

## 1.4.G.4 Inmate Furlough

### I Policy Index:



**Date Signed:** 01/02/2019  
**Distribution:** Public  
**Replaces Policy:** 4G-5  
**Supersedes Policy Dated:** 11/21/2017  
**Affected Units:** All Institutions  
**Effective Date:** 01/03/2019  
**Scheduled Revision Date:** October 2019  
**Revision Number:** 16  
**Office of Primary Responsibility:** DOC Administration

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### II Policy:

The Department of Corrections, giving due consideration to public safety, may allow eligible inmates unsupervised access to the community for certain pre-approved reasons, through a managed furlough program.

### III Definitions:

#### **Bedside Visit:**

The act of an inmate visiting an immediate family member who is seriously injured and receiving emergency medical care, or suffering from a serious illness and under the care of a physician, or diagnosed with a terminal illness that is reasonably expected to result in death within a short period of time.

#### **Furlough:**

A furlough is the authorized absence of an inmate from DOC custody for an approved reason. An inmate released to furlough remains under legal custody of the Department of Corrections. A furlough is a privilege, not a right, and will not be granted automatically.

#### **Immediate Family:**

For the purposes of this policy, immediate family consists of the inmate's spouse, children, step children, parents, step parents, siblings, step siblings, grandparents, grandchildren, or at the discretion of the Warden or his/her designee, a relative who was the inmate's primary care giver, Relationship of the immediate family member to the inmate will be verified through inmate records and/or the inmate's visit list.

### IV Procedures:

#### **1. Inmate Eligibility:**

- A. Inmates must meet the following eligibility criteria at the time of their request to be considered for a furlough:

1. Must be minimum custody status and currently assigned to and residing in, a minimum/low medium custody facility (includes any contract facility) (See DOC policies 1.4.B.2 *Male Inmate Classification* and 1.4.B.14 *Female Inmate Classification*).
  2. The inmate's behaviors and history proximate to the request, must support a reasonable belief that, if released on furlough status, the inmate will return to the facility at the pre-approved time and date and will follow all conditions set forth by the DOC regarding the furlough (SDCL § 24-2-25).
  3. The inmate has arranged for his/her own transportation to and from the facility and currently has the means to provide for all personal expenses and needs related to the furlough.
  4. The inmate does not have an active felony warrant or hold listed within a current warrants check.
- B. Any inmate who misleads the DOC in any way during the application process, or while released on furlough, will have his/her furlough rescinded or denied. The Warden may order the immediate return of any inmate released on furlough.

## 2. Reasons:

- A. Qualifying minimum custody inmates may be granted a furlough for the following reasons:
1. To visit an immediate family member who is terminally ill or seriously ill and under the care of a physician or critically injured and receiving emergency medical treatment or to attend the funeral of an immediate family member.
    - a. Inmates will only be allowed one (1) bedside visit (furlough) per immediate family member.
    - b. An inmate may be granted a bedside visit and a second furlough to attend the funeral of the same immediate family member, with approval from the Warden or designee.
  2. To receive health care services outside of the facility, as deemed medically necessary by Health Services, including but not limited to, medical, surgical, psychiatric or dental services (See DOC policy 1.4.E.2 *Medically Necessary Health Care*). Does not include elective procedures, unless deemed medically necessary by Health Services.
  3. To appear at a scheduled civil court proceeding before a grand jury; or to comply with an official request/order to appear from the court, judge or prosecuting attorney.
    - a. When possible, DOC staff will assist in making arrangements for the inmate to participate telephonically/electronically from the confines of the institution, as permitted and/or directed by the court/judge or prosecuting attorney.
    - b. If an inmate is ordered to appear and testify in a grand jury hearing or criminal proceeding in a court located in another state, the judge within the jurisdiction where the inmate is housed or the South Dakota Attorney General, will direct the location and time when the inmate shall appear in that state (SDCL § 23A-14A-2).
  4. For compelling reasons consistent with public interest and the mission of the DOC. Such reasons are subject to prior approval by the Warden or designee.

