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| SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE | | POLICY NUMBER 900-01 | PAGE NUMBER 1 OF 16 |
| | | DISTRIBUTION: | Public |
| | | SUBJECT: | DOC Staff Training |
| RELATED STANDARDS: | ACA 5-ACI: 1D-01, 1D-02, 1D-03, 1D-04, 1D-05, 1D-07, 1D-08, 1D-12, 1D-17, 1D-21 (M) ACA 3-CTA: 3A-01, 3A-02, 3A-03, 3A-05, 3A-06, 3A-09, 3A-10, 3A-12, 3A-13, 3A-14, 3A-16, 3A-17, 3A-18, 3A-23 ACA 3-JTS: 1D-02, 1D-08 ACA 4-APPFS: 3A-05, 3A-15, 3A-16, 3A-17 | EFFECTIVE DATE: | June 15, 2024 |
| | | SUPERSESION: | 03/07/2013 |
| DESCRIPTION: Training and Staff Development | | REVIEW MONTH: May |  KELLIE WASKO SECRETARY OF CORRECTIONS |

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to provide planned, organized, and evaluated training and development opportunities that improve job performance, facilitate career development, and elevate professionalism for DOC staff. The department *will provide an annual report on its training plan and provide ongoing formal evaluation of all basic training, in-service training, and specialized training programs* [ACA 5-ACI-1D-05] and [ACA 1-CTA-3A-06].

II. PURPOSE

The purpose of this policy is to establish standards, define elements and structure, and assign responsibilities of the DOC training system. The mission of the training program is to create and maintain an environment where new employees are prepared for entry into the corrections profession, and in-service employees are trained to their highest potential and are empowered to achieve the highest standard of professionalism. This is accomplished through the development, delivery, and management of basic, in-service, and specialized training through the DOC Training Department.

III. DEFINITIONS

Community Corrections Staff:

Director of Juvenile Services, juvenile services specialists, juvenile corrections agent supervisors, juvenile corrections agents, and support / clerical staff employed by the DOC, full or part-time.

In-Service:

Annual training provided by the division to facility staff and parole and juvenile division staff in order to present new information and/or skills and enhance and/or reinforce existing knowledge or skills for use in daily operations.

Senior Juvenile Corrections Agent:

Staff that serve as division field training officers. Senior agents are assigned an area of specialization, to include one or more of the following: EBP curriculum specialist; Mandt, and risk/needs assessment specialists.

Senior Parole Agent:

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Staff that serve as division field training officers. Senior agents are assigned an area of specialization, to include evidence-based practices specialist, firearms instructors, field training officers (FTO), and defensive tactics instructors.

Training Advisory Committee:

A committee composed of the associate director of staff training and development and representatives from the agency's executive team and operational units to develop, evaluate, and update the annual training plan.

IV. PROCEDURES

1. Training Requirements:

- A. *Written policy, procedure, and practice provide that the institution's employee staff development and training programs are planned, coordinated, and supervised by a qualified supervisory employee. The training plan is reviewed annually [ACA 5-ACI-1D-01] and [ACA 1-CTA-3A-01].*

- B. *The qualified individual coordinating the staff development and training program has specialized training for that position [ACA 5-ACI-1D-02] and [ACA 1-CTA-3A-02].* The associate director of staff training and development is a full-time qualified employee who will administer and direct the DOC training programs. This individual is responsible for ensuring that training and development programs are coordinated, planned, and supervised.
 1. The annual *training plan is developed, evaluated, and updated based on an annual assessment that identifies current job-related training needs* and provides for ongoing evaluation of all basic, in-service, and specialized training programs [ACA 5-ACI-1D-03] and [ACA 1-CTA-3A-03]. *The institution's training plan is developed by an advisory training committee composed of the institution's training coordinator and representatives from other institutional departments [ACA 5-ACI-1D-04] and reviewed and approved by an advisory training committee composed of the associate director of staff training and development and representatives from the DOC's central office and operational units [ACA 1-CTA-3A-05].* The DOC Training Advisory Committee meets quarterly or as needed and is chaired by the associate director of staff training and development.
 2. The training plan will at a minimum consist of the following information:
 - a. List of all courses/classes to be offered.
 - b. Projected dates of the courses/classes offered.
 - c. Synopsis of each course/class, including length in hours, target group, objectives, and prerequisite training.
 - d. Enrollment information.
 - e. It will be available to employees by January 1, in advance of the training year.
 3. There will be a quarterly meeting of all training staff to address training needs and issues and participate in planning, review, and evaluation of the training system.
 4. DOC facilities and offices will establish a facility training advisory committee that will include field training staff appointed by the warden, director, or designee to review or make suggestions to the annual training plan, review the results of the needs assessments, and review and evaluate the training programs. *The facility Training Advisory Committees will meet quarterly to review progress and resolve problems and will maintain a written record of meetings for the warden and the associate director of staff training and development [ACA 5-ACI-1D-04].* Submitted by each facility/office, these training plans document the projected classes, their tentative schedule, and identify those courses which the facility/office has mandated for employees, contract workers, and volunteers. Training plans are developed, evaluated, and updated based on a valid assessment that identifies current job-related training needs.
 5. The training department will provide for a system to monitor operations and training programs through inspections and reviews. This monitoring is conducted by the associate director of staff training and development or designee(s) at least annually.
 6. All training offered in the DOC will be posted and available on the DOC intranet. Field training staff may also share training announcements through roll call briefings or postings within the

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facility. monthly training calendars will be coordinated and consolidated regarding locations, dates, times, and instructors to maximize training resources. Supervisors are required to approve/deny training requests and make scheduling adjustments if needed, in accordance with facility/office procedures. ***Each course of instruction will have a class schedule that includes the name of each class, time and date of each class, and scheduled instructor [ACA 1-CTA-3A-13].***

7. Employees, contract workers, and volunteers approved and registered for any training are expected to attend training in its entirety, unless the reservation is canceled in advance, or an emergency occurs which is verified by the supervisor. Names of participants registered for training but not in attendance will be submitted to the respective supervisor. The participant must complete an attendance roster and successfully complete the course, as documented by the course instructor, and authenticated by the training staff. ***Daily class attendance is recorded, certified as accurate by the instructor, and maintained as required by local statute or regulation [ACA 1-CTA-3A-12].***
8. The DOC will encourage employee membership and attendance for job related seminars, conferences, and workshops, and participation in criminal justice and professional organizations and activities as resources permit.
9. Job responsibilities or activities may require attendance at one or more of the basic training classes as recommended by the warden and approved by the associate director of staff training and development or designee.
10. Bureau of Information & Telecommunication (BIT) and the training department will address computer training information needs, programs, and implementation.

