EMPLOYEE DEVELOPMENT

Participant Reference Guide

Calendar Year 2016

OKLAHOMA
DEPARTMENT OF
CORRECTIONS

Protecting You
Is Our Mission

NORTHWEST REGIONAL TRAINING CENTER

NW Technology Center
1801 South 11th Street
Alva, OK 73717

Revised: February 29, 2016

FOREWORD

This reference guide was developed to help you adjust to the challenges of being away from your home and work site; to help you feel comfortable; and to support your efforts to make your learning experience at the Northwest Regional Training Center (NWRT) safe, enjoyable, and productive. We hope you will find the answers to most of your questions within this "Participant Reference Guide." Unanswered questions should be referred to your training coordinator or any other member of the Employee Development staff. You will find the Employee Development staff to be helpful and committed to supporting you in achieving the maximum benefit from your training experience.

Vision

The Oklahoma Department of Corrections will create a culture that:

- *Empowers individuals*
- *Employs best practices*
- *Encourages teamwork*
- *Embraces diversity*

Mission

It is the desire of the Employee Development staff to prepare employees to work with others in the accomplishment of the agency's mission:

To Protect the Public, Employees and Offenders

As such, the mission of Employee Development is:
To provide employees with the knowledge and skills necessary to work safely within the correctional environment; to deal effectively with the public, co-workers, and offenders; and to achieve agency goals.

Values

Professionalism

Rehabilitation

Integrity

Diversity

Excellence

Goals

The primary goal of training is, "To provide effective employee training and leadership development which will enable the competent performance of essential job tasks and decisions on the job, the ability to create a safe working environment and the desire to continuously seek knowledge." In support of that goal, Employee Development staff endeavors to provide employees with training that is relevant, attainable and transferable within a learning environment that is supportive and guided by adult learning principles. Employee Development goals also focus on recruiting additional Subject Matter Experts to assist our staff with curriculum development and instructional delivery; maintenance of a high level of participant achievement as reflected on post-training exams; expanding reliance on technology to maximize efficient use of allocated resources and to improve training design, development and delivery; reliance on objective evaluation feedback mechanisms for use in planning future improvements to the curriculum and learning environment. In addition, the Employee Development staff will strive to:

- Continuously improve training delivery and effectiveness
- Inspire participants to take responsibility for their continued development
- Prepare participants to succeed in the dynamic corrections environment

Slogan

Standing PROUD

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Introduction of Staff

The Employee Development Unit (EDU) is primarily responsible for providing training for correctional officers, support staff, probation and parole officers and administrators. The EDU also provides leadership development courses, various instructor development courses and other specialty courses.

Phil Gilstrap, Training Manager II, is responsible for the Employee Development Unit and is responsible for all aspects of employee development for the agency.

Additional EDU staff consists of:

Andrea Jordan	Training Specialist
Anetta Bullock	Administrative Manager
Don Givens	Training Supervisor
Scott Magoon	Training Supervisor
Stephanie Howard	Training Supervisor

Teamwork

Teamwork is an essential characteristic of most successful organizations. Providing opportunities for participants to work together, in harmony, while striving to accomplish shared goals is central to our training approach at NWRT.

Program Evaluation and Classroom Conduct

Participants and instructors are expected to treat each other in a respectful, courteous, professional and supportive manner.

No cell phones or any type of electronic communication devices are allowed in class. You may be requested to place cell phones in a secure area designated by the class coordinator. If an emergency exists and you need immediate communication, please inform your class coordinator.

Participants are expected to keep their classroom and table area neat, clean, devoid of trash/clutter and please note the use of tobacco in any form or the wearing of sunglasses, hats, caps or other head covering is prohibited in the classroom.

Preparation Checklist

Correctional Officer Cadets and employees enrolled in a self-defense instructor class will need to bring appropriate clothing and footwear to participate in physical activities.

Specific physical activities are listed under the heading of Physical Standards Requirements for Correctional Officer Cadets page 12 of this reference guide. It is expected that

participants in the self-defense instructor classes can also successfully complete any of these activities upon request.

NWRT Address

NWRT is located on the grounds of the Northwest Technology Center, 1801 11th St, Alva, OK 73717.

Parking

Parking is available at the north end of the campus.

