

KENTUCKY DEPARTMENT OF  
CRIMINAL JUSTICE TRAINING

# 2021 YEAR IN REVIEW

TEAM   
KENTUCKY.

JUSTICE AND  
PUBLIC SAFETY CABINET



# MESSAGE FROM COMMISSIONER JILEK



As the Department of Criminal Justice Training commissioner, I am proud to present the Department of Criminal Justice Training's 2021 Annual Report. DOCJT continues to be a model law enforcement training academy, not only for the state of Kentucky but also throughout the nation. Our facilities and staff are some of the best in the country, and I am honored to serve as the commissioner

with this highly dedicated group of individuals.

This year could be referred to as one of recovery, as our staff returned to campus to begin finding a new foothold after the COVID-19 pandemic caused disruptions to our normal lives. I'm proud to say that despite several challenges presented by the pandemic, the DOCJT staff has continued to innovate and establish plans that keep Kentucky law enforcement moving forward.

The foundational work of 2021 has led to some significant accomplishments for law enforcement in 2022, which we are excited to see evolve into future annual reports. The recently enacted bipartisan state budget signed by Gov. Andy Beshear allows the commonwealth to take additional steps forward to make Kentucky a leader in public safety by enhancing law enforcement training, creating safer communities and improving the safety of both law enforcement officers and Kentuckians. In July, the Governor announced additional steps to enhance public and officer safety including funding for a new DOCJT firearms training facility, a site feasibility study for a Western Kentucky training facility, and an increased annual training stipend for Kentucky Officers.

In June, Gov. Beshear announced the Military to Law Enforcement Program (M-2-LE). M-2-LE allows local law enforcement agencies in Kentucky to hire active service members within all branches of the U.S. Military during their last 180 days of service. Upon being contracted by a law enforcement agency, the military member will continue to receive their pay and benefits from the U.S. Military while they undergo law enforcement training at DOCJT. We are so proud to be part of this program.

The many accomplishments made by our dedicated staff and instructors outlined in this report are a testament to the effort and commitment they have to keep moving this department forward and continue building on our prestigious past. As a result, I can say with great confidence that together, along with our solid inter-agency partnerships and high standards, we will continue to enhance the quality of training and services the Department of Criminal Justice Training provides.

A handwritten signature in black ink, appearing to read 'N. Jilek', with a long horizontal line extending to the right.

*Nicolai Jilek, Commissioner  
Department of Criminal Justice Training*

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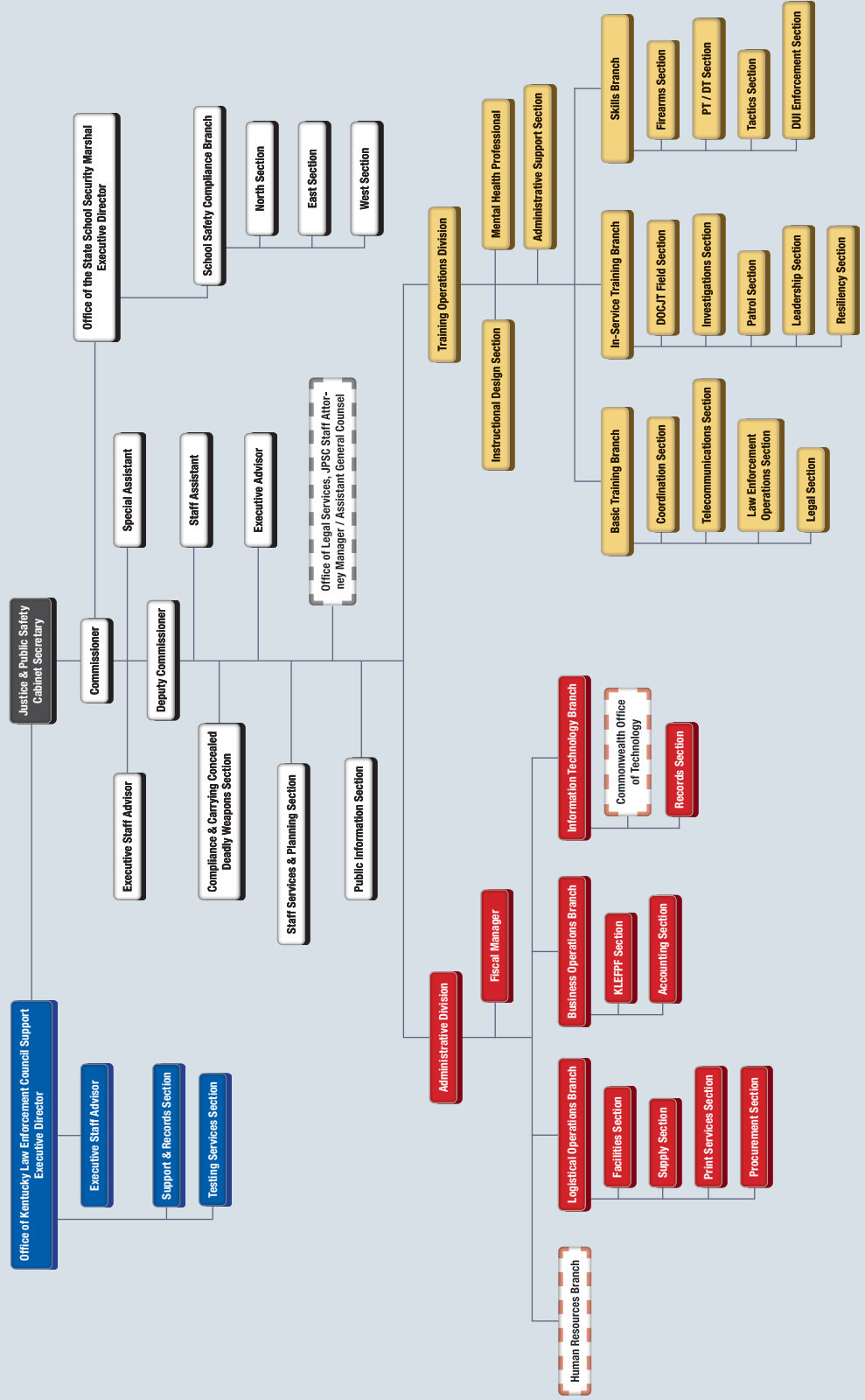


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# 2021 DOCJT ORGANIZATIONAL STRUCTURE



# 2021 BY THE NUMBERS

**9,087**

Individuals trained

**557,031**

Total hours of training

**301**

Classes taught

*(Not including online courses)*

**65**

Online classes taught

*(684 total hours of online training)*

**9**

Law Enforcement Basic  
Training academies completed

**261**

Law Enforcement Basic  
Training graduates

**8**

Public Safety Dispatch  
academies completed

**162**

Public Safety Dispatch  
Academy graduates

**7**

Court Security Officer  
Basic Training completed

**127**

Court Security Officer  
Basic Training graduates

# AGENCY GOALS & INITIATIVES FOR 2021

## I. MAINTAIN THE CONTINUITY OF SAFE, EFFECTIVE TRAINING FOR STAFF AND STUDENTS

- Transition all current online courses and content into the Law Enforcement Training Reporting System (LETRS) and Blackboard learning management system (LMS)
- Identify and establish partnerships with multiple training locations around the state to better manage potential shutdowns of training facilities
- Create a listing within each division of backup personnel to provide services (instructional or administrative) in the event of a prolonged illness or quarantine
- Host training classes at the agency's Shelby Campus
- Increase wellness and resiliency training for Kentucky law enforcement professionals

## II. STREAMLINE INTERNAL AND EXTERNAL ADMINISTRATIVE PROCESSES TO ENHANCE EFFICIENCY

- Establish management procedures for agency records and retention to assure legal defensibility
- Develop and implement the Law Enforcement Training Reporting System (LETRS) to manage agency registration and records
- Develop an agency Standard Operating Procedures Manual (SOP) to define key procedures for operational effectiveness
- Review lessons learned from 2020 pandemic response to increase productivity while lowering costs
- Gain approval for and start utilizing the new promotional process for agency promotions
- Update policies and procedures to assure appropriate accountability within the organization
- Establish new law enforcement instructor career path reclassification system in the Personnel Cabinet along with procedures for determining criteria for reclassification for instructors
- Streamline approval workflows while incorporating electronic signatures

