



DAVE YOST
OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission
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P.O. Box 309
London, OH 43140
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Corrections Instructor - Unit Application

The following criteria must be met:

- Must be a high school graduate or possess a GED
- Three years of institutional corrections experience
- Completion of OPOTC-approved 80-hour Instructional Skills course

Please include the following information with your application:

- Training certificates or transcripts showing completion of course which will allow a person to learn specific knowledge and skills in the topics for which the instructor desires certification (attach documentation)
- Recommendation of a currently approved OPOTC Corrections Basic Training commander

Refer to "Guidelines for Corrections Officer Instructor Certification" for minimum criteria to teach an individual topic.

Utilize the curriculum sheet on the last page of the application to indicate the topics in which the instructor desires certification.

Return application with all supporting documentation to:

Email: OPOTC.Instructors@OhioAttorneyGeneral.gov

Ohio Peace Officer Training Commission
Professional Standards Division
P.O. Box 309
London, Ohio 43140



Corrections Instructor- Unit Application

This form may be emailed to: OPOTC.Instructors@OhioAttorneyGeneral.gov

Name _____ Alias: _____
Last First Middle

Address _____
No./Street/P.O.Box City County State Zip Code

Phone Number: _____ - _____ - _____ SSN (Last 5): _____ DOB: _____ Male ☐ Female ☐

Email _____

***Email required for receiving Certificate.**

☐ By checking this box, you are authorizing OPOTC to add your Instructor information to the Instructor Directory on OHLEG. You may be contacted in their efforts to find an instructor.

Commander Email _____

☐ Check if certificate is also to be emailed to Commander.

I. Education

High School Diploma/GED

High School Name Address Date received

Completion of 80 hour Commission approved Instructional Skills Course (attach certificate)

Location of Instructor Skills Course Dates Attended Date Completed

II. Specialized Training related to Corrections Topics

*Attach only copies of training certificates/transcripts applicable to the areas you are seeking certification.

Name of School Course Title Course Length Date Completed Certificate



III. Institutional Corrections experience (minimum of 3 years required)

<u>Agency Name</u>	<u>Assignment(s)</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. Background Information

Have you ever been investigated, disciplined, or terminated for any matters alleging theft, falsification, dishonesty, violence, immorality, ethical misconduct, and/or sexual misconduct? If yes, include a detailed summary.

☐ Yes ☐ No

Have you ever been convicted of a felony, or are you subject to a firearms disability or prohibition? If yes, include a detailed summary.

☐ Yes ☐ No

I declare that the information in this application is true and correct to the best of my knowledge.

Name of Applicant Signature of Applicant Date

III. Commander Recommendation and Intent to Employ

(initial) I attest that the information provided in this application is, to the best of my knowledge, true and accurate. I understand that falsification of any information may impact my ability to command this school or future schools, may impact my status as an OPOTC-certified commander, and may carry other legal consequences.

(initial) Within the next 12 months, I intend to employ this applicant as an instructor in an OPOTC-approved academy that I will command.

Attesting to the above, I recommend this application be accepted and the applicant certified.

School Commander's Name School Commander's Signature

School Name OPOTC CTA Number Date

Phone Number Email



Corrections Full-Service Jail Training Curriculum (Effective 07/01/2023)

1. Administration

- ___ 1. Introduction to Basic Training (Commander Only)
- ___ 2. Ethics and Professionalism**
- ___ 3. Report Writing**

2. Legal

- ___ 1. Overview of the Criminal Justice System
- ___ 2. Inmate Rights & Civil Liability*
- ___ 4. Overview of Full Service Jail Standards
- ___ 7. Overview of Prison Rape Elimination Act (PREA)**

3. Jail Security

- ___ 1. Basic Security Duties
- ___ 2. Inmate Discipline
- ___ 3. Admission, Classification, & Release
- ___ 4. Cell and Living Area Searches
- ___ 5. Body Searches
- ___ 7. Fire Safety**
- ___ 8. Handling Emergency Situations
- ___ 9. Transportation of Inmates

4. Human Relations

- ___ 1. Interpersonal Communication in the Correctional Setting**
- ___ 2. Inmate Supervision
- ___ 3. Crisis Intervention & Suicide Prevention*
- ___ 4. Stress and the Correctional Officer**
- ___ 5. Community Diversity & Procedural Justice*

5. ___ Medical Overview**

6. ___ Subject Control Techniques*

7. ___ First Aid/CPR/AED*

***Denotes Instructor Course Is Required For Certification.**

****Denotes Advanced Training Course In Subject Matter Is Required For Certification.**

Refer to "Guidelines for Corrections Officer Instructor Certification" for minimum criteria to teach an individual topic.