General Rules and Regulations

Rules and regulations pertaining to participants at NWRT were designed to heighten participant success by removing obstacles and facilitating a supportive adult learning climate**.** All NWRT participants are, therefore, subject to the rules, policies, and procedures of the Oklahoma Department of Corrections. In certain instances, participants may also fall under the rules dictated by contract entities, other agencies or organizations that certify aspects of our training programs. It is expected that participants will conduct themselves in a professional manner, actively participate in classes, follow all applicable rules and observe the rights and privacy of others.

Alcoholic Beverages Including 3.2 Beer

The consumption, possession, sale or distribution of alcoholic beverage(s), to include 3.2 beer, on state/school property is strictly prohibited. Department of Corrections employees are expected to know and abide by all applicable laws concerning the consumption of any alcoholic beverage. Violations of any such laws will be treated as a serious infraction.

Appearance

Standards for employee personal appearance while attending training will be in accordance with OP-110245 entitled “Standards for Employee Personal Appearance.” Employees who do not meet the personal appearance standards will be dismissed from course work until they meet requirements. The participant’s facility/district/unit head will be contacted, advised of the situation, and requested to provide further instructions to their employee. Generally speaking, dress that is appropriate for the workplace is also acceptable for the NWRT. Exceptions may be granted by the academy/center training coordinator when courses require participants to perform physical activity that is likely to soil or damage normal clothing. Exceptions are normally permitted for courses including, but are not limited to, firearms, self-defense, and CPR/first aid. Athletic attire (sweat/jogging suits, athletic shoes, solid color only DOC sponsored T-shirts are acceptable, shorts of appropriate fit and length) worn during firearms, self-defense and/or CPR/first aid will be appropriate, clean and in good repair.

Behavior

It is expected that all participants will conduct themselves in a professional manner, actively participate in classes, follow all applicable rules and observe the rights and privacy of others.

Practical Jokes

Practical jokes and pranks may damage property or injure participants. Participants who engage in practical jokes and pranks will be held accountable for damages and disciplinary action may be taken.

Language

Cursing, swearing and foul language destroys the professional atmosphere of the Department of Corrections learning environment. Participants are expected to refrain from improper language and from any comments which are derogatory or inflammatory toward others. Additionally, the department will enforce a "zero tolerance" response to any conduct which contributes to a work environment that is demeaning or disparaging of any employee or group.

Discipline

Minor infractions will be addressed and corrected by the class coordinator. Repeated or serious infractions will be reported to the Training Manager and may be referred to the offending employee's facility head for action within the chain of command. The class coordinator will be responsible for gathering supportive documentation, including Incident Reports or statements, from the participant(s) involved.

Drugs/Over the Counter/Prescriptions

All drugs will be maintained in their original container. Participants are expected to know and abide by all applicable laws.

Personal and Facility Emergencies Involving Participants

If a personal emergency arises during normal class/work hours, the affected participant is to notify the class coordinator. In all but emergency situations or dire personal situations, the class coordinator will confer with the participant's immediate supervisor prior to allowing the participant to leave NWRT during class hours. It will then be the participant's responsibility to remain in touch with his/her supervisor and re-enroll in the next available class to make up the missed course work. **Contact your facility training officer for assistance about re-scheduling a missed class.**

If an emergency occurs during hours other than normal class/work, the participant will use good judgment regarding whether they are to leave NWRT or not. In such cases, the participant will notify his/her immediate supervisor and the class coordinator no later than the

following morning. If you are notified of a facility emergency, for example an escape, fire, or riot, do not return to your facility until you are directed to do so by your supervisor or class coordinator. If you are notified that you need to return to your facility, contact your class coordinator before you leave. If you are unable to contact the class coordinator, leave a message with another staff member or a classmate.

Emergency and Non-Emergency Medical Treatment

State and federal laws require employers to record and report job acquired illnesses or injuries sustained by employees while on the job. Therefore, it is important that you notify your class coordinator of any illnesses, injuries, or other ailments that you experience while attending training. Your class coordinator will also need to know if you are able to safely participate in training and/or respond to emergency situations. Some training blocks such as cardiopulmonary resuscitation (CPR), first aid, and applying restraints require bending, squatting, stretching, and kneeling.

Participants are to immediately report any injuries sustained while at NWRT. Injured participants will submit a written report to the class coordinator prior to the end of the workday.

If appropriate, injured participants who choose to seek medical attention will be immediately transported to the designated medical facility by the coordinator or their designee. Participants must provide a physician's release before they will be allowed to return to training.

