

**OKLAHOMA COUNTY JUVENILE BUREAU  
POLICY AND PROCEDURE MANUAL  
CHAPTER TWO : TRAINING AND EMPLOYEE DEVELOPMENT  
POLICY 2.1 – TRAINING AND EMPLOYEE DEVELOPMENT**

**TABLE OF CONTENTS**

**PAGE 1 OF 2**

<b>I.</b>	<b><u>Policy Statement</u></b> .....	Page 1
<b>II.</b>	<b><u>Definitions</u></b> .....	Page 1
	A. In-Service Training.....	Page 1
	B. Oklahoma County Infozone.....	Page 1
	C. Orientation Training.....	Page 1
	D. Training and Employee Development.....	Page 1
	E. Training Manager.....	Page 1
	F. Undue Hardship.....	Page 1
<b>III.</b>	<b><u>Procedures</u></b>	
	Program and Supervision.....	Page 1
	Training Plan/Needs Assessment/Program Evaluation.....	Page 2
	Training Resources/Reference Services.....	Page 2
	Space and Equipment.....	Page 2
	Training Requirements.....	Page 3
	Orientation/Annual In-Service.....	Page 3
	Clerical/Support with No Daily Contact.....	Page 3
	Detention Officers.....	Page 4
	Intake/Probation Officers.....	Page 4
	Part-time Employees.....	Page 4
	Professional Administrative Management.....	Page 4
	Professional Specialists with Routine Contact.....	Page 5
	Support Employees with Minimal Contact.....	Page 6
	Practicum/Volunteer/Contract Personnel.....	Page 6
	CLEET Certification.....	Page 6
	Managerial/Supervisory.....	Page 7
	Continued Education/Professional Seminars/Conferences.....	Page 7
	Conferences/Training/Seminars Outside the OCJB.....	Page 7
	In-Service Training Curriculum.....	Page 8
	Health and Safety Training.....	Page 8
	First Aid and Cardiopulmonary Resuscitation (CPR) Training.....	Page 8
	Work Stoppage/Riot Disturbance Plans Training.....	Page 8
	Emergency Plans/Emergency Evacuation/Drills.....	Page 8
	Training Records and Documentation.....	Page 9

**IV. Attachments** (Found at the end of the policy)

Attachment A, "Clerical/Support and/or Professional Administrative Management Employees Orientation Training"

Attachment B, "Detention Officer and/or Professional Specialist Orientation Training"

Attachment C, "Detention Officer/Professional Specialist/Support Employees Annual In-Service Training"

Attachment D, "Detention Officer Orientation Rules and Regulations"

Attachment E, "Intake and/or Probation Officer Orientation Training"

Attachment G, "Support Employees Orientation Training"

Attachment H, "Lesson Plan"

Attachment I, "Trainer Evaluation"

Attachment J, "Training Roster"

**OKLAHOMA COUNTY JUVENILE BUREAU  
POLICY AND PROCEDURE MANUAL**

**CHAPTER TWO – TRAINING AND EMPLOYEE DEVELOPMENT  
POLICY 2.1 TRAINING AND EMPLOYEE DEVELOPMENT**

**Page 1 of 10**

**I. POLICY:**

The Oklahoma County Juvenile Bureau (OCJB) provides employees with training and employee development programs necessary to develop job related expertise, foster professional growth, and encourage the pursuit of career goals. Training provides opportunities for employees to function in a safe, effective, and professional manner that will improve individual and organizational performance and help to achieve the agency's mission.

**II. DEFINITIONS:**

- A. **In-Service Training:** Ongoing training and employee development programs provided to employees to enhance their knowledge, skills, and familiarized them in the juvenile justice field.
- B. **Oklahoma County Infozone:** The Oklahoma County Employee's resource website.
- C. **Orientation Training:** Training and employee development programs to provide new employees with the basic background knowledge and skills that is needed prior to receiving their first job assignment through general orientation to policies, organization structure, programs, and regulations **(2-7054)**.
- D. **Training and Employee Development:** An organized, planned, and evaluated activity designed to achieve specific learning objectives.
- E. **Training Manager:** A supervisory level employee who has received specialized training for that position, including a forty (40) hour Training-for-Trainers Course **(2-7048) (2-7049)**.
- F. **Undue Hardship:** Undue hardship occurs when an accommodation would be unduly costly, extensive, substantial, or disruptive, would fundamentally alter the nature or operation of the OCJB, or would pose a direct threat to the OCJB.

**III. PROCEDURE:**

- A. Program and Supervision:
  - 1. All OCJB training and employee development programs are specifically planned, coordinated, and supervised by a qualified employee at the supervisory level and are reviewed annually **(2-7048) (3-JDF-1D-01)**.

