

1.4.G.2 Inmate Release Procedure

I Policy Index:



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II Policy:

To ensure appropriate authority to release inmates from Department of Corrections (DOC) custody or supervision, adult units will use a standard, uniform process when preparing to release an inmate.

III Definitions:

Working Day:

A standard workweek day, Monday through Friday, except for recognized state holidays, recognized national holidays and any other special holidays declared by the Governor of South Dakota or President of the United States.

IV Procedures:

1. Types of Releases:

- A. Each inmate shall be under the jurisdiction of the DOC, either in custody or under parole release or a combination, for the entire term of the inmate's total sentence length (SDCL § 24-15A-6).
- B. Inmates are considered released from DOC custody through the following actions:
 1. Expiration of sentence or suspended sentence release.
 2. Parole release, granting of partial or early final discharge, release of a detainee or release to Community Transition Program (CTP).
 3. Release to extension of confinement.
 4. By order of the U.S. Marshal Service (for Federal prisoners only), i.e. transfer to the Federal offender system.
 5. Death.
 6. Escape.
- C. Inmates may be temporarily released to the custody of another authorized agency.

1. Central Records must receive a copy of the order to appear issued by the court from either the court or the agency intending to take custody of the inmate. Central Records staff shall verify the order, and/or the time and day listed on the order when the transfer of custody will take place with the court or agency.
 - a. U.S. Marshals may transport federal prisoners assigned to the U.S. Marshal Service outside of the secure perimeter of the DOC facility as they deem necessary, including but not limited to escorting the prisoner to required court appearances.
2. Central Records will update the Court Transport list sent by e-mail to unit staff and security staff.
 - a. Updates to the list are made as necessary, or at the end of each work day.
3. Security staff will use the Court Transport list to verify the release of the inmate to an outside agency or receiving authority.
 - a. If an inmate identified for release is not included on the Court Transport list, security staff shall contract Central Records directly to verify the release prior to the inmate being released.
 - 1) If the request for verification is not within normal business hours, security staff will contact either the Records Administrator or Director of Classification and Transfer.
- D. Parolees on extended detainee status may be released to the temporary custody of a parole agent. Institutional staff will be notified by Central Records of the authorization to release the detainee to parole services.
- E. Procedures to account for the temporary absence (TAP)/release of an inmate to the temporary custody of another jurisdiction, is contained in DOC policies 1.3.A.2 [Inmate Counts](#).
- F. Inmates with a scheduled release date that falls on a weekend, will be released the preceding Friday. Inmates scheduled for release on a state or federal holiday will be released the preceding day. If the holiday falls on a Monday, the inmate will be released on the preceding Friday (ARSD 17:50:13:01).

2. Expiration of Sentence and Suspended Sentence Release:

- A. The DOC shall establish the sentence discharge date for each offender based on the total sentence length, minus court ordered jail time credit. The total sentence length is the sum or imprisonment time and any suspended time (SDCL § 24-15A-6).
- B. Each month, Central Records staff will prepare an Initial Release List (See [Attachment 1](#)) for the following month. This list contains the names of offenders scheduled to release that month.
 1. The Initial Release List will be created in an Excel spreadsheet and distributed via e-mail to Transition Case managers (TCM) and Sex Offender Management Program (SOMP) staff by the 25th day of the preceding month.
 2. After earned discharge credits are applied to the sentences of offenders on supervision, the list will be updated to include the term expires date for offenders on parole supervision. The parole agents will close the community bookings for the parolee.
 3. Release information is available within the Comprehensive Offender Management System (COMS).
 - a. The Release Schedule will be available in COMS -Legal, Schedule, Release Schedules. This list includes only those inmates releasing from custody and does not include offenders releasing from parole supervision.

