

2024

OKLAHOMA Corrections TRAINING PLAN

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Human Capital Management

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Date

Warden/ Facility Head

Date



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The Oklahoma Department of Corrections Professional Development team has developed this 2024 training plan based on learning needs assessments and feedback from the various facilities' training advisory committees. The 2024 Training Plan reflects employees' current job-related training needs.

Correctional Training Officers (CTOs) are responsible for disseminating the annual training plan to staff. Supervisors and staff are responsible for completing the required training outlined in the annual training plan.

Agency leadership is responsible for championing learning and development to improve the quality of work and culture throughout the agency.

2024 Orientation

New employee orientation (NEO) is centralized for support staff and is held monthly at the ODOC Administrative Offices in Oklahoma City. Additional training may be assigned based on facility, statute, policy, or other job-specific requirements.

Part-time employees, volunteers, and contract staff will receive formal orientation appropriate to their assignments and additional training as required by the appointing authority. This training will include Prison Rape Elimination Act (PREA) and Emergency Procedures.

2024 Basic Peace Officer and Cadet Academy

Correctional security cadets will receive a minimum of 600 hours of additional training through pre-service and the correctional training academy during their first year of employment. This training is outlined below.

2024 Annual In-Service

Employees will be assigned learning plans for required training based on statute, policy, facility, or other job-specific requirements. Annual In-Service courses can be found outlined below. Additional training may be assigned through job-specific learning plans and an updated training plan will be issued once those plans have been finalized by respective division heads.

Training Categories and Requirements



Quarterly Safety Training

Quarterly safety training is part of annual in-service training and must be completed during the quarter assigned. Safety training is required of all employees. Quarterly safety training not completed during the specifically set quarter without a valid reason will be considered incomplete annual training for the employee.

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| ▪ 1st quarter safety training learning plan: | 1 Jan – 31 Mar |
| ▪ 2nd quarter safety training learning plan: | 1 April – 30 June |
| ▪ 3rd quarter safety training learning plan: | 1 July – 30 Sept |
| ▪ 4th quarter safety training learning plan: | 1 Oct – 31 Dec |

CLEET Approved Training

Officers and staff considered CLEET-certified and DOC-commissioned must complete 25 hours of training each calendar year. The required 25 hours of training will include the following mandatory trainings: 2 hours of mental health training, 1 hour of missing person, and 3 hours of sexual assault response training. A CLEET block of training will be provided for all CLEET-certified and DOC-commissioned staff.

Firearms Training

Firearms training will be conducted for all required employees by certified firearms instructors using ODOC-approved curriculum and courses of fire per training standards outlined in 57 O.S. § 510, OP 100101 entitled, "Training and Staff Development," and OP-100203 entitled, "Firearms Qualification Standards."

Make-up Training

Make-up training will be provided for topics in the 2nd, 3rd, and 4th quarters of the training year. All training will normally be completed by November 1, 2024, except Basic Peace Officer and Cadet Academy and other topics that require a special certification.



Training Categories and Requirements

Elective, Job Specific, and Supervisory Training

The Workday Learning App includes over 1000 employee elective, supervisory, and job-specific training. Employees will be responsible for ensuring they complete the required training hours of in-service training. Additional training events may be added during the training year based on department requirements, state statute changes, new equipment additions, etc.

Employees new to supervisory positions will complete at least 24 hours of approved supervisory training, including performance review and progressive discipline, within their first 12 months of assuming a supervisory position. Thereafter, supervisors are required to complete a minimum of 12 hours of supervisory training annually in accordance with 260:25-17-93.

Training Advisory Committee/Quarterly Meeting

Facility Correctional Training Officers chair the Training Advisory Committee (TAC). The TAC will meet every quarter throughout the year. The following dates have been set aside and are subject to change as needed.

DATE	TIME	LOCATION

Training Methods



Most training methods target more than one learning style. We aim to offer training using different ways to include the learning styles of our employees. Depending on the training requirements, employees can choose the method in which to receive the information that most suits them.



Blended Courses-Classroom (previously In-person Training, ILT)

Delivery of a course in a traditional classroom setting wherein an instructor guides a group of learners. Enrollment in blended courses is required for all employees before attending training. Training acknowledgments may also be required and will be completed utilizing the Workday Learning App.

Course evaluations will be provided using the Workday Learning App. Staff are encouraged to complete course evaluations for all completed courses.