2. Both Court Services and Detention have a qualified supervisory level employee designated as a Training Manager **(2-7048) (3-JDF-1D-01)**.
- B. Training Plan/Needs Assessment/Program Evaluation:
1. The training plan and employee development program is developed, evaluated, and updated based on an annual needs assessment that shall identify current job related training needs, necessary curriculum revisions, and/or updates required **(2-7049-1) (2-7053) (3-JDF-1D-02)**.
    - a. The Training Manager shall design and conduct the annual need assessment. All employees are encouraged to complete the assessment **(2-7048) (2-7049-1)**.
    - b. The Training Manager shall develop an annual written report disseminating the evaluations of all orientation and in-service training programs **(2-7050) (3-JDF-1D-02)**.
    - c. The results of the annual assessment are utilized to plan for recruitment, training, and employee development **(2-7053)**.
  2. Training and employee development programs are tailored to the agency's purpose, function, and specific position needs. Individualized training and employee development programs may be developed for the Business Department, Court Services, Director's Secretary, Human Resources, Internal Affairs, and the Oklahoma County Juvenile Detention Center (OCJDC) **(2-7053)**.
  3. The OCJDC facility's training and employee development plan is developed by an advisory training committee composed of the OCJDC Training Coordinator and representatives from other departments. The committee meets quarterly to review progress and resolve problems, and a written record of these meetings is forwarded to the OCJDC Facility Administrator **(3-JDF-1D-03)**.
- C. Training Resources/Reference Services:
1. Library and reference services are available to complement the training and employee development program **(2-7051) (3-JDF-1D-04)**.
  2. Information is available for all employees through the Oklahoma County Infozone, wherein the county has online courses available at no cost to employees. This resource can be accessed on county computers at [http://infozone/Home/support\\_training.aspx](http://infozone/Home/support_training.aspx). Computer online courses are considered elective course credits and may be credited towards an employee's required annual in-service training hours **(2-7051) (3-JDF-1D-04)**.
- D. Space and Equipment:
1. The OCJB has conference and/or training rooms available that are easily accessible and free from distracting noise or observation by youth. The rooms are large enough to accommodate twenty (20) to

thirty (30) individuals, and appropriate for audiovisual presentations. Separate spaces shall be provided for specialized training **(2-7052) (3-JDF-1D-05)**.

2. The necessary equipment for the training and employee development program shall be made available **(2-7052) (3-JDF-1D-05)**.
  3. In addition to the on-site training accommodations, the OCJB has arranged to use free, off-site locations including but not limited to the following:
    - a. Oklahoma City County Health Department;
    - b. Oklahoma State University's Oklahoma County Cooperative Extension Service **(2-7019)**; and
    - c. Sunbeam Family Services, Incorporated.
  4. The OCJB Court Services Unit maintains an inventory of equipment which can be used to conduct training.
- E. Training Requirements:
1. The training and employee development plan includes orientation and in-service training to meet employee needs.
  2. Employee orientation and annual in-service training requirements are specified by position. Training and employee development requirements, by position, fall under the categories of orientation and annual in-service training are required as follows **(2-7027)**:
  3. Orientation and Annual In-Service Training Requirements:
    - a. Clerical/support employees with no daily contact or minimal contact with youth receive a minimum of forty (40) hours of orientation training prior to job assignment and a minimum of sixteen (16) hours of in-service training and employee development each year thereafter. Training and employee development requirements are outlined in "Clerical/Support and/or Professional Administrative Management Employees Orientation Training," Attachment A, **(2-7054) (2-7055) (3-JDF-1D-07) (3-JDF-1D-12)**.
      - i. "Clerical/Support and/or Professional Administrative Management Employees Orientation Training," Attachment A, consists of two sections. The first section identifies specific courses that all employees in this category shall receive. The second section provides space for the Training Manager to list additional courses that the employee shall receive based on their specified job assignment. The sum of training hours in both sections shall total forty (40) hours.
      - ii. Clerical/support employees include the following job classifications:
        - (a) Accounting/Accounting Support Positions;

- (b) Clerks/Clerk Typists;
  - (c) Executive/Administrative Assistants;
  - (d) Personnel Assistants;
  - (e) Receptionists; and
  - (f) Secretaries.
- b. Detention Officers receive one hundred twenty (120) hours of orientation training during their first year of employment. These hours are completed prior to job assignment. Training and employee development is both cognitive and skilled-based to ensure detention officers understand the requirements of safety, care, custody, treatment and security of all youth within their jurisdiction. Specific courses are required to be included in a minimum of forty (40) hours of annual in-service training and employee development each year thereafter. All course requirements are outlined in "Detention Officer and/or Professional Specialist Orientation Training," Attachment B, and "Detention Officer/Professional Specialist/Support Employees Annual In-Service Training," Attachment C, **(3-JDF-1D-09) (3-JDF-1D-09-1)**.
- i. The detention officer reads and signs the "Detention Officer Orientation Rules and Regulations," Attachment D, acknowledging that he/she received a copy, understands the expectations, and is aware that failure to comply with the rules and regulations may result in termination.
- c. Intake and/or Probation Officers receive a minimum of forty (40) hours of orientation training prior to job assignment with a minimum of eighty (80) total hours of orientation training prior to the end of the six (6) month probationary period. Officers will receive a minimum of forty (40) hours of in-service training and employee development each year thereafter. Training and employee development requirements are outlined in "Intake and/or Probation Officer Orientation Training," Attachment E **(2-7054)**.
- d. Part-Time Employees working less than thirty-five (35) hours per week receive orientation training and employee development appropriate to their job assignment with additional in-service training and employee development as needed to keep them informed of changes in operations as well as policy and procedure **(2-7056) (3-JDF-1D-13)**.
- e. Professional administrative management employees receive a minimum of forty (40) hours of orientation training prior to job assignment and a minimum of forty (40) hours of in-service training and employee development each year

thereafter. Training and employee development requirements are outlined in "Clerical/Support and/or Professional Administrative Management Employees Orientation Training," Attachment A, (2-7054) (2-7055) (3-JDF-1D-07) (3-JDF-1D-08).