C. Central records staff is responsible for the following when preparing the Initial Release List:

1. Re-calculation of release dates by two (2) staff members assigned to this duty (See DOC policy 1.1.E.2 [Date Computation](#)).
 - a. When the calculations are complete, the staff member conducting the calculation will place their initials and the date of the calculation on the legal file audit log.
 - b. If there is any change to the offender's discharge date, Central Records staff will promptly notify the offender's unit staff or parole agent (for offenders on parole supervision), after confirming the changes are correct. Unit staff or the parole agent will inform the offender of the change.
 - 1) A memo explaining the change will be sent by Central Records staff to the offender's unit staff or parole agent and the offender.
 - 2) A copy of the memo will be maintained in the offender's legal file.
 - 3) Inmates may file an Administrative Remedy if they do not agree with the change. Parolees must contact the Board of Pardons and Paroles with questions about changes to their sentence.
 - c. Central Records staff will complete a NCIC III background check on each offender on the Initial Release List. A NCIC search will not be completed for parole detainees housed in a DOC facility.
2. Notification of pending release will be made to all authorities with active/current holds or detainers noted in the inmate's legal file or identified through the NCIC III.
 - a. If an agency has a hold or detainer for an offender, Central Records staff will attempt to contact the agency by telephone or e-mail to determine the agency's intent. Prior to the offender's scheduled release date, the agency with the hold must notify the DOC of their intentions. If the agency intends to take custody of the offender, such arrangements must be made in advance of the release date.
 - 1) Contact made with the agency, including any response and any details concerning transfer of the inmate to the agency's custody, will be logged in the discharge list.
 - 2) Court service officers will be notified by Central Records staff via e-mail of the scheduled release of an offender releasing to probation or suspended sentence. A copy of the e-mail will be maintained in the offender's legal file or scanned into COMS.
3. Notification to facility staff.
 - b. The Release Schedule will be available in COMS- Legal, Schedule, and Release Schedules. This list includes only those inmates releasing from custody and does not include offenders releasing from parole supervision.

3. Releases to Parole:

- A. On the first of each month, DOC Central Records staff will prepare a list of inmates with an initial parole release date. A list of inmates approved for extension of confinement will be provided to Central Records. Upon completion of Board of Pardons and Paroles hearings, Central Records will run NCIC III checks on all inmates granted parole.
 1. Inmates with an initial parole release date during the month will be included on the list, regardless of compliance status at the time the list is composed.
 2. Central Records staff will run a NCIC III on each inmate identified on the list. Staff will check for any new warrants or holds not already noted in COMS for the inmate.

3. The actual parole release date for inmates identified on the list will be determined by the inmate's Transitional Case Manager.
 4. One Central Records staff member will re-calculate the release dates for the inmates on the initial parole release list by the 15th of the preceding month. The release dates will be re-calculated by a second Central Records staff member after the date of release is set by the Transition Case Manager.
 - a. When each re-calculation is complete, the staff member(s) performing the check will place their initials and the date of the re-calculation in the audit file log and document this information in COMS and the legal file.
 - b. If there is a change in the initial or discretionary parole date or change in the date the inmate will discharge from parole supervision, Central Records staff will immediately notify the Transition Case Manager and unit staff, who will inform the inmate of the change.
 - 1) A memo explaining the change will be sent by Central Records staff to unit staff and the inmate.
 - 2) A copy of the memo will be maintained in the inmate's legal file.
- B. Once transition staff establishes a parole release date for the inmate with the results of new system compliance or a discretionary parole decision factored in, the Transition Case Manager will send a parole slip to Central Records.
1. The parole release slip must be received at least five (5) working days in advance of date an inmate is approved to release to parole. Any scheduled release with less than five (5) days advance notice must be approved by the Director of Classification and Transfer or Records Administrator.
 2. As part of the release planning process, the Transition Case Manager will address any holds or detainers noted by contacting the requesting agency and informing them of the inmate's scheduled and pending release.
 - a. Before a parole release slip is sent to Central Records, holds and detainers must be resolved or addressed in the inmate's approved parole plan. This should be noted on the release slip.
 - b. The Transition Case Manager will note any special instructions pertaining to any holds, detainers or pending charge, including resolution of the hold, detainer or charge(s).
 3. During the release planning process, the case manager will determine if the inmate is a high risk release in accordance with DOC policy 1.4.G.6 *System Risk Level*. Staff shall apply all processes required by the policy to the release.
 4. Two Central Records staff members will re-calculate inmate release dates on discretionary paroles when the parole slip is received from the transition case manager.
 - a. When this calculation is complete, the staff members will place their initials and the date of the calculation in the legal file audit log and document this information in COMS.
 - b. If there is any change to the calculated parole date that would affect an inmate's release to parole or a change to the date the inmate will discharge from supervision, DOC Central Records staff will promptly notify the transition staff and the inmate's unit staff, who will in turn inform the inmate of the change.
 - 1) A memo explaining the change will be sent by Central Records staff to the unit staff and the inmate.
 - 2) A copy of the memo will be maintained in the inmate's legal file or scanned into COMS.

