

Staff Training and Development Curricula - 2019

Included in the Department of Corrections' (SCDC) December 18, 2019 letter to the House Legislative Oversight Committee (LOC). This information was provided in response to the following question in LOC's December 2, 2019, letter to the Department of Corrections: "16. Please list the training provided to each type of SCDC employee and when the training is provided (e.g., when hired, before interaction with inmates, annually, etc.)."

In addition to providing the information in this document, SCDC provided the following response:

- Please see attached 2019 Training and Staff Development Curricula.

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

DIVISION OF TRAINING and STAFF DEVELOPMENT

M E M O R A N D U M

THROUGH: Dennis Patterson, Assistant Deputy Director
Operations

FROM: Tessie A. Smith, Division Director
Division of Training and Staff Development

SUBJECT: EMPLOYEE TRAINING

DATE: December 9, 2019

Attached is the Correctional Staff Learning and Performance Curricula for CY 2019 that addresses New Employee On-Boarding, Agency Orientation, Correctional Officer Basic Training and Institutional In-Service. This is submitted in response to the Legislative Oversight Committee request, item #16, Employee Training.

SI *Tessie A. Smith*
Division Director
Division of Training and Staff Development

cc: Dayne Haile

NOTE: New Hires – DAY ONE (Before interaction with inmates and assignment to worksite.)

2019 NEW EMPLOYEE ON-BOARDING (NEO) – 8.0 Hrs

| Course Title | *Mandated By |
|------------------------------------|--------------------------|
| Employee/Inmate Relations and PREA | ACA,PP |
| Grooming and Attire | ACA, PP |
| Human Resources (Benefits) | NA |
| Physical Agility Test (PAT) | PP,NA |
| Reporting for Duty | PP,NA |
| SC Code of Conduct | PP, Governor's Directive |
| SCEIS | PP,NA |
| Social Media | PP |
| Training Academy Overview | NA |
| TOTAL HOURS | 8 |

| E-Learning Course Title | *Mandated By |
|---|---------------------|
| Key Control | ACA, PP |
| Tool Control | ACA, PP |
| Effective Communication: Deafness Sensitivity for New Employees | ADA, CC, DOJ |
| NIC Incident Command System for Corrections: Basic | HSPD-5, GD |
| TOTAL HOURS | 4 |

Legend: *Mandated by

- ACA** – American Correctional Association
- ADA** – American with Disabilities Act
- CC** – Court Case
- DACUM** – Developing a Curriculum
- DOJ** – Department of Justice
- F** – Federal Law
- GD** - Governor's Directive
- HSPD** – Homeland Security Presidential Directive/
- NA** – Needs Assessment
- OSHA** – Occupational Safety & Health Administration
- PP** – Policy & Procedure

**2019 AGENCY ORIENTATION – 40 hrs
Table 1 (ILT)**

| Instructor Led Training (ILT) Course Title | *Mandated By |
|---|--------------------------|
| Agency Executive Staff Welcome | ACA |
| Bloodborne/Airborne Pathogens and Respiratory Fit Test | OSHA, ACA, PP |
| Contraband Control | PP |
| Cultural Diversity | ACA |
| Defensive Driving | PP |
| Domestic Violence | PP |
| Hostage Situation | PP |
| Employee/Inmate Relations | PP |
| Grooming and Attire | PP |
| Inmate Panel | PP |
| Introduction to Incident Command System for Corrections | HSPD-5, GD |
| Introduction to K2, Drug ID, Searches and Contraband | PP |
| Mental Health | CC |
| Office of General Counsel | NA |
| OSHA HAZCOM/Lockout Tagout | OSHA |
| Police Services/K9 | NA |
| Prison Rape Eliminate Act (PREA)/Sexual Misconduct | ACA, OSHA, F, PP |
| Professional Organizations | NA |
| Professionalism and Ethics | PP, NA |
| Report Writing | F, ACA, PP |
| Reporting for Duty | NA |
| SCEIS | GD |
| Security Threat Groups | PP |
| Sexual Harassment | ACA, NA |
| Social Media | PP, EBP |
| Suicide | CC |
| Training Academy Orientation | ACA, PP |
| Workplace Violence | PP |
| | |
| SUBTOTAL TABLE 1 HOURS | 40 hrs. Classroom |

Table 2 (E-Learning)

| E-Learning Course Title | *Mandated By |
|--------------------------------|----------------------------|
| First Aid | ACA, PP |
| CPR and AED | ACA, PP |
| Radio | ACA |
| SUBTOTAL TABLE 2 HOURS | 4.5 hrs. E-Learning |
| SUBTOTAL TABLE 1 HOURS | 40 hrs. Classroom |
| TOTAL HOURS | 44.5 HOURS |

LEGEND: * Mandated by:

ACA – American Correctional Academy

NA – Needs Assessment

F – Federal Law

HSPD – Homeland Security Presidential Directive

PP – Policy & Procedures

OSHA – Occupational Safety & Health Administration

DACUM – Developing a Curriculum

EBP – Evidence Based Practices

CC – Court Case

NOTE: Basic Training for Certified Employees, Non-Certified Employees assigned to institutions with more than minimal inmate contact or employees in positions that require certification based on job duties.)