Participants should report any illness to their class coordinator. If the participant wishes to be seen by a medical professional, the nearest hospital is Share Medical Center, 800 Share Dr., Alva, OK 73717, 580-327-2800 Toll Free: 888-889-6596. The participant will be personally responsible for costs/co-pay of treatment received.

Emergency Procedures
Physical Plant

During your stay at the NWRT center these emergency procedures will be in place to help ensure your safety.

NWRT is located on state/school property of Northwest Technology Center. Decisions about the safety or suitability of the physical plant for providing regular services in the event of an emergency will be coordinated through the training coordinator**.**

When an emergency situation is reported to the class coordinator, that staff member will notify the training manager as soon as it is safe to do so. The training manager will notify the Chief Administrator of Employee Services as soon as initial information about the situation can be prepared, but no later than within 24 hours of the report of an emergency.

The class coordinator will prepare written reports of an emergency and furnish the reports to the training manager within 24 hours of the report of an emergency situation. The training manager will prepare a written report and furnish the report to the Chief Administrator of Employee Services.

Tornado

Upon becoming aware of a tornado watch, the class coordinator will monitor local television or radio weather coverage.

If the tornado watch is upgraded to a tornado warning, all participants and staff will be notified of the weather conditions, and of the possible need to take shelter.

If it becomes necessary to take shelter, the class coordinator will lead participants to an area of safety. The class coordinator will continue to closely monitor the local weather coverage until the storm has passed. If the need to take shelter occurs when no class coordinators are available (after normal class hours) participants are to “shelter in place” by seeking the lowest level of the structure and get into an interior space that does not have windows and remain until you are sure the danger has passed.

Participants will report to the class coordinator as soon as it is safe to do so.

Fire Drills/Actual Fires

The locations of fire extinguishers as well as the evacuation routes will be identified during orientation. Tampering with or disabling any fire safety equipment (including fire extinguishers, fire alarm pull stations, smoke or heat detectors, or any other safety equipment) is a threat to life and is STRICTLY prohibited. Additionally, pulling false fire alarms or intentionally blocking an exit for any reason is prohibited. Any employee found responsible for tampering with or disabling fire safety equipment, pulling false fire alarms, or intentionally blocking an exit at any time may face disciplinary action.

If an alarm sounds, you are to assume there is an emergency and evacuate the building immediately.

Remember:

1. Feel the door for heat (use the back of your hand). If the door is hot, do not open it.

2. Close the windows.

3. If you cannot leave the room, stay calm

    a. Call 911 to notify authorities of your location
    b. Stuff wet sheets or clothing under doors
    c. Hang a sheet out the window and/or shout to attract attention

4. If you leave the room, close the door behind you

    a. Stay low to the ground if smoke is present
    b. Move quickly but do not run
    c. Take a towel to cover your mouth and nose in order to avoid smoke inhalation

5. Do not re-enter the building until permitted to do so by emergency officials or staff.

In the event of a fire or fire drill, all participants and/or staff will evacuate the building and assemble in front of the building, at least 25 feet from the building. The class coordinator will conduct a head count to ensure that all participants have been evacuated. If a fire should occur after normal working hours, selected participants will contact their class coordinator using the emergency contact number. No one will re-enter the building, for any reason, until fire department officials have declared the building safe.

Earthquake

Although it is unlikely that a serious earthquake will occur, in the event of an earthquake, participants and/or staff should immediately seek shelter by crouching beside heavy furniture or equipment in an interior room, or hallway, to protect from falling debris. As soon as the earthquake appears to be over, all participants and/or staff should evacuate the building using the stairs. Participants and/or staff will assemble in front of the building at least 25 feet from the building. Class coordinators will conduct a head count to ensure that all participants have been accounted for. If an earthquake should occur after normal working hours, selected participants will contact their class coordinator using the emergency contact number. No one will re-enter the building, for any reason, until local officials have declared the building safe.

Flood

In the event of a flood, all participants and/or staff will assemble at a designated area or other high ground if safe to do so. Class coordinators will conduct a head count to ensure that all participants are present or accounted for. In the event a staff member is not present (after hours), participants will attempt to contact the class coordinator or other emergency contacts listed in this handbook. The contacted staff member will make note of the head count and attempt to coordinate rescue efforts.

