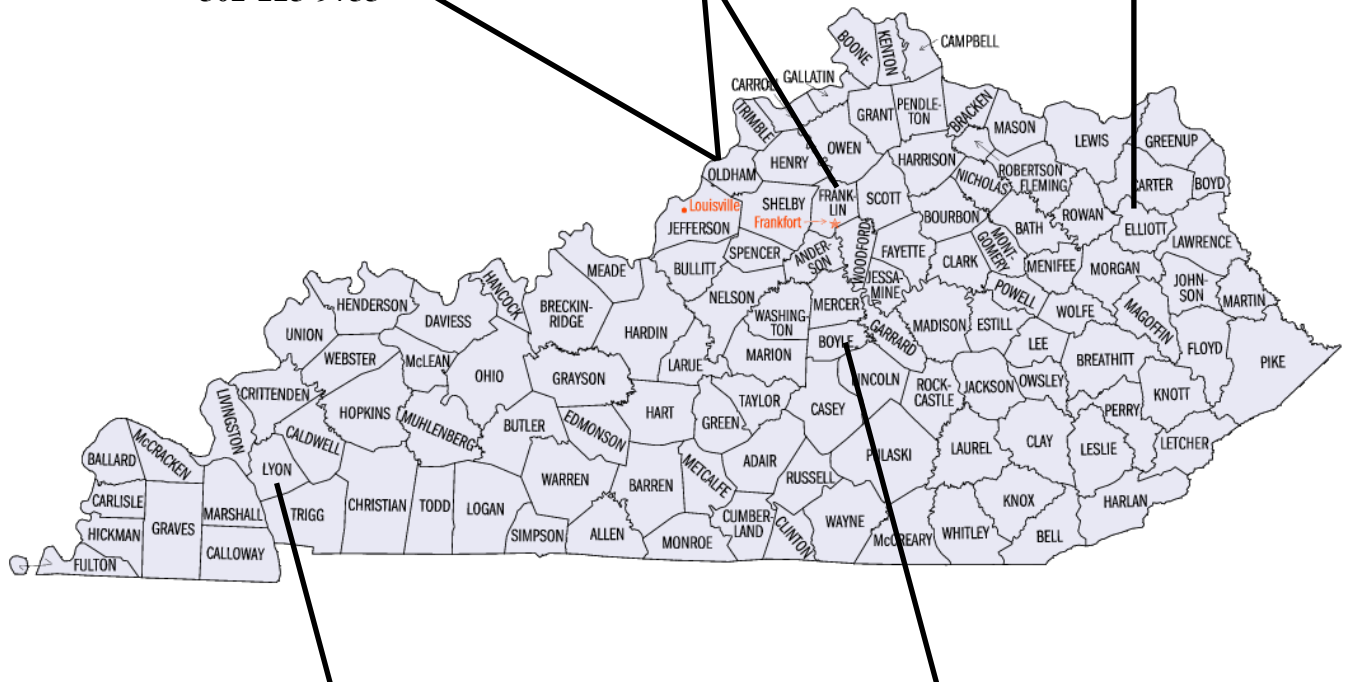
### EASTERN REGION TRAINING CENTER

505 Prison Connector Rd.

Sandy Hook, KY. 41171

606-738-4628

Director Wright's Office



### WESTERN REGION TRAINING CENTER

374 New Bethel Church Rd.

Fredonia, KY. 42411

270-388-0241

### SOUTHERN REGION TRAINING CENTER

710 Walter Reed Rd.

Danville, KY. 40422

859-239-7012



The Division of Corrections Training (DCT) Director, Tammy Lou Wright, maintains a primary office in Frankfort, KY. The Director's Office provides administrative supervision over all DCT operations.

**DIRECTOR'S OFFICE  
AND  
STAFF**



Melissa Wright, Administrative Specialist III and ACA Accreditation Manager, works directly for and with Director Wright and maintains an office at the Southern Region Training Center (SRTC).



