

## **Participant Reference Guide**

---

tolerance” response to any conduct which contributes to a work environment that is demeaning or disparaging of any employee or group.

### **Positive Role Model**

Interactions with Redlands staff and students reflect directly upon your ability to display professionalism and upon the reputation of the Department of Corrections. Please keep this in mind as you move across campus, utilize Redlands facilities and/or attend sponsored events.

Inappropriate behavior resulting in an incident involving Department of Corrections’ participants and non-department staff or students will be reported to the Training Administrator and may be referred to the offending employee’s facility head for action within the chain of command. The Training Manager will be responsible for gathering supportive documentation, including Incident Reports or statements, from the person involved and any witnesses. Non-department staff or students involved in this behavior will be reported to the appropriate Redlands staff member by the Training Manager.

### **Certificate of Completion**

Certificates of completion will be issued from OCCDC for the following programs:

- Basic Instructor Development (40 hours)
- Basic Instructor Development for CPR and First Aid Instructor (24 hours)
- Case Managers (61 hours)
- Correctional Officer Cadet Academy (240 hours)
- Phase I & II Pre-service: Non-routine Offender Contact Support (75.5 hours)
- Phase I & II Pre-service: Routine Offender Contact Support (135.5 hours)
- Training Design and Development (24 hours)
- In-service or specialty courses will be recorded in the ELM system

### **Class Hours/Attendance/Tardiness/Participation**

Class hours are posted on the training web page and are subject to change. Please contact your class coordinator if you have specific questions. Participants are expected to be properly prepared, equipped and present in the classroom at the designated