

Kentucky Department of Corrections  
2022 ANNUAL REPORT  
Division of Corrections Training

---



**Tammy Lou Wright, Director**

**TEAM**   
**KENTUCKY**™

## TABLE OF CONTENTS

Mission Statements	3
Commitment to Excellence	4
Training System	5 – 6
Organization Chart	7
Map–Regional Training Sites	8
Director’s Office / Staff	9
Curriculum Branch	10
Central Region Training Center	11
Eastern Region Training Center	12
Southern Region Training Center	13
Western Region Training Center	14
Year-End Review	15
Pictorial Review	16 – 18
Yearly Training Statistics – ACA Requirement	19
Class Evaluation Chart	20
Yearly Classroom Activity Report	21

# MISSION STATEMENTS

## **Commonwealth of 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.

## **Commonwealth of Kentucky DEPARTMENT OF CORRECTIONS DIVISION OF CORRECTIONS TRAINING**

The mission of the Division of Corrections Training is to design, develop, and deliver training programs that meet the needs and mandates of the employees of the Kentucky Department of Corrections.

*"Our Mission...Your Future"*

## 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 supervisors, 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 of 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. Upon completion of the reaccreditation audit conducted in October 2020, the DCT appeared virtually before the ACA Hearing Panel on January 26, 2021, and once again received a certificate of Accreditation.

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



TEAM  
KENTUCKY™

# 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 (BSW), Train The Trainer (TTT), 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 computer based training (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.

