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Scott Crow, Director Oklahoma Department of Corrections	Signature on File		

## Training and Staff Development

Oklahoma Department of Corrections (ODOC) Training provides employees with training and professional development opportunities to enable them to function in a safe, effective and professional manner. Procedures are developed and implemented for each component of the staff development system to include a definition of the training program, scope, planning, delivery, evaluation, and reporting. (2-CO-1D-02)

The staff development and training program is planned, coordinated, and supervised by a qualified employee. (5-ACI-1D-01, 4-ACRS-7B-10) All employees will have access to the resources and assistance offered for professional growth and development. (2-CO-1C-14)

Each facility/unit, in conjunction with Training, will provide and make available the necessary space and equipment for training and staff development programs. (2-CO-1D-01, 5-ACI-1D-08) Library and reference services are available to complement the training and staff development program. (5-ACI-1D-06)

### I. Definitions

#### A. Certified Subject Matter Expert (SME) Instructor

An instructor who, by virtue of position, education, training, and experience, is expected to have greater than normal expertise or insight relative to a particular technical or operational discipline, system, task, or process. An employee who is certified to teach a specialized course such as firearms, BLS, less-lethal, conducted electrical weapons (CEW) or self-defense etc.

It is the responsibility of a certified SME instructor to provide the Correctional Training Officer (CTO) with a current copy of his/her certification in the specific area of instruction. Each CTO shall keep a current listing of all certified SME instructors at their facility, and shall provide that list to Training administration staff. Individuals designated as a "certified SME instructor" must complete at a minimum "Basic Instructor

Development” (BID). A certified SME instructor must be current and qualified in the courses/classes they instruct.

B. Correctional Training Officer (CTO) (5-ACI-1D-01, 5-ACI-1D-02)

A qualified employee performing full-time training responsibilities at an assigned facility or administrative location. These employees will be assigned job code C40A, or B.

All correctional training officers must complete a 40-hour BID or other recognized “training for trainers” course to be a certified trainer. The chief administrator of Training is authorized to approve in writing equivalent instructor training courses in lieu of BID. New CTOs should complete certified trainer instruction within one year of being appointed into the CTO position. CTOs will coordinate the training program at their assigned facility/administrative location.

C. In-Service training

Training primarily provided at the local level that encompasses a broad range of training topics designed to meet Federal laws, State of Oklahoma statutes, American Corrections Association (ACA) standards and accreditations, and agency policy requirements and to provide advanced specialized development opportunities designed to enhance existing skills, instill new skills/knowledge, and foster continuing professional development. In-service training can be any combination of instructor led training (ILT), web based training (WBT), webinars virtual training, or other training mediums.

D. Job Specific Training

An approved training curriculum provided to employees in specific job categories. Case Management and Records Officer training are examples of job specific training.

E. Learning Management System (LMS)

A (LMS) is a software application for the administration, documentation, tracking, reporting, and delivery of educational courses, training programs, or learning and development programs. LMS is focused on online learning delivery applications that support a range of uses, acting as a platform for online content, including courses and materials, which are accessible by employees at any time and from anywhere. LMS may offer classroom management for instructor-led training.

F. Learning Plan

A learning plan is a document that is used to plan learning, over an extended period of time. Any staff position can have a learning plan.

These plans are used by individuals to plan and manage their own learning, but they can also be used by teams, communities of practice or organizations. ODOC uses learning plans for in-service training and other specialized training. Learning plans are created each calendar year by the Training Unit for each job code in ODOC.

G. Lesson Plan

A lesson plan is a written plan that describes the learning objectives, content material, and learning activities to be covered in a specific session. All training will be conducted in accordance with the lesson plan. All lesson plans must be approved by the chief administrator of Training and must be reviewed annually. No courses shall be taught that have not been approved.

H. Master Instructor

A certified SME who, by virtue of their specialized knowledge, training, and experience has demonstrated expertise in their specialty.

Master Instructor Requirements:

New applicants must have completed BID or other approved training course and have a minimum of two years' experience as an ODOC advanced instructor in the specialty in which the instructor is certified. Must have documented proof that the instructor has taught at least four courses/classes/enrollments in the subject per year. The applicant must be a currently certified instructor in the specialty and must be recommended by the facility head or equivalent. Approved master instructors will be certified in writing by the chief administrator of Training. An electronic copy of the approval letter will be entered into the employee's records in the LMS.

