

# Department of CRIMINAL JUSTICE TRAINING

KENTUCKY JUSTICE AND PUBLIC SAFETY CABINET



## 2013 Training Schedule



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# TABLE OF CONTENTS

## INTRODUCTION

|   |    |
|---|----|
| Directory.....  | 1  |
| Kentucky Law Enforcement Council.....                 | 3  |
| Training Requirements.....                            | 4  |
| Telecommunications Training Requirements.....         | 5  |
| Obtaining Credit for Out-of-State Basic Training..... | 6  |
| Obtaining Credit for In-Service Training.....         | 7  |
| DOCJT Organizational Chart.....                       | 9  |
| DOCJT Map.....  | 10 |
| DOCJT Louisville Map.....                             | 11 |

## REGISTRATION

|                                      |    |
|--------------------------------------|----|
| Most Frequently Asked Questions..... | 14 |
| Registering for All Academies.....   | 17 |
| Forms.....                           | 19 |
| Attendance Requirements.....         | 31 |
| Residence Hall Registration.....     | 32 |

## TRAINING

|  |    |
|--|----|
| Education Pays.....                              | 36 |
| Basic Training College Credit.....               | 36 |
| Advanced Individual Training College Credit..... | 40 |
| Special Criteria for Training.....               | 41 |

## BASIC TRAINING

|                                     |    |
|-------------------------------------|----|
| Law Enforcement Basic Training..... | 44 |
| Basic Training Schedule.....        | 45 |

## PROFESSIONAL STANDARDS TRAINING

|  |    |
|--|----|
| Basic Officer Skills.....                          | 48 |
| Kentucky Homeland Security.....                    | 48 |
| Legal Update: Constitutional Procedure.....        | 49 |
| Legal Update: Penal Code.....                      | 49 |
| LEN Prevention & Deterrence of Terrorist Acts..... | 50 |
| Orientation for New Police Chiefs – Sheriffs.....  | 50 |

## PROFESSIONAL DEVELOPMENT

|                                     |    |
|-------------------------------------|----|
| Career Development Program.....     | 52 |
| Career Development Program FAQ..... | 53 |

## DISTANCE LEARNING

|   |    |
|---|----|
| Frequently Asked Questions.....                                     | 56 |
| CJIS-MDT Terminal Users Information.....                            | 58 |
| Breath Test Operator Recertification 8000 – Online <b>NEW</b> ..... | 59 |
| Breath Test Operator Recertification – Online 5000EN.....           | 60 |
| CJIS Inquiry Only – Online.....                                     | 61 |
| Customer Service – Online.....                                      | 61 |
| Dispatching Critical Calls – Online <b>NEW</b> .....                | 62 |
| Ethics – Online.....  | 63 |
| Legal Issues: 2013 – Online <b>NEW</b> .....                        | 64 |

## DISTANCE LEARNING (CONTINUED)

|   |    |
|---|----|
| LEN Mobile Data Terminal Access – Online.....       | 65 |
| Mandatory Training Online.....                      | 66 |
| Mandatory Training - Online – Work Zone Safety..... | 67 |
| Marijuana Recertification – Online.....             | 67 |
| Police Radar/Lidar Update – Online.....             | 68 |

## PATROL

|  |    |
|--|----|
| Basic Breath Test Operator.....                                | 70 |
| Breath Test Operator Recertification 8000.....                 | 71 |
| Chaplaincy – Advanced – 2013 <b>NEW</b> .....                  | 72 |
| Chaplaincy – Basic.....  | 72 |
| Collision Investigative Techniques.....                        | 72 |
| Commercial Vehicle Awareness & CMV Crash Reporting.....        | 73 |
| Court Security Officer Basic Training.....                     | 73 |
| Court Security Officer In-Service – 2011/2012.....             | 74 |
| Court Security Officer In-Service – 2013/2014 <b>NEW</b> ..... | 74 |
| Crisis Intervention Team Training for KY LEN.....              | 75 |
| DUI/SFST Update.....   | 75 |
| DUI/Standardized Field Sobriety Test.....                      | 76 |
| Investigative Skills for Patrol.....                           | 76 |
| Leadership Is A Behavior.....                                  | 77 |
| Legal Issues: 2013 <b>NEW</b> .....                            | 78 |
| LEN Prevention & Deterrence of Terrorist Acts.....             | 79 |
| LEN Response to Special Needs Persons.....                     | 79 |
| Patrol: First Responder.....                                   | 80 |
| Police Radar/Lidar Operator.....                               | 80 |
| Police Training Officer.....                                   | 81 |
| Railroad Grade Crossing Collision Investigation.....           | 81 |
| Rapid Deployment.....  | 82 |
| Rapid Deployment Coordinator <b>NEW</b> .....                  | 83 |
| School Resource Officer.....                                   | 83 |
| School Resource Officer – Advanced.....                        | 84 |
| Stress & Wellness.....   | 84 |

## SKILLS

|                                  |    |
|----------------------------------|----|
| Defensive Driving.....           | 86 |
| Patrol Handgun Level I.....      | 86 |
| Patrol Handgun Level II.....     | 87 |
| Patrol Rifle.....                | 87 |
| Perishable Skills Practicum..... | 88 |

## INVESTIGATIONS

|   |    |
|---|----|
| Advanced Internet Investigations.....               | 90 |
| Advanced Latent Print Development.....              | 90 |
| Basic Narcotics Investigators School – DEA.....     | 90 |
| Cell Phone Investigations.....                      | 91 |
| Child Abuse Investigation.....                      | 91 |
| Cold Case Investigations.....                       | 91 |
| Computer Crimes Investigations.....                 | 92 |
| Controlled Substance & Diversion Investigation..... | 92 |
| Covert Investigations.....                          | 93 |
| Crime Scene Investigation.....                      | 93 |
| Criminal Investigation I.....                       | 93 |

# TABLE OF CONTENTS

## INVESTIGATIONS (CONTINUED)

|   |     |
|---|-----|
| Cyber Investigation 101 – Secure Techniques for Onsite Preview .....      | 94  |
| Cyber Investigation 105 – Basic Cell Phone Investigations .....           | 95  |
| Cyber Investigation 205 – Cell Phone Interrogation .....                  | 96  |
| Cyber Investigation 210 – GPS Interrogation (GPS-1) .....                 | 97  |
| Cyber Investigation 220 – Wireless Network Investigation <b>NEW</b> ..... | 98  |
| Digital Photography .....   | 98  |
| Domestic Abuse & Sexual Assault Symposium <b>NEW</b> .....                | 99  |
| Elder Abuse Investigation .....   | 99  |
| Excel Spreadsheet for LEN <b>NEW</b> .....                                | 100 |
| Financial Crimes Against Seniors <b>NEW</b> .....                         | 100 |
| Financial Investigations Practical Skills .....                           | 101 |
| Forensic Mapping .....  | 101 |
| Homicide Investigative Techniques .....                                   | 102 |
| Human Trafficking & Hate Crimes Investigation .....                       | 102 |
| Identity Theft Investigations .....                                       | 103 |
| Image Scan .....  | 103 |
| Interviews & Interrogations .....   | 104 |
| Kentucky Criminalistics Academy <b>NEW</b> .....                          | 104 |
| Kentucky Investigations – 2013 <b>NEW</b> .....                           | 105 |
| Kinesic Roadside & Field Interview Techniques .....                       | 105 |
| Leading the Investigative Unit .....                                      | 106 |
| Marijuana Identification .....  | 106 |
| Operation Jetway <b>NEW</b> .....   | 106 |
| Police, Juveniles & the Criminal Justice System .....                     | 107 |
| Responding to Crimes Against Children – 2013 <b>NEW</b> .....             | 107 |
| Responding to Elder Abuse Crimes <b>NEW</b> .....                         | 108 |
| Robbery-Sexual Assault .....  | 108 |
| Sexual Assault Response Team Training .....                               | 108 |
| U Visa Training .....   | 109 |

## INSTRUCTOR DEVELOPMENT

|  |     |
|--|-----|
| Distance Learning Technologies for LEN Instructors .....             | 112 |
| Field Instructor .....   | 112 |
| Firearms Instructor .....  | 113 |
| Law Enforcement Driving Range Coordinator .....                      | 113 |
| Leading the Training Unit .....                                      | 114 |
| PPCT Defensive Tactics Instructor Course .....                       | 114 |
| PPCT Defensive Tactics Instructor Recertification .....              | 115 |
| PPCT Ground Avoidance / Ground Escape (GAGE) Instructor Course ..... | 115 |

## LEADERSHIP DEVELOPMENT

|  |     |
|--|-----|
| Academy of Police Supervision .....                                      | 118 |
| Criminal Justice Executive Development Program .....                     | 119 |
| Current Leadership Issues for Mid-Level Executives 2013 <b>NEW</b> ..... | 120 |
| Grant Writing for the Practitioner .....                                 | 120 |
| Internal Affairs Investigations .....                                    | 121 |
| Leading the Investigative Unit .....                                     | 121 |

## LEADERSHIP DEVELOPMENT (CONTINUED)

|   |     |
|---|-----|
| Leading the Training Unit .....                         | 121 |
| Orientation for New Police Chiefs – Sheriffs .....      | 122 |
| Police Executive Command Course – 2013 <b>NEW</b> ..... | 122 |
| Sheriff's Conference – 2013 <b>NEW</b> .....            | 123 |
| Situational Leadership for Supervisors & Managers ..... | 123 |
| Values Based Leadership .....                           | 124 |

## TELECOMMUNICATIONS

|   |     |
|---|-----|
| The Most Frequently Asked TPS Questions ..... | 126 |
|---|-----|

## BASIC TELECOMMUNICATIONS

|  |     |
|--|-----|
| Public Safety Dispatch Academy – CJIS .....              | 130 |
| Public Safety Dispatch Academy for Non-CJIS Agency ..... | 131 |
| Emergency Medical Dispatch/CPR .....                     | 132 |
| Emergency Medical Dispatch – Advanced .....              | 132 |

## ADVANCED TELECOMMUNICATIONS

|   |     |
|---|-----|
| Critical Incident Training for Dispatchers <b>NEW</b> .....           | 134 |
| Cultural Awareness .....  | 134 |
| Customer Service .....  | 134 |
| Dispatching Critical Calls <b>NEW</b> .....                           | 135 |
| Emergency Medical Dispatch – Advanced .....                           | 135 |
| Enhanced Telecommunications Skills .....                              | 135 |
| Ethics .....  | 136 |
| Fire/Hazmat Incident .....  | 136 |
| Kentucky Law Enforcement Support Team – 2013 <b>NEW</b> .....         | 136 |
| .....   | 136 |
| Teambuilding .....  | 137 |
| The Dispatcher's Role in Specialized Response Events <b>NEW</b> ..... | 137 |

## TELECOMMUNICATIONS EXECUTIVE DEVELOPMENT

|   |     |
|---|-----|
| Communications Training Officer (CTO) .....                             | 140 |
| CTO – Developing a Training Program .....                               | 140 |
| Leadership 911 .....  | 140 |
| Telecommunications Advanced Leadership Kentucky – 2013 <b>NEW</b> ..... | 141 |
| Telecommunications Executive Development Program <b>NEW</b> .....       | 142 |

## TELECOMMUNICATIONS CJIS

|   |     |
|---|-----|
| CJIS-MDT Terminal Users Information ..... | 144 |
| Advanced CJIS/TAC .....                   | 145 |
| CJIS Full Access .....                    | 145 |

## Alphabetical List of Classes

|   |          |   |          |
|---|----------|---|----------|
| Academy of Police Supervision .....                                       | 118      | Kentucky Homeland Security .....  | 48       |
| Advanced CJIS/TAC.....  | 145      | Kentucky Investigations – 2013 <b>NEW</b> .....                         | 105      |
| Advanced Internet Investigations.....                                     | 90       | Kentucky Law Enforcement Support Team – 2013 <b>NEW</b> .....           | 136      |
| Advanced Latent Print Development.....                                    | 90       | Kinesic Roadside & Field Interview Techniques .....                     | 105      |
| Basic Breath Test Operator .....  | 70       | Law Enforcement Driving Range Coordinator.....                          | 113      |
| Basic Narcotics Investigators School – DEA.....                           | 90       | Leadership 911 .....  | 140      |
| Basic Officer Skills.....   | 48       | Leadership is a Behavior.....   | 77       |
| Basic Training Schedule.....  | 45       | Leading the Investigative Unit .....                                    | 106, 121 |
| Breath Test Operator Recertification 8000.....                            | 71       | Leading the Training Unit.....  | 114, 121 |
| Breath Test Operator Recertification 8000 - Online <b>NEW</b> .....       | 59       | Legal Issues: 2013 <b>NEW</b> .....                                     | 78       |
| Breath Test Operator Recertification – Online 5000EN.....                 | 60       | Legal Issues: 2013 – Online <b>NEW</b> .....                            | 64       |
| Cell Phone Investigations .....   | 91       | Legal Update: Constitutional Procedure .....                            | 49       |
| Chaplaincy – Advanced – 2013 <b>NEW</b> .....                             | 72       | Legal Update: Penal Code .....  | 49       |
| Chaplaincy – Basic.....   | 72       | LEN Mobile Data Terminal Access – Online.....                           | 65       |
| Child Abuse Investigation .....   | 91       | LEN Prevention & Deterrence of Terrorist Acts .....                     | 50, 79   |
| CJIS Full Access .....  | 145      | LEN Response to Special Needs Persons .....                             | 79       |
| CJIS Inquiry Only – Online .....  | 61       | Mandatory Training – Online .....                                       | 66       |
| Cold Case Investigations .....  | 91       | Mandatory Training – Online – Work Zone Safety .....                    | 67       |
| Collision Investigation Techniques.....                                   | 72       | Marijuana Identification .....  | 106      |
| Commercial Vehicle Awareness & CMV Crash Reporting.....                   | 73       | Marijuana Recertification – Online.....                                 | 67       |
| Communications Training Officer.....                                      | 140      | Operation Jetway <b>NEW</b> .....                                       | 106      |
| Computer Crimes Investigations.....                                       | 92       | Orientation for New Police Chiefs – Sheriffs.....                       | 50, 122  |
| Controlled Substance & Diversion Investigation.....                       | 92       | Patrol Handgun Level I.....   | 86       |
| Court Security Officer Basic Training.....                                | 73       | Patrol Handgun Level II.....  | 87       |
| Court Security Officer In-Service – 2011/2012 .....                       | 74       | Patrol Rifle .....  | 87       |
| Court Security Officer In-Service – 2013/2014 <b>NEW</b> .....            | 74       | Patrol: First Responder .....   | 80       |
| Covert Investigations .....   | 93       | Perishable Skills Practicum .....                                       | 88       |
| Crime Scene Investigation.....  | 93       | Police Executive Command Course – 2013 <b>NEW</b> .....                 | 122      |
| Criminal Investigation I .....  | 93       | Police Radar/Lidar Operator.....  | 80       |
| Criminal Justice Executive Development Program.....                       | 119      | Police Radar/Lidar Update – Online .....                                | 68       |
| Crisis Intervention Team Training for KY LEN.....                         | 75       | Police Training Officer.....  | 81       |
| Critical Incident Training for Dispatchers <b>NEW</b> .....               | 134      | Police, Juveniles & the Criminal Justice System.....                    | 107      |
| CTO – Developing A Training Program.....                                  | 140      | PPCT Defensive Tactics Instructor Course.....                           | 114      |
| Cultural Awareness .....  | 134      | PPCT Defensive Tactics Instructor Recertification.....                  | 115      |
| Current Leadership Issues for Mid-Level Executives 2013 <b>NEW</b> .....  | 120      | PPCT Ground Avoidance / Ground Escape (GAGE) Instructor Course .....    | 115      |
| Customer Service.....   | 134      | Public Safety Dispatch Academy – CJIS .....                             | 130      |
| Customer Service – Online.....  | 61       | Public Safety Dispatch Academy for Non-CJIS Agency.....                 | 131      |
| Cyber Investigation 101 – Secure Techniques for Onsite Preview .....      | 94       | Railroad Grade Crossing Collision Investigation .....                   | 81       |
| Cyber Investigation 105 – Basic Cell Phone Investigations .....           | 95       | Rapid Deployment.....   | 82       |
| Cyber Investigation 205 – Cell Phone Interrogation .....                  | 96       | Rapid Deployment Coordinator <b>NEW</b> .....                           | 83       |
| Cyber Investigation 210 – GPS Interrogation (GPS-1).....                  | 97       | Responding to Crimes Against Children – 2013 <b>NEW</b> .....           | 107      |
| Cyber Investigation 220 – Wireless Network Investigation <b>NEW</b> ..... | 98       | Responding to Elder Abuse Crimes <b>NEW</b> .....                       | 108      |
| Defensive Driving .....   | 86       | Robbery-Sexual Assault.....   | 108      |
| Digital Photography .....   | 98       | School Resource Officer .....   | 83       |
| Dispatching Critical Calls <b>NEW</b> .....                               | 135      | School Resource Officer – Advanced.....                                 | 84       |
| Dispatching Critical Calls – Online <b>NEW</b> .....                      | 62       | Sexual Assault Response Team Training.....                              | 108      |
| Distance Learning Technologies for LEN Instructors .....                  | 112      | Sheriff's Conference – 2013 <b>NEW</b> .....                            | 123      |
| Domestic Abuse and Sexual Assault Symposium <b>NEW</b> .....              | 99       | Situational Leadership for Supervisors & Managers .....                 | 123      |
| DUI/SFST Update.....  | 75       | Stress & Wellness.....  | 84       |
| DUI/Standardized Field Sobriety Test.....                                 | 76       | Teambuilding .....  | 137      |
| Elder Abuse Investigation .....   | 99       | Telecommunications Advanced Leadership Kentucky – 2013 <b>NEW</b> ..... | 141      |
| Emergency Medical Dispatch – Advanced.....                                | 132, 135 | Telecommunications Executive Development Program <b>NEW</b> .....       | 142      |
| Emergency Medical Dispatch/CPR.....                                       | 132      | The Dispatcher's Role in Specialized Response Events <b>NEW</b> .....   | 137      |
| Enhanced Telecommunications Skills.....                                   | 135      | U Visa Training .....   | 109      |
| Ethics .....  | 136      | Values Based Leadership .....   | 124      |
| Ethics – Online .....   | 63       |   |          |
| Excel Spreadsheet for LEN <b>NEW</b> .....                                | 100      |   |          |
| Field Instructor.....   | 112      |   |          |
| Financial Crimes Against Seniors <b>NEW</b> .....                         | 100      |   |          |
| Financial Investigations Practical Skills.....                            | 101      |   |          |
| Fire/Hazmat Incident .....  | 136      |   |          |
| Firearms Instructor .....   | 113      |   |          |
| Forensic Mapping.....   | 101      |   |          |
| Grant Writing for the Practitioner.....                                   | 120      |   |          |
| Homicide Investigative Techniques.....                                    | 102      |   |          |
| Human Trafficking & Hate Crimes Investigation.....                        | 102      |   |          |
| Identity Theft Investigations .....                                       | 103      |   |          |
| Image Scan .....  | 103      |   |          |
| Internal Affairs Investigations.....                                      | 121      |   |          |
| Interviews & Interrogations .....   | 104      |   |          |
| Investigative Skills for Patrol.....                                      | 76       |   |          |
| Kentucky Criminalistics Academy <b>NEW</b> .....                          | 104      |   |          |



# DIRECTORY

|  |  |                     |
|--|--|---------------------|
| <b>General Information</b>                       | (859) 622-1328                             |                     |
| <b>Commissioner's Office</b>                     | (859) 622-6165                             |                     |
| <b>Deputy Commissioner</b>                       | (859) 622-8081                             |                     |
| <b>General Counsel</b>                           | (859) 622-3073                             |                     |
| <b>Communications Office</b>                     | (859) 622-6863                             |                     |
| <b>Advanced Individual Training Branch</b>       | (859) 622-2209                             | Fax: (859) 622-8131 |
| Investigations Training Section                  | (859) 622-8993                             |                     |
| Patrol/Traffic Training Section                  | (859) 622-8182                             |                     |
| Telecommunications Training Section              | (859) 622-3386                             | Fax: (859) 622-5024 |
| Advanced Telecommunications Training Section     | (859) 622-5046                             | Fax: (859) 622-6857 |
| <b>Basic Training Branch</b>                     | (859) 622-5032                             | Fax: (859) 622-5913 |
| DUI Enforcement Section                          | (859) 622-2309                             | Fax: (859) 622-5081 |
| Evaluation Section                               | (859) 622-4797 <b>or</b><br>(859) 622-5883 | Fax: (859) 622-5913 |
| General Studies                                  | (859) 622-4797 <b>or</b><br>(859) 622-5883 |                     |
| <b>Carrying Concealed Deadly Weapons</b>         | (859) 622-2299                             | Fax: (859) 622-8387 |
| <b>Compliance Section</b>                        | (859) 622-5924                             | Fax: (859) 622-1843 |
| <b>Invoices for Pay Agencies</b>                 | (859) 622-3454                             |                     |
| <b>Director of Administration</b>                | (859) 622-8081                             |                     |
| <b>Director of Training Operations</b>           | (859) 622-2221                             |                     |
| Instructional Design                             | (859) 622-5930                             |                     |
| Distance Learning                                | (859) 622-7564                             |                     |
| <b>Director of Training Support</b>              | (859) 622-8081                             |                     |
| <b>Grant Funding</b>                             | (859) 622-5002                             | Fax: (859) 622-8256 |
| <b>Kentucky Law Enforcement Council</b>          | (859) 622-6218                             | Fax: (859) 622-5943 |
| <b>KLEFPF Office (Pay Incentive)</b>             | (859) 622-2224                             | Fax: (859) 622-5943 |
| <b>Kentucky Leadership Institute Branch</b>      | (859) 622-2213                             |                     |
| Legal Training Section                           | (859) 622-3801                             | Fax (859) 622-6578  |
| Leadership Development Section                   | (859) 622-2213                             | Fax: (859) 622-1670 |
| Louisville Training Section                      | (502) 429-7480                             | Fax: (502) 429-7481 |
| <b>Records Section</b>                           | (859) 622-5055                             | Fax: (859) 622-8387 |
| <b>Registration Section (Class Availability)</b> |  | Fax: (859) 622-2740 |
| DUI Enforcement                                  | (859) 622-2225                             |                     |
| Advanced Individual Training                     | (859) 622-6253 <b>or</b><br>(859) 622-2914 |                     |
| Law Enforcement Basic Training                   | (859) 622-6253                             |                     |
| Telecommunications/CJIS/MDT                      | (859) 622-2225                             |                     |
| <b>Skills Training Branch</b>                    | (859) 622-2216                             | Fax: (859) 622-8570 |
| Physical Training & Def. Tactics Section         | (859) 622-3546                             | Fax: (859) 622-6825 |
| Vehicle Operations Section                       | (859) 622-8317                             | Fax: (859) 622-8621 |
| Firearms Section                                 | (859) 622-8300                             | Fax: (859) 622-8570 |
| <b>Staff Services</b>                            | (859) 622-8906                             | Fax: (859) 622-5886 |



## **KENTUCKY LAW ENFORCEMENT COUNCIL**

The Kentucky Law Enforcement Council is responsible for certification or approval of curricula, instructors, and schools conducting peace officer training for purposes of the Kentucky Law Enforcement Foundation Program Fund (KLEFPF) pay incentive, the Peace Officer Professional Standards Act, the Telecommunicator Professional Standards Act and the Certified Court Security Officer Standards Act. The Department of Criminal Justice Training has obtained certification for all law enforcement officer courses contained in this schedule of classes, unless otherwise noted. Other courses may also be approved. Please contact the KLEC office to inquire about getting an outside course pre-approved.

### **Peace Officer Professional Standards (POPS)**

The Peace Officer Professional Standards Act establishes minimum qualifications for employment and certification as a peace officer in Kentucky. The Kentucky Law Enforcement Council has been authorized by statute to administer the certification process.

### **Telecommunicator Professional Standards (TPS)**

The Telecommunicator Professional Standards Act establishes minimum qualifications for certification as a telecommunicator in Kentucky. The Kentucky Law Enforcement Council has been authorized by statute to administer the certification process.

### **Certified Court Security Officer Standards (CCSO's)**

The Certified Court Security Officer Standards Act establishes minimum qualifications to maintain employment, for pre-employment and certification as a court security officer in Kentucky. The Kentucky Law Enforcement Council has been authorized by statute to administer the certification process.

### **Career Development Program**

The Kentucky Law Enforcement Council is also responsible for the Career Development Program. The program is open to law enforcement officers/telecommunicators, and provides structure to the training process through career tracking. The program will acknowledge and reward officers and telecommunicators whose training and academic efforts are aligned with career objectives.

For additional information regarding the Kentucky Law Enforcement Council, please contact:

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Kentucky Law Enforcement Council  
Funderburk Building, ECU  
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Richmond, KY 40475-3102  
Phone: (859) 622-6218 Fax: (859) 622-5943  
E-Mail: [Larry.Ball@ky.gov](mailto:Larry.Ball@ky.gov)*

## **PEACE OFFICER TRAINING REQUIREMENTS**

**Basic Training:** KRS 15.380 to KRS 15.404 requires the certification of State Police officers, city, county, and urban-county police officers, deputy sheriffs (except those identified in KRS 70-045 and 70.263(3)), state or public university safety and security officers, school security officers, airport safety and security officers, Alcoholic Beverage Control field representatives and investigators, and investigators of the Division of Insurance Fraud.

To be certified, KRS 15.404 requires peace officers to successfully complete, within one year of appointment or employment, 768 hours of basic training at a school certified or recognized by the Kentucky Law Enforcement Council. This includes all full-time, part-time, and auxiliary officers, whether paid or unpaid.

Exempted from the basic training requirements are sheriffs, coroners, constables, jailers, Racing Commission security officers, and the Commissioner of State Police. Federal peace officers cannot be certified.

**In-Service Training:** KRS 15.404 requires peace officers annually to successfully complete 40 hours of in-service training approved by the Kentucky Law Enforcement Council. Courses must be approved prior to attendance for KLEFPF/POPS credit. Exempt from the in-service training requirements are sheriffs, coroners, constables, jailers, Racing Commission security officers, and the Commissioner of the State Police.

**Mandatory Training:** KRS 15.334 stipulates that peace officers will take mandatory training classes approved by the Kentucky Law Enforcement Council. DOCJT offers **Mandatory Training – Online (032SDL-12J)** to satisfy that requirement.

In accordance with SAFETEA-LU, the Work Zone Safety and Mobility Rule, and the Final Rule published by the Federal Highway Administration, all uniformed law enforcement officers that perform duties within these work zones must be trained using training specific to job requirements. DOCJT offers **Mandatory Training – Online – Work Zone Safety (1543DL-12AR)** to satisfy that requirement.

Detailed information regarding the requirements of these training courses can be found in the course descriptions on pages 66 and 67 of this training schedule.

## **COURT SECURITY OFFICER TRAINING REQUIREMENTS**

To be certified, KRS 15.3971 requires court security officers, hired on or after June 26, 2007, to successfully complete, within one year of employment, 80 hours of approved basic training, recognized by the Kentucky Law Enforcement Council. This includes all full-time and part-time court security officers.

**In-Service Training:** KRS 15.3975 requires all court security officers must successfully complete 40 hours of biennial in-service training that has been approved by the Kentucky Law Enforcement Council and that is appropriate to the officer's responsibilities.

## **TELECOMMUNICATIONS TRAINING REQUIREMENTS**

**Telecommunications Training:** KRS 15.530-15.590 requires any sworn or civilian employee who is employed to dispatch law enforcement by means of radio communications, on a full time basis at a CJIS agency, to successfully complete the Public Safety Dispatch Academy within six months of their employment. Full-time law enforcement telecommunicators in the state of Kentucky are also required to successfully complete eight hours of Telecommunications in-service training each calendar year thereafter (KRS 15.560(2)).

KRS 15.530-15.590 requires any sworn or civilian employee who is employed to dispatch law enforcement by means of radio communications, on a full time basis at a non-CJIS agency, to successfully complete the Public Safety Dispatch Academy within twelve months of their employment. Full-time law enforcement telecommunicators in the state of Kentucky are also required to successfully complete eight hours of Telecommunications in-service training each calendar year thereafter (KRS 15.560(2)).

## **Obtaining Credit for Out-of-State Basic Training**

A law enforcement officer, who as of his date of employment has already successfully completed a law enforcement basic training course outside of Kentucky, may, for the purpose of obtaining credit for meeting the basic training requirement, apply to the Kentucky Law Enforcement Council for credit. Upon receipt of the request, the Executive Director shall verify that the officer has successfully completed a basic training course that was certified or approved by the peace officer standards and training council in the state where it was taken. The officer and his department shall be responsible for providing the proof needed for verification. Minimum requirements include:

- A copy of the topics and hours of the basic course taken including hours per class and total number of hours completed; and,
- A copy of the graduation certificate.
- Proof that the officer has worked in the state as a peace officer in which he graduated for a minimum of one year.

If the above conditions are met, in order to become certified the officer must successfully complete the following courses within a year of his hire date:

- Basic Officer Skills
- Legal Update: Constitutional Procedure
- Legal Update: Penal Code
- Kentucky Homeland Security
- LEN Prevention & Deterrence of Terrorist Acts

If the out-of-state basic training was completed after December 1, 1998, the applicant must meet all 17 Peace Officer Professional Standards.

Kentucky Law Enforcement Council  
Funderburk Building, ECU  
521 Lancaster Ave  
Richmond, KY 40475-3102  
Phone: 859-622-6218  
Fax: 859-622-5943  
[Larry.Ball@ky.gov](mailto:Larry.Ball@ky.gov)

## **Obtaining Credit for In-Service Training**

The Kentucky Law Enforcement Council must approve any course taken for certification or KLEFPF credit. All law enforcement courses listed in this schedule of classes have been approved, unless otherwise noted. For any outside training courses, please contact the Kentucky Law Enforcement Council prior to taking the course to verify if it is approved. To obtain approval for an outside course, proper paperwork must be submitted 30 days prior to a Council meeting.

