

## 1.5.A.6 Community Service Program

### I Policy Index:



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### II Policy:

The Department of Corrections (DOC) may establish a Community Service Program to provide inmate labor for certain approved projects in the community (See SDCL § 24-4-7). The Department of Corrections shall make provisions for the custody, control and maintenance of inmates assigned to the Community Service Program.

### III Definitions:

#### Community Service:

A program that allows inmates to work in the community and provides low cost labor to state agencies, federal and local governments (county, township, city), non-profit organizations, charitable agencies, public educational institutions or through executive order (See SDCL § 24-4-7 and Chapter 34-48A). Special consideration may be given to short-term projects for private property owners who are elderly or handicapped.

#### Community Service Supervision:

Community service inmates are approved to work independent of direct supervision; however, it is expected that direct checks (visual observation) be made periodically. Periodic direct checks should occur in such frequency to give the immediate work supervisor(s) relative confidence that they know what the inmates are doing on a continuing basis.

#### Host Agency:

An agency providing work and/or housing supervision for inmates participating in the Community Service Program.

#### Immediate Work Supervisor:

A staff member assigned by the host agency who is directly responsible for the supervision and management of inmates working within the host agency.

#### Inmate:

For the purpose of this policy, an inmate is any adult offender housed in a Department of Corrections facility.

#### Senior Security Officer:

The Deputy Warden at the South Dakota State Penitentiary, Mike Durfee State Prison and South Dakota Women's Prison. The Senior security officer is responsible for the same duties at ancillary units that fall within the supervision of their main facility.

**Sex Offender:**

For the purposes of this policy, a sex offender is any adult offender convicted or adjudicated of a felony sex crime, as listed in SDCL § [22-24B-1](#), regardless of the offense date or date of conviction; an offender serving a current prison term as a condition of a suspended imposition of sentence for the commission of a sex crime; and offenders identified as having a Sexual Behavior Issue (SBI) by SOMP staff (designated by sexual behavior code of 2), or an offender convicted of any offense requiring sex offender registration.

**IV Procedures:****1. Community Service Projects:**

- A. Inmates will not be used for building demolition work; however, inmate labor may be used for clean-up following the demolition of a structure or to remove items from a structure or during the renovation of a structure.
- B. Non-state sponsored community service projects, particularly short-term projects, will generally take place on weekends.
- C. Procedures for using inmate labor to clean up following a natural disaster are contained in DOC policy 1.3.B.5 [Deployment to a Natural Disaster](#).

**2. Inmate Eligibility:**

- A. Inmates participating in the Community Service Program must be classified as minimum (MN) custody level (See DOC policy 1.4.B.2 [Male Inmate Classification](#) and 1.4.B.14 [Female Inmate Classification](#)) or assigned to the Community Transition Program (CTP).
  1. An inmate who has a felony hold or detainer noted in their legal file and/or the Holds / Warrants / Detainers Module in the Comprehensive Offender Management System (COMS), is not eligible for the Community Service Program.
    - a. Questions concerning felony charges, holds or detainers will be referred to the DOC Central Records staff.
- B. Minimum custody inmates approved to work on firefighting crews must first successfully complete the Wildland Fire Suppression Training, as defined in the Memorandum of Understanding (MOU) between the Department of Agriculture, Wildland Fire Division and DOC. Offenders assigned to CTP are not eligible for firefighting assignment.
- C. Inmates who are sex offenders per this policy's definition will not participate in the Community Service Program.
- D. Inmates who are currently serving time for a violent crime, or who have ever been convicted of a violent crime (See [Crime Codes and Classification](#)), will not be allowed to work on the grounds of any private or public school with primary grade students (K-12 inclusive) when students are present.
- E. Inmates whose current booking is for committing, attempting to commit, conspiracy, solicitation, aiding and abetting or accessory to any of the following crimes (See [Crime Codes and Classification](#)) shall not work on the grounds of any private or public primary grade school or institution when students are present:

1. Enticing Away a Child;
2. Removal of Child from the State;
3. Stalking of a Child 12 or Younger;
4. Violation of a Drug Free Zone;
5. Distribution of Drugs/Controlled Substance/Flunitrazepam to a Minor;
6. Child Abuse;
7. Permitting Physical or Sexual Abuse of a Child; or
8. Indecent Exposure Involving a Child under 13.

### **3. Inmate Conduct and Rules for Community Service:**

- A. The rules governing the Community Service Program (See [Community Service Acknowledgment of Rules](#) form ([Attachment 1](#))), apply to all participating inmates; regardless of whether the inmate is housed at a host agency or a DOC facility.
- B. Inmates assigned to a host agency are subject to the rules of the host agency. Host agency rules directing inmate conduct may not be less restrictive than the [DOC General Host Agency Rules for Community Service Work Projects](#) (See [Attachment 2](#)).
- C. The use and/or possession of weapons, alcohol, tobacco products, narcotics, synthetic drugs, illegal drugs and/or medications not prescribed or approved for the inmate is strictly prohibited.
  1. Community Service inmates may be tested for alcohol or drug use at any time, in accordance with DOC policy 1.3.A.8 [Offender Drug Testing, Sanctions & Treatment](#).
  2. Inmates testing positive for drug or alcohol use, or who otherwise fail to comply with applicable rules and procedures contained within DOC policy 1.2.A.8 [Offender Drug Testing, Sanctions & Treatment](#) may be removed from the Community Service Program and may be subject to disciplinary action.
- D. Community Service Program inmates may operate a vehicle in accordance with the applicable rules and procedures contained within DOC policy 1.5.A.8 [Inmate Operation of Vehicles](#).
- E. Inmate access to computers and use of computers within the Community Service Program will be in accordance with the applicable rules and procedures contained within DOC policy 1.5.A.7 [Inmate Use of Computers](#).
- F. Host agencies.
  1. Inmates are responsible for keeping their living quarters neat and clean at all times.
  2. Inmates, their possessions, living quarters and work site are subject to search at any time (See DOC policy 1.3.A.5 [Searches - Institutions](#)).
    - a. Inmates are responsible for contraband found on their person, in their possession, at their living quarters or work site (See [Inmate Living Guide](#)).

