

Participant Reference Guide

Program Evaluation and Classroom Conduct

Participants and instructors are expected to treat each other in a respectful, courteous, professional and supportive manner.

Please turn off cell phones and pagers or put them on silent or vibrate. Also, refrain from any type of electronic communication (i.e. text messaging) during class. You may be requested to place cell phones in a secure area designated by the class coordinator. If an emergency exists and you need immediate communication, please inform your class coordinator.

Participants are expected to keep their classroom/table area/dorm rooms neat, clean, devoid of trash/clutter and please note the use of tobacco in any form or the wearing of sunglasses, hats, caps or other head covering is prohibited in the classroom.

Preparation Checklist

If you plan to stay in the apartments provided on campus for lodging, you will receive information about the necessity to bring or not to bring sheets, blankets, pillow, pillowcases, towels and washcloths.

Suggestions for the checklist, if lodging overnight, include money (for personal expenses), alarm clock, personal hygiene items, clothes hangers, bathrobe or appropriate cover for a group setting, electrical power bar (surge proctor), shower shoes, travel iron, radio, umbrella, extra study light, playing cards and board games. Clothing requirements are listed on page 8 under the heading "Appearance."

You will have access to the swimming pool, outside basketball court, hand ball courts, and work out facilities.

Correctional Officer Cadets and employees enrolled in a self-defense instructor class will need to bring appropriate clothing and footwear to participate in physical activities.

Specific physical activities are listed under the heading of Physical Standards Requirements for Correctional Officer Cadets page 17 of this reference guide. It is expected that participants in the self-defense instructor classes can also successfully complete any of these activities upon request.

Driving Directions to OCCDC El Reno

The Oklahoma Department of Corrections Career Development Center (OCCDC) is located on the grounds of Redlands Community College, 1300 S. Country Club Road, El Reno, Oklahoma. Classes are held in the Ray Porter Academic Complex (Building 1) and the Multimedia Lifelong Learning Center (Building 9). Lodging will be provided for participants at the Cougar Crossing Apartments.