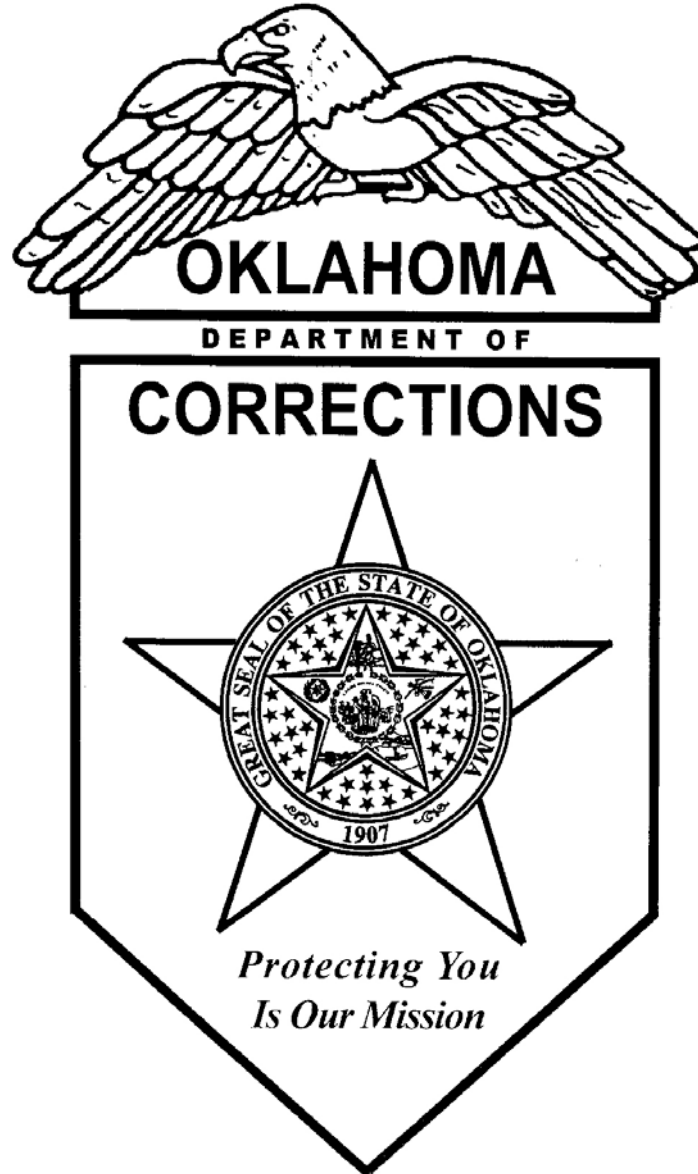


*Oklahoma Correctional  
Career Development Center*

***Participant Reference Guide***

*Calendar Year 2014*



# Participant Reference Guide

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## FOREWORD

This reference guide was developed to help you adjust to the challenges of being away from your home and work site; to help you feel comfortable; and to support your efforts to make your learning experience at the Oklahoma Correctional Career Development Center(OCCDC) safe, enjoyable, and productive. We hope you will find the answers to most of your questions within this "Participant Reference Guide." Unanswered questions should be referred to your training program coordinator or any other member of the OCCDC staff. You will find the OCCDC staff to be helpful and committed to supporting you in achieving the maximum benefit from your training experience.

### Vision

*The Oklahoma Department of Corrections will create a culture that:*

- Empowers individuals
- Employs best practices
- Encourages teamwork
- Embraces diversity

### Mission

It is the desire of the OCCDC staff to prepare employees to work with others in the accomplishment of the agency's mission:

#### ***To Protect the Public, Employees and Offenders***

As such, the mission of the OCCDC is:

*To provide employees with the knowledge and skills necessary to work safely within the correctional environment; to deal effectively with the public, co-workers, and offenders; and to achieve agency goals.*

### Goals

The primary goal of training is, "To provide effective employee training and leadership development which will enable the competent performance of essential job tasks and decisions on the job, the ability to create a safe working environment and the desire to continuously seek knowledge." In support of that goal, OCCDC staff endeavors to provide employees with training that is relevant, attainable and transferable within a learning environment that is supportive and guided by adult learning principles. OCCDC goals also focus on recruiting additional Subject Matter Experts to assist our staff with curriculum development and instructional delivery; maintenance of a high level of participant achievement as reflected on post-training exams; expanding reliance on technology to maximize efficient use of allocated resources and to improve training design, development and delivery; reliance on objective evaluation feedback mechanisms for use in planning future improvements to the curriculum and learning environment. In addition, the OCCDC staff will strive to:

- Continuously improve training delivery and effectiveness
- Inspire participants to take responsibility for their continued development
- Prepare participants to succeed in the dynamic corrections environment

### Slogan

## ***Standing PROUD***

### Values

**P**rofessionalism

**R**ehabilitation

**I**ntegrity

**D**iversity

**E**xcellence

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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.