On-Demand Digital Courses E-learning (previously WBT)

Training or education delivered over the internet and accessible using a browser. Training is cloud-based and accessible 24/7 from an internet- connected computer through Workday or the Workday phone app. Each course will require viewing of all slides and an assessment to receive credit.



Virtual Training and Webinars

Delivery of a live course using video, web-based conferencing capabilities wherein an instructor and/or a facilitator(s) guide a group of learners.



Hybrid Training

Hybrid training is an educational model in which students spend at least half their time learning online and the rest of their time learning in physical classrooms.



Self-directed Learning

Self-directed learning is a training approach that gives learners control. It empowers them to identify their learning needs, create learning goals, gather their learning materials, set, and execute their learning strategy, and evaluate their learning outcome.



Micro learning

Micro learning refers to a set of compact E-learning modules that are designed to reduce learner fatigue. The modules can be educational, professional, or skill based, and are usually designed to be less than 20 minutes long, with a single learning objective or topic.

Specialized Offerings

➤ Specialized training events are not reflected in other training programs. These courses are added according to specific training needs or as elective training. The below list is not all inclusive, but the most common trainings that may be required of specific staff depending on job or certification requirements.

Course Title	Delivery Method	Credits	Credit Type	Requirements
Adult First Aid/CPR/AED Combined-HSI (completed every 2 years)	Blended	6.00	CLEET Regular	Correctional Security Officers OSHA Safety Standards
Suicide Prevention Level II	Blended	3.00	Supervisory	OP-140129 and §43A-12-101-105
Suicide Prevention Level III	Blended	4.00	Supervisory	OP-140129 and §43A-12-101-105
Firearms Qualification/Requalification	Blended	No Credit	CLEET	Correctional Security Officers 57 O.S. § 510 and CLEET officers
Firearms Safety	Blended	2.00	Regular CLEET Supervisory	Correctional Security Officers 57 O.S. § 510 and CLEET officers
Self-Defense II	Blended	8.00	Regular	Correctional Security Officers
Missing Persons	E-learning	1.00	CLEET Regular	74 OS 151.3(L).-Required of CLEET staff
Sexual Assault Response	E-learning	3.00	CLEET Regular	70 OS 3311.4(A).-Required of CLEET staff
Mental Health Training	Blended	2.00	CLEET Regular	70 OS 3311.4(A).-Required of CLEET staff
Introduction to CERT: Overview and Care/Inventory of Equipment	Blended	2.00	CERT	CERT staff
Building Assault	Blended	8.00	CERT	CERT staff
Camouflage, Cover and Concealment	Blended	1.00	CERT	CERT staff
Escapes Overland	Blended	8.00	CERT	CERT staff
Forced Cell Moves/Cell Entry	Blended	4.00	CERT	CERT staff
Roadblocks	Blended	3.00	CERT	CERT staff
Radio Communication	Blended	1.00	CERT	CERT staff
Sex Offender Supervision	E-learning	4.00	CLEET	P&P caseload specific
Offender Disciplinary Procedures	E-learning	3.00	CLEET	P&P caseload specific
Warrior's Rest	Blended	2.00	CLEET	All Staff
The Power and Science of Hope	Blended	1.00	Regular CLEET Supervisory	Taught at EWCC and MBCC Only
Therapeutic Options	Blended	varies	Mental Health	COs staffed in Mental Health Units
Environmental Health and Safety	e-learning	1.00	Regular	For staff needing Health and Safety Inspection Training and/or Radiation Safety

Train the Trainer Opportunities

These training opportunities are for staff committed to enhancing the agency's training and dedicated to providing training services when called upon. Training opportunities are announced through statewide broadcast as they become available.

Course Title	Delivery Method	Requirement	Notes
Advanced Law Enforcement Rapid Response Training: AAIR (alertrt.org)	Blended	Governor's Executive Order-2022-13	The Active Attack Integrated Response Train-the-Trainer Course (AAIR) is a performance level course designed to improve integration between law enforcement, fire, telecommunicator, and emergency medical services (EMS) in active attack / shooter events. The course provides law enforcement officers with key medical skills based on tactical emergency casualty care (TECC) guidelines, which can be used at the point of injury (POI) to increase survivability of victims. The course also provides a model framework for law enforcement, fire, and EMS to integrate responses during an active attack / shooter event through the rescue task force concept. This course has been designed to improve the safety and survivability of victims of active attack / shooter events and increase the effectiveness, coordination, and resource integration between law enforcement, fire, tele-communications, and EMS when responding to these events.
Basic Instructor Development Program	Hybrid	OP-100101	Includes 16 hours of online training: 131-ODOC-Presentation Skills Learning - Workday (myworkday.com)
CLEET Basic Instructor Development Program	Blended		OAC:390.25.1.19
Self-Defense Instructor	Blended	OP-100101	For staff wishing to assist in training other staff in Self-Defense techniques
First Aid/CPR and AED Instructor	Blended	OP-100101	For staff wishing to assist in training other staff in First Aid/CPR and AED training

