

## 1.4.A.2 Inmate Admission

### I Policy Index:



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### II Policy:

All new admission inmates admitted to the Department of Corrections (DOC), except those with a capital punishment sentence, will be placed in Admission and Orientation (A&O) for assessment to determine the inmate's level of risk and individual programming needs. The Warden shall retain final authority determining where to house an inmate, based in part on the level of risk the inmate may pose to the health and/or the safety of him/her, staff and others.

### III Definitions:

#### CTP Offender:

For the purposes of this policy, a CTP offender is any parolee placed in the custody of a DOC by a parole agent to participate in the Community Transition Program (CTP) (See DOC policy 1.5.G.2 [Parole Services-Community Transition Program](#)).

#### Detainee:

An offender whose supervision is transferred by a parole agent to a DOC facility for a period not to exceed five (5) working days (120 hours), excluding weekends and holidays. Within the five (5) working days (120 hours) detention period, the parolee must either be released, designated as a parole violator, or self-commit to the Community Transition Program (CTP). The detention can be extended an additional five (5) working days (120 hours) by authorization of a parole supervisor. The Executive Director of the Board of Pardons and Paroles must authorize a detention beyond the additional five (5) working days (120 hours) detention.

#### Extended Detainee:

An extension to a detainer, authorized by the Executive Director of Parole Services, which is issued for a variety of reasons, such as investigative purposes, waiting for a placement opening, a disciplinary sanction to a violation of the supervision agreement, etc. (See ARSD § [17:61:01:01 \(4\)](#) and [17:61:01:11](#)). The detention extension may be for up to ninety (90) calendar days.

#### Immigration and Customs Enforcement (ICE):

For the purposes of this policy, ICE is the investigative division within the United States Homeland Security responsible for identifying and investigating citizenship status for inmates in question.

**Interstate Compact:**

A formal agreement between member states that seeks to promote public safety by systematically controlling the interstate movement of offenders. Approved offenders may transfer to or from other correctional systems pursuant to SDCL §§ [1-15-10.1](#) and [1-15-10.3](#) (See DOC policy 1.4.G.3 [Inmate Interstate Compact](#)).

**NCIC III:**

National Crime Information Center (NCIC) III is a computerized criminal history tracking system. The NCIC III Program provides for the decentralized interstate exchange of criminal history record information and functions as part of the Integrated Automated Fingerprint Identification System (IAFIS). The NCIC III provides a means of conducting national criminal history record searches for criminal justice and other purposes as specified by existing local, state, and/or federal laws. Each criminal history record is supported by a criminal fingerprint submission.

**New Admission:**

A state inmate sentenced to the DOC on a felony conviction who is not:

- Currently serving another active DOC sentence.

A new admission also includes non-state inmates serving federal time with the DOC for a reason other than a U.S. Marshal hold and inmates received through Interstate Compact.

**Parolee:**

For the purposes of this policy, a parolee is an inmate conditionally released to parole or suspended sentence from a facility prior to the expiration of the inmate's sentence but who remains under the supervision of the DOC (See ARSD § [17:60:01:00\(6\)](#)).

**Parole Violator:**

A parolee transferred to the custody of a DOC facility by a parole agent following a violation of the parolee's supervision agreement.

**US Marshal Holds:**

Any federal inmate housed at the penitentiary under contract by the U.S. Marshal Service until arrangements are made for the inmate to transfer to Federal custody.

**Violent Offenders:**

Inmates serving a sentence on their current booking for a crime of violence, as defined in [Attachment 2](#). Attempt, conspiracy, aiding and abetting are all counted the same as the principle felony.

**IV Procedures:****1. Admissions Process:**

- A. Inmates will be accepted for admission to the SD DOC at the Jameson Annex, located in Sioux Falls, SD (male inmates) and the South Dakota Women's Prison (female inmates) located in Pierre, SD.
- B. Each receiving facility shall establish times when admissions will be accepted. Inmate admissions are not accepted on weekends or state or federal holidays.
  1. Requests to accept an inmate admission outside of the posted times and days set by the institution shall be forwarded to the Warden or designee at least 24 hours prior to the anticipated delivery of the inmate.

2. If the inmate was involved in a high profile case covered extensively by media, or if the inmate has severe medical issues, chemical dependency withdrawal symptoms or a physical or mental disability that greatly affects their ability to perform day-to-day tasks, or a known history of committing self-harm or suicide attempts, or the inmate has recently assaulted staff or other offenders, caused significant damage to property, or has an extensive disciplinary record while in custody, the outside law enforcement agency should forward such information and documentation to the DOC institution at least 24 hours prior to the anticipated delivery of the inmate.
- C. Inmates in the custody of outside law enforcement should be clothed in county-issued inmate clothing and properly restrained. County issued clothing and restraints will be immediately returned to the transporting officer after the inmate is searched and admitted to the DOC. Personal inmate clothing is NOT allowed and will not be accepted by the DOC or retained by the inmate.
- D. Inmates will be permitted to retain limited personal property, as approved by the admissions staff. Approved property includes medical equipment/supplies such as eye glasses, hearing aids, medications, dentures, prosthetics, and personal identification documents such as a valid driver license, identification card, social security card or birth certificate. Inmates will be allowed to deposit U.S. currency or approved and accepted government or payroll checks into an account established in their name at the time of admission. Jewelry, with the exception of approved wedding rings, is not allowed and will not be accepted. All unaccepted personal property items will be turned over to the transporting officer.
- E. The admission process includes the following:
1. Review of the sentencing/violation/detainment paperwork. (All Admissions)
  2. Entering/retrieving inmate records in Comprehensive Offender Management System (COMS). (All Admissions)
  3. Search of the inmate and inventory of property in the inmate's possession at the time of admission. (All Admissions)
  4. Facility, cell and bunk assignment. (All Admissions)
  5. Initial medical (including TB testing), dental, mental health screening by Health Services and Behavioral Health Services staff. Checking and approving medical equipment, medications and supplies accompanying the inmate. (New Admissions)
  6. Photographing the inmate (including scars, tattoos or other identifying marks/features) and documenting other identification features. All admissions will receive a DOC issued photo ID Card. (All Admissions)
  7. Fingerprinting. (New Admissions)
  8. Collection of a DNA sample from inmates who have not previously provided a sample. (All Admissions)
  9. Interviewing the inmate for personal/background information and positive verification of identity. (New Admissions)
  10. New sex offender registration or address update for sex offenders.