3. Inmates may not cook in living quarters or other unauthorized areas, unless such activity is approved by the host agency. Areas used for food preparation/cooking must be properly furnished.
  4. Inmates will remain in their living quarters or designated areas from 10:30 p.m. to 6:00 a.m., unless otherwise authorized.
  5. Inmates are not allowed to bring unauthorized items back to the host agency (i.e. letters, tools, food, and books).
  6. Inmates residing at a host agency may be released from DOC custody only under the following circumstances:
    - a. The host agency has a current and valid release list authorizing the release of the inmate, and;
    - b. The host agency has received a confirmation telephone call in advance of the inmate's release from Central Records authorizing the release (See DOC policy 1.4.G.2 [Inmate Release Procedure](#)).
- G. Inmate clothing:
1. Inmates will be issued standard, state-issue clothing/footwear.
  2. Protective clothing/footwear and/or safety equipment (if needed or required) will be furnished by the host agency to inmates who have not been issued state-issue protective clothing and/or safety equipment and must be properly applied/utilized by the inmate as directed by the host agency or immediate work supervisor.
- H. Other guidelines:
1. Inmate access to telephones, visits, mail, commissary, clothing and conduct while participating in the Community Service Program will be in accordance with DOC policy (See DOC policies 1.2.E.1 [Inmate Commissary](#), 1.5.D.1 [Inmate Visiting](#), 1.5.D.3 [Inmate Correspondence](#) and 1.5.D.4 [Inmate Access to Telephones](#)). The Warden or the Community Service Director may establish additional rules and procedures regarding such access.
  2. Inmates will remain at their work site unless authorized to leave by their immediate work supervisor.
- I. Violations:
1. Violation of DOC policies, or rules pertaining to the Community Service Program by an inmate may result in disciplinary action, removal from the Community Service Program and/or criminal prosecution.

#### **4. Inmate Compensation:**

- A. Inmates will be paid by the DOC for work performed while assigned to the Community Service Program at a rate set by the DOC (See DOC policy 1.5.A.1 [Inmate Pay](#)), in accordance with SDCL § 24-4-9. However, any inmate may be required to work without compensation as a condition of confinement (See SDCL § 24-2-30).

- B. Inmate compensation records showing the total number of days and hours worked by an inmate will be obtained from the work supervisor and maintained by the DOC.

## 5. Host Agency Eligibility:

- A. Eligible state agencies, federal and local governments, non-profit organizations, charitable agencies, public educational institutions and qualifying elderly or handicapped individuals, may apply for inmate labor and/or assistance by contacting the DOC.
- B. Inquiries regarding the Community Service Program will be referred to the Warden, Unit Manager of the local minimum custody unit or the Community Service Director.
1. Businesses operating for-profit are not eligible to participate in the Community Service Program.
    - a. Businesses operating for-profit inquiring about inmate labor may be referred to the Work Release Program (See DOC policy 1.5.A.5 [Work Release](#)).
- C. Host agencies must agree to comply with all guidelines of the program, as depicted in the [Community Service General Host Agency Rules](#) (See [Attachment 2](#)).
1. Only immediate work supervisors are required to sign the [Community Service General Host Agency Rules](#), as they are directly responsible for the regular supervision and management of inmates assigned to the host agency.
- D. Inmates may not be employed in any capacity or position which may afford the inmate access to Social Security numbers or other confidential personal identification information (not in the public domain) of others.
- E. If the host agency is a private, non-profit agency, all perspective immediate work supervisors must undergo a criminal background check (NCIC III) (See [Attachment 4](#)).
1. The senior security officer or Community Service Director will determine if a perspective immediate work supervisor's criminal background check is acceptable.
    - a. Persons assigned to supervise community service inmates must have an acceptable criminal history and be approved by the DOC.
- F. Any person (employee) whose duties include the supervision of community service inmates on a regular basis, is considered for the purposes of this policy, an "immediate work supervisor".
- G. Private, non-profit agencies with less than two (2) approved immediate work supervisors are generally not eligible to become a host agency.
- H. Immediate work supervisors must be at least twenty-one (21) years of age. Exceptions may be granted by the Community Service Director.

## 6. Host Agency Supervision of Inmates:

- A. Approved immediate work supervisors must take part in and complete the [DOC Working With Inmates](#) training prior to supervising Community Service Program inmates.
1. Immediate work supervisors will be required to take part in the DOC Working With Inmates training on an annual basis, or as directed by the Community Service Director.
  2. Any questions regarding training will be directed to the Community Service Director.

- B. Inmates are required to be under host agency supervision during work hours. The host agency will have supervisors on duty at the workplace when inmates are present. Inmates must be supervised for the duration of time they are at the worksite. Each host agency shall maintain a minimum of two (2) trained immediate work supervisors on site at all times inmates are present.
1. The host agency is responsible for notifying the DOC as soon as possible if no supervisors are available to supervise the inmates.
  2. The DOC may discontinue sending inmates to host agencies that fail to provide proper supervision of community service inmates.
    - a. The Community Service Director will be notified if inmates are removed from a host agency due to lack of supervision of the inmates assigned to the host agency.
- C. Host agencies will provide inmates with proper supervision and necessary tools, training and safety equipment.
1. When it is determined impractical by the Warden or Community Service Director to transport inmates from a DOC facility to the host agency or work site, the host agency may be required to provide security/supervision, housing and meals for the inmates assigned to the host agency.
  2. The supervision, housing and meal arrangements must be part of the original proposal and be reviewed and approved by the Warden and Community Service Director.
- D. Immediate work supervisors will be aware of and enforce to the best of their ability, the guidelines for inmate conduct outlined in the section on Inmate Restrictions in the [Community Service Acknowledgment of Rules and Regulations](#) (See [Attachment 2](#)).
1. Immediate work supervisors will report violations by an inmate to the respective Control Room or DOC contact person by the end of the work day in which the supervisor became aware of the violation.
- E. Immediate work supervisors will conduct periodic checks of inmates under their supervision.
1. A minimum of two (2) direct, visual observations of the inmates are required in the morning and two (2) direct, visual observations in the afternoon.
  2. In the event of a non-typical work schedule, two (2) direct, visual observations must take place during the first half of the inmate's work schedule and two (2) direct, visual observations during the second half of the work schedule.
  3. Additional direct, visual observations are recommended.
  4. Any person who has custody of an inmate working within the Community Service Program shall immediately report the unauthorized absence of any inmate to the DOC (See SDCL § [24-4-8](#)).
- F. Immediate work supervisors will conduct an evaluation of the inmate's work performance and submit the [Community Service Work Evaluation](#) and hours worked by the inmate, as directed by the DOC (See [Attachment 6](#)).
- G. Any work-related accident, incident or unsafe condition involving a Community Service Program inmate must be documented in writing by the host agency and/or immediate work supervisor and reported to the DOC contact person. DOC staff will ensure the Office of Risk Management, appropriate DOC facility staff and Director of Community Service receive a copy of the report.