2. Training Responsibilities - Departmentwide:

- A. Supervisors departmentwide, at all levels, are responsible for ensuring that their employees receive the training necessary to satisfactorily perform their duties.
 1. Supervisors will ensure that each of their employees attends and satisfactorily completes training sufficient to meet or exceed the in-service mandatory minimum training.
 - a. Supervisors and officers in charge (OICs) will ensure that their subordinates will perform only those duties for which they have received training.
 - b. BHRA staff will review applications and initiate security background checks on DOC applicants considered for ID badges where applicable.

3. Basic Training and Orientation – Institutional Staff:

- A. New employee training will consist of the following, at a minimum:
 1. All DOC staff assigned to any job requiring offender interactions, supervision, or assignment beyond a main control center gate or slider into the facility requires one hundred twenty (120) hours during the first year of employment to include:
 - a. Standards of conduct/ethics/professionalism.
 - b. Security/safety/fire/medical/emergency procedures.
 - c. Supervision of offenders including training on sexual abuse and assault.
 - d. Use of force.
 - e. Suicide awareness/intervention.
 - f. Offender rights.
 - g. Tool and key control.
 - h. Interpersonal relations/communications/professional skills.
 - i. Equity, diversity, and inclusion.
 - j. Incident command systems.
 - k. Mental health first aid.
 - l. Oleoresin Capsicum (OC) class and level 1 exposure (Clinical Services staff optional).
 - m. CPR / First aid in line with American Heart Association standards.
 - n. Threat Pattern Recognition (TPR)

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- B. *All new correctional officers receive one hundred twenty (120) hours of training during their first year of employment [ACA 5-ACI-1D-12].*
- C. During basic training, all new staff will sign the *New Hire Confidentiality Agreement* and the *New Hire - Employee Tuberculin Screening* forms (see attachments #3 and #4).
- D. Any alternate training requirements will be determined on a case-by-case basis with the safety of that staff member and their working environment being a contributing factor to training received. These requirements will be communicated to the associate director of staff training and development with approval from the respective director.
- E. Training presented to staff members by the institution's training staff must have prior approval from the associate director of staff training and development and will be documented and recorded. An individual record of all training received by each staff member will be maintained.
- F. Roll Call Training: Roll call training is a sequenced training developed and approved by the associate director of staff training and development. Roll call training is offered during roll call by designated facility staff.
1. A total of up to eight (8) hours of roll call training credit may be accumulated, per training/performance cycle.
- G. Block Training: Facilities/offices may deliver annual in-service/mandatory training in designated blocks of time. A plan detailing the courses, qualified instructors, and scheduling will be provided to the associate director of staff training and development and training or designee for review and approval at least sixty (60) days in advance of block training.
- H. On-line training: On-line training completed by accessing SDLEARN will be granted training credits not to exceed eight (8) hours.
- I. Threat Pattern Recognition (TPR): Only instructors authorized/certified by the Pressure Point Control Tactics (PPCT) Management Incorporated/Human Factor Science Group are permitted to instruct TPR. After March 01, 2023, all employees that are required to attend a full basic training academy will obtain and maintain current certification in TPR training.
1. Anyone hired prior to March 01, 2023, and still employed at the DOC, may retain their TPR status.
 2. Annual TPR Refresher: All staff certified in TPR are required to take an eight (8) hour annual refresher course within one (1) year of the date of previous certification. With notification prior to the staff members certification expiration, the associate director of staff training and development or designee will have the discretionary authority to grant an extension of up to ninety (90) days, if due to extenuating circumstances as defined by PPCT Management Incorporated/Human Factor Science Group (i.e., military, medical, disasters, or civil emergency), an employee, contract worker, or volunteer is unable to complete a refresher within a year. A thirty (30) day extension for any other reason may be granted by the associate director of staff development and training upon request by the warden.
 3. Employees who fail to maintain TPR certification will be referred to the warden for further action.
 4. Completion of TPR: Upon successful completion of TPR, a form must be signed and dated acknowledging that no unreported injuries were sustained.
 5. Requests for exemption from TPR certification: All employees required to complete full basic training must complete and successfully pass practical and written testing for the TPR requirements during basic training and maintain certifications annually or submit an exemption request through their warden that will be forwarded to the associate director of staff training and development and the director of Prisons for review.
 6. Failure to complete the appropriate TPR certifications may exclude an employee from future promotional or transfer opportunities.

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- J. CPR/First Aid: The training requirements for CPR/First Aid are:
1. Medical DOC employees will receive a current certification in American Heart Association (AHA) Basic Life Support (BLS) for healthcare providers if their BLS expires within one (1) year at time of hire. This will be coordinated through the director of Clinical and Correctional Services.
 2. CPR / First Aid and AHA BLS certifications are active for two (2) years from the month of certification.
- K. Staff Development/Advancement:
1. The training department will schedule courses that prepare employees for career advancement and professional growth. Topics may include but are not limited to leadership skills, supervision techniques, diversity issues, personnel rules, conflict management, dispute resolution, budgetary and/or fiscal areas, decision making, and problem solving.
 2. These courses may be scheduled by the training department or requested by individual facilities through the training department.
 3. Employees or contract workers who are required to maintain specialty/technical licenses or certifications as a condition of employment must provide updated certificates or licenses to the Bureau of Human Resources and Administration (BHRA) and the training department as necessary.
 4. Certain training courses and/or frequency of training may be identified by DOC as priority training for all or specifically defined employees, in coordination with the associate director of staff training and development or designee.
 5. Wardens, in coordination with training and supervisory personnel, will ensure that employees, contract workers, and volunteers whose job assignments require mandatory training attend such training, as defined by policy, procedure, statute, law, or by direction of the secretary of corrections (SOC).
 6. Whenever a training course is determined by the executive management team to be mandatory department-wide, it will be coordinated through the associate director of staff training and development to ensure that adequate resources are available to provide training.
 7. Based on the facility/offices specific mission, the warden may designate selected training to be mandatory for employees assigned to that location.
- L. Curriculum development and distribution: The training curriculum is developed based on clear, concise, and measurable written statements of intended learning outcomes. The content and instructional methods selected for a training program are consistent with stated learning objectives, sequenced to facilitate learning, and incorporate strategies to evaluate the learning. *The student training and development programs use the resources of public and private agencies, private industries, colleges, universities, and libraries [ACA 5-ACI-1D-07] and [ACA 1-CTA-3A-09].* Numerous resources exist including the National Institute of Corrections and National Academy of Corrections, National Institute of Justice, large corporations, and professional groups. Training courses may be provided directly or sponsored by the training department, facilities, agencies, local college network, public and private agencies, other state agencies, or private vendors.
- M. Lesson Plans: Training curriculum is created/revised by credentialed curriculum developers, delivered by authorized instructors, and in accordance with approved DOC curriculum and procedures. A completed and approved lesson plan cover page will be submitted with all lesson plans which will list instructor qualifications for each class. All DOC training lesson plans, course outlines, or content summaries will be submitted to the respective training manager for review and forwarded to the associate director of staff training and development or designee for final review and approval.
1. The training department will *provide standards for the development of lesson plans and require that lesson plans be on file and followed for each class conducted [ACA 1-CTA-3A-14].*
 2. Lesson plan approval by the associate director of staff training and development or designee is required in order to establish course information required for entry into the learning management system (LMS), which ultimately ensures participant training credit and establishes that the training

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is legally defensible. Training credit will not be granted for any lesson plans presented without prior approval from the associate director of staff training and development.

