

## 1.4.B.4 Inmate Transfers Between Facilities

### I Policy Index:



**Date Signed:** 09/10/2016  
**Distribution:** Public  
**Replaces Policy:** 4B-7  
**Supersedes Policy Dated:** 09/03/2015  
**Affected Units:** All Institutions  
**Effective Date:** 09/13/2016  
**Scheduled Revision Date:** August 2017  
**Revision Number:** 15  
**Office of Primary Responsibility:** DOC Administration

### II Policy:

To promote safe, secure and appropriate housing of inmates, the Department of Corrections will establish standard procedures for the transfer of inmates between facilities. Inmate transfers will be conducted in part to adjust and control inmate populations within DOC institutions. Inmate populations will be managed according to established and approved population capacities, with emphasis on the preservation of staff, offender and public safety and in accordance with sound correctional practices.

### III Definitions:

None.

### IV Procedures:

#### 1. Authority for Transfers:

- A. The DOC shall follow uniform guidelines and procedures governing the transfer of inmates between facilities, thereby ensuring appropriate levels of transfer authority.
- B. No inmate has any implied right or expectations to be housed in any facility, participate in any specific program, or receive any specific service. Inmates are subject to transfer from any facility, program or service at the discretion of the Warden (See SDCL § 24-2-27).

#### 2. Transfer Order Process:

- A. A Transfer Order will be completed to document inter-institutional transfers between facilities, including those on the same complex e.g. South Dakota State Penitentiary (SDSP) and Jameson Prison Annex (JPA).
- B. Transfer Orders will be processed by the Classification and Transfer office for all inter-institutional transfers, except when transferring an inmate between the Jameson Prison Annex Secure Units (JPA) and the South Dakota State Penitentiary (SDSP), or the South Dakota Women's Prison (PIR) and South Dakota Women's Prison – Unit E (PRE) or Pierre Community Work Center.
  1. Transfer Orders for inter-institutional transfers between JPA and SDSP or PIR and PRE or Pierre Community Work Center will be coordinated and completed by authorized facility staff.

- C. A Transfer Order is not required for transfers within individual facilities (intra-institutional).

### 3. Initial Assignment/Transfer:

- A. The initial assignment of male inmates from the Admission and Orientation (A&O) Units at the JPA and female inmates from the A&O Unit at the State Woman's Prison (SDWP) will be documented on the initial classification assessment in the Comprehensive Offender Management System (COMS) and approved by the authorized staff person(s).
- B. Inmates scheduled to transfer from the A&O unit at JPA or SDWP will be entered by unit staff in the Movements Module of COMS (See [Attachment 1](#)).

### 4. Inter-Institutional Transfer:

- A. Unit staff may initiate inter-institutional transfers of inmates.
- B. Unit staff of the sending facility will enter the transfer information in the Movements Module of COMS. The Classification and Transfer office will schedule all inter-institutional transfers of inmates between facilities, except as noted in Section 2 B. of this policy, consistent with DOC policies 1.4.B.2 [Male Inmate Classification](#) and 1.4.B.14 [Female Inmate Classification](#).

### 5. Transfer Information:

- A. Each inmate identified for initial transfer from an A&O unit or inter-institutional transfer will be thoroughly screened/assessed and appropriately cleared prior to transfer by authorized and designated facility staff.
- B. For all inter-institutional transfers, except those noted in Section 2 B of this policy, the following information (contained in COMS) is required when preparing a transfer order:
1. Separation requirements;
  2. Medical needs/suitability of transfer (communicable disease clearance {ACA 4-4414});
  3. Assaultive history;
  4. Escape risk;
  5. Awareness list;
  6. Demographic information;
  7. Custody status;
  8. Program involvement;
  9. AIMS code (See DOC policy 1.4.B.3 [Adult Internal Management System \(AIMS\)](#));
  10. PREA code;
  11. Sexual behavior code; and
  12. Level of Functioning code and whether the inmate is known to have Special Needs.