1. The written report is to be completed by use of the appropriate forms located at <http://orm.sd.gov/Forms.aspx>.
- H. The host agency may be liable for the costs of medical care provided to a Community Service Program inmate who is injured in the line of work while under the supervision of the host agency.
- I. The host agency is required to notify the DOC when an immediate work supervisor has ended their employment, or when a new immediate work supervisor has been assigned to supervise Community Service Program inmates.
  1. The host agency will maintain and provide the DOC facility/unit with a list of names and contact information for the immediate work supervisors.
- J. The host agency will notify the DOC contact in advance of any time an inmate under its supervision will not be at their assigned work site due to an unscheduled absence, illness, injury, etc.
  1. The host agency will notify the DOC contact anytime an inmate's work schedule is altered.
- K. Host agency employees/supervisors will instruct inmates in a consistent and fair manner. Employees will avoid fraternization with inmates and avoid over-personalization by not becoming involved with an inmate or their problems.
- L. Discrimination or harassment of any inmate on the basis of race, color, religion, national origin, creed, gender, disability, age or other legally protected status or characteristic is expressly forbidden.
- M. No host agency employee may become emotionally, romantically, financially or sexually involved with an inmate. Consensual romantic, sexual or dating relationships between employees and inmates is strictly prohibited. Any state employee who engages in sexual penetration with an inmate is guilty of a class 6 felony.
- N. It is the responsibility of host agency staff/supervisors to promptly report any knowledge of misconduct or breach of the Community Service Program rules, policies or agreements by any person through the appropriate chain of command. All such reports and information must ultimately be promptly reported to the DOC.

## 7. DOC Responsibilities:

- A. The DOC is responsible for providing annual [Working with Inmates](#) training.
  1. A paper copy of the [Community Service General Host Agency Rules](#) signed by the immediate work supervisors will be kept on file by unit staff.
- B. The DOC is responsible for costs associated with providing health care to inmates participating in the Community Service Program (See DOC policy 1.4.E.2 [Medically Necessary Health Care](#)) except for:
  1. Inmates on firefighting crews (medical care is covered by the host agency).
  2. The host agency may be held liable for health care costs to treat an inmate injured at the Community Service job site or while under the supervision of the host agency.
- C. The DOC will provide inmates in the Community Service Program with state issued clothing and footwear. DOC will provide necessary protective clothing/footwear and/or safety equipment to inmates assigned to community service projects directly supervised by the DOC.

- D. The DOC will provide housing and a sack lunch/meals for inmates housed at DOC facilities who are transported daily from a DOC facility to the host agency/job site.
- E. DOC staff will contact each host agency at least monthly and will conduct regular on-site visits to verify the safety and whereabouts/location of the inmate(s). Host agency compliance with Community Service Program rules will be monitored by DOC staff.
  - 1. When an on-site visit of a host agency is completed, staff conducting the visit will complete and sign the [Community Service Site Visit Summary Report](#) (See [Attachment 5](#)).
  - 2. The Community Service Site Visit Summary Report presented (in person or by mail) to the host agency supervisor for review and signature.
  - 3. The original signed Community Service Site Visit Summary Report on file with unit staff. Copies of the report provided to the host agency immediate work supervisor and Director of Community Service.
- F. The DOC maintains a zero tolerance policy relating to all forms of sexual abuse or sexual harassment of inmates and will cooperate in the investigation and prosecution of anyone involved in such acts against an inmate.
  - 1. The DOC will respond to all reports of sexual abuse or sexual harassment of an inmate and steps will be taken to protect the victim.

## 8. Transportation:

- A. DOC or approved host agency staff will transport Community Service Program inmates to and from work sites.
  - 1. Inmates assigned community service will not be transported to the host agency site when there is a blizzard watch or warning, or if there are no travel advisories in the immediate area of the home facility. Inmates will remain at their designated home facility. Consideration will be given to host agencies with essential services requiring inmate labor, as approved by the Warden or Community Service Director.
- B. All host agency transporters must complete the DOC Working with Inmates training prior to transporting inmates.
- C. Other means of transporting inmates to or from the Community Service work site and/or to or from the host agency will be approved by the Warden, his or her designee or the Community Service Director.
- D. Transporters who are not federal, state or local government employees must be approved to transport community service inmates through the completion of the [Community Service Transportation Person](#) form (See [Attachment 7](#)).

## 9. Emergency Procedures:

- A. Community Service Program inmates requiring emergency medical care will be directed/transported to the nearest medical treatment facility. The respective Control Room or DOC contact person should be contacted immediately.
  - 1. Serious injury or infectious/contagious disease contact by a community service inmate that requires immediate medical attention, emergency treatment or hospitalization will be reported in accordance with DOC policy 1.1.A.3 [Staff Reporting Information to DOC Administration](#).



- B. DOC staff conducting an on-site visit, or immediate work supervisors who determine or have reason to believe an inmate has walked-away, or discover an inmate's unauthorized absence from their assigned work site/location, will immediately report the walk away/unauthorized absence to the respective DOC Control Room (See SDCL § [24-4-7](#)).
1. The Warden has the authority to order the return of any community service inmate to DOC custody as they deem necessary (See SDCL § [24-4-8](#)).
  2. If an inmate's location cannot be verified for a one (1) hour period, or the inmate fails to return to his/her housing unit within one (1) hour of his/her scheduled time of return and he/she has not received authorization from his/her unit staff for a late return, the inmate will be considered a walk away.
  3. It is not necessary to wait one (1) hour before initiating the Emergency Response steps if it is clear the inmate has walked away.
- C. Emergency response procedures shall be initiated immediately in accordance with the facility's Emergency Response Manual.
- D. Immediate work supervisors and/or other host agency staff should not attempt to physically restrain an inmate who is attempting to depart (walk away) from a vehicle transport or assigned work site.
- E. All confirmed inmate walkaways will be reported to the Secretary of Corrections and the Director of Community Services, in accordance with DOC policy 1.1.A.3 [Staff Reporting Information to DOC Administration](#).

## V Related Directives:

SDCL § [24-2-30](#), [24-4-7](#), [24-4-8](#), [24-4-9](#), [24-15A-32](#), [32-12-39](#), [32-5](#) and Chapter [34-48A](#).