I. New Employee Orientation Training

(Revision-01 dated 03/21/2022) Introductory instruction provided at the employee's work location, which is designed to acquaint the employee with the physical layout of the work location and provide an introduction to each work unit/area with an explanation of the function and specific rules/regulations for that work location. The training is oriented toward specific learning objectives designed to familiarize the employee with the history, culture, philosophy, structure, operation procedures, values of the agency and shall include an overview of any sustainable and environmentally friendly recycling practices (5-ACI-1A-04, 5-ACI-1D-10). Staff should begin orientation at the worksite within the first month of employment and must complete orientation within 60 days after their entry on duty date (EOD). Employees designated in Section I. J. 3. items a. – f. of this procedure will be required to attend training for Basic First Aid (BFA), Basic Life Support (BLS) and Automated External Defibrillator

(AED) during their initial orientation and biennial thereafter. (5-ACI-6B-08M)

J. (Revision-01 dated 03/21/2022) Basic First Aid/BLS and AED Training Standards

Employees designated in this procedure will demonstrate proficiency in delivering BFA and BLS for adults, children and infants in both one and two or more person models and the appropriate use of an AED. (5-ACI-6B-08M, 5-ACI-6B-09, 4-ACRS-4C-04M, 4-ACRS-4C-05)

Training will be provided by a qualified instructor of the adopted training model and certification in this training will be maintained at or above the minimum specifications.

1. (Revision-01 dated 03/21/2022) Certification Training for Basic First Aid

All employees designated to complete first aid training in accordance with this procedure will complete the "Basic First Aid" course or provide documentation of completion of first aid training prior to employment with a credited program (e.g., American Heart Association, Red Cross, military, etc.).

Employees will maintain certification by completing the biennial first aid refresher training course.

a. The initial first aid course and the first aid refresher course will include, at a minimum, the following:

- (1) Viewing a Basic First Aid video or presentation provided by the vendor, accompanied by instructor lecture and class discussion of topics covered in video;
- (2) Correctly demonstrating all skill-based requirements included in course materials;
- (3) Passing the written examination with a score of 70% or higher;
- (4) Completion of all other classroom training as well as any other aspects of the certification training as prescribed by the vendor and qualified trainer; and
- (5) Testing-out is not permissible for initial or refresher courses.

2. (Revision-01 dated 03/21/2022) Certification Training for BLS and AED Use

All newly hired employees designated to complete BLS training in accordance with this procedure will complete the initial "Basic Life Support" instruction course or provide documentation of completion of an initial course prior to employment with another credited program (e.g., American Heart Association, Red Cross, military, etc.). Employees will maintain certification by attending the BLS Refresher course at least biennial.

a. Training for BLS will include, at a minimum, the following:

- (1) Viewing the BLS video or presentation provided by the vendor, accompanied by instructor lecture and class discussion of topics specified in the adopted training model's instructor's guide;
- (2) Correctly demonstrating all mandatory skill based requirements included in course materials;
- (3) Passing the written examination with a score of 70% or higher;
- (4) Safely attach and operate an automated external defibrillator (AED);
- (5) Completion of all other classroom training as well as any other aspects of the certification training as prescribed by the vendor; and
- (6) Testing-out is not permissible in either the initial or refresher course.

3. (Revision-01 dated 03/21/2022) Designated employees for certification training for BFA, BLS, and AED use include:

- a. Qualified health care professionals (QHCP) and qualified mental health professionals (QMHP) as defined in [OP-140117](#) entitled "Access to Healthcare;"
- b. Correctional security officers;
- c. Correctional security managers;
- d. Correctional chiefs of security;
- e. Correctional training officers; and

f. CLEET commissioned officers.

K. Subject Matter Expert (SME) Instructor

Any employee who does not meet the definition of a “trainer” and who may or may not have completed the BID course or approved equivalent, but is recognized within the agency as a SME in the specific area of instruction.

Training conducted by a proprietary contractor hired by the ODOC to conduct training on equipment, materials, instructor certification etc. purchased by the agency fall in this category of instructor. This type of training could lead to ODOC employees becoming Certified SME Instructors.

