

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Superintendent Authority Administration & Management	PAGE <u> 1 </u> OF <u> 2 </u> .
	NUMBER: 12-CTA-08
RULE/CODE REFERENCE: 5120-7-01	SUPERSEDES: New Policy
RELATED ACA STANDARDS: 1-CTA-1A-05; 2-CTA-1A-05 1-CTA- 1A-07; 2-CTA-1A-07	EFFECTIVE DATE: April 17, 2015
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.38 which delegates to the Superintendent the authority to manage all aspects of the Corrections Training Academy (CTA).

II. PURPOSE

The purpose of this policy is to establish authority for the Corrections Training Academy's Superintendent and all personnel, volunteers, programs, and activities.

III. APPLICABILITY

This policy applies to all persons employed by and/or working at the Corrections Training Academy (CTA). It also applies to all students participating in training at CTA and inmates assigned to work at CTA. Further, applies to all programs conducted at or in association with CTA.

IV. DEFINITIONS

CTA Employees/Personnel – Those persons employed by CTA or assigned to work at CTA either temporarily or permanently.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction that the Superintendent of the Corrections Training Academy is responsible for the operation of the Academy and is in charge of all personnel, volunteers, programs, and activities connected with the Academy, as well as persons providing services to the Academy.

VI. PROCEDURES**A. General**

1. The Superintendent shall be directly responsible for the orderly operation of the Corrections Training Academy. He/she will be in charge of all personnel, volunteers, programs, and activities connected with CTA, as well as persons providing services to CTA. This will be reflected in a Corrections Training Academy's Table of Organization which will be reviewed annually.
2. The Superintendent will be appointed by the Director of the Department of Rehabilitation and Correction.
3. To be considered qualified, an academy director, at a minimum, must possess the following: a bachelor's degree in an appropriate discipline, five years of related administrative experience and/or developing training, and demonstrated administrative ability and leadership. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to a bachelor's degree.

B. Specific

1. The Superintendent shall recommend staff for hiring and promotional opportunities, as well as recommend decisions regarding disciplinary matters.
2. The Superintendent or designee shall review annually all programs offered at or through the Corrections Training Academy.
3. The Superintendent or designee shall review annually all contracts for persons providing services to CTA.