**2019 CORRECTIONAL OFFICER BASIC TRAINING
4-WEEK CURRICULUM
(As of 2/4/19)**

| Course Title | Hours | *Mandated By |
|---|--------------|---------------------|
| Basic Correctional Officer Orientation | 1.5 | NA |
| Correctional Officer Basic Drill and Ceremony | 4 | PP, NA |
| Defensive Tactics | 30 | ACA, PP |
| Employee/Inmate Relations | 3 | ACA, PP |
| Examinations | 4.5 | PP |
| First Aid/CPR | 6.5 | ACA, PP |
| Frisk Search, Cell Search, & Property Control | 6 | ACA, DACUM |
| Incident Command System for Corrections: Simulations (*As of 2/4/19) | *7.5 | HSPD-5, GD |
| Interpersonal Communications | 10 | ACA |
| Legal | 2 | ACA, PP |
| Less Lethal Munitions – Chemical Agents | 4 | ACA, PP |
| Mechanical Restraints | 8 | ACA, PP |
| Mental Health – Recognition and Reporting | 2 | Case Law |
| Pre-Crisis Communications Skills | 3 | ACA |
| Security Procedures | 4 | ACA, PP |
| Suicide Intervention/Prevention | 2 | ACA, PP |
| Supervision of Offenders | 4 | ACA |
| Transportation of Inmates and Vehicle Searches | 8 | PP |
| Use of Force | 6 | PP |
| Weapons Familiarization and Performance: Revolver, Shotgun, Night Fire, Perimeter Shotgun, Shooting Scenarios | 44 | ACA, PP |
| TOTAL HOURS - OFFICERS: <i>All of the above</i> | 160.0 | |
| TOTAL HOURS - CADETS: <i>All of the above with the exception of revolver training</i> | 124.0 | |
| TOTAL HOURS – NON-SECURITY: <i>All of the above with the exception of all weapons training</i> | 116.0 | |

LEGEND: *Mandated by:

ACA – American Correctional Academy

NA – Needs Assessment

F – Federal Law

GD - Governor’s Directive

HSPD – Homeland Security Presidential Directive/Governor’s Directive

PP – Policy & Procedures

OSHA – Occupational Safety & Health Administration

DACUM – Developing a Curriculum

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2019 ANNUAL MANDATORY TRAINING REQUIREMENTS

Included in SCDC's December 18, 2019 letter to LOC

NOTE: All personnel will be required participate in Agency Mandates based on their classification (Certified or Non-Certified), title or position. Check with your immediate supervisor for additional information.