### 3. Application and Approval Process:

- A. Minimum custody inmates will initiate a request for furlough by contacting their unit team or staff at the halfway house/contract facility and request a Furlough Application (See [Attachment 1](#)). The inmate will complete the application and return this to staff. Inmates with communication disabilities may request assistance from a staff member to complete the application and/or obtain and provide the required information.
  - 1. Staff will verify the inmate's eligibility and accuracy of all information provided on the application.
  - 2. Staff will ensure a warrants check is completed and verify the inmate has no active felony warrants or holds (questions should be directed to Central Records staff).
  - 3. If, after review, it is determined the inmate is not eligible for a furlough, staff will inform the inmate of his/her ineligibility and terminate/deny the application/request.
  - 4. If it is determined the inmate is eligible for a furlough, staff will forward the completed application to the appropriate Associate Warden or Deputy Warden.
- B. The Associate Warden or Deputy Warden will review the application.
  - 1. If the Associate Warden or Deputy Warden denies the inmate's application, he/she will return the application to the unit team, who will in turn inform the inmate of the denial.
  - 2. If the Associate Warden or Deputy Warden approves the inmate's application, he/she will forward the application to the Warden.
- C. Final approval of the application/request shall be made by the Warden or designee. Each request will be considered on a case-by-case basis, with careful consideration given to the safety of the community.
  - 1. The Warden or designee will notify the Associate Warden or Deputy Warden of his/her decision.
  - 2. The Associate Warden or Deputy Warden will return the application to the inmate's unit staff, who will in turn notify the inmate of the Warden's decision.
- D. Approved furlough applications will be distributed as follows:
  - 1. The original furlough application will be sent to unit staff.
  - 2. A copy of the furlough application will be issued to the inmate upon release to furlough. Unit staff will retain the original application at the housing unit.
  - 3. Staff will ensure the departure and return times are recorded on the original application, along with the transporter's signature (if applicable) and any additional comments and instructions specific to the inmate's release to furlough.
  - 4. Upon the return of the inmate from furlough, the completed furlough application will be recorded in the Comprehensive Offender Management System (COMS).
  - 5. The original completed furlough application will be sent to the inmate's case manager to be maintained in the inmate's institutional file.

#### **4. Funeral and/or Bedside Visit:**

- A. When DOC staff receive information an inmate's immediate family member is critically ill, injured, or deceased, staff will contact a staff member on the inmate's unit team. If the inmate meets all of the preliminary eligibility requirements listed in Section 1 of this policy, the unit staff member (or shift commander if unit staff is not available) may complete the top portion of the *Funeral Attendance/Bedside Visit Worksheet* (See [Attachment 2](#)).
1. The staff member will verify the status of the immediate family member. Normally this will be accomplished by contacting the attending physician, health care facility, nursing home, hospice care provider, local law enforcement or funeral home. Verification will be completed prior to considering an inmate's request for furlough.
    - a. Bedside visits to a private residence will only be considered if the condition of the immediate family member is verified with a medical professional/provider.
- B. Upon verification of the critical medical status or death of an inmate's immediate family member, staff will notify the inmate in a timely manner.
1. Unit staff or the shift commander may authorize the inmate to make a special telephone call (See DOC policy 1.5.D.4 [Inmate Access to Telephones](#)).
    - a. If the inmate does not have funds available in his/her telephone account, staff may allow the inmate to make a special telephone call from a staff telephone.
    - b. Special telephone calls from a staff phone will normally be limited to ten (10) minutes and will be monitored by staff.
- C. Upon completion of Part 2 of the worksheet, the unit team will determine if the inmate is eligible for a furlough (See Section 3 of this policy)

#### **5. Victim Notification:**

- A. If the inmate is approved for a furlough, notification(s) will be provided to victims by SAVIN when MOVEMENTS show the inmate has been moved to furlough, and upon the inmate's return to the facility (See DOC policy 1.1.E.4 [Victim Notification](#)).

