

2017 Annual Training Report

The Corrections Division completed an annual total of 46.00 hours of training for 2017. This training included monthly training articles and tests. Month to month training for 2017 was as follows:

January	General Knowledge of the Facility and Officer Duties
February	Survival Tips if you are taken hostage
March	PREA Unit 1 (Prison Rape Elimination Act)
April	PREA Unit 2
May	PREA Unit 3.1
June	PREA Unit 4 (Professional Boundaries)
July	PREA Unit 5.5
August	Fentanyl Exposure
September	Suicide Prevention
October	Stress the Silent Killer
November	Correctional Officer Interpersonal Skills
December	Report Writing

The Correction Supervisors completed 54.25 hours of training for 2017. 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 2017:

Corrections Officer Training Academy (Kent State & Trumbull County Sheriff's Officer) (April 10, 2017 through May 15, 2017): Officer Amanda Cook, Officer David Jackson and Officer Kevin Orris

2017 CORRECTIONS TRAINING SUMMARY

MONTHLY TRAINING – 16.25 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 – 12 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 – 533.5 HOURS Total combined training hours (Monthly Training, Policy & Procedure Review, PREA and Fire Training)

CORRECTIONS STAFF TRAINING – 3547.25 HOURS Total combined training hours (Monthly Training, Policy & Procedure Review, PREA and Fire Training)

SUPPORT STAFF TRAINING (Medical, Mental Health, Jail Treatment and Cooks) – 745.00 HOURS
Total combined hours (Monthly Training, Policy & Procedure Review, PREA and Fire Training)

TOTAL HOURS – 4825.50 HOURS Total training hours for Supervision, Corrections Officers and Support Staff.

AVERAGE TRAINING HOURS PER EMPLOYEE = 46.00 HOURS

Based on a training budget for the Lake County Sheriff's Office of \$4000.00, the average cost per training hour was \$0.83 cents

TOTAL NEW HIRES - 7 new officers were hired in 2017. Officers Maria Getch, Kelly Palmer, Taneshia Pitts, Mary Solivan, Jacob Underwood, Nicholas Viola and Scott Zimmerman

TOTAL NEW HIRES - 2 new nurses were hired in 2017. RN Sabrina Watson and LPN Christina Shadow

DISPENSARY OFFICERS - 1 For the 2017 year there was one officer trained in the duties of passing medications to the inmate population (Ashley Moise)

ADDITIONAL TRAINING FROM OUTSIDE SOURCES - 120 HOURS

1. Crisis Intervention Training, Beacon Heath (May 8, 2017 - May 12, 2017): Sgt. Scott Capron and Officer James Corley (40 hours)
2. Crisis Intervention Training, Beacon Heath (June 26, 2017 – June 30, 2017): Officer Lauren Gray (40 hours)

SUMMARY OF CORRECTIONS TRAINING 2017 – 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 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.

In 2017 the Training Team began looking into other avenues for training. One area the Training Team is looking into is Corsa, which insures the Lake County Sheriff's Office. Corsa offers free training for the Corrections and Support Staff. Beginning in early 2018, the Training Team will look to incorporate Corsa into the monthly training program, thus expanding the areas in which officers and support staff can be trained.

During 2017 monitoring and tracking the accountability of the Detention Facility Cooks continued using Excel until April 2017, at which time the Cooks were brought on to Classmarker training and began completing the same training as all other members of the Corrections Division.

2017 Corrections Training Team

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