

Oklahoma Department of Corrections Orientation Correctional Officer Checklist

Instructions: Read completely and carefully.

THESE TASKS ARE ONLY TAUGHT AT YOUR FACILITY/UNIT SO IT IS EXTREMELY IMPORTANT THAT FACILITIES/UNITS THOROUGHLY TRAIN ON EACH TASK. THEY WILL NOT BE TAUGHT AT THE CADET ACADEMY.

A Training Development Specialist (TDS) will be assigned to each new cadet who will provide most of the training for consistency; however, this may not be possible.

Each trainer is required to neatly print their name and initials only once on page four.

Trainer and cadet will initial in each block once training is complete in each task. There will be two initials in each block trained.

If your facility/unit does not have three shifts (i.e. only days and nights) place N/A in the unused shift.

Facilities that do not possess certain equipment (i.e. x-ray machine) place N/A in those blocks.

Minimums are minimums - it is recommended to exceed minimums when possible. Cadets who struggle with a task will be required to exceed minimums in order to satisfactorily meet ODOC/facility/unit standards. Annotate in the block next to your initials the actual number completed by the cadet.

The below listed items will be completed by the cadet and certified as completed correctly in accordance with ODOC policies and procedures.

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TRAINEE NAME (Print): _____ Employee ID#: _____ Supervisor: _____

Task	Minimum Requirement	Day Shift (Trainer Initials)	Day Shift (Trainee Initials)	Evening Shift (Trainer Initials)	Evening Shift (Trainee Initials)	Night Shift (Trainer Initials)	Night Shift (Trainee Initials)
Pat Downs							
Inmates	10 per shift						
Staff	5 per shift						
Count Procedures	3 per shift						
Cell Searches	2 per shift						
Area Searches	2 per shift						
Vehicle Searches	One Search						
Logbook Entries	3 per shift						
Equipment Inventory	1 per shift						
Inmate Property Inventory	1 per shift						
Inmate Movement	1 per shift						
Shift Briefing	Attend One						
Perimeter Fence Check	1 per shift						
Radiation Safety: X-Ray Machine	2 per shift						
Deep Tissue Handheld Scanner	4 searches						
Camera Operator Procedures	DOC 305B						
Cell Sense Tower	DOC 316						
Control of Contraband	DOC 293						
Restraint Chair	DOC 338						
Tool Control	DOC 300E						

