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<b>Transitional Development Specialist</b>	<b>ACA Standards: 2-CO-1C-14</b>		
<b>Joe M. Allbaugh, Director</b> <b>Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## **Transitional Development Specialist (TDS)**

The Transitional Development Specialist (TDS) program is to provide all newly hired cadets with a general knowledge of facility/unit specific training with mentoring to improve work-readiness skills through support and supervision.

### I. Purpose of the TDS (2-CO-1C-14)

The TDS will mentor newly hired cadets during a two-phase program. The TDS will oversee the training of the cadet to ensure he/she understands the core functions of security and can perform independently upon completion of the academy and the TDS program.

### II. TDS Program Supervision, Tracking and Evaluation

- A. The TDS will be supervised and evaluated quarterly by the chief of security.
- B. The TDS may be removed from the program at the discretion of the facility/unit head.
- C. The facility/unit head will be notified by the chief of security of a cadet's assignment to a TDS.

### III. Selection of the TDS

The TDS will be a rank of Correctional Security Officer III, Correctional Security Officer IV or Correctional Security Manager I.

A. Application Process

1. TDS applicant required qualifications:
  - a. Have current PMP reflecting meets standards or exceeds standards;
  - b. No formal disciplinary actions within the last year;
  - c. Current on all required training;
  - d. Exemplify a positive attitude; and
  - e. A minimum of one year of service at the current facility/unit.

Applicants will submit a “Transitional Development Specialist (TDS) Application” ([Attachment A](#), attached) to the facility/unit training officer. The facility/unit training officer will ensure the applicant has at least one year of service with the facility/unit and is current on all required training. The training officer will then forward the application to the chief of security who will ensure the applicant holds the rank of CSO III or higher and has no formal disciplinary actions within the last year.

B. Approval of Applications

1. The chief of security and the deputy warden/unit head will select applicants based on the following criteria:
  - a. Knowledge of Oklahoma Department of Corrections policies, facility/unit local procedures/field memorandum, and all post orders at the facility/unit;
  - b. Knowledge, skills and ability necessary to perform the core functions vital to facility/unit security;
  - c. Commitment to the values and philosophy of the Oklahoma Department of Corrections; and
  - d. Maintain a professional appearance in accordance with [OP-110245](#) entitled “Standards for Employee Personal Appearance.”

Applicants meeting the above criteria will be forwarded to the facility/unit head for final approval and acceptance into the TDS program.

IV. Mandatory Training Requirements for the TDS

- A. The employee must successfully complete the Transitional Development Specialist course.

The first Monday of each month, the training officer will present the TDS course at the assigned facility/unit.

- B. Upon completion of the TDS training, the TDS will be provided an insignia to designate the TDS status. The insignia will be as follows:

1. The letters "TDS" will be gold in color; and
2. Will be worn centered on each epaulet of the uniform.

V. Schedule and Performance Standards of the TDS

No cadet will work unsupervised on any assignment or post that involves inmate interaction prior to completion of the academy.

- A. Every newly hired cadet will participate in the two-phase TDS program.

1. Phase One

Phase one will begin immediately upon hire and continue until the cadet attends the academy. The TDS functions will consist of the following:

- a. Ensuring all initial new hire documentation is complete;
- b. Provide cadets with Employee Assistance Program information;
- c. Familiarizing the cadet with the facility/unit and facility/unit operations;
- d. Oversee the issuance of uniforms, patches, badges, ensuring proper placement and any other items necessary to perform the job duties;
- e. Introduction to all senior staff;

- f. Adherence to grooming standards and dress code according to [OP-110245](#) entitled "Standards for Employee Personal Appearance";
- g. Interaction with staff and inmates;
- h. Proper facility/unit movement and count procedures in accordance with [OP-040101](#) entitled "Facility Security Standards" and facility field memorandum/post orders;
- i. Proper search procedures [OP-040110](#) entitled "Search and Seizure Standards";
- j. Facility/unit tours;
- k. Proper key control [OP-040105](#) entitled "Key and Lock Standards";
- l. Proper perimeter security procedures;
- m. Proper tool control [OP-040107](#) entitled "Tool Control Standards";
- n. Supervise the completion of "ODOC Orientation Correctional Officer Checklist" ([Attachment B](#), attached) ensuring the attachment is filled out completely and submitted to the facility/unit training officer for enrollment into the academy. The TDS, facility/unit and any staff assigned to train a cadet on the "ODOC Orientation Correctional Officer Checklist" ([Attachment B](#), attached) must understand that they are training academy prerequisites that may determine the success of the cadet. These tasks are only taught at your facility/unit so it is extremely important that facilities/units thoroughly train on each task;
- o. Ensure cadets attend the first available facility/unit orientation and receives passing scores or assist with any remedial training necessary; and
- p. Continue to provide direct supervision, direction and facility/unit specific training until the cadet attends the academy.

## 2. Phase Two

Upon successful completion of the training academy, phase-two will begin. The TDS will:

- a. Continue to mentor, monitor, evaluate and document the cadet's progress for a period of six months after graduation from the academy;
- b. Address any inadequacies, questions and concerns; and
- c. Address cadet's strengths and encourage the cadet to continue open communication with shift supervisors and the TDS to promote career growth and retention.

## VI. Evaluation of Cadets by the TDS

### A. Verbal Evaluation

#### 1. Phase One

Prior to cadet attending the academy, the TDS will give clear and concise instructions upon assigning a task, observe the cadet in completing task and will provide professional feedback once task is completed. The TDS will also meet with the cadet at the end of each shift to discuss any problem areas.

#### 2. Phase Two

Upon the cadet's return from the academy, the TDS will continue to provide verbal evaluations, feedback and provide assistance that may be needed in areas of concern.

### B. Written Evaluations

#### 1. Phase One

Prior to the cadet attending the academy, the TDS will evaluate the cadet weekly utilizing the "Transitional Development Specialist Cadet Assessment" ([Attachment C](#), attached). Copies of this evaluation will be provided to the cadet, chief of security and the facility/unit training officer. This evaluation will be prepared using the TDS's experience with the cadet as well as feedback from other supervisors.

#### 2. Phase Two

Upon the cadet's return from the academy, the TDS will provide written evaluation on a monthly basis utilizing the "Transitional Development Specialist Cadet Assessment" ([Attachment C](#), attached). This process will continue through six months from the completion of the academy. The TDS will continue to meet with the cadet on a regular basis and discuss any areas of concern. If the TDS or facility/unit head feel the cadet needs more time in the TDS program, more time may be added at the facility head's discretion.

## VII. References

P-100100 entitled "Training and Staff Development Standards"

OP-040101 entitled "Facility Security Standards"

OP-040105 entitled "Key and Lock Standards"

OP-040107 entitled "Tool Control Standards"

OP-040110 entitled "Search and Seizure Standards"

OP-110245 entitled "Standards for Employee Personal Appearance"

## VIII. Action

The director of Training is responsible for compliance with this procedure.

The Chief of Operations is responsible for the annual review and revisions.

Any exception to this procedure requires prior written approval from the agency director.

This procedure will be effective as indicated

Replaced: Operations Memorandum No. OP-100107 entitled "Transitional Development Specialist" dated July 14, 2017

Distribution: Policy and Operations Manual  
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	“Transitional Development Specialist Application”	Attached
<a href="#">Attachment B</a>	“ODOC Orientation Correctional Officer Checklist”	Attached
<a href="#">Attachment C</a>	“Transitional Development Specialist Assessment”	Attached