L. Supervisory Training

Courses or training related to the effective performance of an agency manager or supervisor [74:840-3.1]. (Merit Rule 260:25-17-90 through 97)

II. Annual Training Plan

Annually, the chief administrator of Training will ensure a comprehensive training plan is developed with input from the training needs assessment, CTOs, facility heads, executive/senior staff and others to meet the agency’s required training needs for the upcoming training year. The training plan is a road map to meet the statutory/regulatory requirements for formal training and will be disseminated to the CTOs through their respective training liaison. The CTOs will ensure their respective facility head is provided the training plan for review and their signature. The training plan will include those learning plans developed to provide job specific training based on job profiles within the department. The learning plans will be assigned electronically to ODOC employees through the LMS. (5-ACI-1D-01)

III. New Employee Orientation (NEO) Training

A. Scope

All new employees are required to complete a minimum of 40 hours of orientation training (to include any applicable checklist) at the worksite or designated location prior to independent assignment to a particular job in accordance with the “Required Training” ([Attachment A](#), attached). The facility CTO will document NEO training by creating sessions and enrollments in LMS and attaching rosters to the enrollment electronically in LMS. (2-CO-1D-05, 5-ACI-1D-10, 4-ACRS-7B-14)

1. Part-time, contract and temporary personnel will receive orientation training as deemed appropriate. The appointing authority will document and provide the facility CTO the training determined for this category of employees. (5-ACI-1D-17, 4-ACRS-7B-18)

2. Employees transferring/promoting to a different facility/unit will receive orientation training appropriate to their newly assigned work location. The gaining facility CTO will document the facility specific orientation training by creating sessions and enrollments and attaching rosters electronically to the enrollment in the LMS.
3. (Revision-01 dated 03/21/2022) The chief administrator of Training will forward the approved ODOC orientation schedule to the chief of Strategic Engagement annually or when changes to the schedule occur.

#### IV. Job Specific Training

##### A. Scope

Job specific training will be completed within the first year of employment. The hourly requirements may vary in accordance with the specific duties and training needs of the position as reflected in [Attachment A](#), entitled "Required Training." (2-CO-1D-06, 2-CO-1D-07, 2-CO-1D-08, 5-ACI-1D-10, 5-ACI-1D-11, 5-ACI-1D-12, 5-ACI-1D-13, 5-ACI-1D-14, 5-ACI-1D-15, 5-ACI-1D-16, 4-ACRS-7B-15, 4-ACRS-7B-16, 4-ACRS-7B-17, 4-ACRS-7B-17-1)

##### 1. Correctional Officer (CO) Cadets

(Revision-01 dated 03/21/2022) Job specific training for correctional officers is presented in at least a 200 hour block at the ODOC Correctional Training academy or other sites as approved by the chief of Strategic Engagement. The curriculum must be approved by the State Board of Corrections and is both cognitive and skill-based to ensure correctional officers understand the requirements of safety, care, custody, treatment and security of all inmates within their jurisdiction, as well as the requirements of safety of the public and employees.

- a. New Correctional Officers, once they graduate from the academy' are exempt from completing annual in-service training for that year. They must still complete quarterly safety training and any ILT/WBT that has an annual requirement and was not taught in the academy, e.g. PREA, firearms, et cetera.

##### 2. Case Managers

Job specific training for new case managers will be presented at a designated location in a 24 hour block of instruction as reflected in [Attachment A](#), entitled "Required Training." Training staff may assist in obtaining the training location and provisioning of training



materials; Offender Services staff will be responsible for providing instruction or scheduling subject matter experts SME to provide the required instruction.

- a. Instruction includes appropriate and timely classification of all inmates, providing crisis intervention, work assignments, programmatic activities, managing behavior, developing open communication between staff and inmate, assistance with reentry, and assisting with facility operations and inmate development.
- b. Other functions covered in training consist of documenting and communicating any behavior that would present a risk to the facility, staff, other inmates or the public to ensure appropriate action is taken to safeguard the agency's mission.

### 3. All Other Job Categories

All other job categories, to include part-time, contract, and temporary personnel will receive job specific training as deemed appropriate. The appointing authority will document and provide the facility CTO the training determined for this category of employees.

### 4. Reinstatements and Transfers

- a. (Revision-01 dated 03/21/2022) Any correctional officer(s) hired or reinstated after leaving uniform may request a waiver through their chain of command to the agency director for any number of hours or courses required to complete the basic course of instruction (cadet academy). The agency director may waive training requirements in light of past training received and officer experience if the hours of instruction would be unduly burdensome or duplicative; however, completion of the firearms training program shall not be waived. The facility CTO will notify the chief of Strategic Engagement or designee upon reinstatement of a correctional officer.
- b. (Revision-01 dated 03/21/2022) Employees who are transferred or reinstated to a new job classification within the agency will be required to attend the appropriate job specific training as determined by the chief administrator of Training or designee. For example, a security position who is reclassified as a case manager or classification position, would need to take the case manager specific course. The facility CTO will notify the chief of Strategic Engagement or designee upon transfer of an employee to a new job classification, which may require job specific training.

