

2019 Annual Training Report

The Corrections Division completed an annual total of 72.75 hours of training for 2019. This training included monthly training articles and tests. Month to month training for 2019 was as follows:

January	General Knowledge Policy Review / ISBCA / Policy Review
February	PREA Unit 1 (Prison Rape Elimination Act) / Fire Extinguisher Use / Policy Review
March	PREA Unit 2 (Prison Rape Elimination Act) / CPR – First Aid / Classification
April	PREA Unit 3 (Prison Rape Elimination Act) / Policy Review
May	Suicide Prevention / PREA Unit 4 (Prison Rape Elimination Act) / CPR & AED
June	PREA Unit 5 (Prison Rape Elimination Act) / Policy Review
July	Policy Review / CPR / Response to Resistance and Aggression
August	Policy Review
September	First Aid / CPR / Policy Review
October	Suicide Prevention / CORSA - Alcohol Abuse Emergencies in Jail
November	CORSA – Dealing with the Stress
December	No Training- Make up Month

The Correction Supervisors completed a minimum of 80.75 hours of training for 2019. Supervision completed the same training as the correctional staff, in addition to eight additional hours of training from CORSA.

The Corrections Division and Support Staff (Medical, Mental Health, Jail Treatment Program Counselors and 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 2019:

Corrections Officer Training Academy here at the Lake County Sheriff's Office

- April 10, 2019 through May 3, 2019: Officer Isaac Perez, Officer Jacob Stewart, Officer Anthony Barger, Officer Joel Esperance, Officer Deanna Hill, Officer Bryan Pate, Officer Ryan Trumble, Officer Davor Karac and Officer Garrett Stefancin
- October 14, 2019 through November 7, 2019: Officer Robert Niemi, Officer Brian Serra, Officer Regina Dublin, Officer Jeffrey Smith, Officer Taylor Tekavic, Office Sandra Davis, Officer Ashley Pryce, Officer Brian Sutyak and Officer Gwendolyn Haywood

2019 CORRECTIONS TRAINING SUMMARY

MONTHLY TRAINING – 17.75 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 – 50.5 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. An annual review of all policies is completed by staff which accounts for 16 hours of training. The purpose of reviewing all policies each year is to cover any revisions and updates.

FIRE / CPR / SUICIDE PREVENTION TRAINING – 9.5 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 – 1196.25 HOURS Total combined training hours (Monthly Training, Policy & Procedure Review, PREA, Fire Training and Conference Training)

CORRECTIONS STAFF TRAINING 5529 HOURS Total combined training hours (Monthly Training, Policy & Procedure Review, PREA and Fire Training)

SUPPORT STAFF TRAINING (Medical, Mental Health, Jail Treatment and Cooks) – 1091.25 HOURS Total combined hours (Monthly Training, Policy & Procedure Review, PREA and Fire Training)

TOTAL HOURS – 7816.50 HOURS Total training hours for Supervision, Corrections Officers and Support Staff.

AVERAGE TRAINING HOURS PER EMPLOYEE = 77.39 HOURS

Based on a training budget for the Lake County Sheriff's Office of \$4000.00, the average cost per training hour was \$0.51 cents

TOTAL NEW HIRES - 23 new officers were hired in 2019. Officers Joel Esperance, Brian Sutyak, Ashley Pryce, Regina Dublin, Taylor Tekavic, Brandon James, Brooke Jewell, Jeremy Smith, Michelle Anderson, Cody Gibson, Brandon Durham, Branden Hamper and Joshua Dean. Officers Ingre Jurgelaityte, Haleigh Campana, Toni Nosse, Anthony Barger, Hannah Bard, Samantha Kmetz, Kyle Ochsner, John Kucera and Jacob Pitchler were hired in 2019 and left employment in the same year.

TOTAL NEW HIRES - 1 new nurse was hired in 2019. RN Janice Gaertner was hired and left employment in 2019.

DISPENSARY OFFICERS - 27 For the 2019 year there was 1 officer trained in the duties of passing medications to the inmate population (Officer Sandra Davis)

ADDITIONAL TRAINING FROM OUTSIDE SOURCES - 302 HOURS

1. **Crisis Intervention Training**, Beacon Heath August 26, 2019 – August 30, 2019 Officer Marie Getch and Officer Sean Szpak (40 hours)
2. **Crisis Intervention Training**, Beacon Heath May 29, 2019 – June 3, 2019: Lt. Scott Simpson and Officer Christopher Ward (40 hours)
3. **American Jail Association Conference**, Louisville Kentucky
May 17, 2019 - May 22, 2019: Captain Cynthia Brooks, Lt. Mark Soeder and Lt. Eric Vanjo (48 Hours)
4. **Ohio Jail Administrators Conference**, Mansfield, Ohio
October 8, 2019 - October 10, 2019: Captain Cynthia Brooks, Lt. Eric Vanjo and Lt. Scott Simpson (24 Hours)
5. **Corsa Training** Wadsworth, Ohio
August 1, 2019: Captain Cynthia Brooks, Lt. Scott Simpson, Lt. Mark Soeder and Medical Coordinator Diane Snow (8 Hours)
6. **Subject Control Training**, Riverside High School
March 26, 2019: Sgt. Benjamin Longbons, Sgt. Martin Bontrager, Officer Michael Cayen, Officer Matthew Zupancic, Officer Mario Eldridge and Officer David Keller (3 hours)

August 19, 2019: Lt. Simpson, Lt Soeder, Sgt. Paul, Officer Blaszczyk, Officer Greig, Officer Stakich, Officer M. Thompson, Officer Wilcox, Officer Steve, Officer Chernis, Officer Shimko, Officer Shultz, Officer Guthleben, Officer Pennock, and Officer Cooper (3 hours)
7. **CPR Instructor School** Cleveland, Ohio
May 29 & 30: Officers Bryan Pate & Joshua Shimko (16 hours)
8. **Police Executive Leadership College** Columbus, Ohio
September 8, 2019 – November 11, 2019: Sgt. Benjamin Longbons (120 hours)

SUMMARY OF CORRECTIONS TRAINING 2019 – Lt. Vanjo, along with Lt. Simpson, Sgt. Longbons, 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 Team will continue to provide 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.

In 2019, members of the Training Team attended different conferences for training. Staff members attended a CORSA seminar, which insures the Lake County Sheriff's Office. CORSA offers free training for the Corrections and Support Staff. Members attended Crisis Intervention Training as well as the

American Jail Association Conference, the Ohio Jail Administrators Conference and the Police Executive Leadership College. Each of these educational opportunities has provided staff members valuable training tools to bring back to the Lake County Sheriff's Office to share and use as tools to coach other staff.

In the fall of 2019, the Training Team began to utilize CORSA for additional training. CORSA offers articles and tests at no cost for the staff to stay current on issues in Corrections. There is no way to track CORSA through the website. CORSA training is tracked manually and entered into the Excel spreadsheet. All staff members are now using Classmarker for their monthly training. The Training Team still uses the Excel file to track the accumulated hours throughout the year but Classmarker maintains records of the completed training.

2019 Corrections Training Team

Lt. Eric Vanjo
Lt. Scott Simpson
Sgt. Benjamin Longbons
Sgt. Martin Bontrager
Sgt. Matthew Darone