

## Orientation

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

	All Others	Correctional Officers	Probation and Parole Officers, Fugitive Apprehension Agents
Appropriate Conduct with Offenders	<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"/>
Communication and Interpersonal Relations			<input checked="" type="checkbox"/>
Emergency Procedures (Fire Evacuation Plans and Procedures)	<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"/>	
Ethics in Corrections			<input checked="" type="checkbox"/>
Facility Tour	<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"/>	
HIPAA Law and Policy			<input checked="" type="checkbox"/>
Hostage Survival/First Responder	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Motor Vehicle Accident Prevention			<input checked="" type="checkbox"/>
Offender Grievance Process			<input checked="" type="checkbox"/>
Offender Health Screening (for locations without 24 hour medical)		<input checked="" type="checkbox"/>	
Organizational Culture			<input checked="" type="checkbox"/>
Overview of the Correctional Field	<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"/>	
Report Writing and Log Entries	<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"/>
Staff and Offender Relations and Sexual Misconduct			<input checked="" type="checkbox"/>
Use of Force Policy			<input checked="" type="checkbox"/>
Working With Female Offenders			<input checked="" type="checkbox"/>

## Pre-Service

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

	All Others	Fugitive Apprehension Agents	Correctional Officers	Probation and Parole Officers
Additional Specialized Pre-Service Requirements	CM only	<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	CM only	<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"/>	
Employees Assistance Program, Critical Incidents	<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"/>	
Motor Vehicle Accident Prevention Course	<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"/>	
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"/>	
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	CM only	<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"/>

## In-Service

Full-time employees are required to complete 40 hours of annual In-Service including, at a minimum, the below listed topics:

	All Others	Probation and Parole Officers, Fugitive Apprehension Agents	Correctional Officers
Bloodborne/Airborne Pathogens (PPE, occupational exposure, biohazard waste disposal)	<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"/>
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"/>
CPR*3	<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"/>
Emergency Plans (Fire, Medical, Work Stoppage, Hostage, Riot)	<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"/>
Hazard Communications	<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 only)			
Mental Illness (signs and symptoms)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Offender Disciplinary (rules of conduct, sanctions, rationale)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Offender Health Screening (for locations without 24 hour medical - offered once every three years)			<input checked="" type="checkbox"/>
Performance Management Process*7			
Prison Rape Elimination Act (PREA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Progressive Discipline*8			
Rollover Crashes in Vans/Other SUV's*9	<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"/>
Security (counts, key, tool, chemical, contraband control)	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Self Defense level I – no prerequisite training required to attend	CM only		
Self Defense level II – successful completion of the correctional officer academy and/or CLEET academy is a prerequisite for attendance of this class. This curriculum will include clothed/pat searches.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Abuse/Assault	<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"/>
Staff/Offender Relations and Sexual Misconduct	<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"/>
Stress Management	<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"/>
Supervision of Offenders	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Supervisory (new P&P supervisors 40 hours first year – all other new supervisors 24 hours first year) *11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of Force*12	<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"/>

## 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.

## Specialized Pre-Service Training

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 Career Development Center or other designated location 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 OCCDC). (4-APPFS-3A-04)

**Case Manger Specific training is required to complete the pre-service requirement for Case Managers.** (4-4084-1, 4-4086, 4-APPFS-3A-15)

<b>Specialized Pre-Service for Probation &amp; Parole Officers</b>	<b>Specialized Pre-Service for Case Managers</b>
Alternative Sentencing Program	Chronological Reports
CODIS/DNA	Classification Committees
Cognitive Programs	Community Corrections Assessments
Courtroom Testimony	Community Sentencing
CPR/First Aid	Custody Assessment Procedures
Employee Development	Initial Custody Assessment (Male and Female)
EZASSESS	GPS
GPS/SCRAM	NCIC/JOLTS
Interstate Compact	New Arrival and Adjustment Review
Introduction to Probation & Parole	Offender Management System (OMS)
Investigations & Report Writing	Offender Records
Level of Service Inventory-Revised (LSI-R)	Overview of Case Management
Mental Health	Parole Process
Motivational Interviewing	Pre-Release Process
Offender Disciplinary Procedures	Reentry Philosophy
Officer Safety	Role of the Correctional Case Manager
OMS/COMMIT	Sex and Violent Offender Registration
Orientation to DOC Policy and Procedure	Special Offender Management Systems (SOMS)
P&P Supervision Strategies	Systems of Incarceration
Parole Process and Revocation	Transfer Procedures
PREA	
Public Speaking	
Reentry	
Risk, Need & Responsivity: Actuarial Assessment	
Scope of Employment	
Search and Seizure/Miranda	
Sex & Violent Crime Offender Registration	
Sex Offender Supervision	
Static 99/Stable/Acute	
Substance Abuse Offender	
Transitional Plans	