DOC policy 1.1.A.3 -- [Staff Reporting Information to DOC Administration](#)  
 DOC policy 1.2.E.1 – [Inmate Commissary](#)  
 DOC policy 1.3.A.5 – [Searches – Institutions](#)  
 DOC policy 1.3.A.8 – [Offender Drug Testing, Sanctions & Treatment](#)  
 DOC policy 1.3.B.1 – [Emergency Response](#)  
 DOC policy 1.3.B.5 – [Deployment to a Natural Disaster](#)  
 DOC policy 1.4.B.2 – [Male Inmate Classification](#)  
 DOC policy 1.4.B.9 -- [Sexual Behavior Issue Review](#)  
 DOC policy 1.4.E.2 -- [Medically Necessary Health Care](#)  
 DOC policy 1.4.G.2 – [Inmate Release Procedure](#)  
 DOC policy 1.4.G.4 – [Inmate Furlough](#)  
 DOC policy 1.5.A.1 – [Inmate Pay](#)  
 DOC policy 1.5.A.5 – [Work Release](#)  
 DOC policy 1.5.A.7 – [Inmate Use of Computers](#)  
 DOC policy 1.5.A.8 – [Inmate Operation of Vehicles](#)  
 DOC policy 1.5.D.1 – [Inmate Visiting](#)  
 DOC policy 1.5.D.3 – [Inmate Correspondence](#)  
 DOC policy 1.5.D.4 – [Inmate Access to Telephones](#)  
[Crime Codes and Classification](#), [Inmate Living Guide](#)

## VI Revision Log:

**April 2003:** Added requirement to wear seat belts on Host Agency Agreement

**August 2003:** Added reference to DOC policies 1.3.A.5, 1.3.A.8, 1.3.B.5, 1.4.G.4 and 1.5.A.5.

**Revised** the definition of “Community Service” and “Outside Staff”. **Added** a section on “Community

Service Projects". **Added** information to inquiries on "Host Agent Eligibility". **Added** a statement that Host Agencies may be liable for medical costs associated with inmate injuries. **Revised** Attachments 1 and 2. **Noted** that Host Agencies are responsible for inmate job training. **Added** inmates cannot have tobacco. **Clarified** that sex offenders cannot participate in community service. **Added** Host Agency staff to the definition of Outside Staff. **Added** language under Inmate Eligibility to allow low medium inmates with exceptional criteria or other low medium inmates in special circumstances.

**July 2004:** **Added** reference to policy 1.3.C.9. **Revised** the definition of Community Service. **Added** reference to SDCL §24-2-30. **Added** a definition of "vehicle" and "licensed vehicle". **Clarified** who is considered "local government". **Noted** that community service inmates can work on the grounds of federal, state and local government agencies, or on the grounds of a private, non-profit organization. **Added** requirements for obtaining the *DOC Working With Inmates* training.

**December 2004:** **Added** definition for sex offender. **Revised** the definition of outside staff. **Clarified** what types of community service projects that inmates may be used for. **Deleted** the reference to DOC policy 1.3.C.9. **Changed** recreational vehicles to motor homes. **Added** that an inmate must also submit to a breath analyzer test. **Added** information on the maintenance of operator license. **Added** reference to DOC policies 1.2.E.1, 1.5.A.1, 1.5.D.1, 1.5.D.3 and 1.5.D.4. **Added** reference to SDCL § 24-4-7 and 24-4-8. **Clarified** that DOC covers the cost of "routine" medical care to inmates. **Revised** attachments 1 and 2.

**November 2005:** **Added** a statement that only non-violent inmates can be on community service and referenced SDCL § 24-15A-32. **Added** a section on inmate use of computers while on community service. **Added** attachment 3. **Added** a statement about reporting accidents/incidents/unsafe conditions concerning community service inmates. **Added** DOC responsibility for providing *Working With Inmates* training. **Revised** attachments 1 and 2.

**March 2006:** **Revised** the definition of vehicle. **Added** a reference to policy 1.5.A.8. **Revised** the information on inmate operation of vehicles. **Revised** attachment 1. **Added** attachment 4.

**May 2007:** **Deleted** the requirement for host agencies to provide transportation. **Revised** attachment 2. **Revised** the definition of Senior Security Officer. **Noted** the host agency can be held liable for costs of medical care for inmates who are injured while participating in the community service program. **Added** a requirement that no one from a host agency under the age of nineteen can supervise inmates. **Added** information on site visits and Attachment 5.

**January 2008:** **Added** attachments 6 and 7. **Added** procedures for verifying an inmate has a valid driver license. **Added** procedures to document training on working with inmates.

**March 2008:** **Added** definition of Immediate Work Supervisor. **Deleted** the word "trailers" from the definition of vehicle. **Changed** "work supervisor" to "Immediate Work Supervisor" throughout policy and on attachment 5. **Added** language regarding the host agency's responsibility to notify DOC when there is a change in an Immediate Work Supervisor. **Deleted** the terms "internet and intranet" as a tool available to inmates working for State host agencies. **Changed** "host agency supervisor" to "Immediate Work Supervisor" on attachment 2. **Made** other grammatical, sentence structure and spacing changes throughout policy.

**December 2008:** **Revised** formatting of policy and attachments in accordance with DOC policy 1.1.A.2. **Added** definition of non-violent crimes. **Deleted** SDCL 24-15A-32 in ss (E of Inmate Eligibility). **Clarified** language in (E2b1)) to state that inmates operating State vehicles have a valid driver's license, **replaced** 30 days with 6 months for verifying inmates drivers license and **replaced** institutional with legal as it relates to where the drivers license is maintained in ss (E2b2)) of Inmate Conduct and Rules on Community Service. **Added** ss (E1 of Host Agency Responsibilities). **Deleted** statement regarding internet/intranet on #19 of Attachment 1. **Deleted** internet or intranet from #18 on Attachment 2. **Revised** title of Attachment 2, 3, 4, 5 and 6. **Updated** Attachment 4 with Liability Waiver as it is a front and back form. **Added** language to # 4 in Attachment 5 regarding safety concerns, safety documentation on file and any comments/suggestions.

**October 2009:** **Added** definition of Community Service Supervision. **Added** new ss (B and E of Host Agency Responsibilities). **Clarified** that DOC will contact "each" host agency and **added** that each host agency will be contacted "monthly" and that "monthly" on-site visits will be conducted within ss (E of DOC Responsibilities). **Added** new ss (B of Transportation). **Revised** titles of DOC policies 1.3.A.5, 1.4.B.2, 1.5.D.1 and 1.5.D.3 to be consistent with actual title of policies. **Added** hyperlinks. **Added** new (#14 to Attachment 1). **Added** new (#8 and 10), **added** reference to 2 direct checks to (# 9), **added** that

each host agency shall have multiple Immediate Work Supervisors and if none available, DOC may discontinue sending inmates within (#14), **added** new (#28) regarding Working With Inmates and **revised** MDSP's phone # in (#29) all within Attachment 2. **Updated** picture of Attachment 4.

**December 2009:** **Added** immediate when referencing work supervisors, **added** and/or host agency staff and **replaced** "are not" with "shall not attempt" within ss (B of Emergency Procedures). **Revised** reference to attachment titles to be consistent with attachments. **Added** hyperlinks.

