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Section-10 Employee Development	OP-100242	Page: 1	Effective Date: 08/30/2018
Selection of Staff to Attend Professional Conferences	ACA Standards: 2-CO-1D-10, 4-4094, 4-ACRS-7B-19, 4-APPFS-3A-20, 4-APPFS-3A-21		
Joe M. Allbaugh, Director Oklahoma Department of Corrections	Signature on File		

Selection of Staff to Attend Professional Conferences

The Oklahoma Department of Corrections (ODOC) encourages staff membership and participation in criminal justice and allied professional associations related to the employee's specific field of work. ODOC supports staff involvement in activities by those professionally recognized organizations on a local and national level. (2-CO-1D-10, 4-4094, 4-ACRS-7B-19, 4-APPFS-3A-20, 4-APPFS-3A-21)

Professional organizations' conferences and specialized training activities recognized by ODOC are those that are job specific, enhance professional development specific to professionals within corrections and/or enhance the public's image of ODOC professionals.

I. Conferences

Approval to attend conferences as indicated below may be requested utilizing the Conference/Specialized Training Request Form ([Attachment A](#), attached).

A. Out-of-State Conferences

1. Requests to attend out-of-state conferences will be submitted through the chain of command to the appropriate senior staff for review. Requests will be considered based on membership, available agency funding, cost in terms of distance and type of travel, applicability of the conference to professional development, and the specific needs or interest of the agency. All approved conference request forms will be forwarded by the senior staff member to the agency director for final approval.

2. Employees who hold national office in a professional organization and have designated voting privileges or make presentations will normally be approved for attendance at the agency's expense. This also pertains to employees whom the agency director requests to participate in the program.

B. Designated Agency Supported Conferences

1. Requests for attendance at agency supported conferences will require review and approval of the appropriate senior staff member based on membership and available budget. Committee members, presenters, and members will be given first preference.
2. Registration, lodging and per diem may be provided for staff approved for participation in accordance with [OP-120301](#) entitled "Travel Reimbursement Procedures."
 - a. Per diem will not be permitted for meals included in the lodging price or as part of the program included in the registration fee.
 - b. Lodging will not be provided for staff whose work location is within 60 miles of the conference site.

II. Specialized Training Seminars

Approval to attend out-of-state specialized training seminars may be requested through the employee's chain of command and submitted for the agency director's approval utilizing the "Conference/Specialized Training Request" form ([Attachment A](#)).

III. References

Policy Statement No. P-100100 entitled "Training and Staff Development Standards"

OP-120301 entitled "Travel Reimbursement Procedures"

IV. Action

The facility/unit head is responsible for compliance with this procedure.

The director of Administration is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-100242 entitled "Selection of Staff to Attend Professional Conferences" dated July 10, 2017

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Conference/Specialized Training Request"	Attached