- C. Inmate programming needs and an inmate's individualized treatment plan (if one exists), will be reviewed and considered by unit staff prior to transfer of an inmate. Any pertinent programming information will be brought to the attention of the Classification and Transfer office.
1. Inmates with an "AT" (attending) in any program status field will be reviewed.
  2. Generally, transfers will not be denied based upon program involvement or program availability at the receiving facility; however, transfer may be delayed to allow the inmate to complete a program he/she is currently attending, provided the delay does not compromise safety, security or legitimate penological interests of the institution.
- D. Institutional Work Placement/Work Supervisor Notified/Transfer Delay Needed.
1. Inmates considered for transfer who are participating in an institutional work assignment will be reviewed by unit staff and the pending transfer brought to the attention of the inmate's current institutional work supervisor.
  2. Generally, transfers are not denied based upon the inmate's current work assignment; however, the transfer may be delayed if training a replacement worker is necessary, provided the delay does not compromise safety, security or legitimate penological interests of the institution.
- E. Transfer Orders for inmate transfers between JPA and SDSP or between PIR and PRE or Pierre Community Work Center require only the inmate's name, ID number, reason for the transfer, transfer inventory and receipt of transfer.

## 6. Classification and Transfer Manager Responsibility:

- A. Non-emergency transportation arrangements will be organized and approved by the Classification and Transfer Manager or designee.
- B. The Classification and Transfer Manager is responsible for all inter-institutional transfers of inmates between facilities, except as noted in Section 2 B. of this policy, consistent with DOC policies 1.4.B.2 [Male Inmate Classification](#) and 1.4.B.14 [Female Inmate Classification](#)).
- C. The Classification and Transfer Manager or designee will review an inmate's transfer information in the Movements Module of COMS and set the transfer date.
- D. Emergency Transfers: Immediate transfers due to emergencies may be completed with approval of the facility's Officer In Charge (OIC) or other authorized staff person.
1. Transfer information will be entered in the Movement Module of COMS by designated staff.
  2. The Classification and Transfer office staff will activate an alert in COMS "Classification office hold" pending the outcome of the emergency.

## 7. Transfer Inventory and Receipt of Transfer:

- A. Any existing paper medical records or authorized medications for the inmate will be packed by Health Services staff in a sealed container. The container will only be opened by Health Services staff (See DOH policy P-D-01 [Pharmaceutical Operations](#)).
1. An inventory sheet will be attached to the outside of the container identifying the medical records and medications located inside.

- a. Written instructions regarding required medications or health interventions will be provided by Health Service staff to the transporting staff. These instructions are separate from the accompanying medical records for each inmate (ACA 4-4414).
    - 1) Any specific precautions/requirements (i.e. masks/face shield, gloves) will be documented by Health Service staff and included in the transfer order.
  2. Health Services staff may either place the sealed container on the transfer vehicle themselves, or bring the container to a pick-up point where DOC staff will secure the container on the transport vehicle.
    - a. Confidentiality of the inmate's health record shall be maintained throughout the transfer (ACA 4-4414).
  3. The security of the container is the responsibility of the transporting staff until this is received by medical staff at the receiving facility.
- B. Each facility is responsible for checking the transfer list and ensuring the inmate's institutional file is forwarded to the receiving facility (See DOC policy 1.1.E.1 [Adult Offender Case Records Content and Management](#)).
1. If the transfer is an inter-facility transfer, institutional files will be forwarded to a central pick-up point where they will be packaged in a container(s).
  2. An inventory sheet will be attached to the outside of the container(s) that identifies which institutional files are inside.
  3. Designated DOC staff will ensure the container of institutional files is placed on a transfer vehicle.
- C. Inmate property will be inspected, documented and packed at the sending unit, in accordance with DOC policy 1.3.C.4 [Inmate Personal Property](#) and applicable institutional OM's. Inmate personal property will be delivered to the designated pick-up point.
1. Self-administered medications issued to the inmate by Health Services and any other medical equipment issued to the inmate must be brought to Health Services. Medical items may not be packed with the inmate's personal property.
  2. Health Services staff will pack any self-administered medications with the inmate's medical file in the sealed container.
  3. DOC staff will ensure the property of the transferring inmate is placed on the transport vehicle.
- D. Designated DOC staff at the facility will coordinate the transfer of the inmate's property, medical records, medication and institutional file.
1. The staff member will review the inmate names on packed inmate property and note any last minute changes in the inmate transfer list.
  2. The staff member will contact the appropriate department, e.g. Health Services or property office regarding any items not accounted for.
  3. It is the responsibility of each department to provide/locate any missing items prior to the inmate's transfer.

- E. Upon a receipt of a transferred inmate, authorized staff at the receiving institution/facility will complete the Transfer Order information in the COMS Movement Module; thereby acknowledging the arrival of the inmate and assuming custody of the transferred inmate.
1. The inmate's property, medical records/medication and institutional file will be forwarded to or picked up by authorized staff, inventoried, inspected and documented.