B. Correctional Officer Training Academy Enrollment Process

(Revision-01 dated 03/21/2022) Facility training officers will provide the name, employee identification number, gender, and date of hire of cadets eligible to attend the academy to the chief of Strategic Engagement or designee. The chief of Strategic Engagement or designee is responsible for providing the cadet information to academy staff.

V. In-Service Training (5-ACI-1D-11, 5-ACI-1D-13, 5-ACI-1D-14, 5-ACI-1D-15, 5-ACI-1D-16, 4-ACRS-7B-15 through 4-ACRS-7B-17-1)

A. Scope

1. Facility/unit heads will ensure that full-time employees attend ILT training as scheduled to meet requirements as specified in [Attachment A](#), entitled "Required Training." The CTO will provide the facility/unit head with updated training reports at least quarterly, and will advise the facility/unit head of any staff who have not attended ILT training as scheduled.
2. The goal is to have all in-service training requirements completed by November 1 of each year.
3. Employees may complete additional in-service training based on assessed developmental needs and as approved by the employee's supervisor.
4. No more than eight hours of web-based (WBT) training credit will be allowed per day unless the employee's work shift is longer than eight hours.
5. The appointing authority will document and provide the facility CTO the approved training material for part-time, contract, and temporary employees.
6. In-service training may be a combination of ILTs, WBTs, webinars, virtual training or other training mediums/methods. All required training is outlined in the training plan and the individual learning plans. It is the employees responsibility to ensure they carefully read, understand and complete the assigned in-service training by the assigned due date.

VI. Commissioned Peace Officers

All newly hired fugitive apprehension agents, criminal interdiction agents, intelligence agents, investigation agents and canine handlers that have not completed the Council on Law Enforcement Education and Training (CLEET) basic academy are required to complete the CLEET required curriculum provided

at the CLEET Training Center in Ada, Oklahoma, within the first year of employment.

- A. The Inspector General or his/her designee and the Canine Program Manager or his/her designee will coordinate through the ODOC/CLEET liaison in Training for enrollment of OIG agents, and canine handlers respectively into the CLEET basic academy.
- B. Active commissioned peace officers who have completed CLEET accredited WBTs may submit a signed training roster to their Training Officer. Once the CTO has verified the training as completed, he/she will forward the roster to the ODOC CLEET liaison to receive CLEET cataloged training credit.
- C. Active commissioned peace officers who have completed CLEET accredited ILTs outside ODOC should try to obtain a copy of the signed training roster for their records. It is the responsibility of the agency conducting the training to turn in the cataloged training course roster to CLEET.
- D. New agents may be assigned a specialized orientation training package after initial employment with the agency.
- E. OIG agents will typically be assigned a specialized in-service learning plan, which may take into account the statutory training requirement.

## VII. Supervisory Training

Supervisory training programs will include courses related to the effective performance of an agency manager or supervisor. These courses apply to any supervisor regarding supervisor/manager interaction with subordinate employees and the development of management skills. Training designed to help employees work with inmates, customers or training of a technically specialized nature does not qualify as supervisory training (e.g., computer training, firearms, BLS, LSI and other inmate assessment tools). The chief administrator of Training will ensure the agency provides supervisory training that is compliant with 74 O.S. § 840-3.1.

### A. Requirements

- 1. Employees new to supervisory positions will complete at least 24 hours of approved supervisory training, which must include the Performance Management Process (PMP) and progressive discipline, within the 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 and this procedure.

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2. Completion of the WBT in-service training may satisfy some of the annual supervisory training requirement.
3. Courses that have supervisory credit can also be obtained from the Office of Management and Enterprise Services (OMES), Human Capital Management (HCM), or through the state LMS.
4. CTOs will monitor, track and advise supervisory employees of statutory requirements for obtaining the required credits.

VIII. Continuing Education

All employees are encouraged to continue their education and every effort will be made to coordinate continuing educational activities with employees' job assignments. (2-CO-1D-09, 5-ACI-1D-22, 4-ACRS-7B-19)

IX. Personal Appearance While Attending ILT Training

- A. Standards for employee personal appearance while attending ILT training will be in accordance with [OP-110245](#), entitled "Standards for Employee Personal Appearance." Training participants who do not meet the personal appearance standards will be dismissed from training until they meet requirements. The training participant's facility/unit head will be contacted, advised of the situation, and requested to provide further instructions to their employee.
- B. Exceptions may be granted by the chief administrator of Training when specific courses require training participants to perform physical activity that is likely to soil or damage normal clothing. Exceptions are normally permitted for courses including, but not limited to the following: firearms, less-lethal, self-defense, and BLS/first aid. Participants will be advised of the special clothing requirements before attending training.
- C. Employees attending ODOC sponsored leadership development courses are authorized and encouraged to wear conservative, business casual attire while attending these courses.