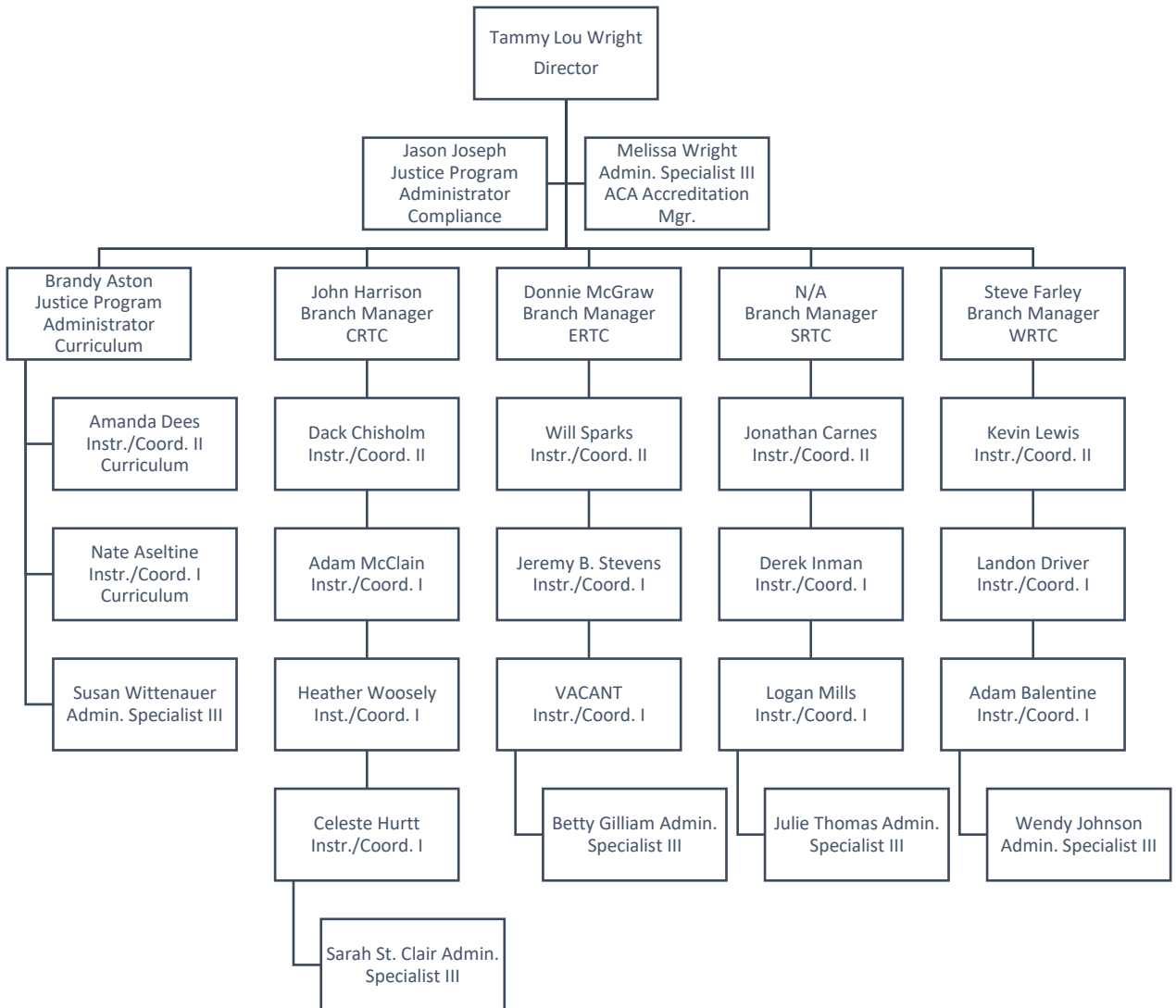
## **CENTRAL OFFICE STAFF**

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

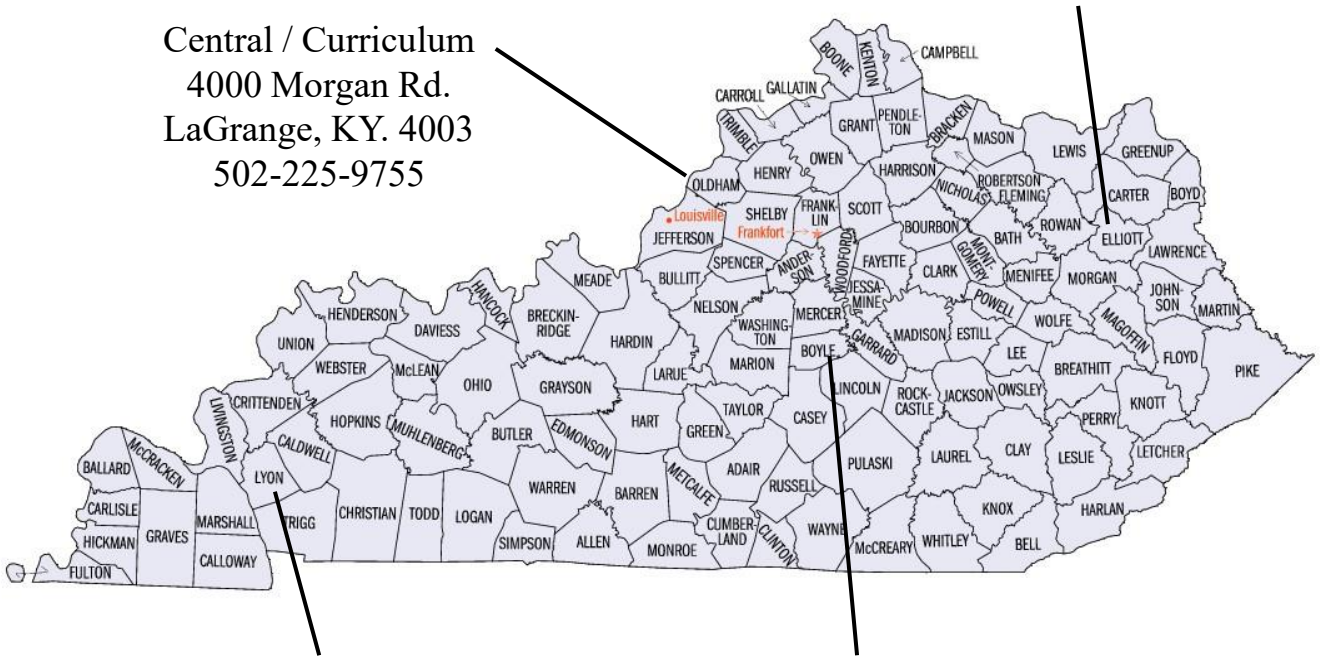


# REGIONAL TRAINING CENTERS

## Eastern

505 Prison Connector Rd.  
Sandy Hook, KY. 41171  
606-738-4628

Central / Curriculum  
4000 Morgan Rd.  
LaGrange, KY. 4003  
502-225-9755



## Western

374 New Bethel Church Rd.  
Fredonia, KY. 42411  
270-388-0241

## Southern

710 Walter Reed Rd.  
Danville, KY. 40422  
859-239-7012



## DIRECTOR'S OFFICE AND STAFF



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.

Jason Joseph, Justice Program Administrator-Compliance works to maintain the integrity and accuracy of the DCT policies and MyPurpose, the DOC's Learning Management System (LMS). Jason also continues to assist ERTC as an instructor when needed.