## 8. Orientation:

- A. Inmates transferred from other institutions will receive orientation information at the new institution and will be provided with necessary information about the new institution.
1. Orientation will normally be completed within seven (7) days of the inmate's date of admission to the institution.

## V Related Directives:

SDCL § [24-2-27](#).

DOC policy 1.1.E.1 – [Adult Offender Case Records Content and Management](#)

DOC policy 1.3.C.4 – [Inmate Personal Property](#)

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.14 – [Female Inmate Classification](#)

DOH policy P-D-01 -- [Pharmaceutical Operations](#)

## VI Revision Log:

**September 2002:** Revised reference to Classification Manual to Policy under Policy. Added section on Transfer Order Process. Revised sections on Initial Assignment/Transfer and Inter-Institutional Transfer. Renamed Clearance for Transfer section to Transfer Information. Added A. 1 under section on Transfer Information. Revised what information is required in Transfer Information section A.1. Added 2 under Transfer Information section A.1.I. Revised Central Transfer Authority A., A.1 and A.2. Revised title in Receipt of Transfer.

**July 2004:** Revised the policy statement. Changed the reference throughout the policy to Classification and Transfer Office. Changed section heading from "Authority" to "Authority for Transfers". Revised Attachment 1. Referenced Attachment 2. Changed the section title from "Central Transfer Authority" to "Classification and Transfer Manager Responsibility". Added reference to policies 1.1.E.1, 1.3.C.4 and 1.4.B.3. Combined sections on Transfer Inventory and Receipt of Transfer. Revised the procedure on who retains a completed transfer order. Revised information on responsibility for personal property, medical files/medications and institutional files.

**August 2005:** Updated the contact list and instructions on Attachment 2. Updated the policy number for the DOH policy on Pharmaceutical Operations.

**September 2006:** Separated attachment 3 from attachment 2 Updated information in attachment 3. Added language on the Classification and Transfer Manager approving non-emergency transportation arrangements.

**September 2007:** Updated the name on DOC policy 1.1.E.1. Deleted references to the minimum unit exclusion and the sexual behavior exclusion throughout the policy

**August 2008:** Revised formatting of policy in accordance with DOC policy 1.1.A.2 Added ss (B11 and B12 of Transfer Information). Revised "SDP" to read "SDSP" and revised "State Penitentiary" to read "South Dakota State Penitentiary" throughout policy Added DOC policy in section V. Replaced Attachment 1 with picture of Transfer Order from Citrix database Added "PREA Code" and "Sexual Behavior Code" statements in Attachment 2. Added "Lori McClure" for CAB and "Julie Stevens" for MDSP in Attachment 3. Revised minor grammatical and wording changes throughout policy.

**August 2009:** Added reference to PIR, PRE and PRH throughout policy pertaining to inter-institutional transfers throughout policy. Revised title of DOC policy 1.4.B.2 to Male Inmate Classification and added DOC

policy 1.4.B.14 Female Inmate Classification throughout policy **Revised** directions to access the Attachment 1. **Updated** Attachment 3 with a listing of current facilities/programs **Revised** minor wording throughout policy.

**August 2010:** **Revised** formatting of Section 1 **Replaced** Steve Allard with Darren Berg within Attachment 3.

**October 2011:** **Reviewed with no changes.**

**October 2012:** **Deleted** "Non-Public" and **Replaced** with "Public" **Added** "Suitability of transfer (communicable disease clearance)" to Section 5 B. 2. **Added** "approved and/or prescribed for the transferring inmate" in Section 7 A. **Deleted** "Inmates authorized to use an inhaler or nitroglycerin pills will carry an immediate supply of these medications with them during inter institutional transfers and **Replaced** with "Written instructions regarding medications or health interventions that are required or may be required for the transferring inmate en route should be provided by HS staff to the transporting staff, separate from the accompanying medical records in Section 7 A. 1. **Deleted** b. "Any surplus or other type of medications will be packed in the sealed container" in Section 7 A. 1. **Deleted** "is placed on a transfer vehicle" and **Replaced** with "the sealed container and medical records are placed in a secure location within the transport vehicle" in Section 7 A. 2. **Added** a. to Section 7 A. 2 **Added** 3. to Section 7 A. **Deleted** term "personal" from "property" throughout Section 7. **Added** "in accordance with DOC policy and applicable institutional OMS regarding inmate property" and **Added** "inspected and documented" in Section 7 C. **Deleted** "A DOC staff person assigned by the Warden" and **Replaced** with "Authorized DOC staff" in Section 7 D. **Added** "reviewed, inspected and documented" in Section 7 E. 1.