5. DOC Central Records staff will enter the release dates into the Release Schedule.
 - a. The Release Schedule will be maintained in COMS.
- C. Releasing of parolees back to supervision from CTP, detainee and extended detainee status.
 1. If a parolee is detained on the admission and orientation (A&O) unit, they may be released to the parole agent.
 2. If a parolee is confined as an extended detainment, parole staff will contact Central Records staff by 12:00 p.m. on the day prior to the requested release date and have the release included in the daily Notice to Release Inmates.
 3. If a parolee is placed in the Community Transition Program (CTP) (See DOC policy 1.5.G.2 [Parole Services-Community Transition Program](#)) and is releasing to the community, a release slip will be created by the Transition Case manager with a five (5) day notice for release.
 4. If the parolee is being detained in custody by parole and is transferring to CTP, a release slip will be created by the Transitional Case Manager with a five (5) day notice.
 5. A follow-up Initial Community Risk/Needs Assessment will be completed by the offender's unit case manager prior to the offender's release to parole or suspended sentence or prior to appearance by the offender at a discretionary hearing (See DOC policy 1.5.G.4 [Parole Services-Community Risk Assessment and Supervision of Offenders](#)).

4. Release by Commuted Sentence or by Order of the Court:

- A. If release is not immediate, the same steps used in Section 2 will be followed.
- B. If release is immediate, Central Records staff will telephone or e-mail all necessary information to designated DOC staff. All steps described within Section 2 shall apply to the release..

5. Release by Order of the U.S. Marshal Service:

- A. When an order is received by DOC staff from the U.S. Marshal Service to release a federal prisoner, the order will be communicated to Central Records staff.
- B. Central Records staff will include the name of the federal prisoner on the Notice to Release Inmates for the applicable date.

6. DOC Notice to Release Inmates:

- A. The release schedule will be maintained in COMS.
 1. This list will include all releases from the facility scheduled for the month and releases from parole supervision or release from extension of confinement for the following week. This is for informational purposes only.
 2. Staff will reference the release schedule in COMS when making preparations for inmate releases; e.g. gathering payroll information, arranging for medications to be sent with the inmate.
 3. Unit staff will review the release schedule and determine if any system risk Level 2 or Level 3 inmate are scheduled for release (See DOC policy 1.4.G.6 [System Risk Level](#)).