- i. "Clerical/Support and/or Professional Administrative Management Employees Orientation Training," Attachment A, consists of two sections. The first section identifies specific courses that all employees in this category shall receive. The second section provides space for the Training Manager to list additional courses that the employee shall receive based on their specified job assignment. The sum of training hours in both sections shall total forty (40) hours.
  - ii. Professional administrative management employees include the following job classifications:
    - (a) Accreditation/Policy/Records Manager;
    - (b) Assistant Facility Administrators;
    - (c) Business Manager;
    - (d) Chief of Court Services;
    - (e) Detention Facility Administrator;
    - (f) Detention Shift Supervisor I and II;
    - (g) Director;
    - (h) Human Resources Manager;
    - (i) Intake and Diversion Service Manager;
    - (j) Intake Supervisor;
    - (k) Internal Affairs and Maintenance Supervisor;
    - (l) Internal Affairs Investigator/Assistant Maintenance Supervisor;
    - (m) Probation Supervisors;
    - (n) Program/Interns/Volunteers/Coordinator; and
    - (o) Training Manager.
- f. Professional specialist employees (OCJDC only), with routine and/or daily contact with youth receive one hundred twenty (120) hours of orientation prior to job assignment with a minimum of forty (40) hours of in-service training and employee development for each year thereafter. Training and employee development requirements are outlined in "Detention Officer and/or Professional Specialist Orientation Training," Attachment B, and "Detention Officer/Professional Specialist/Support Employees Annual In-Service Training," Attachment C, (3-JDF-1D-10).
- i. Professional specialists include the following job classifications:

- (a) Case Managers;
  - (b) Chaplains;
  - (c) Medical Personnel;
  - (d) Psychologists and/or Psychological Assistants;
  - (e) Recreation/Activities Specialists/Coordinators;
  - (f) Youth Guidance Specialists (YGS); and
  - (g) Volunteer Coordinators.
- g. Support employees with regular but minimal contact with youth receive a minimum of forty (40) hours of orientation training prior to job assignment and a minimum of forty (40) hours of in-service training and employee development each year thereafter. Training and employee development requirements are outlined in "Support Employees Orientation Training," Attachment G, "Detention Officer/Professional Specialist/Support Employees Annual In-Service Training," Attachment C, and/or training appropriate to their job assignment **(3-JDF-1D-11)**.
- i. Support employees with regular but minimal contact with youth include the following job classifications:
    - (a) Custodial Personnel;
    - (b) Food Service Personnel; and
    - (c) Maintenance Personnel.
- h. Practicum/Volunteer/Contract Personnel receive formal orientation appropriate to their job assignments with additional in-service training and employee development as needed and in accordance with Policy 1.12, "Volunteer Program" **(3-JDF-1D-13)**.
4. Employees shall be given credit for prior training and employee development upon the submission of proper documentation to the Training Manager **(2-7054)**.
5. The Director has the authority to terminate any potential employee who does not successfully complete all orientation training and employee development requirements. Reasons for termination include, but are not limited to the following:
- a. Employee is continuously late to training sessions and/or late returning from breaks;
  - b. Employee is not attentive to the instructor;
  - c. Employee displays a poor attitude about the job duties; and/or
  - d. Employee fails to complete the new employee orientation training requirements.
6. Council on Law Enforcement Education and Training (CLEET) Certification:





employees are trained in the implementation of written emergency plans.

- i. OCJDC employees are trained during orientation and a minimum of annually, in the implementation of written emergency plans **(3-JDF-3B-10)**.
- ii. If the written plans are revised, OCJDC employees shall be notified and acknowledge in writing that they have been trained in the new policies.
- iii. The OCJDC has a written evacuation plan in the event of fire or major emergency. The plan includes monthly drills in all occupied locations of the facility **(3-JDF-3B-10)**.
- iv. All other OCJB employees and building tenant occupants shall participate in emergency evacuation drills at least annually.

L. Training Records and Documentation:

1. All training courses will utilize the "Training Roster," Attachment J, to document accurate training attendance of employees.
2. The Training Manager shall be responsible for the creation and maintenance of employee training records to include the following duties:
  - i. Creating and maintaining an individual training record for each employee hired by the OCJB which contains accurate training documentation;
  - ii. Inputting data from all employee training completions in the Juvenile Justice Center Training Application or other approved data management system;
  - iii. Providing individual employee training reports to each department head quarterly;
  - iv. Maintaining training records on all current employees during their employment with the OCJB; and
  - v. Ensuring the destruction of employee training records five (5) years after an employee has terminated employment with the OCJB.

