

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT:	PAGE <u> 1 </u> OF <u> 7 </u> .
<b>Training Advisory Councils – Organization and Responsibilities</b>	NUMBER: 39-TRN-05
RULE/CODE REFERENCE:	SUPERSEDES: 39-TRN-05 dated 05/27/15
RELATED ACA STANDARDS: 4-4076, 4-4077; 2-CO-1D-03; 4-APPFS-3A-10; 2-CTA-1A-11; 2-CTA-3A-04, 3A-05, 3A-07, 3A-10; 2-CTA-3A-11, 3A-12	EFFECTIVE DATE: June 21, 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 define the composition and function of department Training Advisory Councils and to establish a standardized process for the selection of employees to attend Corrections Training Academy sponsored training.

**III. APPLICABILITY**

The policy is applicable to all training officers, other staff members responsible for training, persons assigned to participate on departmental Training Advisory Councils, DRC employees seeking to attend any Corrections Training Academy (CTA) sponsored training and persons who assist in identifying staff training needs, either in policy or otherwise.

**IV. DEFINITIONS**

**Training Advisory Council (TAC)** - A multi-disciplinary group of employees assigned or selected to serve in an oversight capacity regarding training activities.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to develop, implement, monitor and evaluate training programs that reflect the mission and goals of the agency as well as the performance needs and professional development goals of DRC employees. Training programs shall be overseen by Training Advisory Councils (TACs) at the department level, at each institution, regionally within the Adult Parole Authority (APA), and at the Operation Support Center (OSC). The TACs shall

be responsible for ensuring all employees are provided with adequate access to professional development opportunities.

## **VI. PROCEDURES**

### **A. The Department of Rehabilitation and Correction's Training Advisory Council**

1. A DRC Training Advisory Council (TAC) shall be formed to serve in an advisory capacity and as a resource for the Corrections Training Academy (CTA). It shall provide direction for the New Employee Orientation (NEO) and in-service programs, as well as offer oversight regarding the direction of training for the DRC. The DRC TAC shall meet at least semi-annually.
2. Sub-committees of the DRC TAC shall be established as deemed necessary by the superintendent or designee to act in an advisory capacity in specialized fields to include, but not be limited to, firearms, defensive tactics and subject control, and rifle training.
3. The DRC TAC shall approve the student training plan for CTA, inclusive of contents for the NEO program, mandatory in-service requirements, and specialized in-service training programs.
4. Representatives on the DRC TAC shall be appointed by the superintendent of the CTA. Membership on the DRC's TAC shall be for a period of two (2) years with the term commencing January 1<sup>st</sup>. DRC (Statewide) TAC appointments occur in even years (e.g. 2016, 2018). Interim appointments may be made when vacancies occur or as deemed appropriate by the Managing Director of Organizational Development.
5. The DRC (Statewide) TAC shall be a multidisciplinary team dedicated to utilizing training as a performance management tool. At a minimum, the DRC (Statewide) TAC shall be comprised of the following members or section representatives:
  - a. Superintendent, Chairperson;
  - b. CTA Training Supervisors;
  - c. Regional Human Resources;
  - d. Regional representatives from each of the operational regions (NW, NE, SW, SE as identified by the Regional Directors);
  - e. Legal;
  - f. Labor Relations;
  - g. Personnel;
  - h. EEO;
  - i. Bureau of Agency Policy and Operational Compliance;
  - j. Correctional Healthcare;
  - k. Fiscal;
  - l. Information Technology;
  - m. OCSS;
  - n. APA Regional Administrator;
  - o. Managing Officer;
  - p. Training Officer;

- q. Representation from 1199;
- r. Representation from OEA; and
- s. Representation from OCSEA.