#### **6. Travel Time and Distance Limitations:**

- A. Inmates approved for a furlough may travel within the boundaries of the state of South Dakota, including SD Indian reservations. Out of state travel is subject to approval by the Warden or designee.
- B. Inmates must sign an *Agreement to Waive Extradition* (See [Attachment 2](#)) prior to release on furlough and departing from the facility.
- C. Time and travel limitations will be determined by the approving authority and will be based on distance to and from the approved destination, in conjunction with the amount of time granted for the inmate to accomplish the approved purpose of the furlough.
1. The Warden, Associate Warden or Deputy Warden has authority to approve changes to the conditions of an inmate's furlough.

2. Furloughs will normally not be approved with departure time before 0800 hours or a return time exceeding 2200 hours.

## 7. Transportation Guidelines:

- A. Transportation for inmates on furlough status will be provided by a family member, or with staff approval a responsible friend of the inmate who is at least eighteen years of age, the same gender and on the inmate's approved visit list (See DOC policy 1.5.D.1 [Inmate Visiting](#)).
  1. Public transportation may be authorized when the inmate does not have access to other means of acceptable transportation.
    - a. The DOC is not responsible for any transportation costs incurred by the inmate while on furlough.
  2. Persons providing private (non-public) transportation to the inmate must sign the *Furlough Application* (See [Attachment 1](#)) prior to departing from the facility with the inmate.
  3. Inmates will return to their assigned facility on the specified date and time, unless granted an exception in advance by the Warden, Associate Warden or Deputy Warden.
  4. Inmates on furlough are required to be in the general company of the transport person (if any) who signed the Furlough Application.

## 8. General Conduct and Conditions:

- A. Inmates released on furlough status are required to abide by the following conditions:
  1. Furlough applications will specifically identify the location(s) where the inmate will be located for the duration of the furlough.
    - a. The application will include sufficient information, including telephone numbers and physical address where the inmate may be contacted by the DOC.
      - 1) Cell phones numbers are not a "location".
    - b. If at any time, attempts to contact the inmate by staff are unsuccessful and/or the inmate's location cannot be verified or there is reasonable cause to suspect the inmate will not return the facility as instructed, staff will contact the shift commander immediately.
  2. Inmates on furlough must abide by all local, state and federal laws, local ordinances and applicable DOC policies, rules and conditions set forth within the furlough. Violations may lead to criminal prosecution and/or disciplinary action.
  3. Inmates will not operate a motor vehicle while on furlough.
  4. Inmates will not consume alcoholic beverages, or spend any time in an establishment where the primary function is serving alcoholic beverages.
  5. Inmates will not purchase, sell, possess consume or administer, narcotics, marijuana, synthetic drugs, or intoxicants in any form. Inmates will not enter or frequent any place where such materials are sold, dispensed, used or given.