- a. High Risk Release packets will be completed for Level 3 inmates a minimum of 45 days prior to the inmate's release date.
 - b. Law enforcement and media notification will be completed, in accordance with DOC policy 1.4.G.6 [System Risk Classification](#).
 - c. Level 2 and 3 inmates releasing to parole or suspended sentence will be placed on the Absconder Direct Notification list by the Risk Reduction Manager.
4. The release schedule does not apply to parolees discharging their sentences from the community.
- B. The Notice to Release Inmates list will be completed by Central Records staff.
- C. The afternoon prior to scheduled release, the Central Records Administrator or designee will complete and publish the list.
1. Inmates scheduled to release on a Monday or state or federal holiday with Administrative Leave/paid leave, will be published the afternoon of the preceding business day.
 2. The list will be faxed or e-mailed to the business office and control rooms at the Mike Durfee State Prison (MDSP), South Dakota Women's Prison (SDWP) and South Dakota State Penitentiary (SDSP). The list may be provided to contract facilities when and where an offender is releasing. This shall serve as an authorized notice to release the offender.
 3. Any discrepancies noted by staff must be immediately brought to the attention of Central Records staff and the facility's release authority.
 4. No inmate will be released until the facility's release authority has been advised by Central Records staff that all discrepancies have been resolved.
- D. Designated facility staff will receive updated Notices to Release.
1. Central Records staff will keep the original Notice to Release.
- E. Releases from DOC facilities in Sioux Falls:
1. Releases will normally occur after 8:00 a.m. Central Time, unless otherwise noted on the Notice to Release.
 2. An institutional staff person with the rank of Captain, Unit Manager or above must be present to authorize control room staff to release the inmate from custody.
- F. Releases from other DOC facilities: Every DOC facility housing inmates (includes inmates on the facility's count that are housed outside the facility) will designate a staff member to serve as the release authority. The release authority must be a staff member with authority and training to interpret and accurately and correctly apply and implement the release process.
1. The release authority for Mike Durfee State Prison (MDSP) a Captain or Major. At the South Dakota Women's Prison (SDWP), the release authority is the Lieutenant or Deputy Warden. At the Rapid City Community Work Center and Yankton Community Work Center the release authority is the Unit Manager.

- a. If the release authority is unavailable at the time of an inmate's scheduled release, the Warden or Deputy Warden has authority to designate a staff member to temporarily serve as the acting release authority.
 2. The release authority will contact the respective control room to ensure there are no changes to the Notice to Release list.
 3. If the inmate is not included on the Notice to Release or other information is known that contradicts the release, the release authority will terminate the inmate's release until Central Records has been contacted and all discrepancies or conflicting information has been resolved or addressed.
 4. Central Records may be contacted between 7:30 AM-4:00 PM Monday- Friday, excluding state or federal holidays with Administrative Leave. In the event Central Records staff cannot be contacted, staff shall contact the Deputy Warden.
- G. Release from a contract facility:
1. The Central Records Administrator or designee will e-mail the DOC contact person at the contract facility and inform them details of the offender's release, at least one (1) day prior to the scheduled release.
 2. On the day of the offender's scheduled release from a non-DOC facility, Central Records staff will confirm the release and advise the DOC contact person immediately if the release is terminated.
- H. All questions regarding release of any offender shall be directed to Central Records staff.
- I. The original *Final Notice to Release Inmates* form (See [Attachment 3](#)) and release list will be maintained by Central Records staff.
- J. The *Final Notice to Release Inmates* confirming release of the offender must be received by the DOC facility or contract facility prior to releasing the offender.

7. Transportation, Money and Clothing at Release:

- A. Qualifying inmates (does not include suspended execution of sentence, suspended imposition of sentence or parole detainees) releasing from a DOC institution or contract facility to discharge, parole or extension of confinement (treated same as release to parole), shall be provided suitable clothing (not to exceed \$100 in actual cost), a sum of money for travel expenses (minimum of \$50) and transportation to the county of commitment or a place of equivalent distance ((See DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#) and SDCL §§ [24-15-12](#) and [24-5-3](#)). May be limited to a single release on the same booking.
1. Inmates may be permitted to have appropriate, personal clothing (dress-outs) sent into the facility via U.S. Mail, UPS or Federal Express directly prior to discharge or release to parole or suspended sentence.
 - a. Limits to the type of clothing and amount of clothing allowed to be sent shall be set by the facility. All clothing received is subject to search.
 - b. The clothing will be held until the day and time set for the inmate's discharge/release.
 - c. Inmates who receive personal clothing will not be issued clothing by the DOC upon release.

