



Oklahoma State Department of Health
Creating a State of Health

September 9, 2019

Letter: CCDF-2019-02

RE: CONTINUED SUSPENSION OF DETENTION OFFICER EXAMINATION/TESTING

Dear Sheriff/Administrator:

This letter is to advise you that the Department has suspended the detention officer examination/testing requirement cited in the new City & County Detention Facility Standards, 310:670-5-10b(6) and 310:670-5-10c, effective September 13, 2019. This is due to the developing and approval process time required for the implementation of the "Detention Officer Training" curriculum and subsequent examination. Notification will be provided prior to the implementation of this examination/testing requirement in order to provide facilities ample time to achieve compliance. During the interim, no facility will be cited for failure to have examination/testing records for detention officers during this suspension.

However, training and documentation is required per the **City & County Detention Facility Standards:**

310:670-5-10. Training and staff development

(a) **Training policies.** The administrator shall develop policies and procedures for staff orientation and training. The training program shall be supervised by a designated employee. A facility with more than one-hundred (100) employees shall employ a full-time person for staff orientation and training.

(b) **Training and testing requirements.** Policies and procedures shall include at least the following requirements for training:

(1) A new employee whose primary responsibilities include supervision of inmates shall receive orientation and training prior to job assignment by the employing agency. An employee who has received orientation and training may be assigned to inmate supervision prior to passing the Detention Officer examination.

(2) All employees, including the detention facility administrator and all supervisors, whose primary responsibilities include supervision of inmates, shall receive at least twenty-four (24) hours of training during the first year of their employment that covers at least the following:

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- (A) Security procedures;
- (B) Supervision of inmates;
- (C) Report writing and documentation;
- (D) Inmate rules and regulations;
- (E) Grievance and disciplinary procedures;
- (F) Rights and responsibilities of inmates;
- (G) Emergency procedures;
- (H) First aid and cardiopulmonary resuscitation; and
- (I) Requirements of this Chapter.

(3) After the first year of employment, an employee whose primary responsibilities include supervision of inmates shall receive at least the training listed below.

(A) Four (4) hours review of the required training identified in paragraph two (2) of this section.

(B) Four (4) hours of training as directed by the administrator; the content and instructors shall be selected by the administrator.

(C) Renewal training as required for first aid and cardiopulmonary resuscitation skills.

(4) A documentation log shall be maintained by the Administrator to record the courses completed by each employee for their initial and annual training and include test results.

Facilities are instructed to maintain training records for each employee. Written training policy and procedures, as well as the employee training records will be reviewed during inspections and investigations. The presence of documentation for the required subjects and hours will show evidence of the required training. If you have questions about this guidance please do not hesitate to contact me.

Sincerely



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