**March 2013:** **Added** "transfer from the A&O units at" and **Deleted** "a transfer order will be completed by the unit staff on the inmate and processed as outlined in the Transfer Order Completion Instructions" and **Replaced** with "will be entered by unit staff in the Movements Module of COMS" in Section 3 B. **Deleted** C. "See Attachment 3 for the list of agency contact people and telephone numbers" in Section 3. **Deleted** "request the transfer of an inmate by completing a Transfer Order in the Transfers database located in Citrix and sending it via fax or email to either the Classification and Transfer Office or in the case of a transfer between JPA and SDSP or PIR, PRE and PRH, to the staff designated by the Warden" and **Replaced** with "enter the transfer information in the Movements Module of COMS. The Classification and Transfer office will be responsible and will schedule all inter-institutional transfers of all inmates between facilities, except between JPA and SDSP and between PIR, PRE and PRH within the adult corrections system, consistent with DOC policies" in Section 4 C. **Deleted** "PE01 download" and replaced with "COMS Movements Module" in Section 5 B. **Deleted** "Approval: Upon receipt of the Transfer" and "the Classification and Transfer Manager or designee will review the information provided, complete the approval section of the form and set a transfer date" and **Replaced** with "The Classification and Transfer Office will review transfer information in the COMS Movements Module provided by unit staff and will set transfer dates as appropriate" in Section 6 D. **Deleted** "A copy of the Transfer Order will be sent to the Classification and Transfer Office by fax or email" and **Replaced** with "Transfer information will be entered in the COMS Movements Module by designated staff" and **Deleted** "on the mainframe computer" and **Replaced** with "in COMS" in Section 6. D. 1 **Added** "information in COMS Movement Module" in Section 7 E. **Deleted** 2 "The completed Transfer Order will be retained by the receiving facility for a period of six months" in Section 7 E. **Deleted** Attachment 1 Transfer Order, Attachment 2 Transfer Order Completion Instructions" and Attachment 3 Originating & Destination Agency/Contact Person.

**August 2013:** **Deleted** "will" and **Replaced** with "may" and **Deleted** "when an inmate's custody status changes, or when a different facility placement becomes necessary" in Section 4 A.

**August 2014:** **Deleted** "placement packet" and **Replaced** with "assessment in COMS" in Section 3 A.

**Deleted** B. "This will be documented on a reclassification and/or placement form and signed by the authorized staff person" in Section 4 B. **Added** Section 8.

**August 2015:** **Added** 12. to Section 5 b. **Added** "and an inmate's individualized treatment plan (if one exists)" in Section 5 C. **Added** "Provided the delay does not compromise safety, security or legitimate penological interests of the institution" in Section 5 C. 2. and D. 2. **Deleted** "ensure the inmate's custody status is appropriately adjusted in COMS" and **Replaced** with "activate an alert in COMS "Classification office hold" pending the outcome of the emergency" in Section 6 D. 2.

**August 2016:** Minor language and structure changes.

*Denny Kaemingk (original signature on file)*

Denny Kaemingk, Secretary of Corrections

09/10/2016

Date

## **Attachment 1: Movement and Transfers**

- 9.1 Initial Bed Assignment
- 9.2 Bed Reassignment within Same Facility-Individual
- 9.3 Bed Reassignment within Same Facility-Multiple
- 9.4 Bed Assignment Exchange
- 9.5 Schedule Movement to New Facility
- 9.6 Facility Transfer
- 9.7 Admitting a Facility Transfer-Individual
- 9.8 Admitting a Facility Transfer-Multiple
- 9.9 Unscheduled Temporary Absence (TAP) Movements-Multiple
- 9.10 Unscheduled Temporary Absence (TAP) Movements-Individual
- 9.11 Schedule Temporary Absence (TAP) Movements
- 9.12 Moving Scheduled Movements (TAP and Facility Transfers)
- 9.13 View TAP Schedule-Individual
- 9.14 View Schedule Inquiry
- 9.15 Readmitting TAP Movement
- 9.12 Release
- 9.13 Release to Escape
- 9.16 Recording a Recapture
- 9.17 Re-admitting Escape
- 9.18 Re-admitting Offender (Violation and Recommitment)
- 9.19 Scheduled Internal Appointments (Class, Work, Medical, Dental, Mental Health, etc.)