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### **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.

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**Yukon - 14 miles:** I-40 W/US-270W 12 miles, take the Country Club Rd exit, EXIT 123, turn right onto S. Country Club Rd. Go 0.8 miles. RCC is on your left.

**Oklahoma City - 28 miles:** I-40 W/US-270W 26.4 miles, take the Country Club Rd exit, EXIT 123, turn right onto S. Country Club Rd. Go 0.8 miles. RCC is on your left.

**Weatherford - 43 miles:** I-40 E for 41.4 miles, take the Country Club Rd exit, EXIT 123, turn left onto S. Country Club Rd. Go 0.8 miles. RCC is on your left.

**Kingfisher - 25 miles:** US-81 S/OK-3 E for 12.1 miles, merge onto US-81 S toward El Reno 11.4 miles, turn right onto W. Sunset Dr/I-40 BR/OK-66 for 1 mile, turn left onto S. Country Club Rd. Go 0.8 miles. RCC is on your right.

**Chickasha - 36 miles:** US-81 N for 31.3 miles, merge on I-40 W/US-270 W via the ramp on the LEFT toward Amarillo go 1.9 miles, take the Country Club Rd exit, EXIT 123, turn right onto S. Country Club Rd. Go 0.8 miles. RCC is on your left.

### Parking

Parking is provided for Oklahoma Department of Corrections employees behind the apartments on the northwest corner of campus. Drive to the north end of campus on Country Club Road and turn left or west on Elm, continue on Elm until you are in back of dorm building 2.

### General Rules and Regulations

Rules and regulations pertaining to participants at OCCDC were designed to heighten participant success by removing obstacles and facilitating a supportive adult learning climate. All OCCDC participants are, therefore, subject to the rules, policies, and procedures of the Oklahoma Department of Corrections and those of our host facility, Redlands Community College. In certain instances, participants may also fall under the rules dictated by contract entities, other agencies or organizations that certify aspects of our training programs. It is expected that participants will conduct themselves in a professional manner, actively participate in classes, follow all applicable rules and observe the rights and privacy of others.

### Alcoholic Beverages Including 3.2 Beer

The consumption, possession, sale or distribution of alcoholic beverage(s) or 3.2 beer on campus is strictly prohibited. Department of Corrections employees are expected to know and abide by all applicable laws concerning the consumption of any alcoholic beverage. Violations of any such laws will be treated as a serious infraction of OCCDC rules. Please note El Reno city ordinances prohibit the possession of any open container on any city street.

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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



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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

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starting time for each session and after any break periods allowed by the instructors. Participants are expected to be alert and actively engaged during all training blocks and are expected to complete all aspects of the training program. Participants should report any obstacles to their full and active participation to the class coordinator.

### Computers

If you wish to bring your personal computer for **use after class**, you may do so as Wi-Fi is available for use in the apartments.

The Wi-Fi connection is non-secure and may not be used for official Department of Corrections' business. Should you have a legitimate business related need to use a computer for official Department of Corrections' work, contact your class coordinator for access. Please be advised while on campus you are subject to policy, OP-021001, Department of Corrections OneNet/Internet Standards while using the Wi-Fi available on campus.

### Discipline

Minor infractions will be addressed and corrected by the class facilitator. Repeated or serious infractions will be reported to the Academy Manager and may be referred to the offending employee's facility head for action within the chain of command. The class coordinator will be responsible for gathering supportive documentation, including Incident Reports or statements, from the participant(s) involved.

### Drugs/Over the Counter/Prescription

All drugs will be maintained in their original container. Participants are expected to know and abide by all applicable laws.

