

Required Training by Job Category

Job Categories in Alphabetical Order:

I. Non-Facility Administration Staff

Includes employees in any job class working in a primarily administrative office building with minimal to no inmate contact. Newly hired administrative staff will attend orientation training within four weeks of their entry on duty date.

A. Orientation

8 Hours

- Appropriate Conduct with Inmates
- Bloodborne Pathogens Exposure Control
- Contraband
- Crisis Situations
- Cultural Diversity/Awareness
- Disciplinary Process
- Emergency Plans
- Employee Identification
- Hazardous Communications
- Key Control
- Inmate Grievance Procedures
- Overview of Corrections
- Prison Rape Elimination Act (PREA)
- Releasable Information
- Reporting of Incidents
- Rules Concerning Individual Conduct of Employees
- Sexual Harassment
- Standards for Employee Personal Appearance
- The Sting: Anatomy of a Set-Up
- Workplace Violence

B. Annual In-Service

- Airborne and Bloodborne Pathogens
- Cultural Diversity/Awareness
- Emergency Plans
- Prison Rape Elimination Act (PREA)
- Quarterly Safety Training
- Sexual Harassment

Staff will continue to receive specialized training as required by job classification and to maintain licensure or certification. Supervisors will be required to receive supervisory training.

II. Case Managers

Case managers are all employees included in the Case Manager job class series. Newly hired case managers will attend orientation training at the worksite at the first available class date. Newly hired case managers and employees promoting, demoting, or transferring into a case manager position, will attend case management specific training at a designated location within the first six months of employment.

A. Orientation Courses

40 Hours

Airborne/Bloodborne Pathogens
Anatomy of a Sting
Bullying in the Workplace
Computer Usage
Contraband
Corrections Overview
Criminal Justice Overview
Cultural Diversity/Awareness
“Downing a Duck “
Emergency Plans
Employee Assistance Program
Employee Rights, Responsibilities and Conduct
Facility Tour
Fire Safety
Games Inmates Play
Hazard Communication
HIPAA
Key Control
Inmate Disciplinary Process
Inmate Grievance Process/ Request to Staff
Inmate Rights and Responsibilities
Preventing Sexual Harassment
Prison Rape Elimination Act (PREA)
Report Writing
Sexual Harassment
Use of Force Policy
Video: Avoiding Inmate Setups
Working with Female Inmates
Workplace Safety

Case Managers (Cont'd.)

B. Case Management Specific Courses

40 hours

Chronological Reports
Classification Committees
Community Corrections Assessments
Community Sentencing
Custody Assessment Procedures
Global Positioning System (GPS)
Initial Custody Assessment (Male/Female)
National Crime Information Center (NCIC)/Juvenile Online Tracking System (JOLTS)
New Arrival and Adjustment Review
Offender Management System (OMS)
Inmate Records
Overview of Case Management
Parole Process
Pre-Release Process
Re-Entry Philosophy
Role of the Correctional Case Manager
Sex and Violent Inmate Registration
Special Offender Management System (SOMS)
Systems of Incarceration
Transfer Procedures

C. In-Service

40 hours

Case Managers are required to complete 40 hours of in-service training annually as specified in Section VIII. of Attachment A. Safety training must be completed at least once per quarter.

III. Correctional Officers

Correctional officers are all employees included in any correctional officer series from Correctional Officer Cadet to Chief of Security. Correctional officer cadets will attend orientation at the worksite and attend the Correctional Officer Cadet Academy at a designated location.

A. Orientation Courses

40 Hours

- Airborne/Bloodborne Pathogens
- Anatomy of a Sting
- Bullying in the Workplace
- Computer Usage
- Contraband
- Corrections Overview
- Criminal Justice Overview
- Cultural Diversity/Awareness
- “Downing a Duck “
- Emergency Plans
- Employee Assistance Program
- Employee Rights, Responsibilities and Conduct
- Facility Tour
- Fire Safety
- Games Inmates Play
- Hazard Communication
- HIPAA
- Key Control
- Inmate Disciplinary Process
- Inmate Grievance Process/ Request to Staff
- Inmate Rights and Responsibilities
- Preventing Sexual Harassment
- Prison Rape Elimination Act (PREA)
- Report Writing
- Sexual Harassment
- Use of Force Policy
- Video: Avoiding Inmate Setups
- Working with Female Inmates
- Workplace Safety

B. Correctional Cadet Academy

240 hours

Week 1:

Orientation
Public Image
Wellness
Disciplinary Procedures
Overview of the Criminal Justice System
Sexual Harassment
Workplace Violence

Week 2:

Culture and Communication
Special Needs Inmates
Riot Prevention
Suicide Prevention
Report Writing

Week 3:

Environmental Security Procedures (Sections I-V):
 Maintaining a Safe and Secure Environment
 Seven Basic Principles of Inmate Management
 Inmate/Staff Relationships
 Professional Development
 Creating Safety in a Correctional Environment
 Toxic/Caustic/Flammable/Hazardous Materials
 Radio 10 Codes/Radio Communication
 Emergency Plans/Escapes/Tornados/Natural Disasters/Fire
 Response/Toxic Chemical Spills
Oklahoma Board of Corrections
Agency Policy/Post Orders
Logs
Inspections/Equipment Checks
Environmental Cues for Behavior Predictors
Counts
Key Control
Tool Control
Searches
Crime Scene Preservation
Contraband
Physical Evidence
Segregation
Indigent Inmates

Property

Week 4:

Cardio-Pulmonary Resuscitation (CPR)
First Aid
Use of Force
Inmate Rights, Privileges, and Responsibilities
Firearms Training Simulator (FATS)
Female Inmates
Use of Restraints

Week 5:

Self-Defense

Week 6:

Fixed/Extendable Baton
OC Spray
Graduation

**C. In-Service
40 hours**

Correctional officers are required to complete 40 hours of in-service training annually to include the topics listed below **AND** those in Section VIII. of Attachment A. Safety training must be completed at least once per quarter.

Firearms Requalification and Weapons Safety
Pat Searches
Self-Defense for Security Staff

Any equipment (if used at any time on the job)

- Use of Force Equipment (Baton, Restraints, OC Spray)
- Hand Held Metal Detector
- X-Ray Machine and Radiation Safety
- Body Orifice Security Scanner (BOSS) Chair
- Video Camera Operations

IV. Correctional Support Staff

Includes employees in any job class other than correctional officers, probation and parole officers/fugitive apprehension agents, case managers or non-facility administration staff.

A. Orientation Courses

40 Hours

Airborne/Bloodborne Pathogens
Anatomy of a Sting
Bullying in the Workplace
Computer Usage
Contraband
Corrections Overview
Criminal Justice Overview
Cultural Diversity/Awareness
“Downing a Duck “
Emergency Plans
Employee Assistance Program
Employee Rights, Responsibilities and Conduct
Facility Tour
Fire Safety
Games Inmates Play
Hazard Communication
HIPAA
Key Control
Inmate Disciplinary Process
Inmate Grievance Process/ Request to Staff
Inmate Rights and Responsibilities
Preventing Sexual Harassment
Prison Rape Elimination Act (PREA)
Report Writing
Sexual Harassment
Use of Force Policy
Video: Avoiding Inmate Setups
Working with Female Inmates
Workplace Safety

B. In-Service

40 Hours

Employees are required to complete 40 hours of in-service training the first year of employment and annually thereafter as specified in Section VIII. of Attachment A. Safety training must be completed at least once per quarter.

V. Fugitive Apprehension Agents--Office of Inspector General (OIG)

Includes all agents working for the Office of Inspector General. If newly hired to the Oklahoma Department of Corrections, agents will attend orientation and training at a designated location. Newly hired agents, and employees promoted or transferred into the position, will attend the CLEET Basic Academy at the K.O. Rayburn Center in Ada, Oklahoma, within the first year of employment. Those agents that have CLEET Certification may be required to attend only CLEET update courses, as determined by CLEET.

A. Orientation Courses 40 Hours

- Airborne/Bloodborne Pathogens
- Anatomy of a Sting
- Bullying in the Workplace
- Computer Usage
- Contraband
- Corrections Overview
- Criminal Justice Overview
- Cultural Diversity/Awareness
- "Downing a Duck "
- Emergency Plans
- Employee Assistance Program
- Employee Rights, Responsibilities and Conduct
- Facility Tour
- Fire Safety
- Games Inmates Play
- Hazard Communication
- HIPAA
- Key Control
- Inmate Disciplinary Process
- Inmate Grievance Process/ Request to Staff
- Inmate Rights and Responsibilities
- Preventing Sexual Harassment
- Prison Rape Elimination Act (PREA)
- Report Writing
- Sexual Harassment
- Use of Force Policy
- Video: Avoiding Inmate Setups
- Working with Female Inmates
- Workplace Safety

Fugitive Apprehension Agents--Office of Inspector General (Cont'd.)

B. Firearms Orientation/Qualification

(Prerequisite for entering CLEET Basic Academy)

56 Hours

C. Council on Law Enforcement Education and Training (CLEET)

576 Hours

CLEET Basic Academy

D. In-Service

40 Hours

In addition to the topics listed below, Agents are required to complete 40 hours of in-service training the first year of employment and annually thereafter as specified in Section VIII. of Attachment A. Safety training must be completed at least once per quarter.