Hazardous Material Spill

In the event of a hazardous material spill that affects NWRT, all participants and/or staff will follow the instructions of the responding emergency personnel. If class participants are required to evacuate, a class coordinator will conduct a head count to ensure that all participants have been evacuated. If a hazardous material spill should occur after normal working hours, selected participants will contact their class coordinator using the

emergency contact number. No one will re-enter the affected area, for any reason, until emergency personnel have determined that it is safe to do so.

Bomb Threat

The coordinator will be notified by Northwest Technology Center director/designee. Northwest Technology Center director/designee will make the decision to evacuate and the location to assemble in.

Gun Fire/Domestic Dispute/Assault

Any life-threatening situation that is not directly covered in the above procedures should be dealt with as it would at your home or in your neighborhood. Call 911. Take cover or move to a safe, unaffected area. Do not try to intervene in any emergency situation, except to render aid to wounded or injured parties, and then, **only when it is safe to do so**. Notify your class coordinator or other EDU staff as soon as possible.

Utility Failure

Report any utility failure to the class coordinator. The class coordinator will make a determination as to whether or not NWRT can continue to provide services to participants and all affected parties will be notified.

Firearms

You are expected to abide by all Local, State and Federal laws in regards to the possession, ownership, or carrying of firearms. Possession of a firearm is prohibited at the NWRT center, to include the housing units. However, a person with a VALID concealed handgun license may store a firearm in their personally owned vehicle while on state/school property, but may not remove it from their vehicle while on state/school property.

Flammable Materials

Candles and incense are prohibited, as well as kerosene lamps and other flammable fuel devices.

Phone Calls and Mail

Routine phone messages and any participant mail will be given to the class coordinator for delivery. A staff member will carry emergency messages immediately to the participant.

Physical Standards Requirements for Correctional Officer Cadets

As a portion of your training in the Basic Correctional Officer Cadet Academy you will be required to actively participate in physical conditioning and successfully complete a course in basic self-defense. Participants who participate in a regular physical fitness program are less likely to encounter problems or sustain injuries during physical training.

Listed below are the academy's physical conditioning activities that 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 participant's own pace and current ability. Physical conditioning will continue, at a minimum of, one hour (1) per day, three (3) days per week. The duration and endurance maximums listed below are goals rather than requirements, and not all activities are performed every day.

Participants are also required to act as a subject during self-defense training, which will include having wrist joints, elbow joints, and shoulder joints 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
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

*A combination of these exercises will be performed 1 hour daily.

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
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
Knee Pivots	200 daily
Counter Strikes with Feet	50-100 daily

Retest and Remedial Procedures for Correctional Officer Cadet

Tests are an instrument used to determine if the instructor has communicated the training information appropriately and to determine if participants can demonstrate they possess key knowledge and/or skills. Participants who do not meet the minimum score requirements on any given block exam (80% or higher) and/or cannot demonstrate proficiency of a skill based exercise will be allowed to retake the test and/or demonstrate proficiency of a skill based exercise one additional time. Correctional officer cadets who do not achieve the minimum score on the retest or pass the demonstration, will return to their facility/district; their supervisor may enroll them in the next basic correctional officer cadet academy starting on the first day (Monday) of the block they failed.

State Vehicles

State vehicles are to be utilized for official use only. Participants are expected to know and abide by all applicable departmental policies and state laws regarding the use of state vehicles.

Employees who wish to commute to and from pre-service training will be permitted to do so at their own expense.

Department vehicles may be used by participant(s) attending pre-service training. In the event that a department vehicle is unavailable at the participant's site, and it is verified by the facility/district/unit head, travel will be reimbursed by the facility/district/unit head, for the use of a personally owned vehicle (POV) at one round trip per week while attending pre-service training class to the designated driver. (4-4081)

If more than one participant from a work site is enrolled in pre-service training, all participants will be assigned use or assigned as a passenger in a department vehicle, if available, or authorized to use their POV's for travel to and from the academy. If employees choose to car pool in a POV, only the driver will be reimbursed.

When more than one driver is authorized to use a POV for travel to and from pre-service training, the facility/district/unit will reimburse each driver.

Tobacco-Free Environment

Tobacco use of any kind is prohibited on state/school property.

Emergency Phone Numbers

You will be given your coordinators emergency contact number the first day of class.

Participants will be asked to volunteer to contact their class coordinator in the event of an emergency.

Employee Development Unit	Telephone
Phil Gilstrap, Training Manager	405-425-2504
Anetta Bullock, Administrative Manager	405-425-2504
Andrea Jordan, Training Specialist	580-884-0680