3. Lesson plans will be reviewed at regular intervals. Updates/changes to training courses will be submitted to the associate director of staff training and development or designee for final review and approval, prior to scheduling and delivery of the training.
4. The training department staff will have access to the training folder on the network drive for current basic training and in-service lesson plans.
5. Training courses and curriculum based upon non-public policy will be maintained in a secure and locked location.
6. *The necessary space and equipment for student training and staff development programs are available [ACA 5-ACI-1D-08].*
7. Offenders may be selected for specific presentations as approved by the warden and the associate director of staff training and development. Specific qualifications for an offender to present will be identified on a lesson plan cover page.

4. Basic Training and Orientation – Juvenile Division:

- A. *A training plan is developed, evaluated, and updated based on an annual assessment that identifies current job-related training needs [ACA 3-JTS-1D-02].*
- B. All new employees of the Division of Juvenile Services will receive basic training that consists of the following at minimum:
 1. Bureau of Human Resources and Administration (BHRA) State Government orientation.
 2. Orientation overview of South Dakota Department of Corrections.
 3. DOC mission, vision, and values.
 4. Standards of conduct, ethics, and professionalism.
 5. Mandatory policy review.
 6. Interpersonal relationships, communication skills, and boundaries.
 7. Equity, diversity, and inclusion.
 8. Prison Rape Elimination Act (PREA) standards juvenile.
 9. Comprehensive offender management system (COMS) training.
 - a. CPR / First aid will be completed every two (2) years in line with American Heart Association standards.
- C. The following chart establishes the minimum number of basic training hours required for various employment positions within the Division of Juvenile Services:

| Employment Position | Basic |
|---|-------|
| Community Corrections Support Staff/Clerical (Minimum juvenile contact) | 40 |
| Juvenile Justice Specialist and Juvenile Corrections Agents Supervisors | 40 |
| Juvenile Corrections Agents | 80 |

- D. *All administrative and managerial staff (juvenile justice specialists and juvenile corrections agent supervisors) receive forty (40) hours of training in addition to orientation during their first year of employment/in the new supervisory position and forty (40) hours of training each year thereafter [ACA 3-JTS-1D-08].* All newly appointed supervisors receive forty (40) hours of supervisory training within one (1) year of their appointment. This training at minimum covers the following areas:
 1. BHRA Core Supervisory Skill classes.
 2. BHRA Legal Compliance Training, and
 3. Other SDLearn electives as determined necessary.

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E. Basic Training Content for Juvenile corrections agent staff:

1. Juvenile corrections agent staff will participate in a minimum of eighty (80) hours of basic training. Training will be provided through combination of individual instruction and on the job training as identified below:
 - a. Principals of Effective Intervention & Case planning introduction.
 - b. Intake process requirements.
 - c. Assessments/screenings (YLS/CMI 2.0 introduction, MAYSI 2, JSOAP II introduction, JSORRAT II, GAINS-SS).
 - d. Case management.
 - e. Adolescent development, brain science, trauma & impact on behavior.
 - f. Aftercare procedures.
 - g. Report Writing.
 - h. Interstate Compact on Juveniles.
 - i. The Mandt System introduction.
 - j. Safety Guidelines, Use of Restraints/Transport Policy/Use of Force/Search & Seizure.
2. As outlined in the Juvenile Community Corrections operations manual and division training plans specific to (EPICS, YLS 2.0, Principles of Effective Intervention & Case Planning, Mandt, Motivational Interviewing & JSOAP II), juvenile corrections agents will receive specialized training in identified curriculums within the first six (6) months of their employment and on-going coaching to ensure fidelity and sustain these efforts integral to our organizational culture.

5. Basic Training and Orientation - Parole:

- A. *All parole officers and other professional employees receive forty (40) hours of training as soon as possible after their appointment but no later than one (1) year, and forty (40) hours of training each year thereafter [ACA 4-APPFS-3A-17].* Basic training for parole agents will also include, at a minimum:
 1. Supervision of offenders including training on sexual abuse and assault.
 2. Use of force and de-escalation.
 3. Suicide awareness/intervention.
 4. Offender rights.
 5. Interpersonal relations/communications/professionalism.
 6. Equity, diversity, and inclusion.
 7. Oleoresin Capsicum (OC) class and level 1 exposure.
 8. CPR/First aid in line with American Heart Association standards.
 9. Threat pattern recognition.
 10. Evidence based practices in community corrections to include the Risk Need Responsivity approach to supervision.
 11. Case law as it relates to due process rights and supervision requirements.
 12. Best practices in re-entry to include an overview of the SD DOC re-entry model.
- B. *All clerical/support employees receive sixteen (16) hours of training during their first year of employment and at least sixteen (16) hours of training each year thereafter [ACA 4-APPFS-3A-16].* This is typically on-the-job training that consists of the knowledge and skills necessary to begin managing the daily operations of a parole field office.
- C. The director of training and development will be provided a copy of all lesson plans and agendas.
- D. The field training officer (FTO), or designee, will complete a weekly observation report to summarize the training received and progress made by the new hire.

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- E. Regional supervisors will work with the FTOs, or designees, to review the training, progress, and performance of all new hires after two (2) months of employment and again after five (5) months of employment and provide updates to the regional supervisor.
- F. Each FTO review will identify any specific deficiencies the new hire has and will develop a plan for providing additional training to correct the deficiency.
 - 1. As part of the five (5) month review for Parole agents, the FTO will audit the caseload assigned to the new agent.
- G. After every subject has been covered, the new employee will sign an acknowledgement stating they have received adequate training over the subject matter.
- H. Following satisfactory completion of training, the new hire will be given a certificate of completion.
- I. Parole Services Orientation: *All new parole agents receive at least forty (40) hours of orientation before undertaking their assignments [ACA 4-APPFS-3A-05].*
 - 1. Newly hired administrative staff will receive eight (8) hours of one-on-one training with the assigned supervisor, or designee.
 - 2. Parole Services Orientation includes at a minimum the following:
 - a. Bureau of Human Resources and Administration (BHRA) State Government.
 - b. Orientation Overview of South Dakota Department of Corrections.
 - c. Administrative Issues.
 - d. DOC Mission, Vision, Values.
 - e. Standards of Conduct/Ethics/Professionalism.
 - f. Mandatory Policy Review.
 - g. PREA Standards.
 - h. COMS.