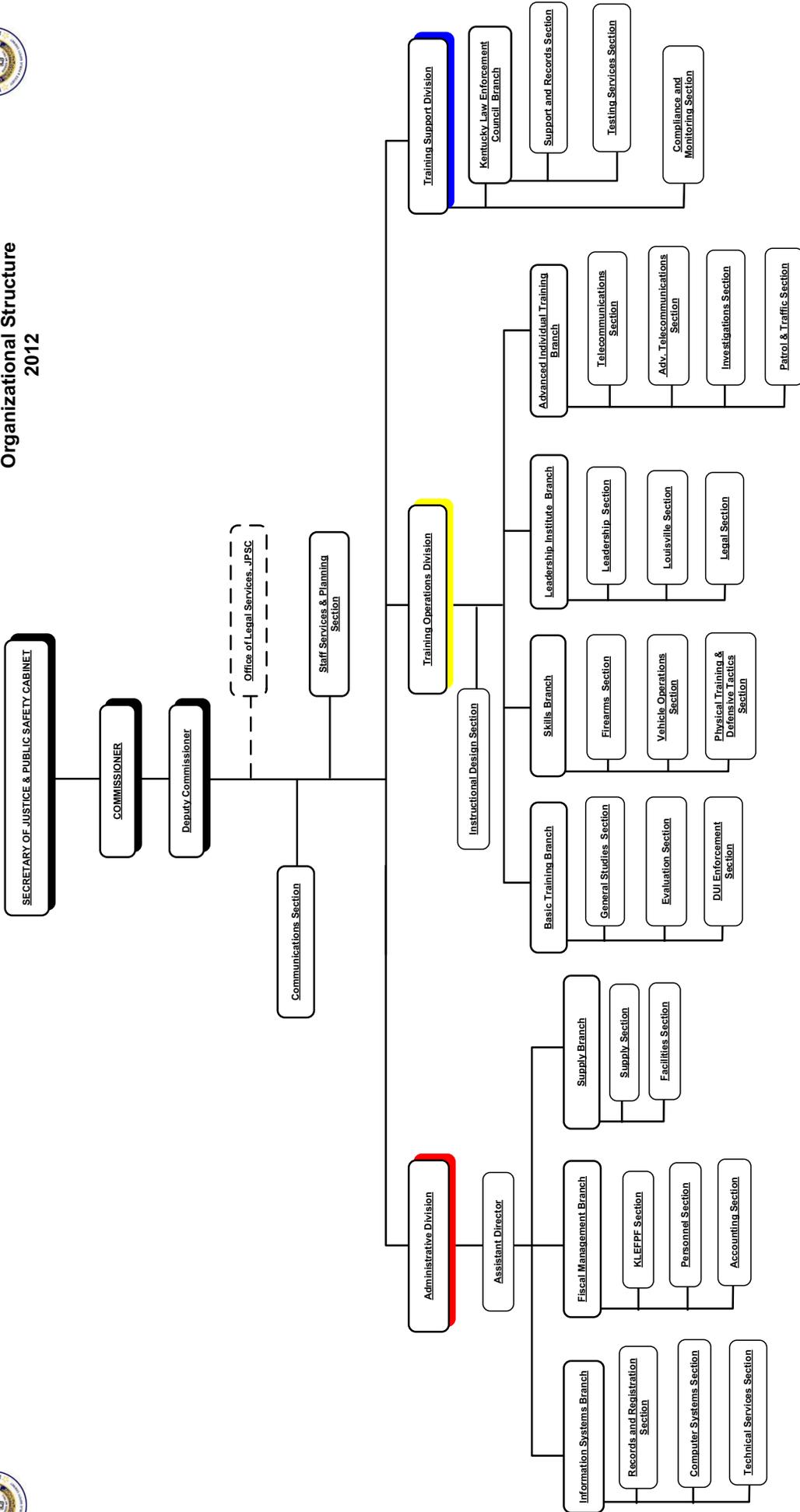
Except in unusual circumstances, the Council does not approve for training credit:

- Conferences where attendance is not mandatory and recorded
- Courses that are not tested
- Courses that are submitted after the fact
- Courses less than 8 hours
- Seminars





# Department of Criminal Justice Training Organizational Structure 2012



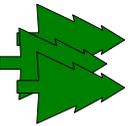


Exit 87



Lancaster Road

To Downtown Richmond



DOCJT Student Parking Only



Hummel Planetarium

Carl Perkins Building

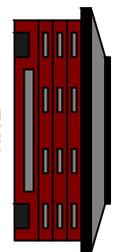


Eastern By-Pass

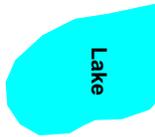
Park Drive



EKU Alumni Basketball Coliseum



Robert R. Martin Law Enforcement, Fire Science & Traffic Safety Center



Stratton Building



DOCJT Student Parking Only

DOCJT Employee Parking Only



DOCJT Supply

DOCJT Funderburk Building

Kit Carson Drive

Indoor Firing Range



Sayre Building

McKinney Skill Complex



Kit Carson Light # 7

Rowlett Infirmary

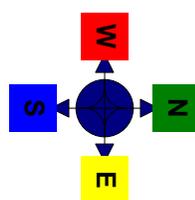


Schwendenman Academic Bldg

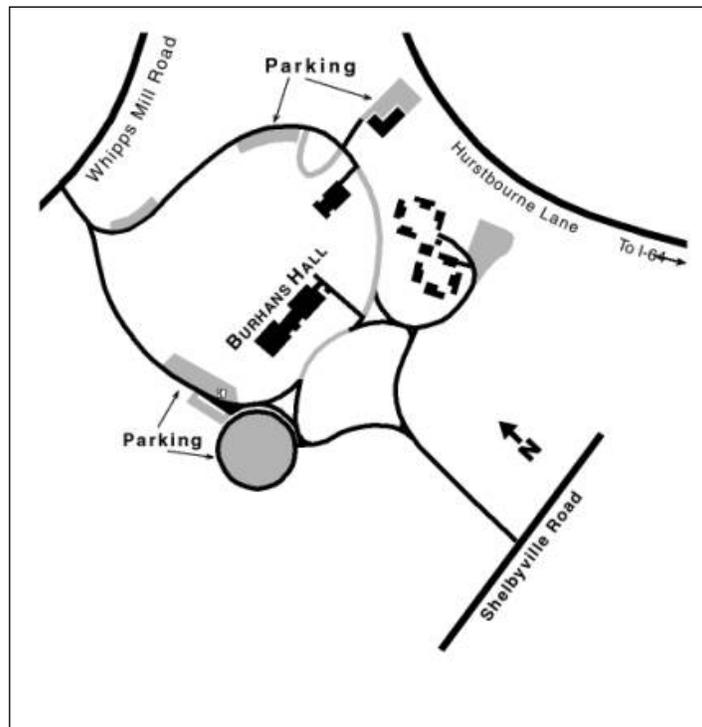
Bizzaack Building Complex

Thompson Residence Hall

Stone Building



**Department of Criminal Justice Training  
Louisville Field Office Training Site  
University of Louisville, 9001 Shelbyville Road  
Burhans Hall (Ground Floor) 502-429-7480**





# REGISTRATION

## Frequently Asked Questions

**Q. How does a person apply for a course offered by the Department of Criminal Justice Training?**

- A. The agency training officer (or designee) should fill out **DOCJT Form #29-1, Agency Requests for Training**, to register persons for **any** class. The training officer or agency head must sign the form.

Fax the form to (859) 622-2740, or e-mail to [docjt.registration@ky.gov](mailto:docjt.registration@ky.gov) or mail to:  
Department of Criminal Justice Training, Attention Registration, Funderburk Building, EKU,  
521 Lancaster Avenue, Richmond, KY 40475-3102.

**Q. What is the Form 45? Why is it required and how is it different from the POPS Forms, Medical Examination Report (G-1) and Peace Officer's Professional Standards Medical Screening Guidelines (G-3)?**

- A. The Form 45 is the Basic Training Medical Confirmation required to be completed within 120 days of the recruit's scheduled entry date into DOCJT's Law Enforcement Basic Training. The form states that a physician is confirming that a recruit has been examined and is in full compliance with the criteria listed in the Medical Screening Guidelines as stated in the G-3.

**Q. When will I receive notification that I have been accepted for a class?**

- A. Applications are date stamped and processed on a first-come, first-served basis. You will receive written confirmation once your application has been processed.

**Q. Is there room in a particular class?**

- A. The DOCJT's website lists all currently available classes. Please check out <http://docjt.ky.gov/TrainingSchedule>.

**Q. May I substitute a person for one already approved for a class?**

- A. Yes, but only under extenuating circumstances.

**Q. If I am currently approved for training and I transfer to another agency, how does this affect my enrollment?**

- A. If an individual terminates employment, or transfers from their current agency to another agency, that individual will be cancelled from all classes and must reapply through their new agency.

**Q. What if I fail a course?**

- A. All training courses taken at the DOCJT are provided to eligible participants without cost, including free room and board, where applicable. However, in the event an individual is unsuccessful in completing a course, he or she is responsible, under 503 KAR 3:030, for paying any applicable fees for repeating or taking a course in substitution for the failed course.

**Q. When will I be billed for a course failure?**

- A. Immediately after a course retest failure.

**Q. What are the training priorities for admission to DOCJT peace officer classes?**

**A.** Based on the need for training and the date the request is received, the training priorities are:

1. Full-time and part-time sworn peace officers or deputy sheriffs taking the course for certification or KLEFPF purposes.
2. Auxiliary law enforcement officers taking the course for certification purposes.
3. Full-time sworn police officers or deputy sheriffs taking the course for Professional Certificate purposes.
4. Other criminal justice system personnel.
5. Special Deputies (must pay for training).

**Q. What are the training priorities for admission to telecommunicator courses?**

**A.** Based on the need for training and date the request is received, the training priorities are:

1. Full-time and part-time law enforcement telecommunication employees taking the course for telecommunications certification.
2. Other telecommunications employees.

**Q. I completed basic training and am POST certified in another state. Does my training transfer?**

**A.** Kentucky requires peace officers to complete basic training within one year of their date of employment. If you completed basic training in another state, your training may transfer under certain conditions. Please see Page 6 for further information.

**Q. What is the difference between a “Hosted” course and a regular DOCJT course?**

**A.** “Hosted” means the course is KLEC approved and students will follow the usual procedure to register for the course with DOCJT.

**Q. Will a class that is not taught by DOCJT satisfy my 40 hour training requirements for KLEFPF and POPS credit?**

**A.** Classes taught at the other three (3) training academies are approved for KLEFPF and POPS credit. If you are interested in other classes please contact the KLEC Office to check if the course is approved or what must be done to have it approved.

**Q. How often may I take a particular course?**

**A.** To receive training credit, you may only retake the same course once every three years.

**Q. If I am on “Standby” for a class, how will I know if my status changes to “Accepted”?**

**A.** If your status changes, you will receive another notice. If you have not received an “Accepted” notice by two weeks prior to the date of the class, you should reapply for another class.

**Q. How do I cancel or reschedule a class I am registered for?**

**A.** Your training director or agency head must call, e-mail or send a fax message to inform the Registration Section (as soon as possible, in case we have someone on standby for the same class). You will be allowed to reschedule if there is room in another class.

**Q. What happens if I am approved for a class and I fail to attend?**

- A. If you are registered for a class and your agency fails to notify Registration (prior to the first day of class) that you will not attend, you lose your training priority. When you request another class you will be placed on the “standby” list. Failure to notify us means that we cannot replace you and may keep another person from being able to attend. Any person who has registered for two courses in one year and who has, without valid reason, failed to appear for either class, shall be required to pay full tuition charges in advance, before being permitted to enroll in another course. **Cancellation of a class is not confirmed until you receive a “Cancellation” notice.**

**Q. What do I need to do to change my name or rank in DOCJT records?**

- A. A name or rank change may be accomplished by contacting the Records Section by phone, or e-mailing to: [Susan.Higgins@ky.gov](mailto:Susan.Higgins@ky.gov).

**Q. What if our agency head or address has changed?**

- A. This can be accomplished by filling out the KLEC Agency Update form and returning it via fax or mail to the contact information on the form.

**Q. If I am employed by an agency that must pay for training, what is the cost and procedure for enrollment?**

- A. Submit DOCJT Form 29-1 (and POPS Form F, page one, if applicable). If you are approved for training, an invoice will be mailed to your agency upon completion of the course. Payment is expected within 30 days from invoice date. Please remember to include the “return” portion of the invoice.

Tuition

- \$600 for a full week
- \$120 for each full day
- \$60 for instruction that is 4 hours or less

Housing

- \$15 per day (and is only available at the Richmond location)

Meals

- \$17 per day

YOU MAY REPRODUCE THE FORMS ON THE FOLLOWING PAGES FOR YOUR USE OR GO TO OUR WEBSITE AT [www.docjt.ky.gov](http://www.docjt.ky.gov) TO PRINT FORMS.

Most forms are available in electronic format. If you want a form that can be filled out using your computer, contact [Susan.Higgins@ky.gov](mailto:Susan.Higgins@ky.gov).

## **Registering Applicants For All Basic Training Academies (Law Enforcement, Public Safety Dispatch or Court Security Officer)**

Seats will be filled on a first come first serve basis once the applicant has been identified as pre-selected (POPS, TPS, or CCSO Testing Completed).

- If applicant is pre-selected name is entered and approved for the class.
- If applicant is not pre-selected they will not be registered for class.
- Reserved slots will no longer be honored.





**Form F – Page 2**

**Kentucky Law Enforcement Foundation  
Program Fund**

***KLEFPF Participants Only***

**Instructions:** This form must be completed for full time officers of KLEFPF participating agencies whenever the following personnel action occur: Employment, transfer from full-time to part-time or part-time to full-time, separation, leave without pay or suspension without pay.

**OFFICER INFORMATION**

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Name: \_\_\_\_\_  
*Last First MI Suffix Maiden*

**RETIREMENT SYSTEM  
(required for all new hires)**

Is this officer eligible to participate in a retirement system?  Yes  No

If yes, what date is he/she eligible to participate? \_\_\_\_\_

Officer will be participating in the retirement system listed below:

- CERS Hazardous     CERS Non - Hazardous     KERS Hazardous     KERS Non - Hazardous
- Other \_\_\_\_\_

**DEPARTURE**

Resignation     Retirement     Termination    \_\_\_\_\_  
*Effective Date*

\_\_\_\_\_ Number of regular, vacation, sick and holiday paid hours.

*These hours will be used to accurately calculate final month KLEFPF payment.  
Include only hours from first day of departure month through effective date of departure.  
(DO NOT INCLUDE OVERTIME HOURS)*

**OTHER ACTION**

- Suspension without Pay \_\_\_\_\_ Hours                       Sick Leave without Pay \_\_\_\_\_ Hours
- Leave without Pay \_\_\_\_\_ Hours                               Military Leave \_\_\_\_\_ Hours
- Worker's Comp     Other \_\_\_\_\_

\_\_\_\_\_ IF END DATE IS UNDETERMINED RESUBMIT FORM F UPON RETURN     Return from Leave  
*Start Date – End Date*

**AGENCY CERTIFICATION**

***I hereby verify that the above information is true and accurate. Signed this \_\_\_\_\_ day of \_\_\_\_\_ Year \_\_\_\_\_***

\_\_\_\_\_  
*Signature of Agency Executive or Designee*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Name of Agency*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Agency Phone Number*



KENTUCKY JUSTICE & PUBLIC SAFETY CABINET  
 DEPARTMENT OF CRIMINAL JUSTICE TRAINING  
**AGENCY REQUESTS FOR TRAINING**  
 PHONE: (859) 622-1328 FAX: (859) 622-2740  
 E-MAIL: [DOCJT.Registration@ky.gov](mailto:DOCJT.Registration@ky.gov)



NAME OF AGENCY \_\_\_\_\_

Date: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ Pages Agency Phone # \_\_\_\_\_

**INFORMATION BELOW MUST BE TYPED OR PRINTED  
 INCOMPLETE FORMS WILL BE RETURNED**

|   | NAME                          | SSN or DRIVER'S LICENSE # | COURSE #     | DATE OF COURSE   |
|---|-------------------------------|---------------------------|--------------|--|
| 1 |                               |                           |              |  |
|   | LOCATION and/or EMAIL ADDRESS |                           | COURSE TITLE |  |
|   |                               |                           |              | <b>OR</b><br><input type="checkbox"/> First Available Date |

|   | NAME                          | SSN or DRIVER'S LICENSE # | COURSE #     | DATE OF COURSE   |
|---|-------------------------------|---------------------------|--------------|--|
| 2 |                               |                           |              |  |
|   | LOCATION and/or EMAIL ADDRESS |                           | COURSE TITLE |  |
|   |                               |                           |              | <b>OR</b><br><input type="checkbox"/> First Available Date |

|   | NAME                          | SSN or DRIVER'S LICENSE # | COURSE #     | DATE OF COURSE   |
|---|-------------------------------|---------------------------|--------------|--|
| 3 |                               |                           |              |  |
|   | LOCATION and/or EMAIL ADDRESS |                           | COURSE TITLE |  |
|   |                               |                           |              | <b>OR</b><br><input type="checkbox"/> First Available Date |

|   | NAME                          | SSN or DRIVER'S LICENSE # | COURSE #     | DATE OF COURSE   |
|---|-------------------------------|---------------------------|--------------|--|
| 4 |                               |                           |              |  |
|   | LOCATION and/or EMAIL ADDRESS |                           | COURSE TITLE |  |
|   |                               |                           |              | <b>OR</b><br><input type="checkbox"/> First Available Date |

|   | NAME                          | SSN or DRIVER'S LICENSE # | COURSE #     | DATE OF COURSE   |
|---|-------------------------------|---------------------------|--------------|--|
| 5 |                               |                           |              |  |
|   | LOCATION and/or EMAIL ADDRESS |                           | COURSE TITLE |  |
|   |                               |                           |              | <b>OR</b><br><input type="checkbox"/> First Available Date |

|   | NAME                          | SSN or DRIVER'S LICENSE # | COURSE #     | DATE OF COURSE   |
|---|-------------------------------|---------------------------|--------------|--|
| 6 |                               |                           |              |  |
|   | LOCATION and/or EMAIL ADDRESS |                           | COURSE TITLE |  |
|   |                               |                           |              | <b>OR</b><br><input type="checkbox"/> First Available Date |

This signature authorizes the training requested for the individuals indicated above:

AUTHORIZED SIGNATURE: \_\_\_\_\_ TYPED NAME: \_\_\_\_\_

Check One:  Agency Head  Training Officer





KENTUCKY JUSTICE & PUBLIC SAFETY CABINET  
DEPARTMENT OF CRIMINAL JUSTICE TRAINING  
BASIC TRAINING BRANCH

**BASIC TRAINING - MEDICAL CONFIRMATION**

RECRUIT :

\_\_\_\_\_

Last name

\_\_\_\_\_

First Name

\_\_\_\_\_

MI

DATE OF FULL EXAMINATION: \_\_\_\_\_

DATE OF REVIEW & ADDITIONAL  
TESTING (if initial exam occurred over  
120 days before date for entry into basic  
training): \_\_\_\_\_

I have examined the above named recruit in full compliance with the criteria listed in the Peace Officer's Professional Standards Medical Screening Guidelines (Form G-3). I have completed the Medical Examination Report (Form G-1) and have forwarded it to the recruit's agency where it will be retained for future reference.

**Please indicate which of the following statements applies to your medical evaluation of the recruit:**

The full examination was completed within 120 days of the recruit's scheduled entry date into the Department of Criminal Justice Training's Law Enforcement Basic Training.

**OR**

The full examination was performed more than 120 days prior to the recruit's scheduled entry date into the Department of Criminal Justice Training's Law Enforcement Basic Training. I have reviewed the recruit's present medical condition and performed additional testing as indicated, and have found no change which would preclude entry into Basic Training.

I **have found the recruit able** to physically perform all essential job functions as described in the Medical Screening Guidelines, and therefore **able to safely participate** in all aspects of the Law Enforcement Basic Training Course. There are no restrictions or limitations on the recruit's ability to enroll in the Law Enforcement Basic Training Course.

PHYSICIAN'S  
SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS:  
(Please Print) \_\_\_\_\_

TELEPHONE \_\_\_\_\_

KENTUCKY JUSTICE & PUBLIC SAFETY CABINET  
DEPARTMENT OF CRIMINAL JUSTICE TRAINING  
TRAINING OPERATIONS DIVISION

**APPLICANT CONFIRMATION**

|  |  |                   |           |
|--|--|-------------------|-----------|
| Applicant Name:<br><i>PLEASE PRINT</i>   |  |                   |           |
|  | <i>Last Name</i>   | <i>First Name</i> | <i>MI</i> |
|  |  |                   |           |
| Requested Course:<br><i>CHECK ONE</i>    | <input type="checkbox"/> Law Enforcement Basic Training Academy<br><input type="checkbox"/> Public Safety Dispatch Academy<br><input type="checkbox"/> Certified Court Security Officers Academy |                   |           |
|  |  |                   |           |
| Requested Course Start Date:             |  |                   |           |
|  |  |                   |           |
| Employing Agency:<br><i>PLEASE PRINT</i> |  |                   |           |

**As required by 503 KAR 3:010 (Law Enforcement Basic Training Academy), 503 KAR 3:040 (Public Safety Dispatch Academy) or 503 KAR 3:110 (Certified Court Security Officers Academy), I verify the following for the above named applicant:**

A Criminal history check, in accordance with 503 KAR 1:140, Section 4 (1)(f) and (2) has been conducted within ninety (90) days before attending training.

Requirement for the following:  
LAW ENFORCEMENT BASIC TRAINING ACADEMY  
PUBLIC SAFETY DISPATCH ACADEMY  
CERTIFIED COURT SECURITY OFFICERS ACADEMY

The applicant is not prohibited by state or federal law from accessing the Criminal Justice Information System (CJIS) or other restricted records database.

Requirement for the following:  
LAW ENFORCEMENT BASIC TRAINING ACADEMY  
PUBLIC SAFETY DISPATCH ACADEMY  
CERTIFIED COURT SECURITY OFFICERS ACADEMY

The applicant is not prohibited by state or federal law from possessing firearms.

Requirement for the following:  
LAW ENFORCEMENT BASIC TRAINING ACADEMY  
CERTIFIED COURT SECURITY OFFICERS ACADEMY

|                            |           |
|----------------------------|-----------|
| Agency Head (or designee): |           |
|                            | Signature |
|                            |           |
| Date:                      |           |

ROUTING:

|   |                          |
|---|--------------------------|
| <i>For Law Enforcement Basic Training</i>   |                          |
| Mail:<br><br>Department of Criminal Justice Training<br>Attn. Basic Training Branch<br>521 Lancaster Ave.; Funderburk Bldg.<br>Richmond KY 40475                | Fax:<br><br>859-622-5913 |
| <i>For Public Safety Dispatch Academy</i>   |                          |
| Mail:<br><br>Department of Criminal Justice Training<br>Attn. AIT Basic Telecommunications Section<br>521 Lancaster Ave.; Funderburk Bldg.<br>Richmond KY 40475 | Fax:<br><br>859-622-5024 |
| <i>For Certified Court Security Officers Academy</i>  |                          |
| Mail:<br><br>Department of Criminal Justice Training<br>Attn. AIT Patrol-Traffic Section<br>521 Lancaster Ave.; Funderburk Bldg.<br>Richmond KY 40475           | Fax:<br><br>859-622-8131 |

**Form 68-1**

**Kentucky Law Enforcement Council**

Office Use Only

*APPLICATION FOR TRAINING CREDIT*

**Mail:** Kentucky Law Enforcement Council  
Funderburk Building  
521 Lancaster Ave.  
Richmond, KY 40475-3102

**Phone:** 859-622-6218    **Fax:** 859-622-5943

**INSTRUCTIONS:** This form must be completed and returned to the office for a student to receive training credit for KLEC approved course. A signature of the instructor or a copy of a certificate of completion is required.

\_\_\_\_\_  
Name of Agency conducting this course

KLEC APPROVED NO.      -

COURSE TITLE: \_\_\_\_\_

CLASS LOCATION: \_\_\_\_\_

CLASS DATE: \_\_\_\_\_

CLASS HOURS: \_\_\_\_\_

|     | <u>SOC. SEC. #</u> | <u>NAME OF TRAINEE</u> | <u>DEPARTMENT</u> | <u>GRADE</u> |
|-----|--------------------|------------------------|-------------------|--------------|
| 1.  | _____              | _____                  | _____             | _____        |
| 2.  | _____              | _____                  | _____             | _____        |
| 3.  | _____              | _____                  | _____             | _____        |
| 4.  | _____              | _____                  | _____             | _____        |
| 5.  | _____              | _____                  | _____             | _____        |
| 6.  | _____              | _____                  | _____             | _____        |
| 7.  | _____              | _____                  | _____             | _____        |
| 8.  | _____              | _____                  | _____             | _____        |
| 9.  | _____              | _____                  | _____             | _____        |
| 10. | _____              | _____                  | _____             | _____        |
| 11. | _____              | _____                  | _____             | _____        |
| 12. | _____              | _____                  | _____             | _____        |

I certify that the above named student(s) successfully completed the above named training course.

\_\_\_\_\_  
INSTRUCTOR

\_\_\_\_\_  
DATE

**KLEC EXECUTIVE DIRECTOR:**

The above named course is approved by the Kentucky Law Enforcement Council for training credit.

\_\_\_\_\_  
KLEC EXECUTIVE DIRECTOR

\_\_\_\_\_  
DATE



**Kentucky Law Enforcement Council  
Agency Update  
(Certification – KLEFPF – Records)**

Fax: 859-622-5943  
 Mail: Kentucky Law Enforcement Council  
 Funderburk Building  
 521 Lancaster Avenue  
 Richmond, KY 40475-3102

Telephone Contacts  
 POPS/TPS/CCSO: 859-622-6218  
 KLEFPF/Pay Incentive: 859-622-2224  
 DOCJT Records: 859-622-5055

**Agency Information:**

Name of Agency \_\_\_\_\_ Agency Telephone Number \_\_\_\_\_ Agency Fax Number \_\_\_\_\_

Mailing Address of Agency: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Physical Address of Agency: \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Are you a CJIS (LINK/NCIC) Agency?  Yes  No

Web Address: \_\_\_\_\_

Reason for Update:  Change in Agency Head  Change in Training Director  Change in Telecommunications Supervisor  
 Change of Address  Change in Phone or Fax Number  Other (please explain)

Name of Agency Head \_\_\_\_\_ Rank \_\_\_\_\_ Email Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Name of Training Director \_\_\_\_\_ Rank \_\_\_\_\_ Email Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Name of Telecommunication's Supervisor \_\_\_\_\_ Rank \_\_\_\_\_ Email Address \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Agency Hiring Authority Statement:**

*I hereby verify that the above information is true and accurate. Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_*

Signature of Agency Head or Designee \_\_\_\_\_ Title \_\_\_\_\_ Typed Name \_\_\_\_\_



## **ATTENDANCE REQUIREMENTS**

### **Basic Training**

Recruits enrolled in Basic Training are required to complete a minimum of 768 hours of training. Recruits may have excused absences from the course with the approval of the director of the certified school or his designee. Any excused absence will require training to be made up through additional assignment(s).

### **Professional Development**

Students enrolled in Professional Development courses from the following Branches are required to attend all scheduled training:

- Advanced Individual Training
- Leadership Institute
- Skills
- Telecommunications

All absences from training must be approved by the section supervisor of the Professional Development course. Written notice shall be given prior to the absence, or in the case of unexpected absences, within twenty-four hours. A student must repeat a subject area in which ten percent or more of the area is missed, whether the absence is excused or unexcused (503 KAR 3:020). All absences require completion of a special project. Disciplinary action can occur as a result of an unexcused absence.

### **Public Safety Dispatch Academy**

Trainees enrolled in a Public Safety Dispatch Academy are required to complete a minimum of 205 hours for agencies with a CJIS Terminal and 165.5 hours for agencies without a CJIS Terminal. Trainees may have excused absences from the course with the approval of the director of the certified school or his designee. Any excused absence will require training be made up through additional assignment(s).

# How To Register For A Residence Hall Room

## **I. Reservations NOT required – MUST reside in the residence hall**

1. There is no need to register for a room for the following classes as their rooms are block scheduled in advance since they are required to stay at Thompson Hall.
  - Academy of Police Supervision
  - Court Security Officer Basic Training
  - Criminal Justice Executive Development
  - Kentucky Criminalistics Academy
  - Law Enforcement Basic Training
  - Public Safety Dispatch Academy
2. Students staying for multi-week classes will keep the same room for the duration of their stay.
3. All information concerning housing pertaining to these classes is contained in the paperwork received from DOCJT regarding the student's acceptance into the class. No further action is required.

## **II. All other classes – Housing not automatically provided – Reservations needed**

1. Students on an approved DOCJT class roster may request housing using one of the following methods:
  - Register on-line at <http://docjt.ky.gov/dorm> **OR**
  - E-mail the request to: [docjt.dorm@ky.gov](mailto:docjt.dorm@ky.gov) **OR**
  - Call Thompson Hall at 859.622.1703 **OR**
  - Fax your reservation request to 859.622.8638
2. Housing reservations are confirmed on a first come first served basis. The earlier your reservation is received, the better chance of being approved for housing.
  - **Cancellation of Room Request** – DOCJT requires a 48-hour notice for cancellation of reservations to make space available for others to utilize. Cancellation notification can be made by phone at 859.622.1703, faxed to 859.622.8638 or emailed to [docjt.dorm@ky.gov](mailto:docjt.dorm@ky.gov).
  - **Check-In** – Student rooms will be available beginning at 5 PM on the day prior to class start date. Students are required to show a picture ID for check-in.

|                       |                  |                  |
|-----------------------|------------------|------------------|
| You may also check-in | Sunday           | 5 PM to 10:30 PM |
|                       | Monday –Thursday | 7 AM to 10:30 PM |
|                       | Friday           | 7 AM to 3:30 PM  |

**The front desk is closed for dinner break from 7 PM to 8 PM, Monday – Thursday.**

- **Double Occupancy** – All rooms are double occupancy. NOTE: Students are assigned a roommate of the same gender from the same class. Roommate requests are accepted.
- **Checkout** – Students are required to check out at the Front Desk between 7 AM and 8 AM the morning of the last day of class to allow preparation for the next occupant.
- **Room Features** – Each room has a ¾ bathroom (e.g., commode, shower [no tub], and double-vanity sinks) and furnished with a telephone and two of the following: twin-size extra-long bed, nightstand, dresser & desk.
- **Provided to all** – Room keys and security FOB.
- **Provided upon request** – Pillow, pillow case, fitted sheet, flat sheet, blanket, network cable for filtered internet access (own computer required) and a TV cable to access the EKU “free” cable network.
- **Not Provided** – Alarm clock, television, refrigerator, towels, wash cloths, clothes hangers, long distance telephone service or other sundries. No housekeeping services are available.
- **Not allowed in Thompson Hall rooms** – Candles, incense, open burner appliances, or microwave ovens.
- **Amenities** – Soft drink vending machines, ice machine (no ice buckets, bring your own container), snack vending machines, coin-operated washers & dryers, irons & ironing boards (in laundry). Microwaves available for use in break rooms.
- **Video Security Monitoring on Premises** – Video monitoring is conducted within the hallways and common areas of Thompson Residence Hall for the safety and security of its residents.
- **Thompson Residence Hall is an Alcohol and Tobacco-Free Facility** – This policy includes smokeless tobacco products. A designated smoker’s shelter is available in the back of the Residence Hall where the two building wings meet.

Wired Internet access is currently available for recruits and student residents in the DOCJT Thompson Hall dormitory. Wireless Internet access is available only in the lobbies on each dormitory floor. Login names and passwords are required and can be obtained at the front desk of the Thompson Hall dormitory.

To meet security standards, a login client is temporarily installed on each computer. It is important to note that all Internet activity is monitored with content filtering software. Network connection cables are available at the front desk. If you have any questions regarding connectivity you may contact the DOCJT Computer Section at 859.622.5876 or email [docjt.helpdesk@ky.gov](mailto:docjt.helpdesk@ky.gov).

Updated September 2012



# TRAINING

## **Kentucky Justice and Public Safety Cabinet Criminal Justice Training College Credit Program**

In 1998, the “Education Pays” campaign was introduced in an effort to bring awareness to Kentucky’s low national ranking in education attainment and the importance of education at all levels. The prospect of receiving better paychecks increases with the level of education or technical expertise. Therefore, the Department of Criminal Justice Training created alliances with Kentucky’s institutions of higher education and removed barriers that traditionally impede college enrollment. It is DOCJT’s goal for Kentucky law enforcement officers to hold an associates degree as well as to understand the importance of higher education and quality training.

This document outlines educational opportunities for Kentucky law enforcement. Colleges and universities across the state and nation recognize the quality of accredited training provided at DOCJT. These opportunities open the door to those law enforcement officers who understand the importance of higher education and the knowledge and advancement it brings.

DOCJT strongly encourages law enforcement officers to take advantage of educational and training opportunities. In order to assist officers interested in starting or continuing in their academic endeavors, Patrick Miller has been assigned to advise interested officers on educational opportunities, create and maintain alliances with institutions of higher education, and integrate Education Pays into the Career Development Program. Please contact Patrick Miller at (859) 622-5930 or [patrick.miller@ky.gov](mailto:patrick.miller@ky.gov) for assistance and further program details.

### **Basic Training College Credit Opportunities**

#### **Eastern Kentucky University (EKU):**

Eastern Kentucky University and the Department of Criminal Justice Training gladly announce that students who successfully complete Basic Training are eligible for nine (9) hours of “Transfer Credit” from Eastern Kentucky University. Once students complete the Kentucky Law Enforcement Council approved Basic Training course and are admitted to ECU they will be eligible for the following credit:

- PLS 216 – Criminal Law (3 hours)
- PLS 220 – Criminal Investigations (3 hours)
- PLS 415 – Contemporary Police Strategies (3 hours)

Course credit may be applied to the online or on-campus degree program in Police Studies at ECU. To learn more, visit [www.plsonline.eku.edu](http://www.plsonline.eku.edu).

### **The Kentucky Community and Technical College System (KCTCS):**

Officers who successfully complete the 18-week Basic Training course are eligible to obtain 13 credit hours toward their Associate in Applied Science degree in Criminal Justice (AAS) at the nearest Kentucky Community College through the Kentucky Community and Technical College System. In order to receive this credit the officer will have to enroll and be accepted into the Kentucky Community College of their choosing. Once the officer is enrolled at a KCTCS Community College, he or she may apply for the 13 hours of "Transfer Credit".

### **University of Louisville (U of L):**

Officers who have completed the 18-week Basic Training course are able to receive up to 12 lower level credit hours tuition free. In order to receive this credit the officer will have to enroll and be accepted into the University of Louisville. Once the officer is enrolled at U of L, he or she may then apply for the 12 hours of "Transfer Credit".

### **Brown Mackie College:**

Qualified students who have successfully completed the 18-week Basic Training course and who are admitted to Brown Mackie College in Louisville are eligible to receive 24 hours of free transfer credit toward their Associates Degree.

### **Northern Kentucky University (NKU):**

Officers who have completed the 18-week Basic Training course are now able to receive up to 9 hours of lower level college credit for free. In order to receive this credit, the officer will have to enroll and be accepted into Northern Kentucky University. Once the officer is enrolled, he or she may then apply for 9 hours of "Transfer Credit" in law enforcement special topics from the College of Arts and Sciences.

### **The Union Institute and University:**

Officers in Northern Kentucky may find it beneficial to take advantage of the college credit offered by the Union Institute and University in Cincinnati, Ohio. Recruits who submit official records of successful completion of the 18-week Basic Training course are eligible for 32 undergraduate transfer credit hours.

### **Beckfield College:**

Qualified students who have completed the 18-week Basic Training course and who are admitted to Beckfield College in Florence are eligible to receive 20 undergraduate hours toward completion of an Associate of Applied Science (AAS) degree in criminal justice and 32 undergraduate hours toward completion of a Bachelor of Science degree in criminal justice for free.

