75:25-3-6. Client record, handling, retention, and disposal
(a) A program shall have written policy and procedures addressing the storage, retention period, and method of disposal of BIP records.
(b) Client records shall not be maintained and/or stored at a location other than the certified locations without the prior written authorization of the Office of the Attorney General.
(bc) Client records shall be easily retrieved by staff as needed for providing and documenting services.
(ed) Compliance with 75:25-3-6 shall be determined by a review of the program's policy and procedures, and a review of office and files.

75:25-3-13. Annual program evaluation
(a) The agency shall conduct an annual evaluation for each state fiscal year (July 1 – June 30) of the program's services, facilities and policy and procedures. This evaluation shall be carried out according to a written plan established in policy and procedures to include the plan of evaluation, data to be reviewed, and the persons to conduct the evaluation. Annual reports shall include at a minimum; screened, admitted, rejected, terminated, and completed.
(b) Upon completion, this evaluation shall be made available to the OAG, local district attorney, court, personnel and volunteers.
(c) Compliance with 75:25-3-13 shall be determined by a review of the program evaluation, policy and procedures, staff meeting minutes, and/or any other supporting documentation provided by the program.

SUBCHAPTER 5. PERSONNEL AND VOLUNTEERS
PART 1. PERSONNEL

75:25-5-1. Personnel policies and procedures
(a) The program shall have written policies and procedures governing the conditions of agency employment to include appropriate screening and background inquiries to ensure client safety and confidentiality. Prior to employment, all certified programs are required to obtain an Oklahoma State Bureau of Investigation (OSBI) criminal history name search of employees to also include a search of the registries maintained pursuant
to the Oklahoma Sex Offenders Registration Act and the Mary Rippy Violent Crime Offenders Registration Act. At least annually thereafter, all certified programs are required to conduct a name search of employees against the registries maintained pursuant to the Oklahoma Sex Offenders Registration Act and the Mary Rippy Violent Crime Offenders Registration Act.

(b) The agency's policy and procedures shall be accessible to all personnel and each shall be informed of personnel policies and procedures, and any other materials regulating or governing the conditions of their employment.

(c) Written policies and procedures shall ensure personnel are informed of any changes to these aforementioned materials.

(d) Compliance with 75:25-5-1 shall be determined by a review of the program's personnel policies and procedures, interviews with staff, review of staff meeting minutes and/or other supporting documentation.

PART 3. VOLUNTEERS

75:25-5-12. Volunteer policies and procedures
(a) The program shall have written policies and procedures governing volunteer utilization to include appropriate screening and background inquiries to ensure client safety and confidentiality. Prior to direct services volunteering, all certified programs are required to obtain an Oklahoma State Bureau of Investigation (OSBI) criminal history name search of volunteers to also include a search of the registries maintained pursuant to the Oklahoma Sex Offenders Registration Act and the Mary Rippy Violent Crime Offenders Registration Act. At least annually thereafter, all certified programs are required to conduct a name search of direct services volunteers against the registries maintained pursuant to the Oklahoma Sex Offenders Registration Act and the Mary Rippy Violent Crime Offenders Registration Act.

(b) The agency's policies and procedures shall include provisions for non-discrimination with regard to the agency's relationship with volunteers in accordance with applicable state and federal laws.

(c) Compliance with 75:25-5-12 shall be determined by a review of the program's written policy and procedure, and volunteer interviews.

PART 5. TRAINING

75:25-5-21. Personnel training, batterers intervention services
(a) Personnel facilitating batterers intervention groups shall
minimally have a graduate degree in a behavioral health or criminal justice related field and one-year related work experience, have a Bachelor's degree in a behavioral health or criminal justice related field and two years related work experience, or have been employed as a facilitator in a certified batterers intervention program prior to July 1, 2008.

(b) A certified batterers intervention program shall contract with or employ a qualified licensed professional as defined in 75:25-1-3 under "Counseling" for purposes of providing case consultation to personnel facilitating batterers intervention groups for client mental health and substance abuse issues. All BIP staff, BIP volunteers, BIP contractors, and BIP program supervisors shall complete batterers intervention facilitator orientation training sponsored by the Oklahoma Office of the Attorney General within six months of employment or volunteer service.

(c) Prior to providing any direct services, personnel facilitating batterers intervention services shall observe a minimum of 12 batterers intervention group sessions from an OAG certified program, and must complete 20 hours of training that includes, but is not limited to:

1. causes and dynamics of domestic violence;
2. identification of cultural and social influences that contribute to violence;
3. identification of coercive behavior;
4. coercive sexual behavior;
5. impact of domestic violence on children and the dynamics of the batterer as a parent;
6. basic defense mechanisms of batterers that promote deception, distortion and misrepresentation of the facts of the domestic abuse and the experience of the victim; and
7. Lethality indicators and assessment procedures such as:
   A. perceived loss of control over the victim through separation, divorce, victim fleeing,
   B. extreme jealousy,
   C. escalation of abuse,
   D. acts of abuse,
   E. suicide/homicide threats, plan to carry out either of above,
   F. use of, or threat to use weapon (especially a gun),
   G. strangulation,
   H. stalking,
   I. history of mental health problems, substance abuse,
   J. history of sexual abuse of victim or children,
   K. kidnapping of partner,
(L) unemployment; and
(M) abuse or cruelty to animals
(8) the effects of alcohol and drug use/abuse and domestic violence;
(9) exploring myths and beliefs about domestic violence, including myths about provocation;
(10) impact of domestic violence on victims;
(11) batterers who re-offend;
(12) group dynamics and group structure;
(13) planning for non-violence and victim and dependent safety;
(14) power and control;
(15) facilitator boundaries and collusion with the batterer; and
(16) providing safe victim and/or partner contact; and

(d) Personnel who provide batterers intervention service may not provide services for the victim that may result in a conflict of interest.
(e) Personnel who provide batterers intervention must declare in writing that they are:
   (1) violence free in their own lives,
   (2) not abusing drugs or alcohol, and
   (3) seeking to rid themselves of sexist attitudes.
(f) Compliance with 75:25-3-21 shall be determined by:
   (1) Review of program's policy and procedures.
   (2) Review of program's training records and other provided documentation of staff training.
   (3) Review of personnel records.