6. Required Training Following an Extended Period of Leave:

- A. Training requirements when returning from military deployment / Family Medical Leave Act (FMLA) / or other extended leave:
 - 1. If an employee returns from extended leave, the certification for the following classes must be reviewed, and completed when required, prior to being assigned to a facility post with offender contact:
 - a. Firearms qualifications (as defined by job classification).
 - b. TPR.
 - c. Use of Force refresher.
 - d. PREA.
 - e. CPR/First Aid, or AHA BLS for healthcare providers (two (2) year updates required).
 - 2. If not completed during initial training, the following must also be completed:
 - a. Incident Command Systems.
 - b. Oleoresin Capsicum (dependent on position).
 - c. Classes required by BHRA.

7. Annual In-Service Training Requirements – Institutional Staff:

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A. Each year staff are required to take annual in-service training. Annual in-service classes are scheduled per area for the training cycle that runs from July 1st to June 30th. Annual training is available to employees in a combination of classroom and online formats. This training is required based on job location and/or classification and is intended to be the refresher to a previously attended course. An annual training calendar will be available at each facility and sent to the warden for distribution.

1. All staff that have completed the full basic training will receive at least forty (40) hours of annual training. This training will include at a minimum the following areas:
 - a. Standards of conduct/ethics.
 - b. Security/safety/fire/medical/emergency procedures.
 - c. Supervision of offenders including training on sexual abuse and assault /PREA.
 - d. Use of force and de-escalation.
 - e. TPR refresher.
 - f. Additional topics will be included based upon a needs assessment of both staff and institution requirements or by staff request to attend.
 - g. CPR / First aid will be completed every two (2) years in line with American Heart Association standards.
 - h. Mental health first aid.

8. Annual In-Service Training Requirements – Juvenile Division:

A. Juvenile corrections agents, supervisors and juvenile justice specialists will complete forty (40) hours of annual in-service training.

1. Training curriculum may include the following content areas:
 - a. Principles of Effective Intervention & Case Planning refresher.
 - b. Youth Mental Health First Aid (every 3 years).
 - c. Effective Practices in Community Supervision (EPICS) refresher.
 - d. Motivational Interviewing refresher.
 - e. YLS 2.0 refresher.
 - f. The Mandt System.
 - g. Policy changes/updates.
 - h. Cultural diversity.
 - i. Drug Identification, trends, and testing.
 - j. Suicide Prevention and Intervention.
 - k. PREA standards juvenile.
 - l. Use of Restraints / Pat Search refresher.
 - m. CPR/First aid will be completed every two (2) years in line with American Heart Association standards.
2. Semi-Annual regional training will be provided to juvenile corrections agents. All training agendas shall be submitted to the director of Juvenile Services for approval to ensure consistency in both content and process.
3. Other training opportunities may be available but not limited to community education, workshops, and seminars; local law enforcement; South Dakota Corrections Association; Bureau of Human Resources and Administration (BHRA) sponsored training, or any training that is determined to be necessary and related to the fulfillment of job responsibilities and development of staff.
4. Support staff will attend a minimum of sixteen (16) hours in-service training per year. Support staff may attend the BHRA annual conference or access relevant training offered through SDLearn.

B. The following chart establishes the minimum number of in-service training hours required for various employment positions within the Division of Juvenile Services:

| Employment Position | Annual In-service |
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| Community Corrections Support Staff/Clerical (Minimum juvenile contact) | 16 |
| Juvenile Justice Specialist and Juvenile Corrections Agents Supervisors | 40 |
| Juvenile Corrections Agents | 40 |

9. Annual In-Service Training Requirements – Parole Division:

- A. All parole agents and supervisory staff will receive a minimum of forty (40) hours of training annually. Training curriculum will include at a minimum:
1. Standards of conduct/Ethics.
 2. Supervision of offenders including training on sexual abuse and assault/PREA.
 3. Use of force and de-escalation.
 4. TPR refresher.
 5. Additional topics will be included based upon needs assessment of staff requirements.
 6. CPR / First Aid will be completed every two (2) years in line with American Heart Association standards.
 7. Mental Health First Aid (every three (3) years).
- B. All administrative staff will receive a minimum of sixteen (16) hours of job specific training annually, to include PREA for those staff who interact with parolees.
- C. All staff may attend training from BHRA as approved by the regional supervisor. This includes training provided through SDLearn.
- D. Staff are required to sign the *Receipt and Acknowledgement of DOC Policies and SDCL Signature Form* during basic and In-Service training acknowledging they are fully aware of, have reviewed, understand, and agree to abide by these policies (see attachment #1).
- E. Evidence based practices senior agents will organize and set up the annual parole division training.
- F. All proposed training provided by the parole division will be reviewed by the regional supervisors. The regional supervisors will recommend training curriculum to the director and associate director of parole for approval.
1. Supervisors and senior agents will meet, at a minimum, quarterly to determine training agendas, outlines, and needs to ensure the training provided is in line with the DOC mission and policies.
 2. The associate director of training and development will be provided a copy of all lesson plans and agendas.

10. Promotional Training and Certifications:

- A. *All newly appointed supervisors will receive forty (40) hours of supervisory training within one (1) year of appointment. This training at a minimum covers the following areas: supervisory skills, general management, labor law, employee-management relations, relationships with other service agencies, and evidence-based practices for effective offender interventions [ACA 4-APPFS-3A-15].*

11. On the Job Shadowing (OJS) Prison Rape Elimination Act (PREA) Orientation:

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- A. A staff member whose regular job duties include contact with or supervision of offenders within a DOC facility and who begins performance of their job duties prior to attending or completion of basic training, will complete an OJS PREA orientation course prior to having contact with offenders. All volunteers and identified contracted staff will also attend OJS PREA orientation prior to having contact with offenders if they have not already completed basic training.
- B. Upon completion of the OJS PREA orientation course, the staff member will remain under direct visual supervision of a fully trained staff member while performing job duties that include supervision of inmates until basic training is completed.
- C. All staff will receive the remainder of their training with the next basic training class.