### **The University of the Cumberland:**

Officers in the South Central region of Kentucky have an opportunity to receive 15 hours of transfer credit toward completing a Criminal Justice Degree at the University of the Cumberland. In order to receive this credit the officer must enroll and be accepted at the University and provide their official “training transcript” from the Department of Criminal Justice Training.

### **Herzing College:**

Qualified students who have met the Kentucky Peace Officer Professional Standards requirements and who meet the admission criteria of Herzing College in Alabama, and apply for admission to that institution are guaranteed transferability of 32 hours of agreed upon academic course work. Students who have completed the 18-week Basic Training course must provide official documentation that they completed the training.

## **Online Degree Opportunities**

In an effort to make education more feasible for law enforcement officers working variety of shifts and locations, colleges and universities are beginning to offer more online course work and degree programs. The following colleges offer online degree programs that correspond with the college credit offered traditionally for officers in Kentucky.

### **Eastern Kentucky University (EKU):**

Eastern Kentucky University offers one of the few programs in the nation dedicated to Police Studies and boasts a 40-year record of success in preparing leaders in law enforcement and related fields. The EKU Online Police Studies degree programs allow you to meet your goals on your terms. Those who successfully complete the Kentucky Law Enforcement Council approved Basic Training course and are admitted to EKU will be eligible for the following nine (9) hours of transfer credit:

- PLS 216 – Criminal Law (3 hours)
- PLS 220 – Criminal Investigations (3 hours)
- PLS 415 – Contemporary Police Strategies (3 hours)

To learn more, visit [www.plsonline.eku.edu](http://www.plsonline.eku.edu).

### **Rio Salado College:**

Rio Salado College, a Maricopa County Community College in Tempe, Arizona, is proud to announce its Credit by Examination program in Law Enforcement Technology. This program is for individuals who are interested in attempting to receive college credit for learning acquired, demonstrated, and assessed at the Kentucky Department of Criminal Justice Training Academy.

Officers who have completed the 18-week Basic Training course are eligible to obtain 39 semester hours and apply to receive their Law Enforcement Technology Certificate. To receive this credit, students must submit a Credit by Examination Application from Rio Salado along with \$1345.50 (\$34.50 per credit hour). Officers may then go on to obtain their Associate of Applied Science Degree by applying to Rio Salado online at <http://policetraining.rio.maricopa.edu>. The additional 25 credit hours needed for the associate degree will be at the out-of-state tuition rate.

### **Owensboro Community College:**

The Owensboro Community College now offers an online Associates of Applied Science in Criminal Justice. Officers completing Basic Training and enrolling in this community college are eligible to receive the 13 credit hours offered under the agreement with the Kentucky Community and Technical College System previously listed.

### **American Public University:**

Students completing Basic Training since January 01, 1990 may be eligible to receive between 13 and 18 transfer credit hours toward a Bachelor of Arts in Criminal Justice with a general concentration based on the internal recommendations for the American Public University. Information related to the transfer credit offered by this University may be found at <http://www.apus.edu/TransferCredit/accepted/Undergraduate/internal-policies/blet.htm> . If you wish to find out more about this opportunity you can request information at [www.AMU.APUS.edu](http://www.AMU.APUS.edu) or [www.APU.APUS.edu](http://www.APU.APUS.edu).

### **Online Schools in Kentucky:**

For a complete list of Kentucky colleges that offer online courses and degree programs go to <http://www.onlineschools.org/guides/kentucky/> .

### **American College Testing (ACT)**

The Department of Criminal Justice Training will pay all fees associated with the ACT college admission exam for eligible recruit officers. The ACT is a standardized, multiple-choice, college admission exam. It is accepted for admission by virtually all U.S. colleges and universities.

## **Advanced Individual Training (AIT) College Credit Opportunities**

### **Leadership Development Section:**

The Leadership Development Section currently has one course that offers college credit through Eastern Kentucky University (EKU). The course is Criminal Justice Executive Development (CJED). Once students successfully complete the CJED course and are admitted to EKU, they will be eligible for the following credits for the course:

#### **Criminal Justice Executive Development:**

CRJ 313 – Criminal Justice Ethics

PLS 315 – Police Administration

PLS 330 – Special Topics

OR

\*CRJ 897 – Independent Studies in Criminal Justice (For students who currently have their undergraduate degree)

\*Students must meet the eligibility requirements for admission to graduate school to receive this credit.

### **College Substitute for In-Service Training:**

The Kentucky Law Enforcement Council (KLEC) may accept the completion of one, three-hour college course in lieu of in-service training once every three years. This will enable Kentucky Law Enforcement Foundation Program Fund (KLEFPF) participants to advance their education and continue to receive their annual training stipend. Participants are required to have their department head's approval, complete the course with a "C" grade or above, and attend a regionally accredited university or college. Once completed, the officer's agency head must sign and submit KLEC Form 68-2 "Application for In-Service Training Credit for College Courses" to the Kentucky Law Enforcement Council Director to request approval. Questions related to this program may be directed to Mr. Joe Boldt at (859) 622- 5945.

### **Future Endeavors:**

The Department of Criminal Justice Training continues to explore other advancements in education for Kentucky Law Enforcement personnel. We continue looking for avenues to obtain college credit for our students who have completed the Telecommunications Basic Academy. We are still planning on expanding the number of hours offered to our Basic students from Eastern Kentucky University from 9 hours to 18 hours. Finally, we continue to research the possibility of obtaining college credit for Professional Development courses that are required to receive Kentucky Law Enforcement Council's Career Development Certificates. If anyone has any information or contacts to assist us with these endeavors, please contact Mr. Patrick Miller at (859) 622-5930.

## **SPECIAL CRITERIA FOR TRAINING**

### **COURSE RISKS:**

#### **Low Risks:**

- Training occurs indoors. Involves classroom lecture, facilitation exercises and/or computer work.

#### **Intermediate Risks:**

- Scenarios: Training involves classroom lecture, facilitation exercises, and outdoor scenarios. The scenarios could include physical confrontations with simulated subjects. Training may occur in inclement weather.

#### **High Risks:**

- Firearms- handgun/shotgun/rifle: Training involves classroom lecture and facilitation exercises. Training involves handgun, shotgun, and/or rifle exercises fired on a static line and in tactical courses. Training may occur in inclement weather. Training may involve explosives (Explosive Investigations).
- Driving: Training involves classroom lecture and facilitation exercises. Training involves vehicle operations including emergency response and precision driving. Training may occur in inclement weather.
- Defensive Tactics: Training involves classroom lecture and facilitation exercises. Training involves hands-on encounters with simulated suspects necessitating physical control such as handcuffing. Training could include outdoor scenarios. Training may involve exposure to chemical agents.
- Challenge Course: Involves classroom lecture and facilitation exercises. Training involves moving about on high elements approximately 35 feet off the ground. Even though the participant is tethered **at all times**, the potential of a serious injury places this activity in the high-risk category. Training can be conducted outdoors as well as indoors and may be performed outdoors during inclement weather.

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### **COURSE FITNESS LEVELS:**

#### **Low Fitness level:**

This training could include lecture, facilitation, classroom scenarios and/or computer work.

#### **Intermediate Fitness level:**

This includes practical exercises in an outdoor location during all times and weather conditions. This training could involve hands-on simulated encounters with suspects necessitating physical control such as handcuffing.

#### **High Intensity Fitness level:**

In this training, students will need to have the ability to engage in confrontational situations in a high stress environment.



# **BASIC TRAINING**

**LAW ENFORCEMENT BASIC TRAINING**

**768Hours/76.8 CTUs**

**Course Number: 030B-12JR**

The Law Enforcement Basic Training Course consists of a minimum of 768 hours of instruction over an 18-week period. The course, designed for the recruit level officer, includes instruction in topics such as Collision Investigation, Law, Patrol, Vehicle Operations, Firearms, Criminal Investigations, Defensive Tactics, Physical Fitness, First-Aid/CPR/AED, DUI Enforcement, Mobile Data Terminal, Practical Exercises, Homeland Security, Family Issues and Spanish.

Recruits must comply with all administrative regulations and successfully complete all training areas to be eligible for graduation. Meals, housing and all classroom materials are provided for full-time, sworn officers. Part-time and auxiliary officers must pay the cost of housing and meals. Successful completion will satisfy training requirements for eligible officers for KLEFPF and certification in city, county, urban-county, sheriffs, state law enforcement agencies, airport police and university police agencies (KRS 15.404).

**SPECIAL ADMISSION REQUIREMENTS:**

*The following is required for admission to Basic Training:*

1. POPS Form F and Form D.
2. Agency Requests for Training form (DOCJT Form #29-1) submitted no less than 30 days prior to the initial day of the class.
3. Medical Exam form (DOCJT Form #45) see note below.
4. Applicant Confirmation form (DOCJT Form #151) must be completed less than 90 days from Basic Training Start Date.

**NOTE:** The medical examination (Form 45) must be completed within 120 days proceeding the initial day of the class. All medical examination forms must be signed by a **medical doctor** or **physicians assistant**. Incomplete medical forms, or those not signed properly, will prohibit a recruit from being admitted to Basic Training.

The information concerning incoming recruits and their equipment needs can be found at [http://www.docjt.ky.gov/recruit\\_info.html](http://www.docjt.ky.gov/recruit_info.html)

**NOTE:** For information about requesting a slot for this class, see page 17.

**Attendees:** Any Rank

**Prerequisites:** Compliance with all certification requirements (for those officers requiring certification).

**Risk:** High                      **Fitness Level:** High

## LE BASIC TRAINING 2013

| START              | END                | SLEEVE | DOCJT<br>FORM 29-1<br>FOR ENTRY<br>DUE DATE | APPLICANTS<br>WITH<br>INCOMPLETE<br>PAPERWORK<br>REMOVED | BASIC<br>TRAINING<br>CLASS<br>CLOSED |
|--------------------|--------------------|--------|---|--|--------------------------------------|
| January 21, 2013   | June 7, 2013       | Long   | 12/21/2012                                  | 12/28/2012   | 1/4/2013                             |
| February 18, 2013  | July 12, 2013      | Short  | 1/18/2013                                   | 1/28/2013  | 02/01/13                             |
| March 25, 2013     | August 9, 2013     | Short  | 2/25/2013                                   | 3/4/2013   | 03/08/13                             |
| April 22, 2013     | September 13, 2013 | Short  | 3/22/2013                                   | 4/1/2013   | 04/05/13                             |
| June 24, 2013      | November 8, 2013   | Short  | 5/24/2013                                   | 6/3/2013   | 06/07/13                             |
| July 29, 2013      | December 13, 2013  | Long   | 6/29/2013                                   | 7/8/2013   | 07/12/13                             |
| August 26, 2013    | January 24, 2014   | Long   | 7/26/2013                                   | 8/5/2013   | 08/09/13                             |
| September 30, 2013 | February 21, 2014  | Long   | 8/30/2013                                   | 9/9/2013   | 09/13/13                             |
| October 28, 2013   | March 28, 2014     | Long   | 9/28/2013                                   | 10/7/2013  | 10/11/13                             |
| December 2, 2013   | April 25, 2014     | Long   | 11/2/2013                                   | 11/11/2013   | 11/15/13                             |
| January 13, 2014   | May 23, 2014       | Long   | 12/13/2013                                  | 12/23/2013   | 12/27/13                             |

### 2013 BASIC TRAINING DOWN WEEKS

|                                 |                                     |
|---------------------------------|-------------------------------------|
| <i>Christmas and New Year's</i> | December 24, 2012 - January 4, 2013 |
| <i>Spring Break</i>             | March 11 - March 15, 2013           |
| <i>Memorial Day</i>             | May 27 - May 31, 2013               |
| <i>4th of July</i>              | July 1 - July 5, 2013               |
| <i>Labor Day</i>                | September 2 - September 6, 2013     |
| <i>Thanksgiving</i>             | November 25 - November 29, 2013     |
| <i>Christmas and New Year's</i> | December 23, 2013 - January 3, 2014 |



# PROFESSIONAL STANDARDS TRAINING

## KLEFPF REGULATION ON SEPARATION FROM LAW ENFORCEMENT SERVICE (503 KAR 5:090R)

Officers returning after a separation from service must take the following classes before any others and within the first year of return to service. In addition, the officer must also complete the mandatory Kentucky Homeland Security Courses.

Officers who have been separated from law enforcement employment for more than 12 months but less than 36 months:

- Legal Update: Penal Code, and
- Legal Update: Constitutional Procedure

If out more than 36 months, must take:

- Legal Update: Penal Code
- Legal Update: Constitutional Procedure

And one of the following which is most appropriate for the officer's duties:

- Basic Officer Skills, or
- Orientation For New Police Chiefs-Sheriffs

**0782-11J**

**BASIC OFFICER SKILLS**

**40 Hours/4 CTUs**

This course will cover high liability and critical areas of law enforcement. It will include defensive driving, basic firearms, defensive tactics, and traffic stops. This course is intended as a refresher training course for previously trained and experienced officers. IT IS NOT BASIC TRAINING.

**Attendees:** Any Rank

**Prerequisites:** Student must have successfully completed a basic academy that meets the Peace Officers Professional Standards Act, except for those seeking to be certified as SLEO's under KRS 61.906.

**Career Development Category:** Technical

**Risk:** High

**Fitness Level:** Intermediate

**Note:** Must bring agency approved duty equipment to include: duty pistol, holster, magazine pouches, three pistol magazines or two speed loaders, cleaning equipment, baseball cap or wide brimmed hat, handcuffs, handcuff pouch, handcuff keys, mouth guard, groin protection and police vehicle (sedan preferred) equipped with emergency lights, siren, and tire gauge. Vehicle must pass safety inspection. DOCJT WILL NOT PROVIDE VEHICLES. Call 859-622-8317 with questions.

**Note:** Monday - Friday, 8:00am - 5:00pm

**Note:** All written and practical exams must be demonstrated at an acceptable level.

|          |           |           |
|----------|-----------|-----------|
| RICHMOND | 2/18/2013 | 2/22/2013 |
| RICHMOND | 9/30/2013 | 10/4/2013 |
| RICHMOND | 12/2/2013 | 12/6/2013 |

**1349-12J**

**KENTUCKY HOMELAND SECURITY**

**16 Hours/1.6 CTUs**

This course is designed to familiarize all law enforcement officers with information concerning Kentucky Homeland Security issues. This course will cover Agricultural Threats, Cyber Crimes, Biological and Public Health Concerns, Explosives and I.E.Ds, Kentucky Legal Issues, and Kentucky Homeland Security Concerns.

**Attendees:** Any Rank

**Prerequisites:** A certificate of completion for FEMA IS 100, 200, and 700A (or equivalent) for LE online courses must accompany the registration form or be provided on the first day of training. Failure to provide the required FEMA certificates will result in removal from the course on the first day.

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is designed to compliment the LEN Prevention & Deterrence of Terrorist Acts course.

**Note:** This course is part of the mandatory homeland security training for Kentucky law enforcement officers.

**Note:** This course is less than the required 40 hours. Therefore, you will need to take additional course(s) in order to obtain the 40 hours training as required by KRS 15.404.

|          |            |            |
|----------|------------|------------|
| RICHMOND | 2/26/2013  | 2/27/2013  |
| RICHMOND | 4/23/2013  | 4/24/2013  |
| RICHMOND | 8/6/2013   | 8/7/2013   |
| RICHMOND | 10/29/2013 | 10/30/2013 |





# PROFESSIONAL DEVELOPMENT

- Career Development Program
- Distance Learning
- Advanced Individual Training
- Leadership Institute
- Skills
- Telecommunications

## KENTUCKY LAW ENFORCEMENT COUNCIL CAREER DEVELOPMENT PROGRAM

On April 2, 2002, HB 154 was signed into law, which enabled the Kentucky Law Enforcement Council to administer a Career Development Program for Kentucky's law enforcement officers and telecommunicators. Kentucky was the eighth state in the nation to have a comprehensive, statewide career development program for law enforcement, and offers the most comprehensive program for telecommunicators.

The Career Development Program provides structure to the training process through career tracking. Kentucky's program offers two career tracks for law enforcement officers, Law Enforcement Officer Track and Law Enforcement Management Track, and two career tracks for telecommunicators, Telecommunicator Track and Telecommunicator Management Track. Each track has steps of achievement that consist of required levels of training, education, and experience.

### Career Development Tracks and Steps

#### Law Enforcement Officer Track

Intermediate Officer  
Advanced Officer  
LE Training Officer  
LEO Investigator  
LEO Advanced Investigator  
Crime Scene Processing Officer  
Crime Scene Technician  
LE Traffic Officer  
Advanced Deputy Sheriff

#### Law Enforcement Management Track

LE Supervisor  
LE Manager  
LE Executive  
LE Chief Executive

#### Telecommunicator Track

Intermediate Telecommunicator  
Advanced Telecommunicator  
Communication Training Officer

#### Telecommunicator Management Track

Supervisor  
Manager/Director

**Conceptual Skills Course:** means a course that emphasizes planning, organization, goal setting abilities, strategic orientation, or abstract thinking abilities.

**Human Skills Course:** means a course relating to cultural diversity, problem solving, leadership, interpersonal communication, group communication, or training abilities.

**Technical Skills Course:** means a course relating to operational or tactical abilities.

### Program Management

The Career Development Program is offered and managed by the KLEC. Most KLEC approved courses are applicable to the program, depending upon the participant's career track and step requirement. For information on the program, call the KLEC office at (859) 622-6218 or send an e-mail to: [joe.boldt@ky.gov](mailto:joe.boldt@ky.gov). All CDP forms are online at [docjt.ky.gov](http://docjt.ky.gov) and click on KLEC and scroll down to CDP forms.

## **Career Development Program The Most Frequently Asked Questions**

**Q. What is the Career Development Program?**

**A.** The CDP is a professional certificate program that aids you in planning and organizing your annual training to correlate with your career goals as a peace officer or telecommunicator.

**Q. What are the benefits of the program?**

**A.** Benefits are:

- 1) Helps you to stay focused on your career goals.
- 2) Provides structure and purpose to your training process.
- 3) Encourages you to learn new skills by taking a variety of courses.
- 4) Results in the earning of KLEC endorsed certificates and lapel pins for your uniform.
- 5) May result in pay increases/promotions.
- 6) As a manager helps with recruitment/retention, in motivating employees, and in creating a comprehensive training plan for your agency.

**Q. What are the requirements for earning CDP certificates?**

**A.** Must be an **active full time** POPS certified peace officer or telecommunicator and meet requirements in training/skills, experience, and education (college degrees/hours or educational training points).

**Q. How do you enroll in the program?**

**A.** Your first step is to complete the **Participant Commitment Form (CDP-1)**. This is your registration form and must be completed for any certificate(s) that you wish to pursue. All forms (including applications) and requirements can be found on line at the KLEC website.

**Q. What is the next step in the enrollment process?**

**A.** Once the KLEC office receives your CDP-1 form you will receive a letter of confirmation along with your **CDP transcript** that will aid you in completing your certificate application. All certificate applications should be sent to the KLEC office for approval.

**Q. How do you determine which training courses to enroll in to earn a particular certificate?**

**A.** By reviewing the requirements for your particular certificate at the top of each application and by consulting the Schedule Book which has information on specific skill areas (technical, human, or conceptual) in each of the course summaries.

**Q. How can you find out more information on the Career Development Program?**

**A.** By calling the KLEC office at (859) 622-6218 or emailing Joseph Boldt at [Joe.Boldt@ky.gov](mailto:Joe.Boldt@ky.gov) or Elizabeth McIntosh at [Elizabeth.McIntosh@ky.gov](mailto:Elizabeth.McIntosh@ky.gov).



# DISTANCE LEARNING

The Distance Learning Program mission is to provide Kentucky's law enforcement personnel with quality, accessible training that utilizes technology to enhance presentation and delivery of law enforcement services in Kentucky.

For more information regarding the Distance Learning Program, please contact us at 859-622-7564 or by email at [docjt.elearning@ky.gov](mailto:docjt.elearning@ky.gov)

Course instructor contact information will be provided in the orientation material for each individual class.

## **To register for a Distance Learning Course:**

- **Send in a Form 29-1.**
- **Add your e-mail address on Form 29-1 (in the "Location" box). You will receive your login credentials via e-mail.**

## Frequently Asked Questions

KYVU 24/7 helpdesk number is 877-740-4357. This number is best used for technical questions related to the software or for computer requirements or settings. Information on the lesson material must be directed to a course instructor either by email or by telephone. Contact information for the course instructor is listed in the orientation section of the course. All other issues may be addressed to the distance learning help desk at [DOCJT.Elearning@ky.gov](mailto:DOCJT.Elearning@ky.gov) which is monitored Monday – Friday 8:00 a.m. to 4:30 p.m.

Below are some of the most commonly asked questions and the answers to resolve the issues.

**Question:** Where do I go to take my DOCJT distance learning course?

**Answer:** The internet website for all DOCJT distance learning courses is [www.letky.org](http://www.letky.org). You will need a log in name and password to enter the site and take your online course.

**Question:** I have not received my user name and password to log in.

**Answer:** Your agency must submit a 29-1 training form with a valid e-mail account before you can be enrolled in a distance learning course. Once approved and the course is opened, this e-mail address is where your user name and password will be sent. This is also the e-mail address for all class notifications. **If the starting date for the course is past and you have not received your user name and password, please contact the distance learning help desk at [DOCJT.Elearning@ky.gov](mailto:DOCJT.Elearning@ky.gov).**

**Question:** What are the computer requirements necessary to complete a distance learning course through DOCJT?

**Answer:** The computer requirements are listed on the Welcome page of all courses and on the website [www.letky.org](http://www.letky.org). Prior to starting your course, you will have a “[Diagnose my Computer](#)” link that gives you the ability to check your computer or device to see if you have the necessary software to take the course. If you are missing any needed components you will also be given links to the internet software that you may download.

**Question:** My computer is running slow and it is taking long periods of time to download or display items from the course.

**Answer:** Internet connection and computer speed do affect your ability to navigate through the course material without frustration. If you are using an older computer or a computer with a slow internet connection, it may be best if you could find another computer to use for the course. DOCJT has no restrictions on where or when the course must be completed except for the timeframe of completion once the course opens. You may need to check with your immediate supervisor to see if your agency has any restrictions concerning where or when you must complete the course.

**Question:** I click on the link to begin a lesson quiz and nothing appears except a blank screen.

*Or*

I click on the link to begin a lesson quiz and receive a message box indicating I have a certain number of minutes to complete the quiz but after clicking the OK button nothing appears except a blank screen.

**Answer:** Disable all pop up blockers. This can be done using the Windows Tool tab at the top of the internet browser. You may have to log off and restart your computer for changes to take effect. Sometimes services such as Google and Yahoo may have installed pop up blocking software on the computer and it is more difficult for a novice computer user to disable. In any case you may right click on the link to begin the quiz which will produce a small menu. You should then left click on the “open in a new window” option. This process will bypass any and all pop up blockers on the computer

**Question:** I cannot view the lesson presentations and/or videos.

**Answer:** [swf files \(Flash Files\)](#)

This could be caused by several factors. The problem could be a pop up blocker on the computer that is keeping the presentation from appearing. You may have to disable the pop up blocker before starting, but the computer might have to be restarted before the change takes effect. Also,

services such as Yahoo or Google may have secondary pop up blocking software installed on the computer. You can right click on the link to begin the presentation and select “open in a new window”. This will bypass the pop up blocker and open the presentation in a new viewing window. If this procedure does not work, you must download a new version of Macromedia Flashplayer. There is a link to this free download on the Welcome page of the course. Once downloaded you will have to log out of the class and restart the computer for it to work properly. *Note: If you are using an APPLE™ product such as IMAC™, IPAD™ or IPOD™ you may also need to download an app for your device to view these and other flash files. ANGEL recommends for the best results, iPhone and iPod Touch users should use the normal ANGEL display mode.*

wmv files

The video presentations play in Windows Media Player. Some video presentations will take a few minutes to download completely. The download speed depends on the computer and the Internet connection. If after waiting patiently, the video still does not play then try the following. Download a newer version of the windows media player software to the computer. This free download is available from the Welcome page of the course.

**Question:** I was interrupted and left the computer running for a period of time with no activity. Now the computer is either locked up or none of the lesson material will display.

**Answer:** If the program runs with no activity for even a short period of time, like ten minutes, you may lose authentication. Log out of the course, log back in and everything should run fine. You will still be able to pick up where you were before this occurred. If the computer is frozen or locked up, shut the computer down, restart the computer, and log back in to the course. Again, you will be able to pick up right where you left off.

**Question:** I failed a lesson quiz or I have taken it multiple times and not received a passing score.

**Answer:** Lesson quizzes are objective based reviews of the lesson material and you must receive a passing score to advance to the next lesson. If you are unsuccessful on the first attempt, you will be automatically directed to a review of the lesson material and then a second quiz that allows for 3 additional attempts to attain a passing score. If you are still unsuccessful after this total of four attempts, you are essentially stuck at this point and cannot move forward in the class. A course instructor with course editor privileges must review the lesson quizzes for this lesson, delete the submissions, and reset the quiz for you. You may contact a course instructor by telephone or by e-mail using the information provided in the orientation section of the course.

**Question:** What is the time frame for completion of a distance learning course?

**Answer:** The time frame for completion of an online course is normally one week. Holidays or system downtime may extend this for a short period of time. Classes are scheduled frequently and cannot be extended for longer periods of time. The exception to this is for Mandatory Training and Work Zone Safety classes which run for two weeks.

**Question:** How will I know I have completed my distance learning course?

**Answer:** Upon the completion of the final assessment in any online learning course you will receive an e-mail that your exam has been submitted for review. **This is not an indication that you have successfully passed the course but a notification that you have finished all course content.** You will then be asked to participate in an after class survey to provide feedback to assist us in making the course better.

Once the course is closed the assessments and content will be verified by the distance learning coordinator and/or class instructor. Then you will receive a mailer from the Department of Criminal Justice Training advising you of your final official score.

**Question:** I have failed the final exam of the course.

**Answer:** You will be contacted by the section in charge of the online course that you have taken about retest procedures. The retest will be administered in writing and in person.

# ***ATTENTION!***

## **CJIS – MDT Terminal Users**

### Recertification process effective January 1, 2013

The Kentucky State Police will assume responsibility for ALL CJIS “**recertification**” training. Beginning January 1, 2013, KSP will provide an online training module(s) consistent with FBI-CJIS requirements that all CJIS certified personnel will be required to complete. This new program will cover all levels of CJIS recertification training, including MDT, CJIS Inquiry Only, CJIS Full Access, AOC-CJIS Inquiry Only, etc.

All Terminal Agency Coordinators (TAC’S) will be notified of the process for enrolling personnel in this new online learning system and the site will be accessible through the KSP website: **kentuckystatepolice.org**.

KSP Help Line: 1-800-858-5465  
Email Help Line: Cjistraining@ky.gov

All Users will be required to recertify on the new system in 2013. Once a user has completed recertification in 2013, their expiration date will automatically be set to 24 months. For example, if a user recertifies on March 15, 2013, they will be required to complete their next recertification prior to March 15, 2015. The system will automatically “lock out” a user if they exceed the 24 month period, and they will be required to repeat a basic course for certification.

**PLEASE NOTE:** All users will need to recertify in 2012! Failure to do so will result in repeating the basic course for recertification. Only those users certified as of 12/31/2012 will be authorized to enroll in the new recertification process through KSP in 2013.

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### Basic Certification

The Department of Criminal Justice Training will continue to provide basic courses for MDT, CJIS Inquiry Only and CJIS Full Access. CJIS Full Access will be offered as a classroom course only, while MDT and CJIS Inquiry Only will be offered as online courses.

Registration Information:  
Web: docjt.ky.gov/trainingschedule  
Email: docjt.registration@ky.gov  
Phone: 859-622-1328

8000DL-12J

**BREATH TEST OPERATOR RECERTIFICATION - 8000 -  
ONLINE**

4 Hours/0.4 CTUs

**NEW**

Breath test operators are required by 500 KAR 8:010 to maintain their certification by completing the recertification course every two years. The recertification will cover recent legal information and operator techniques for the breath testing instrument, Intoxilyzer 8000 that will be used in the Commonwealth. Demonstration of operator proficiency and an examination will be required. This course is presented entirely online using adult learning principles with e-mail and phone access to the instructor. This course is 4 hours in length and students are allotted 5 days to complete the online lessons. There is no specific schedule for this course and it can be completed at the convenience of the officer and department in the allotted time frame.

**Attendees:** Any Rank

**Prerequisites:** Must be a certified breath test operator

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is pending upon the installation of the Intoxilyzer 8000 by KSP in locations around Kentucky. This course does not count toward the 40 hour annual training requirement for POPS and KLEFPF credit.

**Note:** This course will count for recertification purposes for the Intoxilyzer 8000 Instrument only. You will have to take a second online course for recertification on the 5000EN Instrument, if applicable.

**Note:** To register for a Distance Learning Course, send in a Form 29-1. Additionally, you must add your e-mail address on Form 29-1. You will receive your login credentials required for you to participate in the course via e-mail.

|        |            |            |
|--------|------------|------------|
| ONLINE | 1/21/2013  | 1/25/2013  |
| ONLINE | 1/28/2013  | 2/1/2013   |
| ONLINE | 3/18/2013  | 3/22/2013  |
| ONLINE | 3/25/2013  | 3/29/2013  |
| ONLINE | 4/22/2013  | 4/26/2013  |
| ONLINE | 4/29/2013  | 5/3/2013   |
| ONLINE | 5/20/2013  | 5/24/2013  |
| ONLINE | 5/27/2013  | 5/31/2013  |
| ONLINE | 6/24/2013  | 6/28/2013  |
| ONLINE | 9/16/2013  | 9/20/2013  |
| ONLINE | 10/21/2013 | 10/25/2013 |

0293DL-11J

**BREATH TEST OPERATOR RECERTIFICATION -  
ONLINE - 5000EN**

4 Hours/0.4 CTUs

Breath test operators are required by 500 KAR 8:010 to maintain the certification by completing the recertification course every two years. The recertification will cover recent legal information and a refresher of operator techniques for the breath testing instrument used in the Commonwealth. Demonstration of operator proficiency and an examination will be required. This course is presented entirely online using adult learning principles with e-mail and phone access to the instructor. This course is 4 hours in length and students are allotted 5 days to complete the online lessons. There is no specific schedule for this course and it can be completed at the convenience of the officer and department in the allotted time frame.

**Attendees:** Any Rank

**Prerequisites:** Must be a certified breath test operator.

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This course does not count toward the 40 hour annual training requirement for POPS and KLEFPF credit.

**Note:** This course will count for recertification purposes for the Intoxilyzer 5000EN Instrument only. You will have to take a second online course for recertification on the 8000 Instrument, if applicable.

**Note:** To register for a Distance Learning Course, send in a Form 29-1. Additionally, you must add your e-mail address on Form 29-1. You will receive your login credentials required for you to participate in the course via e-mail.

|        |            |            |
|--------|------------|------------|
| ONLINE | 1/7/2013   | 1/11/2013  |
| ONLINE | 1/14/2013  | 1/18/2013  |
| ONLINE | 2/4/2013   | 2/8/2013   |
| ONLINE | 2/11/2013  | 2/15/2013  |
| ONLINE | 3/4/2013   | 3/8/2013   |
| ONLINE | 3/11/2013  | 3/15/2013  |
| ONLINE | 4/15/2013  | 4/19/2013  |
| ONLINE | 5/6/2013   | 5/10/2013  |
| ONLINE | 5/13/2013  | 5/17/2013  |
| ONLINE | 8/5/2013   | 8/9/2013   |
| ONLINE | 8/12/2013  | 8/16/2013  |
| ONLINE | 11/11/2013 | 11/15/2013 |

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072TDL-13J

**CJIS INQUIRY ONLY - ONLINE**

**8 Hours/0.8 CTUs**

This course is designed to provide basic knowledge and skills necessary to perform and complete inquiry transactions through the CJIS system. This course is presented entirely online using adult learning principles with e-mail and phone access to the instructor. This course is 8 hours in length and students are allotted 5 days to complete the online lessons. There is no specific schedule for this course, and it can be completed at the convenience of the student and agency in the allotted time frame.

**Attendees:** Personnel needing Inquiry Only access to CJIS database files. (This includes AOC personnel needing Inquiry Only access.)

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** According to Kentucky State Police LINK Provisions & Guidelines, the employing agency is required to schedule the operator for appropriate training within 10 days of initial employment, and the training must be completed within six months of employment.

**Note:** To register for a Distance Learning Course, send in a Form 29-1. Additionally, you must add your e-mail address on Form 29-1. You will receive your login credentials required for you to participate in the course via e-mail.

