



State of Ohio Administrative Policy

Human Trafficking Prevention and Awareness

No:
State Human Resources Division
HR-41

Effective:
August 31, 2021

Issued By:

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1.0 Purpose

The purpose of this policy is to increase awareness among State of Ohio employees of the human trafficking problem and set forth requirements for training regarding human trafficking as recommended by the Ohio Human Trafficking Task Force.

A glossary of terms found in this policy is located in Appendix A - Definitions. The first occurrence of a defined term is in ***human trafficking***. To go directly to a term's definition, click on the bold and italicized term. To return to the body of the policy, click on the defined term.

2.0 Policy

State employees in many positions and agencies across Ohio may come into contact with victims of ***human trafficking***. It is the policy of the State of Ohio that state employees are equipped with the knowledge and resources necessary to assist in addressing the problem of human trafficking in the State of Ohio. Training shall be required for state employees whose job duties place the employees in situations where they are more likely to engage with victims of human trafficking. Training shall also be made available to all state employees as part of an effort to raise awareness of the crime of human trafficking.

2.1 **Mandatory Training:** State employees, regardless of classification, who perform duties of law enforcement officers, juvenile justice and adult corrections professionals (e.g. case managers), first responders, inspectors or investigators, shall receive three and a half (3.5) hours of mandatory human trafficking training.

Any newly hired employees performing any of the duties listed above shall receive three and a half (3.5) hours of mandatory human trafficking training as part of their

onboarding/orientation. The training must be completed within six (6) months of the employee's date of hire.

The first three (3) hours of the training shall be provided by the Ohio State Highway Patrol (OSHP)¹ and shall include, but not be limited to: overview of human trafficking, legal elements of human trafficking, investigative protocols, interview techniques, identification, protocol upon identification, pimp control, dispelling stereotypes of pimps/victims/johns, and the street language.

The last half hour of training shall be available through web-based training provided by the Department of Administrative Services (DAS), as described in Section 2.3 below. Agencies may provide additional training that shall be agency specific and administered or coordinated through each state agency's respective training department.

The training shall be incorporated into any current in-service training required for all state employees performing the duties identified above.

2.1.1 Reporting: Agencies shall submit a report annually, no later than December 31, to the Department of Administrative Services indicating the number of employees who are required to be trained and employees who have received the mandatory training during that calendar year. The report shall indicate the name of the employee, the employee's OH|ID Workforce User ID (formerly referred to as the State of Ohio User ID or SOUID), classification, and the employee's division or office. If an agency does not have any employees that are required to be trained, the agency shall submit the report indicating such. The report shall be e-mailed to DASHRD.HRPolicy@das.ohio.gov. Attachment 1 is a reporting tool that agencies shall use for this purpose.

2.2 **Elective Training:** All state employees shall be offered the opportunity to receive thirty (30) minutes of human trafficking training available through web-based training provided by DAS.

2.2.1 Individual agency directors may opt to make the thirty (30) minute training mandatory for employees of the agency.

2.3 **Implementation:** The Department of Administrative Services (DAS), Human Resources Division (HRD), Office of Learning and Professional Development (OLPD), shall make the thirty (30) minute elective training available for all agencies to access via DAS web-based training.

¹ Employees who have taken human trafficking training through the Ohio Peace Officer Training Academy (OPOTA) will be considered to have met the requirement for the three (3) hour training and do not have to take the training offered by OSHP in addition.

Agencies that need the three (3) hour training offered by the State Highway Patrol should contact the OSHP Regional Training Unit at (614) 466-4896 or adrtu@dps.ohio.gov.

3.0 Authority

Executive Order 2021-02D, ORC 124.09

4.0 Revision History

Date	Description of Change
10/01/2013	Original policy.
12/03/2013	Revised duties for mandatory training and reporting requirements.
08/31/2021	Reissued for housekeeping.

5.0 Inquiries

Direct inquiries about this policy to:

Labor Relations and Human Resources Policy
Office of Collective Bargaining
Ohio Department of Administrative Services
1602 West Broad Street
Columbus, Ohio 43223

614.752.5393 | DASHRD.HRPolicy@das.ohio.gov

State of Ohio Administrative Policies may be found online at www.das.ohio.gov/forStateAgencies/Policies.aspx

6.0 Attachments

[Attachment 1](#) – Reporting Tool

Appendix A - Definitions

- a. Human Trafficking. The illegal trade of human beings for commercial sexual exploitation and/or forced labor.

The Federal Trafficking Victims Protection Act (TVPA) defines severe forms of trafficking in persons as: 1) Sex trafficking – the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion or in which the person induced to perform such act has not attained

18 years of age; and/or 2) Labor trafficking – the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. The term “commercial sex act” means any sex act on account of which anything of value is given to or received by any person. 22 USC §7102.

In Ohio, trafficking in persons is defined in Ohio Revised Code §2905.32. The key difference from the Federal law is that the State definition includes the element “compelled,” which is established if the state proves that the victim’s will was overcome by force, fear, duress, intimidation or fraud.

Appendix B - Resources

Document Name
22 USC §7102
ORC §2905.32