6. Inmates must immediately contact staff at their assigned facility in the event they are arrested, involved in a serious accident, or suffer serious illness or injury requiring emergency medical care or hospitalization.
  7. Inmates will not possess firearms or other dangerous weapons.
  8. Inmates will not associate with persons engaged in illegal activities or fugitives from justice.
  9. Inmates may not marry, sign legal papers, enter into any contract or lease or apply for a loan.
  10. Inmates will not use prescription medication not prescribed and issued to the inmate by Health Service staff, or receive any medical/surgical, psychiatric treatment without staff permission, except in the case of a medical emergency.
  11. Civilian clothing may be worn by an inmate while on furlough.
  12. Inmates returning from furlough will be searched in accordance with DOC policy 1.3. A.5 [Searches - Institutions](#).
  13. Inmates returning from furlough may be required to submit to drug testing upon return to the facility.
- B. Prior to release to furlough, unit staff will inform all sex offenders required to register, pursuant to SDCL §§ [22-24B1-1](#) thru [22-24B-14](#), of their duty to register upon release and inform the inmate of the community safety zone restrictions (See SDCL § [22-24B-13](#)).
- C. Prior to releasing a sex offender required to register to furlough, DOC staff will require the inmate offender read and sign [Attachment 2](#) within DOC policy 1.3.C.2 [Sex Offender Registration](#), acknowledging the inmate's duty to register and that the community safety zone restrictions and procedure for registration have been explained to the inmate.
- D. Prior to releasing a sex offender required to register to furlough, DOC staff will obtain the address where the inmate plans to reside while on furlough and provide this information to the Division of Criminal Investigation, law enforcement having jurisdiction where the inmate plans to reside while on furlough and the state's attorney in the county where the inmate was convicted. (See SDCL § [22-24B-13](#))

## 9. Purchases:

- A. Inmates may withdraw no more than fifty dollars (\$50) per furlough from their spend or savings subaccounts for incidental expenses; e.g. meals, snacks, transportation, subject to the provisions of DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#).
1. An inmate may not borrow funds from the institution's Benevolent Fund for this purpose.
  2. Unless pre-approved by unit staff, inmates may not purchase merchandise or personal property to bring back to the institution.
  3. The DOC is not responsible for expenses incurred by the inmate while on furlough.

## 10. Returning Late:

- A. Any time an inmate is late returning from a furlough, the Shift Commander will be notified immediately.
- B. If an inmate is more than one (1) hour late returning from a furlough, and the inmate has not been approved for late return by designated staff, the OIC will contact the Warden or designee immediately.

## V Related Directives:

SDCL §§ 22-24B1-1 thru 22-24B-14.

DOC policy 1.1.B.2 – [Inmate Accounts and Financial Responsibility](#)  
DOC policy 1.1.E.4 – [Victim Notification](#)  
DOC policy 1.3.A.5 -- [Searches - Adult Institutions](#)  
DOC policy 1.3.C.2 -- [Sex Offender Registration](#)  
DOC policy 1.4.B.2 – [Male Inmate Classification](#)  
DOC policy 1.4.B.14 – [Female Inmate Classification](#)  
DOC policy 1.4.E.2 – [Medically Necessary Health Care](#)  
DOC policy 1.5.D.1 – [Inmate Visiting](#)  
DOC policy 1.5.D.4 -- [Inmate Access to Telephones](#)

## VI Revision Log:

**December 2003:** **Combined** DOC policy on Funeral Attendance and Bedside Visits with this policy. **Deleted** references to Type A and Type B furloughs. **Deleted** reference to the Benevolent Fund. **Revised** travel restrictions to just the State of South Dakota, including Indian reservations. **Added** a definition for “escape history”. **Added** a definition for Furlough. **Revised** guidelines on staff expenses.

**July 2004:** **Changed** travel requirements to allow out-of-state travel at the Warden’s discretion. **Added** contact information for the Rapid City Trusty Unit to Attachment 2.

**November 2005:** **Added** “probation absconding” under the definition for “history of escapes”. **Added** definition for security perimeter and referenced security perimeter under information on escape from a secure facility. **Added** reference to DOC policies 1.4.B.2 and 1.5.D.1. **Changed** Unit Staff to unit team. **Revised** the document to clarify procedures for the SDWP.

**November 2006:** **Revised** the definition of security perimeter. Made minor style/format changes throughout the policy.

**November 2007:** **Combined** furlough approval procedures for male/female inmates into one standard procedure. **Revised** the records retention procedures. **Revised** attachments 1 and 3. **Added** that a copy of the completed furlough application will be kept in an inmate’s institutional file. **Clarified** law enforcement notification procedures.