## III. TRAIN ALL STAFF TO ENSURE THEIR ABILITY TO PERFORM ASSIGNED JOB DUTIES AND RESPONSIBILITIES

- Implement a "Leadership 101" training program for all supervisors within the agency
- Create a mentoring program for new employees (agency, section, branch, division specific, different than HR/personnel orientation)
- Establish a regular meeting schedule for agency leadership and staff
- Provide training opportunities to staff that are capable of being completed remotely with current technology capabilities

## IV. IMPLEMENT KEY COMPONENTS OF THE AGENCY'S CAPITAL PLAN, OBTAIN FUNDING AND APPROVAL FOR KEY FACILITY PROJECTS IDENTIFIED WITHIN THE AGENCY'S CAPITAL PLAN

- Obtain Funding and approval for key facility projects identified within DOCJT's Capital Plan

## V. ENSURE QUALITY STATE OF THE ART INSTRUCTIONAL DESIGN PROCESSES AND PRODUCTS FOR PROFESSIONAL LAW ENFORCEMENT TRAINING

- Establish, staff, and implement an Instructional Design within the agency to administer all phases of the instructional design process (Analyze, Design, Develop, Implement, Evaluate)
- Implement focus groups to analyze and develop training programs
- Create a plan of action and implement steps to assure the agency's training culture and environment is professional, and incorporates adult learning, and inclusivity
- Complete the process for gathering, storing and reviewing of currently active courses and lesson materials to assure they meet professional national standards as well as meet DOCJT organizational values





# COMMISSIONER'S OFFICE

## COMPLIANCE & CARRYING CONCEALED DEADLY WEAPONS SECTION

In 2021, the Compliance and Carrying Concealed Deadly Weapons Section (C&CCDW) completed 166 Kentucky Law Enforcement Foundation Program Fund (KLEFPF) audits resulting in reimbursements and recoveries totaling \$29,646.

In addition to the KLEFPF audits, the section inspected 504 pre-academy Police Officer Professional Standards (POPS) files, 144 pre-academy Telecommunications Professional Standards (TPS) files, and 145 pre-academy Certified Court Security Officer (CCSO) files. The section also inspected 371 D-1 rehire/lateral transfer files at law enforcement departments across the state.

The C&CCDW Section conducted 14 new employee background investigations for DOCJT. In early 2021, the section investigated 11 POPS certificate revocations. The Kentucky Law Enforcement Council (KLEC) assumed the responsibility of revocation investigations in April 2021.

This Section is also responsible for investigating of complaints regarding the Carrying Concealed Deadly Weapons (CCDW) program and classes. The section investigated three cases regarding CCDW instructors. As a result of the investigations, all money was recovered and all CCDW instructors are now required to submit cashier's checks with the applications instead of personnel or business checks.

Education and training are a large part of the C&CCDW Section's mission. During audits and pre-academy inspections, investigators inform agencies of documentation requirements and any changing processes. Compliance investigators assisted the DOCJT Training Operations Division by teaching blocks of instruction in three Orientation for New Chiefs and Sheriffs classes and KLEC by teaching in the KLEC Hiring Process class.

## PUBLIC INFORMATION SECTION

The year 2020 was responsible for isolating people worldwide as we stood against a once-in-a-lifetime global pandemic. But 2021 brought us back together, armed with the tools to get back to the business of making Kentucky thrive. Faced with the challenges of a new normal, the Public Information Section set forth and succeeded in bridging the gap between staff, clients, legislators, and the community through seamless communication.

Utilized by officers, recruit families, media and more, DOCJT's social media platforms (Facebook, Instagram, and Twitter) continued to be a vital method for spreading good news, updates to pandemic procedure, sending out condolences for losses in the greater law enforcement family, and community engagement, such as the agency's annual Trunk or Treat and graduation livestreams.



Special campaigns were coordinated for Women's History Month (*above, left*), National Police Week and National Public Safety Telecommunicators Week (*above, right*), on social media in conjunction with DOCJT's Kentucky Law Enforcement (KLE) Magazine, along with promotion for the 2021 comprehensive surveys for law enforcement and dispatchers (*below*).

More than 50 articles were written by Public Information staff and published on klemagazine.com ranging from press releases to instructor spotlights, training and legal updates, and officer/dispatcher profiles.

Web pages for DOCJT, KLE magazine, KYPCIS and KLEC continued to be managed and updated with the most relevant information.

Significant updates were made to the Carrying Concealed Deadly Weapons training video and a virtual tour of DOCJT was created to give lawmakers and prospective students a look at the academy before arriving on campus. The Public Information Section also began filming several segments for a brand new product, Roll Call, a series of short-form training videos uploaded to DOCJT.ky.gov and distributed to client subscribers via email.

Stepping up to further mobilize DOCJT for future advancement, staff helped draft this year's Additional Budget Requests. Among those were requests for additional staffing, a salary increase to mid-point, a new tactical training facility and more. Additionally, Public Information staff assisted with agency re-organization announcements, aided in creating the Leach Driving Track Business Case, and attended section meetings alongside Commissioner Jilek to assess department needs and improve communication.





Staff members hosted the 2021 Madison County Citizens' Police Academy along with local law enforcement. They helped facilitate the Kentucky Law Enforcement Memorial through promotion, speech writing and coordinating the appearance of Governor Andy Beshear. The section supervisor also taught a Public Information Officer course for DOCJT clients.

Promoting DOCJT's good works, excellent employees and future projects, the Public Information Section responded to numerous media and legislative requests.

Additionally, staff members designed and/or edited content for the following:

- Capital Project
- Tactical Training Facility legislative flyer and business case
- 2020 Annual Report
- 2020/21 Office of the State School Security Marshal Annual Report
- 2021 Law Enforcement Comprehensive Survey
- 2021 Dispatch Center Comprehensive Survey

## STAFF SERVICES AND PLANNING SECTION

### ACCREDITATION

This year, the agency completed the final year of a four-year assessment cycle for the Commission on Accreditation for Law Enforcement Agencies (CALEA). The assessors had positive comments regarding the agency and the four focus areas they reviewed; organizational structure/reorganization, public information, instructional systems/instructional design, and training administration/LETRS/Blackboard integrations. CALEA requires the continual monitoring of agency policies, procedures, and written directives to ensure efficient use of resources, improve relationships with the community and promote the agency's pursuit of excellence. National accreditation standards and delivery of services underscore and validate that DOCJT is genuinely a premier public safety training program in the country. All CALEA processes and documents were uploaded to the online document management system.

Since 2013, DOCJT has met the International Association for Continuing Education and Training Standards, making DOCJT a continuing education credit unit provider under the IACET umbrella. IACET is a non-profit association dedicated to qualifying, continuing education and training programs. IACET accredits education providers that meet strict continuing education guidelines. DOCJT issues continuing education units (CEU). CEUs were initially designed for professionals who already had attained a certain level of education and needed additional continuing education and training per year to maintain certification. In 2021, this section successfully completed all online reviews for both CALEA and IACET.

### SURVEY AND ANALYSIS PROJECTS

**CRITIQUES** — In 2021, staff distributed course and instructor critiques using the Acadis survey component. All graduated students received the critique via email after course completion. Students were given 14 days to complete the critique, then section staff compiled the results. A report was produced from each class to reflect the course content and how each instructor delivered the course materials.

**SURVEYS** — The Use of Knowledge Survey was developed to determine to what extent students apply the knowledge and skills learned while at DOCJT to their jobs after completing their courses. The 2021 focus courses were: Ethical Decision Making for the Telecommunicator, Resiliency, Court Security Officer In-Service 2021-2022, Introductory Interview Essentials: First Steps, and Breath Test Operator. Final reports were shared with the Training Operations Division.