2. Unit staff identify transportation needs for the inmate and make this information available to the institution's business office. If shuttle transportation is required, Central Records and the transfer office will be notified.
- B. An inmate's account within the DOC Inmate Banking System will be closed upon release to parole, suspended sentence, extension of confinement or final discharge. The balance of the inmate's subaccounts after credit obligations, if any, will be issued to the inmate or parole agent in a single check. Unit staff will determine if the inmate has any institutional payroll that is owed.
- C. For inmates releasing to parole supervision, any unsatisfied obligations will be included in the inmate's release plan.
- D. Each inmate discharging from DOC who owes court-ordered financial obligations on the sentence or sentences he/she is discharging, shall have these obligations transferred by the DOC to the administrative financial accountability system, pursuant to SDCL §§ [23A-47-2](#) and [24-15A-54](#).
- E. Inmates who discharge with a credit obligation to the DOC are responsible for repayment of costs incurred while in custody to the DOC within six months of discharge. The Warden has authority to close accounts with a negative balance as he/she deems appropriate (See SDCL § [24-5-6](#)).

8. Requirement for DNA Sample:

- A. Each DOC facility will designate at least one staff member to check the DNA web site to ensure the releasing inmate (excludes temporary releases), in accordance with DOC policy 1.3.C.10 [Offender DNA Collection](#) and state law.
- B. The Director of Parole Services will designate parole staff to check the DNA web site to ensure parolees discharging from parole supervision have provided an adequate DNA sample, in accordance with state requirements, prior to final discharge from parole. A DNA sample must be obtained from any parolee who has not provided an adequate sample prior to final discharge (See DOC policy 1.3.C.10 [Offender DNA Collection](#) and SDCL Chapter [23-5A](#)).

9. Sex Offenders:

- A. Inmates convicted of a sex offense will be informed of their duty to register and community safety zone restrictions, in accordance with DOC policy 1.3.C.12 [Sex Offender Registration](#) and SDCL Chapter 22.

10. Inmate Identification (I.D.) Documents and Photo ID:

- A. Central Records staff will inspect the inmate's legal file to determine if the releasing inmate has a social security card, birth certificate, driver license, tribal ID, state issued ID or other official forms of personal identification in their legal file.
 1. Release/Discharge:
 - a. All identification documents in an inmate's legal file will be forwarded to the appropriate facility's business office or other designated facility staff member (Warden's secretary at MSDP) to be issued to the inmate upon release.
 2. Parole/Suspended Sentence:
 - a. Once Central Records receives the Release Slip from the Transitional Case Manager (at least five working days prior to the release), all identification documents maintained in the inmate's

legal file will be sent via First Class U.S. Mail to the supervising parole agent, or issued directly to the offender, as directed by the parole agent.

- B. Each facility will designate a staff person to ensure each inmate releasing from custody is photographed prior to release. All releasing inmates must have a current (updated) photo including in their booking summary in COMS (See DOC policy 1.4.A.1 [Inmate Photo Identification](#)).
- C. All inmates will be issued a DOC photo ID at the time of release (See DOC policy 1.4.A.1 [Inmate Photo Identification](#)).

