



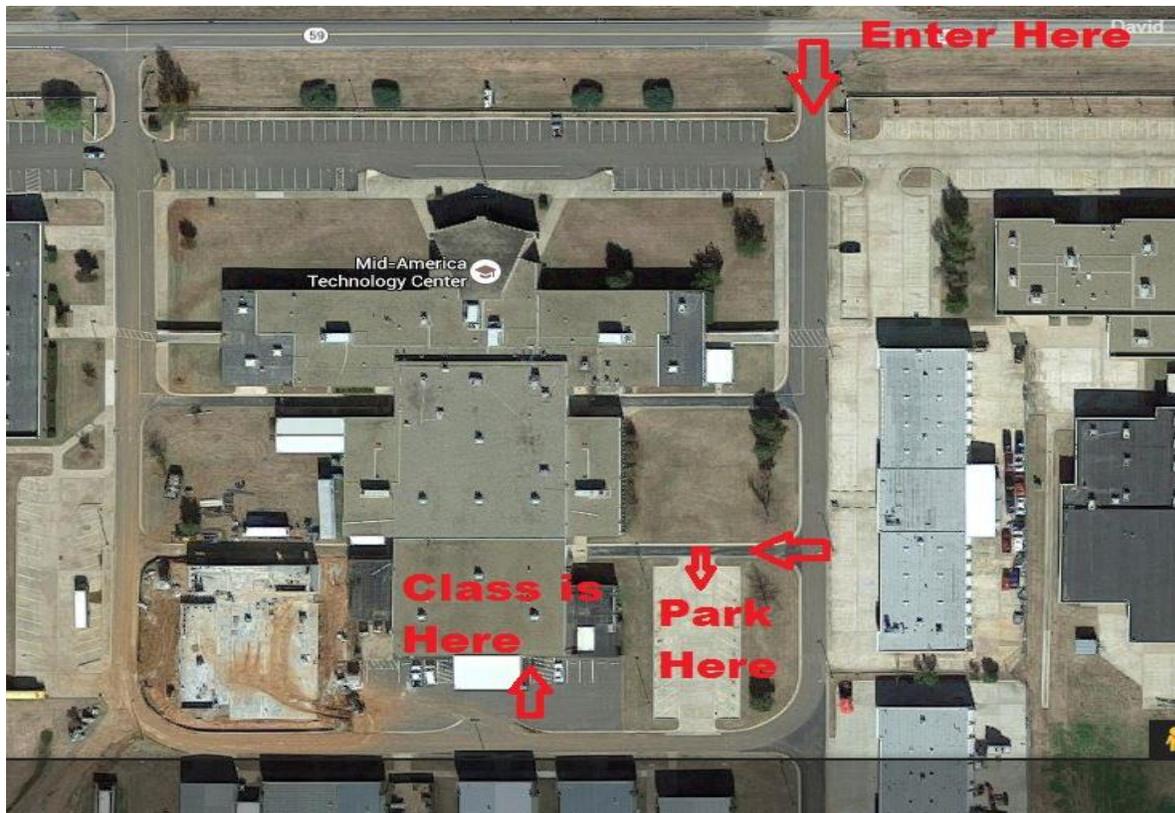
Correctional Officer Academy CR062016

Welcome to your new position as a correctional officer with the Oklahoma Department of Corrections. The information listed below will assist you in your preparation to attend the Central Region Correctional Officer Academy at **Mid-America Technology Center (MATC) located at 27438 OK Highway 59 in Wayne, OK 73095**. Your academy coordinator, Damon Wilbur, can be reached at (405) 213-9395.

CLASS TIMES: All cadets will report to MATC at **8:00 AM, Monday, June 20th**, in uniform, for orientation. You will need to bring your vehicle make, model and tag number, and your DOC ID badge or driver's license. Class will begin at 8:00 a.m. Monday-Friday each scheduled week of the cadet academy unless directed otherwise. This includes any state recognized holidays that fall within the six weeks (Independence Day-July 4). Upon successful completion, a graduation ceremony will be held July 29th in the Seminar Center of MATC.

ITEMS TO BRING: All cadets should have the following items available for use during class time: **note paper, black ink pens, physical training clothing and running shoes (non-emblem sweat pants and t-shirts, socks, appropriate shorts) and uniforms.**

DIRECTIONS: From Interstate 35 take exit 86 and travel west on Highway 59 approximately ½ mile. MATC will be on the south side of the highway.