Centralized New Employee Orientation (NEO)

- NEO for all support staff (non-uniform) is the second week of each month in the Oklahoma City metro area.
- It is mandatory to attend, but we have made it an experience not to miss!
- All meals are provided at the Kate Barnard Training Center cafeteria (check out the menu on the Inside the Wire homepage).
- Lodging is provided at the RTI campus for approved employees. (The HR employee life cycle group make your booking for you two weeks in advance of class)

Course Title	Delivery Method	Day	Credits	CREDIT TYPE	Requirements
Overview of Oklahoma Corrections and the Criminal Justice System	E-learning	Tuesday	1.00	Regular	OP-100101
Health Assessment for Inmate Transfers and HIPAA	E-learning	Tuesday	0.50	Safety	OP-140113, 57 O.S. § 4.1 and 45 CFR 160 and 45 CFR 164
Hazard Communication-Flammable, Toxic & Caustic Substances	E-learning	Tuesday	0.75	Safety	OSHA Training Standards
Blood-borne Pathogens	E-learning	Tuesday	0.50	Safety	OSHA Training Standards
Active Shooter	E-learning	Tuesday	1.00	Regular CERT	Governor's Executive Order-2022-13
Resource Recycling	E-learning	Tuesday	0.25	Regular Safety	Title 27A. OSS 2-11-306 Part 3. Recycling, Reuse and Source Reduction Incentive Act
Recognition Response Administration of Naloxone (Narcan)	E-learning	Tuesday	1.00	CLEET Safety Regular	OP-140118, 57 O.S. § 4.1
15 Passenger Van	E-learning	Tuesday	0.50	Safety	OP-120401-US Department of Transportation-National Highway Traffic Safety Administration Recommendation
Gangs in Oklahoma Prisons	E-learning	Tuesday	2.00	Regular CLEET	
Ethics and Legal Rights of Employees	Hybrid	Wednesday -Friday	1.00	Regular	OP-100101
Intelligence and Contraband Interdiction	Hybrid	Wednesday -Friday	2.00	Regular CLEET	OP-100101
Hostage Situations and the First Responder	Blended	Wednesday -Friday	1.00	Regular CLEET	

Centralized New Employee Orientation (NEO) Continued

Course Title	Delivery Method	Credits	Day	CREDIT TYPE	Requirements
Preventing Sexual and Other Illegal Harassment	Blended	1.50	Wednesday-Friday	Regular CLEET Supervisory	28 CFR § 115.31
Cultural Diversity, Equity, and Inclusion	Blended	2.00	Wednesday-Friday	Regular CLEET Supervisory	EO 13985 and EO 14035
Inmate Grievance Procedures	Blended	2.00	Wednesday-Friday	Regular	OP-090124
Suicide Prevention Level I	Blended	2.00	Wednesday-Friday	Regular CLEET	OP-140129 and §43A-12-101-105
The Three Vs of Communication: Visual, Vocal, and Verbal	Blended	2.00	Wednesday-Friday	Regular Supervisory	260:130-21-91
5 Voices	Blended	3.00	Wednesday-Friday	Regular Supervisory	260:130-21-91
Self-Defense Level I	Blended	2.00	Wednesday-Friday	Regular	OP-050108
Situational Awareness	Blended	1.00	Wednesday-Friday	Regular CLEET	
Power and Science of Hope	Blended	1.00	Wednesday-Friday	Regular Supervisory	Governor Directive

Facility New Employee Orientation (NEO)

Facilitated by facility CTOs-for support staff at facilities only.

