

TITLE 310. OKLAHOMA STATE DEPARTMENT OF HEALTH

CHAPTER 670. CITY AND COUNTY DETENTION FACILITY STANDARDS

SUBCHAPTER 5. STANDARDS FOR DETENTION FACILITIES

Training and Documentation

310:670-5-10. Training and staff development (a) Training policies. The administrator shall develop policies and procedures for staff orientation and training. The training program shall be supervised by a designated employee. A facility with more than one hundred (100) employees shall employ a full-time person for staff orientation and training. (b) Training and testing requirements. Policies and procedures shall include at least the following requirements for training:

(1) A new employee whose primary responsibilities include supervision of inmates shall receive orientation and training prior to job assignment by the employing agency. An employee who has received orientation and training may be assigned to inmate supervision prior to passing the Detention Officer examination.

(2) All employees, including the detention facility administrator and all supervisors, whose primary responsibilities include supervision of inmates, shall receive at least twenty-four (24) hours of training during the first year of their employment that covers at least the following: (A) Security procedures; (B) Supervision of inmates; (C) Report writing and documentation; (D) Inmate rules and regulations; Unofficial Rules Effective September 13, 2019 21 (E) Grievance and disciplinary procedures; (F) Rights and responsibilities of inmates; (G) Emergency procedures; (H) First aid and cardiopulmonary resuscitation; and (I) Requirements of this Chapter.

(3) After the first year of employment, an employee whose primary responsibilities include supervision of inmates shall receive at least the training listed below. (A) Four (4) hours review of the required training identified in paragraph two (2) of this section. (B) Four (4) hours of training as directed by the administrator; the content and instructors shall be selected by the administrator. (C) Renewal training as required for first aid and cardiopulmonary resuscitation skills.

(4) A documentation log shall be maintained by the Administrator to record the courses completed by each employee for their initial and annual training and include test results. (5) Training may be given through other programs that have first been reviewed and approved by the Department. (6) An examination covering the standard