

SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 900-02	PAGE NUMBER 1 OF 4
		DISTRIBUTION: Public	
		SUBJECT: Field Training Officer (FTO) Program	
RELATED STANDARDS:	ACA 5-ACI: 1D-10, 1D-17	EFFECTIVE DATE: June 01, 2025	
		SUPERSESSION: 10/01/2024	
DESCRIPTION: Training and Staff Development	REVIEW MONTH: September	 <b>KELLIE WASKO</b> SECRETARY OF CORRECTIONS	

## I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to provide new employees, promoted, and transferred employees, and contract workers assigned to facilities/offices, divisions, and administration with an orientation program before undertaking their assigned job duties, regardless of job assignment. *All part-time staff, and contract workers will receive formal orientation appropriate to their assignments and additional training as needed [ACA 5-ACI-1D-17].*

## II. PURPOSE

The purpose of this policy is to provide additional support, training, and guidance to Department of Corrections employees during the first six (6) months of employment; and to provide knowledgeable and motivated mentors to staff transitioning to positions of increased responsibility.

## III. DEFINITIONS

### **DOC Field Training Handbook:**

A handbook given to all probationary correctional officers (PCOs) containing specific security job related tasks to be signed off on by the field training officer after completion of each step.

### **DOC FTO Program Guide:**

An operational guide which provides direction and guidance in the administration of the standard Field Training Officer Program of the South Dakota Department of Corrections.

### **Field Training Officer (FTO):**

Experienced security staff member who is selected to provide additional support, contact, camaraderie, and training to probationary staff prior to their probationary period ending.

### **Field Training Officer (FTO) Site coordinator:**

A position designated by the warden to oversee and coordinate the FTO program.

### **Orientation Program:**

A program designed to provide new employees, promoted, and transferred DOC employees and contract workers with working knowledge and understanding of their assigned facility or office operations, programs, and services.

SECTION	SUBJECT	DOC POLICY	Page 2 of 4
Training and Staff Development	Field Training Officer (FTO) Program	900-02	Effective: 06/01/2025

### **On-the-Job Shadowing:**

Forty (40) total hours of hands on, in person training with another staff member that follows the orientation program prior to being assigned to a post.

### **Probationary Corrections Officer (PCO):**

A newly hired probationary correctional officer.

### **Probationary Staff:**

All newly hired probationary correctional officers (PCOs) and other new employees within the Department of Corrections are considered probationary for the first six (6) months of employment.

## **IV. PROCEDURES**

### **1. Orientation:**

- A. The DOC will ensure that *all new full-time employees* and reinstated employees, and contract workers, after completion of basic training *must complete a formalized 40-hour orientation program before undertaking their assignments [ACA 5-ACI 1D-10]*. Orientation includes a formal orientation covering general practices and procedures for the facility/office. The formal orientation will include the following:
  1. Orientation to the purpose, goals, policies, and procedures of the facility/academy and parent agency.
  2. Employee and contract worker overview of the correctional field.
  3. Facility/office specific security and contraband regulations/responsibilities including key control.
  4. Facility/office specific fire and emergency procedures to include the emergency response plan.
  5. Safety procedures including universal precautions, occupational exposure, personal protective equipment, and bio-hazardous waste disposal.
  6. Interpersonal relations/appropriate conduct with offenders.
  7. Procedures for the suicide prevention plan.
  8. Recognizing signs and symptoms of mental illness.
  9. Sustainable and environmentally responsible practices.
  
- B. The orientation program and specific on-the-job shadowing – each to include a minimum of forty (40) hours instruction – should be completed within the first eighty (80) hours of reporting for his/her job assignment. This eighty (80) hours of instruction comprises the field training program.
  
- C. Field Training Program Completion and Evaluation:
  1. All new employees will complete the on-the-job shadowing for forty (40) hours after completing orientation, as applicable by job function. At a minimum, the orientation will include the provision of a facility/division orientation packet, tour of the facility/office, and the new employee will complete the *Orientation Checklist* (attachment #1). On-the-job shadowing will consist of forty (40) hours of completing tasks with an FTO staff member present for direction and guidance. After the field training program is successfully completed, the trainee will receive a Certificate of Completion. Certificates of completion will be provided by the FTO site coordinator, and a copy forwarded to the training department for entry into SDLearn. Site coordinators are responsible for records retention on original copies.
  2. Upon completion of the field training program, the assigned manager will meet with the new employee to assess the effectiveness of the field training program in providing necessary information and hands-on training.

### **2. Responsibilities and Duties of the PCO:**

SECTION	SUBJECT	DOC POLICY	Page 3 of 4
Training and Staff Development	Field Training Officer (FTO) Program	900-02	Effective: 06/01/2025

- A. The PCO will complete the *FTO Evaluation Form* (attachment #2) for each of their assigned FTOs at the end of what is considered the work week. This form will be turned into the FTO site coordinator.
- B. The PCO will be responsible for contacting their FTO at least twice a month during the first six (6) months of employment after completion of on-the-job shadowing.
- C. The PCO will be responsible for ensuring their *DOC Field Training Handbook* (attachment #5) is completed by the end of their scheduled on-the-job shadowing period.