## 2. Sentencing Paperwork:

- A. A new admission inmate must be accompanied by a complete, certified copy of the judgment and any other related sentencing paperwork, in accordance with SDCL §§ [23A-27-4](#) and [23A-27-30](#).
  - 1. The Jameson Prison Annex (JPA) and the South Dakota Women's Prison (SDWP) will designate at least one staff member to determine the completeness of sentencing paperwork and ensure the paperwork meets all requirements of the DOC.
  - 2. The Central Records Administrator will be notified immediately if there are questions or a concern regarding the inmate's sentencing paperwork. Issues regarding authorization to hold or retain custody of an inmate shall be addressed immediately.

## 3. Search of Inmate and Property:

- A. To prevent the introduction, use, or concealing of weapons, controlled substances or other contraband, all inmates will be searched upon admission to a DOC facility (See DOC policy 1.3.A.5 [Searches - Institutions](#)).
- B. Any personal property accompanying the inmate will be searched and inventoried.
  - 1. Non-allowable items will be sent out at the inmate's expense, donated to charity or discarded. Approved funds will be deposited into the inmate's institutional account (See DOC policy 1.3.C.4 [Inmate Personal Property](#)).
  - 2. If the inmate has a driver's license, tribal membership card, state-issue ID card, Social Security card, birth certificate or other identification document(s) in their possession at the time of admission, these items will be placed in the inmate's legal file (See DOC policy 1.1.A.7 [Inmate Identification Procedures](#)).
- C. When any inmate placed in Admission and Orientation (A&O) is held for any period of time, he/she will be issued prison dress, as determined by the facility.

## 4. Issuing ID Number(s):

- A. All new admission inmates not previously assigned a SD DOC ID number ("new booking") will be assigned a prison ID number. ID numbers are automatically generated by COMS.

## 5. Cell/Bed Assignment:

- A. New admission inmates who do not have an Adult Internal Management System (AIMS) code (male inmates only), or a Prison Rape Elimination Act (PREA) code, will be assigned a cell/bed based on their current offense (crimes the inmate is serving time for on their current admission, including other active federal and out-of-state sentences).
  - 1. Violent inmates will only be assigned a cell with other violent inmates (See [Attachment 2](#)).
  - 2. Non-violent inmates will only be assigned a cell with other non-violent inmates.
  - 3. Inmates in the A&O unit will only be assigned a cell with other inmates in A&O. A&O inmates may not be assigned a cell with general population inmates.
- B. When a new admission inmate receives an AIMS code (males only) and PREA code (normally after a minimum of ten (10) days of observation), staff will review the inmate's current cell assignment and

move the inmate as needed, based on their assigned code(s) (See DOC policies 1.4.B.3 [Adult Internal Management System \(AIMS\)](#) and 1.4.B.16 [PREA Institutional Risk Screens](#)).

- C. Parole violators, CTP inmates, returned extension of confinement inmates and parole detainees will be assigned cells based on previously assigned AIMS and PREA codes.
1. If a parole violator or detainee is assigned a cell with an inmate with no AIMS or PREA code, the inmate will be assigned a cell based on their current offense (crimes the inmate is serving time for on their current admission, including other active federal and out-of-state sentences).
    - a. Violent parole violators and detainees will only be assigned a cell with other violent inmates (See [Attachment 2](#)).
    - b. Non-violent parole violators and detainees will only be assigned a cell with other non-violent inmates.
  2. In cases where a parole violator, CTP inmate or detainee has a PREA Code of Aggressive Potential (AP), Victim Potential (VP) or Victim Incarcerated (VI), the inmate will only be assigned a cell with an inmate that has a compatible PREA code,
  3. U.S. Marshal holds will only be housed with other U.S. Marshal holds. If cell space is not available, a senior staff member may approve housing the federal inmate with a state inmate.
- D. If admissions unit staff become aware a new admission inmate has exhibited acts or behaviors described in Section 2 of DOC policy 1.3.D.4 [Restrictive Housing](#) directly prior to admission to the DOC, i.e. while in county jail, staff may refer the inmate for possible placement in restrictive housing.

## 6. Medical Screening:

- A. All new admission inmates will receive a basic overview medical screening by qualified health care staff. Staff will ensure immediate/urgent health needs are identified and addressed. Potentially infectious/contagious inmates will be properly isolated (See DOC policy 1.4.E.3 [Inmate Intake Medical Assessment](#), DOH policy P-E-02 [Receiving Screening](#) and DOH [Communicable Disease Screening](#) form).
1. If the intake medical screen is not immediately completed at the time of admission, the screening must be completed within twenty-four (24) hours of the inmate's arrival at the facility. The following restrictions shall apply:
    - a. The new admission inmate may not be housed in general population until the intake medical screening is completed by qualified health care staff.
    - b. The admitting staff member will conduct a preliminary screening of the inmate, which includes observing the inmate's general physical appearance and behaviors to help determine mental/emotional condition and to document and address physical injuries or conditions that may require immediate medical attention.
- B. All new admissions will be advised of the procedures for obtaining health care services at the time of admission.
- C. All new admissions will be provided the opportunity to review the Offender Health Plan provided by the health care provider at the time of admission. Copies of the plan will be made available through health service or unit staff upon request and are located in the inmate library.

