1.1.D.1 Staff Training Requirements

II Policy:

Each institution/unit of the Department of Corrections (DOC) will have a planned and coordinated staff training program. Each institution/unit’s Chief Executive Officer will identify staff to serve as the training officer(s).

III Definitions:

Staff Member:
For the purposes of this policy, a staff member is any person employed by the DOC, full or part time, including an individual under contract assigned to the DOC, an employee of another State agency assigned to the DOC, authorized volunteers and student interns.

IV Procedures:

1. Institution/Agency Duties:

A. Each institution/unit will develop written procedures for the implementation of this policy.

B. Each institution/unit will develop a training program that addresses the training requirements of staff members and specific employment positions within the institution/unit to help staff members fulfill the responsibilities of their individual positions.

   1. The training program will be consistent with Bureau of Human Resources rules and address licensure and certification requirements of the positions.

   2. All training completed by staff must be documented.

2. Categories of Training That Will Be Established:

A. Initial (pre-service) training for all staff upon employment with an institution/unit.

B. Annual refresher (in-service) training that serves to maintain minimum competencies in necessary job skills and informational areas (See section on In-Service Training).
C. Emergency training for pre-identified staff.

D. Other specialty training as determined necessary.

3. Pre-Service Training Content:

A. The curriculum for pre-service training will include, at a minimum:

2. Overview of South Dakota Department of Corrections.
3. Overview of the Departments mission, goals, policies and procedures.
5. Position Orientation.
7. Measures to ensure the safety and security of all staff employed by DOC.
8. Procedures to protect offenders from abuse, neglect, self-harm, rape and suicide while in the care of DOC.

a. The pre-service Prison Rape Elimination Act (PREA) training shall apply to all staff members that may have contact with inmates. The training shall include:
   1) Zero-tolerance policy for sexual abuse and sexual harassment.
   2) How to fulfill staff responsibilities under DOC sexual abuse and sexual harassment prevention, detection, reporting and response policies and procedures.
   3) Inmates’ right to be free from sexual abuse and sexual harassment.
   4) The right of inmates and staff members to be free from retaliation for reporting sexual abuse and sexual harassment.
   5) The dynamics of sexual abuse and sexual harassment in a confinement/correctional setting.
   6) The common reactions of sexual abuse and sexual harassment victims.
   7) How to detect and respond to signs of threatened and actual sexual abuse.
   8) How to avoid inappropriate relationships with inmates.
   9) How to communicate effectively and professionally with inmates, including lesbian, gay, bisexual, transgender, intersex or gender conforming inmates.
 10) How to comply with relevant laws related to mandatory reporting of sexual abuse to law enforcement.

b. Such training shall be tailored to the gender of the inmates at each DOC facility. Staff members shall receive additional training if the staff member is reassigned from a male facility to a female facility or vice versa.

10. Any other training or education deemed necessary by the facility Chief Executive Officer.

B. The remainder of the curriculum for pre-service training will be specific for each job classification and employee position and will include that information which the employee must know to perform the duties of the position and provide for the care and custody of offenders.
4. In-Service Training:

A. In-service training topics for the second and subsequent years of employment will be identified with input by staff, through needs assessment and as determined by institution/unit based procedures.

B. In-service topics will include those topics necessary for fulfillment of the responsibilities of the position as well as addressing staff development needs.

5. Policy Review:

A. The following list of DOC policies shall be incorporated into adult and juvenile in-service and annual training programs:

<table>
<thead>
<tr>
<th>#</th>
<th>Policy #</th>
<th>Policy Title</th>
<th>Applicable Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.1.A.1</td>
<td>Mission Statement</td>
<td>All Staff</td>
</tr>
<tr>
<td>2.</td>
<td>1.1.A.8</td>
<td>Adult and Juvenile Joint Transportation</td>
<td>Affected Adult &amp; Juvenile Inst. Staff</td>
</tr>
<tr>
<td>3.</td>
<td>1.1.C.1</td>
<td>Code of Ethics (Including SDCL Signature Form)</td>
<td>All Staff</td>
</tr>
<tr>
<td>4.</td>
<td>1.1.C.2</td>
<td>Supervision of Offenders</td>
<td>All Staff</td>
</tr>
<tr>
<td>5.</td>
<td>1.1.C.3</td>
<td>Reporting an Abused or Neglected Child</td>
<td>All Staff</td>
</tr>
<tr>
<td>6.</td>
<td>1.1.C.6</td>
<td>Outside Employment</td>
<td>All Staff</td>
</tr>
<tr>
<td>7.</td>
<td>1.1.C.10</td>
<td>Harassment</td>
<td>All Staff</td>
</tr>
<tr>
<td>8.</td>
<td>1.3.A.3</td>
<td>Use of Force – Adult Institutions</td>
<td>Adult Institution Staff</td>
</tr>
<tr>
<td>9.</td>
<td>1.3.A.4</td>
<td>Use of Force – Juvenile Institutions</td>
<td>Juvenile Institution Staff</td>
</tr>
<tr>
<td>10.</td>
<td>1.3.E.4</td>
<td>Prevention of Offender Sexual Assault/Rape</td>
<td>All Staff</td>
</tr>
<tr>
<td>11.</td>
<td>1.4.E.7</td>
<td>Suicide Prevention</td>
<td>All Staff</td>
</tr>
<tr>
<td>12.</td>
<td>1.5.G.3</td>
<td>Use of Force – Parole Services Staff</td>
<td>Parole Services Staff</td>
</tr>
<tr>
<td>13.</td>
<td>1.5.H.3</td>
<td>Use of Force – Juvenile Community Corrections</td>
<td>Juvenile Comm. Corrections Staff</td>
</tr>
</tbody>
</table>

B. Staff are required to sign the Receipt and Acknowledgement – DOC Policies form during pre-service training acknowledging they are fully aware of, have reviewed, understand and agree to abide by these policies (See Attachment 1).