11. Discharge Certificates:

- A. Any offender discharged under the provisions of SDCL §§ [24-5-1](#), [24-5-7](#), [24-15A-6](#) or [24-15A-8.1](#), who will discharge from a DOC facility, contract facility, parole supervision or suspended sentence release, (including those receiving an early final discharge from the Board of Pardons and Paroles (See SDCL § [24-15A-8](#))), will receive a discharge certificate from the Secretary of Corrections stating all rights withheld in accordance with SDCL § [23A-27-35](#) shall be restored (See SDCL §§ [24-5-2](#) and [24-15A-7](#)).
 - 1. The voting rights of any person sentenced to imprisonment are governed by Title 12 of SDCL.
- B. Central Records staff will prepare and issue the discharge certificate.
 - 1. The Central Records Administrator will review the discharge dates. If the Administrator agrees the inmate has fulfilled the complete terms of his/her sentence and should therefore be discharged from the DOC, the Administrator or designee will affix the Secretary of Corrections' signature to the discharge certificate.
 - 2. Central Records staff will make copies of the discharge certificate.
 - a. One (1) copy will be placed in the inmate's legal file.
 - b. One (1) copy will be emailed to the Clerk of Courts for the county from the inmate was sentenced.
 - c. A copy of the certificate shall be scanned and uploaded to the Legal Screen in COMS.
- C. The original discharge certificate will be sent to the facility where the inmate is counted. The inmate's unit staff will ensure the inmate receives the discharge certificate prior to discharge.
- D. If an inmate is on parole supervision at the time he/she discharges, Central Records staff will issue the original discharge certificate to the Parole Services secretary, who will ensure the offender is issued the certificate.

V Related Directives:

SDCL §§ [23-5A](#), [23A-27-35](#), [23A-47-2](#), [23A-31-3](#), [23A-31-1](#), [23A-31-2](#), [24-5-1](#), [24-5-2](#), [24-5-3](#), [24-5-7](#), [24-15A-6](#), [24-15A-7](#), [24-15A-8](#), [24-15A-8.1](#) and [24-15A-54](#).

ARSD [17:50:13:01](#)

- DOC policy 1.1.A.7 -- [Inmate Identification Procedures](#)
- DOC policy 1.1.B.2 -- [Inmate Accounts and Financial Responsibility](#)
- DOC policy 1.1.E.2 -- [Date Computation](#)
- DOC policy 1.1.E.4 -- [Release Notification Request](#)
- DOC policy 1.3.A.2 -- [Inmate Counts](#)
- DOC policy 1.3.C.10 -- [Offender DNA Collection](#)

DOC policy 1.3.C.12 – [Sex Offender Registration](#)
 DOC policy 1.4.A.1 – [Inmate Photo Identification](#)
 DOC policy 1.4.G.6 -- [System Risk Level](#)
 DOC policy 1.5.G.2 -- [Parole Services-Community Transition Program](#)
 DOH policy P-E-13 – [Discharge Planning](#)

VI Revision Log:

August 1999: **Inserted** Parole Release Manager. **Added** references to the Pre-Release List being available through the Release database. **Combined** Suspended Sentence and Discharges in same section. **Clarified** responsibility for holds and detainers with parolees. **Revised** procedures on forwarding address – now included in parole plans database. **Added** that inmates/parolees may be required to repay the DOC for transportation and gate money. **Added** provision that NCIC is run prior to release.

May 2004: **Changed** NCIC to NCIC III. **Added** reference to other DOC policies. **Referenced** final Notice to Release Inmates form rather than release slips. **Added** reference to SDCL.

July 2004: **Added** steps in the section on DOC Notice to Release Inmate to double-check information prior to releasing an inmate. **Deleted** the reference to sending out the Notice to Release inmates on Friday of the week prior to release.

March 2006: **Revised** the section on discharge certificates. **Clarified** that *felony* holds and *felony* detainers must be resolved before an inmate is released. **Added** a definition of working day. **Added** a reference to DOC policy 1.4. A.1. **Added** a section for inmate identification (I.D.) documents. **Revised** the procedures for Central records staff to log date checks and notifications. **Added** information on release from a host agency on work release/community service.

October 2006: **Added** SES to Court Services notification issues. **Revised** references to forwarding address so, this information will now be on the Citrix visit database. **Added** information on inmate dress-outs. **Added** references to SDCL § 23A-4-1 and 24-5-3, DOC policy 1.3.C.12 and OMs 2.4.G.1, 3.3.C.5 and 4.4. G.3.