- D. Within seven (7) days of admission, new admission inmates will receive an initial health assessment (See DOH policy P-E-04 [Initial Health Assessment](#)). This includes parole violators, CTP and detainees who have not had a DOC/DOH health assessment within the last twelve (12) months, but excludes temporary U.S. Marshal holds. Inmates re-admitted to the DOC within twelve (12) months of having had a complete health assessment by DOH are not required to have another assessment if there are not changes in the inmate's health
- E. Every offender admitted will be assessed for tuberculosis (TB) within seven (7) days of admission. TB assessments will be completed on all inmates, with the exception of those with documented past positive reactions (See DOH policy P-E-07A [Initial Health Assessment -TB](#))

## **7. Mental Health Screening and Assessment:**

- A. Behavioral Health staff will coordinate an evaluation, screening and assessment of all new admissions in a manner consistent with the National Commission on Correctional Health Care (NCCHC) standards and DOH policy P-E-05 [Mental Health Screening and Evaluation](#). Staff will review any existing psychiatric or psychological examinations or competency examinations of the inmate conducted at the direction of the court.
- B. A&O staff will notify Behavioral Health staff when an inmate is admitted to the A&O unit that is known to have entered a plea of Guilty but Mentally Ill (GBMI). Inmates with a plea of GBMI are assessed and given treatment as determined appropriate by staff based on the inmate's mental health needs and functionality upon being sentenced to the SD DOC (See SDCL § [23A-27-38](#)).
- C. Information obtained from the mental health screening, assessment and evaluation will be included when assigning the inmate to a cell/housing unit.
- D. Staff will advise new admission inmates of available psychiatric services, group counseling opportunities, programming and individual therapy offered at the institution.
- E. New admission inmates with a positive mental health screen will receive a mental health evaluation within fourteen (14) days of admission.
- F. All new admission inmates will be screened for suicide ideations ( See DOC policy 1.4.E.7 [Offender Suicide Prevention and Intervention](#)).

## **8. Inmate Photos:**

- A. Intake staff at JPA (for males) and SDWP (for females), will photograph and gather and document other required demographic information for all admissions in accordance with DOC policy 1.4.A.1 [Inmate Photo Identification](#).
  - 1. Photographs will be taken of any physical marks, scars, deformities or tattoos. Photos will be entered and recorded on the Physical Identifiers screen in COMS.
- B. Facial ID photos will be entered/updated on the Physical Identifiers screen in COMS.
- C. The staff member assigned to photograph inmates is responsible for issuing the inmate an ID card after all photographs are taken (See DOC policy 1.1.D.3 [Facility Access & ID Requirements](#)).

## **9. Fingerprinting:**

- A. All new admission inmates will have their fingerprints taken and recorded.

1. Separate fingerprint entries and fingerprint cards are required for each transaction an offender is sentenced.
2. Fingerprints will not be completed until date calculations have been completed by Central Records and the dates have been audited.

## 10. DNA Collection:

- A. Each new admission inmate who has not previously provided a DNA sample, or whose name and other identifying information does not appear within the state DNA database, must provide a DNA sample, in accordance with DOC policy 1.3.C.10 [Offender DNA Collection](#) and state law.

**Note:** This requirement is mandatory when an inmate will be confined in a facility for any period of time.

1. Includes inmates received or housed at an out-of-state facility, halfway house or contractual facility, or inmates under supervised release of the DOC but received or living out-of-state.
  2. Inmates with a capital punishment sentence or life sentence without the possibility of parole must comply with the DNA collection process.
- B. If an inmate's DNA sample is not adequate for any reason, the inmate must provide an adequate DNA sample.
- C. All inmates will provide a fingerprint(s) for the purpose of verifying their identity (See SDCL § [23-5A-10](#)).

## 11. Inmate Interview:

- A. New admission inmates will be interviewed by central records staff (for male inmates), or the intake officer (for female inmates). The staff member will:
1. Collect a brief narrative from the inmate about their current crime(s).
  2. Collect specified demographic information (religious preference, age, race, height, weight, etc.)
    - a. Existing demographics for the inmate will be updated in the case in the case this information is already logged in COMS.
  3. Provide the inmate with a copy of his/her judgment and conviction, if they do not have a copy (See DOC policy 1.1.E.3 [Offender Access to DOC Records](#)).
  4. Explain the sentence to the inmate: felony class, jail time credit and percentage time to parole.
  5. Determine if the inmate has a social security card, birth certificate, driver license or other photo identification.
  6. Submit the name, SS # and DOB of inmate to NCIC III (See DOC policy 1.1.E.5 [Inmate Criminal History](#)).
  7. Complete the "Interview Sheet for New Inmates".
  8. Determine if positive identification of the inmate can be established utilizing all sources and information obtained throughout the admission process.

9. Determine if the inmate is a U.S. Citizen. If they are not a U.S. Citizen, records staff will submit a Immigration and Customs Enforcement (ICE) Hold Inquiry and document this in the inmate's legal and institutional file (See DOC policy 1.1.A.7 [Inmate Identification Procedures](#)).

## 12. Assessments and Orientation:

### A. Assessments will be completed.

1. Admission case managers will complete LSI-R assessments on all new admissions, CTP offenders, parole violators, and suspended sentence violators admitted from the community. A new LSI-R is not completed on suspended sentence violators who have their suspended sentence imposed prior to release to the community (See DOC policy 1.4.B.13 [LSI-R Assessment and Case Planning](#)).
  - a. The LSI-R assessment will be completed along with trailer assessments for education status and mental health to determine if the inmate will be referred for additional assessment.
  - b. The LSI-R will be used to determine class rosters for other educational courses, i.e. anger and stress management and domestic violence.
  - c. The LSI-R assessor will gather information during the LSI-R interview needed to complete other admissions items: IFR, PREA, AIMS, classification and release plan needs.
2. Behavioral Health Screening Assessment:
  - a. Behavioral Health Staff will conduct screening and assessments on new admissions and parole violators to help identify substance abuse and mental health needs. Inmates with a positive screening will receive an evaluation.
3. Educational Assessment:
  - a. Education staff will reconcile information provided by the inmate concerning their educational status.
  - b. New admissions who do not have a GED or high school degree will be TABE tested by the receiving facility upon their transfer from the admissions unit.
4. Sex Offender Management Program (SOMP) (See DOC policy 1.4.A.3 [Sex Offender Management Program](#)):
  - a. SOMP staff will assess new admission inmates for possible sexual behavior Issues.
  - b. SOMP staff will determine if the inmate will be referred for a Sexual Behavior Issue assessment, in accordance with DOC policy 1.4.B.9 [Sexual Behavior Issue Review](#).
5. Medical Assessment:
  - a. DOH staff will complete a medical history and conduct an assessment, physical examination and dental screening of the inmate to ensure emergent and urgent health needs are met.
6. Adult Internal Management System (AIMS) (males only):
  - a. The AIMS assessment will be completed on all adult male new admissions prior to transfer out of A&O.