Jessica Johnson  
Justice Program Administrator



Brandy Aston  
Program Development  
Instr./Coord. I



Nate Aseltine  
Program Development  
Instr./Coord. I

## **CENTRAL REGION CURRICULUM BRANCH**

The Curriculum Branch is staffed with four full time employees: Program Administrator Jessica Johnson, two Curriculum Development-Instr./Coord. I personnel, Brandy Aston and Nate Aseltine, and Administrative Specialist III Susan Wittenauer.



Susan Wittenauer  
Administrative Specialist III

The Curriculum Branch is located in Bldg. #1 at the Central Region Training Center (CRTC) and is responsible for management of the curriculum development process for adult institutions, Central Office, KY Correctional Industries, county jails, CBT modules, the archiving of all departmental curriculum and the daily administration of the DOC's Learning Management System (LMS), MyPurpose. This LMS also serves as the DOC's Training Records System (TRS) for individuals working at the state level. CrimCast is the department's LMS for the jails and also serves as their TRS.

During 2021, the Curriculum Branch, with the assistance of training instructors at both the regional and institutional levels, reviewed, revised and added to the lesson plans of the CBT modules, Institutional Pre-Service and In-Service, Central Office, and Jailers' In-Service.





John Harrison  
Branch Manager



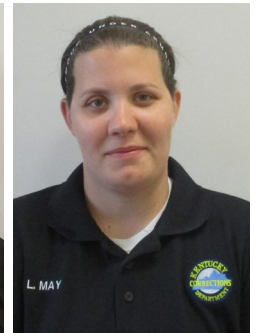
Dack Chisholm  
Instr./Coord. II



Adam McClain  
Instr./Coord. I



Heather Woosley  
Instr./Coord. I



Lee May  
Instr./Coord. I

## CENTRAL REGION TRAINING CENTER

CRTC is staffed with six full time employees: Branch Manager John Harrison, Instr./Coord. II Dack Chisholm, three Instr./Coord. I personnel, Adam McClain, Heather Woosley and Lee May, and one Administrative Specialist III Sarah St. Clair.

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

CRTC provides instruction to four adult correctional institution, including KSR, RCC, Luther Lockett Correctional Complex (LLCC) and KY Correctional Institution for Women (KCIW). CRTC also provides staff instruction to the elected/appointed jailers and their staff within 24 counties of the Commonwealth.



Sarah St. Clair  
Administrative Specialist III



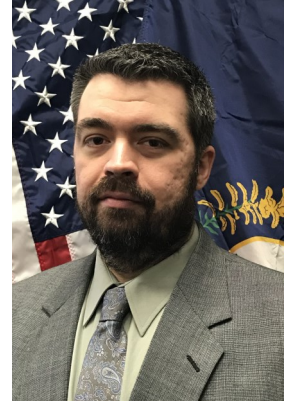
Donnie McGraw  
Branch Manager



Will Sparks  
Instr./Coord. II



Jeremy B. Stevens  
Instr./Coord. I



Jason Joseph  
Instr./Coord. I

## **EASTERN REGION TRAINING CENTER**



Betty Gilliam  
Administrative Specialist III

ERTC is staffed by five full time employees: Donnie McGraw Branch Manager, Instr./Coord. II Will Sparks, two Instr./Coord. I personnel, Jeremy B. Stevens and Jason Joseph, and Administrative Specialist III Betty Gilliam.

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

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

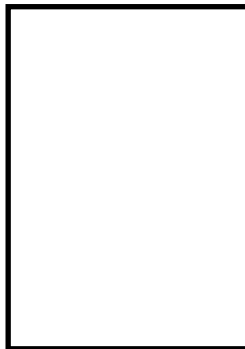




NOT  
APPLICABLE

Branch Manager

**SOUTHERN REGION  
TRAINING CENTER**



~VACANT~  
Instr./Coord. II



Jonathan Carnes  
Instr./Coord. I



Derek Inman  
Instr./Coord. I



Julie Thomas  
Administrative Specialist III

SRTC is staffed by three full time employees: two Instr./Coord. I personnel, Jonathan Carnes and Derek Inman, and Administrative Specialist III Julie Thomas.