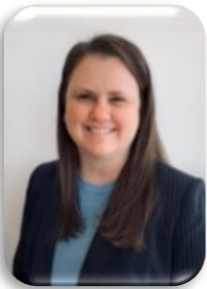


Melissa Wright, Administrative Specialist III and ACA Accreditation Manager, maintains an office at the Southern Region Training Center. She works directly for, and with, Direct Wright in gathering Information necessary for ACA files.



Central Region – Bldg. #1  
4000 Morgan Road  
LaGrange, KY. 40032

## Curriculum



**Brandy  
Aston**  
Justice Program  
Administrator



**Susan  
Wittenauer**  
Administrative  
Specialist III



**Amanda  
Dees**  
Instr./Coord. II  
Curriculum



**Nate  
Aseltine**  
Instr./Coord. I  
Curriculum

The Curriculum Branch is staffed with four full time employees; Program Administrator Brandy Aston, Administrative Specialist III Susan Wittenauer, and two Curriculum Development personnel, Instructor/Coordinator II Amanda Dees and Instructor/Coordinator I Nate Aseltine.

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.

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.



Central Region – Bldg. #2  
 4000 Morgan Road  
 LaGrange, KY. 40032

Central Region  
 Training Center



**John Harrison**  
 Branch Manager

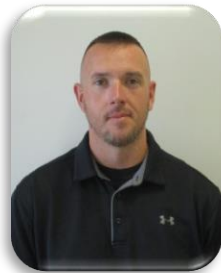


**Sarah St. Clair**  
 Administrative  
 Specialist III

Central Region Training Center (CRTC) is staffed with six full time employees: Branch Manager John Harrison, Instructor/Coordinator II Dack Chisholm, three Instructor/Coordinator I personnel, Adam McClain, Heather Woosley, and Celeste Hurtt, and one Administrative Specialist III Sarah St. Clair.



**Dack Chisholm**  
 Instr./Coord. II

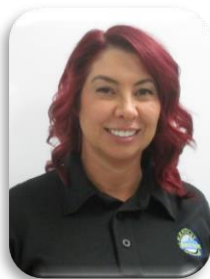


**Adam McClain**  
 Instr./Coord. I

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



**Heather Woosley**  
 Instr./Coord. I



**Celeste Hurtt**  
 Instr./Coord. I

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.





## Eastern Region Training Center

Eastern Region Training Center  
505 Prison Connector Rd.  
Sandy Hook, KY. 41171



**Donnie McGraw**  
Branch Manager



**Betty Gilliam**  
Administrative  
Specialist III



**Will Sparks**  
Instr./Coord. II



**Jeremy Stevens**  
Instr./Coord. I

Eastern Region Training Center (ERTC) is staffed with five full time employees: Branch Manager Donnie McGraw, Instructor/Coordinator II William Sparks, Instructor/Coordinator I Jeremy B. Stevens, Administrative Specialist III Betty Gilliam, and Justice Program Administrator-Compliance Jason Joseph.

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

ERTC provides instruction to three adult correctional institution, 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.



**Jason Joseph**  
Justice Prog.  
Administrator  
Compliance



Southern Region Training Center  
710 Walter Reed Rd.  
Danville, KY. 40422

## Southern Region Training Center



**Jonathan Carnes**  
Instr./Coord. II



**Julie Thomas**  
Administrative Specialist III

Southern Region Training Center (SRTC) is staffed with three full time employees: Instructor / Coordinator II Jonathan Carnes, two Instructor / Coordinator I Derek Inman and Logan Mills, and Administrative Specialist III Julie Thomas.

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



**Derek Inman**  
Instr./Coord. I



**Logan Mills**  
Instr./Coord. I

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

## 2022 YEAR END REVIEW

During post COVID-19 pandemic, we returned to instructor-led instructions at the beginning of the third quarter of 2022 allowing all new hires to attend all five phases (five weeks) of instructor lead pre-service academy.

We began to see an increase in academy participants in the second quarter of 2022. The Eastern Region Training Center had an academy nearing 100 participants. This academy was conducted at a location that would accommodate the size of the academy. DCT afforded additional staff to assist with this unprecedented academy.

We implemented Correctional Behavioral Health Certification (CBHC), an ACA expected practice, 5-ACI-4B- 13, and policy addition, into our 2022/2023 Institutional Pre-Service Academy and 2023 annual in-service training.

