SOUTH DAKOTA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE			POLICY NUMBER 1400-16	PAGE NUMBER 1 OF 7
			DISTRIBUTION:	Public
			SUBJECT:	Parole Training and Staff Development
RELATED STANDARDS:	None.		EFFECTIVE DATE:	August 01, 2026
			SUPERSESSION:	New Policy
DESCRIPTION: Parole Services		REVIEW MONTH: July	**NICK LAMB** **SECRETARY OF CORRECTIONS**	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to establish a planned and coordinated training and staff development program for new and existing Parole Services personnel and to outline the minimum training requirements for all Parole Services staff according to job specialties.

II. PURPOSE

The purpose of this policy is to establish standards, define elements and structure, and assign responsibilities of the DOC Parole training system. The mission of the training program is to create and maintain an environment where new employees are prepared for entry into the community 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 Parole Training.

III. DEFINITIONS

Advanced Training Academy:

Advanced Training Academy will be held for any new hires who began during the previous fiscal year. This academy enhances and ensures the new hire's understanding of their role as a parole agent.

Defensive Tactics Instructors:

Senior parole agents who facilitate the Parole Services defensive tactics program. Defensive tactics instructors are responsible for developing, overseeing, delivering, tracking, and recording/reporting applicable training including defensive tactics, OC, and taser training.

Evidence Based Practices Agents:

Senior parole agents who facilitate the Parole Services evidence-based practices (EBP) program. EBP agents are responsible for developing, overseeing, delivering, tracking, and recording/reporting applicable training regarding EBP.

Extended Period of Leave:

A period of approved leave away from the Parole Services Division lasting longer than thirty (30) calendar days, in which the Parole Services staff member is unable to report for duty. Such periods of leave include maternity leave, military leave, medical leave, and others. Prior to return to work in the field any expired training needs to be completed within four (4) weeks. Refer to the Bureau of Human Resources and Administration Employee Handbook for more information.

In-Service Training - Parole:
Annual training provided by the division to Parole Services staff in order to present new information and/or skills and enhance and/or reinforce existing knowledge or skills for use in the daily operations of Parole Services staff.

Parole Field Training Officers:
Senior parole agents who facilitate the Parole Services training program. The Field training officer (FTO) is responsible for overseeing and scheduling the training for newly hired Parole Services field staff, as well as the continual training of existing Parole Services field staff.

Parole Firearm Instructors:
Senior parole agents who facilitate the Parole Services firearms program. Firearm instructors are responsible for developing, overseeing, delivering, tracking, and recording/reporting applicable training including annual firearm qualification and firearm inspections.

Parole Program Coordinator:
This position is responsible for managing, organizing, developing, and facilitating parole programming to DOC offenders. Programs may include cognitive based therapies, employment seeking, and/or trauma informed groups.

Parole Services Staff:
Employees of the Department of Corrections responsible for the supervision of offenders released from prison to parole or suspended sentence in the state of South Dakota, including those on interstate compact supervision, pursuant to SDCL § 24-15-14. Parole Services staff consists of the following staff: director of parole, associate director of field services, regional supervisors, corrections specialist, program coordinator, parole agents, support staff, program assistants, and volunteers/interns.

Parole Training Coordinator:
Senior parole agent who manages and organizes Parole Service's training program. The parole agent training coordinator is responsible for scheduling, tracking, and recording/reporting statewide training and inventory inspections. The parole agent training coordinator is responsible for maintenance and distribution of the Parole Training Manual.

Pre-Service Academy:
Training during the beginning of an individual's employment to provide the knowledge and skills necessary for the individual to function in the assigned specific job specialties.

IV. PROCEDURES

1. Position Responsibilities:

A. Director of Parole.
   1. Will ensure that all personnel receive the necessary training to satisfactorily perform their duties as assigned and will ensure that all personnel perform only those duties for which they have received adequate training.
   2. Will ensure that supervisory level employees receive all required training that meets the Bureau of Human Resources and Administration standards and directives for each class of employee.

B. Associate Director of Field Services and Regional Supervisors.
   1. Will ensure that their employees are receiving the training necessary to satisfactorily perform their duties and will ensure that all personnel perform only those duties for which they have received adequate training.
   2. Will monitor and report to the director of Parole Services annually on the subordinate employee's training activities and hours.

3. Will provide initial orientation training to all newly hired Parole Services staff.
4. Will review and approve/deny all training lesson plans submitted by Parole Services training staff.

C. Senior Agents.
1. The parole training coordinator will serve as the division's training manager and assist in organizing training times for the other senior agents. FTOs, firearms instructors, evidence-based practices (EBP) instructors, and defensive tactics instructors are responsible for ensuring all staff receive adequate and timely training in their specialty area.
2. With the approval of the regional supervisors, senior agents will schedule and coordinate the training of newly hired Parole Services staff and will ensure newly hired Parole Services staff are properly trained to adequately perform the necessary tasks and functions associated with their specific job.
3. With the approval of the regional supervisors, senior agents will provide and assist in the on-going training and documentation of training provided to new and existing staff.
4. Will ensure parole staff are adequately trained in each specialty area and will provide additional training, when necessary, to address any recognized deficiencies.
5. Will serve as a training resource for existing staff.
6. Will submit training plans and recommendations to the regional supervisors for approval.
   a. Senior agents will maintain a training outline for their specialty and update it annually.
7. Senior agents holding training certification(s) are responsible for tracking when recertifications are due to keep their certification(s) current.