**Note:** Successful completion of the training course will certify the operator for a one year period. Failure of this course will require the student to take an on-site retest.

|        |            |            |
|--------|------------|------------|
| ONLINE | 1/14/2013  | 1/18/2013  |
| ONLINE | 5/6/2013   | 5/10/2013  |
| ONLINE | 9/23/2013  | 9/27/2013  |
| ONLINE | 11/11/2013 | 11/15/2013 |

097TDL-11J

**CUSTOMER SERVICE - ONLINE**

**8 Hours/0.8 CTUs**

The information from this course will encourage dispatchers to provide more effective service. Emphasis will be placed on both external and internal clients within a community to include: responders, citizens and other public service agencies. This course is presented entirely online using adult learning principles with e-mail and phone access to the instructor. This course is 8 hours in length and students are allotted 5 days to complete the online lessons. There is no specific schedule for this course, and it can be completed at the convenience of the student and agency in the allotted time frame.

**Attendees:** Certified Dispatchers

**Prerequisites:** Basic Telecommunications or Telecommunications Academy or Public Safety Dispatch Academy

**Career Development Category:** Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is also offered in a traditional classroom setting. Please refer to the Advanced Telecommunications Section of this training schedule for details.

**Note:** Failure of this course will require the student to take an on-site retest.

**Note:** To register for a Distance Learning Course, send in a Form 29-1. Additionally, you must add your e-mail address on Form 29-1. You will receive your login credentials required for you to participate in the course via e-mail.

|        |           |           |
|--------|-----------|-----------|
| ONLINE | 9/30/2013 | 10/4/2013 |
|--------|-----------|-----------|

176TDL-13J

DISPATCHING CRITICAL CALLS - ONLINE

8 Hours/0.8 CTUs

**NEW**

This course will cover dispatching various critical calls for service as well as explore ways to deal with burnout in the communications center. Stress management and telephone habits will be covered as will professional courtesy between dispatchers and responders. This course is presented entirely online using adult learning principles with e-mail and phone access to the instructor. This course is 8 hours in length and students are allotted 5 days to complete the online lessons. There is no specific schedule for this course, and it can be completed at the convenience of the student and agency in the allotted time frame.

**Attendees:** Certified Dispatchers

**Prerequisites:** Basic Telecommunications or Telecommunications Academy or Public Safety Dispatch Academy

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is also offered in a traditional classroom setting. Please refer to the Advanced Telecommunications Section of this training schedule for details.

**Note:** Failure of this course will require the student to take an on-site retest.

**Note:** To register for a Distance Learning Course, send in a Form 29-1. Additionally, you must add your e-mail address on Form 29-1. You will receive your login credentials required for you to participate in the course via e-mail.

|        |           |            |
|--------|-----------|------------|
| ONLINE | 2/4/2013  | 2/8/2013   |
| ONLINE | 3/4/2013  | 3/8/2013   |
| ONLINE | 4/1/2013  | 4/5/2013   |
| ONLINE | 5/6/2013  | 5/10/2013  |
| ONLINE | 6/3/2013  | 6/7/2013   |
| ONLINE | 7/8/2013  | 7/12/2013  |
| ONLINE | 7/29/2013 | 8/2/2013   |
| ONLINE | 8/12/2013 | 8/16/2013  |
| ONLINE | 9/9/2013  | 9/13/2013  |
| ONLINE | 10/7/2013 | 10/11/2013 |
| ONLINE | 11/4/2013 | 11/8/2013  |
| ONLINE | 12/2/2013 | 12/6/2013  |

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099TDL-11J

**ETHICS - ONLINE**

**8 Hours/0.8 CTUs**

This course will provide the dispatcher with a framework for understanding ethical dilemmas, conduct and behavior. This course is presented entirely online using adult learning principles with e-mail and phone access to the instructor. This course is 8 hours in length and students are allotted 5 days to complete the online lessons. There is no specific schedule for this course, and it can be completed at the convenience of the student and agency in the allotted time frame.

**Attendees:** Certified Dispatchers

**Prerequisites:** Basic Telecommunications or Telecommunications Academy or Public Safety Dispatch Academy

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is also offered in a traditional classroom setting. Please refer to the Advanced Telecommunications Section of this training schedule for details.

**Note:** This course will require interaction through student discussion boards. Students will not be able to complete this class in one day, as it will require multiple logins to the online learning management system. Failure of this course will require the student to take an on-site retest. Enrollment preference will be given to students needing this class to fulfill the requirements of the Career Development Program.

**Note:** To register for a Distance Learning Course, send in a Form 29-1. Additionally, you must add your e-mail address on Form 29-1. You will receive your login credentials required for you to participate in the course via e-mail.

|        |           |           |
|--------|-----------|-----------|
| ONLINE | 4/8/2013  | 4/12/2013 |
| ONLINE | 8/26/2013 | 8/30/2013 |

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1544DL-13J

LEGAL ISSUES: 2013 - ONLINE

8 Hours/0.8 CTUs

**NEW**

This online course provides instruction of legal topics by providing a review of recent court decisions and legislative changes to the laws that are applicable to the Kentucky Revised Statutes; and will discuss current developments on the Constitutional topics of laws of arrest, search and seizure, pretrial identification procedures, interviews and interrogations, and use of force. This course is 8 hours in length and students are allotted 5 days to complete the online lessons. There is no specific schedule for this course and it can be completed at the convenience of the officer and department in the allotted time frame. This course meets the statutory requirements regarding Asset Forfeiture training.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** Failure of this course will require the student to take an on-site retest.

**Note:** This course does not count toward the 40 hour annual training requirement for POPS and KLEFPF credit.

**Note:** To register for a Distance Learning Course, send in a Form 29-1. Additionally, you must add your e-mail address on Form 29-1. You will receive your login credentials required for you to participate in the course via e-mail.

|        |           |           |
|--------|-----------|-----------|
| ONLINE | 3/18/2013 | 3/22/2013 |
| ONLINE | 6/17/2013 | 6/21/2013 |
| ONLINE | 9/30/2013 | 10/4/2013 |
| ONLINE | 12/2/2013 | 12/6/2013 |

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094TDL-13J

LEN MOBILE DATA TERMINAL ACCESS - ONLINE

8 Hours/0.8 CTUs

This course is designed for agency personnel having mobile data terminals in order to access Criminal Justice Information Systems. This course will provide instruction on how to perform and complete transactions through the Criminal Justice Information Systems. This course is presented entirely online using adult learning principles with e-mail and phone access to the instructor. This course is 8 hours in length and students are allotted 5 days to complete the online lessons. There is no specific schedule for this course, and it can be completed at the convenience of the student and agency in the allotted time frame.

**Attendees:** Police Officers having access through MDT's

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** This training is required prior to accessing CJIS Files through the use of a Mobile Data Terminal.

**Note:** Successful completion of the training course will certify the operator for a one year period. Failure of this course will require the student to take an on-site retest.

**Note:** To register for a Distance Learning Course, send in a Form 29-1. Additionally, you must add your e-mail address on Form 29-1. You will receive your login credentials required for you to participate in the course via e-mail.

|        |           |           |
|--------|-----------|-----------|
| ONLINE | 1/7/2013  | 1/11/2013 |
| ONLINE | 3/25/2013 | 3/29/2013 |
| ONLINE | 6/10/2013 | 6/14/2013 |
| ONLINE | 8/12/2013 | 8/16/2013 |
| ONLINE | 12/2/2013 | 12/6/2013 |

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KRS 15.334 stipulates that officers will take classes approved by the Kentucky Law Enforcement Council. The new or updated courses approved by the council for online mandatory training are: Pediatric Abusive Head Trauma, Domestic Violence, Clandestine Lab Safety, and Hate Crimes/Biased Based Policing. A certified Peace Officer is required to take the course no more than two (2) times in eight (8) years. This course is presented entirely online using adult learning principles with e-mail and phone access to the instructor. Classes will open on the first of each month or the first Monday following the first if it falls on a weekend and will close on the 15th. This course is seven and a half (7.5) hours in length. The course can be completed at the convenience of the student and agency in the allotted time frame.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** THIS COURSE IS A MANDATORY TRAINING REQUIREMENT FOR ALL OFFICERS IN THE STATE. THIS COURSE DOES NOT COUNT TOWARD THE 40 HOUR ANNUAL TRAINING REQUIREMENT FOR POPS AND KLEFPF CREDIT.

**Note:** 1) The Pediatric Abusive Head Trauma portion of this training is required by statute to be completed by all officers no later than December 2013. 2) The included Domestic Violence Update fulfills the requirement of KRS15.334(3) that all officers complete Domestic Violence Training once every two years.

**Note:** To register for a Distance Learning Course, send in a Form 29-1. Additionally, you must add your e-mail address on Form 29-1. You will receive your login credentials required for you to participate in the course via e-mail.

|        |           |            |
|--------|-----------|------------|
| ONLINE | 1/1/2013  | 1/15/2013  |
| ONLINE | 2/1/2013  | 2/15/2013  |
| ONLINE | 3/1/2013  | 3/15/2013  |
| ONLINE | 4/1/2013  | 4/15/2013  |
| ONLINE | 5/1/2013  | 5/15/2013  |
| ONLINE | 6/1/2013  | 6/15/2013  |
| ONLINE | 7/1/2013  | 7/15/2013  |
| ONLINE | 8/1/2013  | 8/15/2013  |
| ONLINE | 9/1/2013  | 9/15/2013  |
| ONLINE | 10/1/2013 | 10/15/2013 |
| ONLINE | 11/1/2013 | 11/15/2013 |
| ONLINE | 12/1/2013 | 12/15/2013 |

**1543DL-12AR      MANDATORY TRAINING - ONLINE - WORK ZONE SAFETY      4 Hours/0.4 CTUs**

In accordance with SAFETEA-LU, the Work Zone Safety and Mobility Rule, and the Final Rule published by the Federal Highway Administration, all uniformed law enforcement officers that perform duties within these work zones must be trained using training specific to job requirements. This course is intended to train officers that may be assigned to, or performing duties in, a federally funded highway work zone project. This course addresses agency compliance issues, agency partnerships, specific duties required in work zones, case studies, and safety training. This course is 4 hours in length. There is no specific schedule for this course and it can be completed at the convenience of the officer and department in the allotted time frame.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

**Note:** To register for a Distance Learning Course, send in a Form 29-1. Additionally, you must add your e-mail address on Form 29-1. You will receive your login credentials required for you to participate in the course via e-mail.

**Note:** This course only needs to be completed by a law enforcement officer one time. It does not need to be repeated within a certain time frame.

|        |            |            |
|--------|------------|------------|
| ONLINE | 5/15/2013  | 5/31/2013  |
| ONLINE | 10/15/2013 | 10/31/2013 |

**1695DL-11J      MARIJUANA RECERTIFICATION - ONLINE      4 Hours/0.4 CTUs**

This course will recertify graduates of a certified marijuana identification course. The online portion of the course will consist of lessons, quizzes, and an online written test. After the successful completion of the online written test, students will need to successfully complete a blind practical test to attain recertification. This course is 4 hours in length and students are allotted 5 days to complete the online lessons. There is no specific schedule for this course and it can be completed at the convenience of the officer and department in the allotted time frame.

**Attendees:** Any Rank

**Prerequisites:** Certified Marijuana Identification Course.

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** THIS COURSE DOES NOT COUNT TOWARD THE 40 HOUR ANNUAL TRAINING REQUIREMENT FOR POPS AND KLEFPF CREDIT.

**Note:** Students will need to complete a blind practical test at the conclusion of the online portion of the course. Samples will be sent via US mail with results recorded online. Students will need a stereomicroscope, calibrated balances, marijuana field test kits, eye protection, protective gloves, and protective outer wear in order to complete the blind practical test. Caustic chemicals are used in small quantities in the field test kits.

**Note:** To register for a Distance Learning Course, send in a Form 29-1. Additionally, you must add your e-mail address on Form 29-1. You will receive your login credentials required for you to participate in the course via e-mail.

|        |           |          |
|--------|-----------|----------|
| ONLINE | 7/29/2013 | 8/2/2013 |
|--------|-----------|----------|

**2020DL-11J**

**POLICE RADAR/LIDAR UPDATE - ONLINE**

**4 Hours/0.4 CTUs**

This is a refresher course for law enforcement officers who have previously been trained in the proper use of RADAR and/or LIDAR. This course is presented entirely online using adult learning principles with e-mail and phone access to the instructor. This course is 4 hours in length and students are allotted 5 days to complete the online lessons. There is no specific schedule for this course and it can be completed at the convenience of the student and agency in the allotted time frame. No cards or certificates will be issued for this course.

**Attendees:** Previously trained RADAR/LIDAR Operators and Instructors

**Prerequisites:** Police Radar Instructor or Police Radar Operator course or equivalent.

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** THIS COURSE DOES NOT COUNT TOWARD THE 40 HOUR ANNUAL TRAINING REQUIREMENT FOR POPS AND KLEFPF CREDIT. Failure of this course will require the student to take an on-site retest.

**Note:** To register for a Distance Learning Course, send in a Form 29-1. Additionally, you must add your e-mail address on Form 29-1. You will receive your login credentials required for you to participate in the course via e-mail.

|        |            |            |
|--------|------------|------------|
| ONLINE | 2/25/2013  | 3/1/2013   |
| ONLINE | 4/22/2013  | 4/26/2013  |
| ONLINE | 10/14/2013 | 10/18/2013 |

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# PATROL

**0472-12J**

**BASIC BREATH TEST OPERATOR**

**40 Hours/4 CTUs**

This course is designed to provide the law enforcement officer with the skills and knowledge to properly operate the Intoxilyzer 5000EN and 8000. Both lecture and practical skills are used in this course to enhance the proficiency of officers attending. Per 500 KAR 8:010, the successful completion of this course is required to become a certified breath test operator.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This course certifies officers on the Intoxilyzer 5000EN and 8000.

**Note:** This course has extended class hours on Wednesday.

|          |           |           |
|----------|-----------|-----------|
| RICHMOND | 2/18/2013 | 2/22/2013 |
| RICHMOND | 6/3/2013  | 6/7/2013  |
| RICHMOND | 7/8/2013  | 7/12/2013 |
| RICHMOND | 9/30/2013 | 10/4/2013 |
| RICHMOND | 11/4/2013 | 11/8/2013 |

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**BREATH TEST OPERATOR RECERTIFICATION - 8000**

**4 Hours/0.4 CTUs**

**Course Number: 0293M-11J** (The letter "M" in the course number designates the *morning session* 8:00 a.m. to 12:00 noon)

**Course Number: 0293A-11J** (The letter "A" in the course number designates the *afternoon session* 1:00 p.m. to 5:00 p.m.)

Breath test operators are required by 500 KAR 8:010 to maintain their certification by completing the recertification course every two years. The recertification will cover recent legal information and operator techniques for the breath testing instrument, Intoxilyzer 8000 that will be used in the Commonwealth. Demonstration of operator proficiency and an examination will be required.

**Attendees:** Any Rank

**Prerequisites:** Must be a certified breath test operator

**Career Development Category:** Technical / Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This course does not count toward the 40 hour annual training requirement for POPS and KLEFPF credit.

**Note:** Please refer to the Distance Learning Section for online recertification of the Intoxilyzer 5000EN or 8000.

**Note:** Only students enrolled on the approved roster for each session may attend. No exceptions or last minute student substitutions will be allowed.

| Location (City) | M         | A         | Date      |
|-----------------|-----------|-----------|-----------|
| Richmond        | 0800-1200 | 1300-1700 | 1/21/2013 |
| Richmond        | 0800-1200 | 1300-1700 | 1/22/2013 |
| Richmond        | 0800-1200 | 1300-1700 | 1/23/2013 |
| Richmond        | 0800-1200 | 1300-1700 | 1/24/2013 |
| Richmond        | 0800-1200 | 1300-1700 | 1/25/2013 |
| Richmond        | 0800-1200 | 1300-1700 | 1/28/2013 |
| Richmond        | 0800-1200 | 1300-1700 | 1/29/2013 |
| Richmond        | 0800-1200 | 1300-1700 | 1/30/2013 |
| Richmond        | 0800-1200 | 1300-1700 | 1/31/2013 |
| Richmond        | 0800-1200 | 1300-1700 | 2/1/2013  |
| Owensboro       | 0800-1200 | 1300-1700 | 4/1/2013  |
| Owensboro       | 0800-1200 | 1300-1700 | 4/2/2013  |
| Owensboro       | 0800-1200 | 1300-1700 | 4/3/2013  |
| Owensboro       | 0800-1200 | 1300-1700 | 4/4/2013  |
| Owensboro       | 0800-1200 | NONE      | 4/5/2013  |
| Madisonville    | 0800-1200 | 1300-1700 | 4/29/2013 |
| Madisonville    | 0800-1200 | 1300-1700 | 4/30/2013 |
| Madisonville    | 0800-1200 | 1300-1700 | 5/1/2013  |
| Madisonville    | 0800-1200 | 1300-1700 | 5/2/2013  |
| Madisonville    | 0800-1200 | NONE      | 5/3/2013  |
| Elizabethtown   | 0800-1200 | 1300-1700 | 5/20/2013 |
| Elizabethtown   | 0800-1200 | 1300-1700 | 5/21/2013 |
| Elizabethtown   | 0800-1200 | 1300-1700 | 5/22/2013 |
| Elizabethtown   | 0800-1200 | 1300-1700 | 5/23/2013 |
| Elizabethtown   | 0800-1200 | NONE      | 5/24/2013 |
| Ashland         | 0800-1200 | 1300-1700 | 6/24/2013 |
| Ashland         | 0800-1200 | 1300-1700 | 6/25/2013 |
| Ashland         | 0800-1200 | 1300-1700 | 6/26/2013 |
| Ashland         | 0800-1200 | 1300-1700 | 6/27/2013 |
| Ashland         | 0800-1200 | NONE      | 6/28/2013 |
| Somerset        | 0800-1200 | 1300-1700 | 9/9/2013  |
| Somerset        | 0800-1200 | 1300-1700 | 9/10/2013 |
| Somerset        | 0800-1200 | 1300-1700 | 9/11/2013 |
| Somerset        | 0800-1200 | 1300-1700 | 9/12/2013 |
| Somerset        | 0800-1200 | NONE      | 9/13/2013 |



**1517-11A                      COMMERCIAL VEHICLE AWARENESS & CMV CRASH                      24 Hours/2.4 CTUs**  
**REPORTING**

**HOSTED**

This training is a commercial vehicle awareness course designed to provide an advanced knowledge of commercial vehicles to the police officers of Kentucky. The course will also address foreign based vehicle contacts and discuss updates in the KyOps software.

**Attendees:**            Any Rank

**Prerequisites:**      None

**Career Development Category:**      Technical

**Risk:** Low

**Fitness Level:** Low

**Note:**            This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

|          |           |           |
|----------|-----------|-----------|
| RICHMOND | 3/25/2013 | 3/27/2013 |
| RICHMOND | 6/10/2013 | 6/12/2013 |
| RICHMOND | 7/8/2013  | 7/10/2013 |
| RICHMOND | 9/30/2013 | 10/2/2013 |

**1452-13J                      COURT SECURITY OFFICER BASIC TRAINING                      80 Hours/8 CTUs**

This course is designed as basic training for new Court Security Officers. Students will be given classroom instruction as to their role in the trial process. This includes court room protocol, witness protection, prisoner control and transport. The legal areas of arrest and search and seizure will be addressed as well as the use of force. Hands-on training and testing in the area of defensive tactics and firearms are also included.

**Attendees:**            Court Security Officers or Deputies whose duties include court security

**Prerequisites:**      None

**Risk:** High

**Fitness Level:** Intermediate

**Note:**            Students are required to reside in the Thompson Hall housing facility, Sunday thru Thursday night. Meals will be provided.

**Note:**            Students are required to pass a firearms proficiency test and a defensive tactics proficiency test.

|    |          |           |            |
|----|----------|-----------|------------|
| 30 | RICHMOND | 1/21/2013 | 2/1/2013   |
| 31 | RICHMOND | 2/25/2013 | 3/8/2013   |
| 32 | RICHMOND | 3/18/2013 | 3/29/2013  |
| 33 | RICHMOND | 6/3/2013  | 6/14/2013  |
| 34 | RICHMOND | 9/23/2013 | 10/4/2013  |
| 35 | RICHMOND | 11/4/2013 | 11/15/2013 |

**1533-11J COURT SECURITY OFFICER IN-SERVICE - 2011/2012 40 Hours/4 CTUs**

KRS 15.380 to 15.404 mandates 40 hours of in-service training, biennially, that is job specific to the Court Security Officer. This session of training will include the Duties of the CSO, Officer Safety Tactics, Tactical Handcuffing Techniques, Trial Planning, Surviving in a Combat Situation, Service Process, Weapon Retention/Disarming Techniques and Hospitalization by Court Orders. There will be practical exercises to reinforce instructional points and techniques.

**Attendees:** Court Security Officers or Deputies whose duties include court security

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** Intermediate **Fitness Level:** Intermediate

**Note:** THIS COURSE IS FOR THOSE COURT SECURITY OFFICERS OR DEPUTIES WHOSE DUTIES INCLUDE COURT SECURITY THAT HAVE NOT ATTENDED AN IN-SERVICE TRAINING FOR 2011/2012.

RICHMOND 6/24/2013 6/28/2013

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**1533-13J COURT SECURITY OFFICER IN-SERVICE - 2013/2014 40 Hours/4 CTUs**  
**NEW**

This course will cover topics such as emergency procedures in the courtroom, non-criminal proceedings, prisoner transport, excited delirium, recognizing signs of intoxication, courtroom testimony, use of force, jury management, courtroom disturbances, gang recognition, responding to suspicious packages and will include a facility survey practical exercise.

**Attendees:** Court Security Officers or Deputies whose duties include court security

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** Intermediate **Fitness Level:** Intermediate

|                   |            |            |
|-------------------|------------|------------|
| NORTHERN KENTUCKY | 2/11/2013  | 2/15/2013  |
| RICHMOND          | 4/8/2013   | 4/12/2013  |
| OWENSBORO         | 4/29/2013  | 5/3/2013   |
| LOUISVILLE        | 5/20/2013  | 5/24/2013  |
| LOUISVILLE        | 7/8/2013   | 7/12/2013  |
| MOREHEAD          | 7/22/2013  | 7/26/2013  |
| BOWLING GREEN     | 8/12/2013  | 8/16/2013  |
| CALVERT CITY      | 8/26/2013  | 8/30/2013  |
| LOUISVILLE        | 10/21/2013 | 10/25/2013 |
| RICHMOND          | 12/9/2013  | 12/13/2013 |

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1441-13A

**CRISIS INTERVENTION TEAM TRAINING FOR KY LEN**

**40 Hours/4 CTUs**

**HOSTED**

Crisis Intervention Team Training for Kentucky Law Enforcement (C.I.T.) is designed to train officers how to more safely and effectively interact with persons with psychiatric disabilities. The C.I.T. program utilizes "verbal de-escalation techniques" and "active listening skills" to help officers gain compliance. The goal of the C.I.T. program is to increase officer safety as well as the safety of others at the scene involving a mentally ill person.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** C.I.T. is designed to familiarize officers with social services and mental health facilities located in their area. Registration will be limited to officers located in the area where the training is being conducted.

|                   |            |            |
|-------------------|------------|------------|
| OWENSBORO         | 1/7/2013   | 1/11/2013  |
| PADUCAH           | 1/14/2013  | 1/18/2013  |
| ASHLAND           | 3/11/2013  | 3/15/2013  |
| PRESTONSBURG      | 4/8/2013   | 4/12/2013  |
| SOMERSET          | 8/26/2013  | 8/30/2013  |
| ELIZABETHTOWN     | 9/23/2013  | 9/27/2013  |
| OWENSBORO         | 10/28/2013 | 11/1/2013  |
| NORTHERN KENTUCKY | 11/11/2013 | 11/15/2013 |

1044-11J

**DUI/SFST UPDATE**

**8 Hours/0.8 CTUs**

This course provides the student an update on the standardized field sobriety tests (SFST). This course will help students understand the recent changes in the National Highway Traffic Safety Administration SFST training. This course will discuss current research, court decisions, and legislation relevant to DUI/SFST.

**Attendees:** Any Rank

**Prerequisites:** Must have completed the DUI/SFST training in basic training or advanced individual training.

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is designed for officers who took a DUI/SFST course prior to 2006 or have not targeted DUIs in recent assignments and need a refresher.

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

|          |           |
|----------|-----------|
| RICHMOND | 4/30/2013 |
| RICHMOND | 9/10/2013 |



**1620-10J**

**LEADERSHIP IS A BEHAVIOR**

**32 Hours/3.2 CTUs**

This course is designed to be an introduction to basic leadership principles for the patrol officer. It will be extremely beneficial for those who are assigned leadership responsibility in their agency as Police Training or Field Training officers. Attendees can expect assignments that will require them to perform activities during hours outside the normal classroom times.

**Attendees:** Patrol Officer / Police Training Officer / Field Training Officer

**Prerequisites:** Three years of experience after Basic Training Academy

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** APS Graduates and those with the rank of Supervisor and above will not be permitted to enroll in this class.

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

**Note:** This course will utilize e-mail correspondence for important course information. Students registering for this course must supply an e-mail address on the Form 29-1 when registering for the course.

|                   |            |            |
|-------------------|------------|------------|
| RICHMOND          | 1/22/2013  | 1/25/2013  |
| LOUISVILLE        | 2/19/2013  | 2/22/2013  |
| BOWLING GREEN     | 3/19/2013  | 3/22/2013  |
| NORTHERN KENTUCKY | 9/24/2013  | 9/27/2013  |
| RICHMOND          | 11/12/2013 | 11/15/2013 |

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1544-13J

LEGAL ISSUES: 2013

8 Hours/0.8 CTUs

**NEW**

This course provides in-class instruction of legal topics by providing a review of recent court decisions and legislative changes to the laws that are applicable to the Kentucky Revised Statutes; and will discuss current developments on the Constitutional topics of laws of arrest, search and seizure, pretrial identification procedures, interviews and interrogations, and use of force. This course meets the statutory requirements regarding Asset Forfeiture training.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training required by KRS 15.404.

**Note:** This course is also offered in the Distance Learning format. Please refer to the Distance Learning Section of this training schedule for details.

**Note:** Each 8 hour course is combined with a 32 hour course to ensure officers the opportunity to complete their 40 hour training requirement during one specific week. Please check the training schedule by month listed at the back of the book to determine which class is combined with the date/location you are considering.

|                   |            |
|-------------------|------------|
| RICHMOND          | 1/21/2013  |
| LOUISVILLE        | 2/18/2013  |
| NORTHERN KENTUCKY | 3/4/2013   |
| BOWLING GREEN     | 3/18/2013  |
| CALVERT CITY      | 4/8/2013   |
| ELIZABETHTOWN     | 5/13/2013  |
| ASHLAND           | 6/17/2013  |
| RICHMOND          | 8/26/2013  |
| NORTHERN KENTUCKY | 9/23/2013  |
| LOUISVILLE        | 10/7/2013  |
| RICHMOND          | 11/11/2013 |
| RICHMOND          | 12/2/2013  |

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1617-13J

**PATROL: FIRST RESPONDER**

**40 Hours/4 CTUs**

This course is designed as a general overview of information for the first responder. Topics include: officer safety, force continuum, information on the deployment of less than lethal equipment, prescription fraud, ethics, street gangs, outlaw motorcycle gangs, excited delirium, police technology, leadership and an introduction to active shooter with a hands-on practical exercise. There will also be an out of class assignment that has students locating current articles of discussion relating to class topics.

**Attendees:** Any Rank

**Prerequisites:** This class is designed for the veteran officer; recommended for those four or more years removed from Basic Training.

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

|                   |            |            |
|-------------------|------------|------------|
| RICHMOND          | 4/15/2013  | 4/19/2013  |
| NORTHERN KENTUCKY | 5/6/2013   | 5/10/2013  |
| RICHMOND          | 6/24/2013  | 6/28/2013  |
| LOUISVILLE        | 7/22/2013  | 7/26/2013  |
| PRESTONSBURG      | 8/5/2013   | 8/9/2013   |
| RICHMOND          | 8/19/2013  | 8/23/2013  |
| RICHMOND          | 9/9/2013   | 9/13/2013  |
| PADUCAH           | 9/16/2013  | 9/20/2013  |
| NORTHERN KENTUCKY | 9/30/2013  | 10/4/2013  |
| RICHMOND          | 11/11/2013 | 11/15/2013 |

0805-11JR

**POLICE RADAR/LIDAR OPERATOR**

**52 Hours/5.2 CTUs**

This course is designed for the student to develop the correct procedure in the operation of Police RADAR and LIDAR equipment for vehicle speed enforcement.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** High

**Fitness Level:** Intermediate

**Note:** Required Equipment: inclement weather gear for outdoor assignments, department issued RADAR and/or LIDAR unit and a vehicle for field work. DOCJT WILL NOT PROVIDE VEHICLES OR EQUIPMENT. Call 859-622-8317 with questions.

**Note:** 28 class hours and a 24 hour project due in 30 days.

**Note:** There will be one day (Wednesday) when the class is scheduled from 1:00pm - 10:00pm.

|          |           |           |
|----------|-----------|-----------|
| RICHMOND | 3/4/2013  | 3/7/2013  |
| RICHMOND | 3/18/2013 | 3/21/2013 |

1411-13J

**POLICE TRAINING OFFICER**

**40 Hours/4 CTUs**

The Police Training Officer (PTO) program is a model for post academy field training in law enforcement that replaces the former Field Training Officer (FTO) program in Kentucky. The PTO class teaches a learning matrix and problem solving principles to incorporate all regular duties of policing into a learning/training model for the PTO to better evaluate his or her new recruit. The course will also enhance the coaching and mentoring skills of the PTO.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This course has a pre-course online assignment.

**Note:** This course will utilize e-mail correspondence for important course information. Students registering for this course must supply an e-mail address on the Form 29-1 when registering for the course.

**Note:** This course will require after hours research and study.

|          |            |            |
|----------|------------|------------|
| RICHMOND | 2/4/2013   | 2/8/2013   |
| RICHMOND | 2/18/2013  | 2/22/2013  |
| RICHMOND | 10/7/2013  | 10/11/2013 |
| RICHMOND | 10/14/2013 | 10/18/2013 |

0806-11A

**RAILROAD GRADE CROSSING COLLISION INVESTIGATION**

**16 Hours/1.6 CTUs**

**HOSTED**

This course is designed to acquaint the student with the various types of railroad grade crossing collisions, techniques of investigation, railroad personnel safety, equipment and elements involved in a collision.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

|            |           |           |
|------------|-----------|-----------|
| LOUISVILLE | 9/18/2013 | 9/19/2013 |
|------------|-----------|-----------|

1204-13J

**RAPID DEPLOYMENT**

**40 Hours/4 CTUs**

This course will provide officers a "rapid deployment" option for responding to active shooters. The course will include background information that will demonstrate the need for a patrol response to active shooting incidents. Officers will also be introduced to various tactics and considerations for an effective response. The course provides an opportunity for officers to experience "hands-on" realistic training with the use of SIMUNITIONS.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** High

**Fitness Level:** Intermediate

**Note:** Students should be capable of performing moderate to strenuous physical activity for extended periods of time.

**Note:** Students are required to bring flashlights (small tactical handheld or rail mounted weapon lights preferred). Students should also bring tactical vests or bullet resistant vests, groin protection, holsters, magazine pouches, a small backpack or go-bag for storage of limited operational supplies and clothing appropriate for various weather conditions.

|               |           |           |
|---------------|-----------|-----------|
| RICHMOND      | 2/18/2013 | 2/22/2013 |
| RICHMOND      | 3/4/2013  | 3/8/2013  |
| SOMERSET      | 3/18/2013 | 3/22/2013 |
| RICHMOND      | 4/1/2013  | 4/5/2013  |
| RICHMOND      | 4/15/2013 | 4/19/2013 |
| BOWLING GREEN | 6/3/2013  | 6/7/2013  |
| RICHMOND      | 6/17/2013 | 6/21/2013 |
| RICHMOND      | 7/22/2013 | 7/26/2013 |
| MURRAY        | 8/5/2013  | 8/9/2013  |
| RICHMOND      | 8/26/2013 | 8/30/2013 |
| RICHMOND      | 11/4/2013 | 11/8/2013 |

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1834-13J

**RAPID DEPLOYMENT COORDINATOR**

80 Hours/8 CTUs

**NEW**

This course expands the fundamentals and tactics learned in the Rapid Deployment class. It will include realistic scenarios such as: movement to contact principals, low–light and tubular environments, deployment tactics with fewer than four officers and the use of multiple teams. Students will also be taught manual breaching techniques and utilization of immediate action elements; advanced range skills including shooting on the move and effective utilization of issued weapon systems. This course will aid in preparing the student to design, conduct, and evaluate local agency training that is designed to enhance the skills of officers responding to active shooter incidents.

**Attendees:** Any Rank

**Prerequisites:** Rapid Deployment, five years of experience as a sworn Law Enforcement Officer and current CPR/First Aid cards.

**Career Development Category:** Technical/Conceptual

**Risk:** High

**Fitness Level:** High

**Note:** Students will need to submit a Rapid Deployment Coordinator Application along with a DOCJT Form 29-1 to the Patrol/Traffic Section Supervisor by April 1, 2013 to be considered for admission. Final approval for both courses will be May 1, 2013. The application can be found on the DOCJT website.