### Personal and Facility Emergencies Involving Participants

If a personal emergency arises during normal class/work hours, the affected participant is to notify the class coordinator. In all but emergency situations or dire personal situations, the class coordinator will confer with the participant's immediate supervisor prior to allowing the participant to leave OCCDC during class hours. It will then be the participant's responsibility to remain in touch with his/her supervisor and re-enroll in the next available class to make up the missed course work. **Contact your facility training officer for assistance about re-scheduling a missed class.**

If an emergency occurs during hours other than normal class/work the participant will use good judgment regarding whether they are to leave OCCDC or not. In such cases, the participant will notify his/her immediate supervisor and the class coordinator no later than on the following morning. Participants are encouraged to let the class coordinator know as soon as possible if they are aware of any situations that may be developing that could result in an

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emergency. If you are notified of a facility emergency, for example an escape, fire, or riot, do not return to your facility until you are directed to do so by your supervisor or class coordinator. If you are notified that you need to return to your facility, contact your class coordinator before you leave. If you are unable to contact the class coordinator, leave a message with another staff member, or a classmate.

### **Emergency and Non-Emergency Medical Treatment**

In accordance with the employer's responsibility to provide Workers' Compensation Insurance, you will receive an individual packet during orientation, the morning of the first day that details the procedures for seeking medical treatment. Work related injury and illness, as well as non-work related injury and illness, are covered. The notification process is divided into two categories, life or limb threatening, and non-life or limb threatening. There is a form attached that you must sign and return that states you have been notified of these procedures and understand them.

State and federal laws require employers to record and report job acquired illnesses or injuries sustained by employees while on the job. Therefore, it is important that you notify your class coordinator of any illnesses, injuries, or other ailments that you experience while attending training. Your class coordinator will also need to know if you are able to safely participate in training and/or respond to emergency situations. Some blocks such as cardiopulmonary resuscitation (CPR), first aid, and applying restraints require bending, squatting, stretching, and kneeling.

Participants are to immediately report any injuries sustained while at OCCDC. Injured participants will submit a written report to the class coordinator prior to the end of the workday.

If appropriate, injured participants who choose to seek medical attention will be immediately transported to the designated medical facility by an OCCDC staff member. This procedure will ensure that the participant is not billed or held responsible for the bill. Participants must provide a physician's release before they will be allowed to return to training.

Participants should report any illness to their class coordinator. If the participant wishes to be seen by a medical professional, the nearest hospital is Mercy El Reno, 2115 Parkview Dr. El Reno or Healthcare One Urgent Care & Family Practice is located just south of Redlands Community College, 1900 S Country Club Rd, El Reno (405) 295-2900. The participant will be personally responsible for costs/co-pay of treatment received.

### **Emergency Procedures** **Physical Plant**

During your stay at the Oklahoma Correctional Career Development Center these emergency procedures will be in place to help ensure your safety.

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The OCCDC physical plant is on the campus of Redlands Community College. Decisions about the safety or suitability of the physical plant for providing regular services in the event of an emergency will be coordinated through the Training Manager or designee and Redlands staff or local authorities.

When an emergency situation is reported to an OCCDC staff member, that staff member will notify the Training Manager as soon as it is safe to do so. The Training Manager will notify the Training Administrator as soon as initial information about the situation can be prepared, but no later than within 24 hours of the report of an emergency. The Training Administrator will, within the same 24 hours, notify the Deputy Director of Employee Development and Offender Services.

The OCCDC staff will prepare written reports of an emergency and furnish the reports to the Training Manager within 24 hours of the report of an emergency situation. The Training Manager will prepare a written report and furnish the report to the Training Administrator within 48 hours of the report of an emergency situation. The Training Administrator will then notify the Deputy Director of Employee Development and Offender Services.

### **Tornado**

Upon becoming aware of a tornado watch, OCCDC staff will monitor local television or radio weather coverage.

If the tornado watch is upgraded to a tornado warning, all participants and staff will be notified of the weather conditions, and of the possible need to take shelter.

If it becomes necessary to take shelter, the OCCDC class coordinators will lead participants to an area of safety. If time permits, this area of safety will be the Community Center safe rooms (laundry room and storage room by the fitness center). OCCDC staff will continue to closely monitor the local weather coverage until the storm has passed. If the need to take shelter occurs when no class coordinators are available (after normal class hours/the Community Center is closed) participants are to “shelter in place” by seeking the lowest level of the structure and get into an interior space that does not have windows and remain until you are sure the danger has passed.