**October 2008:** **Revised** formatting of policy and attachments in accordance with DOC policy 1.1.A.2. **Replaced** central records with case manager in ss (E3 of Application/Approval for Funeral Attendance or Bedside Visit). **Added** title of Attachment 1 in ss (A5 of Transportation Guidelines). **Replaced** “commisary” with “spend” in ss (A of Purchases While on Furlough/Bedside Visit/Funeral Attendance). **Added** reference to DOC policy in section V. **Combined** Attachments 4 with Attachment 3 and made reflection of change in policy. **Revised** minor wording and grammatical changes throughout policy.

**October 2009:** **Revised** 1.4.B.2 into its two respective policies of 1.4.B.2 and 1.4.B.14. **Revised** titles of DOC policies 1.4.G.1 and 1.5.D.1. **Deleted** reference to the Redfield Minimum Unit within Attachment 1 and 2. **Revised** screen shots of Attachment 1 and 3. **Added** hyperlinks.

**October 2010:** **Revised** formatting of Section 1. **Revised** title of DOC policy 1.1.A.1.

**February 2011:** **Added** A. 5. to ss 1 (Procedures) **Inserted** A. 2. SS 3 (Procedures) **Added** Warrants check completed box to Attachment 1. **Added** “narcotics” to 8. A. 5.

**December 2011:** Deleted 3. and Added a. - d. in Section 1 C. 2. Added “and other court ordered or correctional ordered placements” to Section 1 C. 2. d. 3) Added “approved community passes and being in the non-physical custody of law enforcement following an arrest” in Section 1 C. d. 4) Added “on a felony charge” and “not” to Section 1 C. 2. e. Deleted “that the” and Added “it is unlikely the” Deleted “not” in Section 1 C. 4. Added 5. to Section 1 C. Added a. “The Warden may waive this requirement if the institution’s benevolent fund has sufficient funds available to pay the total calculated cost of providing supervision or the remaining balance, after applying the inmate’s funds to these costs” in Section 1 C. 5. Added 4. “In addition to verifying the terminal illness of the immediate family member or funeral arrangements when reviewing the inmate’s Funeral Attendance Worksheet, unit staff should check for any changes in the funeral arrangements and/or condition of the terminally ill family member (for a bedside visit) prior to the inmate being released to furlough” in Section 4. E. 4. Added “duty officer” to Section 5 D. 3. Added E. “The Warden has discretion to waive a portion or all of the supervision costs.” to Section 7. Deleted c. “Institutional staff will attempt to contact the inmate at one (1) of the inmate’s listed locations” in Section 8 A. 1. Added “staff attempt to contact the inmate and” and “Staff will contact the shift commander immediately” to Section 8 A. 1. Added 1. to Section 10. B. Added “has not returned and” Deleted “late returning from a furlough/bedside visit/funeral attendance” and Replaced with “past their approved return.