| 2019 Agency Training Mandates (Videos located on SCEIS MySC Learning) | Code | Hours | *Mandated By |
|--|----------|--------------|--------------|
| Domestic Violence (Video) | 1032.14V | 0.5 | SCDC, PP |
| Effective Communications: Deafness Sensitivity (Video) <i>*(1)</i> | 27.02V | 1.0 | DOJ, NA |
| ERI/Fire Extinguisher/Fire Escape Hood (Video) | 1004.17V | 1.0 | ACA, OSHA |
| IT Security Awareness (Video) | 1053.27V | 0.5 | PP |
| PREA: (Video) | 1073.30V | 0.5 | ACA |
| SC Gov't Code of Conduct (Video) <i>*Change 1 (June 2019)</i> | 2067.01V | 1.0 | STATE |
| TB/Bloodborne Pathogens (Video) <i>*Change 1 (June 2019)</i> | 1072.10V | .50 | OSHA |
| Videos on Internet (https://nic.learn.com) | | | |
| Incident Command System for Corrections (ICSC) Intermediate <i>*(2)</i> | 461.03 | 2.0 | HSPD-5 |
| Incident Command System for Corrections ((ICSC) Basic <i>*(2)</i> | 461.02 | 1.0 | HSPD-5 |
| Incident Command System for Corrections (ICSC) Advanced <i>*(2)</i> | 461.04 | 3.0 | HSPD-5 |
| Live Courses (Block Training not available on Video) | | | |
| DT for Non-Uniform/Non-Certified Employees <i>*(3)</i> | 1003.14 | 3.5-4.5 | NA |
| Employee/Inmate Relations: Professionalism & Ethics | 1013.17 | 1.5 | ACA, PP |
| Recognizing Mental Illness/ Appropriately Responding <i>*(4) *Change 1 (June 2019)</i> | 1096.11 | 2.0-2.5 | SCDC, PP |
| Workplace Violence | 1075.64 | 1.0 | PP, OSHA |
| ALL SCDC EMPLOYEES MUST PARTICIPATE IN THE TRAINING LISTED ABOVE. | | | |
| <i>*(3)</i> Certified Employees CANNOT take Defensive Tactics (DT) for Non-Uniform/Non-Certified Employees | | | |
| IN ORDER TO RETAIN YOUR SCDC CERTIFICATION, YOU MUST PARTICIPATE IN ALL CLASSES LISTED ABOVE AND BELOW. | | | |
| Communication Skills & Counseling Techniques | 1058.15 | 1.00 | ACA |
| Continuous Law Enforcement Education (CLEE) (video) <i>*Change 1 (June 2019)</i> | 1088.00 | .5-1.00 | STATE, PP |
| CPR <i>*(5)</i> | 1001.43 | 1.0-2.5 | ACA, PP |
| Defensive Tactics (DT) | 1003.11 | 3.0-6.0 | ACA, PP |
| Legal Update 2019 (Video) | 1009.36V | 1.5 | ACA, PP |
| Less Lethal Munition | 1027.01 | 1.5-2.0 | ACA, PP |
| Mechanical Restraints | 1029.00 | 2.0-3.0 | ACA, PP |
| Report Writing 101 | 1051.13 | 1.0 | PP, NA |
| Respiratory Fit Test <i>*(6)</i> | 1090.09 | 0.5-2.0 | OSHA |
| Self-Contained Breathing Apparatus (SCBA): Level 3 Institutions Only | 1024.00 | 1.0-2.0 | OSHA, PP |
| Suicide Prevention (Instructor Led) <i>*(5)</i> | 1015.16 | 2.0 | ACA, PP |
| Suicide Part I (Video) <i>*(5)</i> | 1015.17V | 1.0 | ACA, PP |
| Suicide Part II (Video) <i>*(5)</i> | 1015.18V | 1.0 | ACA, PP |
| Transportation of Inmates <i>*Change 1 (June 2019)</i> | 1016.00 | 1.0 | PP, NA |
| Use of Force: What Would You Do? (2018/2019) <i>*(7) *Change 2 (Aug. 2019)</i> | 1012.02 | 2.0-2.5 | PP |
| Weapons Re-Qualification/Shotgun Training | 12.00 | 1.0-7.0 | ACA, PP |
| Weapons Retention & Disarmament | 1003.01 | 1.5-2.5 | ACA, PP |
| TOTAL | | 32-50 | |

2019 ANNUAL MANDATORY TRAINING REQUIREMENTS
(continued)

NOTES:

- *(1) EFFECTIVE COMMUNICATIONS: DEAFNESS SENSITIVITY (Video):** 2019 new hires are required to take this E-Learning Course (Adobe Connect video) after New Employee Onboarding (NEO) and before attending Agency Orientation (AO); therefore, they are not required to take it again as annual mandatory training.
- *(2) INCIDENT COMMAND SYSTEM FOR CORRECTIONS (ICSC):** All Correctional Officers will take the ICSC Basic Course. Corporals and Sergeants will take the Intermediate Course. Lieutenants up to Executive Level Staff will take the Advanced Course. Non-uniform staff who are non-supervisors will take the Basic Course. First-line supervisors will take the Intermediate Course. Mid-Management Level Staff up to Executive Staff will take the Advance Course.
- *(3) DEFENSIVE TACTICS FOR NON-UNIFORM/NON-CERTIFIED:** DT for Non-Uniform/Non-Certified Staff will be optional. However, employees working at an institution or in positions that require them to regularly go to an institution are strongly encouraged to attend.
- *(4) RECOGNIZING MENTAL ILLNESS AND APPROPRIATELY RESPONDING:** This training is for certified, uniform staff hired prior to January 1, 2018 at Evans, Kershaw, Lee, Lieber, MacDougall, McCormick, Perry, Ridgeland, Turbeville, Tyger River, Trenton, Manning, and Goodman. Certified uniform staff hired prior to January 1, 2018, at Palmer, Livesay, and Wateree will travel to the closest institution to complete this training.
- *(5) CPR, SUICIDE (INSTRUCTOR LED), SUICIDE PARTS I & II VIDEOS:** All certified employees, medical and mental health employees, are **REQUIRED** to complete this in addition to Agency Training Mandates for ALL SCDC employees as listed in the first section.
- *(6) RESPIRATORY FIT TEST:** This annual training is required for all certified employees and/or any employee who serves on a special emergency team, medical position or medical area of assignment where respiratory protection may be required.
- *(7) USE OF FORCE: WHAT WOULD YOU DO:** This course is required to be taken by all certified staff. Wardens were required to take in 2018 and therefore do not need to take again in 2019.

| Legend: *Mandated By | |
|--|---|
| ACA – American Correctional Association | HSPD-5 – Homeland Security/Presidential Directive |
| DACUM – Developing a Curriculum | NA – Needs Assessment |
| DOJ – Department of Justice | OSHA – Occupational Safety & Health Administration |
| DOL – Department of Labor | PP – Policy & Procedure |
| F – Federal Law | STATE – State Government |