FACILITY HOUSING: Employees who qualify (BJCC and Enid) will be provided housing on the grounds of Lexington Assessment and Reception Center (LARC), located at 15151 Highway 39, Lexington, OK. For those taking advantage of **early check-in** please **meet Damon Wilbur at the LARC parking lot on Sunday, June 19th, at 4:00 p.m.** for housing/key assignments (see illustration below). Do NOT be late. Participants staying in facility housing will need to **bring money, personal hygiene items, sheets for a twin bed, blanket, pillowcase, towels, washcloths, etc.** Although pillows are provided, you may wish to bring your own, as well as an egg crate foam mattress pad for comfort. Optional items you may wish to bring: alarm clock, blow dryer, fan, coffee pot, etc. There are no washer/dryer units on site, however, microwaves and refrigerators are provided.

MEALS: Breakfast, lunch, and dinner will be provided at Joseph Harp Correctional Center (JHCC), 16161 Moffat Road, Lexington, OK, for participants assigned to facility housing who commit to the meal plan. Those who chose not to participate in the meal plan will be responsible for their own meals. If you signed up for meals you will be accountable for showing up. Meal times and location are identified below.

Meal	Dining Hours	JHCC Location
Breakfast	7:00 AM – 8:30 AM	Offender Chow Hall
Lunch	11:00 AM – 1:00 PM	Staff Dining Hours
Supper	4:00 PM – 5:30 PM	Offender Chow Hall

DIRECTIONS to LARC: From Interstate 35 take exit 95. Follow North Green Avenue in Purcell to OK-39 E. Turn left and continue on Highway 39 E for approximately 10.6 miles.



PLEASE NOTE: Professional behavior is expected at all times during your training experience at the Central Regional Training site; behavior unbecoming a corrections professional could result in expulsion from the academy, and/or termination of employment.

For complete information regarding expectations of Central Regional Training participants, please refer to the Participant Reference Guide available on the Employee Development page of the DOC online website. It is your responsibility to read, understand, and follow the rules and guidelines set forth in the Guide.

BASIC CORRECTIONAL OFFICER TRAINING – PHYSICAL STANDARDS

As a portion of physical training in the Basic Correctional Officer course, employees will be required to actively participate in physical conditioning and successfully complete a course in basic self-defense. The academy's physical conditioning activities begin on the second day of training with a basic physical assessment which includes a 1.5 mile run/walk, one (1) minute of push-ups and one (1) minute of sit-ups. These activities are performed at the individual student's own pace and current ability. Physical conditioning will continue throughout the duration of the academy. The duration and endurance maximums listed below are goals rather than requirements, and not all activities are performed every day. **Students are required to act as a subject during self-defense training. It includes having wrist, elbow, and shoulder joints repetitively manipulated to a controlling posture.**

Aerobic Activities	Duration
Walking	3-5 miles
Jogging	1-3 miles
Running	.25 - .5 mile
Sprinting	100 yards
Aerobics	45 minutes
Climbing Stairs	20 flights
Jumping	30-50 reps
Side Straddle Hop	50 reps
Lateral Runs	20 yards X 10
Backward Runs	20 yards X 10
Endurance Activities	Duration
Group Runs	1-3 miles
Falls Forward	25 daily
Patterns of Movement	45 minutes
Counter Strikes with Hands	50-100 daily
Crunches	10 minutes
Falls Backward	25 daily
Pivot Steps	200 daily
Counter Strikes with Knees	50-100 daily
Tactical Recovery	100 daily
Falls to Both Sides	100 daily

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Knee Pivots	200 daily
Counter Strikes with Feet	50-100 daily
Flexibility Activities	Duration
Bend and Reach	1 hour daily
Deep Knee Bends	1 hour daily
Hurdler Stretch	1 hour daily
Wrist Twists	1 hour daily
Arm Rotations	10 minutes
Lateral Stretch	1 hour daily
Toe Touch Stretch	1 hour daily
Biceps/Triceps Stretch	1 hour daily
Step Lunging	10 X 10 reps
Strength Activities	Duration
Push Ups	25-50
Sit Ups	25-50
Push/Pull Drills	45 minutes
Subject Control	2.5 hours daily
Squats	50-100 daily
High Knee Raises	20 minutes
Leg Lifts	15 minutes