Approved:

  
James L. Saffle, Director

11/7/16  
Date

Attachments:

Attachment A, "Clerical/Support and/or Professional Administrative Management Employees Orientation Training"  
Attachment B, "Detention Officer and/or Professional Specialist Orientation Training"

Attachment C, "Detention Officer/Professional Specialist/Support Employees Annual In-Service Training"

Attachment D, "Detention Officer Orientation Rules and Regulations"

Attachment E, "Intake and/or Probation Officer Orientation Training"

Attachment G, "Support Employees Orientation Training"

Attachment H, "Lesson Plan"

Attachment I, "Trainer Evaluation"

Attachment J, "Training Roster"

**OKLAHOMA COUNTY JUVENILE BUREAU  
Clerical/Support and/or Professional Administrative Management  
Employees Orientation Training**

All new clerical/support employees with no daily contact or minimal contact with youth receive a minimum of 40 hours of orientation training prior to job assignment. The first section identifies specific courses that all employees in this category shall receive. The second section provides space for the Training Manager to list additional courses that the employee shall receive based on their specified job assignment. The sum of training hours in both sections shall total forty (40) hours. **(2-7054) (2-7055) (3-JDF-1D-07) (3-JDF-1D-08) (3-JDF-1D-12).**

<b>EMPLOYEE NAME:</b>		<b>DATE EMPLOYED:</b>	<b>POSITION:</b>
<b>TOPIC/COURSE</b> <b>DIRECTOR</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Executive Staff Welcome and Introductions	1 hour		
Director's Welcome Administration and Management Chapter 1 Policy 1.1 <ul style="list-style-type: none"> <li>• Table of Organization</li> </ul> Chapter 1 Policy 1.2 <ul style="list-style-type: none"> <li>• Bureau Mission and Goals</li> </ul> Chapter 1 Policy 1.4 <ul style="list-style-type: none"> <li>• Policies and Procedures</li> </ul>	1 hour		
Human Resources Chapter 3 Policy 3.21 <ul style="list-style-type: none"> <li>• Code of Ethics/Employee Conduct</li> </ul>	1 hour		
Cultural Diversity/Awareness	1 hour		
<b>TOPIC/COURSE</b> <b>HUMAN RESOURCES</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Benefits/Enrollment/Retirement/Sexual Harassment/Diversity/Stress Management	4 hours OCJDC		
County Health and Safety	1 hour OCJDC		
Oklahoma County Employee Handbook <ul style="list-style-type: none"> <li>• Chapter 3 Policy 3.1</li> </ul>	3 hours		
Sexual Harassment/Diversity/Stress Management	2 hours OCJDC		
<b>TOPIC/COURSE</b> <b>INTRODUCTIONS/TOUR</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Tours: <ul style="list-style-type: none"> <li>• Oklahoma County Juvenile Center</li> <li>• Oklahoma County Juvenile Detention Center</li> </ul>	1 hour		

<ul style="list-style-type: none"> <li>Oklahoma County Juvenile Detention Center Check-in Procedures</li> </ul>			
<b>TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
<b>INTERNAL AFFAIRS</b>			
Fire/Workplace Safety, Emergency Drills/ Evacuation Plans/Procedures, Workplace Conditions	1 hour/ OCJB		
Internal Affairs Investigations	1 hour		
<b>TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
<b>POLICY and PROCEDURE</b>			
Administration and Management - Chapter 1 Policy 1.8 <ul style="list-style-type: none"> <li>Use of County Vehicles</li> </ul>	1 hour		
Human Resources Chapter 3 Policy 3.12 <ul style="list-style-type: none"> <li>Employee Time and Leave</li> </ul> Chapter 3 Policy 3.14 <ul style="list-style-type: none"> <li>Employee Performance Evaluation</li> </ul> Chapter 3 Policy 3.16 <ul style="list-style-type: none"> <li>Employee Dress Code</li> </ul>	1 hour		
<b>TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
<b>SPECIALIZED TRAINING</b>			
American Correctional Association (ACA)	1 hour		
<b>PORTION #1 HOURS COMPLETED</b>	<b>20</b>		<b>ORIENTATION TRAINING</b>



**OKLAHOMA COUNTY JUVENILE DETENTION CENTER  
Detention Officer and/or Professional Specialist  
Orientation Training**

All new Detention Officers and/or Professional Specialists receive 120 hours of orientation training in their first year of employment. These training hours occurs prior to first job assignment **(3-JDF-1D-09) (3-JDF-1D-10)**. Orientation training course requirements include the following:

<b>EMPLOYEE NAME:</b>		<b>DATE EMPLOYED:</b>	<b>POSITION:</b>
<b>TOPIC/COURSE</b> <b>DIRECTOR</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER</b> <b>SIGNATURE</b>
Executive Staff Welcome and Introductions	1 hour		
Director's Welcome Table of Organization Oklahoma County Juvenile Bureau (OCJB): Mission and Goals, Policies and Procedures, • Chapter 1 Policy 1.1, 1.2, 1.4	1 hour		
Code of Ethics/Employee Conduct • Chapter 3 Policy 3.21	1 hour		
Cultural Diversity/Awareness	1 hour		
<b>TOPIC/COURSE</b> <b>HUMAN RESOURCES</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER</b> <b>SIGNATURE</b>
Benefits/Enrollment/Retirement/Sexual Harassment/Diversity/Stress Management/HR Downtown	4 hours		
County Health and Safety	1 hour		
Oklahoma County Employee Handbook • Chapter 3 Policy 3.1	3 hours		
Sexual Harassment/Diversity/Stress Management	2 hours		
<b>TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER</b> <b>SIGNATURE</b>
American Correctional Association (ACA)	.50 hours		
Creating a Positive Environment (CAPE) (Use of Force)	8 hours		
Close Out/Review of Training	1 hour		
Communication Skills	2 hours		
Detention Officer Test	2 hour		
Dining Room Positioning	.50 hours		