Pre-selected participants will report to the appropriate class coordinator as soon as it is safe to do so.

### **Fire Drills/Actual Fires**

Fire extinguishers are in every apartment below the kitchen sink. Fire safety equipment in our living areas is designed for use only in emergency situations. Tampering with or disabling any fire safety equipment (including fire extinguishers, fire alarm pull stations, smoke or heat detectors, or any other safety equipment) is a threat to life and is

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STRICTLY prohibited. Additionally, pulling false fire alarms or intentionally blocking an exit for any reason is prohibited. Any employee found responsible for tampering with or disabling fire safety equipment, pulling false fire alarms, or intentionally blocking an exit at any time may face disciplinary action.

If an alarm sounds, you are to assume there is an emergency and evacuate the building immediately.

Remember:

1. Feel the door for heat (use the back of your hand). If the door is hot, do not open it.
2. Close the windows.
3. If you cannot leave the room, stay calm
  - a. Call 911 to notify authorities of your location
  - b. Stuff wet sheets or clothing under doors
  - c. Hang a sheet out the window and/or shout to attract attention
4. If you leave the room, close the door behind you
  - a. Stay low to the ground if smoke is present
  - b. Move quickly but do not run
  - c. Take a towel to cover your mouth and nose in order to avoid smoke inhalation
5. Do not re-enter the building until permitted to do so by emergency officials or staff.

In the event of a fire or fire drill, all participants and/or staff will evacuate the building and assemble in front of the building, at least 25 feet from the building. Class coordinators will conduct a head count to ensure that all participants have been evacuated. If a fire should occur after normal working hours, selected participants will contact their class coordinator using the emergency contact number. No one will re-enter the building, for any reason, until fire department officials have declared the building safe.

### Earthquake

Although it is unlikely that a serious earthquake will occur, in the event of an earthquake, participants and/or staff should immediately seek shelter by crouching beside heavy furniture or equipment in an interior room, or hallway, to protect from falling debris. As soon as the earthquake appears to be over, all participants and/or staff should evacuate the building using the stairs. Participants and/or staff will assemble in front of the building at least 25 feet from the building. Class coordinators will conduct a head count to ensure that all participants have been accounted for. If an earthquake should occur after normal working hours, selected participants will contact their class coordinator

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using the emergency contact number. No one will re-enter the building, for any reason, until local officials have declared the building safe.

### **Flood**

In the event of a flood, Redlands Community College staff and emergency rescue agencies will be notified as soon as possible. All participants and/or staff will assemble in classroom MM-125 of the Multimedia Lifelong Learning Center Building 9. Class coordinators will conduct a head count to ensure that all participants are present or accounted for. In the event a staff member is not present (after hours) participants will attempt to contact the class coordinator or other emergency contacts listed in this handbook. The contacted staff member will make note of the head count and attempt to coordinate rescue efforts.

### **Hazardous Material Spill**

In the event of a hazardous material spill that affects OCCDC, all participants and/or staff will follow the instructions of the responding emergency personnel. If class participants are required to evacuate, a class coordinator will conduct a head count to ensure that all participants have been evacuated. If a hazardous material spill should occur after normal working hours, selected participants will contact their class coordinator using the emergency contact number. No one will re-enter the affected area, for any reason, until emergency personnel have determined that it is safe to do so.

### **Bomb Threat**

The Redlands Community College Security Office (405-422-6200) and the Training Academy Administrator (405-422-6296) will be notified immediately by the person who received the threat. Redlands personnel will search exits before any decision is made to evacuate the building. Should evacuation occur, participants, staff, and guests will meet north of the Cougar Crossing building. A search of all facilities will be conducted by Redlands Security Unit before persons are allowed to return to the building.

### **Gun Fire/Domestic Dispute/Assault**

Any life-threatening situation that is not directly covered in the above procedures should be dealt with as it would at your home or in your neighborhood. Call the Redlands Security office at 405-422-6200 or 911. Take cover or move to a safe, unaffected area. Do not try to intervene in any emergency situation, except to render aid to wounded or injured parties, and then, **only when it is safe to do so**. Notify your class coordinator or other OCCDC staff as soon as possible.

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### **Utility Failure**

Report any utility failure to the class coordinator. If the utility failure occurs after hours, call the Redlands Emergency Maintenance Staff at 405-422-1499. The Training Manager will make a determination as to whether or not OCCDC can continue to provide services to participants and all affected parties will be notified.

