

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Corrections Training Academy Communications	PAGE <u>1</u> OF <u>2</u>
	NUMBER: 12-CTA-01
RULE/CODE REFERENCE:	SUPERSEDES: 12-CTA-01 dated 09/13/13
RELATED ACA STANDARDS: 2-CTA-3C-04	EFFECTIVE DATE: October 13, 2014
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish a means of communication within the Corrections Training Academy and with the surrounding community in normal operations, non-critical incidents, and critical incident situations.

III. APPLICABILITY

This policy applies to all staff, students, visitors, and inmates at the Corrections Training Academy.

IV. DEFINITIONS

Community – Any town, village, neighboring institution, or local law enforcement agency.

Critical Incident – An event which disrupts the routine operations or services of a facility, creating a state of disorder, a threat to security and/or an inability to maintain orderly control of inmates.

Non-critical Incident – An event arising or occurring unexpectedly, yet demanding prompt or urgent action.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that the Corrections Training Academy shall provide for a means of communication within the Academy with the Pickaway Correctional Institution, Correctional Reception Center, and with the neighboring communities during normal operations in the event of a non-critical circumstance and/or during critical incidents.

VI. PROCEDURES

- A. Normal Working Hours Operations – During normal operations, the Academy shall utilize a combination of communication devices and services during critical and non-critical incidents. These services and devices include:
1. CTA Phone System – The CTA phone system is a computerized phone and call accounting system utilized by the Academy. All staff offices and a limited number of common areas have phones connected to the Academy's phone system. All phones can be utilized to connect to other Academy phones using a four digit extension number and to the Pickaway Correctional Institution (PCI) using the 814 (+) extension number. CTA staff phones have the capability to connect to an outside line by dialing the numeral 9 and then the full telephone number. A certain number of common access phones have restricted access to outside telephone extensions due to their common access points within the facility. DYS utilizes a separate phone system with different call features, and separate from CTA's phone system.
 2. Mobile digital phones – The Academy has six mobile digital cell phones assigned to the Superintendent, the Assistant Superintendent, the Health and Safety Officer, Technology Based Training Developer, and the Maintenance Department and field support staff. The mobile devices assigned to the Superintendent, ~~and~~ Assistant Superintendent and Field support staff, are multi-function phones and e-mail retrieval devices. All other mobile devices have phone only capabilities. Mobile phone numbers for these staff are provided on CTA's telephone directory.
 3. The Academy has been issued two (2) MARCS (Multiple Area Radio Communication System) hand-held radios by the Pickaway Correctional Institution. The MARCS radio assigned to the correctional counselor/sergeant is utilized in the course of his/her regular duties at the Academy in order to readily communicate with PCI. CTA's Assistant Superintendent utilizes the second radio as a way to communicate with PCI.
- B. After Hours Communication - Notification of CTA Supervisors can be made utilizing the emergency contact cards with relevant contact information that are available to all CTA staff and the Pickaway Correctional Institution's Control Center.