### 3. Responsibilities of the FTO:

- A. Efforts will be made to schedule FTOs to shifts compatible with their assigned PCO(s).
- B. An FTO is not a supervisor of the PCO, but an advisor; someone the PCO can speak with about problems, concerns, and challenges.
- C. FTOs are responsible for checking and signing off on their PCO's DOC Field Training Handbook.
- D. FTOs are responsible for completing the *Trainee Evaluation Checklist* (attachment #3) daily. Each completed form will be turned into the Field Training Officer site coordinator.
- E. FTOs will be responsible for contacting their PCO(s) at least twice a month during the first six (6) months of employment after the PCO has completed their on-the-job training/shadowing. If there is more than one FTO for the mentee the FTO site coordinator will assign one of them to complete this step.
  - 1. Any contact made outside of working hours will be at the personal discretion of the FTO/PCO and will not be paid by the Department of Corrections.
  - 2. FTOs are responsible for maintaining a *Field Training Officer Contact Log* (attachment #4) and turning this into the FTO site coordinator upon request or upon completion of the PCO's first six (6) months of employment.

### 4. Selection and Training of Field Training Officers:

- A. Each FTO will be required to attend the following training, provided by the training department, prior to being assigned a PCO:
  - 1. Training will consist of the following topics:
    - a. Encouraging Performance.
    - b. Communication.
    - c. Employee Challenges.
    - d. Duties and Expectations.
  - 2. Training should be updated not less than every two (2) years, as requirements of the program are updated and changed.
- B. An FTO shall not be a PCO's direct supervisor, shift commander, or officer in charge (OIC). FTOs will report to the custody/control major.
- C. An FTO can be reassigned to another PCO at any time during the process.
- D. FTOs may be assigned more than one PCO.

### 5. Duties of the FTO Site Coordinator:

- A. The FTO site coordinator will be the rank of major or equivalent.

SECTION	SUBJECT	DOC POLICY	Page 4 of 4
Training and Staff Development	Field Training Officer (FTO) Program	900-02	Effective: 06/01/2025

- B. The FTO site coordinator responsibilities will be additional duty assigned to a staff member. These duties are completed in addition to their regular job duties.
- C. The FTO site coordinator will be responsible for announcing any open FTO positions.
- D. The FTO site coordinator will make FTO appointment recommendations to the warden or his/her designee.
- E. The FTO site coordinator will maintain a current list of all FTO/PCO pairings and will provide updated information to the warden as requested.
- F. The FTO site coordinator will receive chronological sheets from the Training Department on each staff member they are responsible for training.
- G. The FTO site coordinator will review all daily evaluation forms and make recommendations based on the documentation received. If a PCO is not performing at a successful level the FTO site coordinator will work with the facility warden to determine if the PCO should be placed on extended mentorship not to exceed forty (40) hours.
- H. During extended mentorship the FTO site coordinator will work with the facility warden to determine if the PCO will be retained.
- I. The FTO site coordinator is responsible to make and present certificates of completion and to maintain the original records of completion after sending a copy to the training department for entry in SDLearn.

## **V. RESPONSIBILITY**

The director of Prisons is responsible for the annual review and maintenance of this policy.

## **VI. AUTHORITY**

None.

## **VII. HISTORY**

June 2025 – Renumbered from 100-20

October 2024 – New Policy

## **ATTACHMENTS**

1. Orientation Checklist
2. FTO Evaluation Form
3. Trainee Evaluation Checklist
4. Field Training Officer Contact Log
5. DOC Field Training Handbook
6. DOC FTO Program Guide
7. DOC Policy Implementation / Adjustments

**ORIENTATION CHECKLIST**

Name	Employee #		
FTO Name			
Orientation will be facility specific but will mandatorily include the following information		Employee Initials & Date	FTO Initials & Date
Welcome from management team, in depth tour of the facility (every area and who is responsible for each area), tour of work unit, and expectations of the work unit.			
Facility Management combined with human resources will discuss department philosophy, facility philosophy, expectations, responsibilities, and rights of employees.			
<u>Declaration of contraband</u> - Discuss badge in and badge out/staff accountability procedures.			
<u>Positional &amp; situational awareness</u> in all areas of facility.			
<u>Call Off Procedures</u> – Identify supervisor who is to be called and timelines for call-offs or lateness.			
<u>Chit System</u> and the importance for accountability. Demonstrate exchanging chits for equipment/keys.			
<u>Custody Levels</u> - Understand different custody designations and what is required for each.			
<u>Contraband / Evidence Handling</u> – Understand how to properly collect evidence, tag, and log items into evidence. Where evidence lockers are located.			
<u>Control Center Operations</u> – Demonstrate proper use of control panels, radio communication, clearances, observations, etc.			
<u>Count</u> - Types of count, count procedures, times of Formal Counts and their importance. Demonstrate ability to conduct count.			
<u>Daily Paperwork and Documentation</u> – Shift Logs, Equipment Accountability, Tool Control, Pass-on information, Offender information to pass on, Incident Reports, Cell Inspections, Shakedown, Phones etc. Demonstrate the ability to differentiate between all paperwork and what purpose each document holds.			
<u>COMS/Teams/email</u> –Understand & demonstrate how to utilize systems and how to generate an incident report.			
<u>Dining Hall Procedures</u> – Understand feeding procedures, the positioning of employees in the dining hall, rounds in dining halls, observation of offender behaviors, offender seating processes.			
<u>Door Checks</u> – Understand the purpose and procedure of checking doors. Demonstrate proper door checks. If you go through a door that was secure, ensure it is secure after you pass through it. During rounds check all doors as rounds are conducted.			
<u>Emergency Transport</u> – Understand procedures related to emergency medical/security transports, qualifications for armed transport, and travel routes.			
<u>Escorting Procedure</u> – Understand escorting procedures and protocol to include how many staff per offender based on custody level and demonstrate the proper escort position.			
<u>Evacuation Routes/Fire Drills</u> – Recognize posted evacuation routes and demonstrate the various evacuation routes and describe your role in each evacuation.			
<u>Security Post Orders</u> – read, understand, & sign the post orders. Give a synopsis of each post order.			
<u>Facility Access and Control</u> – Read policy and facility specific information and demonstrate ability to conduct and enforce point of entry procedures.			

