

Orientation

All new full time employees are required to complete 40 hours of orientation including at a minimum the following:

	Non-Routine Offender Contact Support Staff, Newly Hired Administrators/Managers/Supervisors	Routine Offender Contact Support Staff	Case Managers	Correctional Officers	Probation and Parole Officers, Fugitive Apprehension Agents, Internal Affairs Investigators
Appropriate Conduct with Offenders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Bloodborne/Airborne Pathogens, Universal Precautions (including Personal Protective Equipment), Occupational Exposure, Biohazardous Waste Disposal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication and Interpersonal Relations					<input checked="" type="checkbox"/>
Emergency Procedures (Fire Evacuation Plans and Procedures)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Employee Assistance Program					<input checked="" type="checkbox"/>
Employee Conduct and Investigations					<input checked="" type="checkbox"/>
Employee Rights and Responsibilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ethics in Corrections					<input checked="" type="checkbox"/>
Facility Tour	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fire and Workplace Safety					<input checked="" type="checkbox"/>
Firearms Qualification				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hazard Communications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
HIPAA Law and Policy					<input checked="" type="checkbox"/>
Hostage Survival/First Responder	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Motor Vehicle Accident Prevention					<input checked="" type="checkbox"/>
Offender Grievance Process					<input checked="" type="checkbox"/>
Organizational Culture					<input checked="" type="checkbox"/>
Overview of the Correctional Field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Overview of the Criminal Justice System					<input checked="" type="checkbox"/>
Overview of the Department of Corrections					<input checked="" type="checkbox"/>
Preventing Sexual Harassment					<input checked="" type="checkbox"/>
Prison Rape Elimination Act					<input checked="" type="checkbox"/>
Purpose, Goals, Policies/Procedures for the Assigned Work Location and Parent Agency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Report Writing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Security Procedures (Contraband, Tool, Key, & Caustic Control)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff and Offender Relations and Sexual Misconduct					<input checked="" type="checkbox"/>
Understanding Affirmative Action Committees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use of Force Policy					<input checked="" type="checkbox"/>
Working With Female Offenders					<input checked="" type="checkbox"/>
Standards					
(4-4048, 4-4082, 4-4215, 4-4220, 4-4229, 4-4388, 4-ACRS-7B-14, 4-ACRS-1C-18, 4-APPFS-3E-07)					

Pre-Service

Full time employees are required to attend pre-service including at a minimum the following topics:

	Non-Routine Offender Contact Support Staff, Newly Hired Administrators/Managers/ Supervisors	Routine Offender Contact Support Staff, Fugitive A. Agents, IA Investigators	Case Managers	Probation and Parole Officers
Additional Specialized Pre-Service Requirements			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cardiopulmonary Resuscitation (CPR Pro)				<input checked="" type="checkbox"/>
Correctional Emergencies (evacuation, hostage survival, riot prevention)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Courtroom Demeanor		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Crime Scene				<input checked="" type="checkbox"/>
Communications (interpersonal relations, cultural awareness, conflict resolution)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cultural Diversity/Awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employees Assistance Program, Critical Incidents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Familiarization of Restraints (nomenclature only)		<input checked="" type="checkbox"/>		
Fire Safety	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Firearms Training Simulator				<input checked="" type="checkbox"/>
First Aid				<input checked="" type="checkbox"/>
Health Insurance Portability Accountability Act (HIPAA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Identifying & Preventing Substance Abuse		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Introduction to DOC Website Navigation and Security	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Managing Special Needs Offenders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Motor Vehicle Accident Prevention Course	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Offender Disciplinary Process (Staff Representative)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Offender Grievance Process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Offender Property/Transport				<input checked="" type="checkbox"/>
Offender Rights & Responsibilities		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Offender Society & Gangs		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Physical Evaluation and Conditioning				<input checked="" type="checkbox"/>
Preventing Sexual Harassment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Preventing Workplace Violence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prison Rape Elimination Act/Sexual Abuse/Assault Intervention	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Writing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Security Issues/Procedures (Counts, Tool/Key, Contraband)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Self-Defense (including practicum)				<input checked="" type="checkbox"/>
Staff/Offender Relations and Sexual Misconduct	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standards of Conduct/Code of Ethics/Public Image	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stress Management & Wellness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Suicide Prevention/Intervention	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Techniques of Search (Person & Area)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Understanding & Managing Offenders (supervision, systems of incarceration)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use of Force	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use of Restraints (nomenclature & application of restraints)				<input checked="" type="checkbox"/>
Working Successfully with Female Offenders	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Pre-Service Training for Non-Routine Offender Contact Support Staff