The section collects demographic information on all incoming recruits, including Law Enforcement Basic Training Academy, Public Safety Dispatch Academy and Court Security Officer Basic Training Academy. With this data, reports and analysis can be created showing gender, race, age, agency type and previous work experience, and many other components. The section began collecting this data in 1999. In addition, at the start of each academy-level class, the section welcomes each student's class, takes an individual photo, and creates a composite of the entire class. This composite is emailed to the Training Operations Division and maintained for record-keeping purposes.

Beginning in 2021, this section expanded the Law Enforcement Basic Training Academy surveys by creating a one-year out survey. The survey goes to all graduates of the Law Enforcement Basic Training Academy approximately one year after graduation. The survey seeks information about what is learned at the academy and what is learned during the first year on the job. The academy hopes to improve training and services by comparing the academy's learning level and the first year on the job.

## REPORTS

The 2020 Annual Review of DOCJT was completed to highlight agency sections, meetings, awards, training changes and accomplishments depicting a successful year. The report was distributed to all staff and made available on the agency website.

In 2021, the section conducted a comprehensive survey of all state law enforcement agencies and public safety dispatch centers. The Law Enforcement Comprehensive Survey, completed every three years, is distributed to every law enforcement agency in the state and seeks to provide accurate and up-to-date information concerning multiple facets of policing in Kentucky. Compiling information such as salaries, equipment, internal and external policies, and recruiting and retention efforts, the survey provided an updated statistical snapshot of Kentucky law enforcement, propelling the advancement and delivery of law enforcement services in the years to come. The Dispatch Center Comprehensive Survey was the first of its kind in the Commonwealth and will be repeated every three years. Reports were published for both studies and are available on the agency website.

**“I enjoyed this course. The instructors made what could be a troublesome topic to teach a beneficial and interesting class.”**

— *Student course critique comment*

In 2021, the section continued collecting data utilizing the student injury/illnesses and the training safety databases. The injury/illness report information reflects Law Enforcement Basic Training Academy, Public Safety Dispatch Academy, Court Security Officer Basic Training Academy, and in-service training. The training safety report reflects safety and hazard checks in classes or during training exercises deemed potentially dangerous or created a high potential for injury. A final report is given to the Training Operations Division director and Facilities Section supervisor.

A Future Topic Areas Report was created after reviewing 2021 course critiques. The report synthesized 837 comments about the question “What additional training classes would you like to see offered in the future?” A total of 4,341 student critiques were returned, with 837 (19.28%) of those including qualified responses to the future training needs question. The top training topics requested from law enforcement in-service critiques were:

- UAV/drone classes,
- Additional firearms training,
- Additional instruction involving both handgun and rifle,
- Interviewing skills, and
- Additional leadership classes.

The top training topic requested from telecommunications in-service students was health and wellness and/or stress management training. A final report was drafted and distributed to Training Operations Division staff.

**POLICY REVIEW** — Section staff continued to conduct policy reviews each quarter and worked with all sections to clarify and assure policies were up to date. Three new policies were implemented: selection process, reclassification, and training materials.

*Additionally, staff:*

- Assisted in creating the agency’s 2022 Goals and Initiatives plan with the executive staff,
- Complied with multiple Open Records Requests regarding policy;
- Created Kentucky maps with the number of sworn officers in each county for the executive staff;
- Organized the agency’s Christmas angel tree project for staff and recruits.

## OFFICE OF THE STATE SCHOOL SECURITY MARSHAL

The Office of the State School Security Marshal (OSSSM) has continued to grow and prosper in 2021. September 2021 marked a major milestone mandate from the School Safety and Resiliency Act. The law required the OSSSM to publish the first official report. The report was presented to the Kentucky Center for School Safety (KCSS) and forwarded to the Kentucky Department of Education (KDE) and the Legislative Research Commission. The findings were very positive regarding the status of school safety as it relates to the mandates of the School Safety and Resiliency Act.

Compliance officers worked diligently educating school districts about the risk assessments and the School Safety and Resiliency Act. During the summer, the OSSSM also presented during the required School Safety Coordinator training.

Compliance officers completed 1670 risk assessments in 2021. This was a monumental task as most of our risk assessments for the 2020-2021



school year had to be completed between January and June of 2021. This was due to the school closures and virtual learning that was necessary during the fall semester of 2020. All risk assessments were completed on schedule and assisted in completing the required annual report.

OSSSM worked with several partners throughout the year and will continue to work with these partners to complete our mission. The OSSSM office provided a presenter to every School Resource Officer I and School Resource Officer II class taught at DOCJT during 2021. The office also worked directly with the DOCJT Leadership Training Section to present at several in-service classes. The office continues to partner with the Kentucky Association of School Resource Officers, the KCSS, and KDE and foster great working relationships assisting school districts in keeping students and staff safe.

One of OSSSM's biggest partnerships is with KCSS. Every year, OSSSM collaborates with KCSS to assure schools receive assistance with any deficiencies found by compliance officers during an assessment. KCSS is the keeper of all information on school safety topics and the compliance officers routinely refer schools to KCSS for assistance. Compliance officers remind local and state law enforcement officers about the Handle with Care program, which ensures students who may have been exposed to trauma are provided appropriate and needed support at school. The OSSSM partnered with KCSS to promote the program with stickers and posters to distribute to police agencies. The stickers are designed to be placed in police cruisers, next to the Mobile Data Terminal, to remind officers to create the Handle with Care notification when necessary. The posters are designed to be placed in the patrol room of a police station or sheriff's office. KCSS provided the funds to print the posters and stickers and the OSSSM continue to distribute the materials to every law enforcement agency in Kentucky.

OSSSM will continue its mission of assessing all locally controlled schools in the Commonwealth of Kentucky. Not only does the office assess schools, but the office continues to assist districts in maintaining the highest level of preparedness and security. The office will also continue to work with partner agencies to educate as many school administrators, law enforcement officers, and educators as possible. The goal is to help keep all 650,000 students in Kentucky safe.





# ADMINISTRATIVE DIVISION

## HUMAN RESOURCES BRANCH

The Human Resources Branch accomplished the following in 2021:

- Processed the agency's reorganization,
- Assisted in the revision of the selection and reclassification policies,
- Facilitate agency blood drives with the American Red Cross,
- Converted to virtual HR services for new employee orientation, interviews, and supervisor workshops,
- Instituted an internship program for the agency,
- Assured the completion of all employee evaluations in compliance with Personnel Cabinet mandates and timelines.

## BUSINESS OPERATIONS BRANCH

### ACCOUNTING SECTION

The Accounting Section is responsible for providing timely and accurate fiscal services for DOCJT. Staff interprets and ensures that each transaction complies with all DOCJT policies, and state and federal regulations. This includes all payments and deposits for the agency.

In addition to all administrative accounts receivable and payable, the Accounting Section has absorbed the Travel Section this year. The Section has acquired payments for all travel, membership dues, and employee trainings.

### KENTUCKY LAW ENFORCEMENT FOUNDATION PROGRAM FUND (KLEFPF)

The KLEFPF Section is responsible for the administration and monthly distribution of Kentucky Law Enforcement Foundation Program Funds to participating law enforcement agencies throughout the commonwealth. In 2021, the stipend provided \$4,000 for each full-time certified officer. The section disbursed \$44,287,495 in KLEFPF proficiency grants, retirement, FICA, and administrative expense reimbursements to over 7,600 law enforcement officers serving approximately 370 agencies across the Commonwealth in 2021.

# INFORMATION TECHNOLOGY BRANCH

The Information Technology Branch continued the development of the Law Enforcement Training and Reporting System (LET RS). Once complete, this system will incorporate several different computer information databases into one fully functional, customized solution for DOCJT. Several components such as curriculum, travel, and printing are online while several others such as registration, training, and purchasing are in the testing phase. The IT Branch endeavors to have the system fully functional in 2022.

