



Ohio Administrative Code Rule 5120:1-8-18 Staff training.

Effective: January 1, 2025

Each full service jail shall maintain the following minimum staff training standards:

(A) All Correctional Officers will receive orientation, on-the-job, and annual inservice training as follows:

(1) (Important) All correctional officers will receive an orientation training program in the facility under the supervision of a qualified staff member. Training will minimally include:

(a) Tour of the facility.

(b) Facility organization, goals, and objectives.

(c) Code of ethics.

(d) Personnel policy, manual, and policies

(e) Employee rights and responsibilities

(f) Staff rules and regulations.

(2) Important) Prior to working independently, correctional officers will receive on-the- job training to include the following minimum topics:

(a) Facility policies and procedures

(b) Inmate rules and regulations

(c) Communication skills (written and verbal)



(d) Use of force

(e) Report writing

(f) Inmate suicide prevention plan

(g) Key control

(h) Emergency and medical response plans and procedures

(i) Sexual assault and misconduct

(j) Program overview

(k) Cultural diversity

(3) (Important) Correctional officers will complete a basic corrections training academy within the first year of employment. This includes training consistent with rule 109:2-9 of the Ohio Administrative Code or an equivalent program, such as the new employee orientation (NEO) training through the Ohio Department of Rehabilitation and Correction.

(4) (Important) Staff members who work with inmates are trained to recognize verbal and behavioral cues that indicate suicide risk and how to respond appropriately.

(B) Jail support staff with routine contact shall receive orientation, on-the-job and annual in-service training as follows:

(1) (Important) Jail support staff with routine contact shall will receive training in the following minimum topics, prior to having inmate contact.

(a) Facility organization, goals and objectives; agency policies and procedures specific to position.



(b) Working conditions and expectations.

(c) Personnel policy manual and policies.

(d) Employees' rights and responsibilities.

(2) (Important) Prior to working independently and within the employee's first 30 days of employment, routine contact jail support staff shall will receive classification-specific training to include the following minimum topics: legal aspects of corrections, basic security concepts, emergency preparedness, interpersonal communications, first aid, personal safety and reactive force, suicide prevention plan, sexual assault and misconduct and "Standards for Jails in Ohio."

(3) (Important) A minimum of eight hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail-related issues.

(4) (Important) All qualified health care professionals participate annually in continuing education appropriate for their position.

(5) (Important) Contractor training, beyond what is provided by vendor, will be determined at the Jail Administrator's discretion.

(6) (Important) Staff members who work with inmates are trained to recognize verbal and behavioral cues that indicate potential suicide and how to respond appropriately. The plan includes initial and annual training.

(C) Jail support staff with occasional contact shall receive orientation, on-the-job and annual in-service training as follows:

(1) (Important) Jail support staff with occasional contact shall will receive training in the following minimum topics, prior to having inmate contact:

(a) Facility organization, goals and objectives; agency policies and procedures specific to position



(b) Working conditions and expectations

(c) Personnel policy manual and policies

(d) Employees' rights and responsibilities

(2) (Important) Prior to working independently and within the employee's first 30 days of employment, occasional contact jail support staff shall will receive classification-specific training to include the following minimum topics: legal aspects of corrections, basic security concepts, emergency preparedness, tool/ key management, personal safety and reactive force, suicide prevention plan and sexual assault and misconduct.

(3) (Important) In-service training for each subsequent year of employment, addressing job assignments and/or jail-related issues as deemed necessary.

(D) Administrators and supervisors shall will receive orientation, on-the-job and annual inservice training as follows:

(1) (Important) Administrators and supervisors shall will receive training in the following minimum topics, prior to assignment to duties:

(a) Agency policies and procedures

(b) Facility organization, goals and objectives

(c) Working conditions and expectations

(d) Code of ethics

(e) Personnel policy manual and policies

(f) Employees' rights and responsibilities



(g) Staff rules and regulations

(2) (Important) Prior to or during the first year of assignment, complete 40 hours of training to include the following minimum topics:

(a) Legal aspects of jail operations

(b) Supervisory/managerial principles

(c) Labor relations

(d) Use of force reporting and review

(e) Facility suicide prevention plan

(f) Sexual assault & misconduct

(g) Records/information management

(3) (Important) A minimum of eight hours of in-service training each subsequent year of employment addressing special issues, skills-enhancement, and other assignment related topics.

(4) (Important) Staff members who work with inmates are trained to recognize verbal and behavioral cues that indicate potential suicide and how to respond appropriately. The plan includes initial and annual training.

(E) (Important) The jail policies and procedures shall be available to jail staff, reviewed annually and updated by the sheriff, jail administrator, or designee, as needed.