Name	Employee #		
FTO Name			
ASSIGNED TASKS for EMPLOYEE via the supervision of the FTO		Employee Initials & Date	FTO Initials & Date
<u>Emergency Response Alert Drills</u> – Understand procedures during a mobilization to include reporting location, sweep teams, staff accountability, clearing count.			
<u>VRUs</u> – Understand proper utilization of VRU, demonstrate proper donning of the equipment. fire extinguisher utilization and location.			
<u>Offender Janitor Closets</u> – Differentiate between a properly set-up runner closet and an incorrect closet. Understand what items belong in runner closets and what forms are used.			
<u>Key Control</u> – Review the keys necessary for work unit. Demonstrate proper carrying of keys, use of the keys, and what keys open what areas.			
<u>Living Unit Floor Procedures</u> – Floor layout, feeding, day halls, cell inspections, cell shakedown, common area searches, unit rounds, count, cell moves, offender dress code, mail distribution, offender grievances.			
<u>Mandatory Training Requirements</u> – Understand the classes that are mandatory to complete each training cycle year and on an annual basis. Training cycle runs from July 1 <sup>st</sup> through June 30 <sup>th</sup> .			
<u>Movement Schedule</u> – Review the controlled movement schedule and understand what movement happens when and where within the entire facility.			
<u>Pack-Out Procedures</u> – Understand pack-out procedures and allowable property inventory sheet. Perform a proper pack-out.			
<u>Pat Searches and Strip Searches</u> – Understand proper procedure for each and demonstrate proper technique. Understand PREA and ADA requirements related to searches.			
<u>Perimeter Patrol if applicable</u> – Understand the proper procedures associated with perimeter duties. Non-routine patrol, weapons check.			
<u>Phone System</u> - Understand the use of the state phone system. How to answer the phone correctly. Hello this is “your name here” at “what post you are working here” how can I assist you?			
<u>Posted Operational Rules</u> – Read and understand the language and purpose of the POR. Posted Operational Rules are for offenders and Post Orders are specific to staff job duties.			
<u>Radio Communication</u> – Understand and demonstrate proper and professional radio operation and etiquette.			
<u>Restraint Procedures</u> – Understand how to utilize the restraint systems; cuffing, full restraints, strip restraints.			
<u>Restrictive Housing</u> – Understand procedures of an extended lockdown environment, 2 rounds per hour not to exceed 40 minutes apart, conditions of confinement and differences between restrictive housing and extended restrictive housing.			
<u>Rounds</u> – Understand each type of round and importance of monitoring all areas, completing rounds at varied times, external security round, yard, living units, and all other facility areas. Ensuring to address negative behaviors during rounds and verifying offenders are alive and okay.			
<u>Tool Control</u> – Differentiate between Class A & B tools and controlled items. Be able to explain the importance of tool control and accountability.			
<u>Tower Duties if applicable</u> – Understand the proper procedures associated with tower duties; alertness, weapons check.			

<u>Universal Restraint System</u> – Understand how to utilize each component of the Universal Restraint System and demonstrate proper use of the system.		
<u>Visitation</u> – Understand the visitation processes, designated seating areas, contact and non-contact visiting, visiting lists, dress code for visitors.		
<u>Appropriate behavior with offenders</u> – Discuss at length what is appropriate with offenders regarding behavior, language, utilization of force, etc.		
<u>Occupational exposures</u> – Understand what protocols to take when an exposure happens. Where to get treatment if needed, who to report it to, where eye wash stations are located, etc.		
<u>Biohazard waste disposal</u> – Understand where to dispose of biohazard waste. Demonstrate how to have biohazard clothing or bedding laundered. Review personal protective equipment storage areas and how to properly attire in personal protective equipment.		
<u>Emergency Response Manuals (ERMs)</u> – Thoroughly review and understand the ERMs.		
<u>Suicide Prevention</u> – Review and discuss policy regarding suicide prevention. Discuss mental health safety precautions, intermittent irregular rounds being conducted, who can place an offender on these precautions, how long can they last, etc.		
<u>Seriously Mentally Ill Offenders (SMI)</u> – Tour units that specifically house SMI offender populations and discuss signs and symptoms. How the offenders get evaluated for this housing destination. How to look for indicators that someone with SMI is being triggered.		

