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<b>Training and Staff Development</b>	<b>ACA Standards: 2-CO-1C-14, 2-CO-1D-01, 2-CO-1D-03, 2-CO-1D-04, 2-CO-1D-05, 2-CO-2D-10, 5-ACI-1D-01, 5-ACI-1D-03, 5-ACI-1D-05, 5-ACI-1D-07, 5-ACI-1D-17, 5-ACI-1D-22, 4-ACRS-7B-10, 4-ACRS-7B-11, 4-ACRS-7B-18, 4-ACRS-7B-19, 4-APPFS-3A-06, 4-APPFS-3A-19, 4-APPFS-3A-21</b>		
<b>T. Hastings Siegfried, Chair Oklahoma Board of Corrections</b>		<b>Signature on File</b>	

## Training and Staff Development Standards

### I. Training and Staff Development

The Oklahoma Department of Corrections (ODOC) will provide employees with the opportunity for training and staff development necessary to develop job related expertise, foster professional growth, and encourage the pursuit of career goals. (2-CO-1C-14)

Qualified staff will plan, coordinate, and supervise the training program. (2-CO-1D-01, 5-ACI-1D-01, 4-ACRS-7B-10, 4-APPFS-3A-06)

#### A. Orientation

Orientation standards will be developed for the training of new staff. All new employees, part-time and contract staff and volunteers will receive orientation prior to job assignment. (2-CO-1D-05, 5-ACI-1D-17, 4-ACRS-7B-18)

#### B. Job Specific Training

The ODOC will provide job specific training that is oriented toward specific learning objectives designed to prepare new employees to perform their jobs in a professional, safe, and effective manner.

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C. In-Service Training

Employees will be provided with mandatory and elective training opportunities that meet statutory requirements and foster continuing professional development.

D. Leadership/Management Training

Employees will be provided with the training necessary and required to develop supervisory and managerial capabilities that meet statutory requirements and foster continuing professional development. (2-CO-1C-14)

E. Succession Planning

The ODOC will develop a program to provide a systematic approach to ensure leadership continuity, develop potential successors in ways that best fit their strengths, and identify the best candidates for categories of positions.

F. Professional Seminars and Conferences

Employees will be provided opportunities to attend professionally related seminars and conferences that enhance professionalism and job knowledge. (2-CO-1D-10) Resources of other public and private agencies may be utilized as available. (2-CO-1D-04, 5-ACI-1D-07, 5-ACI-1D-22, 4-ACRS-7B-19, 4-APPFS-3A-21)

II. Annual Review

The agency's training plan will provide for ongoing evaluation of all orientation, job specific, and in-service training. Specialized training programs will be re-evaluated at least annually. (2-CO-1D-03, 5-ACI-1D-01, 5-ACI-1D-03, 5-ACI-1D-05, 4-ACRS-7B-11, 4-APPFS-3A-19)

III. References

74 O.S. § 840-3.1 "Supervisory Personnel - Training Programs"

Merit Rule 260:25-17-90 through 97 "Mandatory Supervisory Training"

IV. Action

The agency director is responsible for compliance with this policy.

The agency director is responsible for the annual review and revisions.

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Any exceptions to this policy statement will require prior written approval of the Board of Corrections.

This policy is effective as indicated.

Replaced: Policy Statement No. P-100100 entitled "Training and Staff Development Standards" dated January 27, 2020

Distribution: Policy and Operations Manuals  
Agency Website