

2016 Annual Training Report

The Corrections Division completed an annual total of 48.00 hours of training for 2016. This training included monthly training articles and tests. Month to month training for 2016 was as follows:

January 2016	General Knowledge of the Facility and Officer Duties
February 2016	PREA Unit 1 (Prison Rape Elimination Act)
March 2016	PREA Unit 2
April 2016	PREA Unit 3.1
May 2016	PREA Unit 4 (Professional Boundaries)
June 2016	Suicide Prevention
July 2016	PREA Unit 5.5
August 2016	Report Writing
September 2016	Contraband is Contraband
October 2016	Us vs. Them (Manipulation Tactics)
November 2016	Correctional Officer Interpersonal Skills
December 2016	Stress, the Correctional Officer's Silent Killer

The Correction Supervisors completed 50.00 hours of training for 2016. Supervision completed the same training as the correctional staff.

The Corrections Division and Support Staff (Medical, Mental Health, Jail Treatment Program Counselors & Cooks) reviewed all policies and procedures covering the jail. This is a requirement of the Minimum Standards for Jails in Ohio and is accomplished as part of the monthly training for the staff. When we have revisions or new policies issued during the year, those individual policies are then added in addition to the monthly training. We have also taken steps to include additional policy reviews when monthly training covers areas other than the grouped annual reviews.

Additional individual staff training completed during 2016:

Corrections Officer Training Academy, Lake County Sheriff's Office (January 19, 2016 through February 12, 2016): Officer Lauren Gray, Officer Daniel Hall, Officer Thomas Hammond, Officer Jason Harm, Officer Penny Hungerford, Officer Ramon Lozada and Officer Sean Szpak.

2016 CORRECTIONS TRAINING SUMMARY

MONTHLY TRAINING – 15.45 HOURS Comprised of PREA, monthly officer tactical, mental readiness and general knowledge of issues concerning Corrections Officers. These training tests enable line officers to evaluate their ability to handle various issues as well as problem solving. Further, some topics cultivate discussions amongst line officers which open the communications from officer to officer.

POLICY & PROCEDURE REVIEW - 18 HOURS 221 Policy and Procedures have been published for easy reference for all officers. Each month a section of Policies and Procedures is selected and made into a test format or read and sign format. All line officers must complete the tests based on their knowledge and by referring to the published policies.

FIRE TRAINING – 16.45 HOURS Officers received training on basic fire prevention, detection, and reaction in the event of an emergency. Testing of fire issues coincided with monthly training tests and totaled 12 separate training tests and/or scenarios.

SUPERVISOR TRAINING – 499.0 HOURS Total combined training hours (Monthly Training, Policy & Procedure Review, PREA and Fire Training)

CORRECTIONS STAFF TRAINING – 3693.00 HOURS Total combined training hours (Monthly Training, Policy & Procedure Review, PREA and Fire Training)

SUPPORT STAFF TRAINING (Medical, Mental Health, Jail Treatment and Cooks) – 620.00 HOURS
Total combined hours (Monthly Training, Policy & Procedure Review and PREA)

TOTAL HOURS – 4,803.00 HOURS Total training hours for Supervision, Corrections Officers and Support Staff.

AVERAGE TRAINING HOURS PER EMPLOYEE = 48.00 HOURS

The average cost per training hour is \$0.83

TOTAL NEW HIRES - 9 new officers were hired in 2016. Officers Amanda Cook, Lauren Gray, Thomas Hammond, Jason Harm, Daniel Hall, Penny Hungerford, Ramon Lozada, Kevin Orris and Sean Szpak

DISPENSARY OFFICERS - 8 For the 2016 year there were eight officers trained in the duties of passing medications to the inmate population (Officers Mark Bottger, James Corley, Lauren Gray, Jason Harm, Kelsey Johnson, Ramone Lozada, Nicholas Orlando and Robert Ramirez)

ADDITIONAL TRAINING FROM OUTSIDE SOURCES - 184 HOURS

1. Transformation Leadership Training, Lake County, Ohio (March 8, 2016 - March 11, 2016): Sgt. Scott Capron and Sgt. Matthew Darone (32 hours)
2. Crisis Intervention Training, Beacon Heath (May 9, 2016 - May 13, 2016): Sgt. Martin Bontrager, Officer Jason Harm and Officer Penny Hungerford (40 hours)

SUMMARY OF CORRECTIONS TRAINING 2016 – Lt. Iliano, Lt. Vanjo, along with Sgt. Simpson, Sgt. Bontrager and Sgt. Darone handle the training needs for the Correction's division. The training team works on trying to maintain a low cost way to provide in-house training on this facility's procedures. The training supervisors continue to develop new training articles for the Corrections staff. The Training Team will continue to try to meet a level of training for the staff that meets a standard of professionalism within the Corrections Division.

The use of Classmarker (www.classmarker.com) for officers and support staff to complete their training as proved to be invaluable. The training supervisors continue to create monthly training articles/tests which are entered into Classmarker. Each employee has a specific user name and password to enter the sight. The site is set up so that all tests will be random. Every officer or support staff will see a different version of the test. In addition, Classmarker tracks each officer's completed monthly training and the training hours that have been completed. This has streamlined training and has allowed the training staff to search for additional training for the staff. (NOT Done)

During 2016 monitoring and tracking the accountability of the Detention Facility Cooks continued using Excel.

2016 Corrections Training Team

Lt. Nicholas Iliano

Lt. Eric Vanjo

Sgt. Scott Simpson

Sgt. Martin Bontrager

Sgt. Matthew Darone