**January 2012:** **Added** "(not to include exceptional LM custody inmates) in Section 2 A. **Added** 1. "A minimum or low medium custody inmate who has an official felony hold or detainer noted in the inmate's legal file and on the query sentence (QS) screen on the mainframe inmate records system may not be placed in the Community Service Program" to Section 2 A. **Added** 2. "Questions concerning possible felony charges/hold or detainers will be referred to the DOC Central Records office" to Section 2 A. **Deleted** "warden of Mike Durfee State Prison" and **Replaced** with "Secretary of Corrections" in Section 2 C. **Deleted** "Only inmates serving time for a crime of non-violence on their current admission will be" and **Replaced** with "Inmates who are currently serving time for a violent crime of who have been convicted of a violent crime in the past will not be" in Section 2 E. **Added** "synthetic drugs" to Section 3 D. **Added** "or weapons by an inmate" to Section 3 D. **Deleted** "disciplinary action" and **Replaced** with "the inmate being subject to sanctions/responses in accordance with policy" to Section 3 D. 2. **Added** "with the exception that inmates may operate vehicles on public roads found within the confines or boundaries of federal, state or local government property, or public roads directly adjacent to boundaries of federal, state or local government property" to Section 3 E. 1. a. Added c. "The immediate work supervisor will ensure inmates receive any necessary vehicle specific training prior to an inmate operating a particular type of vehicle" to Section 3 E. 1. **Deleted** "on the grounds of federal, state and local government property/facilities or on the grounds of non-profit organizations" and **Replaced** with "pursuant to this policy" and **Added** "in their possession during the operation of the vehicle". to Section 3 E. 2. b. Deleted 1) and 2) from Section 3 E. 2. b. and **Changed** 3) to c. **Added** d. "Inmates will operate vehicles for approved work related purposes only" in Section 3 E. 2. **Added** 4. "Authorization for an inmate to operate a vehicle while performing community service may be withdrawn by DOC staff or the immediate work supervisor at any time" to Section 3 E. 3. **Added** 4. "Inmates may not use computers for personal business, e.g. legal work, writing personal letters, playing computer games, listening to music, etc." to Section 3 F. **Added** "An inmate, their possessions" and **Added** "and work site" to Section 3 G. 2. **Added** a. "Inmates will be held responsible for any contraband found on the inmate, in the inmate's possession, at the inmate's living quarters of their work site" to Section 3 G. 1. **Deleted** "Special" and **Added** "or safety equipment" and "or required" and Deleted "while at work" and **Replaced** with "as directed by the host agency or immediate work supervisor" to Section 3. H. 2. **Added** "and hours" to Section 4. B. **Deleted** "one" and **Replaced** with "two" in Section 4 D. 1. b. **Deleted** "The host agency is responsible for administering furloughs for inmates living at host agency facilities in accordance with DOC policy" and **Replaced** with "Inmate access to the community is limited to work related purposes only" in Section 5 B. **Added** "or as directed by the Community Service Director" to Section 7 A. 1. **Added** "The Community Service Director will be notified if inmates are removed from a host agency due to a lack of adequate supervision." to Section 7 B. **Added** "The host agency/immediate work supervisor shall report" and **Added** "or their DOC contact person" and **Added** "by the end of the work day which staff became aware of the violation" to Section 7 D.1. **Deleted** 2. "The host agency and its immediate work supervisors will refrain from doing any personal favors for inmates" from Section 7 D. **Added** "DOC facility staff" to Section 7 G. **Added** J. "The host agency will contact DOC facility staff if an inmate does not go to work due to health reasons (illness) or other approved reasons" to Section 7. **Added** 1. "The host agency should provide the DOC with a list of the names and telephone numbers of immediate work supervisors and maintain the list as necessary" to Section 7 I. **Added** 1. "The host agency shall contact the DOC facility staff if an inmate becomes ill while at their work site and will be transported back to the DOC or to the host agency" to Section 7 J. **Deleted** "non-specialized work clothing for inmates participating in the Community Service Program" and **Replaced** with "inmates in the community service program with state issued clothing. Community service inmates who are supervised by the DOC will be provided necessary protective clothing or safety equipment as needed or required, by the DOC." to Section 8 C. **Deleted** "check progress" and **Replaced** with "verify the safety, whereabouts (location of the inmate is consistent with their assignment) and compliance" to Section 8 E. **Deleted** "This requirement is waived if the DOC is

transporting inmates or if public transportation is used to provide transportation” to Section 9 B. **Deleted** “director of nursing” and **Replaced** with “DOC contact person” in Section 10. A **Added** “unauthorized absence” and “Immediate work supervisors shall promptly return any inmate to the custody of the Warden if ordered to do so by the DOC” to Section 10 B **Added** 2. “All escapes or walkways shall be immediately reported to the Secretary of Corrections and the Director of Community Services to Section to Section 10 B.

**November 2012:** **Added** I. and I. 1. to Section 3 **Added** D to Section 6. **Added** “DOC contact person who will ensure the” and **Added** “appropriate” and **Added** “receive a copy of the report” to Section 7 G. **Deleted** “while participating in the CSP” and **Replaced** with “in the line of duty while under the supervision of the host agency” in Section 7 H. **Added** K. to Section 7. **Deleted** “monthly” and **Replaced** with “regular” in Section 8 E **Added** F. to Section 9. **Added** B and moved B. 1-3 from Section 3 in Section 10 and further revised Section 10 **Added** 1. to Section 10 A.

**January 2014:** **Deleted** “for minimum and low medium custody inmates, who can be supervised by outside staff in a community setting” and **Replaced** with “to provide inmate labor for work in the community. The SOC and Warden shall make provisions for the custody, control and maintenance of inmates assigned to the CSP” in II Policy. **Deleted** definition of “Licensed Vehicle” and **Replaced** definition of “Sex Offender”. **Deleted** “normally” in Section 2 A. **Deleted** “In the event there are not enough MN custody level inmates available to sufficiently respond to an approved project, LM custody level inmates (not to include exceptional LM Custody inmates) may be utilized at the discretion of the Warden or his/her designee” in Section 2 A. **Deleted** “and/or low medium custody inmates” and **Deleted** “by the SOC” and deleted “suppression” in Section 2 B **Deleted** C. in Section 2 **Deleted** 2, 3 and 4. in Section 3 D. reference inmate operation of vehicles and referred to DOC policy “Inmate Operation of Vehicles” in Section 3. **Deleted** 1-4 in Section 3 E. regarding inmate use of computers and referenced DOC policy Inmate Use of Computers” **Deleted** “weekly” and **Deleted** “total days” in Section 6 F **Deleted** 2 “Training information will also be recorded in the Citrix database” in Section 8 A.