12. Volunteer and Contract Employee Training:

- A. ***All part-time staff and contract personnel receive formal orientation appropriate to their assignments and additional training as needed [ACA 5-ACI-1D-17].*** Volunteers or contract employees that complete and turn the accompanying paperwork into the training department confirming understanding of the online videos or the eight (8) hours of in person training will receive a temporarily assigned red badge when exchanged for a driver license, passport, etc., each time they enter the facility. Volunteers that have a red badge require an escort that is a blue badged state employee at all times while inside the facility.
- B. Volunteers must successfully complete the volunteer training course.
- C. Contract workers and temporary interns, who are short-term (nine (9) months or less), will attend the DOC abbreviated one to three (1 to 3) day training class and a Prison Rape Elimination Act (PREA) orientation prior to reporting to their assignment. Annual training should be job specific, relevant to performance needs and appropriate to their assignment.
- D. Volunteers or contract employees that complete the online videos or the eight (8) hours of in person training in addition to the sixteen (16) hour South Dakota Self Defense course and have completed and turned in the appropriate paperwork to the training department will receive a green badge when exchanged for a driver license, passport, etc., each time they enter the facility. Any volunteer with a green badge will not require an escort.
- E. All staff, volunteers, or contractors with red or green ID Card access are required to complete PREA Orientation and are required to review and/or sign the following forms (see DOC policy and attachments 300-01 – *Facility Access & ID Requirements*):
 - 1. Volunteer Handbook (Volunteers only). Completed by the cultural activities coordinator (CAC).
 - 2. Background Check Authorization. Completed by BHRA.
 - 3. DOC Release & Waiver of Liability. Completed by CAC.
 - 4. Volunteer Work Agreement. Completed by CAC and approved by the warden.
 - 5. Acknowledgement of Understanding PREA Staff Training. Completed by training department.
 - 6. Acknowledgement of Understanding Ethics Policy. Completed by training department.
- F. Medical contract employees can complete either training to receive either respective badge. Red with escort and green without escort based on training completed. Medical contract employees will have a badge issued that does have access capabilities in order to accomplish job duties and will be issued a radio while in the facility. Proper use and professional radio etiquette will be part of both training courses.

13. Training Records and Documentation:

| | | | |
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| SECTION | SUBJECT | DOC POLICY | Page 12 of 16 |
| Training and Staff Development | DOC Staff Training | 900-01 | Effective: 06/15/2024 |

- A. ***The training department will govern the maintenance and handling of staff training records [ACA 1-CTA-3A-10].*** The associate director of training is responsible for maintaining final training records for all divisions. They will maintain an ongoing record of personnel training and instructor credentials in accordance with standards and procedures issued through the training department.
1. A record for each course will be maintained that includes:
 - a. Attendance records (Training Roster).
 - b. Lesson Plans.
 - c. The instructor's name (Training Roster Attendance).
 - d. Class evaluations.
 - e. Course beginning and ending dates.
 - f. Student test results (if applicable).
 - g. A record of certificates awarded (if applicable).
- B. The training lieutenants will maintain a separate record of training for each employee. Training records for volunteers or contract temporary medical employees can be kept in a combined alphabetized folder.
- C. All training rosters will be entered into the LMS by designated staff members in order for staff to receive credit and receive notifications of required future trainings from the system. Training records will contain, at a minimum, documentation of the employee's job specialty, attendance at basic training and in-service training, subjects covered, and training pertinent to job performance received from any outside source.
- D. Each employee is responsible for informing the training department of the course name, dates and hours attended when they complete any relevant continuing education.

14. DOC Instructor Credentialing:

- A. In order for DOC Instructors to maintain credentials, they must adhere to the highest standards of professional performance in accordance with policy 100-05 – *Code of Ethics*. Training credentials are evaluated on an ongoing basis. To maintain instructor credentials, instructors are expected to:
1. Maintain a minimum rating of satisfactory or above on all CPC evaluations and reviews.
 2. Instruct at least the minimum number of required classes and maintain generally satisfactory class evaluations.
 3. Complete and sign an annual instructor recertification by June 30th each year.
- B. Use of force instructors must adhere to the following:
1. Successful completion of the presenter's class.
 2. Demonstration of professional credibility (at least one (1) year without any disciplinary actions, maintain a minimum rating of satisfactory or above).
 3. Demonstration of subject matter expertise (required for specialized certifications/credentials).
 4. Submit an instructor application to be reviewed for approval or denial by the supervisor, warden, and associate director of staff training and development.
 5. Any approved or denied instructor applications will be returned to the employee.
- C. Instructors must submit a new instructor application for consideration to progress to the instructor trainer level.
- D. Exceptions to the minimum qualifications and training requirements will be considered on a case-by-case basis by the director of Prisons and associate director of staff training and development or designee.

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| SECTION | SUBJECT | DOC POLICY | Page 13 of 16 |
| Training and Staff Development | DOC Staff Training | 900-01 | Effective: 06/15/2024 |

- E. Instructors for DOC are selected, credentialed, and re-credentialed by the associate director of staff training and development or designee based on successful completion of required instruction and maintenance of required criteria.
1. In addition to the minimum qualifications and requirements, instructor trainer (ITs) applicants through recognized programs will be:
 - a. A credentialed instructor with qualifications required per discipline.
 - b. Successful completion of an instructor trainer course as approved by the associate director of staff training and development.
 - c. Required to instruct or co-instruct a minimum of four (4) classes per discipline per training cycle. (July 1st-June 30th).
- F. To maintain use of force instructor status, instructors must:
1. Attend a yearly use of force meeting.
 2. Complete and sign use of force instructor standards and procedures annual update.
 3. Adhere to applicable standards and procedures.
 4. Maintain current CPR/First Aid credentials.
 5. Instruct, or co-instruct, the minimum number of classes for each use of force discipline per the use of force instructor guidelines.
- G. Existing use of force instructors receiving a new credential during the training cycle must also complete a use of force instructor new credential update.
- H. Failure to maintain use of force instructor status invalidates all use of force instructor credentials or certifications. Classes instructed by non-credentialed personnel may be invalidated.
- I. TPR instructors that cannot recertify prior to their certification date must request an extension in writing of up to ninety (90) days if due to extenuating circumstances as defined by PPCT Management Incorporated/Human Factor Science Group (i.e., military, medical, disasters, or civil emergency).
- J. *All instructors authorized to train others in the use of chemical agents have been certified / credentialed by a competent authority to conduct such training [ACA 1-CTA-3A-17]. All instructors will receive thorough training in the use of the chemical agent and in the treatment of individuals exposed to a chemical agent [ACA 5-ACI-1D-21 (M)] and [ACA 1-CTA-3A-17]. All instructors authorized to train others in the use of force and unarmed self-defense are certified / credentialed by a competent authority to conduct such training [ACA 1-CTA-3A-18].*
- K. *All firearm instructors are certified / credentialed by a competent authority to conduct such training [ACA 1-CTA-3A-16].*
- L. *Firearms training courses cover the use, safety, and care of firearms and the constraints on their use. Courses must include a demonstration of individual student competency [ACA 1-CTA-3A-23].*
- M. Revocation of instructor credentials can be made by the associate director of staff training and development with collaboration of the warden. Removal of instructor credentials shall be accomplished by notification to the instructor and the employee's warden. Training staff will be notified if an instructor is moved to inactive status.
- N. The instructor review process will include, at a minimum, the following areas: classroom management, teaching performance, and professional competencies.
1. Completed instructor reviews will be forwarded to the associate director of staff training and development and placed into the instructor file. Instructors will be evaluated in the following manner:
 - a. A - Top instructor, well prepared, high credibility, engaging, good classroom management.