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

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



Steve Farley  
Branch Manager

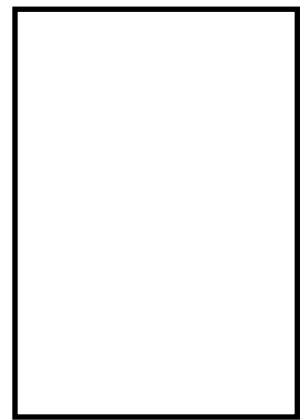
**WESTERN REGION  
TRAINING CENTER**



Kevin Lewis  
Instr./Coord. II



Landon Driver  
Instr./Coord. I



~VACANT~  
Instr./Coord. I



Wendy Johnson  
Administrative Specialist III

WRTC is staffed by four full time employees: Steve Farley Branch Manager, Instr./Coord. II Kevin Lewis, Instr./Coord. I Landon Driver, and Administrative Specialist III Wendy Johnson.

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

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



Due to the COVID-19 pandemic the DCT continued use of the adjusted academy schedule wherein the original five-week Institutional Pre-Service Academy (IPSA), usually conducted at a Regional Training Center, was condensed to three weeks. Phases I and II, except for OC and CPR, were converted to computer-based modules monitored by the hiring institutions training coordinator (ITC) with regional training coordinators assisting with the hands-on training of OC and CPR/First-Aid. When necessary, regional training coordinators held smaller academies at the hiring institutional, rather than have students travel to one central location. All other extra courses, such as re-certification for firearms instructors, Basic Supervisor Workshop, and Train the Trainer were conducted in smaller groups and virtual training via ZOOM was also utilized when applicable. During all in-person training protocols were in place to ensure the safety of the students and trainers. Protocols in place include pre-entry temperature taking, classroom seating spaced 6 feet apart, masks and gloves required for both students and trainers with sanitizer available in all teaching areas; social distancing was maintained and monitored, even during lunch and breaks.

## **2021 YEAR-END REVIEW**

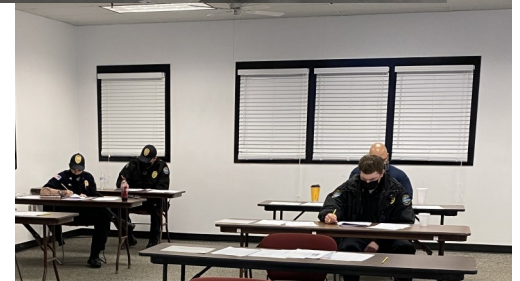
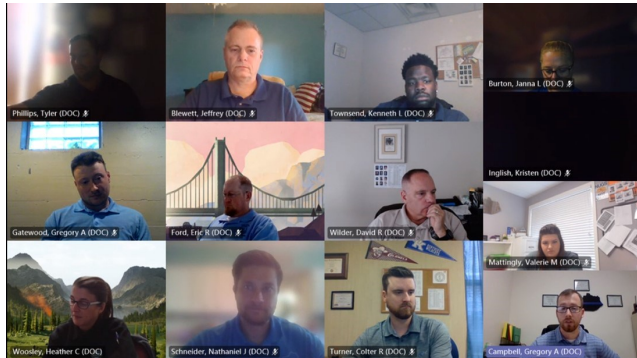
Instructor I Lee May with CRTC completed Master TASER Instructor certification in September 2021. This gives the DCT two Master Instructors for TASER.

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

The DCT received a score of 100% on the ACA re-accreditation audit conducted October 1-2, 2020 and met with the ACA Panel virtually, due to COVID-19 protocols, on January 26, 2021. To date, due to conducting both virtual and in-person hearings, the ACA Panel has not yet provided new certificates.

December 13-15, 2021 the ACA Annual Program Security Review was conducted at ERTC. Auditors were provided dual computer stations to review the DCT's electronic files. The auditor's final report "found that Training meets the standards in each and every category as required by the ACA Standards for Correctional Training Academies, 1st edition with 2016 supplement. Assuming that the current conditions continue, and there is no reason to believe that they won't, the Training should experience a successful ACA re-accreditation audit".

