



OKLAHOMA DEPARTMENT OF CORRECTIONS  
 Probation and Parole Services Training Department  
 Community Sentencing

**COMMUNITY SENTENCING  
 TRAINING**

|                  |  |                    |  |
|------------------|--|--------------------|--|
| <b>Name</b>      |  | <b>EOD Date</b>    |  |
| <b>Job Title</b> |  | <b>Employee ID</b> |  |

**INTRODUCTORY BLOCK**

Introductory Block training will be completed within 15 days of Orientation Training. It will be conducted by a combination of training officers and Community Sentencing Personnel.

| DATE/TIME | REQUIRED HOURS | ACTIVITY   | INITIALS |
|-----------|----------------|--|----------|
|           |                | Statute: Community Sentencing Act-Title 22 Section 988.1 |          |
|           |                | Review of Community Sentencing Policy                    |          |
|           |                | Eligibility Requirements                                 |          |
|           |                | Administrative Code Title 170 Chapter 25                 |          |
|           |                | Local Administrator Job Duties                           |          |
|           |                | Specialty Courts and Female Diversion                    |          |
|           |                | Open Meetings Act  |          |
|           |                | Pair with Seasoned Local Administrator (for LA position) |          |

**PRACTICAL BLOCK**

Practical Block training will be completed within the first 60 days of employment. It will be conducted by a combination of training officers, Community Sentencing Personnel, and subject matter experts. This block of training is delivered as on-the-job training.

| DATE/TIME | REQUIRED HOURS | ACTIVITY                        | INITIALS |
|-----------|----------------|---------------------------------|----------|
|           |                | Compliance                      |          |
|           |                | Contract Process                |          |
|           |                | Case Openings and Closures      |          |
|           |                | Local Planning Councils         |          |
|           |                | Administrative Fee-Funds        |          |
|           |                | Budget                          |          |
|           |                | IPR and Purchasing Requirements |          |
|           |                | Treatment Providers/Site Visits |          |
|           |                | EOM Reports                     |          |
|           |                | OMS Documentation               |          |

**SUPERVISORY TRAINING**

New local administrators will complete 40 hours of supervisory training during the first year in the position. This training will include Performance Management Process (PMP), Progressive Discipline, and supervisory level leadership, management, and professional development courses.