### **Fitness Center**

The Fitness Center is available to you while attending your course of study at OCCDC. You will be subject to the policy statement contained below and posted in the Fitness Center policies.

The resident/DOC participant acknowledges that no attendant will be present at any time. The resident/DOC participant uses the fitness facility at his or her own risk. Resident/DOC participant agrees to hold Cougar Crossing, Darlington and/or RCC harmless for any injury by reason of any use or misuse of equipment in the facility. Cost of any repair or service on equipment due to misuse of equipment in the facility. Cost of any repair or service on equipment due to misuse by the resident/DOC participant will be charged to that person. Fitness Center hours will be posted.

### **Laundry Facilities**

Laundry facilities are available in the Cougar Crossing Community Center. The machines are card operated. Cards will be issued by the Director of Resident Life, upon request and purchase. There will be a \$5.00 replacement fee for lost cards. Laundry facilities are to be used by those lodging in the apartments only. Laundry is open 24/7.

### **Firearms**

Redlands Community College strictly abides by the provisions of the Oklahoma Self Defense Act as well as all other applicable State and Federal laws in regards to the possession, ownership, or carrying of firearms. No person, whether a student, visitor, or any other, may carry or possess any firearm into or upon any college property, to include Student Housing facilities. A person with a VALID concealed handgun license may store the firearm in their personally owned vehicle whether attended or unattended in college parking lots, but may not remove it from their vehicle while on college property.

### **Flammable Materials**

Candles and incense are prohibited, as well as kerosene lamps and other flammable fuel devices.

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### 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.



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**ROOM INSPECTIONS** - Rooms are subject to inspection by academy staff. Presence of weapons, pornography, alcohol, and/or any other inappropriate items in a dorm room will result in disciplinary action and could result in felony charges.

### Pets

DOC employees and persons employed by contracted facilities are not allowed to have pets in the dorm facilities. Prior approval from the OCCDC Training Manager is granted for service animals. Please notify us as soon as possible if you are planning to bring a service animal.

### Phone Calls and Mail

Routine phone messages and any participant mail will be given to the class coordinator for delivery. A staff member will carry emergency messages immediately to the participant.

### Physical Standards Requirements for Correctional Officer Cadets

As a portion of your training in the Basic Correctional Officer Cadet Academy you will be required to actively participate in physical conditioning and successfully complete a course in basic self-defense. Participants who participate in a regular physical fitness program are less likely to encounter problems or sustain injuries during physical training.

Listed below are the academy's physical conditioning activities that begin on the second day of training with a basic physical assessment which includes a 1.5 mile run/walk, one (1) minute of push-ups and one (1) minute of sit-ups. These activities are performed at the individual participant's own pace and current ability. Physical conditioning will continue, at a minimum of, one hour (1) per day, three (3) days per week. The duration and endurance maximums listed below are goals rather than requirements, and not all activities are performed every day.

Participants are also required to act as a subject during self-defense training, which will include having wrist joints, elbow joints, and shoulder joints manipulated to a controlling posture.

<b>Aerobic Activities</b>	<b>Duration</b>
Walking	3-5 miles
Jogging	1-3 miles
Running	.25 - .5 mile
Sprinting	100 yards
Aerobics	45 minutes
Climbing Stairs	20 flights
Jumping	30-50 reps

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Side Straddle Hop	50 reps
Lateral Runs	20 yards X 10
Backward Runs	20 yards X 10
<b>Flexibility Activities</b>	<b>Duration</b>
Bend and Reach	1 hour daily*
Deep Knee Bends	1 hour daily*
Hurdler Stretch	1 hour daily*
Wrist Twists	1 hour daily*
Arm Rotations	10 minutes
Lateral Stretch	1 hour daily*
Toe Touch Stretch	1 hour daily*
Biceps/Triceps Stretch	1 hour daily*
Step Lunging	10 X 10 reps

\*A combination of these exercises will be performed 1 hour daily.