Jonathan Carnes was promoted to Training Coordinator-Instructor II, who manages staff and operations at Southern Regional Training Center. Mr. Carnes also serves as the Department's Assistant CERT Statewide Administrator. A compliance position titled Justice Program Administrator was established and filled by the promotion of Jason Joseph. Brandy Aston was promoted to Justice Program Administrator for developing and managing the Curriculum for staff development.

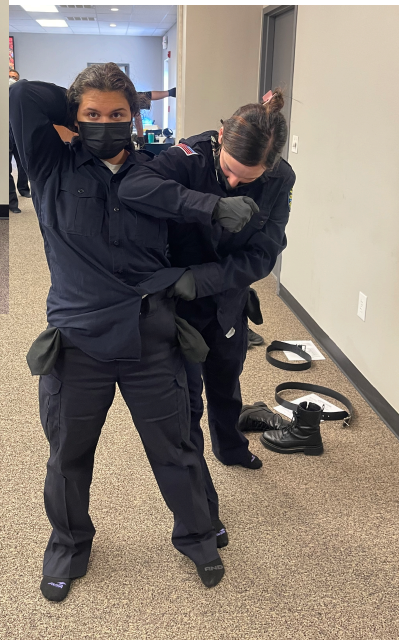
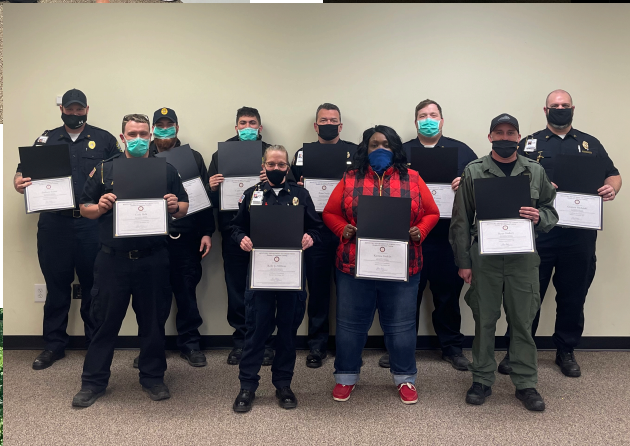
In 2022, DCT drastically changed how we managed employee training in the training record system, also used as our learning management system, by creating a session naming manual for training to be recorded in the TRS/LMS. This allows DCT to monitor training records to ensure compliance with the department's requirements.

At the end of FY 2022, DCT was able to purchase smartboard TV's to be utilized throughout the division in the four regional training centers for interactive training experience for the classroom participants. We were also able to purchase firearm simulators that were both stationary and mobile units. This allows us to train staff on firearms and other less lethal applications such as Oleoresin Capsicum (OC) aerosol and Conductive Energy Weapon.