- b. Once an AIMS code has been established for the new admission inmate, staff will review the inmate's cell assignment to determine if placement is consistent with DOC policy 1.4.B.3 [Adult Internal Management System \(AIMS\)](#).

#### 7. PREA Assessment:

- a. The PREA Assessment will be completed on all admissions prior to their transfer out of A&O.
- b. Once a PREA code has been established, staff will review the inmate's cell assignment to determine if it meets the requirements set forth in DOC policy 1.4.B.16 [PREA Institutional Risk Screens](#).
  - 1) PREA Code AP (Aggressor Potential) can be housed with other AP (Aggressor Potential) and NS (No Score) inmates.
  - 2) PREA Code VP (Victim Potential) and VI (Victim Incarcerated) can be housed with other VP (Victim Potential) and VI (Victim Incarcerated) inmates as well as NS (No Score) inmates.
  - 3) PREA Code AP (Aggressor Potential) will not be housed in the same cell with any inmate with a VP (Victim Potential) or VI (Victim Incarcerated) code.
  - 4) PREA Code MX (Mixed) may only be housed with another MX (Mixed) or with a NS (Not Scored) inmate.

#### 8. Community Risk:

- a. Initial Community Risk Assessments will be completed on all new admissions (See DOC policy 1.5.G.4 [Parole Services-Community Risk Assessment and Supervision of Offenders](#)).
  - 1) A case manager will complete the Initial Community Risk Assessment.

### 13. Orientation:

- A. JPA and SDWP will maintain an orientation program to be offered to all A&O inmates. The orientation (defined as providing necessary information about the institution to the inmate) should be offered to the inmate within seven (7) days of admission and may include the following:
  1. Education:
    - a. Educational opportunities available at each of the facilities; and
    - b. Program eligibility and attendance for classes.
  2. Rule and disciplinary:
    - a. Institutional schedules;
    - b. Disciplinary process; and
    - c. Expectations during inmate counts.
  3. Mail:
    - a. Allowable and prohibited items;
    - b. Money orders; and
    - c. Magazine and newspaper subscriptions.

4. Health Service (ACA 4-4344):
  - a. Access to medical care;
  - b. Medication management;
  - c. Inmate co-pay;
  - d. Chronic care;
  - e. Refusal of medical services; and
  - f. Inmate Administrative Remedy process for grievances involving health care.
5. Classification:
  - a. Overview of the classification custody system;
  - b. Administrative risk factors for classification;
  - c. Placement options for each custody level; and
  - d. Status of identification documents (driver's license, birth certificate and social security card).
6. PREA:
  - a. The DOC's zero-tolerance policy regarding sexual abuse and sexual harassment and how to report incidents or suspicions of sexual abuse or sexual harassment.
  - b. Provide comprehensive education to inmates either in person or through video regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding agency policies and procedures for responding to such incidents.
  - c. Provide PREA education in formats accessible to all inmates, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to inmates who have limited reading skills.
  - d. Maintain documentation of inmate participation in PREA education sessions.
7. Behavioral Health Services:
  - a. Overview of mental health care;
  - b. Medication management;
  - c. Services for Severe Mental Illness (SMI); and
  - d. Inmate procedures for contacting behavioral health staff.
8. Commissary:
  - a. Spending limits;

- b. Ordering deadlines for each facility;
  - c. Indigent commissary; and
  - d. Procedures for refunding or replacement of missing or broken items.
9. Visits:
- a. Visit days and visit room hours;
  - b. Creation/modification of approved visit list;
  - c. Information required from perspective visitors;
  - d. Visit rules;
  - e. Class II visits; and
  - f. Termination of visits.
10. Cultural Activities:
- a. Religious/cultural activities offered at the facility;
  - b. Sign-up procedures for programs; and
  - c. General rules regarding activities.
11. Inmate Banking:
- a. \$160.00 (per calendar month deposit limit);
  - b. Inmate financial responsibilities (IFR), fixed obligations, cost of incarceration;
  - c. Disbursement accounts and/or transfers between accounts;
  - d. Spend account;
  - e. Savings account;
  - f. Frozen account;
  - g. Specialty account;
  - h. Sending and receiving and transferring money; and
  - i. Phone/tablet account.
12. Chemical Dependency:
- a. Overview of the assessment process; and
  - b. Programs available; treatment, aftercare, NA/AA, etc.

13. Property:

- a. Allowable inmate property;
- b. Receipt of books from approved sources;
- c. Altered property (contraband);
- d. Loss of property.

14. Administration:

- a. Senior staff; names and duties.

15. Parole:

- a. Inmate Program Directive (Compliance/Non-Compliance);
- b. Parole hearings;
- c. Community Transition Program (CTP);
- d. Early discharge;
- e. Release planning;
- f. Explanation of supervision fees,
- g. Parole release process, and
- h. Earned discharge credits.

**14. Inmate Financial Responsibility (IFR):**

- A. Admissions case managers will review the financial obligations of all new admissions and parole violators while the inmate is in A&O (See DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#)).
- B. Admissions case managers will complete an IFR worksheet on all new admissions and parole violators.
  - 1. The IFR worksheet will include the following:
    - a. Court costs, fines and restitution;
    - b. Court ordered child support obligations;
    - c. Prison Litigation Reform Act obligations; and
    - d. Costs incurred while in custody of the DOC.

## 15. Release Planning:

- A. Any new admission inmate or parole violator who is within five (5) years of possible release from prison will have release plans completed and reviewed by admissions staff (See DOC policy 1.4.G.2 [Inmate Release Procedure](#)).
1. Initial release plans will be completed during the admissions process.
  2. Inmates serving a capital punishment sentence, capital punishment inmates and U.S. Marshal holds will not complete a release plan.
  3. Parole violators will have their release plans reviewed prior to transfer to a different facility following their dispositional hearing.