**February 2014:** Revised definition of “Furlough”. Updated definition of “Immediate Family” consistent with definitions within policy. Deleted “Inmates who are not eligible for a furlough may be approved for a supervised bedside visit or funeral attendance” in the policy statement. Deleted “in order to apply for and be approved for a furlough” and Replaced with “at the time of their request” in Section 1 A. Deleted “Must not be currently placed in ad. det. Or disciplinary segregation” in Section 1 A. 2. Added “Must be assigned” and “or low medium custody” in Section 1 A. 1. Deleted B, C, C, 1-6 C. 2.a-d, 1)-4) C. 5. a. referencing Low Medium and high medium custody inmates. Added “The Warden may order the return of any inmate released on furlough” in Section 1 E. Deleted “may be granted” and Replaced with “Qualifying minimum custody inmates may be granted a furlough for the following reasons” in Section 2 A. Added “when an immediate family member has been critically injured” to Section 2 A. 1. Added “The Warden may grant an exception if the request is less than thirty (30) days apart” to Section 2 A. 1. b. Added “to include but not limited to medical, surgical, psychiatric or dental) in Section 2 A. 2. Added “appear before a grand jury or comply with an official request from the court/judge or prosecuting attorney” in Section 2 A. 3. Added “Bedside Visits, Funeral Attendance” to title of Section 2. Deleted b. “A properly executed court order is required for inmates who are not eligible for a furlough but who are required to attend a court proceeding off the grounds of a DOC facility” in Section 2 A. 3. Deleted c. “Inmates who are not eligible for furlough but who are required to attend a court proceeding off the grounds of a DOC facility will be transported/escorted by DOC staff” in Section 2 A. 3. Added “and will be monitored by staff” in Section 4 A. 3. b. Added “by the Warden” in Section 2 A 4. Deleted 3. (redundant) in Section 4 B. Deleted 1 & 2. from Section 4 C. Deleted D. and E. from Section 4. Added “verify if a confidential notify exists and” in Section 5 A. 2. Deleted 2 & 4. In Section 6 C. Deleted B. “Eligible low medium, high medium and maximum custody inmates may make bedside visits or attend funerals within the State of SD, including Indian reservations. Out of state travel is subject to approval by the Warden” and Deleted B. 1-2 and in Section 6. Deleted 1. (redundant) in Section 6 C. Deleted Section 7 “Financial Obligation of Inmate” Renumbered sections that followed. Added “of the same gender as the inmate” in Section 7 A. Deleted b. and c. in Section 7 A. 1. Deleted 2-4 in Section 7 A. 1. Added “generally” and “with staff approval” in Section 7 A. Added “and address” to Section 8 A. 1. a. Added “institutional rules and the general conditions. Violation may lead to criminal prosecution, in addition to disciplinary action” in Section 8 A. 2 Added 5-11 in Section 8 A. Added “as approved by staff. Applicable to minimum custody inmates only” in Section 8 B. Added 3. to Section 9. A. Added new C. to Section 10. Deleted B. in Section 10. and Renumbered sections that follow.

**October 2014:** Added “giving due consideration to public safety” to policy statement. Deleted definition of “Security Perimeter”. Added “Each request will be decided on a case by case basis, with careful consideration given for the safety of the community” in Section 3 C. Added “nursing home, hospice care provider” to Section 4 A. 1. Added a. to Section 4. A. 1. Revised section 4 to require



staff to verify the family member's condition prior to notifying the inmate. **Added** "departure time before 0800 hours" to Section 6 C. 2.

**October 2015: Deleted** "and death in imminent" and **Replaced** with "that is reasonably expected to result in the death of the family member within a short period of time" in definition of bedside visit.

**Added** "Does not include elective procedures unless deemed medically necessary" to Section 2 A. 2. **Added** b. to Section 2 A. 3. **Added** B. to Section 5.

**October 2016: Added** "The inmate will complete the application and return this to a member of his/her unit team. Inmates with communication disabilities may request assistance from a staff member in completing the application and/or obtaining and providing the required information" in Section 3 A. **Added** "If the inmate meets all of the eligibility requirements listed in Section 1 of this policy" in Section 4 A. **Deleted** "record the furlough information and complete all notifications" and **Replaced** with "contact the SAVIN system to identify if the inmate has any victims identified within the system. Notifications shall be provided prior to the inmate being released to furlough" in Section 5 A. 1. **Deleted** 2. and 3. in Section 5 A. and **Deleted** B. in Section 5. **Added** "or there is reasonable cause to suspect the inmate will not return the facility as instructed" in Section 8 A. 1. b. **Added** "who is a fugitive from justice" in Section 8 A. 8. **Added** B. ,C. and D. to Section 8.

**October 2017: Reviewed with no changes.**

**October 2018: Reviewed with no changes.**

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

01/02/2019

Date

## Attachment 1: Furlough Application

The **Furlough Application** form is located on the state's WAN.

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

1. Click [here](#) to access the **Furlough Application** 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 **Furlough Application**.