## **B. Institution Training Advisory Council**

1. Each institution shall select and maintain a TAC that is appointed by the managing officer. This council shall be actively involved in all aspects of the institution's training program, and focused on utilizing training as a performance management tool.
2. Institution training activities shall reflect input from as many work areas as possible. The council shall be multi-disciplinary in nature, reflect the diversity of the institution, and be comprised of at least the following members:
  - a. Training Officer;
  - b. Administrative Assistant to the Managing Officer;
  - c. Managing Officer and/or designees from executive staff to include representation from both security and unit management/programming;
  - d. Correction Officer; and
  - e. Other members appointed as needed and/or desired to reflect the multi-disciplinary nature of the employee population, institutional departments, and all major bargaining units.
3. The TAC shall meet at least quarterly and shall be involved in overseeing all aspects of the training process which shall include, but not be limited to:
  - a. Reviewing an annual training needs assessment data; conduct further assessment and analysis of training needs as necessary;
  - b. Developing an annual training plan pursuant to the standards established by the CTA;
  - c. Reviewing and selecting all optional/site-specific training programs to be conducted by the institution in addition to those mandated by CTA;
  - d. Implementing mandated training programs/topics;
  - e. Reviewing the content of in-service topics included in annual training;
  - f. Monitoring and formally evaluating in-service training programs and specialized training programs to review progress and resolve problems. This is to include an annual report to the managing officer outlining training activities such as evaluations of training sessions, number of staff completing training, status of the annual training plan, etc.
  - g. Recommending staff for instructor-certification physical and non-physical skills training courses. Employees interested in attending the CTA's 40-hour Instructional Skills course shall also be recommended by the institution's TAC, inasmuch that this course serves as the basis upon which the facilities volunteer staff instructor cadre will be established. Submission for consideration shall be received from interested staff utilizing the Instructor Course Application (DRC1892). Said recommendations must receive the managing officer's final approval. Courses requiring this form include any with the word "Instructor" in the title to include Instructional Skills.

- h. Maintaining a written record of all meeting agendas, minutes, deliberations and recommendations. Copies of these and all other council records are to be maintained by training officers and shall be submitted to the managing officer/designee.
4. Staff seeking to attend training offered by the CTA shall utilize the Enterprise Learning Management (ELM) system's on-line registration process and be approved by their supervisor. The supervisor should notify the training officer of any staff approved/denied for training.

### **C. Non-Institution Training Advisory Councils**

1. APA regions shall maintain a TAC, chaired by a staff member named by the regional administrator.
2. Each TAC shall be multi-disciplinary and shall reflect the diversity of the workplace. The chair of each TAC, in consultation with the appropriate administrator(s), shall select TAC members who shall serve for a period of two (2) years with the term commencing July 1<sup>st</sup>. At a minimum, each TAC shall be comprised of:
  - a. Volunteer instructors at the workplace;
  - b. Administrators and managers at the workplace;
  - c. Representatives of program areas at the workplace;
  - d. Union employees representing all major bargaining units at the workplace; and
  - e. CTA Regional Field Support Representative.
3. Non-Institutional TACs shall be responsible for overseeing their respective training programs which shall include, but not be limited to:
  - a. Reviewing an annual training needs assessment data; conducting further assessment and analysis of training needs as necessary;
  - b. Developing an annual training plan pursuant to the standards established by CTA;
  - c. Reviewing and selecting all optional training programs to be conducted at the workplace in addition to those mandated by CTA;
  - d. Implementing mandated training programs/topics;
  - e. Reviewing the content of in-service topics included in annual training;
  - f. Monitoring and formally evaluating in-service training programs and specialized training programs to review progress and resolve problems. This is to include an annual report outlining training activities such as evaluations of training sessions, number of staff completing training, status of the annual training plan, etc.; and
  - g. Maintaining a written record of all meeting agendas, minutes, and deliberations. Copies of these and all other council records are to be maintained by the council chair and shall be submitted to the appropriate administrators at the respective workplace as requested.

### **D. Oversight of Departmental Training Initiatives**

1. The DRC (Statewide) TAC shall provide recommendations for agency training initiatives and training mandates for the Department. The CTA shall annually administer a formal

training needs assessment to staff throughout the agency. Said assessment shall serve to inform the investment of resources for the purpose of annual in-service training, as well as new specialized in-service program development and the content of the NEO (Basic Training) program offered by CTA. The DRC TAC shall make recommendations for the type of training offered, design and delivery of courses to include methods of evaluation upon review of the needs assessment data.

