



**Alvis House  
PO Box 6868  
Columbus, OH 43205  
614-252-8402**

**STANDARD NUMBERS**

**Policy and Procedures**

**VII. Administration and Management**

**Alvis House Policy: 1800.17**

**Expected Practices: Training**  
*(Offender Careworkers)*

**ACA: 4-ACRS-7B-17**  
*(Ref. 3-ACRS-1D-10)*

**Effective Date: 3-97**

**ODRC: BCS 2**

**Annual Review Required: yes**

**FBOP: 1 (G)**

**Pages: two**

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**PREA: 115.231**

**Reviewed on: 3/12      Revised on: 3/12**

**ODDD: n/a**

I. Policy

All new offender supervision staff and offender careworkers shall receive 80 hours of training, in addition to the forty hour orientation training, during their first year of employment.

II. Procedure

- A. Offender supervision staff and offender careworkers (case managers, community corrections specialists, home confinement specialist, employment representatives, substance abuse counselors) shall participate in on-going in-service training as well as training offered outside the agency.
- B. All offender supervision staff and offender careworkers will complete a minimum total of 120 hours of training during their first year of employment. This will be achieved through the 40 hours of Introduction to Community Corrections class, an initial 40 hours of on the job training and then 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. At a minimum, the training received during the first year of employment shall include:  
security procedures

supervision of offenders  
suicide intervention and prevention  
use of force  
offender rules and regulations  
safety procedures  
key control  
interpersonal relations  
cultural diversity  
cultural awareness (includes sexual orientation & identity)  
communication skills  
crisis intervention  
sexual harassment  
sexual abuse and assault (PREA)  
legal issues  
code of ethics

- D. PREA specific training during orientation will include: the agency's zero tolerance policy on sexual abuse and harassment; prevention, detection, reporting, and responses to sexual abuse or assault allegations or observations; the rights of the residents in reporting allegations and to be free from retaliation; the dynamics of sexual abuse and harassment in confinement; how to detect and respond to signs of threatened and actual abuse; how to avoid inappropriate relationships with clients, appropriate communication with residents (including lesbian, gay, bisexual, and transgender clients); and how to comply with relevant laws regarding reporting of sexual abuse.
- E. PREA specific training shall be specific to the gender related issues of the residents at the facility the new staff has been assigned to.
- F. Offender supervision staff will receive a minimum of 24 hours of annual training focused on changing offender behavior. The appropriate trainings will be documented by the staff development department.
- G. The employee shall sign and date the training attendance/certificate, with the signature of training staff/resource person to indicate that training was received.
- H. A record of training attendance shall be submitted to the training coordinator for documentation and filing.