X. Agency Trainers (2-CO-1D-01, 5-ACI-1D-02, 4-ACRS-7B-10, 4-ACRS-7B-12)

Employees conducting training will be qualified and authorized as follows:

A. Correctional Training Officer (CTO)

1. CTOs will ensure staff development and training programs are planned, coordinated and reviewed annually, including results of the annual written needs assessment that identify current job-related needs, as well as recommendations from the training advisory committee (TAC). (5-ACI-1D-01, 5-ACI-1D-03, 4-ACRS-7B-11)

2. CTOs will serve as chairperson of the TAC, which will include representatives from other facility/unit departments as designated by the facility/unit head. The CTO will facilitate the activities of the TAC, and conduct quarterly council meetings to review progress on training goals, resolve problems, and monitor progress of the annual training plan. The council will discuss suggestions for changes to the training program and other quality improvement activities, such as staff surveys, needs assessments, and evaluation results. The CTO will forward written minutes of the TAC meeting to the facility/unit head and designated training liaison for review. (5-ACI-1D-04)
3. CTOs will implement the training plan for the department, which will be reviewed by the facility/unit head and approved by the chief administrator of Training annually. The Training plan includes the various learning plans that will include mandatory requirements. (2-CO-1D-02, 5-ACI-1D-03, 4-ACRS-7B-11).
4. CTOs will ensure employee training rosters ([Attachment B](#)) are made available to participants who attend ILT events, or if holding virtually a "Virtual Attestation Form" ([Attachment E](#)) will be provided. Rosters/Virtual Attestations will be entered into the LMS database of record within 30 days of course completion. CTOs will attach an electronically scanned copy of the roster to the LMS enrollment.
5. CTOs will ensure a CLEET "Cataloged Training Course Roster" ([link](#)) is made available to participants that attend CLEET accredited ILT events. The CTO will forward the properly completed roster to the ODOC CLEET liaison upon successful completion of the event.
6. CTOs will maintain Correctional Emergency Response Team (CERT) lesson plans and assist CERT in accordance with OP-051001, entitled "Correctional Emergency Response Team (CERT)." At a minimum, the CTO should maintain a roster of CERT personnel and the status of their specialized training. CTOs should occasionally observe CERT training events to ensure that instructors are adhering to the approved curriculum. (5-ACI-1D-18)
7. CTOs should maintain a roster of all certified firearms instructors at their assigned facility that meet the requirements in [OP-100203](#) entitled "Firearms Qualification Standards." Master Firearms Instructors will observe firearms training events to ensure that instructors are adhering to the approved curriculum (5-ACI-1D-19, 5-ACI-1D-20M).

8. CTOs should maintain a roster of all certified less-lethal instructors at their assigned facility. CTOs should maintain lesson plans used for less-lethal training events. CTOs should occasionally observe less-lethal training events to ensure that instructors are adhering to the approved curriculum.
9. CTOs will track the certification status of all First Aid/ BLS/AED instructors at their designated location. Only those with current certification will be scheduled to instruct First Aid/ BLS/AED courses. CTOs will monitor instructors to ensure that the proprietary course materials are followed in accordance with course outlines. (5-ACI-6B-08M, 5-ACI-6B-09, 4-ACRS-4C-04M, 4-ACRS-4C-05)
10. CTOs will report to the facility head quarterly (typically during the facility TAC meeting) the status of supervisory training. Annually CTOs will report to Training administration the status of supervisory training at the facility for the previous calendar year. The individual facility reports will be compiled by Training administration and forwarded to OMES. (260:25-17-95)
11. CTOs will ensure they use only current and approved curriculum, or has written authorization from the chief administrator of Training or designee, and adhere to event lengths.
12. CTOs should conduct a quarterly self-inspection using the most current operational audit checklist to ensure they are staying current on compliance issues.

**B. Specialized Instructors**

The agency recognizes two types of specialized instructors:

1. Certified SME instructor(s)
  - a. Will ensure employee training rosters ([Attachment B](#)) are completed fully and correctly and made available to participants that attend ILT events, or if holding virtually a "Virtual Attestation Form" ([Attachment E](#)) will be provided. Rosters/Virtual Attestations will be forwarded to the facility CTO within five days for entry into the LMS.
  - b. Will ensure a CLEET "Cataloged Training Course Roster" is made available to participants that attend CLEET accredited ILT events. The instructor will forward the properly completed roster to the facility CTO within five days who will in turn forward it to the ODOC CLEET liaison upon successful completion of the event.
  - c. Will ensure they use only current and approved curriculum,

or has written authorization from the chief administrator of Training or designee, and adhere to event lengths.