As part of the LET RS project, the IT Branch began working with Training Operations Division on transitioning to the Blackboard Learning Management System. The new learning management system enabled the department to host live training events for law enforcement and court security officer in-service classes. Several classrooms were upgraded with new technology for live streaming classes.

While LET RS is certainly the priority project, the IT Branch had several other notable accomplishments in 2021:

- Added Electronic Access Control to the CJIS Computer Lab;
- Upgraded audio/visual equipment in the Louisville Field Office;
- Facilitated Blackboard Learning Management System and Collaborate Training;
- Converted all fax lines to digital;
- Implemented Avaya Workplace for phone software on computer and mobile devices;
- Added Chromebook Labs to the Telecommunications and Leadership Sections;
- Upgraded five classrooms to unified communication module for enhanced distance learning capabilities;
- Completed audio/visual upgrades in Schwendeman 247, 240 and Stone 90, and CJIS Lab;
- Initiated the migration to SharePoint Sub-site for Agency Intranet;
- COT Network Operations: Network Switch/Wireless Replacement (Cisco to Extreme Networks);
- Created CITRIX environment for Virtual Desktops; and
- Upgraded Internet Circuit from 250 to 500 MB.

## RECORDS SECTION

In 2021, the Records Section was able to seamlessly, and without interruption in service, ensure continuity of DOCJT operations as they relate to Open Records Requests, Transcript Requests, Training Verification Requests, Subpoenas, the CCDW Program, and requests for records information. The section was able to operate the switchboard remotely and adjusted to the re-opening of the Funderburk Lobby under COVID-19 protocols as necessary. The section also:

- Updated CCDW Instructor and Applicant Manuals, Class Forms, and the training DVD,
- Collected \$151,000 in CCDW fees for the processing of 6,044 student training applications,
- Completed 220 transcript requests,
- Processed an average of 3 Requests for Training Verifications per day,
- 373 Open Records Requests and Subpoenas,
- Updated and processed request for BTO certification cards daily,
- Developed a DOCJT Scanning Policy in conjunction with the Kentucky De-

partment of Libraries and Archives and Commonwealth Office of Technology. All records are now stored electronically.

- Handled all calls at switchboard and assisted visitors and agency staff at Funderburk front desk,
- Handled all outside requests for the use of DOCJT facilities.

## LOGISTICAL OPERATIONS BRANCH

### FACILITIES SECTION

The Facilities Section maintained an infrastructure of over 300,000 sq. ft. and responded to 970 facility maintenance requests, 394 dormitory housing requests, and 130 facility use requests from three external agencies. Due to the ongoing need for additional student housing because of the COVID-19 pandemic, the section maintained off-campus housing at Eastern Kentucky University and local hotels to ensure that students could comply with CDC guidelines while training.

The Facilities Section also coordinated the COVID-19 test site at the agency to provide social distancing and ensure the test site is clean and sanitized. Working with the Training Operations Division branch managers and supervisors, the section provided logistics for delivering and setting up COVID-19 stations and air purifiers to off campus classrooms in and around Madison County.

### PRINT SERVICES SECTION

The Print Services Section maintained printing services for the agency while adhering to Healthy at Work guidelines. The agency continued its partnership with the Xerox Company to further streamline the printing procedures to ensure quality and efficient training materials for the agency.

The section collaborated with the Instructional Design Section and the Information Technology Branch to create a print request procedure, streamline the process, and update our standard operating procedures. The section also researched and purchased additional printing software to help improve staff productivity.

### PROCUREMENT SECTION

The Procurement Section's goal is to guide the agency through obtaining goods and services, legally and economically. Over the year, staff completed procurements of the following: goods, services, new contracts, Memorandums of Agreement (MOAs), and Memorandums of Understanding (MOUs).

Procurement staff created and implemented the DocuSign (electronic signature) process for purchase requests, contracts, MOAs, and MOUs. As a result, the section processed 955 purchase and service requests totaling \$3,653,281, all while ensuring cost-effective and quality procurements.

Due to the ongoing COVID-19 pandemic, the Procurement Section processed additional lines of service, upgrades on equipment, and termination of service for agency wireless users for iPhones, iPads, and hotspots needed for telecommuting employees. The section also searched for and obtained COVID-19 related cleaning and personal safety items to allow the agency to resume training classes safely. For calendar year 2021, \$74,141 was spent procuring COVID-19 items such as facemasks, gloves, face shields, hand sanitizer, hand sanitizer dispensers, disinfectants, cleaning supplies, thermometers, etc.

The section developed and monitored 20 professional service contracts totaling \$1,032,621 and four MOAs/MOUs totaling \$1,789,268. Staff modified the existing procedures to meet the ongoing requirement/timeline changes mandated by the Justice and Public Safety Cabinet and/or Finance Cabinet. This action prompted the creation and submission of the section's standard operating procedure manual.

## **SUPPLY SECTION**

The Supply Section processed and received 1,269 purchase and supply requests totaling \$3,717,438 while maintaining the necessary inventory controls in compliance with state and/or agency regulations and policies. The section proudly completed the 2021 agency fixed asset inventory on time and at 100% accountability. The section also completed all monthly lethal and non-lethal ammo and weapons inventories on time and with 100% accuracy. The section completed monthly Cycle Counts of Expendable Supplies at 97.8% accuracy, well above the industry standard of 95%.

The Supply Section maintains all agency travel and fleet vehicles and provides well-maintained vehicles for travel across the state. The section processed 188 requests for vehicles that were driven for 154,945 miles. Two 2008 Ford Crown Victorias were transferred from the agency travel fleet to the driving track to replace older model Crown Victorias that were no longer useable for training. Six agency travel vehicles with newer vehicle technology were outfitted with light bars, sirens and radios and transferred to the driving track for recruit and in-service training.

The COVID-19 pandemic resulted in process and procedure changes and the Supply Section readily adapted. The section delivered recruit COVID-19 test kits to the state lab in Frankfort on numerous occasions. The section provided COVID-19 cleaning and sanitary supplies for recruit classes staying at Eastern Kentucky University's Grand Campus.

Due to the extended closure of the Finance Surplus Facility, the section coordinated a donation of 47 obsolete classroom chairs to the local Habitat for Humanity. The section also worked with State Division of Insurance and the DOCJT Facilities and Firearms sections regarding property damaged during the flooding at the Boonesboro range.

**“My favorite in-service class yet. I can see where it was applicable and useful to police work. Wish I could have taken this class several years ago. I would like to learn more on this subject and recommend creating a part II class.”**

*— Student course critique comment*





# TRAINING OPERATIONS DIVISION

## ADMINISTRATIVE SUPPORT SECTION

The Administrative Support Section is responsible for all aspects of course registration, student enrollment, course eligibility, and final course records. The section also assists other training sections with scheduling classroom facilities in Richmond and remote locations. The staff transitioned back to the office after working from home during the pandemic.

The staff successfully handled various changes to classes and class schedules due to COVID-19 exposures and restrictions. This was evident especially in the Law Enforcement Basic Training Academy with the number of recruits that were removed and re-entered training in a subsequent class after mandatory isolation quarantine.

Section staff began transitioning to the Blackboard Learning Management System and provided useful information in developing a new training records system, LETRS.

## DISTANCE LEARNING

In 2021, DOCJT offered six different distance learning courses that were 100% online. All six courses satisfied mandatory training requirements or recertification in areas of Breath Test Operator or Telecommunications. Four additional courses used the Blackboard Learning Management System to facilitate the delivery of 40-hours of remote training. These classes were conducted in November and December and included Court Security Officer In-Service, Child Abuse Investigations, Human Trafficking, and Drug Investigations. An online CCDW Instructor Recertification class was added in December to meet the mandatory recertification requirements for instructors.

