

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Corrections Training Academy- Facility Access</b>	PAGE <u> 1 </u> OF <u> 2 </u>  NUMBER: 12-CTA-06
RULE/CODE REFERENCE:	SUPERSEDES: 12-CTA-06 dated 03/13/15
RELATED ACA STANDARDS: 2-CTA-2C-02	EFFECTIVE DATE: May 18, 2016
	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 parameters that guide facility access within the Corrections Training Academy (CTA) and accomplish the mission of providing a safe and secure setting in which to facilitate training programs and meetings.

**III. APPLICABILITY**

This policy applies to all employees, students, visitors, contractors and inmates at CTA.

**IV. DEFINITIONS**

**Limited Access** – Areas within CTA which, due to operational need, requires reduced student access during specific timeframes.

**Restricted Access** – Areas within CTA accessible to only designated CTA staff and approved contractors.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) and CTA to provide a safe and secure setting in which to facilitate training programs and meetings.

**VI. PROCEDURES**

- A. Students participating in a NEO Basic Academy Training program, in a specialized in-service training or meeting conducted at CTA are required to sign in using a Training Session Report or meeting sign-in sheet. Participants must wear their state/employee identification as a form of immediate identification.

- B. When participating in a meeting/training at CTA, individuals are prohibited from entering restricted areas (e.g. mechanical rooms, tool rooms, shooting ranges, range houses and armory) unless authorized by an employee of CTA.
- C. During first shift (8:00 a.m. – 4:00 p.m.) students shall have limited access to the dormitories and may not return to the dormitories unless escorted by CTA staff.
- D. The CTA exists to serve as a training and meeting location for DRC. If an employee observes suspicious activity occurring on CTA grounds (e.g. parking lots, Memorial Park, dormitories, other buildings), immediately notify a CTA staff member. A CTA staff member shall then contact the superintendent, assistant superintendent, or designee.