| | | | |
|--------------------------------|--------------------|------------|--------------------------|
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- b. B - Good Instructor, needs more experience or credibility.
 - c. C - Fair instructor, still learning, needs additional preparation, practice, or more experience.
 - d. D - Unsatisfactory instructor: unprepared, low credibility, disrespects students, inappropriate language, and / or poor classroom management. Credentials may be suspended or revoked.
- 2. To be re-credentialed, the instructor must attend the presenters' course. When/if re-instated, the instructor will co-instruct until training reviews improve. To request a reinstatement of instructor credentials, an instructor will resubmit an instructor application to include a letter of explanation regarding the loss of credentials.
- O. The associate director of staff training and development retains the authority to recommend the temporary or permanent suspension of any DOC employees instructor credentials. Recommendations will be made in writing to the employee's warden, who after consultation with the associate director of staff training and development, will make a final determination. Employees who have had their instructor credentials suspended may appeal the decision in writing to their warden.
- P. Training credits will be granted for approved curriculum only, as well as:
 - 1. Meetings when presentations with training elements are included.
 - 2. Meeting roster and agenda must be submitted with written requests, requests to attend external training for credit must be job related and approved in advance by the supervisor in accordance with established facility procedures.
 - 3. Requests to attend external trainings will be submitted on a Training and Out of State Travel Request form (see attachment #5) that is signed by the warden for approval, forwarded to the appropriate director for approval, when applicable, prior to registration and attendance.
- Q. Vendor provided on-line training must be taken during scheduled work hours, unless previously approved by a supervisor.
- R. National Institute of Corrections Workshops: Requests to attend the National Institute of Corrections workshops will be submitted to the warden for approval. The National Institute of Corrections training application is then forwarded to the appropriate director for approval and to the SOC. A copy of the application will be forwarded to the training department.

15. Continuing Education:

- A. Professional development or other career advancement training courses either offered internally or through outside agencies may be attended by employees with approval from supervisors and wardens.
- B. Employees and contract workers will be encouraged to continue their education as authorized. Employees may receive training credit for higher education course work when approved in advance by their supervisor, in accordance with their facility procedures. Total training credit awarded equals three (3) times the number of credit hours of the college courses.
- C. Training department may grant training credit for corrections related team building activities when approved by the warden or designee for staff that have been scheduled and approved to participate by their supervisor. Requests for training credit must be submitted using an outside summary training report.
- D. Employees may be allowed to cross train in areas other than normal work assignments. The employee must get approval from their immediate supervisor for consideration to be cross trained. Cross training must be approved by the post supervisor or designee. Cross training will not account for more than twenty-five percent (25%) of the employee's total annual mandatory training hours. Cross training schedules will not negatively impact minimal staffing patterns.

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|--------------------------------|--------------------|------------|--------------------------|
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- E. Authorization to receive training credit for attending specialty training courses/seminars outside of DOC will be completed and submitted to the warden or director on an *External Training Summary Report* (see attachment #6) within sixty (60) days of completion. External training credit will not account for more than twenty-five percent (25%) of an employee's total annual mandatory training hours. These hours will be tracked by the training department. Staff conducting external training in representation of the department must complete the proper forms prior to attendance.
1. An External Training Summary Report accompanied by a certificate, transcript, or agenda can be forwarded to the training department for credit approval and data entry. Credit will be given for all actual training time spent in workshops or sessions at work-related conferences.
 2. Any properly credentialed employee who instructs or is a lead developer on a mandatory course (including American Correctional Association mandated courses) may receive training credit for the course. This credit is limited to one (1) time, per year, per course. The instructor will sign the class roster in the area designated for instructors and then notify, in writing, the training department of their intent to receive credit. The respective training manager will input the training credit into the LMS.

16. Requesting Outside Agency Training:

- A. DOC training may be provided to outside agencies under the following conditions:
1. DOC curriculum may be shared with outside corrections/law enforcement agencies when approved, in advance, by the associate director of staff training and development or designee in addition to the director of Prisons. Outside agencies may be required to sign a waiver of liability before receiving the curriculum.
 2. Appropriately credentialed DOC instructors may provide training to outside corrections/law enforcement agencies when approved, in advance, by the associate director of staff training and development.
 3. The outside agency must submit an *Outside Agency Training Request* (see attachment #7) and assume all responsibility for any instructor workers' compensation issues, lodging, meals, and per diem costs that may occur.
 4. Additional fees for the training may be established and billed by the training department through the department of finance and administration.
 5. Personnel and financial resources will be considered and defined in a letter of agreement or memorandum of understanding between the DOC and the outside agency. The LOA/MOU between the DOC and outside agencies will be developed/approved by the appropriate director and signed by the SOC or designee. Records will be maintained by the office of the SOC and the training department.
 6. Any employee assisting with, overseeing, or providing training programs, where personal compensation is included, must have an approved outside work permit and prior approval from the associate director of staff training and development or designee.
 7. Employees attending external training are required to be in compliance with policies 100-05 - *Staff Code of Ethics* and 100-08 – *Staff Dress and Grooming Standards*.
- B. If the training is located outside of the state of South Dakota, the approved request must be approved by the director and must also be submitted and approved by the secretary of corrections (SOC), or designee.

17. Annual Policy Review:

- A. All staff members will have access to the current DOC policies and will review the policies on an annual basis and upon substantial revision of any of the policies.

V. RESPONSIBILITY

The directors of Prisons, Juvenile Services, Parole, and Clinical and Correctional Services are responsible for the annual review and revision of this policy.

