

# 2018 Annual Training Report

The Corrections Division completed an annual total of 75.75 hours of training for 2018. This training included monthly training articles and tests. Month to month training for 2018 was as follows:

January	General Knowledge Policy Review / ISBCA
February	PREA Unit 1 (Prison Rape Elimination Act) / Fire Extinguisher Use / Policy Review
March	PREA Unit 2 (Prison Rape Elimination Act) / CPR / Classification
April	PREA Unit 3 / Jail Fire Emergency / Response to Resistance and Aggression
May	Suicide Prevention / PREA Unit 4 / CPR & AED
June	PREA Unit 5 (Prison Rape Elimination Act) / ISBCA
July	Policy Review / CPR
August	Restraint Chair / Policy Review
September	Inmate Mail / Narcan / Naloxone / Policy Review
October	Suicide Prevention / CPR / Fire Extinguisher Use
November	Building Maps / Suicide Prevention
December	Radiation Safety / SOTER Body Scanner Operation

The Correction Supervisors completed 75.75 hours of training for 2018. Supervision completed the same training as the correctional staff, in addition to five training articles from the Jail Managers Bulletin.

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 2018:

Corrections Officer Training Academy (Kent State & Trumbull County Sheriff's Officer)

- February 19, 2018 through March 15, 2018: Officer Mary Solivan, Officer Marie Getch and Officer Kelly Palmer
- September 18, 2018 through October 12, 2018: Officer Jacob Underwood, Officer Nicholas Viola, Officer Rachel Baum and Officer Jordan Justice

# 2018 CORRECTIONS TRAINING SUMMARY

**MONTHLY TRAINING – 22.75 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 – 40.5 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.

**FIRE TRAINING – 12.5 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 – 937.75 HOURS** Total combined training hours (Monthly Training, Policy & Procedure Review, PREA, Fire Training and Conference Training)

**CORRECTIONS STAFF TRAINING 4166.25 HOURS** Total combined training hours (Monthly Training, Policy & Procedure Review, PREA and Fire Training)

**SUPPORT STAFF TRAINING (Medical, Mental Health, Jail Treatment and Cooks) – 1008.50 HOURS** Total combined hours (Monthly Training, Policy & Procedure Review, PREA and Fire Training)

**TOTAL HOURS – 6112.50 HOURS** Total training hours for Supervision, Corrections Officers and Support Staff.

**AVERAGE TRAINING HOURS PER EMPLOYEE = 67.00 HOURS**

**Based on a training budget for the Lake County Sheriff's Office of \$4000.00, the average cost per training hour was \$0.65 cents**

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**TOTAL NEW HIRES - 14** new officers were hired in 2018. Officers Devor Karac, Melissa Huff, Bryan Pate, Deanna Hill, Jacob Stewart, Garrett Stefancin, Ryan Trumble, Isaac Perez, Gwendolyn Haywood, Sandra Davis, Robert Neimi and Brian Serra.

**TOTAL NEW HIRES - 1** new nurse and 1 clerk were hired in 2018. RN Erin Boyle and Clerk Helena Lorence.

**DISPENSARY OFFICERS - 29** For the 2018 year there were 6 officers trained in the duties of passing medications to the inmate population ( Officers Nicole Ansell , Sean Szpak, Ramon Lozada, Devor Karac, Melissa Huff and Jacob Stewart )

**ADDITIONAL TRAINING FROM OUTSIDE SOURCES - 152 HOURS**

1. Crisis Intervention Training, Beacon Heath (July 23, 2018 – July 27, 2018): Officer Mark Bottger and Officer Diana Marino (40 hours)

2. Crisis Intervention Training, Beacon Heath (October 22, 2018 – October 28, 2018): Officer Ramon Lozada, Officer Tanshia Pitts and Sgt. Terry Tarone (40 hours)
3. American Jail Association Conference, Sacramento, California  
April 20, 2018 through April 26, 2018: Captain Cynthia Brooks, Lt. Mark Soeder and Lt. Eric Vanjo (48 Hours)
4. Ohio Jail Administrators Conference, Mansfield, Ohio  
October 2, 2018 through October 4, 2018: Captain Cynthia Brooks and Lt. Eric Vanjo (24 Hours)
5. Corsa Training Wadsworth, Ohio  
October 29, 2018: Captain Cynthia Brooks, Lt. Eric Vanjo, Sgt, Benjamin Longbons and Sgt. Terry Tarone (8 Hours)

**SUMMARY OF CORRECTIONS TRAINING 2018** – Lt. Iliano, Lt. Prather, Lt. Vanjo, along with Sgt. Longbons, 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 find new training articles for the Corrections staff. 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](http://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 2018, 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.

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.

#### 2018 Corrections Training Team

Lt. Nicholas Iliano  
Lt. Michele Prather  
Lt. Eric Vanjo  
Sgt. Benjamin Longbons  
Sgt. Scott Simpson  
Sgt. Martin Bontrager  
Sgt. Matthew Darone