- d. Will coordinate with the facility CTO prior to conducting training events that impact annual in-service training completion. They will coordinate in a timely manner with the facility CTO when they will not be available to conduct training that may adversely impact the completion of annual in-service training.

2. Subject matter expert (SME) instructor(s)

- a. Will ensure employee training rosters ([Attachment B](#)) are completed fully and correctly and made available to participants that attend ILT events, or if holding virtually a "Virtual Attestation Form" ([Attachment E](#)) will be provided. Rosters/Virtual Attestations will be forwarded to facility CTO within five days for entry into the LMS.
- b. SME instructor(s) will ensure a CLEET "Cataloged Training Course Roster" is made available to participants that attend CLEET accredited ILT events. The instructor will forward the properly completed roster to the facility CTO within five days who will in turn forward it to the ODOC CLEET liaison upon successful completion of the event.
- c. Will ensure they use only current and approved curriculum, or has written authorization from the chief administrator of Training or designee, and adhere to event lengths.
- d. Will coordinate with the facility CTO prior to conducting training events that impact annual in-service training completion. They will coordinate in a timely manner with the facility CTO when they will not be available to conduct training that may adversely impact the completion of annual in-service training.

XI. Training Credits

A. Agency Training Credits

1. Credit for ILTs will be awarded upon successful completion of the event. To demonstrate successful completion, the instructor may administer a written and/or performance assessment or other evaluation tool to measure participant learning. CTOs will ensure all enrollment data is entered into LMS to ensure participants get credit for satisfactory completion. CTOs will enter the pertinent scores/dates into the applicable certification track/skills.

2. Credit for WBTs will be awarded automatically by the LMS upon successful completion of the course. To demonstrate successful completion, all WBTs have a written assessment to measure participant learning. Participants must pass the course with a minimum score of 70% to get credit for the course.
3. Employees may also receive credit for external training. Examples of external training include WBTs from the National Institute of Corrections (NIC), OMES and other recognized organizations. External training may be added to the LMS to facilitate tracking of training. The chief administrator of Training or designee must approve, in writing, external training to be attended with the intention of being taught in this agency to receive training credit, and the training curriculum must be submitted to the Training Unit for course evaluation and approval by the chief administrator of Training or designee.

B. Agency Instructor Credits

Agency trainers will receive training credit for ILTs they instruct for agency employees. The trainer (CTO, SME, etc.) will be given credit only once during the calendar year for any given course and must sign the roster as the instructor.

C. Non-Agency Credits (2-CO-1D-04, 5-ACI-1D-07, 4-ACRS-7B-13)

Training resources of other public and private agencies may be utilized as available and appropriate. Credit for training attended outside ODOC may be entered in the LMS for tracking purposes. ODOC Instructors providing training to non-agency employees can receive training credit for instructing the course, once approved by the chief administrator of Training or designee.

XII. Record Keeping

A. Training Records

The agency will maintain training records for all active employees. A designated training staff member at each location will be responsible for maintaining required training documentation. Training records are routinely used for legal purposes/procedures and CTOs must ensure that all data entries/electronic document uploads into the LMS are accurate, legible, complete and can stand legal scrutiny.

1. Access

Training records will be stored electronically in the LMS. Access above user functions, and to training records will be limited to CTOs, and other training staff as authorized by the chief



administrator of Training.

- a. Access to all LMS training records requires the management code. Those authorized to use the management code will treat the code as confidential and not share it with anyone outside of Training.
- b. Supervisors should be able to access their subordinates' reports and training records via the LMS without the management code.

2. Required Documentation

The below listed documentation will be electronically scanned (Portable Document Format (PDF) not less than (NLT) 400 dots per inch (dpi) resolution) and attached to the individual employee's notes section as a separate entry. CTOs will ensure that each document uploaded is clearly and accurately labeled in the notes description section to ensure easy location and retrieval:

- a. In-Service Transcripts (from the enterprise learning management (ELM) system only, for historical purposes)
- b. Orientation training materials (Checklist of completed ILT events during new employee orientation, facility specific orientation training for transfers, etc.)
- c. Specialized training certificates (such as Conducted Electrical Weapons [CEW], less-lethal instructor training, armor training or other proprietary training, etc.)
- d. Acknowledgements and signed documents of understanding, including Prison Rape Elimination Act (PREA) acknowledgements and other PREA documentation.
- e. Other certificates of completion (such as both sides of the cadet academy certificate, case management specific course etc.)
- f. Forms authorizing the carrying of department or personal firearms (typically OIG personnel)
- g. Any documentation as directed by policy, state or federal law, or the chief administrator of Training.

