

## **Participant Reference Guide**

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### **Appearance**

Standards for employee personal appearance while attending training will be in accordance with OP-110245 entitled "Standards for Employee Personal Appearance." Employees who do not meet the personal appearance standards will be dismissed from course work until they meet requirements. The participant's facility/district/unit head will be contacted, advised of the situation, and requested to provide further instructions to their employee. Generally speaking, dress that is appropriate for the workplace is also acceptable for the development center, except for those few employees who are allowed to wear denim jeans as normal work attire. Section I. B. 2. of OP-110245 requires those who are allowed to wear denim jeans on the job to wear dress slacks when not engaged in their normal duties (farm work). Exceptions may be granted by the academy/center training coordinator when courses require participants to perform physical activity that is likely to soil or damage normal clothing. Exceptions are normally permitted for courses including, but are not limited to, firearms, self-defense, and CPR/first aid. Athletic attire (sweat/jogging suits, athletic shoes, solid color only DOC sponsored T-shirts are acceptable, shorts of appropriate fit and length) worn during firearms, self-defense and/or CPR/first aid will be appropriate, clean and in good repair.

During non-work hours while attending courses at OCCDC, please remember you are a representative of the Oklahoma Department of Corrections. Your actions and dress are noted by the public and it is your responsibility to ensure your clothing or actions will not detract from the professional image of the department.

### **Behavior**

The faculty and staff at OCCDC want your learning experience to be practical, useful and memorable. We intend that others enrolled in courses at OCCDC are afforded the same opportunity. It is expected that all participants will conduct themselves in a professional manner, actively participate in classes, follow all applicable rules and observe the rights and privacy of others.

#### **Practical Jokes**

Practical jokes and pranks may damage property or injure participants. Such behavior can also increase the noise level and disturb non-involved residents. Participants who engage in practical jokes and pranks will be held accountable for damages and disciplinary action may be taken.

#### **Language**

Cursing, swearing and foul language destroys the professional atmosphere of the Department of Corrections learning environment. Participants are expected to refrain from improper language and from any comments which are derogatory or inflammatory toward others. Additionally, the department will enforce a "zero