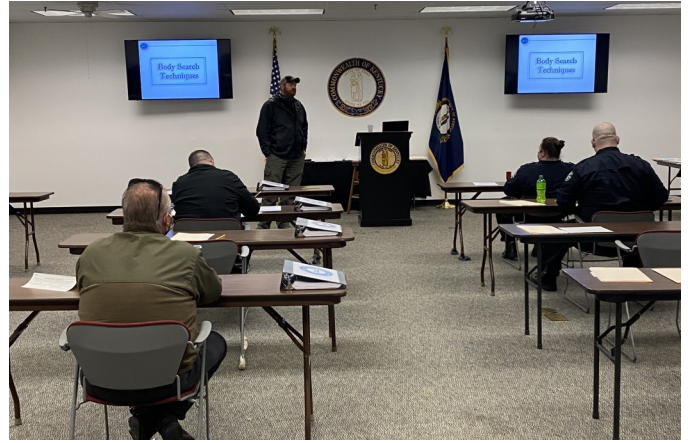




## 2021 PICTORIAL REVIEW







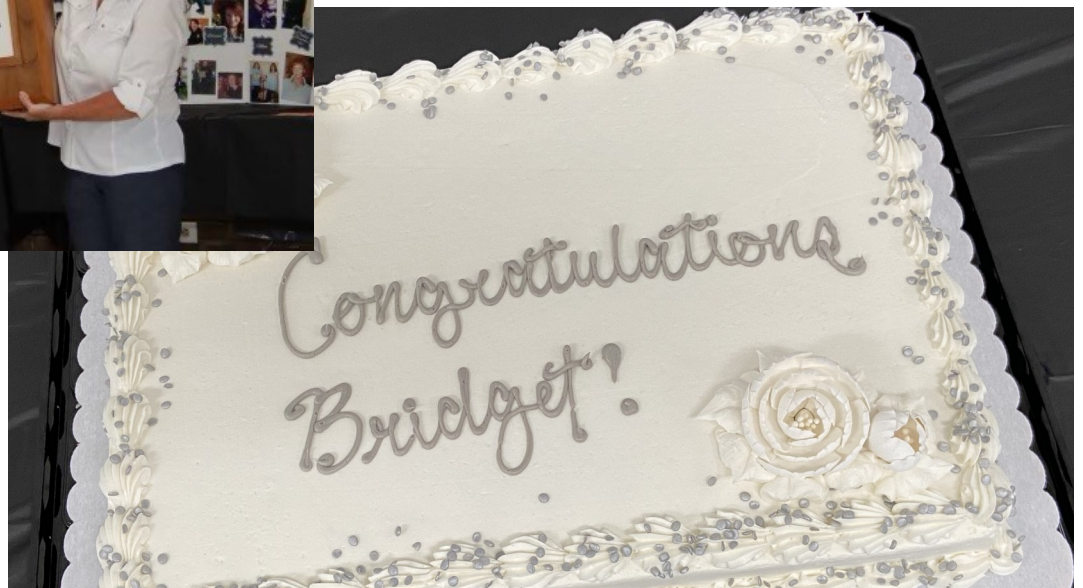
**2021 PICTORIAL  
REVIEW**







**2021 PICTORIAL  
REVIEW**





## **YEARLY TRAINING STATISTICS**

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

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

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.

### **4-APPFS-3A-19 Probation and Parole-Field Services**

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

### **5-ACI-1D-05 Adult Correctional Institutions**

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.

### **1-CTA-3A-06 Correctional Training Academies**

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.



CRTC	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Staff	4.1	3.8	3.9	3.7	3.8	3.8	4	3.8	4	4	4	3.9	3.9
Program	3.9	3.6	3.5	3.4	3.7	3.6	3.7	3.5	3.9	3.5	3.9	3.9	3.7