D. Corrections Specialist.
1. Will monitor/ensure compliance with the standards and procedures directed by SDCL, Administrative Rule, and DOC policy.
2. May assist senior agents in developing their training outlines.
3. Manages the division data and metrics for monthly and annual reports.
4. Assist the parole training coordinator with the tracking and organization of divisional training, including the annual training for parole agents.

E. Parole Training Coordinator.
1. Will oversee the creation and maintenance of the Parole Services Training Manual.
   a. The training manual will include all applicable training materials utilized throughout the pre-service and annual in-service trainings.
2. Will oversee the process of maintaining and organizing training materials (agendas, documents, outlines, lesson plans, etc.) for all training completed (facilitated by SD DOC and facilitated by outside agencies) in Parole Services and tracking on the M drive.
   a. It is the responsibility of the training agents and parole services staff to submit any training documents for tracking and recording purposes.
3. Will oversee the tracking and maintenance of training records for the division.
4. Will make recommendations to the regional supervisors on specific equipment, upcoming equipment orders, and training topics/needs.

2. Pre-Service Training Requirements:

A. Areas of the curriculum for pre-service training will be specific to the job classification and position and will include the information the employee must know to perform the specific duties of the position. Additional pre-service training requirements are as follows:
1. Newly hired regional supervisors (if hired from outside the division) and newly hired parole agents will participate in the pre-service academy. The pre-service academy occurs during the first three (3) months of hire, where the new hire is introduced to DOC policies and community supervision best practices, completes administrative and safety trainings, and shadows with other agents (see chart below for specific details regarding trainings covered during the pre-service academy). During this time, new hires may begin to supervise a small caseload under the guidance of a mentor agent, depending on staffing needs. During phase 2, following the pre-service academy, new hires will begin applying the information and training from the academy to a small caseload assigned to them.

Senior agents and/or a mentor agent will work with the new hire to ensure practical application of supervision practices and policy knowledge.

Pre-Service Academy	
Phase I: Pre-Service Academy	Regional Supervisor Orientation FTO Orientation (including Policy and Procedure overview, caseload management, time management, staffing practices) Evidence Based Practices (including MI, EPICS, CR2, Case Management, Drug testing, Electronic Monitoring) Computer Training (including OMS, FEMA, PREA, Narcan) ICOTS Policy review and acknowledgement Introduction to local providers Defensive Tactics/OC/Taser Firearms Reality Based Training CPR/First Aid (American Heart Association Standards) to include Narcan and use of tourniquets Case laws related to parole supervision Transports Report writing Shadowing current agents Three-month quiz Scenario training
Phase II: Supervised Field Training	Field Training Continued policy review Continued COMS training (including data entry and report writing) Assignment of different types of cases (ICOTS, EC, SO, Chronic DUI, etc.) Continued EBP training Scenario training
Phase III: Field Training	Remaining Operations Training Field Work Scenario Training Five-month quiz
Advanced Training Academy for new hires	Best Practices in Community Corrections Core Correctional Practices Purposes of parole Supervision Advanced Scenario training Case planning reviews National Trends

2. The final phase of new hire training, phase 3, allows the new hire to supervise their caseload independently.
   a. Topics from prior phases may be reviewed during any time of supervision as situations arise for this knowledge.
3. Every fall, an advanced training academy will be held for any new hires who began during the previous fiscal year. This training will review concepts from the pre-service academy and expand on parole case planning.
4. The field training officer, or designee, will complete a weekly observation report to summarize the training received and progress made by the new hire.
   a. It is the responsibility of the new hire to ensure the weekly observation report is completed so they are able to move on to the next phase of training.

