



**DAVE YOST**  
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission  
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## SUBJECT MATTER EXPERT APPLICATION FOR BASIC CURRICULUM REVISIONS

**(\*Please note: This is not an OPOTC instructor application.)**

### Identifying Subject Matter Experts (SMEs)

- **Qualifications:** SME groups will be comprised of industry professionals (e.g., law enforcement personnel, attorneys, educators, industry leaders).
- **Documents:** A completed application, which includes a confidentiality agreement, is required (see attached), and a current resume is preferred as well.
- **Selection:** Individuals chosen for SME committees are vetted and selected by Education and Policy (EPS) staff. Considerations include demonstrated experience and expertise, professional recommendation(s), and public/professional image. SMEs that are not employees of the OPOTC/A will participate as non-paid, volunteer professionals, and will be credited for their contributions within the lesson plan(s).

### Expectations of SMEs

- **Participation:** Participation includes attendance (in person or via teleconference) at SME meetings, providing requested information, and/or electronically reviewing/revising work product.
- **Purpose:** SMEs guide which content is to be included in the lesson plans, which the Law Enforcement Training Officers (LETOs) then develop and assemble; final content is approved by the SMEs.

Although the expertise, and therefore the purposes, of the SMEs and EPS staff differ, their purposes complement each other and lend to the final product, which are the recommendations made to the OPOTC. Recommendations will be made for Student Performance Objectives (SPOs); unit/topic additions, deletions and merges; name changes; hours; ratios; skill and mandatory attendance topics; instructor qualifications; and instructor updates.

If you have any specific questions, please do not hesitate to contact the Education & Policy section at [OPOTCEducationandPolicy@ohioattorneygeneral.gov](mailto:OPOTCEducationandPolicy@ohioattorneygeneral.gov) or call 740-845-2700.

Sincerely,

Richard Hardy  
Director of Professional Standards and Education  
Ohio Peace Officer Training Commission

April 10, 2020



# Subject Matter Expert Application Form

## SME APPLICANT INFORMATION

Title/Rank: \_\_\_\_\_ Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred Mailing Address:      Home      Office

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

## EDUCATION

List relevant degree(s) and/or certification(s), and the granting institution(s):

\_\_\_\_\_ Date Issued: \_\_\_\_\_

\_\_\_\_\_ Date Issued: \_\_\_\_\_

\_\_\_\_\_ Date Issued: \_\_\_\_\_

## EXPERIENCE

Current Job Title: \_\_\_\_\_

Years in Current Position: \_\_\_\_\_ Years in Law Enforcement: \_\_\_\_\_

Other Relevant Training or Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SME CONFIDENTIALITY AGREEMENT

It is the policy of the Ohio Attorney General's Office and the Ohio Peace Officer Training Commission that all volunteers, contracted personnel, and staff respect and maintain complete confidentiality in discussions, deliberations, and communications regarding the development of any and all curriculum, test questions and examinations, and results of such. Any reproduction of material is strictly forbidden.

In order to ensure complete confidentiality and integrity of the test development process, it is the responsibility of all volunteers, contracted personnel, and staff not to disclose any information relating to specific questions, procedures, or materials to any unauthorized person.

I hereby agree that I will not record, copy, or otherwise disclose any information or materials, as provided above, to any unauthorized person.

*By checking this box, I acknowledge that I understand and accept the above agreement. Date: \_\_\_\_\_*

# Corrections Basic Training

PLEASE CHECK ANY TOPIC(S) OF SUBJECT MATTER EXPERTISE

## Unit 1 – Administration

Introduction to Basic Training  
Ethics & Professionalism  
Report Writing

## Unit 2 – Legal

Overview of the Criminal Justice System  
Inmate Rights & Civil Liability  
Overview of Full Service Jail Standards  
Overview of PREA

## Unit 3 – Jail Security

Basic Security Duties  
Inmate Discipline  
Admission, Classification & Release  
Cell & Living Area Searches  
Body Searches  
Fire Safety  
Handling Emergency Situations  
Transportation of Inmates

## Unit 4 – Human Relations

IPC in the Correctional Setting  
Inmate Supervision  
Crisis Intervention & Suicide Prevention  
Stress & the Correctional Officer  
Community Diversity & Procedural Justice

## Unit 5 – Medical Overview

## Unit 6 – Subject Control Techniques

## Unit 7 – First Aid/CPR/AED

**\*\*PLEASE ATTACH A CURRENT COPY OF YOUR RESUME\*\***