



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

**PROBATION and PAROLE OFFICER  
 TRAINING BLOCKS**

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

**INTRODUCTORY TRAINING**

This training will be completed within the first month of employment unless the officer is immediately enrolled in CLEET or the Probation and Parole Academy. The training officer 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:

COMPLETED	DATE	FORMAT	REQUIRED HOURS	ACTIVITY
<input type="checkbox"/>		ILT	2 hours	6 Part File/Interpreting Legal Documents/RAPS
<input type="checkbox"/>		ILT	2 hours	Conducting an Office Visit and OMS Documentation
<input type="checkbox"/>		ILT	2 hours	Offender Intake Process and OMS Documentation
<input type="checkbox"/>		ILT	1 hour	Initial and Secondary Case File Audits
<input type="checkbox"/>		ILT	1 hour	Urinalysis Procedures
<input type="checkbox"/>		ILT	1 hour	Case Transfers
<input type="checkbox"/>		ILT	1 hour	Case Closures

**PRACTICAL TRAINING**

Practical Training will be completed within the first 60 days of employment, unless the employee is enrolled in the Probation and Parole Academy or CLEET during the initial timeframe. In those instances, Practical Training will be completed within 30 days of the officer's return to his/her duty location. The training officer will coordinate the training schedule and ensure completion. Training will be conducted by a combination of training officers, team supervisors, and mentor assignment.

COMPLETED	DATE	FORMAT	REQUIRED HOURS	ACTIVITY
<input type="checkbox"/>		ILT	2 hours	Sanctions, Incentives, and Alternative Sentencing
<input type="checkbox"/>		ILT	2 hours	Absconder Procedures
<input type="checkbox"/>		ILT	2 hours	Telephone Reporting System
<input type="checkbox"/>		ILT	1 hour	Fee Collection: OBS/Fieldware
<input type="checkbox"/>		ILT	1 hour	DNA/CODIS
<input type="checkbox"/>		ILT	1 hour	Organization and Time Management
<input type="checkbox"/>		-----	1 hour	NIMS 700 (FEMA Online)
<input type="checkbox"/>		WBT	2 hours	Interstate Compact
<input type="checkbox"/>		WBT	.5 hours	Re-entry
<input type="checkbox"/>		WBT	1 hour	Sex and Violent Offender Registration

**ADDITIONAL PRACTICAL TRAINING**

ASHI training will be completed once within the first year of employment. The training officer will coordinate the training schedule. Training will be led by a combination of training officers and subject matter experts. Web-Based Trainings will be completed on LMS within the first year of employment. Trainings listed as "optional" will only be required for officers within that particular job assignment.

<b>ASHI TRAINING:</b>			
<input type="checkbox"/>	ILT	3 hours	First Aid
<input type="checkbox"/>	ILT	5 hours	Basic Life Support
<b>WEB-BASED TRAINING: (to be completed on LMS)</b>			
<input type="checkbox"/>	WBT	1 hour	Social Media Safety
<input type="checkbox"/>	WBT	2 hours	Recognition, Response, and Administration of Naloxone
<input type="checkbox"/>	WBT	2 hours	Active Shooter
<input type="checkbox"/>	WBT	1 hour	Specialized Case Management: GPS/EMP (optional)
<input type="checkbox"/>	WBT	1 hour	Parole Process and Revocation
<input type="checkbox"/>	WBT	1 hours	Supervision of Sex Offenders (optional)
<input type="checkbox"/>	WBT	.5 hours	Inmate/Offender Disciplinary
<input type="checkbox"/>	WBT	2 hours	Substances of Abuse

**PROBATION AND PAROLE ACADEMY**

The Probation and Parole Academy will occur within the first six months of employment. Training will be delivered by the Probation and Parole Training unit and subject matter experts. The Probation and Parole Academy will cover, at a minimum, the following topics:

Introduction to Officer Fundamentals (EBP), Legal Block (Policy Quiz), Community Outreach and Victim Services, Reports and Investigations, Cultural Awareness, MI & LSI-R/ASUS (MI Practice), Transition Planning, Bridges Out of Poverty, Security Threat Groups, Mental Health & Supervision, Substances of Abuse and Supervision, Officer Safety, Natural Response Control Tactics & Oleoresin Capsicum.

**COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING**

Officers will complete the Council on Law Enforcement Education and Training (CLEET) Basic Academy as per state statute. Officers previously CLEET certified will complete training as directed by CLEET to maintain or reinstate certification.

COMPLETED	DATE	EVENT
<input type="checkbox"/>		Probation and Parole Academy
<input type="checkbox"/>		CLEET Academy
<input type="checkbox"/>		Request for Commissioning
<input type="checkbox"/>		Date of Commissioning

**LIMITED COMMISSIONING**  YES  NO

**POST-COMMISSIONING TRAINING**

Post-Commissioning Training is delivered by a combination of the training officer, team supervisor, and mentor and rounds out the initial probation officer training. This training is to be completed within three months of the officer being commissioned. The Post-Commissioning training will cover, at a minimum, the following topics:

Control of Contraband and Physical Evidence (OP-040109), Search & Seizure Standards (OP-040110), Sex Offender Supervision & Assessments, Office Arrests Protocol, and Preparation for Field Work/Conducting Home Visits.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Immediate Supervisor or Training Officer Signature

\_\_\_\_\_  
 Date