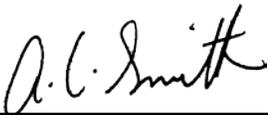




SUBJECT: Standards for Training Personnel and Instructors	PAGE <u> 1 </u> OF <u> 7 </u> .
	NUMBER: 39-TRN-06
RULE/CODE REFERENCE:	SUPERSEDES: 39-TRN-06 dated 06-04-18
RELATED ACA STANDARDS: 4-4073, 4-4074; 4-APPFS-3A-06, 3A-08; 2-CTA-3A-01 thru 3A-03, 3A-23 thru 3A-25 2-CTA-3A-27, 2-CTA-3A-28	EFFECTIVE DATE: July 29, 2019
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

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 (ODRC) 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 ODRC 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 ODRC.

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

Learning Management System - An integrated software application provided by the Department of Administrative Services (DAS) on the state’s enterprise intranet site used to manage and track State of Ohio Employees’ learning and training information.

Non-Physical Skill Areas - Those ODRC 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 ODRC approved subjects that require advanced training and the ability to perform a skill physically. 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 - ODRC 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 (ODRC) 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 Training Developers & Designated Training Coordinators**

1. All full-time training officers, full-time CTA training developers, training analyst, and employees designated to coordinate training programs must complete an approved 40-hour Instructional Skills or equivalent course, focused on adult learning strategies, legal liability, instructor delivery strategies, classroom management, and documentation.
 - a. Those individuals hiring or promoting into these stated roles shall also complete Instructional Skills/Curriculum Development Course, focused on needs assessment and data analysis, lesson plan design and development, student performance objective development, program implementation, and evaluation.
 - b. Completion of both Instructional Skills/Curriculum Development Courses shall be completed within one year of being awarded the position. Appropriate documentation shall be maintained in the employee's training file.
 - c. During initial orientation for the appointed position, the full-time training officers and CTA training analysts/developers 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 training analysts/developers shall be certified and maintain certification as instructors in the following physical skills: firearms, defensive tactics and subject control (DT/SC), 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 training analyst/developer does not possess a stated certification, he/she must complete the needed ODRC instructor training and acquire certification within one year of being awarded the position.
 - a. Training officers and CTA training analyst/developers shall recertify annually in any physical skill in which the instructor holds an ODRC instructor certification. This shall be achieved locally as part of annual in-service training.
3. All full-time training officers, full-time CTA training analyst/developers 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 training analyst/developers 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 training analyst/developers and employees designated to 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.
 - a. Northeast Ohio Correctional Center (NEOCC) is authorized to utilize CoreCivic Class Evaluation (4-2C) in lieu of ODRC Course/Instructor Evaluation (DRC1593).
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 ODRC 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). All initial Instructor Courses shall be conducted and completed at CTA or an approved location determined by the CTA Superintendent or their designee. Physical skill instructor candidates are required to attend 100% of all scheduled classroom sessions; the Academy has established guidelines for permitting one excused absence and makeup session before requiring the student to restart the course.
2. In addition to the requirements above, individuals seeking to apply for the Firearms Instructor Course must have successfully completed two annual 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 ODRC 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. ODRC 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 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 to be approved to resume instructing for ODRC.

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.
 - a. An example of conditions may include 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 an ODRC issued instructor certification for employment outside ODRC 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 years prior to being eligible for consideration as an instructor trainer. CTA superintendent maintains the authorization to waive the Instructor Trainer time requirements three year's instruction in special skills area, Apprentice Instructor Trainer). The special skills Program Administrator will submit in writing to the superintendent the justification for the need to waive the requirements for the requesting Instructor Trainer Applicant.
 - b. Eligible employees seeking to apply for instructor trainer may obtain an Instructor Trainer Application form (DRC1765).
 - 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 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 years prior to submitting the application.
 - e. When approved by TAC and the managing officer/designee, the application shall be forwarded to the CTA superintendent/designee for a final review.
 - f. If the application is rejected by the managing officer/designee, the chairperson of the TAC or managing officer shall notify the applicant in writing regarding the basis of rejection.

