



OKLAHOMA DEPARTMENT OF CORRECTIONS
 Probation and Parole Services Training Department
 Probation and Parole Officer

**PROBATION and PAROLE OFFICER
 TRAINING**

Name		EOD Date	
Job Title		Employee ID	

INTRODUCTORY BLOCK

Introductory Block will be completed within the first 30 days of employment unless the officer is immediately enrolled in CLEET or the Probation and Parole Academy. The training officer (TO) will coordinate the training schedule and ensure completion. Training will be conducted by a combination of training officers, team supervisors, and mentors following as closely as possible to the designated order below:

DATE/TIME	REQUIRED HOURS	ACTIVITY	INITIALS
	2 Hours	6 Part File/Interpreting Legal Documents/RAPS	
	2 Hours	Conducting an Office Contact and Recording Case Notes	
	3 Hours	Offender Intake Process and Documentation	
	1 Hour	Urinalysis Procedures	
	1 Hour	Case Transfers	
	1 Hour	Case Closures	

PRACTICAL BLOCK

Practical Block will be completed within the first 30 days of employment, unless the employee is enrolled in the Probation and Parole Academy or CLEET during the initial timeframe. In those instances, Practical Block will be completed within 30 days of the officer's return to his/her duty location. The training officer will coordinate the training schedule. Training will be conducted by a combination of training officers, team supervisors, and mentor assignment.

DATE/TIME	REQUIRED HOURS	ACTIVITY	INITIALS
	2 Hours	Sanctions, Incentives, and Alternative Sentencing	
	2 Hours	Absconder Procedures	
	2 Hours	Telephone Reporting System	
	1 Hour	Fee Collection: OBS/Fieldware Systems	
	1 Hour	DNA and CODIS	
	3 Hours	NIMS 700 (required FEMA course)	
	2 Hour	Organization and Time Management	
	4 hours	Interstate Compact	

PROBATION AND PAROLE ACADEMY

The Probation and Parole Academy will occur within the first 90 days of employment. Training will be delivered by the Probation and Parole Training Officer Department and subject matter experts. The Probation and Parole Academy will cover curriculum delivered in the following blocks: Roles and Responsibilities of the Probation Officer; Case Planning and Supervision; Current Trends and Practices; Supervision Issues; Risk Factors; Safety.

The regional deputy director will determine if a returning employee will complete the Probation and Parole Academy. The decision is based on length of separation of employment, positions held, and the ability to demonstrate proficiency with a comprehensive written exam.

COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING

Probation and parole officers will complete the Council on Law Enforcement Education and Training (CLEET) Basic Academy. Officers previously CLEET certified will complete training as directed by CLEET to maintain or re-instate certification.

REQUEST FOR COMMISSIONING

The probation and parole officer is eligible for commissioning after satisfactory completion of the aforementioned training blocks. The assigned training officer will complete the request for commissioning to the director of Probation and Parole Services.

POST-COMMISSIONING BLOCK

Post-Commissioning Block is to be completed within three months of commissioning and is delivered by a combination of the training officer, team supervisor, and mentor. This block rounds out the initial probation and parole officer training.

DATE//TIME	ACTIVITY	INITIALS
	Pair the PO with a Seasoned Officer	
	Emergency Procedures	
	OP-040109, Contraband and Evidence	
	OP-040110, Search and Seizures Standards	
	Sex Offender Supervision and Evaluations	
	Specialized Case Management Programs: Inmate Supervision (GPS,EMP)	
	Disciplinary Procedures-Probation and Parole	
	Parole Process and Parole Revocation	
	Office Arrests Protocol	
	Preparation for Field Work/Conducting Home Visits	