3. PREA training acknowledgments may be maintained in a separate three-ring binder, however only after electronically scanning (PDF format NLT 400 dpi) and attaching to the individual's training record.

4. Classroom attendance rosters, CLEET rosters and other pertinent class documentation will be electronically scanned (PDF format NLT 400 dpi) and attached to the particular event enrollment as an attachment within 30 days of course completion. CTOs once ensuring that the document(s) is/are correctly scanned and uploaded against the event enrollment may then dispose of the paper documentation in an environmentally friendly and secure fashion. CTOs will not hold paper attendance rosters longer than 90 days once they have been successfully entered into the LMS.
5. Employee Transfer: When an employee transfers to a different work location, the CTO must ensure that all training data has been entered into that employees LMS training record to include any scanned documents, failure to do so could result in the employee duplicating training and wasting valuable resources.

**B. Specialized Training Records**

Upon completion of specialized training, each participant may receive a certificate of completion from the assigned class coordinator. It is the employee's responsibility to forward a copy of the certificate (electronic or paper) to their respective CTO. The paper copy will be scanned (PDF format NLT 400 dpi). The PDF file will be uploaded into the LMS attached to the individual's notes section.

**C. In-Service Training Records**

During or upon completion of an ILT event, the instructor will ensure an "Attendance Roster" ([Attachment B](#), attached) is made available to each employee attending the event, or if holding virtually a "Virtual Attestation Form" ([Attachment E](#), attached) will be provided. If the event was also CLEET accredited the instructor will ensure a CLEET "Cataloged Training Course Roster" is made available to active commissioned peace officers that attend. At no time will an employee or trainer sign or initial the roster for another employee. Actual dates of the training and assessment scores (if applicable) will be recorded on the rosters and in the LMS data base system of record. Documentation of all employee training will be updated and complete by end of each calendar year.

**D. Inactive Training Files**

Paper training files/folders will be retained for current employees, only for training conducted prior to August 2019. Any retained employee paper training files/folders for former employees having records prior to August 2019 will be annotated with the date of separation, and retained at the facility for five years after that date, after which time its destruction will be requested to training administration who will forward the request to the Office of General Counsel for review. The file will be destroyed in accordance with [OP-020202](#), entitled "Management of Office Records." If

legal action is pending, the file will be maintained until two years after exhaustion of all legal remedies, after which time it will be destroyed in accordance with [OP-020202](#).

Any paper training files will be stored in lockable file cabinets in locations inaccessible to inmates. Access to training file cabinet keys will be limited to the facility/unit head, the assigned CTO, and respective training liaison.

XIII. Program Review/Evaluation (2-CO-1D-03, 5-ACI-1D-01, 5-ACI-1D-03, 5-ACI-1D-05, 4-ACRS-7B-11, 4-ACRS-7B-12)

The chief administrator of Training will ensure agency training programs and cadet academy curriculum are evaluated annually to determine whether the job related needs of employees and the agency have been met. Evaluation instruments and methods will be designed to assess the participant's satisfaction, concept/skill acquisition, transfer of learning, and contribution to the agency's mission.

A. Review

Training evaluation instruments and other data will be collected throughout the year and reviewed annually to identify areas of training needed. Training supervisors will review evaluation instruments during site visits. Curriculum will be developed or revised to address identified needs. Facility/unit heads will ensure the training curriculum for their respective facility/unit is planned, reviewed and evaluated at least annually. CTOs will prepare an annual evaluation of training that summarizes training at their facility for the facility head. The facility head shall send a signed copy to the chief administrator of Training.

B. Needs Assessment

1. As part of the formal evaluation of the training program an annual needs assessment will be prepared by the training administration staff and sent to agency supervisors via the LMS to identify the status and effectiveness of the training program. CTOs will use needs assessments and course evaluation data to determine if training requirements are being met at the facility/unit and will use the information to develop or revise components of the training program. CTOs will submit a copy of their facility's annual needs assessment to the facility head by an assigned date at the end of each year.
2. (Revision-01 dated 03/21/2022) The chief administrator of Training will submit an annual review of the agency's training program to the chief of Strategic Engagement by the end of the first quarter of the following year. The review will summarize the type and amount of training provided during the previous year, needs identified for the coming year and plans for addressing them.

