DOCUMENTATION OF ANNUAL VOLUNTEER TRAINING

Training Outline

1. Code of Conduct
2. Suicide Awareness and Prevention
3. Oklahoma PREA
4. Rules for Volunteer Service
5. Emergency Procedures
6. Policy/Program Updates

Oklahoma Department of Corrections (ODOC) Annual Volunteer Training is based on information from the following ODOC Policies and Procedures:

P-030100 "Provisions of Services/Inmate Rights and Responsibilities"
OP-020108 "Information Requests and Release of Information from Agency Records and Medial Access to the Oklahoma Department of Corrections"
OP-030112 "Religious Services"
OP-030117 "Correspondence, Publications, and Audio/Video Media Guidelines"
OP-030118 "Visitation"
OP-030601 "Oklahoma Prison Rape Elimination Act"
OP-031001 "Inmate Escorted Leave/Activities"
OP-040105 "Key and Lock Control Standards"
OP-040109 "Control of Contraband and Physical Evidence"
OP-040112 "Employee/Volunteer/Intern/and Visitor Identification"
OP-050109 "Reporting of Incidents"
OP-090101 "Standards for Inmate Programs"
OP-090211 "Volunteer Services"
OP-110214 "Workplace Violence"

Volunteer Forms – Signatures Required

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

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

_____ _____
VOLUNTEER SIGNATURE WITNESS

_____ _____
DATE DATE

_____
PRINT VOLUNTEER NAME