**Note:** Students are required to pass a handgun and patrol rifle qualification on day one to remain in the class. Students are required to bring agency authorized primary handgun and patrol rifle.

**Note:** Students are required to bring flashlights (small tactical handheld or rail mounted weapons lights preferred). Students should also bring tactical vests or bullet resistant vests, groin protection, holsters, magazine pouches, a small backpack or go-bag for storage of limited operational supplies and clothing appropriate for various weather conditions.

RICHMOND

9/16/2013

9/27/2013

RICHMOND

10/14/2013

10/25/2013

0896-12J

**SCHOOL RESOURCE OFFICER**

40 Hours/4 CTUs

This course is designed to meet the needs of officers who are currently or will be assigned as School Resource Officers. The Role of the SRO, School Safety and Security Issues, Legal Authority of the SRO and other topics are included in this course.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Human

**Risk:** Low

**Fitness Level:** Low

RICHMOND

6/17/2013

6/21/2013

1757-12J

**SCHOOL RESOURCE OFFICER - ADVANCED**

**40 Hours/4 CTUs**

The course will focus on Comprehensive School Safety Audits. Topics will include Students with Special Needs, Social Networking Sites, Working with School Administrators and a legal block presented by the KY School Board Association. This training will require a pre-course school assessment which will account for 8 hours of the course.

**Attendees:** Any Rank

**Prerequisites:** School Resource Officer, School Resource Officer Basic or other comparable training.

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** This training will include an 8 hour pre-course assignment prior to attendance. Classroom hours will total 32 hours for a combined total of 40 hours. Classroom attendance will be Tuesday-Friday for this course.

**Note:** Registration will close for this course on April 30, 2013 in order for officers to complete the pre-course assignment. Pre-course packets, instructions and grading criteria will be mailed to students on May 10, 2013. THE PRE-COURSE ASSIGNMENT WILL BE DUE DURING ORIENTATION ON TUESDAY.

**Note:** Each student is REQUIRED to turn in the pre-course assignment on Tuesday, the first day of class, in order to continue training.

RICHMOND

7/16/2013

7/19/2013

1424-13J

**STRESS & WELLNESS**

**32 Hours/3.2 CTUs**

This course will define stress and what creates stress for law enforcement officers. Suggestions and recommendations will be made so that law enforcement officers can develop plans or strategies that will enable them to better handle stress.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

RICHMOND

1/15/2013

1/18/2013

NORTHERN KENTUCKY

3/19/2013

3/22/2013

CALVERT CITY

4/9/2013

4/12/2013

ELIZABETHTOWN

5/14/2013

5/17/2013

ASHLAND

6/18/2013

6/21/2013

HOPKINSVILLE

8/20/2013

8/23/2013

NORTHERN KENTUCKY

10/15/2013

10/18/2013

LOUISVILLE

10/29/2013

11/1/2013

RICHMOND

11/5/2013

11/8/2013

LOUISVILLE

11/19/2013

11/22/2013

# SKILLS

**0801-11JR**

**DEFENSIVE DRIVING**

**40 Hours/4 CTUs**

This course is designed to improve basic vehicle operation skills and increase the student's understanding of the patrol vehicle's capabilities. Emphasis is placed on refinement of the fundamentals.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** High

**Fitness Level:** Intermediate

**Note:** Required Equipment: Inclement weather gear for outdoor assignments and department issued vehicle equipped with emergency lights and siren. Vehicle must pass a safety inspection prior to arrival. DOCJT WILL NOT PROVIDE VEHICLES. Call 859-622-8317 with questions.

**Note:** This class will utilize Distance Learning Technology. Student's e-mail address must be on Form 29-1. Student must complete 8 hours of computer based training prior to attending the course. Attendance at DOCJT: 32 hours, Tuesday - Thursday. All classes begin at 0800 hours. Tuesday and Wednesday will be night driving and are scheduled as 12 hour days. Ending times will be adjusted for night driving.

**Note:** All written and practical exams must be demonstrated at an acceptable level.

|          |            |            |
|----------|------------|------------|
| RICHMOND | 3/26/2013  | 3/28/2013  |
| RICHMOND | 8/27/2013  | 8/29/2013  |
| RICHMOND | 10/29/2013 | 10/31/2013 |

**0802-11J**

**PATROL HANDGUN LEVEL I**

**40 Hours/4 CTUs**

This course is designed to review and emphasize basic handgun skills, to include basic marksmanship and basic weapon handling skills.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** High

**Fitness Level:** Intermediate

**Note:** Must bring agency approved duty equipment to include: duty pistol, holster, magazine pouches, three pistol magazines, cleaning equipment, baseball cap or wide brimmed hat, flashlight and knee pads (optional but recommended). Semi-automatic weapons ONLY.

**Note:** Monday - Friday, 8:00am - 5:00pm.

**Note:** All written and practical exams must be demonstrated at an acceptable level.

|          |           |           |
|----------|-----------|-----------|
| RICHMOND | 4/15/2013 | 4/19/2013 |
| RICHMOND | 8/26/2013 | 8/30/2013 |

1216-13J

**PATROL HANDGUN LEVEL II**

**40 Hours/4 CTUs**

This course is designed for an advanced firearms student; it is not a fundamentals development course. Students will learn how to react and deploy their handgun quickly and accurately. This class uses timed live fire drills. Topics include extensive strong hand only, and support hand only operations, use of cover and some low light operations.

**Attendees:** Any Rank

**Prerequisites:** Completion of Basic Training or Patrol Handgun Level I or Firearms Instructor. **STUDENT MUST PASS DAY ONE PRE-QUALIFICATION TO REMAIN ENROLLED.**

**Career Development Category:** Technical

**Risk:** High

**Fitness Level:** Intermediate

**Note:** Must bring agency approved duty equipment to include: duty pistol, holster, magazine pouches, three pistol magazines, cleaning equipment, baseball cap or wide brimmed hat and flashlight.

**Note:** Monday - Friday, 8:00am - 5:00pm. Variable times may be necessary during the week to accommodate low light conditions or reschedule due to inclement weather.

**Note:** All written and practical exams must be demonstrated at an acceptable level.

RICHMOND

7/8/2013

7/12/2013

0898-12J

**PATROL RIFLE**

**40 Hours/4 CTUs**

This course is designed to provide training in the use of the .223 (5.56) caliber patrol rifle. Course content includes instruction in the role of the patrol rifle, basic rifle handling skills, marksmanship fundamentals and ballistics.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** High

**Fitness Level:** Intermediate

**Note:** Must bring agency approved duty equipment to include: duty pistol, holster, magazine pouches, three pistol magazines, patrol rifle (.223 or 5.56 caliber with IRON sights only), rifle sling, three rifle magazines, cleaning equipment, baseball cap or wide brimmed hat, flashlight and two bath sized towels. A letter for agency head signature will be included with notification of admittance to the course.

**Note:** Monday - Friday, 8:00am - 5:00pm. Variable times may be necessary during the week to accommodate low light conditions or reschedule due to inclement weather.

**Note:** All written and practical exams must be demonstrated at an acceptable level.

RICHMOND

4/22/2013

4/26/2013

RICHMOND

10/28/2013

11/1/2013

1627-13J

PERISHABLE SKILLS PRACTICUM

40 Hours/4 CTUs

This intense course is designed for the veteran officer 5+ years out of basic training. This course will refresh basic competencies while updating the seasoned officer with current best practices. Topic areas include: handgun qualification, emergency vehicle operation with IADLEST/NHTSA pursuit considerations, and defensive tactics including an introduction to GAGE. Also included is a legal update specific to use of force and pursuit.

**Attendees:** Any Rank

**Prerequisites:** Graduation from an approved police basic training academy as defined by POPS.

**Career Development Category:** Technical

**Risk:** High

**Fitness Level:** Intermediate

**Note:** Must bring agency approved duty equipment to include: duty pistol, holster, magazine pouches, three pistol magazines or two speed loaders, cleaning equipment, baseball cap or wide brimmed hat, flashlight, handcuffs, handcuff pouch, handcuff keys, mouth guard, groin protection and police vehicle (sedan preferred) equipped with emergency lights, siren and tire gauge. Vehicle must pass safety inspection. DOCJT WILL NOT PROVIDE VEHICLES. Call 859-622-8317 with questions.

**Note:** This course will use Blended Learning Technology. It will require completion of 8 hours of computer based training prior to attending the course. Attendance at DOCJT will consist of 32 hours, Monday –Thursday. Classes will begin at 8:00am on Monday and will be completed by 12:00 noon on Thursday. Tuesday will be an extended day to include night driving.

**Note:** All written and practical exams must be demonstrated at an acceptable level.

RICHMOND

8/19/2013

8/22/2013

RICHMOND

10/21/2013

10/24/2013

# INVESTIGATIONS





1197-12J

**COMPUTER CRIMES INVESTIGATIONS**

**40 Hours/4 CTUs**

This course provides a basic foundation for the investigator and/or patrol officer investigating computer related complaints. Blocks of instruction include: Introduction to Computer Crime, Digital Evidence and the Computer Crime Scene, Hardware, Digital Storage of Evidence, Internet Tools for Investigators, and more. This course includes daily hands-on exercises in the computer lab. Officers attending this course are not required to have a strong background in computer use; however a familiarity with the Windows Operating System would be helpful.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

|               |            |            |
|---------------|------------|------------|
| RICHMOND      | 2/18/2013  | 2/22/2013  |
| SOMERSET      | 2/25/2013  | 3/1/2013   |
| RICHMOND      | 3/4/2013   | 3/8/2013   |
| CALVERT CITY  | 6/3/2013   | 6/7/2013   |
| ELIZABETHTOWN | 8/5/2013   | 8/9/2013   |
| LOUISVILLE    | 10/14/2013 | 10/18/2013 |
| BOWLING GREEN | 11/4/2013  | 11/8/2013  |

1622-13J

**CONTROLLED SUBSTANCE & DIVERSION INVESTIGATION**

**40 Hours/4 CTUs**

This course is designed to address the abuse, manufacturing, and distribution of controlled substances, as well as, the investigative techniques and safety issues involved with each. In addition to controlled substances, the problem of prescription drug diversion will be addressed by ways to investigate the fraud of obtaining prescription drugs from patients, physicians and pharmacists. This course meets the statutory requirements regarding Asset Forfeiture training.

**Attendees:** Any Rank

**Prerequisites:** This course is specifically designed for personnel assigned to patrol or investigative duties.

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

|                   |            |            |
|-------------------|------------|------------|
| PADUCAH           | 3/4/2013   | 3/8/2013   |
| NORTHERN KENTUCKY | 6/17/2013  | 6/21/2013  |
| OWENSBORO         | 8/12/2013  | 8/16/2013  |
| PRESTONSBURG      | 10/21/2013 | 10/25/2013 |





1764-12A

**CYBER INVESTIGATION 105 - BASIC CELL PHONE INVESTIGATIONS**

16 Hours/1.6 CTUs

**HOSTED**

This course will train officers on how to request, read and analyze Call Data Records provided by cellular providers. The course will also cover issues related to the location of a suspect during a given time frame based on the information from the cell tower and how to seize and preserve evidence on a cell phone until that phone can be fully analyzed.

**Attendees:** Any Rank

**Prerequisites:** Registration on the National White Collar Crime Center (NW3C) website.

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** This is a National White Collar Crime Center course that is being hosted by DOCJT. NW3C makes this course available to personnel from out of state agencies. Officers are required to register with the National White Collar Crime Center and with DOCJT. NW3C GIVES PRIORITY TO STUDENTS WHO HAVE REGISTERED WITH THEM. Failure to complete both registration processes may prevent the student from being able to attend this course.

**Note:** National White Collar Crime Center online registration is available at: <http://www.nw3c.org/>

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

|                   |           |           |
|-------------------|-----------|-----------|
| NORTHERN KENTUCKY | 4/22/2013 | 4/23/2013 |
| RICHMOND          | 9/9/2013  | 9/10/2013 |

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1765-12A

**CYBER INVESTIGATION 205 - CELL PHONE - INTERROGATION**

16 Hours/1.6 CTUs

**HOSTED**

This course will train officers in the acquisition and analysis of information internal to cell phones. This class provides an abundance of hands-on time using many of the most popular cell phone investigation tools on the market today. This course is a companion course to Cyber Investigation 105 - Basic Cell Phone Investigations.

**Attendees:** Any Rank

**Prerequisites:** Cyber Investigation 105 - Basic Cell Phone Investigations and Registration on the National White Collar Crime Center (NW3C) website.

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** This is a National White Collar Crime Center course that is being hosted by DOCJT. NW3C makes this course available to personnel from out of state agencies. Officers are required to register with the National White Collar Crime Center and with DOCJT. NW3C GIVES PRIORITY TO STUDENTS WHO HAVE REGISTERED WITH THEM. Failure to complete both registration processes may prevent the student from being able to attend this course.

**Note:** National White Collar Crime Center online registration is available at: <http://www.nw3c.org/>

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

|                   |           |           |
|-------------------|-----------|-----------|
| NORTHERN KENTUCKY | 4/25/2013 | 4/26/2013 |
| RICHMOND          | 9/12/2013 | 9/13/2013 |

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1777-12A

**CYBER INVESTIGATION 210 - GPS INTERROGATION  
(GPS-1)**

8 Hours/0.8 CTUs

**HOSTED**

This course begins by establishing a basic understanding of the concepts and components behind the Global Positioning System (GPS). Students will then be introduced to a wide array of GPS devices, ranging from portable and marine navigation units to tracking devices. Focus will then shift to best practices for seizing and preserving the vast amount of location information that could potentially be stored on GPS-enabled hardware. From there, instructors will guide attendees through the use of forensically-sound tools and techniques designed to extract and analyze GPS data in the most effective manner possible. Proper methods for documenting and presenting location-based data will also be discussed.

**Attendees:** Any Rank

**Prerequisites:** Registration on the National White Collar Crime Center (NW3C) website

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** This is a National White Collar Crime Center course that is being hosted by DOCJT. NW3C makes this course available to personnel from out of state agencies. Officers are required to register with the National White Collar Crime Center and with DOCJT. NW3C GIVES PRIORITY TO STUDENTS WHO HAVE REGISTERED WITH THEM. Failure to complete both registration processes may prevent the student from being able to attend this course.

**Note:** National White Collar Crime Center online registration is available at: <http://www.nw3c.org/>

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

NORTHERN KENTUCKY

4/24/2013

RICHMOND

9/11/2013

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**1835-13A**                      **CYBER INVESTIGATION 220 - WIRELESS NETWORK INVESTIGATION**                      **20 Hours/2 CTUs**

**NEW**

**HOSTED**

This course focuses on techniques used in documenting and seizing network-based digital evidence from scenes utilizing 802.11 wireless network equipment. Students will be taught the standards and best practices for investigating, documenting, and seizing a wireless network. Topics covered include: wireless network equipment; computer network fundamentals; using network scanning tools to discover and gather information on all systems connected to a wireless network; gathering evidence from network routers; packet analysis; and documenting the scene.

**Attendees:** Any Rank

**Prerequisites:** Registration on the National White Collar Crime Center (NW3C) website

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** This is a National White Collar Crime Center course that is being hosted by DOCJT. NW3C makes this course available to personnel from out of state agencies. Officers are required to register with the National White Collar Crime Center and with DOCJT. NW3C GIVES PRIORITY TO STUDENTS WHO HAVE REGISTERED WITH THEM. Failure to complete both registration processes may prevent the student from being able to attend this course.

**Note:** National White Collar Crime Center online registration is available at: <http://www.nw3c.org/>

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

RICHMOND

8/13/2013

8/15/2013

**1403-13J**                      **DIGITAL PHOTOGRAPHY**                      **40 Hours/4 CTUs**

Digital Photography is a course designed for patrol officers and investigators who need advanced training in police photography. Topics will include: Exposure and Metering, Low-light and Flash Photography, and Digital Images. All cameras and equipment will be provided by DOCJT for this course.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

|                   |            |            |
|-------------------|------------|------------|
| ASHLAND           | 3/18/2013  | 3/22/2013  |
| NORTHERN KENTUCKY | 4/15/2013  | 4/19/2013  |
| BOWLING GREEN     | 4/29/2013  | 5/3/2013   |
| PRESTONSBURG      | 5/20/2013  | 5/24/2013  |
| OWENSBORO         | 7/22/2013  | 7/26/2013  |
| CALVERT CITY      | 8/19/2013  | 8/23/2013  |
| HOPKINSVILLE      | 10/21/2013 | 10/25/2013 |
| NORTHERN KENTUCKY | 11/4/2013  | 11/8/2013  |

1804-12J

**DOMESTIC ABUSE AND SEXUAL ASSAULT  
SYMPOSIUM**

40 Hours/4 CTUs

**NEW**

This course is designed to enhance the skills of law enforcement officers who respond to and investigate domestic abuse and sexual assault. The domestic violence portion of the course will provide information about the effectiveness of orders of protection, evidence based prosecution, assessing threats, responding to children, civil liability and stalking. The sexual assault portion of the course will provide information about how to conduct a successful rape investigation, interviewing the rape suspect, intimate partner rape and effectively prosecuting rapes. Also included in the course will be investigating drug facilitated sexual assault, the drugs of sexual assault, toxicology and symptomatology, evidence collection and suspect interviews.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** Classes will begin on Monday at 0800 and end on Friday at 1200.  
This course includes two assignments outside of class that are required for successful completion of the training.

|                   |            |            |
|-------------------|------------|------------|
| NORTHERN KENTUCKY | 8/12/2013  | 8/16/2013  |
| LOUISVILLE        | 8/26/2013  | 8/30/2013  |
| ELIZABETHTOWN     | 11/18/2013 | 11/22/2013 |
| LOUISVILLE        | 12/9/2013  | 12/13/2013 |

1404-12J

**ELDER ABUSE INVESTIGATION**

40 Hours/4 CTUs

This course will offer practical information that can be applied to daily encounters law enforcement officers have with elder abuse victims, suspects, and witnesses. This course contains information about the aging process and crimes associated with the aging population. The course will also address the need for a multi-disciplinary response to elder abuse.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** Classes will begin on Monday at 0800 and end on Friday at 1200.  
This course includes two assignments outside of class that are required for successful completion of the training.

|               |           |           |
|---------------|-----------|-----------|
| LOUISVILLE    | 1/14/2013 | 1/18/2013 |
| RICHMOND      | 2/11/2013 | 2/15/2013 |
| BOWLING GREEN | 2/25/2013 | 3/1/2013  |
| CALVERT CITY  | 3/18/2013 | 3/22/2013 |

1833-13J

**EXCEL SPREADSHEET FOR LEN**

40 Hours/4 CTUs

**NEW**

Excel is a popular spreadsheet application bundled in Microsoft Office. Law enforcement uses for this tool include financial investigations, KASPER records in drug investigations, documenting and analyzing crime statistics, cell phone and computer investigations. This course will begin on a basic level and progress to intermediate and advanced functions of Excel 2010.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

RICHMOND

7/22/2013

7/26/2013

RICHMOND

9/16/2013

9/20/2013

1836-13A

**FINANCIAL CRIMES AGAINST SENIORS**

20 Hours/2 CTUs

**NEW**

**HOSTED**

The National White Collar Crime Center has developed this course in order to improve the officers' investigative and interviewing skills in cases of financial exploitation of seniors. Topics include: What is Elder Abuse? Who are the victims and why are they targeted? What are the crimes and who commits them? Resources available to the investigator and community awareness are also covered.

**Attendees:** Any Rank

**Prerequisites:** Registration on the National White Collar Crime Center (NW3C) website

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** This is a National White Collar Crime Center course that is being hosted by DOCJT. NW3C makes this course available to personnel from out of state agencies. Officers are required to register with the National White Collar Crime Center and with DOCJT. NW3C GIVES PRIORITY TO STUDENTS WHO HAVE REGISTERED WITH THEM. Failure to complete both registration processes may prevent the student from being able to attend this course.

**Note:** National White Collar Crime Center online registration is available at: <http://www.nw3c.org/>

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

RICHMOND

10/22/2013

10/24/2013



**0996-13J**

**HOMICIDE INVESTIGATIVE TECHNIQUES**

**40 Hours/4 CTUs**

This course is an intermediate level class designed to provide learners with a working background and knowledge related to the proper procedures to use in responding to a homicide. Further, this course provides step-by-step processes and procedures that should be followed by investigators at a murder scene in order to successfully investigate and solve the crime. Some of the topics that will be covered include: Victimology, Suspect Development, Case File and Trial Preparation.

**Attendees:** Any Rank

**Prerequisites:** Basic Investigator Course, Criminal Investigation I or have been in an investigative assignment for 3 or more years.

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

LOUISVILLE

4/1/2013

4/5/2013

LOUISVILLE

10/7/2013

10/11/2013

**1466-11J**

**HUMAN TRAFFICKING & HATE CRIMES INVESTIGATION**

**40 Hours/4 CTUs**

This course is designed to enhance the skills of law enforcement officers in recognizing, reporting, and investigating human trafficking and hate crimes. Students will receive information about how to identify human trafficking victims, the scope of human trafficking and ways to combat it, rescue issues, and investigation considerations that relate to human trafficking. Other topics include information about domestic terrorist groups, bias crime indicators and the investigation of hate crimes.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

OWENSBORO

4/8/2013

4/12/2013

PRESTONSBURG

4/22/2013

4/26/2013

LOUISVILLE

5/6/2013

5/10/2013

NORTHERN KENTUCKY

5/13/2013

5/17/2013

1766-12AR

**IDENTITY THEFT INVESTIGATIONS**

16 Hours/1.6 CTUs

**HOSTED**

Identity theft exists in every strata of crime, from individual street crimes, such as purse snatching & mailbox robberies, to highly complex and organized criminal enterprises. This training increases the student's awareness of the "bigger picture" of identity theft. Students learn to recognize identity theft indicators often present in many other types of criminal activity. The training promotes multi-agency & private-sector collaborations and teaches investigative best practices that lead to successful prosecutions. Topics included are: Overview of Identity Theft, Proactive Identity Theft Investigations, Identity Theft Enterprises, The Criminal Tools of the Trade and more.

**Attendees:** Any Rank

**Prerequisites:** Registration on the National White Collar Crime Center (NW3C) website.

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This is a National White Collar Crime Center course that is being hosted by DOCJT. NW3C makes this course available to personnel from out of state agencies. Officers are required to register with the National White Collar Crime Center and with DOCJT. NW3C GIVES PRIORITY TO STUDENTS WHO HAVE REGISTERED WITH THEM. Failure to complete both registration processes may prevent the student from being able to attend this course.

**Note:** National White Collar Crime Center online registration is available at: <http://www.nw3c.org/>

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

RICHMOND

3/19/2013

3/20/2013

1480-11A

**IMAGE SCAN**

8 Hours/0.8 CTUs

ImageScan is a software tool that enables investigators to identify and isolate images on a suspect's computer and then store them on a thumb drive. ImageScan was developed by the FBI's Computer Analysis and Response Team (CART) for use in consent searches of a computer. Officers receive a copy of the latest version of ImageScan during the class for use in the field. THIS COURSE IS USER FRIENDLY FOR ALL LEVELS OF COMPUTER FAMILIARITY.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** This course along with Cell Phone Investigations and Cyber Investigation 101 - Secure Techniques for Onsite Preview are offered during the same week.

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

RICHMOND

5/22/2013

**0803-11J****INTERVIEWS & INTERROGATIONS****40 Hours/4 CTUs**

This course has been specially developed to enhance law enforcement officers' skills in interviewing and interrogation. The course includes traditional methods of interviewing and interrogation, which are supplemented by kinesics, proximal, and persuasive techniques. Practical exercises are emphasized and student teams will conduct a variety of interviews and interrogations.

**Attendees:** Any Rank**Prerequisites:** None**Career Development Category:** Technical/Human**Risk:** Low**Fitness Level:** Low

|                   |            |            |
|-------------------|------------|------------|
| LOUISVILLE        | 1/14/2013  | 1/18/2013  |
| RICHMOND          | 1/21/2013  | 1/25/2013  |
| OWENSBORO         | 3/4/2013   | 3/8/2013   |
| BOWLING GREEN     | 4/22/2013  | 4/26/2013  |
| RUSSELL SPRINGS   | 5/6/2013   | 5/10/2013  |
| NORTHERN KENTUCKY | 6/10/2013  | 6/14/2013  |
| PADUCAH           | 7/22/2013  | 7/26/2013  |
| NORTHERN KENTUCKY | 9/9/2013   | 9/13/2013  |
| LOUISVILLE        | 11/11/2013 | 11/15/2013 |
| RICHMOND          | 12/2/2013  | 12/6/2013  |

**1454-13J****KENTUCKY CRIMINALISTICS ACADEMY****200 Hours/20 CTUs****NEW**

The Kentucky Criminalistics Academy (KCA) is an intensive five week training program designed to meet the needs of Kentucky Law Enforcement Agencies in the areas of evidence identification, collection and preservation. The class is formatted for classroom instruction, lab activities, and field practicals in the various specialized areas. The goal of the academy is to provide the crime scene investigator with the most recent crime scene investigative techniques and technology available today.

**Attendees:** Full time Investigators or Crime Scene Technicians.

**Prerequisites:** Graduates of KCA Crime Scene Technician Course. Students will need to submit a Kentucky Criminalistics Academy Application and a DOCJT Form 29-1 to the Investigations Section Supervisor by April 30, 2013 to be considered for admission. The KCA application can be found on the DOCJT website at <http://docjt.ky.gov/KCA.html>

**Career Development Category:** Technical/Human**Risk:** Low**Fitness Level:** Low

**Note:** This course is five weeks in duration. Students will be required to stay in the Thompson Hall residence facility.

**Note:** Most training will be conducted 0800 - 1700 Monday through Friday however, students should be aware that there will be limited night time training and outdoor training involving human cadavers.

**Note:** Students should bring insect repellent, sunscreen, a complete tyvek suit and rain gear.

|          |          |            |
|----------|----------|------------|
| RICHMOND | 9/9/2013 | 10/11/2013 |
|----------|----------|------------|

1625-13J

**KENTUCKY INVESTIGATIONS - 2013**

40 Hours/4 CTUs

**NEW**

This course is designed for senior investigators and investigative supervisors. The curriculum which is updated annually, will address the most current investigative techniques and legal issues confronting Kentucky investigators. This course meets the statutory requirements regarding Asset Forfeiture training.

**Attendees:** Investigators and Investigative Supervisors

**Prerequisites:** Applicants must possess an Investigator, Advanced Investigator or Crime Scene Processing Officer CDP Certificate-OR-have completed Criminal Investigation I plus 80 additional investigative course hours-OR- have completed the Kentucky Criminalistics Academy or National Forensic Academy. Minimum five years experience as an investigator.

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** All students will be placed on stand-by on a first come first served basis until the prerequisites are verified.

**Note:** Once approved for the class students may make a reservation at Barren River State Resort Park (BRSRP). Please contact BRSRP for the special room rate.

**Note:** Class will begin on Monday at 0800 and end on Friday at 1200. This course includes two evening assignments outside of class that are required for successful completion of the training.

BARREN RIVER

10/28/2013

11/1/2013

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1419-13A

**KINESIC ROADSIDE & FIELD INTERVIEW TECHNIQUES**

16 Hours/1.6 CTUs

**HOSTED**

The goal of this course is to acquaint the participating students with the concepts of kinesic interviewing theory, thereby performing more effective interviews during routine roadside stops, field interviews and critical response interviews and then be able to articulate the behaviors they have observed during the interview process.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** This class is instructed by Stan Walters.

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

RICHMOND

2/21/2013

2/22/2013

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1762-12J

**POLICE, JUVENILES & THE CRIMINAL JUSTICE SYSTEM**

40 Hours/4 CTUs

This course is designed to address the interaction between the police officer and juveniles, the investigation of juvenile status and public offenses as well as juvenile gang activity, interview and interrogation of juvenile offenders, the Unified Juvenile Code and other legal issues, theoretical concepts of juvenile delinquency, effective communication between the police and juveniles, juvenile detention facilities and placement issues.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is specifically designed for personnel assigned to patrol or investigative duties.

|                   |           |            |
|-------------------|-----------|------------|
| RICHMOND          | 2/11/2013 | 2/15/2013  |
| RUSSELL SPRINGS   | 3/18/2013 | 3/22/2013  |
| ASHLAND           | 4/29/2013 | 5/3/2013   |
| OWENSBORO         | 9/9/2013  | 9/13/2013  |
| NORTHERN KENTUCKY | 9/23/2013 | 9/27/2013  |
| PADUCAH           | 10/7/2013 | 10/11/2013 |
| ELIZABETHTOWN     | 11/4/2013 | 11/8/2013  |

1837-13A

**RESPONDING TO CRIMES AGAINST CHILDREN - 2013**

8 Hours/0.8 CTUs

**NEW**

**HOSTED**

This course is designed to increase the skills of law enforcement officers who respond to crimes against children. This course is conducted in collaboration with the Elizabethtown Advocacy & Support Center. The curriculum, which is updated annually, will focus on topics that will help improve the skills of the law enforcement officer who must investigate crimes against children.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

|               |           |
|---------------|-----------|
| ELIZABETHTOWN | 5/20/2013 |
|---------------|-----------|



1779-12A

**U VISA TRAINING**

**8 Hours/0.8 CTUs**

***HOSTED***

The U Visa facilitates the reporting of crimes to law enforcement officials by immigrant victims of crime, including domestic violence, sexual assault, human trafficking and other crimes listed in the U Visa statute. This course is designed to enhance law enforcement officers understanding of the purpose of the U Visa, how it increases their ability to detect, investigate, and prosecute crimes against immigrants. The course will explain who is eligible for a U Visa and how a person can apply for a U

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

|                   |            |
|-------------------|------------|
| RICHMOND          | 1/14/2013  |
| NORTHERN KENTUCKY | 3/18/2013  |
| HOPKINSVILLE      | 8/19/2013  |
| NORTHERN KENTUCKY | 10/14/2013 |
| RICHMOND          | 11/4/2013  |
| LOUISVILLE        | 11/18/2013 |

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# **INSTRUCTOR DEVELOPMENT**

1693-11J

**DISTANCE LEARNING TECHNOLOGIES FOR LEN  
INSTRUCTORS**

40 Hours/4 CTUs

This course is designed to train experienced Kentucky Law Enforcement Council (KLEC) certified instructors on instructional issues and techniques associated with distance learning technologies.

**Attendees:** KLEC Certified Instructors

**Prerequisites:** Must be a certified KLEC instructor and complete a pre-course assignment.

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** This course will include a pre-course assignment that will be administered through the distance learning program. **STUDENTS ARE REQUIRED TO LIST THEIR E-MAIL ADDRESS ON THE FORM 29-1.**

**Note:** Students who attend this class will have homework assignments during the week which require completion to pass the course.

RICHMOND

2/11/2013

2/15/2013

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1201-13J

**FIELD INSTRUCTOR**

40 Hours/4 CTUs

This course is designed for personnel assigned as agency trainers who desire to learn how to instruct more efficiently by using the basic concepts of student centered adult based learning. The course includes instruction in principles of adult learning theory, determining training needs and preparing course objectives, instructional strategies, research methods, developing lesson plans, classroom management skills, methods of evaluation, legal liability and copyright issues.

**Attendees:** Any Rank

**Prerequisites:** Assigned to a training role within the student's agency and be competent with WORD processing skills.

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** **STUDENTS ARE REQUIRED TO LIST THEIR E-MAIL ADDRESS ON THE FORM 29-1**

**Note:** Students accepted in this course will receive their class information (i.e., letter, pre course assignments etc.) electronically through e-mail notification instead of a hardcopy letter as with other courses.

**Note:** There will be required homework assigned during the week to successfully complete the course.

RICHMOND

6/10/2013

6/14/2013

RICHMOND

7/15/2013

7/19/2013

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1662-13J

**FIREARMS INSTRUCTOR**

80 Hours/8 CTUs

The Firearms Instructor Course provides instruction in various phases of firearms training, from developing shooting courses to establishing a comprehensive firearms program for your agency. It includes courses for many weapons issued or authorized by an agency including off duty weapons, handgun, revolver, shotgun, and .223/5.56 patrol rifle. STUDENTS ARE REQUIRED TO PASS DAY ONE HANDGUN AND RIFLE QUALIFICATIONS TO REMAIN IN THE CLASS.

**Attendees:** Any Rank

**Prerequisites:** It is strongly recommended that students receive training in patrol rifle prior to attending the firearms instructor course. Students should also be highly competent in their weapon handling skills.

**Career Development Category:** Technical/Human

**Risk:** High

**Fitness Level:** Intermediate

**Note:** Must bring agency approved duty equipment to include: duty pistol, patrol rifle, patrol shotgun, revolver, holster, magazine pouches, three pistol magazines or two speed loaders, three rifle magazines, cleaning equipment, baseball cap or wide brimmed hat, and flashlight.

**Note:** Two week course, Monday - Friday, 8:00am - 5:00pm. Variable times may be necessary during the week to accommodate low light conditions or reschedule due to inclement weather. Each week will have two nights scheduled for low light training.