**By my signature below, I acknowledge that I have received a 40-hour orientation and was given the opportunity to ask questions.**

Staff Signature:	Printed Name:	Date:
FTO Signature:	FTO Printed Name:	Date:

### FTO EVALUATION FORM

(Last, First)	FTO (Last, First)	Date
Post	Shift	Week
		1   2   3

Rating Scale		
Meets Expectations (M/E)	Needs Improvement (N/I)	Not Observed (N/O)

**Rating Instructions:** Rate observed behavior using the scale above. When applicable, make comments on performance which needs improvement and explain steps taken to correct the issue on the deficiencies noted section of this evaluation.

General	M/E	N/I	N/O
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uniform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Knowledge	M/E	N/I	N/O
Offender Rules and Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy and Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Performance	M/E	N/I	N/O
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement/Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Officer Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Radio use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Incident Command System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Searches (Cell, Clothed, Unclothed, Vehicle)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Count	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA/PBT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offender Packing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing Offender Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**General Notes/ Training Recommendations**

**What did your Mentor do well?**

**What could your FTO do better?**

\_\_\_\_\_  
PCO  
Sign and Date

\_\_\_\_\_  
FTO Site Coordinator  
Sign and Date

### TRAINEE EVALUATION CHECKLIST

PCO (Last, First)	FTO (Last, First)	Date
Post	Shift	Week/Day

<input type="checkbox"/> Post Orders Read and Discussed	<input type="checkbox"/> Emergency Equipment Location
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Rating Scale		
Meets Expectations (M/E)	Needs Improvement (N/I)	Not Observed (N/O)

**Rating Instructions:** Rate observed behavior using the scale above. When applicable, make comments on performance which needs improvement and explain steps taken to correct the issue on the deficiencies noted section of this evaluation.

General	M/E	N/I	N/O
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uniform Inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of Correction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge			
Offender Rules and Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy and Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post Orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance			
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conflict Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement/Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Officer Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Radio use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incident Command System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Searches (Cell, Clothed, Unclothed, Vehicle)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Count	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UA/PBT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offender Packing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing Offender Transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**General Notes/ Training Recommendations**

**Deficiencies Noted**

**Deficiency:** \_\_\_\_\_

**Explain:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Corrective Action:**  
\_\_\_\_\_  
\_\_\_\_\_

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**Deficiency:** \_\_\_\_\_

**Explain:**

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**Corrective Action:**

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**Deficiency:** \_\_\_\_\_

**Explain:**

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**Corrective Action:**

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PCO: \_\_\_\_\_ Date: \_\_\_\_\_

FTO: \_\_\_\_\_ Date: \_\_\_\_\_

FTO Site Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

### Field Training Officer Contact Log

**Trainee:** \_\_\_\_\_

Date	Issues Discussed	FTO	Forwarded to FTO Site Coordinator for follow up: Yes or No



# DOC Field Training Handbook

## Index

<b>Radio Use</b> .....	4
<b>Incident Command System (ICS)</b> .....	4
<b>Cell/Room Search</b> .....	5
<b>Clothed Search</b> .....	5
<b>Unclothed Search</b> .....	6
<b>Vehicle Search</b> .....	6
<b>Standing Count</b> .....	7
<b>Urinary Analysis (UA)</b> .....	8
<b>Portable Breath Tests (PBT)</b> .....	8
<b>Offender Packing</b> .....	9
<b>Rounds</b> .....	6
<b>Armed Transport</b> .....	10
<b>reports</b> .....	11
<b>Prepare Offender Transports</b> .....	10
<b>Uniform Inspections</b> .....	12

## INFORMATION

PCO: \_\_\_\_\_ Start Date: \_\_\_\_\_

FTO: \_\_\_\_\_

FTO: \_\_\_\_\_

FTO: \_\_\_\_\_

FTO: \_\_\_\_\_

FTO: \_\_\_\_\_

### RADIO USE

RADIO USE		RADIO USE NOTES
Reading Required:		
<input type="radio"/>	Be brief and concise.	
<input type="radio"/>	Communicate professionally.	
<input type="radio"/>	Listen to make sure no one is transmitting before you begin transmitting.	
<input type="radio"/>	Announce the call sign on the person you are trying to communicate with, followed by your call sign.	
<input type="radio"/>	Speak loudly and clearly.	
<input type="radio"/>	Acknowledge receipt of all transmissions directed to you.	
<input type="radio"/>	Ensure radio is properly charged prior to each shift.	
<input type="radio"/>	Report any radio malfunctions, damage or defects to designated staff person in charge of radios.	
		Discussed:
		Demonstrated:
		Accomplished:
		Accomplished:

### INCIDENT COMMAND SYSTEM (ICS)

INCIDENT COMMAND SYSTEM (ICS)		ICS NOTES
Reading Required:	Policy 300-14 <i>Emergency Response</i>	
<input type="radio"/>	Code Red, Code Red, Code Red.	
<input type="radio"/>	Give your name and rank (plain English - no call signs).	
<input type="radio"/>	Announce the nature of the emergency (fight, medical, etc.).	
<input type="radio"/>	Announce the location.	
<input type="radio"/>	Announce the staging area for the requested response team.	
<input type="radio"/>	Identify Incident Commander.	
<input type="radio"/>	Main Control should echo all traffic coming from the Incident Commander.	
<input type="radio"/>	When situation is resolved, Incident Commander will cancel the code red.	
		Discussed:
		Demonstrated:
		Accomplished:
		Accomplished:

### CELL/ROOM SEARCH

<b>CELL/ROOM SEARCH</b>		<b>CELL/ROOM SEARCH NOTES</b>	
Reading Required:	Policy 300-07 <i>Searches - Institution</i>		
<input type="checkbox"/>	Don gloves.		
<input type="checkbox"/>	Select cell and names from the random shakedown list.		
<input type="checkbox"/>	Print offender property list (all offenders assigned to cell).		
<input type="checkbox"/>	Have offenders exit the cell.		
<input type="checkbox"/>	Pat search the offenders.		
<input type="checkbox"/>	Escort offenders to the holding cell.		
<input type="checkbox"/>	Strip search offenders and have them locked in the holding cell until cell search is complete.		
<input type="checkbox"/>	Issue bedrolls and return offenders to their cell.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

### CLOTHED SEARCH

<b>CLOTHED SEARCH</b>		<b>CLOTHED SEARCH NOTES</b>	
Reading Required:	Policy 300-07 <i>Searches - Institution</i>		
<input type="checkbox"/>	Inform offender that you plan on doing a pat search.		
<input type="checkbox"/>	Ask the offender to perform the following:		
<input type="checkbox"/>	Remove coat and shoes.		
<input type="checkbox"/>	Empty pockets and place items out of reach.		
<input type="checkbox"/>	Run their fingers through their hair.		
<input type="checkbox"/>	Bend ears out and turn head from side to side.		
<input type="checkbox"/>	Open mouth and extend tongue.		
<input type="checkbox"/>	Lift top and bottom lip.		
<input type="checkbox"/>	Raise arms parallel to the ground. Open hands, spread fingers and turn palms up.		
<input type="checkbox"/>	Perform PREA Pat Search from shirt collar to the bottoms of their feet.		
<input type="checkbox"/>	Check all items removed from the individual prior to the pat search. Return items when done.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

### UNCLOTHED SEARCH

<b>UNCLOTHED SEARCH</b>		<b>UNCLOTHED SEARCH NOTES</b>	
Reading Required:	Policy 300-07 <i>Searches - Institution</i>		
<input type="checkbox"/>	Inform offender that you are going to do a strip search.		
<input type="checkbox"/>	Ask offender to remove items from pockets, place items out of reach of offender.		
<input type="checkbox"/>	Ask offender to remove clothing. Remove shoes, socks, pants, shirt and undergarments.		
<input type="checkbox"/>	Ask offender to face you.		
<input type="checkbox"/>	Ask offender to run his/her fingers through their hair.		
<input type="checkbox"/>	Ask offender to stand with arms parallel to the ground, palms up, and fingers spread.		
<input type="checkbox"/>	Visually inspect all areas of the body. Use flashlight.		
<input type="checkbox"/>	Ask offender to lift breasts or other body folds.		
<input type="checkbox"/>	Ask offender to turn in a circle until he/she is facing you again.		
<input type="checkbox"/>	Ask the offender to lift one foot- observe the bottom of each foot.		
<input type="checkbox"/>	Ask the offender to squat and cough.		
<input type="checkbox"/>	Search all clothing removed.		
<input type="checkbox"/>	Return all clothing to the offender.		
<input type="checkbox"/>	Enter search in search log.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

### ROUNDS

<b>ROUNDS</b>		<b>ROUNDS NOTES</b>	
Reading Required:	Unit Post Orders		
<input type="checkbox"/>	All rounds must be less than 30 minutes apart and will be random and staggered.		
<input type="checkbox"/>	You will use the Guard1 pipe system to document all rounds.		
<input type="checkbox"/>	During rounds you are required to check the wellbeing of the offenders.		
<input type="checkbox"/>	If you are late for any amount of time you must document why on a paper informational and deliver it to the OIC.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

### STANDING COUNT

STANDING COUNT		STANDING COUNT NOTES	
Reading Required:	Policy 300-05 <i>Offender Counts</i>		
<input type="checkbox"/>	Print count sheets.		
<input type="checkbox"/>	OIC will give approval to start count.		
<input type="checkbox"/>	Clear tiers and ensure all doors are secure.		
<input type="checkbox"/>	Unit Control will announce count.		
<input type="checkbox"/>	All offenders must be standing with ID present.		
<input type="checkbox"/>	Match the offenders name on count sheet and photo ID. Also match the offenders face with picture ID.		
<input type="checkbox"/>	You will put an "X" in the box on the right side of the offender's name if the offender is present for count.		
<input type="checkbox"/>	If the offender is not present, you will leave the box blank.		
<input type="checkbox"/>	Sign your count sheet including employee number and write total number of offenders at the bottom.		
<input type="checkbox"/>	Turn the count sheet into your OIC.		
<input type="checkbox"/>	While completing count you must ensure the wellbeing of the offenders.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