## 16. Inmate Program Directive (IPD):

- A. All new admissions will have an Individual Program Directive (IPD) completed by an admissions case manager, excluding federal inmates, Immigration and Naturalization Service (INS) holds and Interstate Compact inmates (See DOC policy 1.4.B.1 [Individual Program Directives \(IPD\)](#)).
1. The IPD will include all required elements the inmate must be in compliance with in order to be granted presumptive parole.
  2. If the inmate refuses an assessment, the inmate will be in non-compliance with any related element on his/her IPD. The IPD shall not be changed if the inmate refuses an element.
  3. The inmate will be informed of the standards of compliance and expectations for each assignment included in her/her IPD by their case manager and receive a copy of the IPD (See SDCL § [24-15A-34](#)).

## 17. Custody Classification:

- A. All new admission inmates and parole violators will be classified prior to transfer from the admissions unit and assigned a classification custody code of Minimum (MN), Low Medium (LM), High Medium (HM) or Maximum (Max).
1. Classification on inmates will be completed in accordance with Inmate Classification policies (See DOC policies: 1.4.B.2 [Male Inmate Classification](#) and 1.4.B.14 [Female Inmate Classification](#)).
  2. Admissions case managers who complete a LSI-R assessment on a particular inmate will normally be assigned to complete the classification on that inmate.
  3. Classification of an inmate will only occur once all the following have been completed and entered into COMS.
    - a. CD;
    - b. SOMP;
    - c. Mental Health;
    - d. Dental;
    - e. Medical;

- f. LSI-R;
  - g. PREA;
  - h. AIMS;
  - i. IFR; and
  - j. Community Risk.
4. Inmates classified to minimum custody will be independently audited by one of the other case managers in A&O for accuracy and compliance with DOC policies 1.4.B.2 [Male Inmate Classification](#) and 1.4.B.14 [Female Inmate Classification](#).

## 18. Transfers:

### A. Transfers from A&O:

1. Once an inmate in A&O has had his/her custody classification completed, and all necessary signatures gathered, a transfer request may be sent to the classification/transfer office.
2. Transfer requests must be submitted by 11:00 AM central standard time in order for an inmate to be placed on the shuttle manifest the next day.
3. The classification/transfer office will email the final shuttle roster. When this list is received, the admissions case managers from Jameson will take the completed unit files to the Jameson operations office (male inmates only).
  - a. For on-campus transfers, the admissions case managers will use the facilities inter-departmental mail system to transfer the unit file to the inmate's new case manager.
  - b. The admissions case managers will be responsible for making sure unit files are ready for transfer with the inmate.

### B. Community Transition Program (CTP) Inmates:

1. Transfer requests for CTP inmates will be submitted by the transition case managers.
2. Transfer requests must be received by 11:00 AM central standard time in order for an inmate to be placed on the shuttle manifest the next day.
3. CTP inmates' unit files should be in possession of their parole agent so transfer of unit files will not be necessary.

## V Related Directives:

SDCL §§ [1-15-10.1](#), [1-15-10.3](#), [23A-27-4](#), [23A-27-30](#), [23A-27-38](#), [23-5A](#), [23-5A-10](#), [23-5A-13](#), [23-5A-14](#), and [24-15A-34](#).

ARSD [17:60:01:00\(6\)](#)

DOC policy 1.1.A.7 -- [Inmate Identification Procedures](#)

DOC policy 1.1.B.2 -- [Inmate Accounts and Financial Responsibility](#)

DOC policy 1.1.D.3 -- [Facility Access & ID Requirements](#)

DOC policy 1.1.E.3 -- [Offender Access to DOC Records](#)

DOC policy 1.1.E.5 -- [Inmate Criminal History](#)

DOC policy 1.3.A.5 -- [Searches – Adult Institutions](#)  
 DOC policy 1.3.C.4 -- [Inmate Personal Property](#)  
 DOC policy 1.3.C.10 -- [Offender DNA Collection](#)  
 DOC policy 1.3.D.4 -- [Restrictive Housing](#)  
 DOC policy 1.4.A.1 -- [Inmate Photo Identification](#)  
 DOC policy 1.4.A.3 -- [Sex Offender Management Program](#)  
 DOC policy 1.4.B.1 -- [Individual Program Directives \(IPD\)](#)  
 DOC policy 1.4.B.2 -- [Male Inmate Classification](#)  
 DOC policy 1.4.B.3 -- [Adult Internal Management System \(AIMS\)](#)  
 DOC policy 1.4.B.9 -- [Sexual Behavior Issue Review](#)  
 DOC policy 1.4.B.13 -- [LSI-R Assessment and Case Planning](#)  
 DOC policy 1.4.B.14 -- [Female Inmate Classification](#)  
 DOC policy 1.4.B.16 -- [PREA Institutional Risk Screens](#)  
 DOC policy 1.4.E.3 -- [Inmate Intake Medical Assessment](#)  
 DOC policy 1.4.E.7 -- [Offender Suicide Prevention and Intervention](#)  
 DOC policy 1.4.G.2 -- [Inmate Release Procedure](#)  
 DOC policy 1.4.G.3 -- [Inmate Interstate Compact](#)  
 DOC policy 1.5.G.2 [Parole Services-Community Transition Program](#)  
 DOC policy 1.5.G.4 -- [Parole Services-Community Risk Assessment and Supervision of Offenders](#)  
 DOH policy P-E-02 -- [Receiving Screening](#)  
 DOH policy P-E-05 -- [Mental Health Screening and Evaluation](#)  
 DOH policy P-E-07A -- [Initial Health Assessment -TB](#)

Test of Adult Basic Education (TABE)

## I Revision Log:

**October 2008:** New policy.

**December 2008:** Added ss (A3 of Providing the Inmate with a Cell/Bed Assignment).

**September 2009:** Revised structure of definition of New Admission regarding Interstate Compacts. Added reference to state inmates in ss (A of Review of the Sentencing Paperwork). Replaced new inmates to new admissions within ss (2b), replaced core with scheduled in ss (6c), added “and” when referencing Mainframe and Citrix in ss (A3), and deleted reference to Adult Males Only in ss (8 of Assessments and Orientation). Added federal inmates and those from other states in ss (A of Inmate Program Directive). Added independently as it relates to audits within ss (4 of Custody Classification). Revised title of DOC policy 1.4.B.2 to Male Inmate Classification, added 1.4.B.14 Female Inmate Classification, revised title of DOC policy 1.4.B.12 and added 1.4.B.15 throughout policy. Revised minor wording throughout policy. Revised Attachment 1 to be more applicable to both male and female admits by generalizing staff titles and amending timelines to be more universal and revised timelines to indicate the latest day each task should be completed rather than marking a series of days the task may be completed.