COURSE NAME	TIMES TAUGHT
Breath Test Recertification	12
Police Mandatory Training	12
HB 298 Mandatory Driving Class	10
911 Response to the Drug Epidemic In-Service	7
Ethical Decision Making for the Telecommunicator	3
DUI/SFST Refresher Class	3

## INSTRUCTIONAL DESIGN SECTION

The Instructional Design Section is responsible for analyzing the need for training and assisting training operations instructors in designing course curricula utilizing the most effective learning design strategies. This section works to ensure the agency meets the standards set forth by the Kentucky Law Enforcement Council, CALEA, and IACET.

The Instructional Design team is also responsible for reviewing and approving lesson plans, training resource materials, and assessments that effectively measure learning outcomes. The section also calculates Continuing Education Units (CEUs), and conducts internal audits as requested.

The Instructional Design Section achieved the following results in 2021:

- Developed a new curriculum standard operating procedure with input from the Office of Kentucky Law Enforcement Council Support staff;
- Assisted in the design and development of LETRS Curriculum Builder;
- Trained instructional and support staff on the LETRS Curriculum Builder;
- Implemented new agency forms to document instructional design processes;
- Reviewed and processed 30 DOCJT curricula and 14 outside sponsored curricula;
- Completed the analysis and design process for two new Telecommunications courses.

## BASIC TRAINING BRANCH

### COORDINATION SECTION

The Coordination Section administers all Law Enforcement Basic Training Academy classes. During 2021, the section coordinated a total of 10 classes with eight of those graduating during the calendar year. It was a challenging year for the coordinators due to COVID-19 testing and enhanced protocols. Coordination staff handled 91 COVID-19 related issues. Each positive test result required contact tracing. This, coupled with multiple schedule changes, a two-week COVID-19 shutdown, and adverse weather events made for a challenging year.

The section staff assisted classes to facilitate a COVID-19-friendly Trunk or Treat event during Halloween (*below*). Basic training classes competed with one another to see which class could collect the most pieces of candy for the event. More candy was



received than could be given out during the event and the recruits recommended the remaining 10,000 pieces of candy be donated to the UK Children's hospital.

## LAW ENFORCEMENT OPERATIONS SECTION

The Law Enforcement Operations Section provided 43 classes and practical exercises for each of the Law Enforcement Basic Training Academy classes taught. The section endeavors to provide recruits with the most up to date and relevant training. The agency began incorporating the Ti Simulator into practical exercises to add realism and to increase training quality.

The section is also responsible for providing basic and in-service classes to all certified Court Security Officers (CSO). The section completed six Court Security Officer Basic Training academies. The section also successfully coordinated 10, 40-hour in-service classes for CSO. Finally, to meet the training demand and offset COVID-19 restrictions, the section collaborated with other support sections and taught the first virtual in-service class for court security officers.

## LEGAL TRAINING SECTION

Since the Legal Training Section instructs in most courses within the agency, the section reviewed the legal topic area lesson plans for all courses, basic and in-service, along with all associated training materials used in the courses in compliance with agency policies. The section reviewed and revised the Search and Seizure Casebook referenced in basic and in-services classes.

The section completed the latest updates to the Kentucky Criminal Law Manual, which was published on the DOCJT website along with relevant state and federal appellate case summaries. This year, the summary and legal implications of the recent decision of *Commonwealth v. McCarthy* by the Kentucky Supreme Court on DUI law in Kentucky was of particular importance. The section also completed the 2021 Legislative Materials Book.

The section created lesson plans and learning materials for legal instruction in Internal Affairs, Managing the Investigative Unit, and School Resource Officer III courses as well as legal materials for the Carrying Concealed Deadly Weapons classes. During its Richmond meeting, the section also presented an overview of Search and Seizure Training to the Attorney General's Search Warrant Task Force.

## TELECOMMUNICATIONS SECTION

The Telecommunications Section was the first training section at DOCJT to implement virtual academy classes and completed four Public Safety Dispatch Academy (PSDA) classes in this manner. Working with other support sections within the agency, the staff modified teaching methods and implemented technology to complete classroom instruction and practical skills training and assessment online. Once pandemic restrictions eased, the staff transitioned back to in-person training and completed an additional three PSDA classes. All seven academy classes represent a total of 1,120 training hours.

The Telecommunications Section is also responsible for teaching in-service classes required for maintaining certification. The section successfully taught 29 classes totaling 280 training hours and taught two online classes during the year.

# IN-SERVICE TRAINING BRANCH

## DOCJT FIELD SECTION

This year marked the first full year in the new training facility at the University of Louisville's Shelby Campus. The Field Section taught over 30 classes in the new facility and on the road. The staff revised and updated all course lesson plans and training materials for 2022 and the section assumed the responsibility of coordinating all coroners training provided by DOCJT.

## INVESTIGATIONS SECTION

The section trained more than 1,000 law enforcement officers by conducting approximately 35 classes across the Commonwealth. The Investigations Section classes allow students to make many new contacts with community partners, state, and federal law enforcement and enables many networking options.

Each year, DOCJT submits a new curriculum for Kentucky Investigations and Kentucky Drug Investigations to assure Kentucky's officers receive the most up-to-date instruction concerning investigative trends. In 2021, the section hosted the federal Drug Enforcement Administration to teach their Basic Narcotics Investigators School. This class is a highly sought-after training for new or recently assigned narcotics detectives.

## LEADERSHIP SECTION

In 2021, the Leadership Section taught in-service classes in Richmond and across the state ranging from a 40-hour in-service to multi-week leadership programs. The in-service options included:

- Law Enforcement Recruiting and Retention (one of which was facilitated online)
- Law Enforcement Training Officer
- Orientation for New Chiefs/Sheriffs
- Leadership is a Behavior
- Values Based Leadership

Four Academy of Police Supervision (APS) classes, a three-week academy for first-line supervisors, were completed in Richmond. Three Police Executive Command Courses (PECC) and two Current Leadership Issues for Mid-Level Executives (CLIME) classes were held per the regular schedule.

The section helped to facilitate two Sheriffs' Executive Command Courses. The 2020 course was delayed and was held in February and the 2021 course was held as scheduled in September.

## PATROL SECTION

The Patrol Section is responsible for in-service crime scene and evidence classes as well as School Resource Officer training. The section taught several in-service classes across the state and ventured into the virtual training world.

Human Trafficking classes were taught seven times with two classes being online. The Property and Evidence Room Management class was taught three times with one online class. Over 350 students completed these two classes in

2021. DOCJT trained 130 students in the Collision Investigations class taught in Richmond or several other locations across the state.

DOCJT trained 470 officers in three classes of the School Resource Officer (SRO) training program in 2021. The training program consists of three, 40-hour classes and is designed to be taken consecutively over three years. DOCJT graduated the first two SRO III classes, allowing the 35 students to be the first to complete all 120-hours of the training program. To date, 559 students have completed SRO I since the mandated training was first implemented in June 2019.

## RESILIENCY SECTION

The mission of the Resiliency Section is to provide mental health and wellness support to Kentucky law enforcement officers and telecommunicators who have experienced critical incidents. The section coordinates all Post-Critical Incident Seminars, and Stress and Wellness, Resiliency, and Assisting Individuals in Crisis courses for students across Kentucky. The section also offers basic recruits with training areas related to officer wellness, resiliency, financial management, and family support.

Section staff attended law enforcement conferences throughout Kentucky to discuss KYPCIS, officer and dispatcher mental health and wellness including the Kentucky Association of Chiefs of Police and Kentucky Sheriff's Association conferences. Section staff also participated in several committees including the Kentucky Law Enforcement Council, Certification Committee for Health and Wellness, and committees in the Kentucky Emergency Number Association (KENA) and Association of Public-Safety Communication Officials (APCO).

In 2021, section staff implemented a new course, Assisting Individuals in Crisis, to address the need for trained peer support personnel for law enforcement and telecommunicators. The section conducted six Kentucky Post-Critical Incident Seminars serving 141 students including law enforcement officers, dispatchers, and their significant others.