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

South Dakota Department of Corrections Policy Distribution: Public		Attachment: Furlough Application Please refer to DOC policy 1.4.G.4 Furlough/Bedside Visit/Funeral Attendance			
<b>FURLOUGH APPLICATION</b>					
Inmate Name		Number			
Crime		Sentence			
Initial Parole Date		Release Date			
Next Parole Date		Date placed at minimum facility			
Date classified to minimum security status		Date classified to minimum security status			
Purpose of Furlough		Other Specify			
Transporter		Relationship			
Address		Phone Number			
Furlough scheduled from _____ to _____.					
<input type="checkbox"/> Institutional staff will attempt to contact the inmate at one (1) of the inmate's listed locations.					
7:00 am	Location	Phone Number	3:00pm	Location	Phone Number
8:00 am			4:00pm		
9:00 am			5:00pm		
10:00 am			6:00pm		
11:00 am			7:00pm		
12:00 am			8:00pm		
1:00pm			9:00pm		
2:00pm			10:00pm		
Application information verified				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Unit Staff					
I understand that I must remain in the general company of the transporter or sponsor during the entire period of the furlough. I understand that all travel and living expenses incurred in connection with this furlough will be paid by me. I understand and agree to abide by furlough regulations/policies of the Department of Corrections and this institution. I also understand that if I need help or will be delayed in returning, I am to call the appropriate Control room or institution as follows: SD SP 387-6120, Durtlee State Pris on 388-2201, Yankton Minimum Unit 888-3866, South Dakota Women's Prs on 773-6388, Rapid City Correctional Unit 384-6284 or local law enforcement.					
Inmate Signature			Date		
Transporter/Sponsor Signature			Date		
Associate Warden/Deputy Warden Signature			Date		
Warden Signature			Date		
FILL IN INFORMATION AND RETURN TO AW OPERATION S/PROGRAM S WHEN COMPLETED					
Model and license number of transport vehicle					
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## Attachment 2: Funeral Attendance/Bedside Visit Worksheet

The **Funeral Attendance/Bedside Visit Worksheet** form is located on the state's WAN.

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

1. Click [here](#) to access the **Funeral Attendance/Bedside Visit Worksheet** 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 **Funeral Attendance/Bedside Visit Worksheet**.

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

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<b>FUNERAL ATTENDANCE/BESIDE VISIT WORKSHEET</b>					
<b>Part I: Prisoner Information</b>					
To the best of my knowledge, the inmate is not on any form of military or other law enforcement agency assignment. (If applicable, attach a letter explaining any limitations.)					
Inmate Name: _____ Inmate Number: _____ WFO# _____					
Name of Officer: _____ Phone Number: _____					
Place of Birth: _____ County: _____ Residency: _____ Date: _____					
County Sheriff Contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Signature of Officer (printed clearly or other designated form) _____ Date _____					
<b>Part II: Conditions</b>					
Prisoner Role: _____ Tier: _____ Prison Role: _____ Tier: _____					
Attendance: <input type="checkbox"/> Family <input type="checkbox"/> Medical <input type="checkbox"/> Funeral Service <input type="checkbox"/> Inmate Service <input type="checkbox"/> Medical <input type="checkbox"/> Home <input type="checkbox"/>					
Other: _____					
Inmate Clothing and Allowance: Orange Coveralls <input type="checkbox"/>					
Prisoner ID: <input type="checkbox"/> Full <input type="checkbox"/> Court Bell <input type="checkbox"/> No Visible <input type="checkbox"/>					
Signature _____					
<b>Part III: Administrative Decision</b>					
Approve/Visitors _____ Date _____ <input type="checkbox"/> Approved <input type="checkbox"/> Deny					
Visitors/Bedside _____ Date _____ <input type="checkbox"/> Approved <input type="checkbox"/> Deny					
Signature _____					
Signature _____					