Course Title	Delivery Method	Credits	Credit Type	Requirements
Emergency and Safety Preparedness	Hybrid	1.50	Regular	29 CFR 1910.38 and OSHA Training Standards
Environmental Health and Safety	E-learning	0.50	Safety	OP-150134-Title 10, Part 20, of the Code of Federal Regulations (10 CFR Part 20), "Standards for Protection Against Radiation," FDA, OSHA, EPA
Key, Lock and Tool Control	E-learning	1.00	Regular CLEET	OP-100101
Prison Rape Elimination Act - Initial PREA	Blended	3.00	Regular	Prison Rape Elimination Act of 2003, 28 CFR § 115.31
Staff and Inmate Relations	Blended	2.00	Regular CLEET	28 CFR § 115.31

Facilitated by facility CTOs-for correctional officers-instruction begins immediately after cadet academy completion.

Course Title	Delivery Method	Credits	Credit Type	Requirements
Emergency and Safety Preparedness	Hybrid	1.50	Regular	29 CFR 1910.38 and OSHA Training Standards
Environmental Health and Safety	E-learning	0.50	Safety	OP-150134-Title 10, Part 20, of the Code of Federal Regulations (10 CFR Part 20), "Standards for Protection Against Radiation," FDA, OSHA, EPA
Facility Specific Security Equipment	Blended	Varies	Regular	OP-040106



Admin Annual In-service



In-service annual training for all administration staff.

Course Title	Delivery Method	Credits	Credit Type	Requirements
Emergency and Safety Preparedness	E-learning	1.00	Safety	29 CFR 1910.38 and OSHA Training Standards
Situational Awareness	Blended	1.00	Regular CLEET	
Suicide Prevention Level I	Blended	2.00	Regular CLEET	OP-140129 and §43A-12-101-105
Preventing Inmate Manipulation and Inappropriate Relationships with Inmates	Hybrid	1.00	Regular CLEET	28 CFR § 115.31
The Three Vs of Communication: Visual, Vocal, and Verbal	Blended	2.00	Supervisory CLEET	260:130-21-91
5 voices	Blended	9.00	Regular CLEET Supervisory	260:130-21-91
Prison Rape Elimination Act-PREA	Blended	1.50	Regular CLEET	Prison Rape Elimination Act of 2003, 28 CFR § 115.31

Facility Staff In-Service

➤ Training required by all facility staff. (Correctional Security Officers need to complete courses listed on Specialized Offerings, page 6.)

Course Title	Delivery Method	Credits	Day	Credit Type	Requirements
Corrections Professionals Productivity	Micro learning	0.5	Monday	Regular	Video: How you can be more productive as a corrections professional (corrections1.com)
Reducing Staff Trauma And Organizational Stress for Correctional Officers	E-learning	1.00	Monday	Regular CLEET Supervisory	260:130-21-91; 70 OS 3311.4(A).
Gangs in Oklahoma Prisons	E-learning	2.00	Monday	Regular CLEET	
Intelligence and Contraband Interdiction	E-learning	2.00	Monday	Regular CLEET	OP-100101
Solving the Dilemma of Self-Injurious Behavior in the Incarcerated Population	E-learning	1.00	Monday	Regular CLEET Supervisory	70 OS 3311.4(A).
Emergency and Safety Preparedness	Hybrid	1.00	E-learning on Monday In-person on Tuesday	Safety	29 CFR 1910.38 and OSHA Training Standards-E-learning Portion .5
Preventing Inmate Manipulation And Inappropriate Relationships With Inmates	Hybrid	1.00	E-learning on Monday In-person on Tuesday	Regular CLEET	28 CFR § 115.31-E-Learning Portion .25
The Three Vs of Communication: Visual, Vocal, and Verbal	Blended	2.00	Tuesday	Supervisory CLEET	260:130-21-91
Prison Rape Elimination Act-PREA	Blended	1.50	Tuesday	Regular CLEET	Prison Rape Elimination Act of 2003, 28 CFR § 115.31
Suicide Prevention Level I	Blended	2.00	Tuesday	Regular CLEET	OP-140129 and §43A-12-101-105
Situational Awareness	Blended	1.00	Wednesday	Regular CLEET	
Self-Defense Level I	Blended	2.00	Wednesday	Regular	OP-050108-Does not qualify for CLEET DT requirements
USE OF FORCE-Skill Training	Blended	.75	Wednesday	Regular	OP-050108
Conflict Management In Corrections-Case Study	Blended	.75	Wednesday	Regular	
5 Voices	Blended	9.00	Thursday-Friday	Regular CLEET Supervisory	260:130-21-91

Probation and Parole Commissioned Staff



Training required by all commissioned staff in Probation and Parole.