**Note:** All written and practical exams must be demonstrated at an acceptable level.

|          |           |           |
|----------|-----------|-----------|
| RICHMOND | 3/25/2013 | 4/5/2013  |
| RICHMOND | 5/13/2013 | 5/24/2013 |
| RICHMOND | 6/17/2013 | 6/28/2013 |
| RICHMOND | 7/29/2013 | 8/9/2013  |

0727-13J

**LAW ENFORCEMENT DRIVING RANGE  
COORDINATOR**

40 Hours/4 CTUs

This course is designed for the officer designated by their agency as the Driving Instructor. Emphasis is placed on course design, practical application, and safety.

**Attendees:** Any Rank

**Prerequisites:** Defensive Driving Course is required. Field Instructor Course is recommended.

**Career Development Category:** Technical/Human

**Risk:** High

**Fitness Level:** Intermediate

**Note:** Required Equipment: Inclement weather gear for outdoor assignments. Department issued vehicle equipped with emergency lights and siren. Vehicles must pass a safety inspection. DOCJT WILL NOT PROVIDE VEHICLES. Call 859-622-8317 with questions.

**Note:** All written and practical exams must be demonstrated at an acceptable level.

**Note:** Evening/Night training scheduled for Wednesday and Thursday.

|          |           |           |
|----------|-----------|-----------|
| RICHMOND | 5/20/2013 | 5/24/2013 |
|----------|-----------|-----------|

1476-11J

**LEADING THE TRAINING UNIT**

**40 Hours/4 CTUs**

This 40 hour course is designed to prepare law enforcement personnel who have been promoted, appointed, or assigned to oversee trainers within their agency. The focus will be to provide leadership, administrative knowledge, and skills necessary to lead the agency's internal training to top performance.

**Attendees:** Supervisors/Managers

**Prerequisites:** Must be a manager, supervisor or have delegated authority to oversee trainers or the training function within their agency.

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** This course will include a pre-course typed assignment that will be administered through the distance learning program. STUDENTS ARE REQUIRED TO LIST THEIR E-MAIL ADDRESS ON THE FORM 29-1.

**Note:** Students attending will have homework assignments during the week which require completion to pass the course.

RICHMOND

10/14/2013

10/18/2013

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0906-12J

**PPCT DEFENSIVE TACTICS INSTRUCTOR COURSE**

**40 Hours/4 CTUs**

This course is the first subject control system developed through tactical, legal, and medical research. Tactically, the system addresses the most common types of resistance officers encounter, allowing the instructor to maximize training on job related techniques. Legally, the PPCT System teaches a simple use of force continuum, which clarifies the appropriate force level for every level of resistance. Medical research was conducted on every PPCT technique to refine technique efficiency and to ensure the medical implications were proportional to the level of resistance.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** High

**Fitness Level:** Intermediate

**Note:** Equipment needed: Officers should bring a duty belt to include handcuffs, handcuff keys, and a baton. Officers must also bring mouth protection and groin protection.

**Note:** 80% written test and all practical components demonstrated at an acceptable level.

RICHMOND

3/4/2013

3/8/2013

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1100-12J

**PPCT DEFENSIVE TACTICS INSTRUCTOR  
RECERTIFICATION**

24 Hours/2.4 CTUs

This instructional period will satisfy the 36 month retraining and update requirements. This course is the first subject control system developed through tactical, legal and medical research. Tactically, the system addresses the most common types of resistance officers encounter allowing the instructor to maximize training on job related techniques. Legally, the PPCT System teaches a simple use of force continuum, which clarifies the appropriate force level for every level of resistance. Medical research was conducted on every PPCT technique to refine technique efficiency and to ensure the medical implications were proportional to the level of resistance.

**Attendees:** Any Rank

**Prerequisites:** Current PPCT Instructor Certification

**Career Development Category:** Technical/Human

**Risk:** High

**Fitness Level:** Intermediate

**Note:** Equipment needed: Officers should bring a duty belt to include handcuffs, handcuff keys, and a baton. Officers must also bring mouth protection and groin protection.

**Note:** 80% written test and all practical components demonstrated at an acceptable level.

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

RICHMOND

10/15/2013

10/17/2013

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1208-13J

**PPCT GROUND AVOIDANCE / GROUND ESCAPE  
(GAGE) INSTRUCTOR COURSE**

24 Hours/2.4 CTUs

The PPCT GAGE program will teach an officer how to fall in order to minimize injury, how to defend him/herself while on the ground, conserving and maximizing energy, and how to regain a standing position to ultimately control and survive the altercation.

**Attendees:** Any Rank

**Prerequisites:** None

**Career Development Category:** Technical/Human

**Risk:** High

**Fitness Level:** High

**Note:** Equipment needed: Officers should bring a duty belt to include handcuffs, handcuff keys, and a baton. Officers must also bring mouth protection and groin protection.

**Note:** 80% written test and all practical components demonstrated at an acceptable level.

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

RICHMOND

6/11/2013

6/13/2013

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# LEADERSHIP

1115-12J

**ACADEMY OF POLICE SUPERVISION**

122 Hours/12.2 CTUs

APS is designed to be the first course in leadership development for Sergeants or First Line Supervisors. Students are expected to complete all reading and writing assignments and to actively participate in practical based exercises designed to develop or enhance their supervisory abilities. Students can expect assignments that will require them to perform activities during hours outside the normal classroom times. Topics include: Situational Leadership, Emotional and Social Intelligence, Generational and Diversity Issues, Public Speaking, Leading Change, Problem Solving and Decision Making using the Challenge Course, Ethics and the Six Pillars of Character, Application of Critical Thinking Concepts, Team Building, Emotional Survival, Administrative Law including Sexual Harassment, FMLA, ADA and USAERRA; Legal Issues including the Disciplinary Process and Liability.

**Attendees:** Sergeants and First Line Supervisors

**Prerequisites:** Students must be a Sergeant or First Line Supervisor at time of attendance.

**Career Development Category:** Human/Conceptual

**Risk:** Intermediate

**Fitness Level:** Intermediate

**Note:** Students will be required to stay in the Thompson Hall housing facility. Meal cards will be provided for students at agency request.

**Note:** Students should be capable of moderate physical activity.

**Note:** Agency uniform will be required dress on certain dates (suit and tie if not assigned to uniform duty).

|          |          |           |
|----------|----------|-----------|
| RICHMOND | 4/1/2013 | 4/19/2013 |
| RICHMOND | 5/6/2013 | 5/24/2013 |
| RICHMOND | 6/3/2013 | 6/21/2013 |
| RICHMOND | 7/8/2013 | 7/26/2013 |
| RICHMOND | 8/5/2013 | 8/23/2013 |

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**CRIMINAL JUSTICE EXECUTIVE  
DEVELOPMENT PROGRAM Class XVI**

**205 Hours/20.5 CTUs**

This program is structured for small to medium size law enforcement agency administrators and managers. The purpose is to provide the students with contemporary theories, management techniques, and leadership skills enabling them to perform more effectively and efficiently in their positions as community leaders. ***“The course prepares the leaders of today for the challenges they will face in the future.”*** The law enforcement functional areas that will be addressed are: problem identification, analysis and solving; personnel administration; operations and fiscal management; policies and procedures; legal concerns; and organizational behavior/culture. Topics emphasized throughout the course include: leadership, ethics, executive writing, and public speaking. The program requires a high level of motivation, completion of projects/assignments, and the commitment to complete the entire course. The CJED course is a challenging and rewarding educational experience. The CJED Leadership Association Officers review all applications and recommend the selection of attendees to the Commissioner of the Department of Criminal Justice Training.

**Attendees:** Supervisors and Managers

**Prerequisites:** A sincere commitment to fully participate and complete the program from the individual as well as the employing agency. Each attendee must have completed Situational Leadership for Supervisors & Managers (32 hour course) prior to attendance of the first CJED Session. Note: All graduates of the Academy of Police Supervision (APS) will have met this prerequisite.

**Recommended:** Completion of supervisor, manager, or other leadership courses are highly recommended and preferred, but not required.

**Career Development Category:** Human / Conceptual

**Risk:** Low

**Fitness Level:** Low

**Notes:** The course is five weeks in duration and will be taught in one week sessions over a five month period. Course commences in November of 2013 and concludes in March of 2014. The schedule is designed to reduce the problems often created for a small agency when personnel attend long-term training programs. Instructors for the CJED program include professors from Eastern Kentucky University. All presenters have extensive backgrounds in the criminal justice and/or educational profession.

**Notes:** Registration for CJED XVI must be completed by **April 30, 2013** to be considered for admission. Official applications will be mailed to those on the registration list (stand-by list) and the class will be selected from those who return a completed application.

Class XVI Session I 0965A-12J RICHMOND 11/04/2013 11/08/2013

Session II 0965B-12J RICHMOND 12/09/2013 12/13/2013

Sessions III – V will be scheduled in January, February, and March 2014

1351-13J

**CURRENT LEADERSHIP ISSUES FOR MID-LEVEL EXECUTIVES - 2013**

40 Hours/4 CTUs

**NEW**

This course is designed for mid-level executives (lieutenants, captains, majors) with an emphasis on current leadership issues. It will include a Kentucky Law Enforcement Update, Legal Update and specialized guest speakers from around the state and nation. It is geared for the mid-level executive who has completed the basic leadership courses offered and needs annual updates to maintain proficiency. This course meets the statutory requirements regarding Asset Forfeiture training.

**Attendees:** Lieutenants, Captains and Majors (usually those assigned below the level of Deputy Chief, Chief Deputy, Assistant Director). First line supervisors who are graduates of CJED, SSL, SPI/AOC, FBI/NA, NW/SPSC, or ILEA/Management College will be eligible for this course.

**Prerequisites:** See Attendees

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** Deputy/Assistant Chiefs, Chief Deputy Sheriffs, Assistant Directors and above are not eligible for this course. They should enroll in the Police Executive Command Course (PECC).

**Note:** Classes will begin on Monday at 0800 and end on Friday at 1200. Assignments outside of class will be scheduled on Monday & Tuesday from 1800-2000.

**Note:** A written assignment will be required and graded Pass/Fail based on a rubric grading system/chart.

|              |           |           |
|--------------|-----------|-----------|
| BARREN RIVER | 4/15/2013 | 4/19/2013 |
| RICHMOND     | 4/29/2013 | 5/3/2013  |

1000-11J

**GRANT WRITING FOR THE PRACTITIONER**

16 Hours/1.6 CTUs

This course is intended for personnel whose duties include writing and submitting grant proposals. Students will conduct a needs assessment and conduct research of available grant funding sources to meet this need. Students will work both individually and in a group setting during the research phase of the course. Students will present their grant application to the class and this will be included as a part of the final grade for the course. In addition to researching grant opportunities, the students will learn how to successfully administer grants after they are funded.

**Attendees:** Personnel assigned to grant writing duties.

**Prerequisites:** 1) See Attendees. 2) The course requires knowledge of word processing and research methods.

**Career Development Category:** Technical/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

|          |            |           |
|----------|------------|-----------|
| RICHMOND | 1/10/2013  | 1/11/2013 |
| RICHMOND | 10/31/2013 | 11/1/2013 |





1453-13J

**SHERIFF'S CONFERENCE - 2013**

40 Hours/4 CTUs

**NEW**

This course will be designed specifically for Sheriffs, Chief Deputy Sheriffs and their Command Staff personnel. This course meets the statutory requirements regarding Asset Forfeiture training.

**Attendees:** Sheriffs, Chief Deputy Sheriffs, Command Staff personnel.

**Prerequisites:** See Attendees

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** Sheriffs and Chief Deputy Sheriffs will be given priority for this course. Command Staff personnel will be placed on a stand-by list until July 1, 2013. At that time, the remaining applicants will be reviewed and approved based upon agency need and availability of room in the course.

BOWLING GREEN

9/9/2013

9/13/2013

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1274-11J

**SITUATIONAL LEADERSHIP FOR SUPERVISORS & MANAGERS**

32 Hours/3.2 CTUs

This course is designed specifically to address the leadership needs of contemporary law enforcement leaders in dealing with their personnel and organization. This leadership effectiveness course requires concentrated time and effort to achieve three primary objectives: (1) To increase your understanding of how people are led effectively. (2) To develop specific skills that will assist you in matching your leadership style to the needs of your personnel. (3) To increase understanding of the leadership strategies you can use to increase productivity.

**Attendees:** Supervisor level and above. APS & CJED graduates who have had Situational Leadership are not eligible for this course.

**Prerequisites:** First Line Supervisors (Sergeants) who have completed the KLEC CDP Law Enforcement Supervisor's certificate will be eligible for this course. First Line Supervisors who have NOT completed the KLEC CDP Law Enforcement Supervisor's certificate are NOT eligible for this course, they should enroll in the Academy of Police Supervision.

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** Course is certified by the Center for Leadership Studies, Inc., Escondido, California.

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

RICHMOND

8/27/2013

8/30/2013

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1692-11J

VALUES BASED LEADERSHIP

32 Hours/3.2 CTUs

This course is designed to be an advanced leadership course specifically for Academy of Police Supervision graduates. The course will explore values and how agencies of all sizes can achieve greater success through improving the quality of life of officers as well as the quality of service provided to the community. The course will emphasize: the importance of interpersonal communications; the significance of effective leadership; the relevance of core values; and the necessity of ethical behavior. The course will further explain the imperative alignment of organizational and personal virtues. Course content will include: a review of situational leadership; emotional and social intelligence; ethical principles and decision making by utilization of ethical dilemmas and scenarios; and a review of leadership values to include: decisiveness; fairness and consistency; empowerment; dignity, decency, respect, patience, perseverance, and adaptability. Students will be required to participate in reading, writing, and practical exercises designed to enhance their leadership.

**Attendees:** Course is primarily designed for Sergeants and/or First Line Supervisors who are graduates of the Academy of Police Supervision (APS), other ranks may be permitted to attend by approval of the Leadership Development Section Supervisor.

**Prerequisites:** Attendees must be graduates of the Academy of Police Supervision (APS) or an equivalent program.

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is less than the required 40 hours. Therefore, you will need to take another course(s) in order to obtain the 40 hours training as required by KRS 15.404.

**Note:** Attendees will be required to complete assignments that will require them to perform activities during hours outside the normal classroom times.

|                   |           |            |
|-------------------|-----------|------------|
| RICHMOND          | 2/5/2013  | 2/8/2013   |
| NORTHERN KENTUCKY | 3/5/2013  | 3/8/2013   |
| BOWLING GREEN     | 9/10/2013 | 9/13/2013  |
| LOUISVILLE        | 10/8/2013 | 10/11/2013 |
| RICHMOND          | 12/3/2013 | 12/6/2013  |

# **TELECOMMUNICATIONS**

All classes in the  
Telecommunication area do not  
count toward the 40 hour annual  
training requirement for POPS  
and/or KLEFPF credit.

## The Most Frequently Asked TPS Questions

### What does TPS stand for?

Telecommunications Professional Standards

### When did the Telecommunications Professional Standards (TPS) become effective?

July 15, 2006

### What are the standards that a telecommunicator must meet prior to attending the academy?

- Is a citizen of the United States;
- Is at least eighteen (18) years of age;
- Is a high school graduate or has received a G.E.D.;
- Has not been convicted of a felony or other crimes involving moral turpitude;
- Has submitted fingerprints to the KSP and the FBI for a criminal history check;
- Has passed a drug screening test;
- Has taken a suitability screener;
- Has taken a polygraph examination.

### Do part-time telecommunicators have to meet the TPS standards?

No, unless they plan to attend the Public Safety Dispatch Academy.

### Can a part-time telecommunicator change their status to full time?

Yes. However, if the telecommunicator has **not** attended and completed the Public Safety Dispatch Academy, 40 hour basic or the equivalency, they must meet the TPS standards and complete the academy in the required time.

### How can a person get *grandfathered* into TPS?

- Has had continuous employment as a full-time telecommunicator prior to 07/15/06; or
- Has completed the Public Safety Dispatch Academy;
- Has completed the 40 hour Telecommunications Basic Course or
- Has received the Telecommunications Equivalency.

### What happens to your TPS certification when there is a break in service?

Your certification will become **inactive**; however, if you have not completed the Public Safety Dispatch Academy, 40 hour Telecommunications Basic Course or the Equivalency, your certification will become **invalid**.

### What if a part-time telecommunicator was hired after July 15, 2006 and *is already academy trained or has an equivalency*, can they become full-time without meeting the TPS standards?

Yes

**Who needs to complete TPS?**

Any person planning to attend the Public Safety Dispatch Academy.

**Can testing be done on an applicant, even if they are exempt from the TPS process?**

Yes. Any or all the tests can be completed. It is a good and inexpensive way to do a background on your applicant.

**What are the necessary tests and their cost needed to complete the TPS testing process?**

- Suitability Screener \$65
- Polygraph \$100
- Drug Screen \$16

**Where are the testing sites located?**

- Ashland
- Bowling Green
- Elizabethtown
- Hazard
- Louisville
- Madisonville
- Murray
- Northern KY
- Richmond

**How do I schedule for the TPS testing?**

Contact the Kentucky Law Enforcement Council at 859-622-6218.

**What are the required forms?**

- Form A – Testing Registration
- Form D – All Standards Met
- Form F – Status Update
- Form I – Polygraph Questionnaire

**Where can I find the forms?**

Go to the website [www.docjt.ky.gov](http://www.docjt.ky.gov) and click on the KLEC tab and go to the very bottom of the page. These forms can be typed on directly.

**If I have any questions regarding the Telecommunications Professional Standards, who do I call?**

The Kentucky Law Enforcement Council at 859-622-6218



# **BASIC TELECOMMUNICATIONS**

This course is designed for new public safety dispatchers working at agencies with a Criminal Justice Information Systems (CJIS) terminal and includes various modules of instruction relating to the duties and responsibilities of a dispatcher: telephone procedures, radio procedures, calls for service, emergency medical dispatch, and CJIS as required by KRS 15.565. Trainees must comply with all administrative regulations and successfully complete all training areas to be eligible for graduation. Meals, housing, and all classroom materials are provided. Successful completion will satisfy mandatory training requirements.

**Attendees:** Designed for Public Safety Dispatch Trainees

**Prerequisites:** None

**Risk:** Low

**Fitness Level:** Low

**Note:** KRS 15.530-15.590 requires any sworn or civilian employee who is employed to dispatch law enforcement by means of radio communications on a full-time basis at a CJIS agency to successfully complete basic training within six months of employment.

**Note:** This course is designed for agency personnel having full access to CJIS databases. Successful completion certifies the operator in CJIS for a one-year period. According to Kentucky State Police LINK Provisions & Guidelines, the employing agency is required to schedule the operator for appropriate training within ten days of initial employment.

**Note:** Trainees will not be placed on a roster until all required paperwork is received and approved by DOCJT.

**Note:** Academy Trainees report on SUNDAY for dorm check-in and orientation.

**FORMS REQUIRED:** KY Law Enforcement Council Form D, Form F, DOCJT 29-1 and DOCJT 151

| <b>CLASS</b> | <b>BEGINNING DATE</b> | <b>ENDING DATE</b> | <b>LAST DATE TO BE ADMITTED TO CLASS</b> |
|--------------|-----------------------|--------------------|--|
| <b>86</b>    | <b>01/14/2013</b>     | <b>02/15/2013</b>  | <b>12/31/2012</b>                        |
| <b>87</b>    | <b>03/18/2013</b>     | <b>04/19/2013</b>  | <b>03/04/2013</b>                        |
| <b>88</b>    | <b>04/22/2013</b>     | <b>05/24/2013</b>  | <b>04/08/2013</b>                        |
| <b>89</b>    | <b>07/29/2013</b>     | <b>08/30/2013</b>  | <b>07/15/2013</b>                        |
| <b>90</b>    | <b>09/09/2013</b>     | <b>10/11/2013</b>  | <b>08/26/2013</b>                        |
| <b>91</b>    | <b>10/21/2013</b>     | <b>11/22/2013</b>  | <b>10/07/2013</b>                        |

173T-12JR

**PUBLIC SAFETY DISPATCH ACADEMY 165.5 Hours/16.5 CTU's  
FOR NON-CJIS AGENCY**

This course is designed for new public safety dispatchers working at Non-CJIS agencies and includes various modules of instruction relating to the duties and responsibilities of a dispatcher: telephone procedures, radio procedures, calls for service, and emergency medical dispatch as required by KRS 15.560. Trainees must comply with all administrative regulations and successfully complete all training areas to be eligible for graduation. Meals, housing, and all classroom materials are provided. Successful completion will satisfy mandatory training requirements.

**Attendees:** Designed for Public Safety Dispatch Trainees

**Prerequisites:** None

**Risk:** Low

**Fitness Level:** Low

**Note:** KRS 15.530-15.590 requires any sworn or civilian employee who is employed to dispatch law enforcement by means of radio communications on a full-time basis at a non-CJIS agency to successfully complete basic training within twelve months of employment.

**Note:** Trainees will not be placed on a roster until all required paperwork is received and approved by DOCJT.

**Note:** Academy Trainees report on SUNDAY for dorm check-in and orientation.

**FORMS REQUIRED:** KY Law Enforcement Council Form D, Form F, DOCJT 29-1 and DOCJT 151

| <b>CLASS</b> | <b>BEGINNING DATE</b> | <b>ENDING DATE</b> | <b>***NO TRAINING***<br/>(CJIS WEEK)</b> | <b>LAST DATE TO BE ADMITTED TO CLASS</b> |
|--------------|-----------------------|--------------------|--|--|
| <b>86B</b>   | <b>01/14/2013</b>     | <b>02/15/2013</b>  | <b>02/04/2013-<br/>02/08/2013</b>        | <b>12/31/2012</b>                        |
| <b>87B</b>   | <b>03/18/2013</b>     | <b>04/19/2013</b>  | <b>04/08/2013-<br/>04/12/2013</b>        | <b>03/04/2013</b>                        |
| <b>88B</b>   | <b>04/22/2013</b>     | <b>05/24/2013</b>  | <b>05/13/2013-<br/>05/17/2013</b>        | <b>04/08/2013</b>                        |
| <b>89B</b>   | <b>07/29/2013</b>     | <b>08/30/2013</b>  | <b>08/19/2013-<br/>08/23/2013</b>        | <b>07/15/2013</b>                        |
| <b>90B</b>   | <b>09/09/2013</b>     | <b>10/11/2013</b>  | <b>09/30/2013-<br/>10/04/2013</b>        | <b>08/26/2013</b>                        |
| <b>91B</b>   | <b>10/21/2013</b>     | <b>11/22/2013</b>  | <b>11/11/2013-<br/>11/15/2013</b>        | <b>10/07/2013</b>                        |

\*\*\* Public Safety Dispatch Academies 172T-12JR and 173T-12JR run concurrently in 2013. Supervisors of non-CJIS trainees are encouraged to have the student take the CJIS portion of the Academy if desired, but attendance is not mandatory. Trainees who are currently CJIS certified may register for a 4-week Academy. All trainees who register for a 5-week Academy MUST stay for the entire 5 weeks, even if already CJIS certified. 4-week Academy trainees will NOT be here for the CJIS week. The dates that they will be away from the Academy are listed above. \*\*\*



# **ADVANCED TELECOMMUNICATIONS**



**176T-13J                      DISPATCHING CRITICAL CALLS                      8 Hours/0.8 CTUs**  
**NEW**

This course will cover dispatching various critical calls for service as well as explore ways to deal with burnout in the communications center. Stress management and telephone habits will be covered as will professional courtesy between dispatchers and responders.

**Attendees:** Certified Dispatchers

**Prerequisites:** Basic Telecommunications or Telecommunications Academy or Public Safety Dispatch Academy

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** This course is also offered in an online format. Please refer to the Distance Learning Section of this training schedule for details.

|              |            |
|--------------|------------|
| RICHMOND     | 2/25/2013  |
| LAKE BARKLEY | 4/4/2013   |
| RICHMOND     | 4/30/2013  |
| BARREN RIVER | 5/7/2013   |
| RICHMOND     | 10/15/2013 |
| RICHMOND     | 12/3/2013  |

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**095T-11JR                      EMERGENCY MEDICAL DISPATCH - ADVANCED                      16 Hours/1.6 CTUs**

This course will provide information regarding quality assurance, liability and risk management issues as they pertain to dispatchers, supervisors and managers.

**Attendees:** Certified Dispatchers

**Prerequisites:** This course is for dispatchers who have successfully completed an approved 24-hour (minimum) Emergency Medical Dispatch course.

**Career Development Category:** Technical/Human

**Risk:** Low

**Fitness Level:** Low

**Note:** Proof of current CPR certification is required on or before the first day of class.

|          |           |           |
|----------|-----------|-----------|
| RICHMOND | 6/19/2013 | 6/20/2013 |
|----------|-----------|-----------|

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**083T-13J                      ENHANCED TELECOMMUNICATIONS SKILLS                      16 Hours/1.6 CTUs**

This course will serve as refresher training for those who have been out of the public safety communications field for a period of time or who could benefit from "back to basics" training. Emphasis will be placed on caller interview techniques and radio procedures through both classroom participation and practical exercise.

**Attendees:** Certified Dispatchers

**Prerequisites:** Basic Telecommunications or Telecommunications Academy or Public Safety Dispatch Academy

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

|          |           |           |
|----------|-----------|-----------|
| RICHMOND | 10/3/2013 | 10/4/2013 |
|----------|-----------|-----------|

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# **TELECOMMUNICATIONS LEADERSHIP DEVELOPMENT**

**167T-11J                      COMMUNICATIONS TRAINING OFFICER                      40 Hours/4 CTUs**

This course addresses the role of the communications training officer. The course includes: adult learning, multiple intelligence, communication skills, emotional intelligence and teaching methods. This course requires a high level of motivation and commitment.

**Attendees:** Certified Dispatchers who are currently or who will be assigned agency training duties.

**Prerequisites:** Basic Telecommunications or Telecommunications Academy or Public Safety Dispatch Academy

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

|              |           |            |
|--------------|-----------|------------|
| RICHMOND     | 6/24/2013 | 6/28/2013  |
| CALVERT CITY | 7/22/2013 | 7/26/2013  |
| RICHMOND     | 12/9/2013 | 12/13/2013 |

**168T-11J                      CTO - DEVELOPING A TRAINING PROGRAM                      16 Hours/1.6 CTUs**

This course is designed to provide basic knowledge and skills necessary for a communications training officer to create an agency specific training program. Emphasis will be placed on the evaluation process and the elements of a communications training program.

**Attendees:** Certified Dispatchers assigned as agency trainers

**Prerequisites:** Communications Training Officer

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

|          |           |           |
|----------|-----------|-----------|
| RICHMOND | 4/22/2013 | 4/23/2013 |
| RICHMOND | 8/1/2013  | 8/2/2013  |

**171T-12J                      LEADERSHIP 911                      80 Hours/8 CTUs**

Leadership 911 is the first course in leadership development for personnel who have been recently promoted or who may have promotional opportunity in the near future. Students are expected to complete all assignments and to actively participate in practical based exercises designed to develop or enhance their supervisory abilities. Topics include: Situational Leadership, Emotional Intelligence, Generational and Workplace Diversity, Ethics, Problem Solving, Executive Writing, Public Speaking, and Administrative Law.

**Attendees:** Shift Supervisors and Communications Training Officers

**Prerequisites:** Newly promoted or those recommended by agency head.

**Career Development Category:** Technical/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** All others may be permitted to attend by approval of the Advanced Telecommunications Section Supervisor.

**Note:** Business casual will be required dress throughout the course. Business professional will be required dress for special events and graduation.

|          |            |            |
|----------|------------|------------|
| RICHMOND | 3/18/2013  | 3/29/2013  |
| RICHMOND | 11/11/2013 | 11/22/2013 |

166T-13J

**TELECOMMUNICATIONS ADVANCED LEADERSHIP  
KENTUCKY - 2013**

20 Hours/2 CTUs

**NEW**

This supervisory level course is designed specifically for telecommunications directors, managers, and supervisors. This course will include current perspectives on leadership, diversity, and accountability issues, in addition to legal and technological updates presented by specialized speakers from around the state. It is also geared for those who have completed prior leadership training and would like an annual update to enhance their leadership abilities.

**Attendees:** TED Graduates, Telecommunications Supervisors, Managers, and Directors

**Prerequisites:** KLEC approved leadership training.

**Career Development Category:** Human/Conceptual

**Risk:** Low

**Fitness Level:** Low

**Note:** TED Graduates, Supervisors, Managers, and Directors will be given priority status for the course; all other applicants will be placed on a stand-by list until July 1, 2013. At that time, the remaining applicants will be approved by the Advanced Telecommunications Section Supervisor based upon availability.

**Note:** Class will begin Wednesday at 0800 and end on Friday at 1200.

BARREN RIVER

10/9/2013

10/11/2013

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**TELECOMMUNICATIONS EXECUTIVE  
DEVELOPMENT PROGRAM - Class I**

**120 Hours/12 CTUs**

***NEW***

This program is designed for Telecommunications Supervisors, Managers, and Directors. The purpose is to provide the students with contemporary theories, management techniques, and leadership skills enabling them to perform more effectively and efficiently in their leadership position. The topics emphasized throughout the course include: leadership, ethics, emotional and social intelligence, executive writing, public speaking, and administrative law. The TED program is both challenging and rewarding.

**Attendees:** Telecommunications Supervisors, Managers, and Directors

**Prerequisites:** A sincere commitment to fully participate and complete the program from the individual as well as the employing agency. Each attendee must have completed Telecommunications Executive Development I or Telecommunications Executive Development II or Leadership 911.

**Career Development Category:** Human / Conceptual

**Risk:** Low

**Fitness Level:** Low

**Notes:** The course is three weeks in duration and will be taught in one week sessions over a three month period. Course begins on August 26, 2013 and ends on October 25, 2013. The schedule is designed to reduce the problems often created for a small agency when personnel attend long-term training programs.

**Notes:** Business professional will be required dress for class presentations and graduation.

**Class I**

|             |           |          |            |            |
|-------------|-----------|----------|------------|------------|
| Session I   | 177TA-13J | RICHMOND | 8/26/2013  | 8/30/2013  |
| Session II  | 177TB-13J | RICHMOND | 9/23/2013  | 9/27/2013  |
| Session III | 177TC-13J | RICHMOND | 10/21/2013 | 10/25/2013 |

# **TELECOMMUNICATIONS**

# **CJIS**

# ***ATTENTION!***

## **CJIS – MDT Terminal Users**

### Recertification process effective January 1, 2013

The Kentucky State Police will assume responsibility for ALL CJIS “**recertification**” training. Beginning January 1, 2013, KSP will provide an online training module(s) consistent with FBI-CJIS requirements that all CJIS certified personnel will be required to complete. This new program will cover all levels of CJIS recertification training, including MDT, CJIS Inquiry Only, CJIS Full Access, AOC-CJIS Inquiry Only, etc.

All Terminal Agency Coordinators (TAC’S) will be notified of the process for enrolling personnel in this new online learning system and the site will be accessible through the KSP website: [kentuckystatepolice.org](http://kentuckystatepolice.org).

KSP Help Line: 1-800-858-5465  
Email Help Line: [Cjistraining@ky.gov](mailto:Cjistraining@ky.gov)

All Users will be required to recertify on the new system in 2013. Once a user has completed recertification in 2013, their expiration date will automatically be set to 24 months. For example, if a user recertifies on March 15, 2013, they will be required to complete their next recertification prior to March 15, 2015. The system will automatically “lock out” a user if they exceed the 24 month period, and they will be required to repeat a basic course for certification.

**PLEASE NOTE:** All users will need to recertify in 2012! Failure to do so will result in repeating the basic course for recertification. Only those users certified as of 12/31/2012 will be authorized to enroll in the new recertification process through KSP in 2013.

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### Basic Certification

The Department of Criminal Justice Training will continue to provide basic courses for MDT, CJIS Inquiry Only and CJIS Full Access. CJIS Full Access will be offered as a classroom course only, while MDT and CJIS Inquiry Only will be offered as online courses.

Registration Information:  
Web: [docjt.ky.gov/trainingschedule](http://docjt.ky.gov/trainingschedule)  
Email: [docjt.registration@ky.gov](mailto:docjt.registration@ky.gov)  
Phone: 859-622-1328

**NOTE: Please refer to the Distance Learning Section of this training schedule for details on the CJIS Inquiry Only and MDT online classes.**

**070T-12JR**

**ADVANCED CJIS/TAC**

**24 Hours/2.4 CTUs**

This course is designed to provide the experienced CJIS operator with advanced techniques related to all CJIS files, as well as a basic understanding of the duties and responsibilities of the Terminal Agency Coordinator (TAC). Enrollment is restricted to certified CJIS operators and is recommended for TAC, Assistant TAC, and those operators who may be assigned TAC duties in the future.

**Attendees:** Terminal Agency Coordinators and other supervisory personnel.

**Prerequisites:** Successful completion of CJIS Full Access or Inquiry Only Basic Course.

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

RICHMOND

2/19/2013

2/21/2013

RICHMOND

6/4/2013

6/6/2013

**071T-11JR2**

**CJIS - FULL ACCESS**

**42 Hours/4.2 CTUs**

This course is designed to provide the basic knowledge and skills necessary to perform and complete transactions through the Criminal Justice Information Systems (CJIS). Trainees will use computers at workstations in our training center. The training includes complete system access into all database files with extensive practical exercises.