**July 2010:** Revised formatting of Section 1. Revised definition of Detainee. Replaced “New” with “All” regarding admissions receiving a DNA sample and added for those who have not previously provided a DNA sample in ss (A8 of Admission Process). Added reference to female and DOC policy 1.4.B.15 in ss (B and C), added reference to male in ss (C1) and deleted former ss (D) referencing female bed/cell assignments all within (Providing the Inmate with a Cell/Bed Assignment). Added staff member will print out photos for unit, legal and medical file in ss (B of Inmate Photos). Replaced reference to assessments completed by 8<sup>th</sup> working day with completion in the admission process within ss (A), added ss (A1a-A1d) regarding LSI-R, added based on referral from LSI-R in ss (A2), replaced former ss (A3a and A3b) regarding the TABE with education staff reconciling information and only inmates without a GED or HS diploma will be TABE tested upon transfer, replaced screen with assessment based on LSI-R and deleted face-to-face interviews in ss (A4a), deleted former ss (A6a-A6e) regarding LSI-R assessments and added reference to DOC policy 1.4.B.3 in ss (A7b) all within Assessments and Orientation. Added reference to release within five years in ss (A of Release Planning). Replaced classified by 10<sup>th</sup> working day with before transferring from admissions in ss (A), deleted former ss (A3c) regarding TABE/GED both within Custody Classification. Deleted reference to days, timelines and TABE within Attachment 1.

**March 2012:** **Added** definition of NCIC III, ICE and Violent Inmate. **Added** Attachment 2. **Deleted** definition of Working Day. **Deleted** “except those under a capital punishment sentence” and **Replaced** with “The Warden or his/her designee have the authority to apply exceptions to this policy based on the needs of the new admission inmate or if the new admission inmate poses a health or safety threat to themselves or others within the facility” to the Policy statement. **Added** “dental and mental health” to Section 1 A. 5. **Added** “including scars and tattoos” to Section 1 A. 6. **Added** “copy of judgment and related” to Section 2. A. **Deleted** “meets the guidelines set for by state law” and **Replaced** with “is complete and meets the requirements set forth by the DOC” in Section 2 A. 1. **Added** “to aid in preventing the introduction of, use of, or concealing of weapons, controlled substances and/or contraband” to Section 3 A. **Added** “or other identification documents” and **Added** “legal” and “file located in central records” in Section 3 B. 2 **Added** “Money will be deposited into the inmate’s institutional account” to Section 3. B. **Added** “in their possession at the time of admission, these” to Section 3 B. 2. **Added** “Inmates will be assigned an ID card in accordance with DOC policy 1.1.D.3” to Section 4 A. **Added** items 5-9 to Section 5 A. **Added** “(normally after a minimum of ten (10) days of observation)” and “based on their group designation” to Section 5 B. **Deleted** “appropriate AIMS code” and **Replaced** with “an AIMS code that can be housed together” in Section 5 C. 1. **Deleted** “conviction” and **Replaced** with “offense (crimes the inmate is serving time for on their current admission, including other active federal and out of state sentences” in Section 5 C. 2. **Deleted** “an initial medical assessment screening” and **Replaced** with “a basic overview medical screening” and **Deleted** “identify any serious medical problems that may require further and/or immediate medical attention and **Replaced** with “by qualified health care professionals to ensure that immediate/urgent health needs are identified and addressed and potentially infectious/contagious inmates are isolated” and **Deleted** “would” and **Replaced** with “may” in Section 6 A. **Deleted** “there is a delay in the initial medical screening” and **Replaced** with “medical screen is not immediately completed at the time of admission” in Section 6 A. 1. **Deleted** “will be segregated from” and **Replaced** with “may not be housed in” and **Added** “intake medical” to Section A 1. a. Added B, C, and D. to Section 6. **Added** new Section 7 and renumbered sections that follow. **Added** C. to Section 8. **Deleted** “Testing” and **Replaced** with “Collection” in Section 10 title. **Added** “or if their name/identifying information does not appear in the state DNA website” in Section 10 A. **Added** D. & E. to Section 10. **Added** “does not apply to parole violators” in Section 12 A. 1. **Added** e. to Section 12 A. 1. **Deleted** “or re-assessment” and “chemical dependency” in Section 12 A. 1. a. **Added** “will be completed for all new admissions to determine program needs, facility placement, housing placement and supervision level in Section 12 A. 1. **Deleted** “financial responsibility, job finding and keeping” in Section 12 A. 1. c. **Deleted** “upon referrals based on the LSI-R assessment” in Section 12 A. 2. a. **Deleted** “complete a mental health assessment upon referrals based on the LSI-R assessment and **Replaced** with “will coordinate an evaluation, screening and assessment of the inmate to help identify any mental health needs the inmate may have” in Section 12 A. 4. **Deleted** a-d and **Replaced** with new a. “DOH staff will complete a medical history and conduct an assessment, physical examination and dental screening of the inmate to ensure emergent and urgent health needs are met” in Section 12 A. 6 **Added** f. “Explanation of Supervision Fees” to Section 13 A. 15. **Added** “and or transfers between accounts” to Section 13 A. 11. **Added** “Admissions case managers will review the financial obligations of” in Section 14 A. **Deleted** “Initial” and **Replaced** with “Individual” and **Added** “Immigration and Naturalization Service holds” in Section 16 A. **Added** “The IDP shall not be changed if the inmate refuses an element” in Section 16 A. 2. **Added** “be informed of the standards of compliance and expectations for each assignment included in his/her IPD by their case manager” and **Deleted** “and have the standards of compliance explained by a case manager” in Section 16 A. 3. **Deleted** “and parole violators” and **Added** “and assigned a classification code of Minimum (MN), Low Medium (LM), High Medium (HM) or Maximum Max)” to Section 17 A. **Deleted** “All classifications” and **Replaced** with “Inmates classified to minimum custody” in Section 17 A. 4.