5. Regional supervisors will work with the assigned FTO, or designees, to review the training, progress, and performance of all new parole agents after three (3) months of employment and again after five (5) months of employment. All senior agent trainers will assist in providing scenario-based trainings at these milestones or additionally as necessary.
    a. Each FTO review will identify any specific deficiencies the new parole agent has and will develop a plan for providing additional training to correct the deficiency.
    b. As part of the three (3) month and five (5) month review, the FTO will audit the new parole agent's caseload to ensure the new hire is understanding parole concepts and following DOC policy and procedures.
6. After every subject has been covered, the new agent will sign an acknowledgement stating they have received adequate training in the subject matter.
7. Following satisfactory completion of Phase III of field training, the new parole agent will be given a certificate of completion.
8. Corrections Specialist and Program Coordinator.
    a. If hired from outside the department, a newly hired corrections specialist and program coordinator may attend pre-service basic training through the institution to gain a basic understanding of corrections.
    b. Newly hired corrections specialists and program coordinator may attend all or parts of parole's pre-service academy to gain an understanding of community corrections.
    c. Corrections specialists and program coordinators will receive additional training consisting of the necessary knowledge and skills to perform the duties and responsibilities of the position.
        1) This can include touring parole field offices and meeting with parole administrative staff.
        2) Other training topics will include:
            a) Orientation with the director of parole and/or associate director of field services.
            b) Policy review.
            c) Offender management system (OMS) training.
9. Parole Services Support Staff/Program Assistant.
    a. Newly hired support staff will receive on the job training that consists of the knowledge and skills necessary to begin managing the daily operations of a Parole Services field office. At a minimum, newly hired support staff will receive eight (8) hours of one-on-one training with the regional supervisor, or designee.
        1) This training will include topics such as DOC mission, vision, and values; Bureau of Human Resources and Administration contacts, standards of conduct / ethics / professionalism, policy reviews, PREA, OMS, and other duties related to the position.
10. Parole Services Interns.
        1) Newly hired interns will receive training that consists of the knowledge and skills necessary to complete the specific tasks assigned by their supervisor. At a minimum, newly hired Interns will receive four (4) hours of one-on-one training with the regional supervisor and/or FTO or designee.
        2) It is the expectation that the Parole Services Division will provide interns with a realistic on the job experience.
11. In addition to the pre-service training requirements outlined in this policy, all new employees of the Parole Services Division will be required to read and acknowledge policies as assigned through SDLearn.

3. Annual Training Requirements for Parole Services:

A. The chart below outlines the minimal requirements for annual trainings for parole services staff:

Regional Supervisors Senior Parole Agents Parole Agents	• Generally, 40 hours in courses containing subjects that are relevant to Parole Supervision and continued staff development • Annual review of DOC and Parole Services Policies • Parole Services annual in-service training • Attend training necessary to maintain certification of specialized field

	• EBP training • CPR/First Aid (every 2 years) • Mental Health First Aid (every 3 years) • TPR refreshers • Firearm training (low light, cold weather shoots, and qualification) • PREA • Use of Force
Administrative staff (support staff, corrections specialist, parole program coordinator, program assistants).	• Generally, 16 hours training annually in courses containing subjects that are directly relevant to parole supervision, office management, and continued staff development.

1. Any parole staff member can also register for trainings available on SDLearn. The staff member's supervisor may assign and approve training through SDLearn.
2. The parole training coordinator, with the assistance of the other senior agents and corrections specialist, will organize and set up the annual parole agent division training.
3. All proposed training provided by the parole division will be reviewed by the regional supervisors, who will recommend training curriculum to the director and associate director of parole for approval.
    a. 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 DOC mission and policies.

4. Required Training Following an Extended Period of Leave:

A. Parole agents and regional supervisors reinstated, re-appointed, or scheduled to return to duty following an extended period of leave will be required to complete necessary training prior to returning to the field. Completion of necessary training is required within four (4) weeks of return to duty.

B. When parole agents return from extended leave, the regional supervisor and training coordinator will review any training/updates the parole agent missed while on leave. The training coordinator will organize and schedule any required training for the agent with the specified senior agent specialty area.

5. Requesting Outside Agency Training:

A. Parole Services staff may request training outside of that offered by the division and/or Department of Corrections, whether required by the position or as an elective.

B. When requesting to participate/attend training from an outside agency, the requesting staff will complete the *Out of State Travel Form* (see attachment in DOC policy 900-01 *DOC Staff Training*) and:
    1. The requesting staff member will develop a plan, including cost, attendees, how materials relate to Parole Services, how the training will benefit the division, etc. and bring this plan to the regional supervisor. The regional supervisor will forward the request to the associate director.
    2. The associate director will review the training request to understand the value the training will bring to the requesting staff member and the division, as well as any budgetary implications. The associate director will approve or deny instate requests.

C. If the training is located outside of the state of South Dakota, the approved request must be approved by the director of Parole Services and must also be submitted and approved by the secretary of corrections (SOC), or designee.

6. Training Records:

A. Each FTO will maintain up-to-date training files for all parole agents within their region, including new hire/pre-service training.

B. The training coordinator will oversee the process of maintaining an individual, up-to-date record of all trainings attended in the Parole Services training database located on M:\DOC\Parole Training.
   1. All employees are responsible for notifying the corrections specialist, or designee, of any training received or delivered along with any materials from the training session by using the form at this link.

C. Annual all staff training agendas will be compiled and maintained on the M drive by the training coordinator for every year of in-service training completed by the division.

D. Senior agents will keep individual training records for staff participating in their training specialty/training they facilitate. This will include records of topics covered and proficiency and confidence assessments, if applicable.

E. Each regional supervisor will maintain an active personnel file for each Parole Services staff member in their region.

V. RESPONSIBILITY

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

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

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ATTACHMENTS

None.