Added procedures on handling misdemeanor holds and misdemeanor detainers.

October 2008: **Revised** formatting of policy in accordance with DOC policy 1.1. A.2. **Added** sentence discharging list statement in ss (A), **added** proceeding in ss (A1), **added** ss (B1b1 and B1b2), **added** email as form of contact in ss (B2b), **deleted** former ss (2a) as it was repetitive, **deleted** former ss (d, d1, d2 and d3) and **added** statement listing only those releasing from prison, not parolees in ss (4a), **added** transportation shuttle statement in ss (4c) of Discharges/Suspended Sentence Release. **Revised** ss (A), **deleted** statement regarding new system inmates and **revised** ss (A1), **added** ss (A1a) and **added** discretionary as it relates to parole date in ss (3a) and **added** statement regarding change to the date inmate will be discharged from supervision in ss (3b) of Parole Release. **Added** prison in reference to discharge in ss (A1), **added** ss (A3) and **added** designee as it relates to Central Records Administrator or Classification and Transfer Manager throughout DOC Notice to Release Inmates section. **Revised** entire Inmate Identification (I.D.) Documents section). **Replaced** Parole Release Manager with transition case manager and DOC staff with DOC central records staff throughout policy. **Deleted** felony as it pertains to hold and detainer throughout policy. **Revised** minor wording and grammatical changes throughout policy. **Revised** directions for Attachments 1 and 3 to clarify how the form is created and distributed. **Revised** directions for Attachment 2 to clarify where the form can be accessed.

October 2009: **Added** entire new ss (B of Types of Releases). **Added** reference to release less than 5 days must be approved by Director of Classification and Transfer or Records Administrator within ss (B1 of Parole Release). **Replaced** final with copy in referencing Notice To Release Inmates within ss (D), **deleted** former ss (D1) regarding Captain or Major receiving the original final notice and **replaced** copy with original when referencing Notice to Release Inmates in new ss (D1) all within DOC Notice to Release Inmates. **Added** paroling or releasing inmate on SS to ss (B1 of Transportation, Money and Clothing at Release). **Replaced** mail with provide and Corrections Specialist with Senior Secretary at DOC Admin in ss (A3) and **deleted** former ss (A3a and A3b) regarding the Corrections Specialist in Pierre verifying discharge certificates all within (Discharge Certificates). **Deleted** 23A-4-1 in section V.

October 2010: **Revised** formatting of Section I. **Added** new ss (C of Types of Releases). **Added** new ss (C, C1 and C2 of Parole Release). **Replaced** fax the Notice to Release inmates with email them notifying them of the scheduled release within ss (F1), **deleted** jail administrator and **revised** who is to make the call to confirm final approval of the inmate's release within ss (F2) both within (DOC Notice to Release Inmate). **Deleted**

former ss (C1) regarding gate money coming from inmate's account and **added** reference to inmate's account to ensure inmate leaves with \$50 in new ss (C1) both within Transportation, Money and Clothing at Release). **Revised** wording within ss (A1a of Inmate Identification (I.D.) Documents. **Added** DOH policy P-E-13 in section V.

August 2015: Updates to the policy.

June 2017: Added 3. to Section 1 A. **Added** "date for release to extension of confinement" to Section 3. A. **Added** "release to extension of confinement" to Section 6 A. 1. **Added** "extension of confinement" to Section 7 A. B. and C. **Added** "from DOC custody, excluding temporary releases" to Section 8 A.

December 2017: Added 5. to Section 3 C. **Revisions** to Section 5 A. **Deleted** J. from Section 6.

December 2018: Added A. to Section 1. **Added** "In the event Central Records staff cannot be contacted, staff shall contact the Deputy Warden" in Section 6 F. 4. **Added** 1. to Section 7 A.

Denny Kaemingk (original signature on file)

01/02/2019

Denny Kaemingk, Secretary of Corrections

Date

Attachment 2: Pre-Release List

See COMS Screen

