

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Standards for Training Personnel and Instructors	Page 1 of 7
	NUMBER: 39-TRN-06
RULE/CODE REFERENCE:	SUPERSEDES: 39-TRN-06 dated 04/17/15
RELATED ACA STANDARDS: 4-4073, 4-4074; 2-CTA-3A-01, 3A-02 2-CTA-3A-03, 3A-23 thru 25, 3A-27; 2-CTA- 3A-28; 4-APPFS-3A-06, 3A-08	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 establish standards for the utilization and professional development of all Ohio Department of Rehabilitation and Correction (DRC) training officers. Additionally, this policy outlines the application process, utilization and recertification requirements for special skill instructors and instructor trainers.

III. APPLICABILITY

This policy is applicable to all full-time DRC training officers as well as those who coordinate training for the Operation Support Center (OSC), Adult Parole Authority (APA) regions, and the Corrections Training Academy (CTA). It is also applicable to all staff that serves or seeks to serve in a voluntary capacity as special skill instructors or instructor trainers.

IV. DEFINITIONS

Apprentice Instructor Trainer - A provisional designation for those persons newly recognized as capable of instructing instructor-based programs for DRC.

Instructor Trainer - A designation which certifies those DRC employees identified as subject matter experts, qualified to instruct DRC sponsored instructor courses and higher level special skills courses, in addition to developing curricula to support said courses.

Non-Physical Skill Areas - Those DRC approved subjects that require advanced knowledge and training. Such topics include, but are not limited to, hostage negotiations, incident command system, instructional skills, back to basics, etc.

Physical Skill Areas - Those DRC approved subjects that require advanced training and the ability to physically perform a skill. Such topics include, but are not limited to, defensive tactics and subject control, firearms, tactical rifleman, special response team, chemical munitions, OC/pepper spray, pepper ball systems, CPR, and transportation.

Special Skill Instructors - DRC employees who volunteer to conduct departmental training, or employees as per their job duties are required to assist in the facilitation of training, and have completed the necessary training and are certified to instruct special skill areas. This designation is applicable to those who instruct physical skills and non-physical skills areas.

Specialized In-service Training - Any elective training course that provides additional information to employees for the purpose of professional development and skill enhancement.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to ensure training officers, other full-time training personnel, and volunteer special skill instructors who plan, coordinate, and conduct training are qualified and possess knowledge of instructional strategies and design, and maintain necessary certification and re-certification requirements as set forth by CTA.

VI. PROCEDURES

A. Full-Time Training Officers, Academy Program Administrator & Designated Training Coordinators

1. All full-time training officers, full-time CTA program administrators and employees designated to coordinate training programs must complete an approved 40-hour Instructional Skills (Level 1) or equivalent course, focused on adult learning strategies, legal liability, instructor delivery strategies, classroom management and documentation. Those individuals hiring or promoting into these stated roles shall also complete Instructional Skills/Curriculum Development Course (Level 2), focused on needs assessment and data analysis, lesson plan design and development inclusive of student performance objective development, program implementation and evaluation. Completion of both Level 1 and Level 2 Instructional Skills Courses shall be done within one (1) year of being awarded the position. Appropriate documentation shall be maintained in the employee's training file. During initial orientation for the appointed position, the full-time training officers and CTA program administrators shall also receive information relating to the use of equipment, and available instructional resources and information.
2. All full-time training officers and all full-time CTA program administrators in the New Employee Orientation (NEO) section shall be certified and maintain certification as instructors in the following physical skills: firearms; defensive tactics and subject control; CPR; OC/pepper spray; PR-24 (If the institution where the training officer is employed

utilizes PR-24 for other than special teams). If at the time of hire or promotion, a training officer or CTA program administrator does not possess a stated certification, he/she must complete the needed DRC instructor training and acquire certification within one (1) year of being awarded the position. Additionally, training officers and CTA program administrators shall recertify annually in any physical skill in which the instructor holds a DRC instructor certification. This shall be achieved locally as part of annual in-service training.