### VEHICLE SEARCH

VEHICLE SEARCH		VEHICLE SEARCH NOTES	
Reading Required:	Policy 300-07 <i>Searches - Institution</i>		
<input type="checkbox"/>	Thoroughly inspect the following areas:		
<input type="checkbox"/>	Doors, seats, and glove compartments.		
<input type="checkbox"/>	Wheel wells, underside of vehicle, engine compartment, and trunk.		
<input type="checkbox"/>	Occupants must be at least 18 years of age and approved to enter the facility.		
<input type="checkbox"/>	All occupants of the vehicle will exit the vehicle during the search with the exception of offenders.		
<input type="checkbox"/>	Radio control that they are approved to enter or exit the facility.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

### URINARY ANALYSIS (UA)

<b>URINARY ANALYSIS</b>		<b>URINARY ANALYSIS NOTES</b>	
Reading Required:	Policy 300-07 <i>Searches – Institution</i> Policy 400-05 <i>Offender Drug Testing, Sanctions, and Treatment</i>		
<input type="checkbox"/>	Offenders will not be notified in advance.		
<input type="checkbox"/>	Staff collecting a UA specimen from an offender will be of the same sex as the offender.		
<input type="checkbox"/>	The offender will be strip searched prior to providing a sample.		
<input type="checkbox"/>	You must witness the urine flow from the body into the specimen cup.		
<input type="checkbox"/>	Offenders are required to produce a sample within 4 hours of the request. They must be in a secured area until they have produced. They may be given up to 16 ounces of liquid in a 2-hour period.		
<input type="checkbox"/>	If the offender tests positive, call your OIC.		
<input type="checkbox"/>	If the offender tests negative, dispose of items and let offender return to his/her cell.		
<input type="checkbox"/>	Complete UA paperwork and log into COMS.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

### PORTABLE BREATH TESTS (PBT)

<b>PORTABLE BREATH TESTS</b>		<b>PORTABLE BREATH TESTS NOTES</b>	
Reading Required:	Policy 400-05 <i>Offender Drug Testing, Sanctions, and Treatment</i>		
<input type="checkbox"/>	Turn on PBT.		
<input type="checkbox"/>	Make sure the set button is on.		
<input type="checkbox"/>	Ask offender to blow into tube or cup.		
<input type="checkbox"/>	Push the test button while the offender is blowing into the tube/cup.		
<input type="checkbox"/>	After the test is complete throw away the tube if used. Do not throw away the cup as it is reused.		
<input type="checkbox"/>	Complete paperwork and log into COMS.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

### OFFENDER PACKING

<b>OFFENDER PACKING</b>		<b>OFFENDER PACKING NOTES</b>	
Reading Required:			
○	Print the offender's property list.		
○	Return any self-meds to Clinical Services.		
○	Return books to library, education, etc.		
○	Inventory all property using the inventory sheet.		
○	Attach signed inventory sheet to box after completed.		
○	Attach a label to the box indicating the following:		
○	Offender's name and number.		
○	Where the offender came from and where they went.		
○	Include your name as the staff member completing the pack up.		
○	Send to unit/facility specific location to store offender property.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

### PREPARE OFFENDER TRANSPORTS

<b>PREPARE OFFENDER TRANSPORTS</b>		<b>PREPARE OFFENDER TRANSPORTS NOTES</b>	
Reading Required:	Policy 300-08 <i>Offender Transport and Escort</i>		
<input type="checkbox"/>	Receive transport order form.		
<input type="checkbox"/>	Complete an unclothed search of the offender.		
<input type="checkbox"/>	Issue an orange jumpsuit.		
<input type="checkbox"/>	Identify custody level and restraint requirement notated on the transport order.		
<input type="checkbox"/>	Apply appropriate level of restraints		
<input type="checkbox"/>	Notify the OIC that the offender is ready for transport.		
<input type="checkbox"/>	Stay with the offender until OIC retrieves him/her for transport.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

### ARMED TRANSPORT

<b>ARMED TRANSPORT</b>		<b>ARMED TRANSPORT NOTES</b>	
Reading Required:	Policy 300-08 <i>Offender Transport and Escort</i>		
<input type="checkbox"/>	If you are not trained notify your OIC.		
<input type="checkbox"/>	Check out protective vest and duty belt.		
<input type="checkbox"/>	Check out a weapon.		
<input type="checkbox"/>	Go to discharge barrel and load a round into the chamber.		
<input type="checkbox"/>	Meet the OIC outside of the control room and take possession of the offender.		
<input type="checkbox"/>	Place the offender in the vehicle behind the partition.		
<input type="checkbox"/>	Notify control when you reach your destination as well as every hour during your transport.		
<input type="checkbox"/>	Notify control when you are returning.		
<input type="checkbox"/>	Meet security staff member at control. They will take control of the offender and will be responsible to search them upon entering the facility.		
<input type="checkbox"/>	Weapon is cleared at the clearing barrel and all items must be returned and accounted for.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

