

Participant Reference Guide

Lodging

Class participants choosing to lodge in the provided dormitory setting will do so at no cost to employees of the Oklahoma Department of Corrections. If you have specific needs regarding lodging i.e.; wheelchair or other accessibility needs, please let your class coordinator know as soon as possible.

Apartments have four bedrooms with two bathrooms, or two bedrooms with two bathrooms, a living area and kitchen. The kitchen is not equipped with cooking utensils or dishes. Microwave ovens are provided.

KEYS – You will be issued a key to your assigned apartment. The front door automatically locks when you exit so please practice appropriate key control. The last day of your class, you will turn your key(s) into the class coordinator. Should the assigned key be lost, the participant will be charged \$50.00 for each key lost.

HOUSEKEEPING – You will be provided cleaning supplies to clean your bedroom and common areas of the apartment. Please be respectful of Redlands property.

MAINTENANCE – Any maintenance needs are to be reported to your class coordinator or the Training Manager. Please call (405) 422-1400 for emergency after hours assistance.

INTERNET CONNECTION – Wi-Fi is available on campus. Please be advised this connection is non-secure and may not be used for official Department of Corrections' access.

ROOMMATES – You will be assigned a room which will commonly be shared with one roommate. You will also share a restroom, shower, and personal hygiene space with this person. The room assignments are based on total class enrollments, thus you may be sharing a room or a suite with participants from other classes presented by the Oklahoma Department of Corrections. While you are staying in the dorm at OCCDC, the rooms and restrooms are routinely inspected by staff to ensure a clean facility is being maintained for your safety and security. You are required to clean up after yourself and shared space with others. Participants are not allowed to switch room assignments or move furniture without the approval of your class coordinator.

LOSS OR DAMAGE OF PERSONAL PROPERTY - Participants are urged to keep their apartment locked whenever they leave and while they are sleeping. Each participant will have a key that allows access to their assigned apartment. Each individual is responsible for their key. Neither Redlands nor DOC will take responsibility for any damage or loss of personal property due to fire, facility failure, severe weather, theft, or other incidents.