The category "non-routine offender contact support staff" are those staff members who have minimal contact with offenders. Pre-service for non-routine offender contact support staff contains two components, Phase I (35.5 hours) and Phase II (37 hours). Phase I contains 23 lessons and is completed within the first 60 days of employment, at the job site, guided by the new employee's supervisor and assigned mentor. Upon completion of Phase I the new employee is enrolled in Phase II. Phase II is conducted at the Oklahoma Correctional Training Academy where the information gained in Phase I is applied during class exercises in Phase II.

Standards

(4-4083, 4-4087, 4-4373, 4-4389, 4-4229, 4-4351, 4-ACRS-4C-04, 4-ACRS-4C-16, 4-ACRS-7B-16, 3-3084, 4-APPFS-3A-15)

Pre-Service Training for Routine Offender Contact Support Staff

The category "routine offender contact support staff" are those staff members who have regular daily contact with offenders. Pre-service for routine offender contact support staff contains two components, Phase I (58.5 hours) and Phase II (74 hours). Phase I contains 37 lessons and is completed within the first 60 days of employment, at the job site, guided by the new employee's supervisor and assigned mentor. Upon completion of Phase I the new employee is enrolled in Phase II. Phase II is conducted at the Oklahoma Correctional Training Academy where the information gained in Phase I is applied during class exercises in Phase II.

Standards

⁴4-4083, 4-4087, 4-4373, 4-4389, 4-4229, 4-4351, 4-ACRS-4C-04, 4-ACRS-4C-16, 4-ACRS-7B-16, 3-3084, 4-APPFS-3A-15)

Pre-Service Training for Probation and Parole Officers, Internal Affairs Investigators and Fugitive Apprehensive Agents

All newly hired probation and parole officers, internal affairs investigators and fugitive apprehensive agents that have not completed the pre-service training curriculum for either correctional officer cadets or routine offender contact support staff are required to complete part I (26 hours on site). All probation and parole officers will complete part II (160 hours of P&P Specific at the training academy) and if not certified, all probation and parole officers, internal affairs investigators and fugitive apprehensive agents will complete part III (575 hours attendance of CLEET academy).

Standards

3-3082, 4-APPFS-3A-04

Pre-Service Training for Administrators/Managers

All newly hired administrators who have not completed the pre-service training curriculum for either correctional officer cadets or routine or non-routine contact support staff are required to complete phase I and phase II for non-routine offender contact support staff (72.5 hours).

Standards

(4-4082, 3-3082, 4-APPFS-3A-04)

Pre-Service Training for Correctional Officer Cadets

One hundred and sixty hours of pre-service training is conducted at the academy for correctional officers.

Standards

4-4084, 4-4084-1, 4-4090, 4-4373M, 4-4389M, 4-4202M, 4-4205M, 4-ACRS-4C-04, 4-ACRS-4C-16)

In-Service

Annual In-Service at a minimum will contain the below listed topics:

	Non-Routine Offender Contact Support Staff	Routine Offender Contact Support Staff	Case Managers	Probation and Parole Officers, Fugitive Apprehension Agents, Internal Affairs Investigators	Correctional Officers	Administrators/Managers	Supervisors
Bloodborne/Airborne Pathogens/PPE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Changes in Policy and Procedures/Legal Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Chemical Agents*1					<input checked="" type="checkbox"/>		
CLEET courses (23 hours plus 2 hours mental health hours) *2				<input checked="" type="checkbox"/>			
Communication Skills (interpersonal relations)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CPR*3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cultural Diversity/Awareness	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Plans (Fire, Medical, Work Stoppage, Hostage, Riot)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Firearms Re-Qualification and Weapons Safety*4				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
First Aid*5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hazard Communications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Identifying and Preventing Substance Abuse		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		
Lock Out/Tag Out*6 (authorized and affected employees)							
Mental Illness (signs and symptoms)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Offender Disciplinary (rules of conduct, sanctions, rational)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Performance Management Process*7							<input checked="" type="checkbox"/>
Prison Rape Elimination Act (PREA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Progressive Discipline*8							<input checked="" type="checkbox"/>
Quarterly Safety Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rollover Crashes in Vans/Other SUV's*9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Safety (at a minimum quarterly)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Security (counts, key, tool, chemical, contraband control)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Self-Defense and/or Defensive Tactics and Safety Procedures*10 (including clothed/pat searches)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Sexual Abuse/Assault	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Harassment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff/Offender Relations and Sexual Misconduct	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standards of Conduct/Ethics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Stress Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Suicide Prevention/Intervention	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervision of Offenders		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Supervisory (24 hours first year -12 hours annually thereafter)							<input checked="" type="checkbox"/>
Supervisory (new P&P 40 hours first year - 40 hours annually thereafter)*11				<input checked="" type="checkbox"/>			
Use of Force*12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vehicle Inspection (authorized and affected employees OP-130107)							
Video Camera Operations*13					<input checked="" type="checkbox"/>		
Working Successfully with Female Offenders*14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Clarification for Topics Followed by an Asterisk

*1 All personnel authorized to use **Chemical Agents** (CS) will receive thorough training in their use and treatment of individuals exposed to a chemical agent and will annually thereafter review policies pertaining to chemical agents, treatment of individuals exposed to a chemical agent, and manufacturer update/s if available. In addition, Community Corrections employees will re-qualify annually with the inflammatory weapon Oleoresin Capsicum.

*2 **CLEET** courses will include a minimum of six hours of Evidence-Based Sexual Assault and Sexual Violence Training as approved by CLEET prior to 2012 (HB 1650).

*3 **CPR** is a mandatory annual in-service course for those employees working in locations that confine/houses offenders or if the employee directly supervises offenders (probation & parole officers & work crew supervisors).

*4 **Firearms Re-qualification** is a mandatory in-service course required annually for those employee authorized by the facility head. No training credit is authorized for re-qualification.

*5 **First Aid** is a mandatory annual in-service course for those employees working in locations that confine/houses offenders or if the employee directly supervises offenders (including probation & parole officers & work crew supervisors).

*6 **Lock Out/Tag Out** is a class for all authorized and affected employees in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy-isolation and control. Retraining will occur whenever there is a change in job assignment, change in machines, equipment or a process that presents a new hazard, or when there is a change in energy control procedures. (OP-150330)

*7 **Performance Management Process** is only a mandatory course for newly appointed supervisors (to be completed within the 12 month probationary period).

*8 **Progressive Discipline** is only a mandatory course for newly appointed supervisors (to be completed within the 12 month probationary period).

*9 **Rollover Crashes** in vans/other SUV's is an annual training requirement for employees that drive these vehicles.

*10 **Self-Defense** is required for all security and custody personnel as a last resort to control offenders. Annual demonstration of the correct procedures to conduct a clothed (pat) search is required.

*11 **Supervisory requirements for new probation and parole supervisors** or managers contains at a minimum the following training topics the first year: supervisory skills, general management, labor law, employee-management relations, relationships with other service agencies, performance management process, progressive discipline and evidence based practices for effective offender intervention.

*12 **Use of Force** is a mandatory in-service course for those employees working in locations that confine/houses offenders or if the employee directly supervises offenders (probation & parole officers & work crew supervisors).

*13 **Video Camera Operations** is an annual in-service training requirement for employees that work in facilities required by OP-050108 to have video cameras.

*14 **Working Successfully with Female Offenders** is an annual in-service training requirement for employees that work primarily with female offenders.

Standards for In-Service

All Staff

(4-4083, 4-4084-1, 4-4085, 4-4086, 4-4220, 4-4229, 4-4373, 4-4388, 4-4389, 4-ACRS-4C-04, 4-ACRS-7B-17)

Additional training for **medical personnel** will be determined by the chief medical officer

(4-4084-1,4-ACRS-7B-17)

Correctional Officers

(4-4084-1, 4-4373, 4-4389, 4-ACRS-4C-16, 4-ACRS-7B-17)

Probation & Parole, Internal Affairs Investigators, Fugitive Apprehension Agents

(4-4091, 4-4204, 4-4205, 3-3085, 4-APPFS-3A-16)