## REPORTS

<b>REPORTS</b>		<b>REPORTS NOTES</b>	
Reading Required:	Policy 300-17 <i>Offender Discipline System</i>		
<input type="checkbox"/>	Locate Disciplinary/Informational forms.		
<input type="checkbox"/>	Well written reports are:		
<input type="checkbox"/>	Factual, Accurate, Objective, Impartial, and Non-opinionated.		
<input type="checkbox"/>	Complete Report. This should include the following:		
<input type="checkbox"/>	Who was involved?		
<input type="checkbox"/>	What happened?		
<input type="checkbox"/>	When did it happen?		
<input type="checkbox"/>	Where did it happen?		
<input type="checkbox"/>	How did it happen?		
<input type="checkbox"/>	Content of Report - 4 Cs:		
<input type="checkbox"/>	Complete, Concise, Clear, Correct.		
<input type="checkbox"/>	Follow up: where were they moved? Medical?		
<input type="checkbox"/>	Give all reports to your OIC.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

### UNIFORM INSPECTIONS

<b>UNIFORM INSPECTIONS</b>		<b>UNIFORM INSPECTIONS NOTES</b>	
Reading Required:	Policy 100-08 <i>Staff Dress and Grooming Standards</i>		
○	Arrived on time in full uniform.		
○	Appropriate footwear.		
○	Clothing is clean, neat, wrinkle free, appropriately fitted, and maintained in good order and appearance.		
○	Jewelry in accordance with policy.		
○	DOC ID on their person.		
○	Hair is clean, well groomed, and maintained so as not to constitute a safety issue or health concern.		
○	Hair up and not to exceed the top of the uniform collar.		
○	No loose ponytails or braids worn below the collar.		
○	Facial Hair within policy.		
		Discussed:	
		Demonstrated:	
		Accomplished:	
		Accomplished:	

SOUTH DAKOTA DEPARTMENT OF  
CORRECTIONS  
FIELD TRAINING OFFICER PROGRAM GUIDE



**SOUTH DAKOTA**  

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**CORRECTIONS**



## TABLE OF CONTENTS

1. Objective . . . . .	Page 3
2. Content . . . . .	Page 3
3. Field Training Officer Site Coordinator . . . . .	Page 3
4. Field Training Officers (FTO) . . . . .	Page 3
5. SD DOC Field Training Handbook . . . . .	Page 3
6. Daily PCO Evaluations . . . . .	Page 4
7. Weekly Field Training Officer Evaluations . . . . .	Page 4
8. Rating Scale . . . . .	Page 4
9. Core Training Topics . . . . .	Page 4
10. Field Training Officer Training . . . . .	Page 5
11. Shift Rotation . . . . .	Page 5
12. Extended Mentorship . . . . .	Page 5
13. Successful Completion . . . . .	Page 5

## Objective

The objective of the Field Training Officer Program is to develop competent, independently functioning correctional staff assigned to the South Dakota Department of Corrections that are capable problem solvers and fully committed to providing professional care to those we are entrusted to protect, in the furtherance of the department's mission, vision, and values statements.

## Contents

The Field Training Officer Program Guide consists of the core training topics of which trainees will be required to become proficient. The guide also consists of all required documentation needed throughout the program as well as requirements that all Field Training Officers (FTOs) must follow.

### Field Training Officer Site Coordinator

This is the individual, at the rank of major or equivalent, designated by the warden to oversee and coordinate the FTO Program.

### Field Training Officers (FTO)

Experienced staff member(s) who is/are selected to provide additional support, contact, camaraderie, and training to probationary staff prior to their probationary period ending.

### Probationary Correctional Officer (PCO)

A newly hired correctional officer within the Department of Corrections is considered a PCO for the first six (6) months of employment.

### Orientation Program

A program designed to provide new employees, promoted, and transferred DOC employees and contract workers with working knowledge and understanding of their assigned facility or office operations, programs, and services.

### DOC Field Training Handbook

A handbook given to all Probationary Correctional Officers containing specific security job related tasks to be signed off on by the FTO after completion of each step. The areas are as follows:

Radio Use, Incident Command System (ICS), Cell/Room Search, Clothed Search, Unclothed Search, Vehicle Search, Standing Count, Urinary Analysis (UA), Portable Breath Testing (PBT), Offender Packing, Rounds, Armed Transport, Reports, Uniform Inspections, and Preparing Offender Transport.

These handbooks also include some of the required reads for each PCO. These are used to promote consistency throughout the program. Under each training topic there will be four (4) areas the FTO must sign and date. They are as follows:

**Discussed:** This is signed and dated by the FTO once the FTO has explained to the PCO how to perform the task.

**Demonstrated:** This is signed and dated by the FTO once the FTO has demonstrated how to perform the task.

**Accomplished:** This appears **twice** on each training topic. This will be signed off on after each time they complete the task with minimal assistance. **This will be done on two separate occasions.** If the PCO is assigned more than one (1) FTO then this area should be signed off on by two (2) different FTOs.