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| Training and Staff Development | DOC Staff Training | 900-01 | Effective: 06/15/2024 |

VI. AUTHORITY

- A. SDCL § [1-15-1.4](#) Agencies and programs under department control.
- B. SDCL § [22-22-7.6](#) Sexual acts between jail or juvenile correctional facility employees and detainees--
Felony.
- C. SDCL § [24-1-26.1](#) Sexual acts prohibited between prison employees and prisoners--Felony.
- D. SDCL § [24-2-22](#) Possession of unauthorized articles with intent to deliver to inmate as felony.
- E. SDCL § [26-7A-1](#)(16) Definition of terms.

VII. HISTORY

June 2024
 March 2013
 December 2012
 January 2012
 November 2010
 November 2009
 November 2008
 December 2003
 March 2002

ATTACHMENTS *(*Indicates document opens externally)*

1. Receipt and Acknowledgement – DOC Policies and SDCL Signature Form*
2. Acknowledgment of Understanding PREA Staff Training*
3. New Hire Confidentiality Agreement*
4. New Hire - Employee Tuberculin Screening*
5. Training and Out of State Travel Request*
6. External Training Summary Report*
7. Outside Agency Training Request*
8. DOC Policy Implementation / Adjustments

RECEIPT AND ACKNOWLEDGMENT OF DOC POLICIES

Employee Name: _____

| DOC Division | Policy Number | Policy Description | Date Reviewed | Employee Initials |
|---------------------------------------|---------------|--|---------------|-------------------|
| All Units | 100-01 | Mission, Vision, and Values | | |
| | 100-05 | Staff Code of Ethics (Including SDCL Signature Form) | | |
| | 100-06 | Staff Reporting Abuse or Neglect | | |
| | 100-10 | Staff Anti-Harassment and Discrimination Policy | | |
| | 100-11 | Staff Use of State Computer Equipment and Technology | | |
| Juvenile Community Corrections | 1200-04 | Use of Force – Division of Juvenile Services | | |
| | 300-08 | Offender Transport and Escort | | |
| | 700-29 | Behavioral Health Interventions and Precautions | | |
| Adult Institutions | 300-08 | Offender Transport and Escort | | |
| | 100-08 | Staff Dress & Grooming Standards | | |
| | 100-12 | Screening of Staff, Volunteers, and Contractors for Prior Sexual Abuse | | |
| | 300-06 | Use of Force | | |
| | 300-07 | Searches - Institutions | | |
| | 400-05 | Offender Drug Testing, Sanctions & Treatment | | |
| | 300-17 | Offender Discipline System | | |
| | 1100-01 | Prison Rape Elimination Act (PREA) | | |
| | 700-38 | Blood Borne Pathogen Exposure Reduction | | |
| Parole Services | 300-06 | Use of Force | | |
| | 700-29 | Behavioral Health Interventions and Precautions | | |

By my signature, I agree to release and discharge the Department of Corrections (DOC) and its employees for all claims, liabilities and causes of action, known or unknown, fixed or contingent, that arise from my negligence or failure to abide by and follow any of the DOC policies listed herein. I acknowledge I have carefully read and fully understand these policies. I further acknowledge I was given the opportunity to consult with my supervisor before signing this receipt and that I have signed this receipt voluntarily and without coercion or duress by any person. I agree to report to my immediate supervisor or such person(s) within the chain of command, any violations I observe of the DOC policies for which I am responsible for and have read (See above list).

Employee Signature

Date

Supervisor or Trainer's Signature

Date

RECEIPT AND ACKNOWLEDGMENT

Additional DOC policies required to be read by supervisor/trainer.

Employee Name _____

| DOC Unit | Policy Number | Policy Description | Date Reviewed | Employee Initials | |
|---|---------------|--------------------|---------------|-------------------|--|
| | | | | | |
| <u>Check One:</u> <input type="checkbox"/> SDSP <input type="checkbox"/> MDSP <input type="checkbox"/> SDWP <input type="checkbox"/> JCC <input type="checkbox"/> Parole <input type="checkbox"/> Parole Board | | | | | |
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Employee Signature

Date

Supervisor or Trainer's Signature

Date

SDCL SIGNATURE FORM

South Dakota Codified Laws Applicable to DOC Code of Ethics Policy

SOUTH DAKOTA CODIFIED LAW § 24-1-26.1

SEXUAL ACTS PROHIBITED BETWEEN PRISON EMPLOYEES AND PRISONERS

Any person, employed by the state, or employed within any state prison or other detention facility, who knowingly engages in an act of sexual penetration with another person who is in detention and under the custodial, supervisory, or disciplinary authority of the person so engaging, is guilty of a Class 6 Felony.

SOUTH DAKOTA CODIFIED LAW § 22-22-7.6

SEXUAL ACTS PROHIBITED BETWEEN JUVENILE CORRECTIONS EMPLOYEES AND DETAINEES

Any person employed at any jail or juvenile correctional facility, who knowingly engages in an act of sexual contact or sexual penetration with another person who is in detention and under the custodial, supervisory, or disciplinary authority of the person so engaging, and which act of sexual contact or sexual penetration does not otherwise constitute a felony pursuant to the provisions of Chapter § 22-22, is guilty of a Class 6 felony if the victim is an adult and a Class 4 felony if the victim is a juvenile. A juvenile correctional facility pursuant to this section is a juvenile detention facility as defined in subdivision 26-7A-1(16) or a juvenile facility operated by the Department of Corrections under § 1-15-1.4.

SOUTH DAKOTA CODIFIED LAW § 24-2-22

POSSESSION OF UNAUTHORIZED ARTICLES WITH INTENT TO DELIVER TO PRISONER AS FELONY.

Any employee or other person who delivers or procures to be delivered, or possesses with the intention to deliver, to any inmate in a state correctional facility, or deposits or conceals in or around any facility or place used to house inmates, or in any mode of transport entering upon the grounds of any facility or place and its ancillary facilities used to house inmates, any article which is unlawful for an inmate to possess pursuant to state law or the rules of the Department of Corrections with the intent that any inmate obtain or receive such article, is guilty of a Class 6 Felony.

By my signature, I agree to release and discharge the Department of Corrections (DOC) and its employees for all claims, liabilities and causes of action, known or unknown, fixed or contingent, that arise from my negligence or failure to abide by above cited statutes. I acknowledge I have carefully read and fully understand these statutes. I further acknowledge I was given the opportunity to consult with my supervisor or trainer before signing this form and that I have signed this form voluntarily and without coercion or duress by any person. I agree to report to my immediate supervisor or such person(s) within the chain of command, any violations I observe of these statutes.

Print Name

Signature

Date

Supervisor or Trainer's Signature

Date

ACKNOWLEDGMENT OF UNDERSTANDING PREA STAFF TRAINING

I hereby certify that I have attended the South Dakota Department of Corrections In-service training / Basic training on the Prison Rape Elimination Act and the accompanying Standards.

