



OKLAHOMA DEPARTMENT OF CORRECTIONS
 Probation and Parole Services Training Department
 Probation and Parole Officer
 Administrative/Support Personnel
 Community Sentencing Personnel

INITIAL ORIENTATION CHECKLIST

Name		EOD Date	
Job Title		Employee ID	

The immediate supervisor will coordinate the training schedule with the training officer and ensure completion of the required training. Commissioned staff will be required to complete initial orientation prior to commissioning. Non-commissioned staff will be required to complete orientation prior to job assignment. The initial orientation checklist will be completed within the initial 30 days of employment.

PERSONNEL

HR will coordinate with the immediate supervisor and training officer and set a date and time to complete all items entailed in OP-110110, Attachment B, "Enrollment Checklist Form" for all staff. HR will also complete the Notice of Employment for all commissioned staff. To be completed within the first 40 hours of employment.

INITIAL ORIENTATION

The training officer will coordinate with the respective Assistant Regional Supervisor and set a date and time for a discussion of the policies listed below in addition to discussion of the following: Mission/Vision/Philosophy, Chain of Command, Scope of Employment, Organizational Chart, Ethics and Values, Agency Culture, Personal Responsibility, Appearance, Social Media, and Employee Conduct. To be completed within the first 30 days.

ALL STAFF:		COMMISSIONED STAFF ONLY:	
<input type="checkbox"/>	P-010300, Mission and Organization of ODOC	<input type="checkbox"/>	OP-110801, Peace Officer Commissioning
<input type="checkbox"/>	OP-010301, Management of the ODOC		
<input type="checkbox"/>	OP-110215, Rules Concerning the Individual Conduct of Employees		
<input type="checkbox"/>	OP-110245, Standards for Employee Personal Appearance		

 ARS Signature

 Date

PROCEDURES

The training officer and immediate supervisor will coordinate a schedule for completion of the following training:

INITIAL ORIENTATION FOR NON-COMMISSIONED STAFF ONLY (to be completed within the first 30 days):			
<input type="checkbox"/>	ILT	4 hours	Self-Defense Level I
<input type="checkbox"/>	WBT	2 hours	Community Outreach and Victim Services
INITIAL ORIENTATION – ALL STAFF (to be completed within the first 30 days):			
<input type="checkbox"/>	WBT	1.5 hours	Preventing Sexual and Other Unlawful Harassment
<input type="checkbox"/>	WBT	1 hour	Overview of the Criminal Justice System, and Legal Aspects
<input type="checkbox"/>	WBT	1 hour	Overview of the Oklahoma Department of Corrections

<input type="checkbox"/>	WBT	1 hours	Basic Office Safety and Emergency Plans
<input type="checkbox"/>	WBT	1 hour	Airborne and Blood Borne Pathogens Exposure Control
<input type="checkbox"/>	WBT	1.5 hours	HIPAA Law and Policy
<input type="checkbox"/>	WBT	2 hours	Hazard Communication for Flammable, Toxic and Caustic Substances
<input type="checkbox"/>	WBT	1 hour	Information Security
<input type="checkbox"/>	WBT	1.5 hours	Cultural Diversity and Awareness
<input type="checkbox"/>	WBT	.5 hours	Resource Conservation and Recycling
<input type="checkbox"/>	WBT	2 hours	Use of Force and Reportable Incidents
<input type="checkbox"/>	WBT	2 hours	Active Shooter
<input type="checkbox"/>	ILT	3 hours	Introductory PREA
<input type="checkbox"/>	ILT	18 hours	ICON
INITIAL ORIENTATION - COMMISSIONED STAFF and CS ONLY (to be completed within the first 30 days):			
<input type="checkbox"/>	OTJ*	TBD	Tour of Local Courthouse/Jail
<input type="checkbox"/>	OTJ*	TBD	Overview of Local Resources (completed by Immediate Supervisor)
<input type="checkbox"/>	OTJ*	TBD	Introduction to Statutory Council Members (CS only)
GENERAL ORIENTATION - COMMISSIONED STAFF ONLY:			
<input type="checkbox"/>	OTJ*	-----	Schedule POSSE testing (completed by TO)
<input type="checkbox"/>	OTJ*	-----	Complete Lodging Request & P & P Academy Enrollment for P&P Academy (completed by TO)
<input type="checkbox"/>	ILT	10 hours	Introductory Training Block (to be completed within the first 30 days)
<input type="checkbox"/>	ILT	17 hours	Practical Training Block (to be completed within the first 60 days)
<input type="checkbox"/>	ILT	64 hours	Probation & Parole Academy (to be completed within the first 6 months)
<input type="checkbox"/>	ILT	TBD	Post-Commissioning Block (to be completed within 3 months post-commissioning)
<input type="checkbox"/>	ILT	16 hours	Defensive Tactics
<input type="checkbox"/>	ILT	40 hours	Firearms Block

ON THE JOB TRAINING (OTJ)

The new employee will be paired with an immediate supervisor and/or assigned mentor(s) to observe daily tasks for the job class being performed for a minimum of three (3) working days of observation and/or interaction. The OTJ training is to be completed prior to job assignment of the new employee. The tasks observed should be documented below and are specific to the new employee's position and relevant to the initial training process.

Date	Activity	Mentor Signature	Time Spent on Activity

Signing this form below, ensures that 40 hours of Initial Orientation training for this employee have been completed.

 Employee Signature

 Date

 Immediate Supervisor or Training Officer Signature

 Date