Communication Skills

CLEET 23 hours plus two hours of mental health

Firearms Requalification and Weapons Safety

Self-Defense (including pat searches)

Staff/Inmate Relationships and Sexual Misconduct

VI. Probation and Parole Officers

Includes all employees in the probation and parole officer series. All officers must complete an orientation block of courses at the worksite or designated location; followed by probation and parole specific training, and CLEET Basic Academy at the K.O. Rayburn Center in Ada, Oklahoma, within the first year of employment. Newly hired officers or employees promoting or transferring into the position that have CLEET Certification may be required to attend only CLEET update courses, as determined by CLEET.

A. Orientation Block Courses

138 Hours

Basic Orientation (Primarily Computer-based)
Cultural Diversity/Awareness
Firearms Orientation/Qualification (Prerequisite for entering CLEET Basic Academy)
Introductory Cardio-Pulmonary Resuscitation (CPR)/First Aid
Level of Service Inventory-Revised (LSI-R)/Adult Substance Use Survey (ASUS)
Motivational Interviewing
Sexual Harassment
Eight Principles of Effective Supervision Practices

B. Probation and Parole Specific Courses

80 Hours

Alternative Sentencing Programs
Bob Thornton—Safety
Bullet Proof Mind
Combined DNA Index System (CODIS/DNA)
Courtroom Demeanor
Electronic Media
Evidence-Based Practice (EBP)/Motivational Interviewing (MI)/Bridges Out of Poverty
Gang Training
Global Positioning System (GPS)/Secure Continuous Remote Alcohol Monitor (SCRAM)
Interstate Compact
Introduction to Probation and Parole
Investigations and Report Writing
Mental Health Issues with Inmates/Offenders
Inmate/Offender Disciplinary Procedures
Parole Process and Revocation
Prison Rape Elimination Act (PREA)
Re-Entry Programs
Scope of Employment
Search and Seizure/ Miranda
Sex Inmate/Offender and Violent Inmate/Offender Supervision and Registration
Substance Abuse Issues with Inmates/Offenders

Transition Plan/Computerized Inmate/Offender Management Information Technology
(COMIT)

Probation and Parole Officers (Cont'd.)

C. Council on Law Enforcement Education and Training (CLEET) 576 Hours

CLEET Basic Academy

D. In-Service 40 Hours

In addition to the topics listed below, Officers are required to complete 40 hours of in-service training annually as specified in Section VIII. of Attachment A, including, or in addition to, 25 hours of training approved by CLEET, which includes two hours regarding mental health. Safety training must be completed at least once per quarter.

Communication Skills

CLEET 23 hours; plus two hours of mental health

Firearms Requalification and Weapons Safety

Self-Defense (including pat searches)

Staff/Offender/Inmate Relationships and Sexual Misconduct

VII. Supervisory Staff

Includes employees in any job class responsible for the direct supervision of other employees. Newly hired supervisors, or employees promoting or transferring into a supervisory position are required to complete a minimum of 24 hours supervisory training within the first year, including the Correctional Leadership Development I course. Supervisory courses are scheduled throughout the year and are available through a variety of sources and locations.

Supervisory requirements for new probation and parole supervisors or managers contains, at a minimum, training topics included in **Item B** (below) during the first year.

After the first year in a supervisory position, all supervisory staff must complete a minimum of 12 hours of supervisory training credits per year.

A. Correctional Leadership Development I Courses 24 Hours

Performance Management Process (PMP)
Progressive Discipline Process
Leadership and Supervision Principles

B. Probation and Parole Supervisor Courses 40 Hours

Performance Management Process (PMP)
Progressive Discipline Process
Leadership and Supervision Principles

Required Training Topics:

Supervisory Skills
General Management
Labor Law
Employee-Management Relations
Relationships with Other Service Agencies
Evidence-based Practices for Effective Offender Intervention

VIII. In-Service Training

Designated employees are required to complete 40 hours of in-service training annually. Safety training must be completed at least once per quarter; there is no requirement for number of safety training credits.

40 Hours

- Airborne and Bloodborne Pathogens
- Cardio-Pulmonary Resuscitation (CPR)
- Changes in DOC Policy and Procedure/Legal Updates
- Communication
- Cultural Diversity/Awareness
- Emergency Plans
- First Aid
- Hazard Communication
- Hostage and First Responder
- Inmate Disciplinary Procedures
- Prison Rape Elimination Act (PREA)
- Safety Training (minimum one course per quarter)
- Staff/Inmate Relationships and Sexual Misconduct
- Self-Defense level I: Recognizing and Diffusing Aggressive Behavior/Office Safety
- Sexual Abuse/Assault
- Sexual Harassment
- Standards of Conduct and Ethics
- Stress Management
- Suicide Prevention
- Use of Force
- Working with Female Inmates (only those working with female inmates)

A. Additional for Medical Staff

Emergency Procedures and Responses (This is any training related to emergency procedures/responses)