Employee Time and Leave	.50 hours		
Escorting Youth	.50 hours		
Expectations/Security and Safety Procedures/Supervision of Youth (Use of Force)	8 hour		
Extraction/Use of Restraints	1.50 hours		
Facility Administrator's Introduction	1 hour		
Fire/Emergency Drills/ Evacuation Plans/Procedures	8 hours		
First Aid/Cardio Pulmonary Resuscitation (CPR)	8 hours		
Gang Culture	1 hour		
General Review	.50 hours		
Intake/Admissions Procedures	.50 hours		
Interpersonal Relations/Social/Cultural Lifestyles of Youth Population	1 hour		
Introduction to Youth Guidance	1 hour		
Issuance of Uniforms	1 hour		
Juvenile Rights/Responsibilities and Rules/Regulations	1 hour		
Key and Tool Control	1 hour		
Medical Orientation: Airborne/Bloodborne Pathogens, Hepatitis B Shots	2 hours		
Policy and Procedure Review (Review for Test)	2 hours		
Radio Protocol	.50 hours		
Recognizing Signs and Symptoms of Mental Illness and Retardation	1 hour		
Report Writing	8 hours		
Room Searches/Contraband	.50 hours		
Rules/Dress Code	1 hour		
Sexual Abuse/Sexual Assault/Prison Rape Elimination Act of 2003 (PREA)	1 hour		
Shower Procedures	1 hour		
Substance Abuse	1 hour		
Suicide Intervention and Prevention/Counseling Techniques	2 hours		

Tour: Juvenile Justice Center and the Oklahoma County Juvenile Detention Center	1 hour		
Transportation Procedures	1.50 hours		
Trauma Induction	1 hour		
Shift Observation 7:00 a.m. – 3:00 p.m.	8 hours		
Shift Observation 7:00 a.m. – 3:00 p.m.	8 hours		
Shift Observation 3:00 p.m. – 11:00 p.m.	8 hours		
Shift Observation 3:00 p.m. – 11:00 p.m.	8 hours		
Shift Observation 11:00 p.m. – 7:00 a.m.	8 hours		
Work Shift	1 hour		
Work Shift	5 hours		
<b>TOTAL HOURS COMPLETED</b>			<b>ORIENTATION TRAINING</b>

**OKLAHOMA COUNTY JUVENILE DETENTION CENTER  
Detention Officer/Professional Specialist/Support Employees  
Annual In-Service Training**

All Detention Officers, Professional Specialists, and Support Employees with routine and/or daily contact with youth receive a minimum of 40 hours of annual in-service training each year. Specific Courses are required as a part of annual in-service training requirements for Detention Officers **(3-JDF-1D-09-01) (3-JDF-1D-10) (3-JDF-1D-11)**. Annual in-service training course requirements include the following:

<b>EMPLOYEE NAME:</b>		<b>DATE EMPLOYED:</b>	<b>POSITION:</b>
<b>TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Code of Ethics/Employee Conduct	1 hour		
Communicable Diseases/Human Sexuality/Sexually Transmitted Diseases/Human Immunodeficiency Virus	2.50 hours		
Communication Skills	1 hour		
Creating a Positive Environment (CAPE) (Use of Force)	4 hours		
Expectations/Security and Safety Procedures/Supervision of Youth (Use of Force)	3 hours		
Extraction/Use of Restraints	1 hour		
Family Medical Leave Act (FMLA)	.50 hours		
Final Remarks/Closeout	1 hour		
Fire/Emergency Drills/ Evacuation Plans/Procedures	2 hours		
First Aid/Cardio Pulmonary Resuscitation (CPR)	8 hours		
Gang Culture	1 hour		
Interpersonal Relations/Social/Cultural Lifestyles of Juvenile	2 hours		
Juvenile Rights/Responsibilities and Rules/Regulations	1 hour		
Key and Tool Control	1 hour		
Payroll Review	.50 hours		
Performance Evaluation Reports	.50 hours		

Recognizing Signs and Symptoms of Mental Illness and Retardation	1 hour		
Report Writing	3 hours		
Sexual Abuse/Sexual Assault/Prison Rape Elimination Act of 2003 (PREA)	1 hour		
Substance Abuse	1 hour		
Suicide Intervention and Prevention/Counseling Techniques	1 hour		
Transportation Procedures	2 hour		
Trauma Induction	1 hour		
<b>TOTAL HOURS COMPLETED</b>			<b>ANNUAL IN-SERVICE TRAINING</b>

## **OKLAHOMA COUNTY JUVENILE DETENTION CENTER Detention Officer Orientation Rules and Regulations**

While in orientation at the Oklahoma County Juvenile Detention Center (OCJDC), employees will:

- Be professionally dressed at all times. Employees may not wear jeans, t-shirts, open toed shoes, or sandals. While on shift, employees must wear the uniform shirt and pants provided by the OCJDC.
- Be punctual. Any employee who needs to request leave must call at least two hours and thirty minutes (2 1/2) in advance of the request for leave. They must contact John Black, American Correctional Association Training Manager at (405) 641-2317 or Tayler Wolfe, Assistant Facility Administrator of Administrative Services at (405) 962-9459. If an employee is over fifteen (15) minutes late, he/she will not be allowed to attend that class and will be required to make it up. The time that an employee is absent must be made up during that same week. Three (3) punctuality violations will result in a request for termination.
- Behave professionally at all times. No foul language or inappropriate behavior will be tolerated. If an employee witnesses this on shift, they will report it to the shift supervisor immediately.
- No cell phone use during training. Employees may check their cell phones during breaks.
- Do not write on the training folder or items in the training folder.
- Be sure to have the instructor sign the training folder after each session has been completed.
- Employees must be transported to the "New Employee Benefits" training on the van provided by Oklahoma County. Employees must arrive on time to ride the van. All other use of transportation must be approved in advance by Mr. Black, American Correctional Association Training Manager or Ms. Wolfe, Assistant Facility Administrator of Administrative Services.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**OKLAHOMA COUNTY JUVENILE BUREAU**  
**Intake and/or Probation Officer Orientation Training**

All new Intake and/or Probation Officers receive a minimum of forty (40) hours of orientation training prior to job assignment with a minimum of eighty (80) total hours of orientation training prior to the end of the six (6) month probationary period from the selected list of courses **(2-7010) (2-7049) (2-7054)**.

<b>EMPLOYEE NAME:</b>		<b>DATE EMPLOYED:</b>	<b>POSITION:</b>
<b>COURT HEARINGS TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Overview of Juvenile Justice Court System and Types of Court Hearings	1 hour		
Courtroom Demeanor	.50 hours		
Observe an Arraignment Hearing in each of the five (5) courtrooms	1.25 hours		
Observe a Detention Hearing in each of the five (5) courtrooms	1.25 hours		
Observe a minimum of one (1) hour of Court Hearings in each of the five (5) courtrooms	5 hours		
<b>DIRECTOR TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Executive Staff Welcome and Introductions	1 hour		
Director's Welcome Administration and Management Chapter 1 Policy 1.1 <ul style="list-style-type: none"> <li>• Table of Organization</li> </ul> Chapter 1 Policy 1.2 <ul style="list-style-type: none"> <li>• Bureau Mission and Goals</li> </ul> Chapter 1 Policy 1.4 <ul style="list-style-type: none"> <li>• Policies and Procedures</li> </ul>	1 hour		
Human Resources Chapter 3 Policy 3.21 <ul style="list-style-type: none"> <li>• Code of Ethics/Employee Conduct</li> </ul>	1 hour		
Cultural Diversity/Awareness	1 hour		
<b>HUMAN RESOURCES TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Benefits/Enrollment/Retirement/Sexual Harassment/Diversity/Stress Management	8 hours		
Human Resources Chapter 3 Policy 3.1 <ul style="list-style-type: none"> <li>• Oklahoma County Employee Handbook</li> </ul>	2 hours		

<b>INTERNAL AFFAIRS TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Fire/Workplace Safety, Emergency Drills/ Evacuation Plans/Procedures, Workplace Conditions	1 hour		
Internal Affairs Investigations	1 hour		
<b>INTRODUCTIONS TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Senior Staff Welcome and Introductions (Chief/Managers/Supervisors)	N/A		
<b>MEDICAL TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Medical Orientation: Airborne/Bloodborne Pathogens, HIPAA Law and Policy, Hepatitis B, and Tuberculosis (TB)	2 hours		
First Aid/Cardio Pulmonary Resuscitation (CPR)	8 hours		
<b>OKLAHOMA COUNTY JUVENILE DETENTION CENTER (OCJDC) TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Resident Level Scoring	1 hour		
Sexual Abuse/Sexual Assault/Prison Rape Elimination Act of 2003 (PREA)	1 hour		
Suicide Intervention and Prevention/Counseling Techniques	2 hours		
Substance Abuse	1 hour		
Trauma Induction	1 hour		
<b>POLICY and PROCEDURE TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Administration and Management Chapter 1 Policy 1.5 <ul style="list-style-type: none"> <li>• Channels of Communication</li> </ul> Chapter 1 Policy 1.8 <ul style="list-style-type: none"> <li>• Use of County Vehicles</li> </ul> Chapter 1 Policy 1.10 <ul style="list-style-type: none"> <li>• Reporting Child Abuse</li> </ul> Chapter 1 Policy 1.13 <ul style="list-style-type: none"> <li>• Public Information and Media Access</li> </ul>	2 hours		
Human Resources Chapter 3 Policy 3.7 <ul style="list-style-type: none"> <li>• Personnel Selection: Hiring, Promotions, Transfers, Demotions, and Details</li> </ul> Chapter 3 Policy 3.12 <ul style="list-style-type: none"> <li>• Employee Time and Leave</li> </ul> Chapter 3 Policy 3.14 <ul style="list-style-type: none"> <li>• Employee Performance Evaluation</li> </ul>	3 hours		