**October 2013:** **Added** “except those with a capital punishment sentence” to the policy statement. **Deleted** “Designated staff will assign an inmate ID number to all new admissions and Federal U.S Marshal holds in accordance with DOC policy” and **Replaced** with “All new admissions who have not previously been assigned a SD DOC ID number will be assigned an ID number. ID numbers are automatically generated through COMS” in Section 4 A **Deleted** B. “Staff working at the Jameson Annex will reference the Inmate Number Assignment Sheet, which is provided by central records staff working in the operations office. An officer assigned by the OIC will issue the ID numbers” in Section 4 **Deleted** C. “Staff at SDWP will contact the operations office in Sioux Falls for inmate number assignments” in Section 4 **Deleted** reference to Citrix and **Replaced** with COMS **Added** F. to Section 7 **Deleted** “does not apply” and **Replaced** with “and” in Section 12 A. 1. **Deleted**



“Chemical Dependency Assessment” and **Replaced** with “Behavioral Health Screening and Assessment” in Section 12 A. 2. **Deleted** “Chemical Dependency” and **Replaced** with “Behavioral Health Staff” and **Added** “screening and” and **Deleted** “and CTP inmates” and **Added** “to identify substance abuse and/or mental health needs. Inmates with a positive screening will receive an evaluation” in Section 12 A. 2. a. **Added** a.-d. to Section 13 A. 6. PREA. **Added** H. Earned discharge credits to Section 13 A. 15.

**October 2014:** **Added** f. in Section 13 A. 4 and **Updated** PREA information.

**September 2015:** **Added** 10. to Section 1. A. **Added** “CTP” to Section 5 C. **Added** D. to Section 5. **Added** “CTP and detainees” to Section 6 D. **Deleted** “new admission” and **Replaced** with “every offender” in Section 6 E. **Added** “Inmates with a plea of GBMI are assessed and given treatment as determined appropriate by CBH staff based on the inmate’s mental health needs and functionality upon being sentenced to the SD DOC” in Section 7 B. **Added** “All new” to Section 7 F. **Added** 1. and 2. to Section 9 A. **Added** “CTP offender” to Section 12 A. 1. **Added** 6. to Section 13. **Updated** Attachment 2.

**January 2017:** **Added** A-D to section 1.

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

04/15/2017

Date

## Attachment 1: New Admit Distribution of A&O Duties

The *New Admit Distribution of A&O Duties* form is located on the state's WAN.

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

1. Click [here](#) to access the *New Admit Distribution of A&O Duties* 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 **New Admit Distribution of A&O Duties**.

NEW ADMIT		PAROLE DETAINEE	
Assignment	Staff	Assignment	Staff
Initial Medical/Mental Health Interview	Medical	Initial Medical/Mental Health Interview	Medical
Initial Processing	Inmate CO	Initial Processing	Inmate CO
Number Assignment	Control Room	PRE& Assessment/Update	Case Manager
Send Received Notice	Control Room	Declines Released or Violated	Parole
Mail Unauthorized Property	Inmate CO		
Create Legal File	Records		
Create Institutional File	Records		
Inmate Photograph	Inmate CO		
Fingerprinting	Inmate CO		
Sentence Document Review	Records		
DNA Collection Palm Print	Inmate CO		
Central Records Interview	Records		
Medical Exam	Doctor		
TB Test	Medical		
Distribute PGI and Judgments	Records		
L&R Assessment	Case Manager		
PRE& Assessment(w/ L&R)	Case Manager		
J&S Assessment(w/ L&R-Males Only)	Case Manager		
CD Assessment(as referred by L&R)	CD Staff		
Psychological Evaluation	Men Health		
Dental Exam	Dentist		
Date Calculations	Records		
Criminal History	Records		
Classification Packet Completed	Case Manager		
Transition Release Planning/J&O School	Case Manager		
Data Entry of Release Plans	Case Manager		
Community Risk Assessment	Case Manager		

  

PAROLE VIOLATOR DISTRIBUTION OF ADMISSION UNIT DUTIES	
Assignment	Staff
Initial Medical/Mental Health Interview	Medical
Initial Processing	Inmate CO
Inmate Photograph	Inmate CO
Parole Violator Report from Clinic	Parole
PRE& Assessment/Update	Case Manager
L&R Assessment	Case Manager
CD Assessment(as referred by L&R)	CD Staff
Psychological Evaluation	Mental Health
Dispositional Hearings	Parole
List of Inmate Walking Board Hearing	Parole
Classification of PV Inmates	Case Manager
Classification Audit to PV Inmates	Case Manager
Data Entry of PV Inmate Classification	Records
Transfer Request Sent	Case Manager
Transfer out of Admissions Unit	Security

  

CTP	
Assignment	Staff
Initial Medical/Mental Health Interview	Medical
Initial Processing	Inmate CO
PRE& Assessment/Update	Case Manager
L&R Interview/Update	Case Manager
CTP Self-Commit Paperwork	Case Manager
Transition CM Sends Transfer Request	Case Manager
Transfer out of Admissions Unit	Security

  

FEDERAL U.S MARSHAL HOLD	
Assignment	Staff
Initial Medical/Mental Health Interview	Medical
Initial Processing	Inmate CO
Inmate Photograph	Inmate CO
Fingerprinting	Inmate CO
Orientation Video	Security
Transfer Request Sent	Case Manager
Transfer out of Admissions Unit	Security