**April 2014:** **Deleted** definition of “Non Violent Crimes”. **Added** “when students are present” to Section 2 D. **Added** 1. to Section 2 D. **Added** “with a valid and proper driver license” in Section 3 D. 1. a. **Deleted** “is restricted to official business and is limited to the grounds of federal, state and local government property/facilities or highways directly adjacent thereto, or on the grounds of non-profit organizations” and **Replaced** with “May operate a vehicle” in Section 3 D. **Added** “Director of Community Services” to Section 6 E. 2. **Deleted** “two” and **Replaced** with “one” and **Added** 1. to Section 7 B.

**December 2014:** **Added** “Each host agency shall maintain a minimum of two (2) trained immediate work supervisors on their staff at all times” to Section 7 B. **Added** 1. to Section 9 A. **Deleted** Section 5 “Furloughs”.

**December 2015:** **Revised** definition of “Sex Offender”. **Deleted** definition of “outside staff”.

**December 2016:** **Updated** definition of Sex Offender. **Added** definition of “inmate”. **Added** “or assigned to CTP” in Section 2 A. **Added** “Offenders assigned to CTP are not eligible for firefighting assignment” in Section 2 B. **Updated** language in Section 2 E. to include the qualifiers and **Added** “Child Abuse” and Permitting Physical or Sexual Abuse of a Child”. **Added** “public educational institutions” to Section 5 A. **Revised** language in Section 6 B. **Added** 4. to Section 6 E. **Added** L. in Section 6. **Revised** language in M. in Section 6.

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

03/14/2017

Date

## Attachment 1: Community Service Acknowledgement of Rules and Regulations

The **Community Service Acknowledgement of Rules and Regulations** is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Community Service Acknowledgement of Rules and Regulations** 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 **Community Service Acknowledgement of Rules and Regulations**.

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

South Dakota Department of Corrections Policy Distribution: Public	Attachment: Community Service Acknowledgement of Rules and Regulations Please refer to DOC policy 1.5.A.6 Community Service Program			
<b>COMMUNITY SERVICE ACKNOWLEDGEMENT OF RULES AND REGULATIONS</b>				
I, <input type="text"/> , the undersigned, an inmate of the South Dakota DOC, do hereby agree to abide by the rules and regulations of the Community Service Program. I understand that my participation in this program will not be compensated by sentence reduction. However, by my doing a good job and complying with the rules and regulations as established by the DOC, this service will be placed in my permanent file for review by the Parole Board or a reviewing sentencing judge.				
1.	I will be on time and ready to work according to my schedule.			
2.	I will perform the job assigned to me to the best of my ability without complaining.			
3.	I will remain in the area assigned to me by my supervisor and will not leave without his/her knowledge and approval.			
4.	I understand I will not be permitted to use the telephone while at work unless it is an emergency or it is part of my job and has been approved by my work supervisor.			
5.	I understand I cannot possess a cell phone.			
6.	I understand there will be no visit or contact at the job or anywhere else during working hours.			
7.	I understand that if the supervisor is not satisfied with my work, I can be removed from the program with or without disciplinary action.			
8.	I understand that I am not allowed to bring anything back from work to the housing unit except items I had when I arrived at work.			
9.	I understand that I can only operate a motor vehicle for official business on the grounds of federal, state and local government property/facilities, or on the grounds of non-profit organizations. Vehicles will be operated only at the direction of the work supervisor and I must maintain a valid driver license in order to operate a motor vehicle.			
10.	I understand I cannot ask for or receive personal favors or gifts from anyone in the host agency. I will not involve myself in non-work related activity with any member of the host agency.			
11.	I understand that I am not allowed to use or possess any alcoholic beverage, narcotic or tobacco products at any time while an inmate of the Department of Corrections.			
12.	I understand that I may not involve myself in any financial dealings with any employees of the host agency (lending, borrowing, giving money or purchasing or selling).			
13.	I understand that any blatant, disruptive or intentional misconduct by me will be reported and will result in disciplinary action (arguing, refusing to work, damaging property, etc.).			
14.	I understand that I will report any inappropriate behavior, including my work supervisor(s) and/or any member of the community, to unit staff or any DOC staff.			
15.	I certify that I presently have no litigation, either criminal or civil, which would necessitate my personal presence or appearance and would result in my inability to participate in the Community Service Program.			
16.	I certify that to the best of my knowledge and belief, I have no medical, dental or psychological handicaps, which would require professional treatment and would interfere with my involvement in the Community Service Program.			
17.	I fully understand that any unauthorized activities or absence from my designated assignment will result in disciplinary action and/or criminal prosecution.			
18.	I understand that my person, my possessions, my living quarters, and my work site are subject to search at any time.			
19.	I understand that I will be held responsible for any contraband found on my person, in my possessions, in my living quarters, and at my work site.			
20.	I will not use or operate any computer unless authorized by the work supervisor for work-related reasons.			
21.	I understand that I will report any work-related accident, incident, unsafe condition or injury received while on community service to my immediate supervisor and DOC staff.			
22.	I will not enter any public establishment unless accompanied by a member of the host agency.			
23.	I will not purchase lottery tickets, play video lottery, or participate in any gambling pool activities.			
24.	I will only wear the state-issued clothing and shoes issued to me while participating in community service projects. I understand I am required to wear special personal protective equipment issued to me by the host agency supervisor.			
I have read, understand and agree to the above rules and regulations.				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Inmate Signature	Number	Date	Witness	
Revised: 10/20/2009		Page 1 of 1		

## Attachment 2: Community Service General Host Agency Rules

The **Community Service General Host Agency Rules** is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Community Service General Host Agency Rules** 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 **Community Service General Host Agency Rules**.

