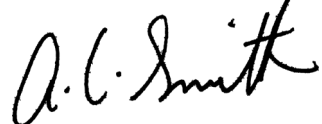




Department of  
Rehabilitation & Correction

SUBJECT: <b>CTA Superintendent Authority Administration and Management</b>	PAGE <u> 1 </u> OF <u> 2 </u>
	NUMBER: <b>12-CTA-08</b>
RULE/CODE REFERENCE: ORC 5120.01, 5120.38, 5120-7-01	SUPERSEDES: 12-CTA-08 dated 04/17/2015
RELATED ACA STANDARDS: 2-CTA-1A-05, 1A-07	EFFECTIVE DATE: <b>March 1, 2021</b>
	APPROVED: 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to establish authority for the CTA's superintendent and all personnel, volunteers, programs, and activities. ORC 5120.38 delegates to the superintendent the authority to manage all aspects of the Corrections Training Academy (CTA).

## III. APPLICABILITY

This policy applies to all persons employed by and/or working at the CTA. It also applies to all students participating in training at CTA and inmates assigned to work at CTA. Furthermore, it applies to all programs conducted at or in association with CTA.

## IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the ODRC policies page on the ODRC Intranet at the following:

<http://intra/policies/pagecontent/files/Policy%20Definition%20Spreadsheet%20-%20Intranet%202021.pdf>

- **CTA Personnel**

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) that the CTA superintendent, as the managing officer, is responsible for the operation of the CTA and oversees all personnel, volunteers, programs, and activities connected with the CTA, as well as persons providing services to the CTA.

**VI. PROCEDURES****A. General**

1. The CTA superintendent shall be directly responsible for the orderly operation of the CTA. They will oversee all personnel, volunteers, programs, and activities connected with CTA, as well as persons providing services to CTA. This will be reflected in CTA's table of organization, which will be reviewed annually.
2. The CTA superintendent will be appointed by the ODRC Director.
3. To be considered qualified, the CTA superintendent, at a minimum, must possess the following: a bachelor's degree in an appropriate discipline, five years of related administrative and/or training development experience, and demonstrated ability and leadership. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to a bachelor's degree.

**B. Specific**

1. The CTA superintendent shall recommend staff for hiring and promotional opportunities, as well as advise on decisions regarding disciplinary matters.
2. The CTA superintendent or designee shall review annually all programs offered at or through the CTA.
3. The CTA superintendent or designee shall review annually all contracts for persons providing services to CTA.