Case Managers

(4-4373, 4-4389, 4-ACRS-4C-15)

Management/Supervisory

(4- 4-4083, 3-3083, 4-APPFS-3A-14)

Specialized Pre-Service

Pre-service for **Probation & Parole Officers** contains three components, Part I (26 hours), Part II (160 hours) and CLEET certification (575 hours). Part I contains 17 lessons and is completed at the job site. Part II is conducted at the Oklahoma Correctional Training Academy and job site. Two weeks of classroom interaction, two weeks back at the job site completing field training and homework assignments, and a two week return to the academy. (3-3082, 4-APPFS-3A-04)

Pre-service for **Case Mangers** will contain completion of Routine Offender Contact Support Staff or the Correctional Officer Academy and the Case Manager Specific Curriculum. (4-4084-1, 4-4086, 3-3084, 4-APPFS-3A-15)

Specialized Pre-Service for Probation & Parole Officers	Probation and Parole Officers	Specialized Pre-Service for Case Managers	Case Managers
Adult Substance Use Survey (ASUS)	<input checked="" type="checkbox"/>	Chronological Reports	<input checked="" type="checkbox"/>
Application of the AOSA Skills-Mock Interviews & Coding Exercises	<input checked="" type="checkbox"/>	Classification Committees	<input checked="" type="checkbox"/>
Cognitive Programs	<input checked="" type="checkbox"/>	Community Corrections Assessments	<input checked="" type="checkbox"/>
Enhancing Intrinsic Motivation	<input checked="" type="checkbox"/>	Custody Assessment Procedures	<input checked="" type="checkbox"/>
EZASSESS	<input checked="" type="checkbox"/>	Custody Assessment Procedures	<input checked="" type="checkbox"/>
Family Justice	<input checked="" type="checkbox"/>	Evidence Based Practices/Motivational Interviewing	<input checked="" type="checkbox"/>
GPS	<input checked="" type="checkbox"/>	New Arrival & Adjustment Review	<input checked="" type="checkbox"/>
Interstate Compact	<input checked="" type="checkbox"/>	Offender Management System (OMS)	<input checked="" type="checkbox"/>
Introduction to Evidence Based Practices	<input checked="" type="checkbox"/>	Offender Records	<input checked="" type="checkbox"/>
Introduction to Probation & Parole	<input checked="" type="checkbox"/>	Overview of OMS	<input checked="" type="checkbox"/>
Investigations & Reports	<input checked="" type="checkbox"/>	Parole Process	<input checked="" type="checkbox"/>
Level of Service Inventory-Revised (LSI-R)	<input checked="" type="checkbox"/>	Pre-Release Process	<input checked="" type="checkbox"/>
LSI-R Coding & interpretation	<input checked="" type="checkbox"/>	Reentry Philosophy	<input checked="" type="checkbox"/>
Mental Health Offenders	<input checked="" type="checkbox"/>	Role of the Correctional Case Manager	<input checked="" type="checkbox"/>
Motivational Interviewing	<input checked="" type="checkbox"/>	Sex & Violent Offender Registration	<input checked="" type="checkbox"/>
OMS/COMMIT	<input checked="" type="checkbox"/>	Special Offender Management System (SOMS)	<input checked="" type="checkbox"/>
P&P Supervision Strategies	<input checked="" type="checkbox"/>	Systems of Incarcerations	<input checked="" type="checkbox"/>
Parole Revocation Procedures	<input checked="" type="checkbox"/>	Transfer Procedures	<input checked="" type="checkbox"/>
Reentry	<input checked="" type="checkbox"/>	Sex & Violent Offender Registration	<input checked="" type="checkbox"/>
Risk, Need & Responsivity: Actuarial Assessment	<input checked="" type="checkbox"/>		
Scope of Employment	<input checked="" type="checkbox"/>		
Sex & Violent Crime Offender Registration	<input checked="" type="checkbox"/>		
Sex Offenders	<input checked="" type="checkbox"/>		
Static 99/Stable & Acute 2007	<input checked="" type="checkbox"/>		
Substance Abuse Offender	<input checked="" type="checkbox"/>		
Targeting Interventions: Results Driven Programmatic Modules	<input checked="" type="checkbox"/>		
Transitional Case Planning	<input checked="" type="checkbox"/>		