The Training included:

- (1) Its zero-tolerance policy for sexual abuse which includes and sexual harassment, sexual misconduct, and sexual assault.
- (2) How to fulfill staff responsibilities under agency sexual abuse, prevention, detection, reporting, and response policies and procedures.
- (3) Offenders' right to be free from sexual abuse which includes and sexual harassment, sexual misconduct, and sexual assault.
- (4) The right of offenders and employees to be free from retaliation for reporting sexual abuse which includes and sexual harassment, sexual misconduct, and sexual assault.
- (5) The dynamics of sexual abuse which includes and sexual harassment, sexual misconduct, and sexual assault.in confinement.
- (6) The common reactions of sexual abuse which includes and sexual harassment, sexual misconduct, and sexual assault.
- (7) How to detect and respond to signs of threatened and actual sexual abuse.
- (8) How to avoid inappropriate relationships with offenders.
- (9) How to communicate effectively and professionally with offenders, including lesbian, gay, bisexual, transgender, intersex, or gender nonconforming offenders.
- (10) How to conduct cross-gender pat-down searches, and searches of transgender and intersex offenders, in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.
- (11) How to comply with relevant laws related to mandatory reporting of sexual abuse to outside authorities

Date(s) training received: _____

I acknowledge that I have received the training listed above. Furthermore, I have had an opportunity to ask any questions pertaining to the training and I understand the training provided.

Staff Name (printed): _____

Staff Position: _____

Staff Signature

Date

Confidentiality Agreement

I, _____, have been trained and informed of the Department of Corrections (DOC) as related to the Health Insurance Portability and Accountability Act (HIPAA). The DOC places a high priority on maintaining the confidentiality of protected medical information. I understand that I must ensure the privacy of all staff and offender protected health information (PHI) held by the DOC.

I understand that non-compliance with the DOC policies and procedures is cause for disciplinary action up to and including dismissal from the DOC, as well as possible legal actions for any criminal or civil violations of applicable HIPAA regulations.

I agree to promptly report all violations, or suspected violations, of any of the DOC policies and procedures to my immediate supervisor.

DOC Employee/contracted/student/volunteer signature

Date

Print Name

Employee Tuberculin Screening

NAME: Last: _____ First: _____ M.I. _____

EMPLOYEE ID #: _____

ADDRESS: _____ **State:** _____ **Zip:** _____

DATE OF BIRTH: _____

RACE/ETHNICITY:

- White, not Hispanic
- Black, not Hispanic
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native
- Other, specify _____

Were you born in the U.S.? Yes No

(Persons from outlying U.S. areas such as Puerto Rico, Guam, and the Virgin Islands should check ‘No’).

If no, country of birth: _____ Year entered U.S. _____

Have you ever tested positive to a TB test? Yes No Unknown

Have you ever had TB infection? Yes No Unknown

Have you ever been treated for TB infection? Yes No Unknown

If yes, last chest x-ray date: _____

Complete Upon Hiring:

| Step: | Brand/Lot # | Date Given | Given by | Date Read | Read by | Result (mm) |
|-------|-------------|------------|----------|-----------|---------|-------------|
| 1 | | | | | | |
| 2 | | | | | | |

Annual Screening:

1. Do you have a cough? Yes No
2. If yes, for how long? _____ days _____ weeks _____ months
3. If yes, what color is the mucous? _____
4. If yes, are you coughing up blood? Yes No
5. Do you have night sweats? Yes No
6. Do you have fevers? Yes No
7. Have you lost weight without trying? Yes No
8. Do you know or live with anyone with these symptoms? Yes No

If yes to any of the above questions, refer to personal medical provider.

Referred for follow up evaluation? Yes No

If yes, where: _____

Employee Signature: _____ Date: _____

Medical Staff Signature: _____ Date: _____

REQUEST FOR TRAINING, CONFERENCES, AND OUT OF STATE TRAVEL

Name of Employee: _____

Name of Training Seminar/Conference: _____

Destination of Training/Conference: _____

Departure Date: _____

Meeting Dates: _____

Return Date: _____

Cost Information:

State Vehicle ID #/Private Vehicle License Number:

Home Station (City)

Transportation:

\$

of Miles: _____

Meals/Lodging:

(Days)

\$

Registration Fees::

\$

Misc. Expenses:

\$

Of Training Hours: _____

Est. Total Cost

\$

ATTACH A COPY OF THE MEETING AGENDA TO THIS REQUEST IF AVAILABLE.

Attendee Signature

Date

Training Officer Signature

Date

APPROVED BY:

Administrator Signature

Date

FOR OUT OF STATE TRAVEL:

Department Secretary

Date

BE SURE TO ATTACH A COPY OF THIS FORM WITH YOUR TRAVEL REIMBURSEMENT REQUEST.

EXTERNAL TRAINING SUMMARY REPORT

This form should be completed within 60 days of the conclusion of training.

| | | | |
|--|--|-----------------|--|
| Training Title: | | Dates Attended: | |
| Location of Training: | | Training Hours: | |
| Training Provider: | | | |
| Instructor(s): | | | |
| Summary of training (include purpose and key content areas covered): | | | |
| | | | |
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To receive credit, you must attach a copy of your approved external training request, along with at least one of the following to verify hours of instruction:

- Certificate
 Transcript
 Agenda
 Handouts
 Other

| | | | |
|---|---------|---|-------|
| Name: | | Employee #: | |
| Title: | | Office/Facility: | |
| Date: | | Work Phone #: | |
| Warden Signature (required): | | | |
| Date: | | <input type="checkbox"/> Approved <input type="checkbox"/> Denied | |
| Forward this form, along with required documentation, to your facility training department. | | | |
| Total hours approved: | Denied: | Facility Training Staff Signature: | Date: |
| | | | |

Distribution: **Public**

OUTSIDE AGENCY TRAINING REQUEST

Agency/Company Requesting Training: _____

Address: _____

Phone: _____

Training to be provided: _____

Date & Time of Training: _____

Employee Attending Training: _____

Location of Training: _____

Address: _____

Date of Birth: _____ Driver's License: _____

Phone: _____ Cost: _____

Comments:

By submitting this training request, the agency and/or its subcontractor/employee expressly waive all claims against the South Dakota Department of Corrections Training Department for all losses and liabilities arising from training, as well as any alleged deficiency in training received at or through the Corrections Training Academy. These individuals are participating at the request of your agency and must be covered by your agency's Workers Compensation System.

Agency/Company Warden or designee (Print Name)

Signature and Date

Attending Employee (Print Name)

Signature and Date

SDDOC Training Department

This Training Request Is Approved Disapproved

Comments:

Signature: _____ Date: _____