

## Required Training by Job Category

Job Categories:

I. Non-Facility Administration Staff (ODOC Administration, Oklahoma City and Tulsa)

Includes employees in any job class working in a primarily administrative office building with minimal to no inmate contact. Newly hired administrative staff will attend orientation training within four weeks of their entry on duty date.

A. Orientation, 16 Hours (ILT)

Overview of Corrections	Hazardous Communication
Appropriate Conduct with Inmates	Key Control
Bloodborne Pathogens Exposure Control	Inmate Grievance Procedures
Contraband	Prison Rape Elimination Act (PREA) - Initial Information Request
Crisis Situations	Reporting of Incidents
Cultural Diversity/Awareness	Rules Concerning Individual Conduct of Employees
Disciplinary Process	Preventing Sexual Harassment
Emergency Plans	Standards for Employee Personal Appearance
Employee Identification	Workplace Violence

B. Annual In-Service

Airborne and Bloodborne Pathogens Exposure Control (WBT)  
Cultural Diversity & Awareness (ILT or WBT)  
Emergency Plans-applicable to work location (WBT)  
Prison Rape Elimination Act (PREA) (ILT)  
Preventing Sexual and Other Unlawful Harassment (ILT or WBT)  
Hazardous Communication for Flammable, Toxic, & Caustics Substances (WBT)  
Fire Extinguisher Training (WBT)  
Safety Training: Quarterly (WBT)

All employees must complete Active Shooter training (WBT) at least once, preferably during the first year of employment.

Staff will continue to receive specialized training as required by job classification and to maintain licensure or certification. Safety training must be completed each quarter and is assigned via a learning plan in LMS to all employees. Supervisors will be required to receive supervisory training as per section VI.

II. Non-Facility Administration/Instructional Staff (Wilson Training Academy and Satellite Academy)

Includes employees in any job class working in at the Wilson Training Academy and the satellite academy at the Oklahoma State Penitentiary with minimal to no inmate contact. Newly hired administrative/instructional staff will attend orientation training within four weeks of their entry on duty date.

A. Orientation, 16 Hours (ILT)

Same as section I.

B. Annual In-Service

Same as section I. Note: Assigned staff will be issued the annual in-service learning plan based on their current job profile.

III. Case Managers

Case managers are all classified employees included in the case manager job class series (I20A-D). Newly hired case managers will attend orientation training at the facility at the first available class date. Newly hired case managers and employees promoting, demoting, or transferring into a case manager position, will attend case management specific training at a designated location within the first six months of employment.

A. Orientation, 72 Hours

As per the approved ODOC orientation schedule for support staff

Completion of the orientation checklist.

B. Case Management Specific Training Courses, 24 hours

Chronological Reports	Inmate Records
Interstate Compact	Overview of Case Management
Community Corrections	Parole Process
Custody Assessment	Pre-Release Process
Procedures	Re-Entry Philosophy
Global Positioning System (GPS)	Role of the Correctional Case Manager
Custody Assessment (Male/Female)	Sex and Violent Inmate Registration
National Crime Information Center (NCIC)/Juvenile	Special Offender Management System (SOMS)
Online Tracking System (JOLTS)	Systems of Incarceration Transfer Procedures
New Arrival and Adjustment Review	Special Offender Management System (SOMS)
Offender Management System (OMS)	Systems of Incarceration Transfer Procedures

C. In-Service, 40 hours

All employees must complete Active Shooter training (WBT) at least once, preferably during the first year of employment.

Case Managers are required to complete 40 hours of in-service training annually as specified in the approved current year ODOC Annual Training Plan. Section VIII. of Attachment A. Safety training must be completed each quarter and is assigned via a learning plan in LMS to all employees. Supervisors will be required to receive supervisory training as per section VII.

IV. Correctional Officers

Correctional officers are all classified employees included in any correctional security officer series (I10A-D), Correctional Security Manager (I11A-B), and Correctional Chief of Security (I12A-C). Correctional officer cadets (I10A) will attend orientation at the assigned facility and attend the Correctional Officer Cadet Academy before being assigned to work a post alone.

A. Orientation, 16 Hours

First three days of the approved ODOC orientation schedule for support staff includes:

Facility Emergency Plans (ILT)

Facility Tour

Prison Rape Elimination Act (PREA)-Initial (ILT)

Cardio-Pulmonary Resuscitation (CPR) (ILT)

First Aid (ILT)

Hazard Communication for Flammable, Toxic, & Caustics Substances (ILT)

Guidance on Cross-Gender and Transgender Pat Searches (ILT)

Completion of the orientation checklist, per Attachment B entitled "ODOC Orientation Correctional Officer Checklist" to OP-100107 "Transitional Development Specialist (TDS)"

B. Correctional Cadet Academy, 240 hours

As approved, ODOC 6-week cadet training academy schedule.

