



Alvis House
2100 Stella Court
Columbus, OH 43215
614-252-8402

STANDARD NUMBERS

VII. Administration & Management	Alvis House Policy: 1800.17.2
Expected Practices: Training <i>(Annual Training - Offender Careworkers)</i>	ACA: 4-ACRS-7B-17-1
Effective Date: 8-06	ODRC: n/a
Annual Review Required: yes	FBOP: n/a
Pages: two	DADAS: n/a
	PREA: 115.231
Reviewed on: 3/12 Revised on: 12/10	ODDD: n/a

I. Policy

All offender careworkers receive at least 40 hours of training a year.

II. Procedure

- A. Offender supervision staff (case managers, community corrections specialists, residential/program specialists, home confinement specialist, employment representatives, community service coordinators, recreation coordinator) shall participate in on-going in-service training as well as training offered outside the agency.
- B. All offender supervision staff will complete a minimum of 40 hours of training per year. This will be achieved through attending a minimum of 10 hours of training per quarter. This quarterly requirement may be waived by the supervisor in special and specific circumstances, however a plan to achieve 40 hours of training in the year must be in place and approved.
- C. Offender supervision staff will receive a minimum of 24 hours of training focused on changing client behavior. The appropriate trainings will be approved and documented by the staff development department.

- D. The employee shall sign and date the training attendance/certificate, with the signature of training staff/resource person to indicate that training was received.
- E. A record of training attendance shall be submitted to the training coordinator for documentation and filing.
- F. Ongoing training received by supervision staff shall include at a minimum, the following areas: standards of conduct / ethics, security / safety / fire / medical / emergency procedures, supervision of offenders including training on sexual abuse and assault, and use of force.
- G. Annual PREA related refresher training shall be provided to all staff to include the following topics: zero tolerance policy, responsibilities under sexual abuse prevention, detection, reporting and response, residents' rights, dynamics of sexual abuse in confinement, and communication with a diverse client population. Staff shall be trained specifically concerning the gender related issues of the facility population they are assigned to and in the event of change in assignment with the opposite gender, staff will receive updated training.
- H. Training topics will be added and offered based upon the annual training needs assessment conducted by the staff development department.