<p>Chapter 3 Policy 3.16</p> <ul style="list-style-type: none"> <li>Employee Dress Code</li> </ul> <p>Chapter 3 Policy 3.17</p> <ul style="list-style-type: none"> <li>Other Employment, Prohibition Against Use of Position for Personal Gain, and Avoidance of Conflict of Interest</li> </ul> <p>Chapter 3 Policy 3.24</p> <ul style="list-style-type: none"> <li>Use of Internet/Email/County Computers and Confidentiality</li> </ul> <p>Chapter 3 Policy 3.30 Building Security/Badge and Identification Card</p>			
<p>Court Services (IDSU)</p> <p>Chapter 7 Policy 7.1-16</p> <ul style="list-style-type: none"> <li>Youth Grievance Procedure</li> </ul> <p>Chapter 7 Policy 7.2-1</p> <ul style="list-style-type: none"> <li>Pre-Adjudication Detention Screening for Intake Referrals</li> </ul> <p>Chapter 7 Policy 7.2-2</p> <ul style="list-style-type: none"> <li>Preliminary Inquiry</li> </ul> <p>Chapter 7 Policy 7.2-4</p> <ul style="list-style-type: none"> <li>Child In Need of Supervision (CINS, CHINS, INS) Screening</li> </ul> <p>Chapter 7 Policy 7.4-3</p> <ul style="list-style-type: none"> <li>Interstate Compact and Case Transfer</li> </ul> <p>Chapter 7 Policy 7.4-4</p> <ul style="list-style-type: none"> <li>Drug Testing</li> </ul>	8 hours		
<p>Court Services (PSU)</p> <p>Chapter 7 Policy 7.1-1</p> <ul style="list-style-type: none"> <li>Overview and Organizational Structure</li> </ul> <p>Chapter 7 Policy 7.1-2</p> <ul style="list-style-type: none"> <li>Mission, Goals, and Objectives</li> </ul> <p>Chapter 7 Policy 7.1-5</p> <ul style="list-style-type: none"> <li>Intake and Probation Officer Safety</li> </ul> <p>Chapter 7 Policy 7.1-6</p> <ul style="list-style-type: none"> <li>Juvenile Records, Confidentiality and Health Insurance Portability and Accountability Act (HIPAA)</li> </ul> <p>Chapter 7 Policy 7.1-15</p> <ul style="list-style-type: none"> <li>Visitation of Youth in Detention</li> </ul> <p>Chapter 7 Policy 7.3-1</p> <ul style="list-style-type: none"> <li>Case Assignments and Workload Distribution</li> </ul> <p>Chapter 7 Policy 7.3-2</p> <ul style="list-style-type: none"> <li>Disposition Study</li> </ul> <p>Chapter 7 Policy 7.3-3</p> <ul style="list-style-type: none"> <li>Probation Supervision</li> </ul> <p>Chapter 7 Policy 7.4-2</p> <ul style="list-style-type: none"> <li>Residential Community Placement and Emergency Placement</li> </ul>	16 hours		

Court Services (Programs) Chapter 7 Policy 7.4-1 <ul style="list-style-type: none"> <li>Standards for Youth Programs, Referrals and Service Providers</li> </ul>	1 hour		
<b>PROGRAMS TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Observe a minimum of five (5) hours of In-House Programs	5 hours		
<b>SPECIALIZED TRAINING TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Adolescent Sex Offender (ASO) Programs	1 hour		
American Correctional Association (ACA)	1 hour		
Case Management Systems (2.0)	1 hour		
Court Services Glossary	2 hours		
Justice Benefits, Incorporated (JBI) Time Study	1 hour		
Juvenile Online Tracking System (JOLTS)	1 hour		
Motivational Interviewing Introduction	2 hours		
Youthful Level of Service/Case Management Inventory 2.0 (YLS/CMI 2.0)	12 hours		
<b>TOURS TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Tours: <ul style="list-style-type: none"> <li>Oklahoma County Juvenile Center</li> <li>Oklahoma County Juvenile Detention Center</li> <li>Oklahoma County Juvenile Detention Center Check-in Procedures</li> </ul>	1 hour		
<b>VISITS (FIELD, HOME, OFFICE) TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Observe and conduct a supervised Field Visit (PSU)	1 hour		
Observe and conduct a supervised Initial Office Visit (PSU) (Probation Officer Only)	2 hours		
Observe and conduct a supervised Initial Home Visit (PSU)	1 hour		
Observe and conduct a supervised Preliminary Inquiry in the Intake and Diversion Services Unit (IDSU) (Intake Officer Only)	1 hour		
Observe and conduct a supervised Preliminary Inquiry in the Oklahoma County Juvenile Detention Center (OCJDC) (Intake Officer Only)	1 hour		

<b>ORIENTATION TRAINING TOPIC/COURSE</b>	<b>HOURS</b>	<b>DATE</b>	<b>TRAINING MANAGER SIGNATURE</b>
Previous Training Credit Given			
Training Hours Prior to Job Assignment			
Training Hours Prior to the end of six (6) month Probationary Period			
Total Hours of Orientation Training			

