

## DOCUMENTATION OF VOLUNTEER TRAINING

\_\_\_\_\_  
Volunteer Printed Name

\_\_\_\_\_  
Date

### **SECTION ONE: Training Outline**

1. Cultural Exercise
2. Agency Vision, Mission and Values
3. Organizational Overview
4. Security Levels
5. OP-090211, "Volunteer Services"
6. Volunteer Code of Conduct and Rules for Volunteer Service
7. P-030100, "Provisions of Services/Inmate Rights and Responsibilities"
8. Inmate Programs
9. OP-030601, "Oklahoma Prison Rape Elimination Act" (PREA)
10. Contraband
11. OP-050109, "Reporting of Incidents"
12. OP-110214, "Workplace Violence"
13. Confidentiality Rules
14. Safety Precautions
15. Bloodborne Pathogens
16. Hostage Survival
17. Key Control
18. Volunteer Service Opportunities
19. Facility Orientations
20. Future Training Requirements

### **SECTION TWO: Volunteer Forms**

1. "Memorandum of Understanding and Confidentiality Statement"
2. "Documentation of Volunteer/Student Intern Training"
3. "Oklahoma PREA Volunteer/Contractor Training Acknowledgement"

I HEREBY VERIFY THAT I HAVE RECEIVED THE ABOVE INFORMATION AND COMPLETED ALL FORMS AS REQUIRED.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

(R 08/21)