

## DOCUMENTATION OF VOLUNTEER TRAINING

### SECTION ONE: Training Outline

1. Cultural Exercise
2. Agency Vision, Mission and Values
3. Organizational Overview
4. Security Levels
5. OP-090211, "Volunteer Services"
6. Volunteer Code of Conduct and Rules for Volunteer Service
7. OP-030123, "Offender Rights, Privileges and Responsibilities"
8. Offender Programs
9. OP-030601, "Oklahoma Prison Rape Elimination Act" (PREA)
10. Contraband
11. OP-050109, "Reporting of Incidents"
12. OP-110214, "Workplace Violence"
13. Confidentiality Rules
14. Safety Precautions
15. Bloodborne Pathogens
16. Hostage Survival
17. Key Control
18. Volunteer Service Opportunities
19. Facility Orientations
20. Future Training Requirements

### SECTION TWO: Volunteer Forms

1. "Memorandum of Understanding and Confidentiality Statement"
2. "Documentation of Volunteer/Student Intern Training"
3. "Oklahoma PREA Volunteer/Contractor Training Acknowledgement"

I HEREBY VERIFY THAT I HAVE RECEIVED THE ABOVE INFORMATION AND COMPLETED ALL FORMS AS REQUIRED.

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VOLUNTEER SIGNATURE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT VOLUNTEER NAME