

**Section 17: Staff Training**  
**Subject: Training-Corrections Officers**  
**Minimum Standard: 5120:1-8-18 (B)**  
**Revised: 02/94, 07/96, 12/11, 09/2014**

**Authorized:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

**POLICY**

Correctional Officers shall receive training in jail policies and procedures within sixty day of employment, training consistent with Chapter 109-2-9 of the Ohio Administrative Code within the first year of assignment, and eight hours of in-service training each subsequent year of employment addressing specific job assignments and/or jail related issues. It is the policy of the Erie County Sheriff to develop and maintain a training program that will ensure jail personnel perform their various duties in accordance with agency policies, Standards for Jails in Ohio, and state and federal law. Corrections Officers must complete the Ohio Peace Officer Training Commission Corrections Academy and pass the mandated examination as required in order to be employed as a Jail Corrections Officer by the Erie County Sheriff.

**PROCEDURE**

- A. All Corrections Officers will be trained at the earliest opportunity within the first year of employment in the jail.
- B. Any Corrections Officer whose primary responsibility is inmate supervision, and who is required to enforce jail rules and policies, respond to facility safety/security needs, and/or directly interact with prisoners in the performance of his/her duties, must receive training consistent with Chapter 109-2-9 of the Ohio Administrative Code within the first year of assignment to such duties.
- C. In addition to the above listed training, Corrections Officers may also receive:
  - 1. On the job training.
  - 2. Instruction during in-service meetings.
  - 3. Instructional documents for training and review.
  - 4. Instructional videos for training and review.
  - 5. Taser training and certification.
  - 6. Cell extraction procedures training.
  - 7. Monthly policy review training.
- D. Training for newly hired Corrections Officers shall also include:
  - 1. Review of Erie County Sheriff's Office Policies and Procedures, including Jail Policies, immediately after employment.
  - 2. Twenty-four (24) hours of in-service reviews each subsequent year of employment addressing specific job assignments and/or jail related issues.
- E. Training may be documented by:
  - 1. Written examinations.
  - 2. Training checklists.
  - 3. Oral interviews.
  - 4. Signature sheets.
  - 5. Entries into training logs.