3. All full-time training officers, full-time CTA program administrators and employees designated to coordinate training programs shall be actively involved in all aspects of the training process to include, but not limited to, needs assessment, development, implementation, delivery, documentation, evaluation, and the compilation and reporting of statistics and requested information.
4. All full-time training officers, full-time CTA program administrators and employees designated to coordinate training programs shall have access to all online training policies, lesson plans, and related course materials. Internet access is required in order to support research efforts involved in curriculum development.
5. Training officers, full-time CTA program administrators and training coordinators shall ensure that participants complete a Course/Instructor Evaluation form (DRC1523) to further provide quality assurance information regarding course content and instructor performance.
6. Institution training officers shall meet with the managing officer and the training officer's supervisor at least annually to discuss the annual needs assessment and any other issues pertaining to staff training. This planning meeting shall serve as an opportunity to use existing data to identify the site-specific training needs that will be incorporated within the in-service plan for the upcoming training year.
7. Institution training officers shall be standing members of the institution's Training Advisory Council (TAC). CTA field support staff working with specific APA region(s) shall be standing members of that region's TAC.
8. All full-time institutional training officers shall attend quarterly training officer meetings/webinars as scheduled by the CTA. Meetings serve as a conduit for job-related information sharing and training. The institution training officer's supervisor is strongly encouraged to also attend the quarterly meetings to further facilitate effective communication between the CTA and the facility.

B. Special Skill Instructors

1. Employees seeking to participate in a physical skill instructor course shall first successfully complete the DRC 40-hour Instructional Skills Course or an equivalent Instructional Skills Training Course (e.g. Ohio Peace Officer Training Academy's Instructional Skills) approved by the CTA superintendent, as well as the requisite physical skill instructor course (e.g. Defensive Tactics and Subject Control Instructor Course, Firearms Instructor Course). Physical skill instructor candidates are required to

attend 100% of all scheduled classroom sessions; the Academy has established guidelines for permitting one (1) excused absence and make up session before requiring the student to restart the course.

2. In addition to the aforementioned requirements, individuals seeking to apply for the Firearms Instructor Course must have successfully completed two (2) recertifications as an end user at their institution/APA region.
3. Special skill instructor certification shall be awarded to those employees who have minimally completed the DRC 8-hour Instructional Skills course or the 40-hour Instructional Skills course, as well as the requisite Special Skill Instructor Course (e.g. Facilitating Effective Programs Instructor Course, Back to Basics Instructor Course, Use of Force Instructor Course).
4. DRC employees utilized as a special skills instructor shall minimally have completed an 8-hour Instructional Skills course or a 40-hour Instructional Skills course.
5. Special skill instructors who are required to recertify must do so in accordance with the guidelines of the special skill course they instruct. Those failing to re-certify shall be given a period of 365 days to complete any required training/recertification. During that time, the instructor shall not be permitted to conduct training. In the event the instructor exceeds this 365-day grace period, his/her certification will be revoked by the CTA superintendent. Documentation of revocation shall be provided to the instructor as well as his/her work site.
6. For employees that have been precluded from recertifying due to extenuating circumstances, the employee may request reinstatement in writing through the CTA superintendent. If approved, the individual must successfully complete a proficiency assessment in the specified skill area. If denied, a written explanation shall be provided by the CTA superintendent or designee.
7. Special skills instructors who fail a recertification session may attempt to recertify one (1) additional time. If the instructor fails on the second attempt to recertify, he/she shall be decertified and required to repeat the entire instructor course for that special skills area.
8. Special skill instructors who resign or have their instructor certification revoked shall be required to repeat the special skill instructor course in its entirety in order to be approved to resume instructing for DRC.
9. The managing officer/designee shall immediately notify CTA of any special skill instructor who receives discipline. Upon receipt of said information, the CTA superintendent shall review the incident subject of the discipline and determine if the instructor shall be placed into inactive status or have his/her instructor certification revoked. This determination shall be made in consultation with the managing officer/designee and the instructor shall be notified in writing of the decision and any other conditions as deemed appropriate. An example of said "conditions" may include, but are not limited to, information requiring a need to complete remedial training and the time period in which inactive status is in effect.