# 2022 PICTORIAL REVIEW

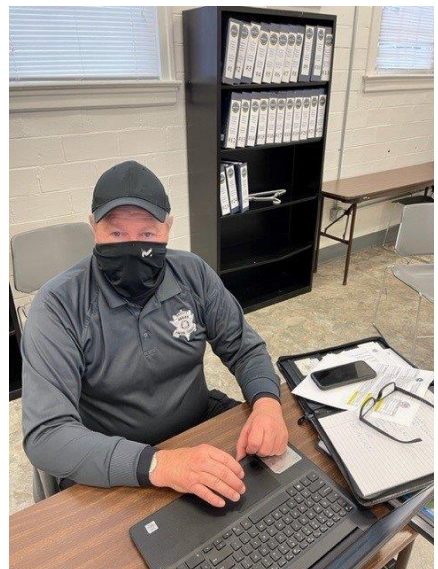


# 2022 PICTORIAL REVIEW

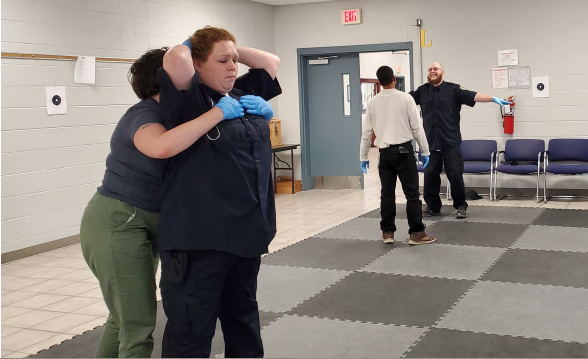




# 2022 PICTORIAL REVIEW



# 2022 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 an 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**

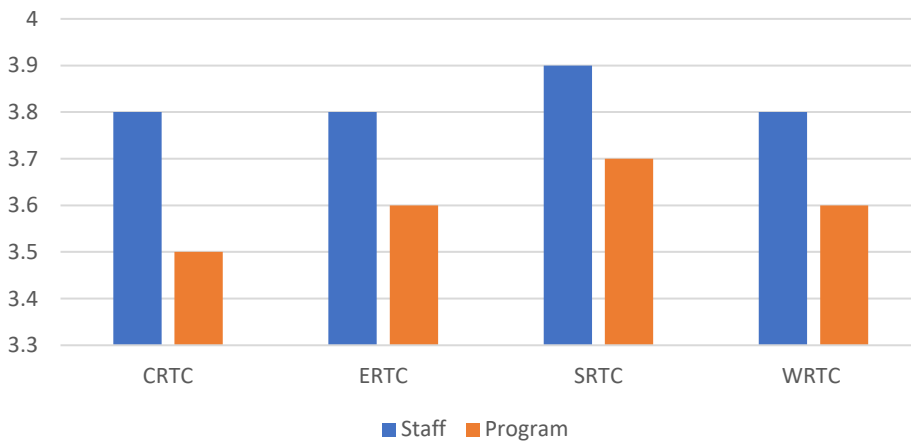
Written policy, procedure, and practice provide for ongoing formal evaluation of all pre-service, in-service, and specialized training programs conducted by the academy. A written report is prepared annually and includes input from operational units.

## 2022 EVALUATION AVERAGES BY TRAINING CENTER

CRTC	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Staff	3.8	3.8	3.8	3.8	3.9	3.8	3.8	3.9	3.6	3.7	3.7	3.8	3.8
Program	3.4	3.5	3.4	3.5	3.6	3.6	3.4	3.7	3.4	3.6	3.3	3.7	3.5
ERTC	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Staff	3.8	3.9	3.8	3.9	3.9	3.7	3.8	3.8	3.8	3.7	3.8	3.9	3.8
Program	3.5	3.7	3.5	3.7	3.8	3.6	3.3	3.5	3.5	3.5	3.8	3.3	3.6
SRTC	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Staff	3.9	3.9	3.9	3.9	4	3.9	3.9	3.7	3.9	4	4	4	3.9
Program	3.8	3.7	3.7	3.8	3.9	3.4	3.7	3.6	3.7	3.7	3.8	3.9	3.7
WRTC	January	February	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Staff	4	3.9	3.8	3.8	3.8	3.9	3.7	3.8	3.9	3.8	3.8	3.8	3.8
Program	3.8	3.7	3.4	3.5	3.4	3.7	3.4	3.6	3.6	3.6	3.6	3.7	3.6

Staff Total	3.8
Program Total	3.6

### 2022 Evaluations



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 2022 are available upon request.

2022 Annual Classroom Activity Report  
DCT Lead Classes

Institution/Dist.	CRTC	ERTC	SRTC	WRTC	TOTAL
BCFC	17	0	30	0	47
BCC	19	0	94	0	113
EKCC	45	195	0	1	241
GRCC	15	0	0	116	131
KCTW	120	0	0	0	120
KSP	21	0	0	148	169
KSR	135	0	0	0	135
LAC	21	3	0	0	24
LLCC	115	0	0	0	115
LSCC	33	161	0	0	194
NTC	29	0	189	2	220
RCC	139	0	0	0	139
SSCC	22	122	0	1	145
WKCC	15	0	0	79	94
Central Office	37	0	1	1	39
District 1	7	0	0	14	21
District 2	13	0	0	5	18
District 3	9	0	2	3	14
District 4	8	0	0	2	10
District 5	11	0	0	1	12
District 6	2	0	0	0	2
District 7	17	0	0	0	17
District 8	9	0	3	2	14
District 9	14	0	0	0	14
District 10	6	0	0	0	6
District 11	4	1	0	0	5
District 12	8	0	106	0	114
District 13	17	0	0	2	19
District 14	6	0	21	0	27
District 15	4	0	0	0	4
District 16	15	0	0	0	15
District 17	9	0	0	1	10
District 18	16	0	1	2	19
District 19	8	0	0	0	8
District 20	7	0	2	1	10
District 21	0	0	0	0	0
County Jails	42	7	88	106	243
DCT Staff	40	10	6	18	74
OTH	13	0	2	0	15
<b>TOTALS</b>	<b>1068</b>	<b>499</b>	<b>545</b>	<b>505</b>	<b>2617</b>

	CRTC	ERTC	SRTC	WRTC	TOTAL
Total in IP SA Trainings	180	374	230	187	971
Total Certificates Presented	137	363	219	169	888

