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| Employee Development | ACA Standards: 2-CO-1C-14, 2-CO-1D-01, 2-CO-1D-03, 2-CO-1D-04, 2-CO-1D-05, 2-CO-2D-10, 4-4073, 4-4075, 4-4077, 4-4079, 4-4088, 4-4094 | | |
| Kevin J. Gross, Chair Oklahoma Board of Corrections | | Signature on File | |

Employee Development Standards

I. Training and Staff Development

The Oklahoma Department of Corrections (ODOC) will provide employees with the opportunity for training and staff development necessary to develop job related expertise, foster professional growth, and encourage the pursuit of career goals. (2-CO-1C-14)

Qualified staff will plan, coordinate, and supervise the training program. (2-CO-1D-01, 4-4073)

A. Orientation

Orientation standards will be developed for the training of new staff. All new employees, part-time and contract staff and volunteers will receive orientation prior to job assignment. (2-CO-1D-05, 4-4088)

B. Pre-Service Training

The Department of Corrections will provide pre-service training that is oriented toward specific learning objectives designed to prepare new employees to perform their jobs in a professional, safe, and effective manner.

C. In-Service Training

Employees will be provided with mandatory and elective training opportunities that meet statutory requirements and foster continuing professional development.

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D. Leadership/Management Training

Employees will be provided with the training necessary and required to develop supervisory and managerial capabilities. (2-CO-1C-14)

E. Professional Seminars and Conferences

Employees will be provided opportunities to attend professionally related seminars and conferences that enhance professionalism and job knowledge. (2-CO-1D-10, 4-4094) Resources of other public and private agencies may be utilized as available. (2-CO-1D-04, 4-4079, 4-4094)

II. Annual Review

The agency's training plan will provide for ongoing evaluation of all orientation, pre-service, and in-service training. Specialized training programs will be re-evaluated at least annually. (2-CO-1D-03, 4-4073, 4-4075, 4-4077)

III. References

74 O.S. § 840-3.1

IV. Action

The director is responsible for compliance with this policy.

The director is responsible for the annual review and revisions.

Any exceptions to this policy statement will require prior written approval of the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-100100 entitled "Training and Staff Development Standards" dated April 10, 2014

Distribution: Policy and Operations Manuals
Agency Website