## Attachment 2: Classification of Violent Crimes (See SDCL [24-15A-32](#))

UJS CODE	CRIME	CLASSIFICATION	SDCL
AWIF	Aggravated Assault	3V	22-18-1.1
AGAC	Aggravated Assault-Baby	2V	22-18-1.1(7)
AGCS	Subsequent Aggravated Assault – Baby	1V	22-18-1.1(7)
AGLO	Aggravated Assault Against Law Enforcement	2V	22-18-1.05
CHAB	Child Abuse - Victim Age 7 or Older	4V (AFTER 7/1/01)	26-10-1
CABU	Child Abuse – Victim Under Age 7	3V (AFTER 7/1/01)	26-10-1
AGIN	Aggravated Incest - Related Child	3V (AFTER 7/1/12)	22-22A-3
AGIN	Aggravated Incest- Foster Child	3V (After 7/1/12)	22-22A-3.1
SXPV	Sexual Penetration by Psychotherapist	4V	22-22-29
KDNP	Kidnapping	1V (BEFORE 7/1/06)	22-19-1 (1)
KDN1	Kidnapping	CV (AFTER 7/1/06)	22-19-1 (1)
KDN2	Kidnapping 2nd	3V (AFTER 7/1/2006)	22-19-1.1
KDNA	Kidnapping – With Gross Physical Injury	AV (BEFORE 7/1/01)	22-19-1 (2)
AKDN	Kidnapping – With Gross Physical Injury	BV(AFTER 7/1/01)	22-19-1 (3)
MAN1	Manslaughter 1 <sup>st</sup>	1V (BEFORE 7/1/06)	22-16-15
MNAS	Manslaughter 1 <sup>st</sup>	CV (AFTER 7/1/06)	22-16-15
MAN2	Manslaughter 2 <sup>nd</sup>	4V	22-16-20
MURD	Murder 1 <sup>st</sup>	AV	22-16-4
MUR2	Murder 2 <sup>nd</sup>	BV	22-16-7
MURF	Murder 2 <sup>nd</sup>	BV	22-16-9 (Repealed 7/1/06)
M2ST	Murder 2nd	CV	22-16-7
RAP1	Rape 1 <sup>st</sup>	1V (BEFORE 7/1/06)	22-22-1(1)
RPF1	Rape 1 <sup>st</sup>	CV (AFTER 7/1/06)	22-22-1(1)
RPE1	Rape 2 <sup>nd</sup>	2V (BEFORE 7/1/06)	22-22-1(2)
RPF2	Rape 2 <sup>nd</sup>	1V (AFTER 7/1/06)	22-22-1(2)
RPE5	Rape 3 <sup>rd</sup>	3V (BEFORE 7/1/06)	22-22-1(5)
RAP6	Rape 3 <sup>rd</sup>	3V (BEFORE 7/1/06)	22-22-1(6)
RPIC	Rape 3 <sup>rd</sup>	2V(AFTER 7/1/06)	22-22-1(3)
RPDI	Rape 3 <sup>rd</sup>	2V (AFTER 7/1/06)	22-22-1(4)
RPF4	Rape 4 <sup>th</sup>	3V	22-22-1(5)
RBR1	Robbery 1 <sup>st</sup>	2V	22-30-7
RBR2	Robbery 2 <sup>nd</sup>	4V	22-30-7
MLC1	Sexual Contact With Child Under Age 16	3V	22-22-7
ADCS	Sexual Contact With Child Under Age 16 (Subsequent Offender)	2V	22-22-7
AGCS	Subsequent Aggravated Assault-Baby	1V	22-18-1.1(7)
RIOT	Riot	4V	22-10-1
	Threatening to Commit A Sexual Offense	4V	22-22-45
AGGR	Riot – Aggravated	3V	22-10-5
VROR	Violation of Restraining Order/Stalking	6V	22-19A-2
STSC	Stalking Subsequent Offenses	5V	22-19A-3
ARS1	Arson 1 <sup>st</sup>	1V (Before 7/1/06)	22-33-9.1

ARN1	Arson 1 <sup>st</sup>	2V (After 7/1/06)	22-33-9.1
ARS2	Arson 2 <sup>nd</sup>	2V (Before 7/1/06)	22-33-9.2
ARN2	Arson 2 <sup>nd</sup>	4V(After 7/1/06)	22-33-9.2
ARS3	Arson 3 <sup>rd</sup>	4V (After 7/1/06 Rescind)	22-33-3 (Repealed 7/1/06)
BRG1	Burglary 1 <sup>st</sup>	2V	22-32-1
BRG2	Burglary 2 <sup>nd</sup>	3V (Before 7/1/06)	22-32-3
SHMV	Discharge of Firearm At Occupied Structure (With Bodily Injury)	4V (Before 7/1/06)	22-14-20
SHMV	Discharge of Firearm At Occupied Structure (With Bodily Injury)	3V (After 7/1/06)	22-14-20
SHMV	Discharge Firearm At Occupied Structure or Motor Vehicle	5V (Before 7/1/06)	22-14-20
SHMV	Discharge Firearm At Occupied Structure or Motor Vehicle	3V (After 7/1/06)	22-14-20
DMMV	Discharge Firearm From Moving Vehicle	6V (After 7/1/01)	22-14-21
ARA1	Committing A Felong While Armed – 1 <sup>st</sup> Offense	2V	22-14-12
ARA2	Committing A Felony While Armed – 2 <sup>nd</sup> Offense	1V	22-14-12
PGMR	Photographing A Child In Obscene Act	4V (After 7/1/01)	22-22-23
ASIN	Sliming/Assault By Inmate	6V (After 7/1/01)	22-18-26
ASLF	Simple Assault 3 <sup>rd</sup>	6V (After 7/1/01)	22-18-1
CPED	Criminal Pedophile	1V (After 7/1/06 Rescind)	22-22-30.1
SXCN	Sexual Contact With Person Incapable Of Consenting	4V	22-22-7.2
INCS	Incest	4V (Before 7/1/01)	22-22-19.1
INCT	Incest	5V (After 7/1/06)	22-22-19.1