Course Title	Delivery Method	Credits	Credit Type	Requirements
Emergency and Safety Preparedness	E-learning	.5	Safety	29 CFR 1910.38 and OSHA Training Standards
Situational Awareness	Blended	1.00	Regular CLEET	
Preventing Inmate Manipulation And Inappropriate Relationships With Inmates	Hybrid	1.00	Regular CLEET	28 CFR § 115.31
The Three Vs of Communication: Visual, Vocal, and Verbal	Blended	2.00	Supervisory CLEET	260:130-21-91
5 Voices	Blended	9.00	Regular CLEET Supervisory	260:130-21-91
Prison Rape Elimination Act- PREA	Blended	1.50	Regular CLEET	Prison Rape Elimination Act of 2003, 28 CFR § 115.31
FEMA - Emergency Management Institute (EMI) Course IS-904: Active Shooter Prevention: You Can Make a Difference	E-learning	1.00	Regular CLEET	Governor's Executive Order 2022-13
DT Refresher	Blended	8.00	Regular CLEET	CLEET
MI/LSI-R Refresher	E-learning	1.00	Regular CLEET	
Supervising Individuals with Serious Mental Health Issues	Blended	2.00	Mental Health CLEET	70 OS 3311.4(A).
Use Of Force and Reportable Incidents	E-learning	1.00	CLEET	OP-050108

Quarterly Safety



Quarterly safety training required by all staff.

Course Title	Delivery Method	Credits	Credit Type	Requirements
Hazardous Communication	E-learning	0.75	Safety	OSHA Training Standards
Blood borne Pathogens/PPE	E-learning	0.75	Safety	OSHA Training Standards
Fire Extinguisher Safety	E-learning	0.75	Safety	OSHA Training Standards
Environmental Health and Safety	E-learning	0.50	Safety	OSHA Training Standards

Correctional Leadership Development



Courses for supervisors

Course Title	Delivery Method	Credits	Credit Type	Requirements
Intro to Correctional Leadership Development Purpose of Leadership Lead with Your Inner Color Servant Leadership Ethical Leadership Promotional Interview Preparation Mentoring Staff Engagement & Rapport Problem Solving Trust	Blended	14	Supervisory	260:130-21-91
Correctional Leadership Development I Complacency Leadership vs Management Leadership Theories Teambuilding Trust Active Listening Effective Communication Leadership/Workplace Diversity Teleworking Situational Leadership Morale Conflict resolution 5 Voices Performance Review Progressive Discipline	Blended	21	Supervisory	Required for 1 st year supervisors 260:130-21-91
Correctional Leadership Development II Introduction to MBTI MBTI Assessment MBTI Type Determination/Clarification Type Dynamics In the Grip Leadership and the MBTI Looking at Type in the Workplace	Blended	21	Supervisory	260:130-21-91
Correctional Leadership Development III Review of MBTI Step II MBTI Facets (In, Out, Mid) 5 Voices Workshops 1-3 How MBTI & 5 Voices Relate Deeper Analyzing of Step II Report Communication & MBTI Communication Wheel	Blended	21	Supervisory	260:130-21-91

Supervisory Courses



Additional supervisory courses.

Course Title	Delivery Method	Credits	Reference
Managing Organizational Change for Managers	E-learning	1.25	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101
Leading Culture Change in Your Team	E-learning	.5	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101
Being a Good Mentor	E-learning	1	Supervisory course, Title 260, Chapter 130. 260:130-
How to Support Your Employees Well-being	E-learning	.5	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101
Working with High-Conflict People as a Manager	E-learning	.75	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101
Confronting Bias: Thriving Across our Diversities	E-learning	.75	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101
Establishing Your Leadership Brand	E-learning	.75	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101
Change Leadership	E-learning	.5	Supervisory course, Title 260, Chapter 130. 260:130-
Leadership Foundations: Leadership Styles and Models	E-learning	.75	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101
Managing Team Conflict	E-learning	1.25	Supervisory course, Title 260, Chapter 130. 260:130-
Having Difficult Conversations	E-learning	1	Supervisory course, Title 260, Chapter 130. 260:130-
How Leaders Drive Results and Resolve Conflict in a Hybrid Workplace	E-learning	.75	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101
Essential Lessons for First-Time Managers	E-learning	1	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101
Coaching Skills for Leaders and Managers	E-learning	.5	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101
Improving Your Leadership Communications	E-learning	1.25	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101
Reframing: the Power of Changing Your Perspective	E-learning	1	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101
Six For Six	E-learning	6	Supervisory course, Title 260, Chapter 130. 260:130-21-93, #OP 100101