

Required Training by Job Category

Job Categories:

I. Administration Staff

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

A. Orientation, 40 Hours (ILT and WBT)

As per the approved ODOC Probation and Parole Services orientation schedule, to include the following topics for all new full-time employees:

Orientation to the mission goals, policies and procedures of the agency
Orientation to the working conditions and regulations for the assigned work location and agency
Orientation to resource conservation and recycling plans

Office and Field Safety
Employee's Rights and Responsibilities
Rules Concerning Individual Conduct of Employees/Code of Ethics
Criminal Justice System Overview

Job Specific Requirements

Completion of the Initial Orientation Checklist (Attachment E).

B. Annual In-Service, 16 hours

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)
Hazard Communication for Flammable, Toxic, & Caustics Substances (WBT)
Basic Office Safety and Emergency Plans (ILT)
Safety Training (one course per quarter) (WBT)
Self Defense Level I (ILT)
Use of Force and Reportable Incidents (ILT or WBT)
Employee Rules of Conduct and Attendance (WBT)
Information Security (WBT)

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

are required to receive supervisory training as per section V.

II. 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 their office at the first available class date. Newly hired case managers and employees promoting, demoting, or transferring into a case manager position, will attend probation and parole case management specific training at a designated location within the first six months of employment.

A. Orientation, 40 Hours (ILT and WBT)

As per the approved ODOC Probation and Parole Services orientation schedule to include the following topics for all new full-time employees:

Orientation to the mission goals, policies and procedures of the agency
Orientation to the working conditions and regulations for the assigned work location and agency
Office and Field Safety
Employee's Rights and Responsibilities
Rules Concerning Individual Conduct of Employees/Code of Ethics
Criminal Justice System Overview
Job Specific Requirements

Completion of the Initial Orientation Checklist (Attachment E).

B. Annual In-Service, 40 hours

Case Managers are required to complete 40 hours of in-service training annually as specified in the approved current year ODOC Probation and Parole Annual Training Plan section VI 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 V.

III. Community Sentencing Staff

A. Orientation, (40 hours ILT and WBT)

As per the approved ODOC Probation and Parole Services orientation schedule for community sentencing staff to include the following topics for all new full-time employees:

Orientation to the mission goals, policies and procedures of the agency
Orientation to the working conditions and regulations for the assigned work location and agency
Office and Field Safety
Employee's Rights and Responsibilities

Rules Concerning Individual Conduct of Employees/Code of Ethics
Criminal Justice System Overview
Job Specific Requirements

Completion of the orientation checklist, per Attachment C entitled "Community Sentencing Training."

B. Annual In-Service, 40 Hours

Employees are required to complete 40 hours of in-service training annually as specified in approved current year ODOC Probation and Parole Services Annual Training Plan section VI of Attachment A. Safety training must be completed each quarter and is assigned via a learning plan in LMS to all employees. Supervisors are required to receive supervisory training as per section V.

IV. Commissioned Officers

Includes all probation and parole officer series 140 A, B, C and any other commissioned staff as designated by the administrator or designee of Probation and Parole Services. If newly hired to the Oklahoma Department of Corrections, officers will attend orientation and training at a designated location. Newly hired officers, and employees promoted or transferred into the position, will attend the Probation and Parole Academy and the Council on Law Enforcement Education and Training (CLEET) Basic Academy within the first year of employment. Those officers that have CLEET Certification may be required to attend only CLEET update courses, as determined by CLEET.

A. Orientation, 120 Hours (ILT and WBT)

As per the approved ODOC probation and parole officer orientation schedule to include the following topics for all new full-time employees:

Orientation to the mission goals, policies and procedures of the agency
Orientation to the working conditions and regulations for the assigned work location and agency
Office and Field Safety
Employee's Rights and Responsibilities
Rules Concerning Individual Conduct of Employees/Code of Ethics
Criminal Justice System Overview
Job Specific Requirements

Completion of the Initial Orientation Checklist (Attachment E).

Completion of the Probation and Parole Officer Training Blocks (Attachment B).

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

CLEET Basic Academy

C. In-Service, 40 Hours

Employees are required to complete 40 hours of in-service training annually as specified in the approved current year ODOC Probation and Parole Services Annual Training Plan section VI of Attachment A. Safety training must be completed each quarter and is assigned via a learning plan in LMS to all employees. Supervisors are required to receive supervisory training as per section V.

Annual training will include:

Annual CLEET requirements - 23 hours plus two hours of mental health training.
Firearms Requalification and Weapons Safety (Mandatory annually).
Defensive Tactics (including OC spray and baton refresher)

V. 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
ODOC Probation and Parole Services professional development courses for supervisors

B. Human Capital Management (HCM) Classes

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

As per the approved ODOC and HCM supervisory classes will include the following topics:

Supervisory skills
General management
Labor law
Employee-management relations
Relationships with other service agencies

Evidence-based practices for effective offender intervention

VI. In-Service Training

Designated employees are required to complete at least 40 hours of in-service training annually. Listed below are the mandatory courses required of all employees. The remaining hours of training are as per the learning plans as specified in the approved current year ODOC Probation and Parole Services 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)
- Emergency Plans-applicable to work location (WBT)
- Hazard Communication for Flammable, Toxic, & Caustics Substances (WBT)
- Basic Office Safety and Emergency Plans (ILT or WBT)
- Prison Rape Elimination Act (PREA) (ILT)
- Safety Training (one course per quarter) (WBT)
- Preventing Sexual and Other Unlawful Harassment (ILT or WBT)
- Suicide Prevention (ILT)
- Use of Force and Reportable Incidents (ILT or WBT)
- Self Defense Level I (appropriate level based on job position) (ILT)

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