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

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South Dakota Department of Corrections Policy Distribution: Public	Attachment: Community Service General Host Agency Rules Please refer to DOC policy 1.5.A.6 Community Service Program	South Dakota Department of Corrections Policy Distribution: Public	Attachment: Community Service General Host Agency Rules Please refer to DOC policy 1.5.A.6 Community Service Program																
<b>COMMUNITY SERVICE GENERAL HOST AGENCY RULES</b>																			
1. Alcoholic beverages, illegal drugs or tobacco products will not be available to inmates at any time.		16. Violent misconduct by inmates is to be reported immediately to the control room (arguing, refusing to work, etc.).																	
2. Inmates may operate vehicles only when instructed by work supervisors and only on official business.		17. Walk-outs must be reported immediately to the control room. No employee of the host agency will try to restrain or stop any inmate who attempts to leave the work location.																	
3. Vehicle operation by inmates is restricted to official business on the grounds of federal, state and local government property/facilities or on the grounds of non-profit organizations. Inmates are not allowed to operate vehicles on public roads.		18. Inmates are not allowed to bring anything back to their housing unit except items that they had when they arrived at work.																	
4. Inmates must possess a valid South Dakota driver's license to operate a vehicle, with the exception of a riding lawn mower.		19. An inmate, an inmate's possessions, an inmate's living quarters and an inmate's work site are subject to search at any time by DOC staff. An inmate's possessions, an inmate's living quarters and an inmate's work site are subject to search at any time by the host agency and/or the Immediate Work Supervisor.																	
5. Inmates will not be allowed to use the telephone at the job site at any time unless it is an emergency or it is part of the inmate's job and has been approved by the work supervisor. Inmates may not possess a cell phone.		20. Inmates working for state host agencies will not have access to networked computers unless arrangements are made with an authorized by DIT. See attachment 3 of DOC policy 1.5.A.6 Community Service Program.																	
6. There will be no visitor contact at any time on the job.		21. Inmates working for non-state agencies are discouraged from having access to networked computers.																	
7. No employee of the host agency will do any personal favors for the inmates (mail letters, mail packages, arrange phone calls, make unauthorized articles available to the inmates, etc.).		22. Under no circumstances will an inmate have access to the internet or intranet.																	
8. Immediate Work Supervisors must take part in DOC Working with Inmates training prior to inmate assignments and annually thereafter.		23. The host agency and/or its Immediate Work Supervisors agree to provide all necessary job and safety training for the inmate(s) assigned to their agency. All training will be documented in writing by the host agency.																	
9. Immediate Work Supervisors must know where inmates are at all times. It is recommended that host agency Immediate Work Supervisors conduct periodic direct checks (visual observation) of the inmate(s). Frequency should consist of a minimum of two (2) direct, visual observations in the morning and two (2) direct, visual observations in the afternoon. In the event of a non-typical work schedule, two (2) direct, visual observations should take place during the first half of the work schedule and two (2) direct, visual observations during the second half of the work schedule. Additional direct, visual observations are recommended.		24. Immediate Work Supervisors are responsible for reporting any work-related accident, incident or unsafe condition involving an inmate to: 1) The Office of Risk Management if a state host agency or 2) The Director of Community Service if a non-state host agency.																	
10. No employee of the host agency will develop relationships with inmates other than those necessary in the official course of business. A host agency employee will not become emotionally, romantically or sexually involved with an inmate.		25. Inmates residing with a host agency can only be released from DOC custody if the host agency poses a release list authorizing the inmate's release and the host agency receives a confirmation telephone call from Central Records confirming the inmate's release.																	
11. No employee of the host agency will participate in any financial dealings with the inmates (lending, borrowing, giving money, purchasing or selling).		26. An inmate will only wear the standard state-issued clothing they are provided. They must wear any special personal protective clothing that is required as part of their community service assignment.																	
12. Inmates may share in food and drink offered by the host agency if: <ol style="list-style-type: none"><li>a. Food and drink are made available to all inmates, staff and participants.</li><li>b. The Immediate Work Supervisor or gains prior authorization through the DOC contact.</li></ol> If food and drink are offered as part of an office function, the inmates will not be directly involved with the function. Inmates will be sequestered with proper supervision.		27. The host agency is required to notify the DOC when an Immediate Work Supervisor has ended their employment or had their employment ended and a new Immediate Work Supervisor has been assigned.																	
13. A work schedule will be provided to the institution and any changes must be approved before taking effect.		28. All approved host agency transporters must participate with the DOC Working with Inmates training. This requirement is waived if DOC is transporting inmates or if public transportation is used to provide transportation.																	
14. A list of Immediate Work Supervisors and their work phone numbers will be furnished to the facility staff. Each host agency shall have multiple Immediate Work Supervisors when possible to ensure there is an Immediate Work Supervisor at the job site while inmates are working. If there is no Immediate Work Supervisor at the job site the DOC may discontinue sending inmates to, or remove inmates from, the job site until this requirement is met.		29. For clarification or any questions regarding the rules or policies, please contact the: <table border="1"><tr><td>Community Service Director or</td><td>773-6469</td><td>Central Control Room</td><td>361-5120</td></tr><tr><td>Main DOC Office</td><td>773-2475</td><td></td><td>361-5121</td></tr><tr><td>SDWP Control Room</td><td>773-5385</td><td></td><td>361-5122</td></tr><tr><td>WOSP</td><td>369-2201</td><td>Director of Nursing</td><td>361-5185</td></tr></table>	Community Service Director or	773-6469	Central Control Room	361-5120	Main DOC Office	773-2475		361-5121	SDWP Control Room	773-5385		361-5122	WOSP	369-2201	Director of Nursing	361-5185	
Community Service Director or	773-6469	Central Control Room	361-5120																
Main DOC Office	773-2475		361-5121																
SDWP Control Room	773-5385		361-5122																
WOSP	369-2201	Director of Nursing	361-5185																
15. Medical emergencies will be handled at the nearest treatment facility and reported to the control room or the Director of Nursing as soon as possible. The host agency can be held liable for the costs of medical care related to an inmate injured while participating in the community service program.		Name of Host Agency: _____																	
		I attest that I have read the above rules and viewed the Working with Inmates training video and that I will enforce to the best of my abilities the rules set forth by the Department of Corrections.																	
		Signature of Immediate Work Supervisor _____	Date _____																

### Attachment 3: Inmate Computer Access Request

The *Inmate Computer Access Request* is located on the state's WAN.

A copy may be printed using *Microsoft Word 97* as follows:

1. Click [here](#) to access the *Inmate Computer Access Request* 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 **Inmate Computer Access Request**

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

South Dakota Department of Corrections Policy Distribution: Public		Attachment: Inmate Computer Access Request Please refer to DOC policy 1.5.A.6 / 1.5.A.7 Community Service Program / Inmate Use of Computers	
<b>INMATE COMPUTER ACCESS REQUEST</b>			
Requesting Agency:			
Agency Contact Person:		Phone #	
Can the inmate use a stand-alone computer to accomplish his/her duties: Yes: No:			
List the computer applications the inmate will need access to:			
Comments:			
<b>Acknowledgements</b> – The requesting agency hereby acknowledges and agrees to the following:			
1.	BIT reserves the right to either approve or deny this request. If the request is approved, BIT further reserves the right to audit the inmate computer and inmate work areas at their discretion.		
2.	The requesting agency understands that the inmate will be assigned his/her own user ID and will be billed for this service.		
3.	The computer designated for inmate use will be for inmates only. Sharing of user ID's to use staff computers is PROHIBITED.		
4.	Any changes to the computer configuration as originally designed must be requested and approved through BIT following this same process.		
Requesting Agency Signature		Date	
Revised: 12/31/2008		Page 1 of 1	

## Attachment 4: DOC Access Approval & DOC Release and Waiver of Liability

The **DOC Access Approval & DOC Release and Waiver of Liability** is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **DOC Access Approval & DOC Release and Waiver of Liability** 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 **DOC Access Approval & DOC Release and Waiver of Liability**.