**OKLAHOMA COUNTY JUVENILE DETENTION CENTER  
Support Employees Orientation Training**

All new Support Employees with regular but minimal contact with youth receive 40 hours of orientation training prior to job assignment **(3-JDF-1D-11)**. Orientation training course requirements include the following:

<b>EMPLOYEE NAME:</b>		<b>DATE EMPLOYED:</b>	<b>POSITION:</b>
<b>TOPIC/COURSE DIRECTOR</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Executive Staff Welcome and Introductions	1 hour		
Director's Welcome Table of Organization Oklahoma County Juvenile Bureau (OCJB): Mission and Goals, Policies and Procedures, <ul style="list-style-type: none"> <li>Chapter 1 Policy 1.1, 1.2, 1.4</li> </ul>	1 hour		
Code of Ethics/Employee Conduct <ul style="list-style-type: none"> <li>Chapter 3 Policy 3.21</li> </ul>	1 hour		
Cultural Diversity/Awareness	1 hour		
<b>TOPIC/COURSE HUMAN RESOURCES</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Benefits/Enrollment/Retirement/Sexual Harassment/Diversity/Stress Management/HR Downtown	4 hours		
County Health and Safety	1 hour		
Oklahoma County Employee Handbook <ul style="list-style-type: none"> <li>Chapter 3 Policy 3.1</li> </ul>	3 hours		
Sexual Harassment/Diversity/Stress Management	2 hours		
<b>TOPIC/COURSE</b>	<b>TIME</b>	<b>DATE</b>	<b>TRAINER/PRESENTER SIGNATURE</b>
Employee Time and Leave	.50 hours		
Facility Administrator's Introduction	1 hour		
Final Remarks and Close Out	1 hour		
Fire/Emergency Drills/ Evacuation Plans/Procedures	8 hours		
First Aid/Cardio Pulmonary Resuscitation (CPR)	8 hours		
Interpersonal Relations/Social/Cultural Lifestyles of Youth Population	1 hour		

Key and Tool Control	1 hour		
Medical Orientation: Airborne/Bloodborne Pathogens, Hepatitis B Shot	2 hours		
Rules/Dress Code	1 hour		
Sexual Abuse/Sexual Assault/Prison Rape Elimination Act of 2003 (PREA)	1 hour		
Tour: Juvenile Justice Center and the Oklahoma County Juvenile Detention Center	1 hour		
<b>TOTAL HOURS COMPLETED</b>			<b>ORIENTATION TRAINING</b>

## OKLAHOMA COUNTY JUVENILE BUREAU

### Lesson Plan

#### Course information

Course Title:

Developed by/Date:

Estimated Time Block:

#### Course Objective(s):

- 1.
- 2.
- 3.

**Material/Equipment Needed:** "Training Roster," Attachment J of Policy 2.1, "Training and Employee Development"

**Handouts:** "Trainer Evaluation," Attachment I of Policy 2.1, "Training and Employee Development"

#### Participant Engagement Methods:

#### Training Outline:

(Example)

- Training Roster: All employees must sign the training roster to receive training credit.
- Handouts: Each above listed handout is provided to all trainees.
- Presentation: description of presentation – power point, video, webinar, etc. including all necessary instructions.
- Quiz: (optional) Employees are given time to complete the quiz that was provided with their handouts.
  - Trainer collects and grade quizzes individually **and/or** goes through questions with the group and initiates open discussion while providing correct answers.
- Questions/Comments: Allow employees to ask any final questions for clarification.
- Evaluation: Employees are given time to complete the evaluation and submit to trainer.
- Trainer provides Training Manager with "Training Roster," Attachment J, and "Trainer Evaluation," Attachment I of Policy 2.1, "Training and Employee Development."

## OKLAHOMA COUNTY JUVENILE BUREAU Trainer Evaluation

**Topic/Course Subject:**  
**Trainer(s):**  
**Date:**  
**Time:**

How would you rate this training for meeting your needs or expectations?	<input type="radio"/> Excellent	<input type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory
How would you rate the quality of the training materials?	<input type="radio"/> Excellent	<input type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory
How would you rate the presentation skills of the trainer?	<input type="radio"/> Excellent	<input type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory
How would you rate the trainer's knowledge of material?	<input type="radio"/> Excellent	<input type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory
Was the content well-organized and easy to follow?	<input type="radio"/> Yes	<input type="radio"/> No	
Were the training objectives met?	<input type="radio"/> Yes	<input type="radio"/> No	
Did the training activities engage participation?	<input type="radio"/> Yes	<input type="radio"/> No	
Did you feel free to ask questions?	<input type="radio"/> Yes	<input type="radio"/> No	
Have your skills and/or knowledge increased as a result of the training?	<input type="radio"/> Yes	<input type="radio"/> No	
How would you rate this training overall?	<input type="radio"/> Excellent	<input type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory

What knowledge did you gain from this course that will benefit you the most in your current position?

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What information or learning activities did you find confusing or of little to no benefit to you in your current position?

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What, if any, improvements would you suggest?

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Name (optional): \_\_\_\_\_ Date: \_\_\_\_\_