10. Special skill instructors shall not use a DRC issued instructor certification for employment outside DRC or for other personal gain.

C. Instructor Trainers

1. Application & Selection Process

- a. An instructor trainer applicant must have maintained instructor certification in a special skill, to include instructional skills, for at least three (3) years prior to being eligible for consideration as an instructor trainer.
- b. Eligible employees seeking to apply for instructor trainer may obtain an Instructor Trainer Application form (DRC1765) from the institution training officer, CTA or the DRC intranet.
- c. Eligible employees seeking to apply for instructor trainer must submit the completed application to the institution training officer or person responsible for approving the employee's participation in training activities. The application must include all documentation specified on the Instructor Trainer Application form (DRC1765).
- d. Applications shall be reviewed based upon the following guidelines:
 - i. Candidate has held a current certification for three (3) years in the special skill area for which he/she seeks to become an Instructor Trainer;
 - ii. Completion of all necessary documentation; and
 - iii. Candidate has received no formal discipline during the two (2) years prior to submitting application.
- e. Upon approval of the appropriate TAC and managing officer/designee, the application shall be forwarded to the CTA superintendent for a final review.
- f. If the application is rejected by the appropriate TAC or managing officer/designee, the chairperson of the Training Advisory Council or managing officer shall notify the applicant in writing regarding the basis for said rejection.
- g. An instructor trainer application approved at the local level shall undergo a final review by the CTA superintendent/designee. Said review shall be done in accordance with the guidelines set forth in this policy and may include an interview and skill demonstration with the CTA instructor trainer selection committee.
- h. Applicants receiving a favorable review shall be designated as apprentice instructor trainers and must meet the guidelines established in this policy. Written notice shall be forwarded by the CTA superintendent/designee to the newly designated apprentice instructor trainer and his/her managing officer.

- i. Applicants who do not receive a favorable review by the CTA selection committee shall be notified in writing regarding the basis for said review and discontinuation of the application process.
 2. Apprentice Instructor Trainer Criteria for Certification as an Instructor Trainer
 - a. Once approved by the CTA to proceed with the instructor trainer certification process, the individual shall first be designated as an apprentice instructor trainer. The apprentice instructor trainer designation shall be in effect until the following criteria are met, but no longer than two (2) years:
 - i. Maintain certification in specialized area;
 - ii. Teach an instructor course in the specialized area under the supervision of a certified instructor trainer;
 - iii. Teach in a NEO basic course in the specialized area under the supervision of a certified instructor trainer;
 - iv. Successfully complete a written comprehensive examination and interview process pertaining to policies, procedures, and lesson plans including student performance objectives and testing procedures.
 - v. Maintain good standing and be discipline-free.
 - vi. Demonstrate active participation in special skill activities, to include focus groups, meetings and trainings.
 - vii. The candidate must complete Instructional Skills (Level 2), focused on curriculum development.
 - b. Apprentice instructor trainers who complete the criteria outlined directly above shall be designated as instructor trainers.
 - c. Apprentice instructor trainers failing to meet the criteria outlined above shall have their designation rescinded by the CTA superintendent or designee.
 3. Recertification Requirements for Instructor Trainers
 - a. Complete and maintain certification requirements to include recertifying annually in any physical skill in which the instructor holds a DRC instructor certification. This may be achieved locally as part of annual in-service training;
 - b. Instruct at least annually in CTA sponsored instructor course and one (1) recertification course as needed;
 - c. For physical skills instructor trainers, continue to instruct NEO or specialized in-service training courses at a minimum of three times per year in the area of specialty;
 - d. Institutional firearms instructor trainers shall instruct a minimum of twenty-four (24) hours annually.
 - e. For non-physical skills instructor trainers, instruct courses upon request;
 - f. Complete additional instructor trainer assignments as needed (e.g. complete course paperwork, create and update lesson plans and evaluate student performance);
 - g. Attend a minimum of eight (8) hours of continuing education sessions to further develop skills. This shall be completed during each three-year recertification cycle;