**Attendees:** Personnel of agencies having Full Access Terminals

**Prerequisites:** None

**Career Development Category:** Technical

**Risk:** Low

**Fitness Level:** Low

**Note:** According to Kentucky State Police LINK Provisions & Guidelines, the employing agency is required to schedule the operator for appropriate training within 10 days of initial employment, and the training must be completed within six months of employment.

**Note:** Successful completion of the training course will certify the operator for a one year period.

RICHMOND

3/4/2013

3/8/2013

RICHMOND

6/10/2013

6/14/2013

RICHMOND

12/9/2013

12/13/2013



**JANUARY 2013**

| <b>LOCATION</b> | <b>COURSE</b> | <b>TITLE</b>   | <b>BEGIN</b> | <b>END</b> |
|-----------------|---------------|--|--------------|------------|
| ONLINE          | 032SDL-12J    | MANDATORY TRAINING - ONLINE                            | 01/01/13     | 01/15/13   |
| ONLINE          | 0293DL-11J    | BREATH TEST OPERATOR RECERTIFICATION - ONLINE - 5000EN | 01/07/13     | 01/11/13   |
| ONLINE          | 094TDL-13J    | LEN MOBILE DATA TERMINAL ACCESS - ONLINE               | 01/07/13     | 01/11/13   |
| OWENSBORO       | 1441-13A      | CRISIS INTERVENTION TEAM TRAINING FOR KY LEN           | 01/07/13     | 01/11/13   |
| RICHMOND        | 1000-11J      | GRANT WRITING FOR THE PRACTITIONER                     | 01/10/13     | 01/11/13   |
| LOUISVILLE      | 0803-11J      | INTERVIEWS & INTERROGATIONS                            | 01/14/13     | 01/18/13   |
| LOUISVILLE      | 1404-12J      | ELDER ABUSE INVESTIGATION                              | 01/14/13     | 01/18/13   |
| ONLINE          | 0293DL-11J    | BREATH TEST OPERATOR RECERTIFICATION - ONLINE - 5000EN | 01/14/13     | 01/18/13   |
| ONLINE          | 072TDL-13J    | CJIS INQUIRY ONLY - ONLINE                             | 01/14/13     | 01/18/13   |
| PADUCAH         | 1441-13A      | CRISIS INTERVENTION TEAM TRAINING FOR KY LEN           | 01/14/13     | 01/18/13   |
| RICHMOND        | 172T-12JR     | PUBLIC SAFETY DISPATCH ACADEMY - CJIS                  | 01/14/13     | 02/15/13   |
| RICHMOND        | 173T-12JR     | PUBLIC SAFETY DISPATCH ACADEMY FOR NON-CJIS AGENCY     | 01/14/13     | 02/15/13   |
| RICHMOND        | 1779-12A      | U VISA TRAINING  | 01/14/13     | 01/14/13   |
| RICHMOND        | 1424-13J      | STRESS & WELLNESS                                      | 01/15/13     | 01/18/13   |
| ONLINE          | 8000DL-12J    | BREATH TEST OPERATOR RECERTIFICATION - 8000 - ONLINE   | 01/21/13     | 01/25/13   |
| RICHMOND        | 0293A-11J     | BREATH TEST OPERATOR RECERTIFICATION - 8000            | 01/21/13     | 01/25/13   |
| RICHMOND        | 0293M-11J     | BREATH TEST OPERATOR RECERTIFICATION - 8000            | 01/21/13     | 01/25/13   |
| RICHMOND        | 030B-12JR     | LAW ENFORCEMENT BASIC TRAINING                         | 01/21/13     | 06/07/13   |
| RICHMOND        | 0803-11J      | INTERVIEWS & INTERROGATIONS                            | 01/21/13     | 01/25/13   |
| RICHMOND        | 1452-13J      | COURT SECURITY OFFICER BASIC TRAINING                  | 01/21/13     | 02/01/13   |
| RICHMOND        | 1544-13J      | LEGAL ISSUES: 2013                                     | 01/21/13     | 01/21/13   |
| RICHMOND        | 1620-10J      | LEADERSHIP IS A BEHAVIOR                               | 01/22/13     | 01/25/13   |
| LOUISVILLE      | 1469-11J      | SEXUAL ASSAULT RESPONSE TEAM TRAINING                  | 01/28/13     | 02/01/13   |
| LOUISVILLE      | 1470-11J      | INVESTIGATIVE SKILLS FOR PATROL                        | 01/28/13     | 02/01/13   |
| ONLINE          | 8000DL-12J    | BREATH TEST OPERATOR RECERTIFICATION - 8000 - ONLINE   | 01/28/13     | 02/01/13   |
| RICHMOND        | 0293A-11J     | BREATH TEST OPERATOR RECERTIFICATION - 8000            | 01/28/13     | 02/01/13   |
| RICHMOND        | 0293M-11J     | BREATH TEST OPERATOR RECERTIFICATION - 8000            | 01/28/13     | 02/01/13   |

**FEBRUARY 2013**

| <b>LOCATION</b>   | <b>COURSE</b> | <b>TITLE</b>   | <b>BEGIN</b> | <b>END</b> |
|-------------------|---------------|--|--------------|------------|
| ONLINE            | 032SDL-12J    | MANDATORY TRAINING - ONLINE                            | 02/01/13     | 02/15/13   |
| LOUISVILLE        | 1619-13J      | LEADING THE INVESTIGATIVE UNIT                         | 02/04/13     | 02/08/13   |
| ONLINE            | 0293DL-11J    | BREATH TEST OPERATOR RECERTIFICATION - ONLINE - 5000EN | 02/04/13     | 02/08/13   |
| ONLINE            | 176TDL-13J    | DISPATCHING CRITICAL CALLS - ONLINE                    | 02/04/13     | 02/08/13   |
| RICHMOND          | 0800-13J      | CRIME SCENE INVESTIGATION                              | 02/04/13     | 02/08/13   |
| RICHMOND          | 0890-12J      | LEGAL UPDATE: PENAL CODE                               | 02/04/13     | 02/06/13   |
| RICHMOND          | 1411-13J      | POLICE TRAINING OFFICER                                | 02/04/13     | 02/08/13   |
| RICHMOND          | 1692-11J      | VALUES BASED LEADERSHIP                                | 02/05/13     | 02/08/13   |
| RICHMOND          | 1026-11J      | LEGAL UPDATE: CONSTITUTIONAL PROCEDURE                 | 02/07/13     | 02/08/13   |
| NORTHERN KENTUCKY | 1533-13J      | COURT SECURITY OFFICER IN-SERVICE - 2013/2014          | 02/11/13     | 02/15/13   |
| ONLINE            | 0293DL-11J    | BREATH TEST OPERATOR RECERTIFICATION - ONLINE - 5000EN | 02/11/13     | 02/15/13   |
| RICHMOND          | 1404-12J      | ELDER ABUSE INVESTIGATION                              | 02/11/13     | 02/15/13   |
| RICHMOND          | 1693-11J      | DISTANCE LEARNING TECHNOLOGIES FOR LEN INSTRUCTORS     | 02/11/13     | 02/15/13   |
| RICHMOND          | 1762-12J      | POLICE, JUVENILES & THE CRIMINAL JUSTICE SYSTEM        | 02/11/13     | 02/15/13   |
| LOUISVILLE        | 1470-11J      | INVESTIGATIVE SKILLS FOR PATROL                        | 02/18/13     | 02/22/13   |
| LOUISVILLE        | 1544-13J      | LEGAL ISSUES: 2013                                     | 02/18/13     | 02/18/13   |
| RICHMOND          | 030B-12JR     | LAW ENFORCEMENT BASIC TRAINING                         | 02/18/13     | 07/12/13   |
| RICHMOND          | 0472-12J      | BASIC BREATH TEST OPERATOR                             | 02/18/13     | 02/22/13   |
| RICHMOND          | 0782-11J      | BASIC OFFICER SKILLS                                   | 02/18/13     | 02/22/13   |
| RICHMOND          | 1197-12J      | COMPUTER CRIMES INVESTIGATIONS                         | 02/18/13     | 02/22/13   |
| RICHMOND          | 1204-13J      | RAPID DEPLOYMENT                                       | 02/18/13     | 02/22/13   |
| RICHMOND          | 1411-13J      | POLICE TRAINING OFFICER                                | 02/18/13     | 02/22/13   |
| LOUISVILLE        | 1620-10J      | LEADERSHIP IS A BEHAVIOR                               | 02/19/13     | 02/22/13   |
| RICHMOND          | 070T-12JR     | ADVANCED CJIS/TAC                                      | 02/19/13     | 02/21/13   |
| RICHMOND          | 1419-13A      | KINESIC ROADSIDE & FIELD INTERVIEW TECHNIQUES          | 02/21/13     | 02/22/13   |
| BOWLING GREEN     | 1404-12J      | ELDER ABUSE INVESTIGATION                              | 02/25/13     | 03/01/13   |
| LOUISVILLE        | 1275-11J      | INTERNAL AFFAIRS INVESTIGATIONS                        | 02/25/13     | 03/01/13   |
| ONLINE            | 2020DL-11J    | POLICE RADAR/LIDAR UPDATE - ONLINE                     | 02/25/13     | 03/01/13   |
| RICHMOND          | 0800-13J      | CRIME SCENE INVESTIGATION                              | 02/25/13     | 03/01/13   |
| RICHMOND          | 1452-13J      | COURT SECURITY OFFICER BASIC TRAINING                  | 02/25/13     | 03/08/13   |
| RICHMOND          | 176T-13J      | DISPATCHING CRITICAL CALLS                             | 02/25/13     | 02/25/13   |
| SOMERSET          | 1197-12J      | COMPUTER CRIMES INVESTIGATIONS                         | 02/25/13     | 03/01/13   |
| RICHMOND          | 1349-12J      | KENTUCKY HOMELAND SECURITY                             | 02/26/13     | 02/27/13   |
| RICHMOND          | 1596-12A      | LEN PREVENTION & DETERRENCE OF TERRORIST ACTS          | 02/28/13     | 03/01/13   |

MARCH 2013

| LOCATION          | COURSE     | TITLE  | BEGIN    | END      |
|-------------------|------------|--|----------|----------|
| ONLINE            | 032SDL-12J | MANDATORY TRAINING - ONLINE                            | 03/01/13 | 03/15/13 |
| HOPKINSVILLE      | 1470-11J   | INVESTIGATIVE SKILLS FOR PATROL                        | 03/04/13 | 03/08/13 |
| NORTHERN KENTUCKY | 1544-13J   | LEGAL ISSUES: 2013                                     | 03/04/13 | 03/04/13 |
| ONLINE            | 0293DL-11J | BREATH TEST OPERATOR RECERTIFICATION - ONLINE - 5000EN | 03/04/13 | 03/08/13 |
| ONLINE            | 176TDL-13J | DISPATCHING CRITICAL CALLS - ONLINE                    | 03/04/13 | 03/08/13 |
| OWENSBORO         | 0803-11J   | INTERVIEWS & INTERROGATIONS                            | 03/04/13 | 03/08/13 |
| PADUCAH           | 1622-13J   | CONTROLLED SUBSTANCE & DIVERSION INVESTIGATION         | 03/04/13 | 03/08/13 |
| RICHMOND          | 071T-11JR2 | CJIS - FULL ACCESS                                     | 03/04/13 | 03/08/13 |
| RICHMOND          | 0805-11JR  | POLICE RADAR/LIDAR OPERATOR                            | 03/04/13 | 03/07/13 |
| RICHMOND          | 0906-12J   | PPCT DEFENSIVE TACTICS INSTRUCTOR COURSE               | 03/04/13 | 03/08/13 |
| RICHMOND          | 1197-12J   | COMPUTER CRIMES INVESTIGATIONS                         | 03/04/13 | 03/08/13 |
| RICHMOND          | 1204-13J   | RAPID DEPLOYMENT                                       | 03/04/13 | 03/08/13 |
| NORTHERN KENTUCKY | 1692-11J   | VALUES BASED LEADERSHIP                                | 03/05/13 | 03/08/13 |
| RICHMOND          | 140T-13J   | KENTUCKY LAW ENFORCEMENT SUPPORT TEAM - 2013           | 03/06/13 | 03/06/13 |
| ASHLAND           | 1441-13A   | CRISIS INTERVENTION TEAM TRAINING FOR KY LEN           | 03/11/13 | 03/15/13 |
| ONLINE            | 0293DL-11J | BREATH TEST OPERATOR RECERTIFICATION - ONLINE - 5000EN | 03/11/13 | 03/15/13 |
| NORTHERN KENTUCKY | 1839-13A   | OPERATION JETWAY                                       | 03/12/13 | 03/14/13 |
| ASHLAND           | 1403-13J   | DIGITAL PHOTOGRAPHY                                    | 03/18/13 | 03/22/13 |
| BOWLING GREEN     | 1544-13J   | LEGAL ISSUES: 2013                                     | 03/18/13 | 03/18/13 |
| CALVERT CITY      | 1404-12J   | ELDER ABUSE INVESTIGATION                              | 03/18/13 | 03/22/13 |
| NORTHERN KENTUCKY | 1779-12A   | U VISA TRAINING  | 03/18/13 | 03/18/13 |
| ONLINE            | 1544DL-13J | LEGAL ISSUES: 2013 - ONLINE                            | 03/18/13 | 03/22/13 |
| ONLINE            | 8000DL-12J | BREATH TEST OPERATOR RECERTIFICATION - 8000 - ONLINE   | 03/18/13 | 03/22/13 |
| RICHMOND          | 0805-11JR  | POLICE RADAR/LIDAR OPERATOR                            | 03/18/13 | 03/21/13 |
| RICHMOND          | 1400-13J   | CRIMINAL INVESTIGATION I                               | 03/18/13 | 03/29/13 |
| RICHMOND          | 1452-13J   | COURT SECURITY OFFICER BASIC TRAINING                  | 03/18/13 | 03/29/13 |
| RICHMOND          | 171T-12J   | LEADERSHIP 911   | 03/18/13 | 03/29/13 |
| RICHMOND          | 172T-12JR  | PUBLIC SAFETY DISPATCH ACADEMY - CJIS                  | 03/18/13 | 04/19/13 |
| RICHMOND          | 173T-12JR  | PUBLIC SAFETY DISPATCH ACADEMY FOR NON-CJIS AGENCY     | 03/18/13 | 04/19/13 |
| RUSSELL SPRINGS   | 1762-12J   | POLICE, JUVENILES & THE CRIMINAL JUSTICE SYSTEM        | 03/18/13 | 03/22/13 |
| SOMERSET          | 1204-13J   | RAPID DEPLOYMENT                                       | 03/18/13 | 03/22/13 |
| BOWLING GREEN     | 1620-10J   | LEADERSHIP IS A BEHAVIOR                               | 03/19/13 | 03/22/13 |
| NORTHERN KENTUCKY | 1424-13J   | STRESS & WELLNESS                                      | 03/19/13 | 03/22/13 |
| RICHMOND          | 1766-12AR  | IDENTITY THEFT INVESTIGATIONS                          | 03/19/13 | 03/20/13 |
| LOUISVILLE        | 1402-11J   | CHILD ABUSE INVESTIGATION                              | 03/25/13 | 03/29/13 |
| ONLINE            | 094TDL-13J | LEN MOBILE DATA TERMINAL ACCESS - ONLINE               | 03/25/13 | 03/29/13 |
| ONLINE            | 8000DL-12J | BREATH TEST OPERATOR RECERTIFICATION - 8000 - ONLINE   | 03/25/13 | 03/29/13 |
| RICHMOND          | 030B-12JR  | LAW ENFORCEMENT BASIC TRAINING                         | 03/25/13 | 08/09/13 |
| RICHMOND          | 1517-11A   | COMMERCIAL VEHICLE AWARENESS & CMV CRASH REPORTING     | 03/25/13 | 03/27/13 |
| RICHMOND          | 1662-13J   | FIREARMS INSTRUCTOR                                    | 03/25/13 | 04/05/13 |
| RICHMOND          | 0801-11JR  | DEFENSIVE DRIVING                                      | 03/26/13 | 03/28/13 |

APRIL 2013

| LOCATION          | COURSE     | TITLE   | BEGIN    | END      |
|-------------------|------------|---|----------|----------|
| LAKE BARKLEY      | 174T-13J   | CRITICAL INCIDENT TRAINING FOR DISPATCHERS                | 04/01/13 | 04/01/13 |
| LOUISVILLE        | 0996-13J   | HOMICIDE INVESTIGATIVE TECHNIQUES                         | 04/01/13 | 04/05/13 |
| NORTHERN KENTUCKY | 1470-11J   | INVESTIGATIVE SKILLS FOR PATROL                           | 04/01/13 | 04/05/13 |
| ONLINE            | 032SD-12J  | MANDATORY TRAINING - ONLINE                               | 04/01/13 | 04/15/13 |
| ONLINE            | 176TDL-13J | DISPATCHING CRITICAL CALLS - ONLINE                       | 04/01/13 | 04/05/13 |
| OWENSBORO         | 0293A-11J  | BREATH TEST OPERATOR RECERTIFICATION - 8000               | 04/01/13 | 04/05/13 |
| OWENSBORO         | 0293M-11J  | BREATH TEST OPERATOR RECERTIFICATION - 8000               | 04/01/13 | 04/05/13 |
| RICHMOND          | 1115-12J   | ACADEMY OF POLICE SUPERVISION                             | 04/01/13 | 04/19/13 |
| RICHMOND          | 1204-13J   | RAPID DEPLOYMENT  | 04/01/13 | 04/05/13 |
| RICHMOND          | 1399-13J   | ADVANCED LATENT PRINT DEVELOPMENT                         | 04/01/13 | 04/05/13 |
| RICHMOND          | 1402-11J   | CHILD ABUSE INVESTIGATION                                 | 04/01/13 | 04/05/13 |
| LAKE BARKLEY      | 097T-11J   | CUSTOMER SERVICE  | 04/02/13 | 04/02/13 |
| LAKE BARKLEY      | 099T-11J   | ETHICS  | 04/03/13 | 04/03/13 |
| LAKE BARKLEY      | 176T-13J   | DISPATCHING CRITICAL CALLS                                | 04/04/13 | 04/04/13 |
| CALVERT CITY      | 1544-13J   | LEGAL ISSUES: 2013  | 04/08/13 | 04/08/13 |
| ONLINE            | 099TDL-11J | ETHICS - ONLINE   | 04/08/13 | 04/12/13 |
| OWENSBORO         | 1466-11J   | HUMAN TRAFFICKING & HATE CRIMES INVESTIGATION             | 04/08/13 | 04/12/13 |
| PRESTONSBURG      | 1441-13A   | CRISIS INTERVENTION TEAM TRAINING FOR KY LEN              | 04/08/13 | 04/12/13 |
| RICHMOND          | 1473-11JR  | LEN RESPONSE TO SPECIAL NEEDS PERSONS                     | 04/08/13 | 04/12/13 |
| RICHMOND          | 1533-13J   | COURT SECURITY OFFICER IN-SERVICE - 2013/2014             | 04/08/13 | 04/12/13 |
| CALVERT CITY      | 1424-13J   | STRESS & WELLNESS   | 04/09/13 | 04/12/13 |
| BARREN RIVER      | 1351-13J   | CURRENT LEADERSHIP ISSUES FOR MID-LEVEL EXECUTIVES - 2013 | 04/15/13 | 04/19/13 |
| NORTHERN KENTUCKY | 1403-13J   | DIGITAL PHOTOGRAPHY                                       | 04/15/13 | 04/19/13 |
| ONLINE            | 0293DL-11J | BREATH TEST OPERATOR RECERTIFICATION - ONLINE - 5000EN    | 04/15/13 | 04/19/13 |
| RICHMOND          | 0017-13A   | BASIC NARCOTICS INVESTIGATORS SCHOOL - DEA                | 04/15/13 | 04/26/13 |
| RICHMOND          | 0802-11J   | PATROL HANDGUN LEVEL I                                    | 04/15/13 | 04/19/13 |
| RICHMOND          | 1204-13J   | RAPID DEPLOYMENT  | 04/15/13 | 04/19/13 |
| RICHMOND          | 1617-13J   | PATROL: FIRST RESPONDER                                   | 04/15/13 | 04/19/13 |
| BOWLING GREEN     | 0803-11J   | INTERVIEWS & INTERROGATIONS                               | 04/22/13 | 04/26/13 |
| NORTHERN KENTUCKY | 1764-12A   | CYBER INVESTIGATION 105 - BASIC CELL PHONE INVESTIGATIONS | 04/22/13 | 04/23/13 |
| ONLINE            | 2020DL-11J | POLICE RADAR/LIDAR UPDATE - ONLINE                        | 04/22/13 | 04/26/13 |
| ONLINE            | 8000DL-12J | BREATH TEST OPERATOR RECERTIFICATION - 8000 - ONLINE      | 04/22/13 | 04/26/13 |
| PRESTONSBURG      | 1466-11J   | HUMAN TRAFFICKING & HATE CRIMES INVESTIGATION             | 04/22/13 | 04/26/13 |
| RICHMOND          | 030B-12JR  | LAW ENFORCEMENT BASIC TRAINING                            | 04/22/13 | 09/13/13 |
| RICHMOND          | 0898-12J   | PATROL RIFLE  | 04/22/13 | 04/26/13 |
| RICHMOND          | 168T-11J   | CTO - DEVELOPING A TRAINING PROGRAM                       | 04/22/13 | 04/23/13 |
| RICHMOND          | 172T-12JR  | PUBLIC SAFETY DISPATCH ACADEMY - CJIS                     | 04/22/13 | 05/24/13 |
| RICHMOND          | 173T-12JR  | PUBLIC SAFETY DISPATCH ACADEMY FOR NON-CJIS AGENCY        | 04/22/13 | 05/24/13 |
| RICHMOND          | 1349-12J   | KENTUCKY HOMELAND SECURITY                                | 04/23/13 | 04/24/13 |
| NORTHERN KENTUCKY | 1777-12A   | CYBER INVESTIGATION 210 - GPS INTERROGATION (GPS-1)       | 04/24/13 | 04/24/13 |
| NORTHERN KENTUCKY | 1765-12A   | CYBER INVESTIGATION 205 - CELL PHONE - INTERROGATION      | 04/25/13 | 04/26/13 |
| RICHMOND          | 1596-12A   | LEN PREVENTION & DETERRENCE OF TERRORIST ACTS             | 04/25/13 | 04/26/13 |
| ASHLAND           | 1762-12J   | POLICE, JUVENILES & THE CRIMINAL JUSTICE SYSTEM           | 04/29/13 | 05/03/13 |
| BOWLING GREEN     | 1403-13J   | DIGITAL PHOTOGRAPHY                                       | 04/29/13 | 05/03/13 |
| MADISONVILLE      | 0293A-11J  | BREATH TEST OPERATOR RECERTIFICATION - 8000               | 04/29/13 | 05/02/13 |
| MADISONVILLE      | 0293M-11J  | BREATH TEST OPERATOR RECERTIFICATION - 8000               | 04/29/13 | 05/03/13 |
| ONLINE            | 8000DL-12J | BREATH TEST OPERATOR RECERTIFICATION - 8000 - ONLINE      | 04/29/13 | 05/03/13 |
| OWENSBORO         | 1533-13J   | COURT SECURITY OFFICER IN-SERVICE - 2013/2014             | 04/29/13 | 05/03/13 |
| RICHMOND          | 1351-13J   | CURRENT LEADERSHIP ISSUES FOR MID-LEVEL EXECUTIVES - 2013 | 04/29/13 | 05/03/13 |
| SOMERSET          | 1469-11J   | SEXUAL ASSAULT RESPONSE TEAM TRAINING                     | 04/29/13 | 05/03/13 |
| RICHMOND          | 1044-11J   | DUI/SFST UPDATE   | 04/30/13 | 04/30/13 |
| RICHMOND          | 176T-13J   | DISPATCHING CRITICAL CALLS                                | 04/30/13 | 04/30/13 |

MAY 2013

| LOCATION          | COURSE      | TITLE  | BEGIN    | END      |
|-------------------|-------------|--|----------|----------|
| ONLINE            | 032SDL-12J  | MANDATORY TRAINING - ONLINE                                    | 05/01/13 | 05/15/13 |
| MADISONVILLE      | 0293A-11J   | BREATH TEST OPERATOR RECERTIFICATION - 8000                    | 05/02/13 | 05/02/13 |
| MADISONVILLE      | 0293M-11J   | BREATH TEST OPERATOR RECERTIFICATION - 8000                    | 05/02/13 | 05/02/13 |
| MADISONVILLE      | 0293M-11J   | BREATH TEST OPERATOR RECERTIFICATION - 8000                    | 05/03/13 | 05/03/13 |
| LOUISVILLE        | 1466-11J    | HUMAN TRAFFICKING & HATE CRIMES INVESTIGATION                  | 05/06/13 | 05/10/13 |
| NORTHERN KENTUCKY | 1617-13J    | PATROL: FIRST RESPONDER  | 05/06/13 | 05/10/13 |
| ONLINE            | 0293DL-11J  | BREATH TEST OPERATOR RECERTIFICATION - ONLINE - 5000EN         | 05/06/13 | 05/10/13 |
| ONLINE            | 072TDL-13J  | CJIS INQUIRY ONLY - ONLINE                                     | 05/06/13 | 05/10/13 |
| ONLINE            | 176TDL-13J  | DISPATCHING CRITICAL CALLS - ONLINE                            | 05/06/13 | 05/10/13 |
| RICHMOND          | 0890-12J    | LEGAL UPDATE: PENAL CODE                                       | 05/06/13 | 05/08/13 |
| RICHMOND          | 1115-12J    | ACADEMY OF POLICE SUPERVISION                                  | 05/06/13 | 05/24/13 |
| RICHMOND          | 1450-12A    | FINANCIAL INVESTIGATIONS PRACTICAL SKILLS                      | 05/06/13 | 05/10/13 |
| RUSSELL SPRINGS   | 0803-11J    | INTERVIEWS & INTERROGATIONS                                    | 05/06/13 | 05/10/13 |
| BARREN RIVER      | 176T-13J    | DISPATCHING CRITICAL CALLS                                     | 05/07/13 | 05/07/13 |
| BARREN RIVER      | 104T-11J    | FIRE/HAZMAT INCIDENT   | 05/08/13 | 05/10/13 |
| ELIZABETHTOWN     | 1544-13J    | LEGAL ISSUES: 2013   | 05/13/13 | 05/13/13 |
| NORTHERN KENTUCKY | 1466-11J    | HUMAN TRAFFICKING & HATE CRIMES INVESTIGATION                  | 05/13/13 | 05/17/13 |
| ONLINE            | 0293DL-11J  | BREATH TEST OPERATOR RECERTIFICATION - ONLINE - 5000EN         | 05/13/13 | 05/17/13 |
| RICHMOND          | 1026-11J    | LEGAL UPDATE: CONSTITUTIONAL PROCEDURE                         | 05/13/13 | 05/14/13 |
| RICHMOND          | 1290-11J    | CHAPLAINCY - BASIC   | 05/13/13 | 05/13/13 |
| RICHMOND          | 1662-13J    | FIREARMS INSTRUCTOR  | 05/13/13 | 05/24/13 |
| ELIZABETHTOWN     | 1424-13J    | STRESS & WELLNESS  | 05/14/13 | 05/17/13 |
| RICHMOND          | 1397-13J    | CHAPLAINCY - ADVANCED - 2013                                   | 05/14/13 | 05/15/13 |
| ONLINE            | 1543DL-12AR | MANDATORY TRAINING - ONLINE - WORK ZONE SAFETY                 | 05/15/13 | 05/31/13 |
| ELIZABETHTOWN     | 0293A-11J   | BREATH TEST OPERATOR RECERTIFICATION - 8000                    | 05/20/13 | 05/20/13 |
| ELIZABETHTOWN     | 0293M-11J   | BREATH TEST OPERATOR RECERTIFICATION - 8000                    | 05/20/13 | 05/24/13 |
| ELIZABETHTOWN     | 1837-13A    | RESPONDING TO CRIMES AGAINST CHILDREN - 2013                   | 05/20/13 | 05/20/13 |
| LOUISVILLE        | 1533-13J    | COURT SECURITY OFFICER IN-SERVICE - 2013/2014                  | 05/20/13 | 05/24/13 |
| NORTHERN KENTUCKY | 1470-11J    | INVESTIGATIVE SKILLS FOR PATROL                                | 05/20/13 | 05/24/13 |
| ONLINE            | 8000DL-12J  | BREATH TEST OPERATOR RECERTIFICATION - 8000 - ONLINE           | 05/20/13 | 05/24/13 |
| PRESTONSBURG      | 1403-13J    | DIGITAL PHOTOGRAPHY  | 05/20/13 | 05/24/13 |
| RICHMOND          | 0727-13J    | LAW ENFORCEMENT DRIVING RANGE COORDINATOR                      | 05/20/13 | 05/24/13 |
| RICHMOND          | 1477-11A    | CYBER INVESTIGATION 101 - SECURE TECHNIQUES FOR ONSITE PREVIEW | 05/20/13 | 05/21/13 |
| ELIZABETHTOWN     | 0293A-11J   | BREATH TEST OPERATOR RECERTIFICATION - 8000                    | 05/21/13 | 05/24/13 |
| RICHMOND          | 1480-11A    | IMAGE SCAN   | 05/22/13 | 05/22/13 |
| RICHMOND          | 1759-12J    | CELL PHONE INVESTIGATIONS                                      | 05/23/13 | 05/24/13 |
| ONLINE            | 8000DL-12J  | BREATH TEST OPERATOR RECERTIFICATION - 8000 - ONLINE           | 05/27/13 | 05/31/13 |

**JUNE 2013**

| <b>LOCATION</b>   | <b>COURSE</b> | <b>TITLE</b>   | <b>BEGIN</b> | <b>END</b> |
|-------------------|---------------|--|--------------|------------|
| ONLINE            | 032SDL-12J    | MANDATORY TRAINING - ONLINE                                    | 06/01/13     | 06/15/13   |
| BOWLING GREEN     | 1204-13J      | RAPID DEPLOYMENT   | 06/03/13     | 06/07/13   |
| CALVERT CITY      | 1197-12J      | COMPUTER CRIMES INVESTIGATIONS                                 | 06/03/13     | 06/07/13   |
| LOUISVILLE        | 1464-11J      | ROBBERY-SEXUAL ASSAULT   | 06/03/13     | 06/07/13   |
| ONLINE            | 176TDL-13J    | DISPATCHING CRITICAL CALLS - ONLINE                            | 06/03/13     | 06/07/13   |
| RICHMOND          | 0472-12J      | BASIC BREATH TEST OPERATOR                                     | 06/03/13     | 06/07/13   |
| RICHMOND          | 0721-12J      | ORIENTATION FOR NEW POLICE CHIEFS - SHERIFFS                   | 06/03/13     | 06/07/13   |
| RICHMOND          | 1115-12J      | ACADEMY OF POLICE SUPERVISION                                  | 06/03/13     | 06/21/13   |
| RICHMOND          | 1405-13J      | COVERT INVESTIGATIONS  | 06/03/13     | 06/07/13   |
| RICHMOND          | 1452-13J      | COURT SECURITY OFFICER BASIC TRAINING                          | 06/03/13     | 06/14/13   |
| RICHMOND          | 070T-12JR     | ADVANCED CJS/TAC   | 06/04/13     | 06/06/13   |
| NORTHERN KENTUCKY | 0803-11J      | INTERVIEWS & INTERROGATIONS                                    | 06/10/13     | 06/14/13   |
| ONLINE            | 094TDL-13J    | LEN MOBILE DATA TERMINAL ACCESS - ONLINE                       | 06/10/13     | 06/14/13   |
| RICHMOND          | 071T-11JR2    | CJIS - FULL ACCESS   | 06/10/13     | 06/14/13   |
| RICHMOND          | 1201-13J      | FIELD INSTRUCTOR   | 06/10/13     | 06/14/13   |
| RICHMOND          | 1517-11A      | COMMERCIAL VEHICLE AWARENESS & CMV CRASH REPORTING             | 06/10/13     | 06/12/13   |
| RICHMOND          | 1208-13J      | PPCT GROUND AVOIDANCE / GROUND ESCAPE (GAGE) INSTRUCTOR COURSE | 06/11/13     | 06/13/13   |
| ASHLAND           | 1544-13J      | LEGAL ISSUES: 2013   | 06/17/13     | 06/17/13   |
| NORTHERN KENTUCKY | 1622-13J      | CONTROLLED SUBSTANCE & DIVERSION INVESTIGATION                 | 06/17/13     | 06/21/13   |
| ONLINE            | 1544DL-13J    | LEGAL ISSUES: 2013 - ONLINE                                    | 06/17/13     | 06/21/13   |
| RICHMOND          | 0896-12J      | SCHOOL RESOURCE OFFICER  | 06/17/13     | 06/21/13   |
| RICHMOND          | 1204-13J      | RAPID DEPLOYMENT   | 06/17/13     | 06/21/13   |
| RICHMOND          | 1662-13J      | FIREARMS INSTRUCTOR  | 06/17/13     | 06/28/13   |
| ASHLAND           | 1424-13J      | STRESS & WELLNESS  | 06/18/13     | 06/21/13   |
| RICHMOND          | 095T-11JR     | EMERGENCY MEDICAL DISPATCH - ADVANCED                          | 06/19/13     | 06/20/13   |
| ASHLAND           | 0293A-11J     | BREATH TEST OPERATOR RECERTIFICATION - 8000                    | 06/24/13     | 06/27/13   |
| ASHLAND           | 0293M-11J     | BREATH TEST OPERATOR RECERTIFICATION - 8000                    | 06/24/13     | 06/28/13   |
| CALVERT CITY      | 1470-11J      | INVESTIGATIVE SKILLS FOR PATROL                                | 06/24/13     | 06/28/13   |
| NORTHERN KENTUCKY | 1464-11J      | ROBBERY-SEXUAL ASSAULT   | 06/24/13     | 06/28/13   |
| ONLINE            | 8000DL-12J    | BREATH TEST OPERATOR RECERTIFICATION - 8000 - ONLINE           | 06/24/13     | 06/28/13   |
| RICHMOND          | 030B-12JR     | LAW ENFORCEMENT BASIC TRAINING                                 | 06/24/13     | 11/08/13   |
| RICHMOND          | 1533-11J      | COURT SECURITY OFFICER IN-SERVICE - 2011/2012                  | 06/24/13     | 06/28/13   |
| RICHMOND          | 1617-13J      | PATROL: FIRST RESPONDER  | 06/24/13     | 06/28/13   |
| RICHMOND          | 167T-11J      | COMMUNICATIONS TRAINING OFFICER                                | 06/24/13     | 06/28/13   |