The Veterans Affairs program, for Law Enforcement Basic Training Academy recruits and Public Safety Dispatch Academy students, assists veterans in understanding GI benefits while attending DOCJT. Veterans Affairs provides services as it relates to each recruit specifically. The office collaborated to develop a DOCJT veteran lapel pin (*at right*) to disseminate to all veterans who graduate from law enforcement basic training, public safety dispatch, and court security basic training academies. In 2021, 118 veterans were assisted with VA benefits.



## SKILLS BRANCH

### DUI ENFORCEMENT SECTION

The end of an era occurred as the Intoxilyzer 5000EN Breath Test Instrument is no longer used in training at DOCJT. The DUI Enforcement Section now exclusively teaches the Intoxilyzer 8000 Breath Testing Instrument to basic and in-service students.

The section worked closely with other training sections to make up lost class time due to COVID-19 issues. Instructors conducted training during evenings, down weeks, and weekends to accommodate schedule changes during the COVID-19 pandemic.

The DUI Enforcement Section collaborated with the Bowling Green and Lexington Police department academies to provide training for their recruits and in-service students. Instructors of the DUI Enforcement Section also mentored new instructors for the Kentucky State Police Academy in the standardized training of Basic Breath Testing to ensure consistency among all certified Breath Test Operators across the state.

The section staff participated in numerous meetings with subject matter experts from the National Highway Transportation Safety Administration, the International Association of Chiefs of Police, the Kentucky County Attorney Association, the Kentucky Attorney General's Office, and the Kentucky Association of Chiefs of Police regarding the McCarthy Case (implied consent warning) and Standardized Field Sobriety Testing.

The DUI Enforcement Section is also responsible for additional classes in the basic training curriculum including crime scene management, evidence collection, crime scene photography, and collision investigation. Instructors advanced the methods used to train recruits with new technology and additional practical evaluation.

## FIREARMS SECTION

COVID-19 related issues forced changes in the delivery of firearms training for law enforcement basic training and in-service classes. The section implemented additional range spacing to meet the recommended six-foot social distance. The section continued to wear masks in less than conducive skills training conditions even after the guidelines were relaxed. Cleaning and decontamination of facilities and training materials continued to be a priority.

After severe flooding at the Boonesboro Range in March (*below*), the section assisted in the cleaning and disinfecting of the classroom building and shelter. All lighting and electrical outlets were replaced in both. The classroom building received new drywall, and a new exterior staircase and deck. Additional repairs and improvements were necessary for the range backstops, gravel road, and drainage.

New targets were acquired as well as several different model handguns with red dot sight equipment, a rapidly emerging trend in law enforcement, to instruct basic training and in-service firearms courses.



## PT/DT SECTION

In 2021, the section continued with COVID-19 safety requirements to include implementing mask wearing in less than conducive skills training conditions whenever possible, restricting the gym facilities to required staff for recruit training during scheduled classes, requiring all recruits to return to the rooms after any Physical Training/Defensive Tactics (PT/DT) class for immediate showering and clothing changes, and constant clean up and decontamination after each skills related class.

Also in 2021, the section reviewed and updated all lesson plans. During this review, the Defensive Tactics Instructor Course was revised to focus more on the teaching time required for the course and the renewed safety considerations to ensure a safe training environment.

The PT/DT section staff taught multiple classes for the Law Enforcement Basic Training Academy, Basic Officer Skill In-Service, and Court Security Officer Basic Training Academy classes. The section also presented in the Citizens' Police Academy, participated in a virtual tour of the academy, and assisted the Public Information Office in producing videos for use on the agency's social media platforms.

## TACTICS SECTION

The Tactics Section either taught or assisted in facilitating five Basic Officer Skills classes, nine School Resource Officer II classes, one School Resource Officer III class, two Vehicle Operations Instructor classes, and two Defensive Driving in-service training classes.

The section collaborated with DOCJT's Public Information Office to complete filming for the HB298 mandatory online training.

The section encountered failure issues with the new Ultimate Training Munitions (UTM) weapon conversion kits for the Glock 9MM handgun non-lethal training weapons. Instructional staff worked with UTM engineers to resolve the issues. Ultimately, the agency received conversion kits to function with new non-lethal training ammunition provided by UTM.

After successful negotiations with ECU representatives regarding the use of the Leach Driving Track and needed repairs, the section increased the amount of vehicle operation training hours for both basic and in-service training courses. The section also conducted in-house Active Shooter Tactics training and Tactical Medical skills (e.g., tourniquet application, use of pressure bandages, use of chest seals, etc.) to ensure consistency in training among our instructors.

**“The ballistics course was great and has me thinking a lot about changing up the ammo I use in my weapons. Your staff is very knowledgeable yet humble and kind. I truly enjoy taking classes from your firearms section. Thank you all.”**

— Student course critique comment

# 2021 KENTUCKY GENERAL ASSEMBLY REPORT



THIS ARTICLE IS FROM [KLEMAGAZINE.COM](https://www.klemagazine.com), POSTED APRIL 21, 2021

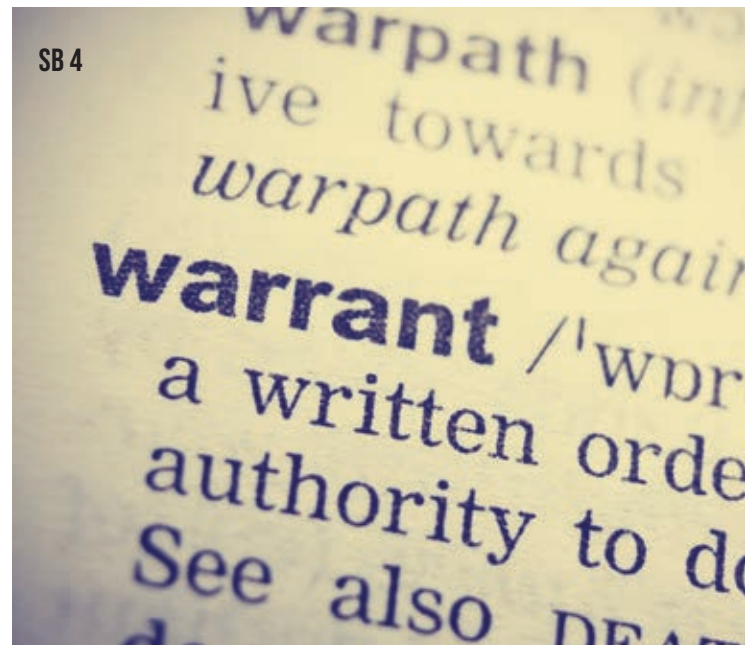


THE 2021 REGULAR SESSION OF THE KENTUCKY GENERAL ASSEMBLY PRODUCED SEVERAL LEGISLATIVE ITEMS OF INTEREST TO LAW ENFORCEMENT. THIS IS A BRIEF REVIEW OF SOME OF THE MORE NOTEWORTHY BILLS. OFFICERS ARE ENCOURAGED TO GO TO [HTTPS://LEGISLATURE.KY.GOV](https://legislature.ky.gov) AND CLICK THE LINK TO BILLS TO READ THE NEW LEGISLATION IN ITS ENTIRETY. UNLESS ENACTED AS EMERGENCY LEGISLATION OR THE BILL SPECIFIED A LATER EFFECTIVE DATE, ALL NEW LAWS AND AMENDMENTS WILL BECOME EFFECTIVE ON JUNE 29, 2021.

### SENATE BILL 4 – NO-KNOCK WARRANTS

This bill, which limits the use of no-knock warrants, was perhaps the most noteworthy and publicly discussed pieces of legislation from this session. Search warrants will be permitted in cases where it is established to the court by clear and convincing evidence that the case involves a crime that would qualify a person, if convicted, as a violent offender under KRS 439.3401, or violations of KRS 525.040, 527.200, 527.205, and 527.210.