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

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Page 2 of 2

The image displays two side-by-side screenshots of a web-based form titled "DOC Access Approval & DOC Release and Waiver of Liability". The left screenshot shows the top portion of the form, including a header with a logo and several input fields. Some of these fields are highlighted in gray, indicating where information should be entered. The right screenshot shows the main body of the form, which contains several paragraphs of text and checkboxes. Again, some areas are highlighted in gray to indicate input fields. The form appears to be a standard web-based application for processing requests for DOC access and release.



## Attachment 5: Community Service Site Visit Summary Report

The **Community Service Site Visit Summary Report** is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Community Service Site Visit Summary Report** 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 **Community Service Site Visit Summary Report**.

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

South Dakota Department of Corrections Policy Distribution: Public		Attachment: Community Service Site Visit Summary Report Please refer to DOC policy 1.5.A.6 Community Service Program	
<b>COMMUNITY SERVICE SITE VISIT SUMMARY REPORT</b>			
Agency: <input type="text"/>		Work site location: <input type="text"/>	
Date of site visit: <input type="text"/>		Time of site visit: <input type="text"/>	
DOC staff conducting visit: (Please print or type) <input type="text"/>		DOC staff signature: <input type="text"/>	
Agency Immediate Work Supervisor: (Please print or type) <input type="text"/>		Agency Immediate Work Supervisor signature: <input type="text"/>	
Please answer "yes" or "no" to the following checklist of items. In the adjacent column please provide any findings, comments or suggestions to address any areas of concern.			
1)	Supervisor on site: Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments/Suggestions: <input type="text"/>	
2)	Assigned inmates are present and accounted for: Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments/Suggestions: <input type="text"/>	
3)	Work site is secure (rules are being followed): Yes <input type="checkbox"/> i.e. no tobacco products, no cell No <input type="checkbox"/> phone left unattended, no visitors, etc.	Comments/Suggestions: <input type="text"/>	
4)	Safety practices being exercised: Yes <input type="checkbox"/> No <input type="checkbox"/> Note: Visit with the work supervisor if you have any questions on something that appears unsafe. Safety training documentation on file: Yes <input type="checkbox"/> No <input type="checkbox"/> Training history on each inmate should be on file.	Comments/Suggestions: <input type="text"/>	
5)	Inmates operating vehicles have a valid driver license: Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments/Suggestions: <input type="text"/>	
6)	Searches conducted: Person: Yes <input type="checkbox"/> No <input type="checkbox"/> Possessions: Yes <input type="checkbox"/> No <input type="checkbox"/> Work site: Yes <input type="checkbox"/> No <input type="checkbox"/> Living quarters: Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments/Suggestions: <input type="text"/>	
7)	Other (please state): <input type="text"/>	Comments/Suggestions: <input type="text"/>	
Revised: 12/30/2008		Page 1 of 1	

## Attachment 6: Community Service Work Evaluation

The **Community Service Work Evaluation** is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Community Service Work Evaluation** 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 **Community Service Work Evaluation**.

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

South Dakota Department of Corrections Policy Distribution: Public		Attachment: Community Service Work Evaluation Please refer to DOC policy 1.5.A.6 Community Service Program				
<b>COMMUNITY SERVICE WORK EVALUATION</b>						
For the week of:		Month	Day			
			Year			
Inmate Last Name		First	ID#			
DOC Project Pay Code		Work Site/Location				
TYPE OF WORK: <input type="checkbox"/> Permanent Work Assignment <input type="checkbox"/> Temporary Special Project						
For Temporary Special Project, list:		Contact Name				
Project Description:		(mailing, cleaning, move, etc)				
Rating:						
<input type="checkbox"/> Full Compliance:	Worked diligently and to the best of his/her ability. Completed assigned job in a timely manner without complaint.					
<input type="checkbox"/> Minimal Compliance:	Performed minimally acceptable work. Completed assigned job to a minimal extent, less than his/her ability.					
<input type="checkbox"/> Non-Compliance:	Refused work assignment, was disciplinary discharged from work or was removed from work because of non-complaint behavior.					
Comments (Mandatory for minimal compliance or non-compliance):						
<b>HOURS WORKED</b>						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Supervisor's Signature					Date	
Agency					Division	
Revised: 12/31/2008				Page 1 of 1		

## Attachment 7: Community Service Transportation Person

The **Community Service Transportation Person** is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Community Service Transportation Person** 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 **Community Service Transportation Person**.

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

South Dakota Department of Corrections Policy Distribution: Public		Attachment: Community Service Transportation Person Please refer to DOC policy 1.5.A.6 Community Service Program	
<b>COMMUNITY SERVICE TRANSPORTATION PERSON</b>			
DATE:			
INMATE(S) NAME:			
WORK LOCATION:			
NAME OF AGENCY:			
ADDRESS:			
CITY/STATE:			
TELEPHONE:			
TRANSPORTATION PERSON'S NAME:			
ADDRESS:			
CITY/STATE/ZIP CODE:			
DATE OF BIRTH:			
SOCIAL SECURITY #:			
DRIVER LICENSE NUMBER/STATE:			
** Obtain a copy of the driver license, attach to this form and keep on file.			
NAME OF AUTO INSURANCE CARRIER:			
** Obtain a copy of the proof of insurance, attach to this form and keep on file.			
BACKGROUND CHECK COMPLETE:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
** Attach a copy of the background check to this form and keep on file.			
DRIVER LICENSE VERIFIED:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
DATE:		STAFF:	
UNIT STAFF MEMBER SIGNATURE:			
*NOTE: A SEPARATE FORM IS REQUIRED FOR EACH PERSON WHO WILL BE TRANSPORTING AN INMATE.			
<b>TRANSPORTER AGREEMENT</b>			
I, _____, Agree to transport Inmate _____			
to and from the job site. I certify that I do have a valid driver's license. I agree that I will take this Inmate directly to the approved work site, without any unauthorized stops. I understand that this Inmate is on community service, and as such has limited access to the community. It is my responsibility to come into the unit and identify myself when I pick the Inmate up for work and when I drop the Inmate off from work.			
_____		_____	
Transporter Signature		Date	
Revised: 12/31/2008		Page 1 of 1	