C. In-Service, 40 hours

All employees must complete Active Shooter training (WBT) at least once, preferably during the first year of employment.

Correctional officers are required to complete at least 40 hours of in-service training annually and may include the topics listed in approved current year ODOC Annual Training Plan. Section VIII. of Attachment A. Safety training must be completed each quarter and is assigned via a learning plan in LMS to all employees. Supervisors will be required to receive supervisory training as per section VII.

Any equipment (if used at any time on the job) per the approved current year ODOC Annual Training Plan.

V. Correctional Support Staff

Includes employees in any job class other than correctional officers, fugitive apprehension agents, case managers or non-facility administration staff.

A. Orientation, 72 Hours

As per the approved ODOC orientation schedule for support staff

Completion of the orientation checklist.

B. In-Service, 40 Hours

All employees must complete Active Shooter training (WBT) at least once, preferably during the first year of employment.

Employees are required to complete 40 hours of in-service training the first year of employment and annually thereafter as specified in approved current year ODOC Annual Training Plan. Section VIII. of Attachment A. Safety training must be completed each quarter and is assigned via a learning plan in LMS to all employees. Supervisors will be required to receive supervisory training as per section VII.

VI. Fugitive Apprehension Agents - Office of Fugitive Apprehension and Investigation and Office of Security Threats Intelligence

Includes all agents working for the Office of Fugitive Apprehension and Investigations and all agents working for the Office of Security Threats Intelligence. (I17A-C). If newly hired to the Oklahoma Department of Corrections, agents will attend orientation and training at a designated location. Newly hired agents, and employees promoted or transferred into the position, will attend the CLEET Basic Academy at the K.O. Rayburn Center in Ada, Oklahoma, within the first year of employment. Those agents that have CLEET Certification may be required to attend only CLEET update courses, as determined by CLEET.

A. Orientation, 72 Hours

As per the approved ODOC orientation schedule for support staff.

Completion of the orientation checklist.

B. Council on Law Enforcement Education and Training (CLEET), 576 Hours

CLEET Basic Academy

C. In-Service, 40 Hours

All employees must complete Active Shooter training at least once, preferably during the first year of employment.

In addition to the topics listed below, Agents are required to complete 40 hours of in-service training the first year of employment and annually thereafter as specified in the approved current year ODOC Annual Training Plan. Section VIII of Attachment A. Safety training must be completed each quarter and is assigned via a learning plan in LMS to all employees. Supervisors will be required to receive supervisory training as per section VII.

CLEET - 23 hours plus two hours of mental health training.

Firearms Requalification and Weapons Safety (Mandatory annually).

VII. Supervisory Staff

Includes employees in any job class responsible for the direct supervision of other employees. Newly hired supervisors, or employees promoting or transferring into a supervisory position are required to complete a minimum of 24 hours supervisory training within the first year. Supervisory courses are scheduled throughout the year and are available through a variety of sources and locations. Supervisors are required to complete Performance Management Process (PMP) and Progressive Discipline Process (PD) within the first 12 months of being assigned to a supervisory position.

After the first year in a supervisory position, all supervisory staff must complete a minimum of 12 hours of supervisory training credits per year.

A. ODOC suggested courses

ODOC Leadership Development Program Courses

B. Human Capital Management (HCM) Classes

Are available in the OKC and Tulsa area, classes are first come first served, seating is limited. Most classes carry supervisory credit. Enroll in the LMS. All HCM classes require supervisor approval to enroll.

VIII. In-Service Training

Designated employees are required to complete at least 40 hours of in-service training annually. The mandatory courses required of all employees are listed below. The remaining hours of training are as per the learning plans as specified in the approved current year ODOC Annual Training plan. Safety training must be completed each quarter and is assigned via a learning plan in LMS to all employees; there is no requirement for number of safety training credits.

A. 40 Hours

In-service training is per job profile and assigned by learning plans in LMS.

Airborne and Blood borne Pathogen Exposure Control (WBT)  
Cardio-Pulmonary Resuscitation (CPR) (every two (2) years) (ILT)  
First Aid (every two (2) years) (ILT)  
Cultural Diversity and Awareness (ILT or WBT)  
Facility Emergency Plans (ILT)  
Hazard Communication for Flammable, Toxic, & Caustics Substances (WBT)  
Fire Extinguisher Training (WBT)  
Prison Rape Elimination Act (PREA) (ILT)  
Safety Training (one course per quarter) (WBT)  
Self-Defense level I (ILT)  
Preventing Sexual and Other Unlawful Harassment (ILT or WBT)  
Suicide Prevention (ILT) (Appropriate level based on job position)  
Use of Force and Reportable Incidents (ILT)

B. Additional for Medical Staff

Emergency Procedures and Responses (This is any training related to emergency procedures/responses).