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 applies 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 a special skill instructor or instructor trainers.

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the ODRC policies page on the ODRC Intranet at the following:


- Apprentice Instructor Trainer
- Instructor Trainer
- Non-Physical Skill Areas
- Physical Skill Areas
- Special Skill Instructors
- Specialized In-service Training
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 & Analysts

1. All training officers, CTA training developers, training analysts, 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 the 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 and curriculum development courses shall be completed within one (1) 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 training officers and CTA training analysts/developers shall receive information relating to the use of equipment and available instructional resources.

2. Training officers and CTA training analysts and developers shall be certified and maintain certification as instructors in the following physical skills: firearms, defensive tactics and subject control, CPR, OC, and pepper spray.

   a. If the training officer is employed in an institution that utilizes PR-24, for other than special teams, then end-user and instructor certification is required.

   b. If, at the time of hire or promotion, a training officer, CTA training analyst, or developer does not possess a stated certification, they must complete the needed ODRC instructor training and acquire certification within one (1) year of being awarded the position.

   c. Training officers and CTA training analysts or developers shall recertify annually in any physical skill in which the instructor holds an ODRC instructor certification. The annual recertification shall be completed locally as part of in-service training.
3. Training officers, CTA training analysts or 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 reporting of statistics and other requested information.

4. Training officers, CTA training analysts or developers, and employees designated to coordinate training programs shall have access to online training policies, lesson plans, and related course materials. Internet access is required to support research efforts involved in curriculum development regarding their area of expertise.

5. Training officers, CTA training analysts or developers, and employees designated as 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.

Northeast Ohio Correctional Center (NEOCC) is authorized to utilize CoreCivic Class Evaluation (4-2C) in place of the ODRC Course/Instructor Evaluation (DRC1593).

6. Facility training officers shall meet with the managing officer and the training officer’s supervisor at a minimum of once per year to discuss the annual needs assessment and any other issues pertaining to employee training. The 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. Facility training officers shall be a standing member of the facility’s Training Advisory Council (TAC).

8. CTA field support staff may participate in their assigned facility’s TAC.

9. CTA field support staff working with APA regions shall be a standing member of that region’s TAC.

10. All facility training officers shall attend quarterly training officer meetings and/or webinars as scheduled by the CTA. Meetings serve as a conduit for job-related information sharing and training. The facility training officer’s supervisor is encouraged to 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 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 CTA 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 completed two annual recertifications as an end-user.

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 I instructor course (e.g., Facilitating Effective Programs Instructor, Back to Basics Instructor, Use of Force instructor).

4. ODRC employees utilized as a special skill 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 following 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 and/or recertification. During that time, the instructor shall not be permitted to conduct training. In the event the instructor exceeds this 365-day grace period, the CTA superintendent may revoke their certification. Documentation of revocation shall be provided to the instructor as well as their worksite.

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 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 skill instructors who fail a recertification session may attempt to recertify one (1) additional time. If the instructor fails on the second attempt to recertify, they shall be decertified and required to repeat the entire instructor course for that special skill 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 or 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 their instructor certification revoked. This determination shall be made in consultation with the managing officer or designee, and the instructor shall be notified in writing of the decision and any other conditions as deemed appropriate.

An example of conditions may include information requiring a need to complete remedial training and the time 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 (3) years prior to being eligible for consideration as an instructor trainer. The CTA superintendent may waive the instructor trainer time requirements based on the circumstances and the need for instructor trainers. The special skill 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 facility 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 they seek to become an instructor trainer.
      ii. Completion of all necessary documentation.
      iii. The candidate has received no formal discipline during the two (2) years prior to submitting the application.

   e. When approved by TAC and the managing officer or designee, the application shall be forwarded to the CTA superintendent or designee for a final review.

   f. If the managing officer or designee rejects the application, the chairperson of the TAC or managing officer shall notify the applicant in writing regarding the basis of the 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
Standards for Training Personnel and Instructors

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 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. 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 training,
vii. The candidate must complete the Instructional Skills curriculum development course provided by CTA.

b. Apprentice instructor trainers who complete the criteria outlined 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 skill instructor trainers, continue to instruct NEO or specialized in-service training courses at a minimum of three (3) times per year in the area of specialty.

d. Facility firearms instructor trainers shall instruct a minimum of twenty-four (24) hours annually.

e. For non-physical skill instructor trainers, instruct courses upon request.

f. Complete additional instructor trainer assignments as needed (e.g., complete course documentation, create and update lesson plans, and evaluate student performance).

g. Attend a minimum of eight (8) 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 skill instructor is a minimum of every three (3) years unless otherwise specified by an external certifying
authority. Recertification as an ODRC non-physical skill instructor shall be based upon a timeframe established by the program administrator and/or 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 and/or 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 field operations.

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, best practices, and improve upon existing programs.

c. CTA shall manage instructor training resources by reserving the right to limit the number of physical skill instructor trainers to two (2) per facility and APA region.

Attachments:

Appendix A Physical Skill Instructor Course Attendance Protocol
Appendix B Non-Physical Skill Instructor Course Attendance Protocol

Referenced Forms:

Course/Instructor Evaluation DRC1523
Instructor Trainer Application DRC1765
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).

2. A student shall be afforded one instructor course make up session.

3. If part of a day was missed, the course facilitator 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 proficiency test. If it is determined that the material can be provided to the student during breaks or lunch, 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 facility training officer/APA supervisors to schedule dates and times for CTA-based instructor course makeup 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, and the make-up session shall occur before the student’s participation in the subsequent week of training. The program manager will send an e-mail notification 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 in collaboration with the program manager will determine the most efficient location and time(s) in which to schedule a make-up training session, including the identification of the ODRC staff instructor who will be requested to work with the student. The program manager will send an e-mail notification 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. The student’s status in the LMS will remain open/pending until such time the individual successfully completes the course and 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.”
Non-Physical Skill Instructor Course Attendance Protocol

1. Course facilitator reviews student’s attendance and course material missed (e.g., SPOs, quizzes, practical proficiency testing, teach-backs).

2. Non-physical skill courses include ORAS, Motivational Interviewing, Thinking for a Change, Instructional Skills, FEP, and Use of Force.

3. Missing Course Material/Course Time
   a. Students must complete 100% of the course material.
   b. Students must complete the entire 8-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 students must complete 100% of the course material due to 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 students may miss 10% (up to 4 hours) except for day 1 and day 2 where students cannot miss any time (0%).
      iv. If students do lose more than the allotted time, the entire day shall be made up at the next available offering or determined by the program manager.
   f. Students cannot miss any part of the assigned presentation time.
      If students miss any part of their assigned presentation time, they shall be allowed to attend a future class to make up their presentation.

4. Program managers will coordinate with the student and facility training officers/APA supervisors to schedule dates and times for instructor course makeup 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 student shall be afforded one instructor course make up session. The program manager will send an e-mail notification to the student and their supervisor as to the instructions of the next available course offering.

6. Students will remain in an “Enrolled” status in the LMS until all relevant course material/testing is completed to the satisfaction of the course facilitator/instructor. Upon successfully completing all relevant course material/testing, the student shall be marked “Completed” in the LMS. If the student fails to satisfactorily complete course requirements, the student will be marked as “Did Not Complete” in the LMS.