



OKLAHOMA DEPARTMENT OF CORRECTIONS  
 Probation and Parole Services Training Department  
 Community Sentencing

**COMMUNITY SENTENCING  
 TRAINING**

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

**INTRODUCTORY BLOCK**

Introductory Block training will be completed within 15 days of Orientation Training. It will be conducted by a combination of training officers and community sentencing personnel.

DATE/TIME	REQUIRED HOURS	ACTIVITY	INITIALS
		Statute: Community Sentencing Act-Title 22 Section 988.1	
		Review of Community Sentencing Policy	
		Eligibility Requirements	
		Administrative Code Title 170 Chapter 25	
		Local Administrator Job Duties	
		Specialty Courts and Female Diversion	
		Open Meetings Act	
		Pair with Seasoned Local Administrator (for LA position)	

**PRACTICAL BLOCK**

Practical Block training will be completed within the first 60 days of employment. It will be conducted by a combination of training officers, community sentencing personnel, and subject matter experts. This block of training is delivered as on-the-job training.

DATE/TIME	REQUIRED HOURS	ACTIVITY	INITIALS
		Compliance	
		Contract Process	
		Case Openings and Closures	
		Local Planning Councils	
		Administrative Fee-Funds	
		Budget	
		IPR and Purchasing Requirements	
		Treatment Providers/Site Visits	
		EOM Reports	
		OMS Documentation	

**SUPERVISORY TRAINING**

New local administrators will complete 40 hours of supervisory training during the first year in the position. This training will include Performance Management Process (PMP), Progressive Discipline, and supervisory level leadership, management, and professional development courses.