**JULY 2013**

| <b>LOCATION</b> | <b>COURSE</b> | <b>TITLE</b>                                       | <b>BEGIN</b> | <b>END</b> |
|-----------------|---------------|--|--------------|------------|
| ONLINE          | 032SDL-12J    | MANDATORY TRAINING - ONLINE                        | 07/01/13     | 07/15/13   |
| LOUISVILLE      | 1463-11J      | COLD CASE INVESTIGATIONS                           | 07/08/13     | 07/12/13   |
| LOUISVILLE      | 1533-13J      | COURT SECURITY OFFICER IN-SERVICE - 2013/2014      | 07/08/13     | 07/12/13   |
| ONLINE          | 176TDL-13J    | DISPATCHING CRITICAL CALLS - ONLINE                | 07/08/13     | 07/12/13   |
| RICHMOND        | 0472-12J      | BASIC BREATH TEST OPERATOR                         | 07/08/13     | 07/12/13   |
| RICHMOND        | 0800-13J      | CRIME SCENE INVESTIGATION                          | 07/08/13     | 07/12/13   |
| RICHMOND        | 1115-12J      | ACADEMY OF POLICE SUPERVISION                      | 07/08/13     | 07/26/13   |
| RICHMOND        | 1216-13J      | PATROL HANDGUN LEVEL II                            | 07/08/13     | 07/12/13   |
| RICHMOND        | 1517-11A      | COMMERCIAL VEHICLE AWARENESS & CMV CRASH REPORTING | 07/08/13     | 07/10/13   |
| PRESTONSBURG    | 097T-11J      | CUSTOMER SERVICE                                   | 07/09/13     | 07/09/13   |
| PRESTONSBURG    | 099T-11J      | ETHICS   | 07/10/13     | 07/10/13   |
| PRESTONSBURG    | 100T-11J      | TEAMBUILDING                                       | 07/11/13     | 07/11/13   |
| RICHMOND        | 1201-13J      | FIELD INSTRUCTOR                                   | 07/15/13     | 07/19/13   |
| RICHMOND        | 1464-11J      | ROBBERY-SEXUAL ASSAULT                             | 07/15/13     | 07/19/13   |
| RICHMOND        | 043T-11J      | EMERGENCY MEDICAL DISPATCH/CPR                     | 07/16/13     | 07/19/13   |
| RICHMOND        | 1757-12J      | SCHOOL RESOURCE OFFICER - ADVANCED                 | 07/16/13     | 07/19/13   |
| CALVERT CITY    | 167T-11J      | COMMUNICATIONS TRAINING OFFICER                    | 07/22/13     | 07/26/13   |
| LOUISVILLE      | 1617-13J      | PATROL: FIRST RESPONDER                            | 07/22/13     | 07/26/13   |
| MOREHEAD        | 1533-13J      | COURT SECURITY OFFICER IN-SERVICE - 2013/2014      | 07/22/13     | 07/26/13   |
| OWENSBORO       | 1403-13J      | DIGITAL PHOTOGRAPHY                                | 07/22/13     | 07/26/13   |
| PADUCAH         | 0803-11J      | INTERVIEWS & INTERROGATIONS                        | 07/22/13     | 07/26/13   |
| RICHMOND        | 1204-13J      | RAPID DEPLOYMENT                                   | 07/22/13     | 07/26/13   |
| RICHMOND        | 1833-13J      | EXCEL SPREADSHEET FOR LEN                          | 07/22/13     | 07/26/13   |
| ONLINE          | 1695DL-11J    | MARIJUANA RECERTIFICATION - ONLINE                 | 07/29/13     | 08/02/13   |
| ONLINE          | 176TDL-13J    | DISPATCHING CRITICAL CALLS - ONLINE                | 07/29/13     | 08/02/13   |
| RICHMOND        | 030B-12JR     | LAW ENFORCEMENT BASIC TRAINING                     | 07/29/13     | 12/13/13   |
| RICHMOND        | 1007-11J      | DUI/STANDARDIZED FIELD SOBRIETY TEST               | 07/29/13     | 08/02/13   |
| RICHMOND        | 1662-13J      | FIREARMS INSTRUCTOR                                | 07/29/13     | 08/09/13   |
| RICHMOND        | 172T-12JR     | PUBLIC SAFETY DISPATCH ACADEMY - CJIS              | 07/29/13     | 08/30/13   |
| RICHMOND        | 173T-12JR     | PUBLIC SAFETY DISPATCH ACADEMY FOR NON-CJIS AGENCY | 07/29/13     | 08/30/13   |
| RICHMOND        | 0765-12J      | MARIJUANA IDENTIFICATION                           | 07/31/13     | 08/02/13   |

**AUGUST 2013**

| <b>LOCATION</b>   | <b>COURSE</b> | <b>TITLE</b>   | <b>BEGIN</b> | <b>END</b> |
|-------------------|---------------|--|--------------|------------|
| ONLINE            | 03SDL-12J     | MANDATORY TRAINING - ONLINE                                  | 08/01/13     | 08/15/13   |
| RICHMOND          | 168T-11J      | CTO - DEVELOPING A TRAINING PROGRAM                          | 08/01/13     | 08/02/13   |
| ASHLAND           | 1469-11J      | SEXUAL ASSAULT RESPONSE TEAM TRAINING                        | 08/05/13     | 08/09/13   |
| ELIZABETHTOWN     | 1197-12J      | COMPUTER CRIMES INVESTIGATIONS                               | 08/05/13     | 08/09/13   |
| MURRAY            | 1204-13J      | RAPID DEPLOYMENT   | 08/05/13     | 08/09/13   |
| ONLINE            | 0293DL-11J    | BREATH TEST OPERATOR RECERTIFICATION - ONLINE - 5000EN       | 08/05/13     | 08/09/13   |
| PADUCAH           | 1464-11J      | ROBBERY-SEXUAL ASSAULT                                       | 08/05/13     | 08/09/13   |
| PRESTONSBURG      | 1617-13J      | PATROL: FIRST RESPONDER                                      | 08/05/13     | 08/09/13   |
| RICHMOND          | 0800-13J      | CRIME SCENE INVESTIGATION                                    | 08/05/13     | 08/09/13   |
| RICHMOND          | 1115-12J      | ACADEMY OF POLICE SUPERVISION                                | 08/05/13     | 08/23/13   |
| RICHMOND          | 1349-12J      | KENTUCKY HOMELAND SECURITY                                   | 08/06/13     | 08/07/13   |
| RICHMOND          | 1596-12A      | LEN PREVENTION & DETERRENCE OF TERRORIST ACTS                | 08/08/13     | 08/09/13   |
| BOWLING GREEN     | 1533-13J      | COURT SECURITY OFFICER IN-SERVICE - 2013/2014                | 08/12/13     | 08/16/13   |
| NORTHERN KENTUCKY | 1804-12J      | DOMESTIC ABUSE AND SEXUAL ASSAULT SYMPOSIUM                  | 08/12/13     | 08/16/13   |
| ONLINE            | 0293DL-11J    | BREATH TEST OPERATOR RECERTIFICATION - ONLINE - 5000EN       | 08/12/13     | 08/16/13   |
| ONLINE            | 094TDL-13J    | LEN MOBILE DATA TERMINAL ACCESS - ONLINE                     | 08/12/13     | 08/16/13   |
| ONLINE            | 176TDL-13J    | DISPATCHING CRITICAL CALLS - ONLINE                          | 08/12/13     | 08/16/13   |
| OWENSBORO         | 1622-13J      | CONTROLLED SUBSTANCE & DIVERSION INVESTIGATION               | 08/12/13     | 08/16/13   |
| RICHMOND          | 0890-12J      | LEGAL UPDATE: PENAL CODE                                     | 08/12/13     | 08/14/13   |
| RICHMOND          | 1400-13J      | CRIMINAL INVESTIGATION I                                     | 08/12/13     | 08/23/13   |
| RICHMOND          | 1835-13A      | CYBER INVESTIGATION 220 - WIRELESS NETWORK INVESTIGATION     | 08/13/13     | 08/15/13   |
| NORTHERN KENTUCKY | 175T-13J      | THE DISPATCHER'S ROLE IN SPECIALIZED RESPONSE EVENTS         | 08/14/13     | 08/15/13   |
| CALVERT CITY      | 1403-13J      | DIGITAL PHOTOGRAPHY  | 08/19/13     | 08/23/13   |
| HOPKINSVILLE      | 1779-12A      | U VISA TRAINING  | 08/19/13     | 08/19/13   |
| RICHMOND          | 1026-11J      | LEGAL UPDATE: CONSTITUTIONAL PROCEDURE                       | 08/19/13     | 08/20/13   |
| RICHMOND          | 1617-13J      | PATROL: FIRST RESPONDER                                      | 08/19/13     | 08/23/13   |
| RICHMOND          | 1627-13J      | PERISHABLE SKILLS PRACTICUM                                  | 08/19/13     | 08/22/13   |
| HOPKINSVILLE      | 1424-13J      | STRESS & WELLNESS  | 08/20/13     | 08/23/13   |
| CALVERT CITY      | 1533-13J      | COURT SECURITY OFFICER IN-SERVICE - 2013/2014                | 08/26/13     | 08/30/13   |
| LOUISVILLE        | 1804-12J      | DOMESTIC ABUSE AND SEXUAL ASSAULT SYMPOSIUM                  | 08/26/13     | 08/30/13   |
| ONLINE            | 099TDL-11J    | ETHICS - ONLINE  | 08/26/13     | 08/30/13   |
| RICHMOND          | 030B-12JR     | LAW ENFORCEMENT BASIC TRAINING                               | 08/26/13     | 01/24/14   |
| RICHMOND          | 0802-11J      | PATROL HANDGUN LEVEL I                                       | 08/26/13     | 08/30/13   |
| RICHMOND          | 1204-13J      | RAPID DEPLOYMENT   | 08/26/13     | 08/30/13   |
| RICHMOND          | 1544-13J      | LEGAL ISSUES: 2013   | 08/26/13     | 08/26/13   |
| RICHMOND          | 177TA-13J     | TELECOMMUNICATIONS EXECUTIVE DEVELOPMENT PROGRAM - SESSION I | 08/26/13     | 08/30/13   |
| SOMERSET          | 1441-13A      | CRISIS INTERVENTION TEAM TRAINING FOR KY LEN                 | 08/26/13     | 08/30/13   |
| RICHMOND          | 0801-11JR     | DEFENSIVE DRIVING  | 08/27/13     | 08/29/13   |
| RICHMOND          | 1274-11J      | SITUATIONAL LEADERSHIP FOR SUPERVISORS & MANAGERS            | 08/27/13     | 08/30/13   |

SEPTEMBER 2013

| LOCATION          | COURSE     | TITLE   | BEGIN    | END      |
|-------------------|------------|---|----------|----------|
| ONLINE            | 032SDL-12J | MANDATORY TRAINING - ONLINE                                   | 09/01/13 | 09/15/13 |
| BOWLING GREEN     | 1453-13J   | SHERIFF'S CONFERENCE - 2013                                   | 09/09/13 | 09/13/13 |
| ELIZABETHTOWN     | 1470-11J   | INVESTIGATIVE SKILLS FOR PATROL                               | 09/09/13 | 09/13/13 |
| NORTHERN KENTUCKY | 0803-11J   | INTERVIEWS & INTERROGATIONS                                   | 09/09/13 | 09/13/13 |
| ONLINE            | 176TDL-13J | DISPATCHING CRITICAL CALLS - ONLINE                           | 09/09/13 | 09/13/13 |
| OWENSBORO         | 1762-12J   | POLICE, JUVENILES & THE CRIMINAL JUSTICE SYSTEM               | 09/09/13 | 09/13/13 |
| RICHMOND          | 1454-13J   | KENTUCKY CRIMINALISTICS ACADEMY                               | 09/09/13 | 10/11/13 |
| RICHMOND          | 1617-13J   | PATROL: FIRST RESPONDER                                       | 09/09/13 | 09/13/13 |
| RICHMOND          | 172T-12JR  | PUBLIC SAFETY DISPATCH ACADEMY - CJS                          | 09/09/13 | 10/11/13 |
| RICHMOND          | 173T-12JR  | PUBLIC SAFETY DISPATCH ACADEMY FOR NON-CJIS AGENCY            | 09/09/13 | 10/11/13 |
| RICHMOND          | 1764-12A   | CYBER INVESTIGATION 105 - BASIC CELL PHONE INVESTIGATIONS     | 09/09/13 | 09/10/13 |
| SOMERSET          | 0293A-11J  | BREATH TEST OPERATOR RECERTIFICATION - 8000                   | 09/09/13 | 09/09/13 |
| SOMERSET          | 0293M-11J  | BREATH TEST OPERATOR RECERTIFICATION - 8000                   | 09/09/13 | 09/09/13 |
| BOWLING GREEN     | 1692-11J   | VALUES BASED LEADERSHIP                                       | 09/10/13 | 09/13/13 |
| CENTRAL CITY      | 174T-13J   | CRITICAL INCIDENT TRAINING FOR DISPATCHERS                    | 09/10/13 | 09/10/13 |
| RICHMOND          | 1044-11J   | DUI/SFST UPDATE   | 09/10/13 | 09/10/13 |
| SOMERSET          | 0293A-11J  | BREATH TEST OPERATOR RECERTIFICATION - 8000                   | 09/10/13 | 09/12/13 |
| SOMERSET          | 0293M-11J  | BREATH TEST OPERATOR RECERTIFICATION - 8000                   | 09/10/13 | 09/13/13 |
| CENTRAL CITY      | 175T-13J   | THE DISPATCHER'S ROLE IN SPECIALIZED RESPONSE EVENTS          | 09/11/13 | 09/12/13 |
| RICHMOND          | 177T-12A   | CYBER INVESTIGATION 210 - GPS INTERROGATION (GPS-1)           | 09/11/13 | 09/11/13 |
| RICHMOND          | 1765-12A   | CYBER INVESTIGATION 205 - CELL PHONE - INTERROGATION          | 09/12/13 | 09/13/13 |
| HAZARD            | 1789-12A   | RESPONDING TO ELDER ABUSE CRIMES                              | 09/16/13 | 09/20/13 |
| ONLINE            | 8000DL-12J | BREATH TEST OPERATOR RECERTIFICATION - 8000 - ONLINE          | 09/16/13 | 09/20/13 |
| PADUCAH           | 1617-13J   | PATROL: FIRST RESPONDER                                       | 09/16/13 | 09/20/13 |
| RICHMOND          | 1833-13J   | EXCEL SPREADSHEET FOR LEN                                     | 09/16/13 | 09/20/13 |
| RICHMOND          | 1834-13J   | RAPID DEPLOYMENT COORDINATOR                                  | 09/16/13 | 09/27/13 |
| LOUISVILLE        | 0806-11A   | RAILROAD GRADE CROSSING COLLISION INVESTIGATION               | 09/18/13 | 09/19/13 |
| ELIZABETHTOWN     | 1441-13A   | CRISIS INTERVENTION TEAM TRAINING FOR KY LEN                  | 09/23/13 | 09/27/13 |
| LOUISVILLE        | 1464-11J   | ROBBERY-SEXUAL ASSAULT  | 09/23/13 | 09/27/13 |
| NORTHERN KENTUCKY | 1544-13J   | LEGAL ISSUES: 2013  | 09/23/13 | 09/23/13 |
| NORTHERN KENTUCKY | 1762-12J   | POLICE, JUVENILES & THE CRIMINAL JUSTICE SYSTEM               | 09/23/13 | 09/27/13 |
| ONLINE            | 072TDL-13J | CJIS INQUIRY ONLY - ONLINE                                    | 09/23/13 | 09/27/13 |
| RICHMOND          | 1452-13J   | COURT SECURITY OFFICER BASIC TRAINING                         | 09/23/13 | 10/04/13 |
| RICHMOND          | 1690-11J   | COLLISION INVESTIGATION TECHNIQUES                            | 09/23/13 | 09/27/13 |
| RICHMOND          | 177TB-13J  | TELECOMMUNICATIONS EXECUTIVE DEVELOPMENT PROGRAM - SESSION II | 09/23/13 | 09/27/13 |
| NORTHERN KENTUCKY | 1620-10J   | LEADERSHIP IS A BEHAVIOR                                      | 09/24/13 | 09/27/13 |
| BARREN RIVER      | 1273-13J   | POLICE EXECUTIVE COMMAND COURSE - 2013                        | 09/30/13 | 10/04/13 |
| NORTHERN KENTUCKY | 1617-13J   | PATROL: FIRST RESPONDER                                       | 09/30/13 | 10/04/13 |
| ONLINE            | 097TDL-11J | CUSTOMER SERVICE - ONLINE                                     | 09/30/13 | 10/04/13 |
| ONLINE            | 1544DL-13J | LEGAL ISSUES: 2013 - ONLINE                                   | 09/30/13 | 10/04/13 |
| OWENSBORO         | 1470-11J   | INVESTIGATIVE SKILLS FOR PATROL                               | 09/30/13 | 10/04/13 |
| RICHMOND          | 030B-12JR  | LAW ENFORCEMENT BASIC TRAINING                                | 09/30/13 | 02/21/14 |
| RICHMOND          | 0472-12J   | BASIC BREATH TEST OPERATOR                                    | 09/30/13 | 10/04/13 |
| RICHMOND          | 0782-11J   | BASIC OFFICER SKILLS  | 09/30/13 | 10/04/13 |
| RICHMOND          | 104T-11J   | FIRE/HAZMAT INCIDENT  | 09/30/13 | 10/02/13 |
| RICHMOND          | 1517-11A   | COMMERCIAL VEHICLE AWARENESS & CMV CRASH REPORTING            | 09/30/13 | 10/02/13 |

**OCTOBER 2013**

| <b>LOCATION</b>   | <b>COURSE</b> | <b>TITLE</b>   | <b>BEGIN</b> | <b>END</b> |
|-------------------|---------------|--|--------------|------------|
| ONLINE            | 032SDL-12J    | MANDATORY TRAINING - ONLINE                                    | 10/01/13     | 10/15/13   |
| RICHMOND          | 083T-13J      | ENHANCED TELECOMMUNICATIONS SKILLS                             | 10/03/13     | 10/04/13   |
| LOUISVILLE        | 0996-13J      | HOMICIDE INVESTIGATIVE TECHNIQUES                              | 10/07/13     | 10/11/13   |
| LOUISVILLE        | 1544-13J      | LEGAL ISSUES: 2013   | 10/07/13     | 10/07/13   |
| ONLINE            | 176TDL-13J    | DISPATCHING CRITICAL CALLS - ONLINE                            | 10/07/13     | 10/11/13   |
| PADUCAH           | 1762-12J      | POLICE, JUVENILES & THE CRIMINAL JUSTICE SYSTEM                | 10/07/13     | 10/11/13   |
| RICHMOND          | 1007-11J      | DUI/STANDARDIZED FIELD SOBRIETY TEST                           | 10/07/13     | 10/11/13   |
| RICHMOND          | 1411-13J      | POLICE TRAINING OFFICER  | 10/07/13     | 10/11/13   |
| RICHMOND          | 1473-11JR     | LEN RESPONSE TO SPECIAL NEEDS PERSONS                          | 10/07/13     | 10/11/13   |
| BARREN RIVER      | 174T-13J      | CRITICAL INCIDENT TRAINING FOR DISPATCHERS                     | 10/08/13     | 10/08/13   |
| LOUISVILLE        | 1692-11J      | VALUES BASED LEADERSHIP  | 10/08/13     | 10/11/13   |
| BARREN RIVER      | 166T-13J      | TELECOMMUNICATIONS ADVANCED LEADERSHIP KENTUCKY - 2013         | 10/09/13     | 10/11/13   |
| LOUISVILLE        | 1197-12J      | COMPUTER CRIMES INVESTIGATIONS                                 | 10/14/13     | 10/18/13   |
| LOUISVILLE        | 1275-11J      | INTERNAL AFFAIRS INVESTIGATIONS                                | 10/14/13     | 10/18/13   |
| NORTHERN KENTUCKY | 1469-11J      | SEXUAL ASSAULT RESPONSE TEAM TRAINING                          | 10/14/13     | 10/18/13   |
| NORTHERN KENTUCKY | 1779-12A      | U VISA TRAINING  | 10/14/13     | 10/14/13   |
| ONLINE            | 2020DL-11J    | POLICE RADAR/LIDAR UPDATE - ONLINE                             | 10/14/13     | 10/18/13   |
| RICHMOND          | 1411-13J      | POLICE TRAINING OFFICER  | 10/14/13     | 10/18/13   |
| RICHMOND          | 1476-11J      | LEADING THE TRAINING UNIT                                      | 10/14/13     | 10/18/13   |
| RICHMOND          | 1834-13J      | RAPID DEPLOYMENT COORDINATOR                                   | 10/14/13     | 10/25/13   |
| NORTHERN KENTUCKY | 1424-13J      | STRESS & WELLNESS  | 10/15/13     | 10/18/13   |
| ONLINE            | 1543DL-12AR   | MANDATORY TRAINING - ONLINE - WORK ZONE SAFETY                 | 10/15/13     | 10/31/13   |
| RICHMOND          | 1100-12J      | PPCT DEFENSIVE TACTICS INSTRUCTOR RECERTIFICATION              | 10/15/13     | 10/17/13   |
| RICHMOND          | 176T-13J      | DISPATCHING CRITICAL CALLS                                     | 10/15/13     | 10/15/13   |
| BARREN RIVER      | 1273-13J      | POLICE EXECUTIVE COMMAND COURSE - 2013                         | 10/21/13     | 10/25/13   |
| HOPKINSVILLE      | 1403-13J      | DIGITAL PHOTOGRAPHY  | 10/21/13     | 10/25/13   |
| LOUISVILLE        | 1533-13J      | COURT SECURITY OFFICER IN-SERVICE - 2013/2014                  | 10/21/13     | 10/25/13   |
| ONLINE            | 8000DL-12J    | BREATH TEST OPERATOR RECERTIFICATION - 8000 - ONLINE           | 10/21/13     | 10/25/13   |
| PRESTONSBURG      | 1622-13J      | CONTROLLED SUBSTANCE & DIVERSION INVESTIGATION                 | 10/21/13     | 10/25/13   |
| RICHMOND          | 1627-13J      | PERISHABLE SKILLS PRACTICUM                                    | 10/21/13     | 10/24/13   |
| RICHMOND          | 172T-12JR     | PUBLIC SAFETY DISPATCH ACADEMY - CJIS                          | 10/21/13     | 11/22/13   |
| RICHMOND          | 173T-12JR     | PUBLIC SAFETY DISPATCH ACADEMY FOR NON-CJIS AGENCY             | 10/21/13     | 11/22/13   |
| RICHMOND          | 177TC-13J     | TELECOMMUNICATIONS EXECUTIVE DEVELOPMENT PROGRAM - SESSION III | 10/21/13     | 10/25/13   |
| RICHMOND          | 1836-13A      | FINANCIAL CRIMES AGAINST SENIORS                               | 10/22/13     | 10/24/13   |
| BARREN RIVER      | 1625-13J      | KENTUCKY INVESTIGATIONS - 2013                                 | 10/28/13     | 11/01/13   |
| OWENSBORO         | 1441-13A      | CRISIS INTERVENTION TEAM TRAINING FOR KY LEN                   | 10/28/13     | 11/01/13   |
| RICHMOND          | 030B-12JR     | LAW ENFORCEMENT BASIC TRAINING                                 | 10/28/13     | 03/28/14   |
| RICHMOND          | 0898-12J      | PATROL RIFLE   | 10/28/13     | 11/01/13   |
| LOUISVILLE        | 1424-13J      | STRESS & WELLNESS  | 10/29/13     | 11/01/13   |
| RICHMOND          | 0801-11JR     | DEFENSIVE DRIVING  | 10/29/13     | 10/31/13   |
| RICHMOND          | 1349-12J      | KENTUCKY HOMELAND SECURITY                                     | 10/29/13     | 10/30/13   |
| RICHMOND          | 1000-11J      | GRANT WRITING FOR THE PRACTITIONER                             | 10/31/13     | 11/01/13   |
| RICHMOND          | 1596-12A      | LEN PREVENTION & DETERRENCE OF TERRORIST ACTS                  | 10/31/13     | 11/01/13   |

**NOVEMBER 2013**

| <b>LOCATION</b>   | <b>COURSE</b> | <b>TITLE</b>   | <b>BEGIN</b> | <b>END</b> |
|-------------------|---------------|--|--------------|------------|
| ONLINE            | 032SDL-12J    | MANDATORY TRAINING - ONLINE                            | 11/01/13     | 11/15/13   |
| BOWLING GREEN     | 1197-12J      | COMPUTER CRIMES INVESTIGATIONS                         | 11/04/13     | 11/08/13   |
| ELIZABETHTOWN     | 1762-12J      | POLICE, JUVENILES & THE CRIMINAL JUSTICE SYSTEM        | 11/04/13     | 11/08/13   |
| LOUISVILLE        | 1619-13J      | LEADING THE INVESTIGATIVE UNIT                         | 11/04/13     | 11/08/13   |
| NORTHERN KENTUCKY | 1403-13J      | DIGITAL PHOTOGRAPHY                                    | 11/04/13     | 11/08/13   |
| ONLINE            | 176TDL-13J    | DISPATCHING CRITICAL CALLS - ONLINE                    | 11/04/13     | 11/08/13   |
| RICHMOND          | 0472-12J      | BASIC BREATH TEST OPERATOR                             | 11/04/13     | 11/08/13   |
| RICHMOND          | 0965A-12J     | CJED - SESSION I                                       | 11/04/13     | 11/08/13   |
| RICHMOND          | 1204-13J      | RAPID DEPLOYMENT                                       | 11/04/13     | 11/08/13   |
| RICHMOND          | 1452-13J      | COURT SECURITY OFFICER BASIC TRAINING                  | 11/04/13     | 11/15/13   |
| RICHMOND          | 1779-12A      | U VISA TRAINING  | 11/04/13     | 11/04/13   |
| RICHMOND          | 1424-13J      | STRESS & WELLNESS                                      | 11/05/13     | 11/08/13   |
| LOUISVILLE        | 0803-11J      | INTERVIEWS & INTERROGATIONS                            | 11/11/13     | 11/15/13   |
| NORTHERN KENTUCKY | 1441-13A      | CRISIS INTERVENTION TEAM TRAINING FOR KY LEN           | 11/11/13     | 11/15/13   |
| ONLINE            | 0293DL-11J    | BREATH TEST OPERATOR RECERTIFICATION - ONLINE - 5000EN | 11/11/13     | 11/15/13   |
| ONLINE            | 072TDL-13J    | CJIS INQUIRY ONLY - ONLINE                             | 11/11/13     | 11/15/13   |
| RICHMOND          | 1544-13J      | LEGAL ISSUES: 2013                                     | 11/11/13     | 11/11/13   |
| RICHMOND          | 1617-13J      | PATROL: FIRST RESPONDER                                | 11/11/13     | 11/15/13   |
| RICHMOND          | 171T-12J      | LEADERSHIP 911   | 11/11/13     | 11/22/13   |
| RICHMOND          | 1620-10J      | LEADERSHIP IS A BEHAVIOR                               | 11/12/13     | 11/15/13   |
| ELIZABETHTOWN     | 1804-12J      | DOMESTIC ABUSE AND SEXUAL ASSAULT SYMPOSIUM            | 11/18/13     | 11/22/13   |
| LOUISVILLE        | 1779-12A      | U VISA TRAINING  | 11/18/13     | 11/18/13   |
| RICHMOND          | 0890-12J      | LEGAL UPDATE: PENAL CODE                               | 11/18/13     | 11/20/13   |
| RICHMOND          | 1273-13J      | POLICE EXECUTIVE COMMAND COURSE - 2013                 | 11/18/13     | 11/22/13   |
| RICHMOND          | 1760-12J      | FORENSIC MAPPING                                       | 11/18/13     | 11/22/13   |
| LOUISVILLE        | 1424-13J      | STRESS & WELLNESS                                      | 11/19/13     | 11/22/13   |
| RICHMOND          | 1026-11J      | LEGAL UPDATE: CONSTITUTIONAL PROCEDURE                 | 11/21/13     | 11/22/13   |

**DECEMBER 2013**

| <b>LOCATION</b> | <b>COURSE</b> | <b>TITLE</b>                                  | <b>BEGIN</b> | <b>END</b> |
|-----------------|---------------|---|--------------|------------|
| ONLINE          | 032SDL-12J    | MANDATORY TRAINING - ONLINE                   | 12/01/13     | 12/15/13   |
| LOUISVILLE      | 1470-11J      | INVESTIGATIVE SKILLS FOR PATROL               | 12/02/13     | 12/06/13   |
| ONLINE          | 094TDL-13J    | LEN MOBILE DATA TERMINAL ACCESS - ONLINE      | 12/02/13     | 12/06/13   |
| ONLINE          | 1544DL-13J    | LEGAL ISSUES: 2013 - ONLINE                   | 12/02/13     | 12/06/13   |
| ONLINE          | 176TDL-13J    | DISPATCHING CRITICAL CALLS - ONLINE           | 12/02/13     | 12/06/13   |
| RICHMOND        | 030B-12JR     | LAW ENFORCEMENT BASIC TRAINING                | 12/02/13     | 04/25/14   |
| RICHMOND        | 0721-12J      | ORIENTATION FOR NEW POLICE CHIEFS - SHERIFFS  | 12/02/13     | 12/06/13   |
| RICHMOND        | 0782-11J      | BASIC OFFICER SKILLS                          | 12/02/13     | 12/06/13   |
| RICHMOND        | 0803-11J      | INTERVIEWS & INTERROGATIONS                   | 12/02/13     | 12/06/13   |
| RICHMOND        | 1269-11J      | ADVANCED INTERNET INVESTIGATIONS              | 12/02/13     | 12/06/13   |
| RICHMOND        | 1544-13J      | LEGAL ISSUES: 2013                            | 12/02/13     | 12/02/13   |
| RICHMOND        | 1692-11J      | VALUES BASED LEADERSHIP                       | 12/03/13     | 12/06/13   |
| RICHMOND        | 176T-13J      | DISPATCHING CRITICAL CALLS                    | 12/03/13     | 12/03/13   |
| RICHMOND        | 096T-11J      | CULTURAL AWARENESS                            | 12/04/13     | 12/05/13   |
| LOUISVILLE      | 1804-12J      | DOMESTIC ABUSE AND SEXUAL ASSAULT SYMPOSIUM   | 12/09/13     | 12/13/13   |
| RICHMOND        | 071T-11JR2    | CJIS - FULL ACCESS                            | 12/09/13     | 12/13/13   |
| RICHMOND        | 0965B-12J     | CJED - SESSION II                             | 12/09/13     | 12/13/13   |
| RICHMOND        | 1533-13J      | COURT SECURITY OFFICER IN-SERVICE - 2013/2014 | 12/09/13     | 12/13/13   |
| RICHMOND        | 167T-11J      | COMMUNICATIONS TRAINING OFFICER               | 12/09/13     | 12/13/13   |
| RICHMOND        | 030B-12JR     | LAW ENFORCEMENT BASIC TRAINING                | 01/13/14     | 05/23/14   |