It is the responsibility of both the FTO and the PCO to ensure these are getting completed. The FTO should be checking regularly to see what the PCO still needs to complete and work toward that goal.

### **Daily Probationary Correctional Officer Evaluations**

The Trainee Evaluation Checklist is used for each training topic to reduce discrepancies between FTOs. The purpose of this form is to tie evaluations to performance. The assigned FTO will complete the Trainee Evaluation Checklist daily. The FTO shall discuss any deficiencies with the PCO prior to the end of the shift. The FTO will send the checklist to the FTO site coordinator by the end of each shift.

Areas of evaluation include:

**General** – Appearance, Acceptance of Correction, and Self-Motivated.

**Knowledge** – Offender Rules and Regulations, Facility Schedule, Policy and Procedure, and Post Orders.

**Performance** – Communication Skills, Conflict Management, Judgement/Problem Solving, Officer Safety, Radio Use, Incident Command System, Searches, Count, UA/PBT, Offender Packing, Rounds, Reports, Uniform Inspections, and Preparing Offender Transport.

This form also includes a box to be checked after the PCO has read the post order associated with the specific post they are working that day. It also includes a box to be checked after showing the PCO where all the emergency equipment is located for the specific post they are working that day. Emergency equipment includes: Victim Resuscitation Unit (VRU), Automated Electronic Defibrillator (AED), Narcan, fire extinguishers, and fire escape routes.

### **Weekly FTO Evaluation Form**

The PCO will fill out an evaluation of their FTO at the end of each week. This evaluation will be sent to the FTO site coordinator. The FTO site coordinator will discuss any deficiencies with the FTO.

### **Rating Scale**

The program represents a continuum of performance where the trainee moves from the beginning practice to a proficient practice. The FTO will be required to set increasingly more complex tasks to the point where the trainee is performing at a level which “meets expectations” by the end of the program.

**Not Observed:** The PCO was absent from work on his/her scheduled workday, or the FTO did not directly observe the trainee complete the specific task for the assigned position.

**Needs Improvement:** The PCO occasionally is not able to perform individual task(s) independently. The PCO sometimes needs to be reminded to complete routine task(s). The PCO may fail to take the initiative to complete task(s) without prompting or reminders.

**Meets Expectations:** The PCO can perform most of the task(s) with minimal assistance or errors as outlined in the DOC Field Training Handbook.

## **Core Training Topics**

The FTO should have the PCO performing the duties of various posts under their direct supervision. The FTO should discuss and demonstrate each task and then have the PCO demonstrate. Emphasis needs to be placed on the PCO demonstrating their ability to perform the various tasks of each position with assistance from the FTO. It is vital the FTO understands the importance of accurate and timely documentation of performance deficiency.

The FTO will assign the PCO to write required reports. The PCO will begin using all the various communication systems after they have been discussed and demonstrated by the FTO. The PCO will be taught how to interact with offenders from the start of their training. PCOs will begin searching offenders and their housing areas after being discussed and demonstrated by the FTO. Prior to the completion of training, the PCO must achieve the rating level of “meets expectations” in all areas.

## **FTO Training**

All FTOs will attend FTO training prior to being assigned PCOs. Training will include Encouraging Performance, Communication, Employee Challenges, Duties and Expectations, and a review of field training guide in its entirety. There will also be meeting times set up at each Basic Training class. Not all FTOs will attend each Basic Training, but it is highly encouraged. At least one (1) of the FTOs needs to attend senior staff welcoming and graduation ceremonies, including the meet and greet, of new DOC staff.

## **On the Job Shadowing**

Forty (40) total hours of hands on, in person training with another staff member that follows the orientation program prior to being assigned to a post.

## **Shift Rotation**

There will be no requirement for the PCO to work all shifts while in on the job shadowing however, it is recommended that the PCO will receive training on each shift as each shift has different tasks and responsibilities. The PCO will always begin training on the day and swing shifts. FTOs will be required to be flexible on which post they work. If an FTO is needed on a unit that they typically do not work for the purpose of working with a PCO, then they will be moved to accommodate the training of the PCO.

## **Extended Mentorship**

Extended mentorship may be utilized when the PCO is not performing at a meet’s expectations level of performance by the end of the on the job shadowing. The FTO may recommend to the FTO site coordinator that the PCO’s shadowing be extended for a specific period, not to exceed forty (40) hours, so the PCO may correct any performance deficiencies.

This recommendation must be supported by the Trainee Evaluation Checklist. If the PCO is still unable to perform at a “meets expectations” rating level after extended mentorship, the FTO will document the deficiencies and submit them to the FTO site coordinator. The FTO site coordinator will consider the recommendation and supporting documents to include the employee Chronological Sheet from the Training Department, then decide with the facility warden whether the PCO should be retained.

## **Successful Completion**

PCOs will NOT be assigned to a post during their on the job shadowing. When the program is completed, the FTO site coordinator will notify scheduling that the trainee may be added to the schedule. The PCO’s

FTO will continue to check in with the PCO twice a month until after completion of the PCO first six (6) months of employment.

The FTO is responsible for documentation check ins on the FTO Contact Log. This will be turned into the FTO site coordinator upon request or upon completion of the PCO's first six (6) months of employment.