#### XIV. Learning Management System

The role of the Learning Management System is to deploy and track online training initiatives. Assets are uploaded to the LMS, which makes them easily accessible for remote learners. The LMS is a vast repository where we store and track information. Anyone with a login and password can access the online training resources whenever and wherever. The state LMS platform is hosted on the cloud. The LMS vendor (Oracle through OMES) maintains the system and carries out any tech upgrades or updates.

A. ODOC is responsible for its own LMS sub learn center which is subordinate in the state LMS. LMS administrator(s) who will be responsible for the ODOC sub learn center will be appointed by the chief administrator of Training.

B. The ODOC sub learn center will be used for:

1. Online training also known as web based training (WBT);
2. As a repository for employee training records;
3. Disbursement of information;
4. Tracking instructor led training (ILT) events, WBTs, and virtual instructor led training (VILT);
5. Creating reports to be used in analyzing training trends; and
6. Other functions as required by the chief administrator of Training.

C. User Roles

1. User: Employees that use the system to complete required training. New employees are automatically gained in the LMS once they are gained into the personnel data system. The LMS allows for user self service functions such as monitoring training progress, enrolling in ILT events both at the agency and state level, and completing WBT courses.
2. Supervisor: Employees that have direct reports assigned in the personnel system. Supervisors can only see the training data on those employees that are reflected in the personnel system as their subordinates. The LMS allows for supervisor self service functions such as monitoring employee training progress, enrolling employees in ILT and WBT events both at the agency and state level, and creating and printing training reports.
3. Instructor: Employees manually entered into the LMS who are authorized to instruct approved curriculum. CTOs are in this

category and are authorized the use of the LMS management code. CTOs have permissions to create training enrollments in LMS, create reports and a multitude of other available functions.

4. Learning Administrator: An employee who manages the sub learn center to meet agency training goals as outlined in this policy.

#### D. Curriculum

Only curriculum approved by the chief administrator of Training will be entered in the LMS for training credit. ODOC uses two types of curriculum, standard classroom curriculum packages for ILTs and abbreviated curriculum for WBTs.

1. All curriculum will contain learning objectives. Any curriculum in which CLEET accreditation is requested must also include a CLEET request for program catalog number form.
2. ILT curriculum packages will consist of a lesson plan for classroom instruction and should be designed using the Instructional Theory Into Practice (ITIP) model, a “*Lesson Plan Cover Sheet*” ([Attachment C](#), attached) detailing information about the course, visual aids, such as a PowerPoint presentation or similar media, any applicable handouts, and a written assessment, and, if required, performance assessment(s).
3. WBTs curriculum packages will consist of a “Lesson Plan Cover Sheet” ([Attachment C](#), attached) detailing information about the course, a PowerPoint presentation or similar media that can be converted to or is in Aviation Industry Computer Based Training Committee (AICC) or Sharable Content Object Reference Model (SCORM) format, any applicable handouts, and a written assessment (minimum twenty questions).

#### XV. Meetings

(Revision-01 dated 03/21/2022) The chief administrator of Training will be responsible for conducting meetings with all training staff at least quarterly. Minutes of the meeting will be maintained, distributed to all attendees, and submitted to the chief of Strategic Engagement.

#### XVI. References

Policy Statement No. P-100100 entitled “Training and Staff Development Standards”

OP-020202 entitled “Management of Office Records”

OP-051001 entitled “Correctional Emergency Response Team (CERT)”

OP-100202 entitled "Standards for Basic Peace Officer Training, Certification, and Commissioning"

OP-100203 entitled "Firearms Qualification Standards"

OP-100401 entitled "Safety Awareness and Training"

OP-110245 entitled "Standards for Employee Personal Appearance"

OP-110345 entitled "Workers' Compensation Insurance and Accommodations for Injured/Impaired Employees"

(Revision-01 dated 03/21/2022) OP-140117 entitled "Access to Healthcare"

57 O.S. § 510

74 O.S. § 840.3.1

Merit Rule 260:25-17-90 through 97

XVII. Action

The chief administrator of Training is responsible for compliance with this procedure.

(Revision-01 03/21/2022) The chief of Strategic Engagement is responsible for annual reviews and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-100101 entitled "Training and Staff Development" dated August 27, 2019

Distribution: Policy and Operations Manual  
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	“Required Training”	Attached
<a href="#">Attachment B</a>	“Attendance Roster”	Attached
<a href="#">Attachment C</a>	“Lesson Plan Cover Sheet”	Attached
<a href="#">Attachment D</a>	“Training Site Assessment (TSA)”	Attached
<a href="#">Attachment E</a>	“Virtual Attestation Form”	Attached