Also, no-knock warrants are allowed only if the facts of the case established that giving prior notice would endanger life or result in loss of destruction of evidence, for the aforementioned charges. Entry must be between 6 a.m. and 10 p.m. unless there are exigent circumstances established to the court requiring entry at a later hour. The bill specifies that SWAT officers or other officers who are part of an established, trained team shall execute the warrant, unless such trained officers are not available and the court is persuaded, by clear and convincing evidence, of the need to execute the warrant in a timely manner. Officers shall have body-worn cameras, and a certified or licensed paramedic must be in proximity and available to provide medical assistance, if needed. This bill was signed into law by Gov. Andy Beshear on April 9, 2021. ([https://www.youtube.com/watch?v=v\\_2tuDQ9aoM](https://www.youtube.com/watch?v=v_2tuDQ9aoM))



### SENATE BILL 52 – AMENDS SEX-CRIME STATUTE

Amends KRS 510.060, third-degree rape, to include a peace officer who subjects a person in custody or under arrest to sexual intercourse. In addition, it amends KRS 510.090, third-degree sodomy, to include a peace officer who subjects a person in custody or under arrest to deviate sexual intercourse. Finally, it amends KRS 510.120, second-degree sexual abuse, to include a peace officer who subjects a person in custody or under arrest to sexual contact. This bill was signed into law on March 25, 2021, by Gov. Andy Beshear.

## SENATE BILL 64 – DEFINES REGISTRANT AND ADULT INTERMEDIARY FOR SEX OFFENDER REGISTRY

Amends KRS 510.010 to define “registrant” and “adult intermediary” and KRS 510.155 to include communications with adult intermediaries for minors. It also enhances punishment if the minor or perceived minor is under 12 years old, the offender is a registered sex offender, or a person travels into the commonwealth for the purpose of procuring or promoting the use of a minor. This bill was signed into law on March 23, 2021, by Gov. Andy Beshear. (<https://www.youtube.com/watch?v=EhGDfrViEAQ&t=2s>)

## SENATE BILL 80 – POLICE OFFICER CERTIFICATION

Makes amendments in KRS Chapter 15 to change laws relating to peace officer certification. This bill was signed into law on March 22, 2021, by Gov. Andy Beshear. (<https://www.youtube.com/watch?v=if5jHyMVoSc>)

## SENATE BILL 84 – RAPE LAWS

Among other changes, amends KRS 510.060, third-degree rape, and KRS 510.090 third-degree sodomy, to include a peace officer who subjects a person in custody or under arrest to sexual intercourse or sodomy. Also, amends KRS 510.120, second-degree sexual abuse, to include a peace officer who subjects a person in custody or under arrest to sexual contact. This bill was signed into law by Gov. Andy Beshear on March 23, 2021.

## SENATE BILL 267 – PERSONALLY IDENTIFYING INFORMATION

Creates a new offense in KRS Chapter 525 relating to dissemination of personally identifying information. This bill was signed into law by Gov. Andy Beshear on April 8, 2021.

## HOUSE BILL 105 – MISSING PERSONS

Amends KRS 39F.180 to require that any agency searching for a lost or missing person contact appropriate agencies within four hours of receiving the report. This bill was signed into law by Gov. Andy Beshear on March 23, 2021. (<https://www.youtube.com/watch?v=EhGDfrViEAQ&t=2s>)

SB 84



## HOUSE BILL 125 – MOTORCYCLE’S OPERATOR’S LICENSE

Creates a new section in KRS Chapter 186 to require the Transportation Cabinet to establish a restriction category on the motorcycle operator’s license to restrict license holders to operation of three-wheeled motorcycles only, and changes related training issues. This bill was signed into law by Gov. Andy Beshear on April 5, 2021. ([https://www.youtube.com/watch?v=z\\_k7GzCGQXQ&t=1117s](https://www.youtube.com/watch?v=z_k7GzCGQXQ&t=1117s))



## HOUSE BILL 126 – THEFT STATUTES

Makes amendments to theft statutes to raise the felony threshold to \$1,000, creates a Class B misdemeanor for property valued less than \$500, and Class A misdemeanor for property valued at least \$500 but less than \$1,000. This bill was signed into law by Gov. Andy Beshear on March 22, 2021. (<https://www.youtube.com/watch?v=if5jHyMVoSc>)

## HOUSE BILL 254 – MATTER PORTRAYING A SEXUAL PERFORMANCE BY A MINOR

Amends KRS 531.335 and KRS 531.340 to raise the penalties for cases involving matter portraying a sexual performance by a minor. This bill was signed into law by Gov. Andy Beshear on March 23, 2021. (<https://www.youtube.com/watch?v=EhGDfrViEAQ&t=2s>)

## HOUSE BILL 273 – OPEN RECORDS ACT

This emergency legislation amends KRS 61.878 to exclude photos or videos of a person’s death, killing, rape, or sexual assault or abuse from being released under the Open Records Act. This bill was signed into law on March 23, 2021. (<https://www.youtube.com/watch?v=EhGDfrViEAQ&t=2s>)

### **HOUSE BILL 277 – OPERATOR’S LICENSE FOR ARMED FORCES MEMBERS AND FAMILY**

Amends KRS 186.430 to exempt a member of the Armed Forces, their spouse, and dependent children who hold a valid operator’s license from another state from requiring them to obtain a Kentucky operator’s license when assigned to Kentucky, but maintain permanent residence elsewhere. This bill was signed into law by Gov. Andy Beshear on March 22, 2021. (<https://www.youtube.com/watch?v=if5jHyMVoSc>)

### **HOUSE BILL 307 – CANNABINOID PRODUCTS**

Amends KRS 218A.010 to exclude certain cannabinoid products from the definition of marijuana. This bill was signed into law by Gov. Andy Beshear on March 25, 2021.

### **HOUSE BILL 310 – PAROLE OF PERSONS CONVICTED OF SEX CRIMES**

Amends KRS 439.340 to require notice and hearings prior to parole of persons convicted of sex crime classified as a class D felony under KRS 17.500, and amends KRS 510.037, 456.010, and 403.720 to clarify that inchoate offenses are included in the statutory offenses. This bill was signed into law by Gov. Andy Beshear on April 1, 2021.

### **HOUSE BILL 389 – NEGLECT AND ABUSE CASES**

Amends KRS 620.140 to create procedures for informal adjustment of certain dependency, neglect and abuse cases. This bill was signed into law by Gov. Andy Beshear on April 5, 2021. ([https://www.youtube.com/watch?v=z\\_k7GzCGQX-Q&t=1117s](https://www.youtube.com/watch?v=z_k7GzCGQX-Q&t=1117s))

### **HOUSE BILL 439 – OPERATOR’S LICENSE**

Amends KRS 186.577 to require vision testing on an operator’s license renewal, and make other amendments to statutes to conform. This bill was signed into law by Gov. Andy Beshear on March 25, 2021.

### **HOUSE BILL 448 – DEFINES MENTAL HEALTH PROFESSIONAL**

Amends KRS 600.020 to expand the definition of “qualified mental health professional.” This bill was signed into law by Gov. Andy Beshear on March 22, 2021. (<https://www.youtube.com/watch?v=if5jHyMVoSc>)

### **HOUSE BILL 472 – EXTENDS STATUTE OF LIMITATIONS ON MISDEMEANOR SEX OFFENSE CASES**

This emergency legislation amends KRS 500.050 to extend the statute of limitations for a misdemeanor sex offense against a minor to 10 years from the current five-year statute of limitations. The bill makes other amendments relating to civil lawsuits against the offender. This bill was signed into law by Gov. Andy Beshear on March 23, 2021. (<https://www.youtube.com/watch?v=EhGDfrViEAQ&t=2s>)



# DOCJT ON THE INSIDE

## ABOVE AND BEYOND AWARDS

The Above and Beyond Award was presented quarterly recognizing employees who work in going above and beyond their normal job duties to further the agency's mission. Employees could be nominated by anyone in the agency by forwarding a nomination form through the employee's first line supervisor. Winners for 2021 are:

1st Quarter – Kelley Calk, Legal Training Section

2nd Quarter – Larry Savill, Investigations Section

3rd Quarter – Michael Carpenter, Supply Section

4th Quarter – Rachel Lingenfelter, Staff Services and Planning Section

## SAVING LIVES

DOCJT hosted the Kentucky Blood Center Bloodmobile five times throughout the year. A total of 93 pints of blood were collected, saving 279 lives.