39-TRN-06: APPENDIX A

Physical Skills Instructor Course Attendance Protocol

1. Course Facilitator/Instructor(s) review student's attendance and course material missed (e.g. SPOs, Quizzes, Practical Proficiency Testing, Teach-Backs, etc.)
2. A student shall be afforded one (1) instructor course make up session.
3. If part of a day was missed, the Course Facilitator/Instructor(s) will determine the extent of the instruction that was missed and if too much instruction was missed for the student to have the ability to understand the material and pass the examination/proficiency test. If it is determined that the material can be provided to the student during breaks/lunch/etc., the student will continue in the course, immediately making up the missed material the same day and continuing with the course. If the course is too brief in duration and/or the material missed is critical to the student's comprehension, the student will be removed from the course and rescheduled to complete the course in its entirety.
4. The Course Program Manager will coordinate with the student and institutional training officers/APA supervisors to schedule dates and times for CTA-based Instructor Course Make Up sessions. Said sessions shall take place at CTA, and be completed within one month of the missed course. For multi-week courses wherein the subsequent week is scheduled to occur within a one month timeframe, the make-up session shall occur prior to the student's participation in the subsequent week of training. An e-mail notification will be sent by the instructor to the student and their supervisor as to the instructions of the next available course offering.
5. In instances involving regional multi-week courses wherein a student misses all or part of a subsequent week, the Course Facilitator/Instructor(s) in collaboration with the Program Manager will determine the most efficient location and time(s) in which to schedule a make-up training session to include identifying the DRC staff instructor who will be requested to work with the student. An e-mail notification will be sent by the instructor to the student and their supervisor as to the instructions of the next available course offering.
6. Students will not receive a completion of the course until all relevant course material/testing is completed to the satisfaction of the Course Facilitator/Instructor(s). The student's status in ELM will remain open/pending until such time the individual either successfully completes the course, he/she will be marked as "completed." If the student fails to satisfactorily complete course requirements, he/she will be marked in ELM as "Did Not Complete."

39-TRN-06: APPENDIX B

Non-Physical Skills Instructor Course Attendance Protocol

1. Course Facilitator/Instructor(s) review student's attendance and course material missed (e.g. SPOs, Quizzes, Practical Proficiency Testing, Teach-Backs, etc.)
2. The non-physical skills courses would include: ORAS, MI, T4C, Instructional Skills, FEP and Use of Force.
3. All eight (8) hour courses can have 0% missed course material.
4. ORAS can have 0% missed course material due to the design and structure of the class.
5. Thinking for a Change can have 0% missed course material due the design and structure of the class.
6. Other sixteen (16) hour courses
 - a. Day 1~ 0% missed cannot miss any time
 - b. Day 2 ~ can only miss up to 1.5 hours, but must make up the entire day at next available offering.
7. Instructional Skills- 10% (up to 4 hours) Staff shall make up that whole day at the next available offering, or up to program manager's discretion depending on topics.
8. Course Facilitators/Instructor(s) will coordinate with the student and institutional training officers/APA supervisors to schedule dates and times for Instructor Course make up session. Said sessions shall take place at CTA for CTA-based programs, and regionally if held at a non-CTA location; make up sessions shall be completed within one month of the missed course and/or the next available program date.
9. A student shall be afforded one instructor course make up session. An e-mail notification will be sent by the instructor to the student and their supervisor as to the instructions of the next available course offering.
10. Students will not receive completion of the course until all relevant course material/testing is completed to the satisfaction of the Course Facilitator/Instructor. The student will remain in an enrolled status in ELM until such time the individual successfully completes the course, he/she will be marked as "completed." If the student fails to satisfactorily complete course requirements, he/she will be marked in ELM as "Did Not Complete."