



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 Curriculum Development 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 Curriculum Design Specialists then develop and assemble; final content is approved by the SMEs.

Although the expertise, and therefore the purposes, of the SMEs and Curriculum Development 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 Curriculum Development section at OPOTAcriculum@OhioAGO.gov or call 740-845-2700.

Sincerely,

Erica E. Wilson
Director of Curriculum Development
Ohio Peace Officer Training Commission



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****