- g. Applicants receiving approval shall be designated as apprentice instructor trainers and must meet the guidelines established in this policy.
 - h. Applicants who do not receive approval by the CTA selection committee shall be notified in writing regarding the basis for rejection.
2. Apprentice Instructor Trainer Criteria for Certification as an Instructor Trainer
- a. Once approved by 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 years:
 - i. Maintain certification in the 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 curriculum development course provided by CTA.
 - 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 an ODRC instructor certification. Recertification may be achieved locally as part of annual in-service training;
 - b. Instruct at least annually in CTA sponsored instructor course and one 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 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 hours of continuing education sessions to develop skills further. This shall be completed during each three-year recertification cycle;
 - h. Successful completion of recertification as an ODRC physical skills instructor is a minimum of every three years unless otherwise specified by an external certifying authority. Recertification as an ODRC non-physical skills instructor shall be based upon a timeframe established by the program administrator/coordinator in consultation with CTA.
4. Training Officer and Instructor Training Program Management
- a. CTA is committed to continuing the professional development of the person designated to lead and train other agency employees. As such, CTA will initiate professional development/training sessions for training officers, program administrators and others who coordinate training programs to ensure continued skill development. Training shall emphasize a focus on quality processes, the science behind performance improvement and program evaluation while focusing upon effective communication between CTA and the field.
 - b. CTA shall provide professional development and training for the agency's instructor trainers as part of the three-year recertification cycle, as a means by which to benchmark new information, strategies and best practices and improve upon existing programs.
 - c. CTA shall manage instructor training resources by reserving the right to limit the number of physical skills instructor trainers to two per institution and APA region.

Attachments:

Appendix A Physical Skills Instructor Course Attendance Protocol

Appendix B Non-Physical Skills Instructor Course Attendance Protocol

Related Department Forms:

Course/Instructor Evaluation DRC1523

Instructor Trainer Application DRC1765

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 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 may continue in the course, immediately making up the missed material the same day and continuing with the course. If the course is too brief 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 ODRC 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 the LMS will remain open/pending until such time the individual either successfully completes the course, the student will be marked as "completed." If the student fails to satisfactorily complete course requirements, the student will be marked in the LMS as "Did Not Complete."

39-TRN-06: APPENDIX B

Non-Physical Skills Instructor Course Attendance Protocol

1. Course Facilitator/Instructor(s) review participant's attendance and course material missed (e.g., SPOs, Quizzes, Practical Proficiency Testing, Teach-Backs, etc.)
2. Non-physical skills courses include: ORAS, MI, T4C, Instructional Skills, FEP and Use of Force.
3. Missing Course Material/Course Time
 - a. Participants must complete 100% of the course material.
 - b. Participants must complete the entire eight-hour course.
 - c. ORAS participants must complete 100% of the course material due to the design and structure of the class.
 - d. Thinking for a Change participants must complete 100% of the course material due the design and structure of the class.
 - e. Other 16-hour courses
 - i. Day 1~ 0% missed cannot miss any time
 - ii. Day 2 ~ can only miss up to 1.5 hours but must make up the entire day at next available offering.
 - iii. 40-hour Instructional Skills participants may miss 10% (up to 4 hours) except for Day 1 and Day 2 participants cannot miss any time (0%).
 - iv. If participants do miss more than the allotted time, the entire day shall be made up at the next available offering or determined by the program manager.
 - f. Participants cannot miss any part of assigned presentation time.
 - i. If participants miss any part of their assigned presentation time, they shall be given the opportunity to attend a future class to make up their presentation.
4. Course Facilitators/Instructor(s) will coordinate with the participant 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.
5. A participant shall be afforded one instructor course make up session. An e-mail notification will be sent by the instructor to the participant and their supervisor as to the instructions of the next available course offering.
6. Participants will not receive completion of the course until all relevant course material/testing is completed to the satisfaction of the Course Facilitator/Instructor. The participant will remain in an enrolled status in LMS until such time the individual successfully completes the course, he/she will be marked as "completed." If the participant fails to satisfactorily complete course requirements, he/she will be marked in LMS as "Did Not Complete."