<b>Strength Activities</b>	<b>Duration</b>
Push-Ups	25-50
Sit-Ups	25-50
Push/Pull Drills	45 minutes
Subject Control	2.5 hours daily
Squats	50-100 daily
High Knee Raises	20 minutes
Leg Lifts	15 minutes
<b>Endurance Activities</b>	<b>Duration</b>
Group Runs	1-3 miles
Falls Forward	25 daily
Patterns of Movement	45 minutes
Counter Strikes with Hands	50-100 daily
Crunches	10 minutes
Falls Backward	25 daily
Pivot Steps	200 daily
Counter Strikes with Knees	50-100 daily
Tactical Recovery	100 daily
Falls to Both Sides	100 daily
Knee Pivots	200 daily
Counter Strikes with Feet	50-100 daily

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### **Retest and Remedial Procedures for Correctional Officer Cadet**

Tests are an instrument used to determine if the instructor has communicated the training information appropriately and to determine if participants can demonstrate they possess key knowledge and/or skills. Participants who do not meet the minimum score requirements on any given block exam (80% or higher) and/or cannot demonstrate proficiency of a skill based exercise will be allowed to retake the test and/or demonstrate proficiency of a skill based exercise one additional time. Correctional Officer Cadets who do not achieve the minimum score on the retest or pass the demonstration, will return to their facility/district; their supervisor may enroll them in the next basic correctional officer cadet academy starting on the first day (Monday) of the block they failed.

### **State Vehicles**

State vehicles are to be utilized for official use only. Participants are expected to know and abide by all applicable departmental policies and state laws regarding the use of state vehicles.

#### **OP-100101 Training**

##### **G. Lodging and Travel Expenses**

1. Lodging will be offered for employees whose place of residence is 30 or more miles from the training academy. Employees who wish to commute to and from pre-service training will be permitted to do so at their own expense.
2. Department vehicles will be used by participant(s) attending pre-service training. In the event that a department vehicle is unavailable at the participant's site, and it is verified by the facility/district/unit head, travel will be reimbursed by the facility/district/unit head, for the use of a personally owned vehicle (POV) at one round trip per week while attending pre-service training class to the designated driver. (4-4081)
  - a. If more than one participant from a work site is enrolled in pre-service training, all participants will be assigned use or assigned as a passenger in a department vehicle, if available, or authorized to use their POV's for travel to and from the academy. If employees choose to car pool in a POV, only the driver will be reimbursed.
  - b. When more than one driver is authorized to use a POV for travel to and from pre-service training, the facility/district/unit will reimburse each driver.

## Participant Reference Guide

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### **Tobacco-Free Environment**

Redlands Community College is a tobacco-free environment. The use of **tobacco in any form is prohibited on the grounds/campus of Redlands Community College.**

### **Visitors**

Participants are not allowed to receive guests in lodging provided by the department during non-training hours. Please make arrangements to meet visitors off the campus of Redlands Community College.

### **Participant Meals**

Participants and guest instructors will present their Department of Corrections Identification Badge and sign a dining roster. Only lunch will be provided for those participants choosing to commute. Breakfast and the evening meal will be available for purchase for “commuters”.

If you have special dietary needs please contact your class coordinator as soon as possible.

Please be aware that participants are not allowed to remove food items, glassware, silverware, dishes, trays or any other reusable utensils from the dining facilities.

Participants and guest instructors are expected to bus their own dishes etc., to the dish area.

### **Emergency Phone Numbers**

**You will be given your coordinators emergency contact number the first day of class.**

Participants staying in the dorm will be asked to volunteer to contact their class coordinator in the event of an emergency. Several volunteers will be appointed.

## Participant Reference Guide

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If you need more information please contact us. Please remember that the Correctional Officer Academy Training Officers work Monday – Thursday.

OCCDC Staff	Telephone
<b>Don Kiffin, Administrator of Training</b>	405-422-6295
<b>Phil Gilstrap, Training Manager</b>	405-422-6296
<b>Anetta Bullock, Executive Assistant</b>	405-422-6295
<b>Teresa Patton, Administrative Specialist</b>	405-422-6296
<b>Dennis Dukes, Correctional Training Officer III</b>	405-425-7569
<b>Richard Johnston, Correctional Training Officer III</b>	405-422-6296 918-423-4700 ext. 199
<b>Todd Lillard, Administrative Manager</b>	405-422-6296
<b>Abigail McElfresh, Leadership Coordinator</b>	405-962-6110
<b>Damon Wilbur, Correctional Training Officer III</b>	405-422-6296
<b>Emergency Security &amp; After Hours Maintenance</b>	<b>405-422-6200</b>



DEPARTMENT OF

**CORRECTIONS**



*Protecting You  
Is Our Mission*