

## Participant Reference Guide

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### Introduction of Staff

The Oklahoma Correctional Career Development Center (OCCDC) is primarily responsible for providing pre-service training for correctional officers, support staff, probation and parole officers and administrators. OCCDC also provides leadership development courses, various instructor development courses and other specialty courses. Please consult the training calendar located on our web page <http://www.doc.state.ok.us/adminservices/training/calendar.htm> for more specific information about these courses.

Don Kiffin, Administrator of Training, is responsible for all aspects of career development for the agency.

Phil Gilstrap, Training Manager II, serves as the Training Manager for the Oklahoma Correctional Career Development Center.

In addition to Phil Gilstrap, OCCDC staff consists of:

Anetta Bullock	Executive Assistant
Teresa Patton	Administrative Specialist
Dennis Dukes	Coordinator of Phase II Pre-service Training; Inventory Control; Fleet Management; Office Records Management Coordinator
Teri Hamilton	Basic Instructor Development; Correctional Officer Leadership Academy; Leadership Development
Richard Johnston	Co-coordinator Correctional Officer Academy and Instructor Development Coordinator for Self-Defense, OC Spray and Baton
Todd Lillard	Co-coordinator Correctional Officer Academy and Instructor Development Coordinator for Self-Defense, OC Spray and Baton
Damon Wilbur	Co-coordinator Correctional Officer Academy and Instructor

### Teamwork

Teamwork is an essential characteristic of most successful organizations. Providing opportunities for participants to work together, in harmony, while striving to accomplish shared goals is central to our training approach at OCCDC.