## ANGEL TREE PROJECT

Employees and recruits were very generous in their donations (*at right*). The agency was able to help 14 children from six different families. Each child was gifted with everything (and more) that they asked for on their Christmas list. Due to the large number of gifts, additional wrapping paper, gift boxes, tape, tissue paper, and candy for each family was purchased using monetary donations. There was even money remaining to buy clothing and other necessities for the Family Resource Center to keep on hand.

This year DOCJT began a new ornament tradition for the Christmas Angel Tree in the lobby (*inset*). Each section in the agency was asked to bring or make an ornament that represents their section. Staff Services and Planning hosted a tree decorating 'party' and invited all employees to help decorate the Christmas tree with the donated ornaments.



## CITIZENS' POLICE ACADEMY

DOCJT once again partnered with the Madison County Sheriff's Office, Richmond Police Department, and the Berea Police Department to host the Madison County Citizens' Police Academy (*below*). Graduation ceremonies were held in November at the Madison County Public Library. Twelve participants graduated after receiving information and completing exercises in topic areas such as traffic enforcement, defensive tactics, crime scene investigation, narcotics, school safety, and court procedures. Richmond Police Department K-9 Officer Chip Gray and K-9 Logan joined in the graduation celebration and gave a demonstration of the drug-dog's abilities.





# DOCJT ANNUAL AWARDS

## INSTRUCTOR OF THE YEAR



**Ed Lingenfelter** received the 2021 Instructor of the Year award. He is a dedicated, career employee with 20 years of service at DOCJT. He is a primary instructor in advanced leadership classes at DOCJT and continually receives high praise from students regarding his knowledge and passion for the topic. As one student said, “Ed is an advocate for the police. I have had no better instructor ever, anywhere, that has had a better command of his subject matter.”

Mr. Lingenfelter is often chosen to represent the Leadership Section when the Public Information Section is seeking information on leadership related topics and has been invited to speak to groups outside of the department.

## ADMINISTRATIVE STAFF PERSON OF THE YEAR



**Diana “Dee” Fleming**, Procurement Section, received the 2021 Administrative Staff Person of the Year Award. Her professionalism and customer service sets a wonderful example for all employees of DOCJT and to all outside vendors with whom the agency works. She always strives to meet or exceed the needs of the agency, support the agency’s training efforts, and procure goods and services at the most economical rate.

Mrs. Fleming never hesitates to assist agency personnel, whether it is outside her area or her normal working hours. She exhibits the utmost professionalism and exceeds in every area of her job without complaint.

## PROFESSIONAL ACHIEVEMENT AWARD



**Amanda Nolan**, Supply Section, received a Professional Achievement Award. Mrs. Nolan served the agency in an outstanding manner by supporting the agency’s training mission through the new “normal” of COVID-19 restrictions and work challenges. She is also responsible for the agency’s expendable supply inventory and her inventory accuracy exceeded the industry standard.



**Shannon West**, Tactics Section, received a Professional Achievement Award. His body of work was essential to the overall success of training operations in promoting and implementing law enforcement training within the Commonwealth. His knowledge, work ethic, initiative, and professionalism has reflected positively on the Department of Criminal Justice Training.

## TEAMWORK AWARD

The **Firearms Section and Logistical Operations Branch** received the 2021 Teamwork Award. On March 1st, the Boonesboro Firing Range experienced an unprecedented flood. The firing ranges and buildings were completely submerged in muddy water. This rendered the facility unusable which negatively impacted both basic training and in-service firearms courses.

Firearms Section instructors volunteered to start the cleanup process. The Logistical Branch arranged for the rental of a skid steer to assist in the cleanup process. The Facilities Section arranged for new gravel to be applied to the roads and parking lot of the range facility, which allowed access to vehicle traffic. This facilitated the cleanup and replacement of sheetrock in the classroom and necessary electrical systems. Grass seed and straw was purchased to reseed the ranges. The Procurement and Supply sections worked together to purchase a new water cooler, tables, and chairs for the classroom. The entire Logistical Branch was very supportive, and this was a great example of individuals working together for the common good.

## COMMISSIONER'S AWARD



**Charles "Chip" White**, Leadership Section supervisor, received a Commissioner's Award for his high degree of professionalism, initiative, commitment, and contribution to the field of law enforcement training. Mr. White was essential to the overall success of training operations in promoting and implementing law enforcement training within the Commonwealth.

His knowledge, work ethic, initiative, and professionalism has reflected positively on the Department of Criminal Justice Training.

The **Coordination Section** also received a Commissioner's Award for 2021. COVID-19 created many obstacles for all the sections and for DOCJT, but it created extra job duties and obstacles for the Coordination Section. The section collaborated to keep the staff and students safe, while maintaining the same level of training. This required many extra hours of making phone calls, addressing sick recruits, notifying staff members of possible exposures, and speaking with client agencies. Their successes this year are due to their great teamwork, great attitude, dedication to service, and tireless efforts reflect highly upon this agency and themselves.



NEW HIRES IN 2021		
NAME	START DATE	SECTION
Mike Bogan	1/1/2021	Commissioner's Staff
Thomas Mattingly	5/16/2021	KLEC, Investigator
Megan Servier	8/16/2021	KLEC, Program Coordinator
Steve Tucker	11/1/2021	DUI Section, Instructor
Andrew Abbott	11/1/2021	DOCJT Field Section, Instructor
Jeremy Coleman	11/1/2021	DOCJT Field Section, Instructor
David Gregory	12/1/2021	Leadership Section, Instructor
Tyler Brummett	12/16/2021	Patrol Section, Instructor

RETIREMENTS IN 2021			
NAME	HIRE DATE	RETIREMENT DATE	SECTION
Gary Davis	10/16/2003	11/1/2021	KLEC, Polygraph Examiner
Sondra Wesley	1/16/2018	6/1/2021	Telecommunications Section, Instructor

**“This was my 1st in-service class with DOCJT. I can honestly say this is one of the best classes I have attended in 23 years of law enforcement. I never knew how much knowledge I would learn in one week on this subject. It was definitely an eye opener for me. The knowledge I learned will help me be more alert and things to look for as a deputy sheriff for my agency.”**

*— Student course critique comment*



# KENTUCKY LAW ENFORCEMENT MEMORIAL FOUNDATION

On June 3, 2021, Gov. Andy Beshear, along with the Kentucky Law Enforcement Memorial Foundation and the Department of Criminal Justice Training, honored the Kentucky law enforcement officers who lost their lives during 2019 and 2020. Five officer names were added to the monument including four officers who passed away in 2020 and one who passed away in 2019. A memorial ceremony was not held in 2020 in response to safety precautions from the COVID-19 pandemic.

## HONORED DURING THE 2021 CEREMONY:

Knott County Chief Deputy  
**Bobby Wayne Jacobs**  
*end of watch Dec. 16, 2019*

Stanton Police Detective  
**James T. Kirk**  
*end of watch Feb. 11, 2020*

Hopkins County Sheriff's Deputy  
**Terry L. Vick**  
*end of watch April 22, 2020*

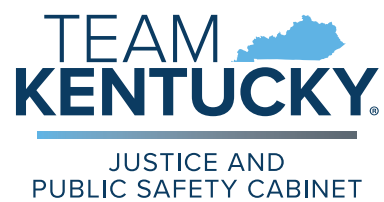
Louisville Metro Police Officer  
**Martez Hughes**  
*end of watch Nov. 19, 2020*

Bloomfield Police Chief  
**E. Scott Dennis**  
*end of watch Dec. 4, 2020*

The Kentucky Law Enforcement Memorial Foundation seeks to recognize all Kentucky peace officers who gave their lives in service to the commonwealth. The monument, located on DOCJT's campus, holds 558 names of Kentucky officers who have died in the line of duty since 1845.







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