

## GUIDELINES FOR CORRECTIONS OFFICER INSTRUCTOR CERTIFICATION - OPOTC

This Ohio Peace Officer Training Commission (OPOTC) guide is intended to assist both unit and special subject instructor applicants. Use this guide when applying to be an instructor or requesting to amend your current instructor certification. Please read all instructions carefully before completing the instructor application or request for amendment form. Once you determine you meet the minimum qualifications, follow these guidelines to select specific topics you request to teach in the corrections officer basic training program. These guidelines were written for the applicant who meets minimum qualifications for corrections officer basic training instructor, including, but not limited to, completion of an OPOTC approved 80 hour instructor skills training course or one of the qualified exemptions. Supporting documentation must accompany the application. Unless otherwise indicated, this guide contains suggested course offerings that meet minimum criteria to teach an individual topic. The guidelines are based upon recommendations from the 2011 job task analysis, subject matter experts, and OPOTC law enforcement training officers. In addition, these guidelines are approved by the Ohio Peace Officer Training Commission Curriculum Committee and the Board of Commissioners. This guide is not all inclusive and subject to change without notice. If you have any questions, please contact a corrections officer basic training certification officer at 740-845-2700.

Topic No.	Topic Name	OPOTC Guidelines
1-1	Introduction to Basic Training	Approved OPOTC Corrections Basic Training Commander
1-2	Ethics and Professionalism	3 years corrections officer experience and 8 hours of Advanced training course in Ethics and Professionalism
1-3	Report Writing	3 years corrections officer experience and OPOTA "Modern Report Writing" course or college level writing courses - technical or advanced
2-1	Overview of the Criminal Justice System	3 years corrections officer experience
2-2	Inmate Rights & Civil Liability	Licensed attorney in the state of Ohio with current bar card; or OPOTA instructor training course, "Peace Officer Basic Training Legal Instructor" or "Inmate Rights & Civil Liability Instructor"
2-4	Overview of Full Service Jail Standards	3 years corrections officer experience
2-7	Overview of PREA	Two National Institute of Corrections (NIC) online classes: "Your role: Responding to Sexual Abuse" and "Investigating Sexual Abuse in a Confinement Setting"

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3-1	Basic Security Duties	3 years corrections officer experience
3-2	Inmate Discipline	3 years corrections officer experience
3-3	Admissions, Classification, and Release	3 years corrections officer experience
3-4	Cell and Living Area Searches	3 years corrections officer experience
3-5	Body Searches	3 years corrections officer experience
3-7	Fire Safety	Firefighter, fire training or jail administrator/ranked officer
3-8	Handling Emergency Situations	3 years corrections officer experience
3-9	Transportation of Inmates	3 years corrections officer experience
4-1	IPC in the Correctional Setting	Three National Institute of Corrections (NIC) online classes: "Interpersonal Communication Skills with Correctional Offenders" - Course 1, Course 2, and Course 3
4-2	Inmate Supervision	3 years corrections officer experience
4-3	Crisis Intervention and Suicide Prevention	Advanced training (e.g., OPOTA "Corrections Crisis Intervention Instructor" course, CIT course offered by NAMI)
4-4	Stress & the Correctional Officer	3 years corrections officer experience and 8 hours of advanced training in subject matter (e.g., FOP's Critical Incident Stress Management, Gilmartin's Emotional Survival for Law Enforcement, Desert Waters correctional outreach: From Corrections Fatigue to Fulfillment or Critical Incident Responder Training);
4-5	Community Diversity & Procedural Justice	OPOTA "Community Diversity & Procedural Justice Instructor" course (eff. 7/1/2016)
5-1	Medical Overview	Currently certified or licensed as an RN, LPN, Paramedic, Physician, Physician's Assistant, Nurse Practitioner, MD, or DO within Ohio; no chiropractor.
6	Subject Control Techniques (2012)	OPOTC approved Subject Control Instructor course (eff. 4/2012)
7	First Aid/CPR/AED	Current instructor certification from American Heart Association, American Red Cross or American Safety and Health Institute in First Aid, CPR and AED

\*Must meet Unit Instructor eligibility requirements