2. Mandates for training on specific topics shall not be written into a DRC policy without the express approval of the superintendent of the CTA.
3. The CTA shall identify mandatory annual in-service training topics in consultation with Managing Directors and Regional Directors, following a formal needs assessment.
4. In addition to the in-service needs assessment process to determine annual training requirements, other in-service and orientation training requirements are derived by ACA, legislative and court-ordered mandates, and/or initiatives identified by the Director.
5. All mandated training topics shall be documented in writing and annually distributed to all facilities and APA regions by the CTA superintendent/designee on or before April 1<sup>st</sup>.

#### **E. Oversight of Trainee Selection for CTA-Sponsored Training**

1. Non-Institution Trainee Selection for CTA-Sponsored Training
  - a. Staff members responsible for training shall post CTA in-service training schedules, as well as notices pertaining to instructor certification opportunities, common access locations at the work sites and/or distribute the schedules or instructor needs to staff via e-mail. Additionally, CTA shall provide an on-line course catalogue on the DRC intranet containing training opportunities available to Department employees.
  - b. An employee requesting to attend CTA-sponsored, non-instructor training must secure the approval of his/her immediate supervisor. Staff seeking to attend training offered by the CTA shall utilize the ELM system's on-line registration process and be approved by his/her supervisor. In making a decision to approve or disapprove the request, the immediate supervisor shall consider employee performance, any attendance issues and the operational needs of the work site. The employee will be notified of the decision through correspondence provided by the ELM system and documentation of the employee's request and decision shall be maintained by the immediate supervisor for audit purposes.
  - c. An employee requesting to attend CTA-sponsored instructor training or specialized training must submit an Instructor Course Application (DRC1892) to his/her immediate supervisor for review and approval. In making a decision to approve or disapprove the request, the immediate supervisor shall consider employee performance and attendance issues and the operational needs of the work site. The employee shall be notified of the decision through correspondence provided by the ELM system, by the supervisor if the request is approved or not approved. If the request is approved, the immediate supervisor shall forward the application to the

training coordinator. The Instructor Course Application (DRC1892) must be sent to the appropriate CTA program manager no later than two (2) weeks prior to the commencement of the start date of said course. Courses requiring this form include any with the word "Instructor" in the title to include Instructional Skills.

2. Institution Trainee Selection For CTA-Sponsored Training
  - a. The training officer is responsible for posting CTA training courses and schedules in at least three (3) common access locations throughout the institution. Instructions for applying to attend training shall be posted with the course schedules. Additionally, CTA shall provide an on-line course catalogue on the DRC intranet containing training opportunities available to Department employees.
  - b. An employee requesting to attend CTA-sponsored, non-instructor training must secure the approval of their immediate supervisor. Staff seeking to attend training offered by the CTA shall utilize the ELM system's on-line registration process and be approved by their supervisor. In making a decision to approve or disapprove the request, the immediate supervisor shall consider employee performance and attendance issues and the operational needs of the work site. The employee shall be notified of the decision through correspondence provided by the ELM system and documentation of the employee's request and decision shall be maintained in the training file.
  - c. An employee requesting to attend CTA-sponsored instructor training or specialized training must submit an Instructor Course Application (DRC1892) to their immediate supervisor for review and approval. In making a decision to approve or disapprove the request, the immediate supervisor shall consider employee performance and attendance issues and the operational needs of the work site. The employee shall be notified of the decision through correspondence provided by the ELM system by the supervisor if the request is approved or not approved. If the request is approved, the immediate supervisor shall forward the application to the TAC chair/designee for screening. All aforementioned documentation shall be maintained in the employee's training file. The Instructor Course Application (DRC1892) must be sent to the appropriate CTA program manager no later than two (2) weeks prior to the commencement of the start date of said course.
  - d. If a staff member requests to attend an instructor-certification course and the said request must be reviewed prior to a regularly scheduled TAC meeting, the training officer may solicit a recommendation from at least three (3) members of the TAC.
  - e. For instructor-certification courses, the training officer shall rank order the applicants based on the TAC's screening. This list shall be presented to the managing officer/designee for final selection. If approved, the employee selected to attend the training shall register for the course utilizing the ELM system.
  - f. Training applications, screening sheets, and final selection documentation used by the TAC shall be kept on file in the training office.

- g. All in-service classes that require a monetary payment shall have a special approver status assigned in ELM.

**Related Department Forms:**

Instructor Course Application

DRC1892