C. Staff will have access to the policies listed above and will review the policies on an annual basis and upon substantial revision of any of the policies listed above.

1. Staff are required to sign the Receipt and Acknowledgement – DOC Policies form for each of the above listed policies acknowledging they are fully aware of, have reviewed, understand and agree to abide by the policy.

6. Operational Memorandum (OM) Review:

A. Each staff member will be provided access and/or will receive training on OMs applicable to their duties during pre-service training, annual training, and/or upon substantial revision of the OM, as required by the Chief Executive Officer or designee.

B. Staff are required to review and sign the Receipt and Acknowledgement – Unit OMs form specific to their assigned institution/unit acknowledging they are fully aware of, have reviewed, understand and agree to abide by the required OMs (See Attachment 3).

1. Staff will have access to the OMs and will review the OMs on an annual basis and upon substantial revision of any of the OMs.
V  Related Directives:
   DOC policy 1.1.A.1 – Mission Statement
   DOC policy 1.1.A.8 – Adult and Juvenile Joint Transportation Procedures
   DOC policy 1.1.C.1 – Code of Ethics
   DOC policy 1.1.C.2 – Supervision of Offenders
   DOC policy 1.1.C.3 – Reporting an Abused or Neglected Child
   DOC policy 1.1.C.6 – Outside Employment
   DOC policy 1.1.C.10 – Harassment
   DOC policy 1.3.A.3 – Use of Force – Adult Institutions
   DOC policy 1.3.A.4 – Use of Force – Juvenile Institutions
   DOC policy 1.3.E.4 – Prevention of Offender Sexual Assault/Rape
   DOC policy 1.4.E.7 – Suicide Prevention
   DOC policy 1.5.G.3 – Use of Force – Parole Services Staff
   DOC policy 1.5.H.3 – Use of Force – Juvenile Community Corrections

VI Revision Log:
   December 2003: Revised the policy statement. Added a section on Institution/Agency Duties.
   November 2008: Revised formatting of policy and attachments in accordance with DOC policy 1.1.A.2.
   Added South Dakota to ss (A2) and added ss (A7 and A8) to Pre-Service Training Content. Added statement regarding receiving training and annually, replaced copies with access, added DOC policies 1.1.A.1, 1.1.C.10, 1.3.E.4, 1.5.G.3 and 15.H.3, revised title of 1.4.E.7, revised designated staff for each policy all within ss (A), added Pre-Service training in ss (B), replaced former ss B1 to C, revised wording of ss (C) to include training and revised wording in ss (C2) to include annually the above 5 highlighted policies all of Policy Review. Replaced agency with unit throughout policy. Added OM section. Added DOC policies 1.1.A.1, 1.1.C.10, 1.3.E.4, 1.5.G.3 and 15.H.3 to Section V. Revised title of Attachment 1 to be consistent throughout policy, attachment and the WAN and updated Attachment 1 with current policies to be reviewed and added policy requirements for each DOC unit. Added Attachment 2 to the policy.
   November 2010: Revised formatting of Section I. Added new Attachment 2 and revised numbering of subsequent Attachment.
   January 2012: Deleted “Non-Public” and Replaced with “Public”. Added definition of Staff. Added “Adult and Juvenile Joint Transportation” to annual training requirements in Section 5. Deleted Bureau of Personnel and Replaced with Bureau of Human Resources.
   December 2012: Added new 9. and a. 1-10 and b. to Section 3.
Attachment 1: Receipt and Acknowledgement – DOC Policies

The Receipt and Acknowledgement – DOC Policies form is located on the state’s WAN.

A copy may be printed using Microsoft Word as follows:

1. Click here to access the Receipt and Acknowledgement – DOC Policies by:
   a. Placing mouse on the word “here” above
   b. Press and hold the “Ctrl” key on the keyboard
   c. Click the left button of mouse.

2. Or Select File/New from the Menu Bar / Select the DOC tab / Select Receipt and Acknowledgement – DOC Policies

The gray areas indicate the information that is to be entered.
Attachment 2: SDCL Signature Form

The **SDCL Signature Form** is located on the state’s WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click here to access the **SDCL Signature Form** by:
   a. Placing mouse on the word “here” above
   b. Press and hold the “Ctrl” key on the keyboard
   c. Click the left button of mouse.

2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **SDCL Signature Form**.

The gray areas indicate the information that is to be entered.
Attachment 3: Receipt and Acknowledgement – Unit OMs

The Receipt and Acknowledgement – Unit OMs form is located on the state’s WAN.

A copy may be printed using Microsoft Word as follows:

1. Click here to access the Receipt and Acknowledgement – Unit OMs by:
   a. Placing mouse on the word “here” above
   b. Press and hold the “Ctrl” key on the keyboard
   c. Click the left button of mouse.

2. Or Select File/New from the Menu Bar / Select the DOC tab / Select Receipt and Acknowledgement – Unit OMs.

The gray areas indicate the information that is to be entered.