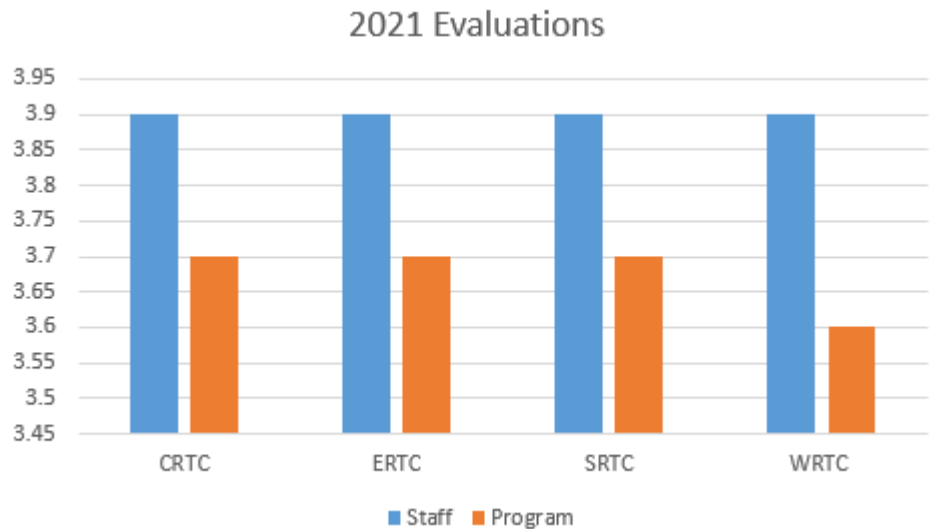
ERTC	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Staff	4.1	3.8	4	3.9	3.8	3.9	3.8	4	3.9	3.9	3.9	3.9	3.9
Program	4.1	3.7	3.8	3.7	3.6	3.7	3.6	3.9	3.8	3.9	3.6	3.4	3.7

SRTC	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Staff	3.9	3.9	3.9	3.8	4	3.8	3.9	3.9	3.9	3.9	3.9	4	3.9
Program	3.6	3.6	3.8	3.6	3.6	3.5	3.7	3.7	3.6	3.7	3.8	3.8	3.7

WRTC	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Staff	4.1	3.7	3.8	4	3.8	3.9	3.9	3.9	3.9	4	3.9	3.9	3.9
Program	3.9	3.5	3.5	3.6	3.5	3.5	3.7	3.6	3.5	3.7	3.8	3.8	3.6

Staff Total	3.9
Program Total	3.7

## 2021 EVALUATION AVERAGES BY TRAINING CENTER



Evaluations reflect scoring by training participants at the completion of their training. The evaluations are based on a scale of *strongly agree* to *strongly disagree*; participants are asked to evaluate both the training that was conducted by DCT staff and the total program curriculum.

Individual training program evaluations for all classes presented in 2021 are available upon request.





## 2021 Annual Classroom Activity Report

### Department of Corrections Training Lead Classes

## 2021 ANNUAL CLASSROOM ACTIVITY REPORT

Institution/ District	CRTC	ERTC	WRTC	SRTC	Total
BCFC	3	2	3	25	33
BCC	3	0	6	52	61
EKCC	2	141	19	0	162
GRCC	2	0	111	0	113
KCIW	98	0	5	0	103
KSP	4	0	134	0	138
KSR	122	0	7	0	129
LAC	0	5	4	0	9
LLCC	122	0	6	0	128
LSCC	0	106	6	0	112
NTC	5	0	4	93	102
RCC	85	0	3	0	88
SSCC	4	168	0	0	172
WKCC	3	0	76	0	79
Central Office	2	0	1	1	4
District 1	9	0	6	0	15
District 2	9	0	6	0	15
District 3	7	0	2	0	9
District 4	8	0	0	0	8
District 5	9	0	0	0	9
District 6	2	0	0	5	7
District 7	14	0	0	0	14
District 8	3	0	0	0	3
District 9	6	0	0	3	9
District 10	2	0	1	0	3
District 11	1	0	0	0	1
District 12	4	0	0	92	96
District 13	13	0	1	0	14
District 14	1	0	0	25	26
District 15	9	2	0	0	11
District 16	10	0	0	0	10
District 17	8	0	0	0	8
District 18	7	0	0	0	7
District 19	4	0	0	0	4
District 20	5	0	2	0	7
District 21	0	0	0	0	0
Jails	62	30	59	65	216
Training	36	0	15	7	58
Other	0	0	5	6	11
<b>TOTALS</b>	<b>684</b>	<b>454</b>	<b>482</b>	<b>374</b>	<b>1994</b>

	CRTC	ERTC	WRTC	SRTC	Total
Total IPSA Training	247	274	222	96	839
Total Certificates Presented	199	269	203	92	763