

SOUTH DAKOTA DEPARTMENT OF CORRECTIONS

Revised: August 24, 2011



JUVENILE OFFENDER LIVING GUIDE

RECEIPT OF JUVENILE OFFENDER LIVING GUIDE

(JUVENILE RECEIPT)

Juvenile's Name: _____
(Please Print Clearly)

I acknowledge receiving a copy of the South Dakota Department of Corrections Juvenile Offender Living Guide.

I understand that it is my responsibility to read and follow the rules and regulations of the Juvenile Offender Living Guide.

I also understand that the Juvenile Offender Living Guide must remain in my possession throughout the period of commitment with the South Dakota Department of Corrections, and I am subject to paying the replacement cost for a new Juvenile Offender Living Guide.

Juvenile's Signature

Date

- Send the completed form to the juvenile's central file located with the JCA.

RECEIPT OF JUVENILE OFFENDER LIVING GUIDE

(PARENTAL/GUARDIAN RECEIPT)

Juvenile's Name: _____

I acknowledge receiving a copy of the South Dakota Department of Corrections Juvenile Offender Living Guide.

I understand that it is my responsibility to read this document. I further understand that I have an opportunity to discuss any information contained within this document with my child's juvenile corrections agent or program personnel.

I understand that I may have been ordered by the Unified Judicial System to pay for costs associated with my child's placement within the Department of Corrections. These costs could include parental support, medical, dental, optometric and mental health services. I understand that it is in my best interest to provide the Department of Corrections copies (front and back) of all insurance and Medicaid information. I also understand that youth placed at the Patrick Henry Brady Academy, Youth Challenge Center and county operated facilities are not eligible for Medicaid coverage. Medicaid may provide coverage for youth placed at the Excel and Quest programs and private group care and residential treatment facilities if eligibility requirements are met. Parents court ordered to pay for health care costs will be responsible for those expenses if the youth is not covered under private insurance or Medicaid.

I understand that if my child is receiving Social Security or Supplemental Security Income payments from the Social Security Administration that I am not eligible to receive those monies during the time my child is in the Department of Corrections' custody. I understand that the Department of Corrections may become the payee of those monies during that time.

Written policies and OMs pertaining to the following subjects are available upon request for youth who are placed at the State Treatment and Rehabilitation Center (STAR) Academy in Custer, SD. Procedures for intake, treatment, discharge, discipline, confidentiality, reporting suspected abuse and neglect within the facility, use of seclusion and personal restraint at STAR Academy, health care and emergency medical procedures are included in the following OMs and/or policies:

STAR OM 5.3.C.2 - *Limitations on Use of Mechanical Restraints & Seclusion*
STAR OM 5.4.A.1 - *Intake Process*
STAR OM 5.4.E.1 - *Counseling Program*
STAR OM 5.4.E.6 - *Emergency Medical / Dental Treatment*
DOC policy 1.1.A.4 - *Relationship with News Media, Public and other Agencies*
DOC policy 1.1.C.3 - *Reporting an Abused or Neglected Child*
DOC policy 1.3.A.6 - *Searches-Juvenile Institutions*
DOC policy 1.3.C.3 - *Juvenile Discipline System*
DOC policy 1.3.C.7 - *Use and Possession of Tobacco Products*
DOC policy 1.3.C.8 - *Pornography*
DOC policy 1.3.C.10 - *DNA Testing*
DOC policy 1.3.E.3 - *Juvenile Administrative Remedy Procedure*
DOC policy 1.4.B.8 - *Parent Guardian Notification*
DOC policy 1.4.E.1 - *Health Care Services for Offenders and Juveniles*
DOC policy 1.4.E.5 - *Medical Records*
DOC policy 1.5.D.2- *Juvenile Visitation and Telephone Contact*
DOC policy 1.5.D.3 - *Offender Correspondence*
DOC policy 1.5.H.4 - *Management of Juvenile Aftercare*

Please direct requests to obtain copies of the above OMs and/or policies to the Program Manager in the program which your Child is assigned.

Parent's Signature

Date

- Retain the completed form in the juvenile's central file located with the JCA.
- Provide a copy of the signed form to the parent/guardian.

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SECTION I: INTRODUCTION

MISSION STATEMENT

The mission of the Department of Corrections is to protect the citizens of South Dakota by providing safe and secure facilities for juvenile and adult offenders committed to our custody by the courts, to provide effective community supervision to offenders upon their release and to utilize evidence-based practices to maximize opportunities for rehabilitation.

VISION

A national leader in corrections that enhances public safety by employing evidence based practices to maximize the rehabilitation of offenders.

VALUES

- We value our staff as our greatest asset.
- We value a safe environment for staff and offenders.
- We value community support and collaboration.
- We value public trust in the operation of our department.
- We value the use of evidence based practices to maximize offender rehabilitation.
- We value diversity and the respect for all individuals.
- We value professionalism, teamwork and the highest standard of ethics.
- We value investment in our staff through training in sound correctional practice and through the provision of opportunities for development and career advancement.

INTRODUCTION

This handbook is designed for juveniles committed to the South Dakota Department of Corrections (SDDOC) juvenile system. On the following pages you will find information about the programs available to you and the rights and responsibilities under this system. There is also general information to help you understand the normal routine you will need to follow while in placement.

READ THIS HANDBOOK CAREFULLY

If you do not understand something, ask a staff person to help you because you are expected to understand and live by these rules and regulations. Specific information about topics in this handbook may be obtained from staff. Other information is also available in posted regulations, housing unit rules, policies and operational memorandums available at the facility in which you are housed.

AN IMPORTANT MESSAGE

Most juveniles want to complete their program as soon as possible. Following the rules and regulations of your program is essential to successful completion. However, some juveniles may choose to disregard the rules and jeopardize the safety and well-being of others.

If a disturbance, assault or demonstration is started, follow the directions of the staff person in charge. Juveniles who take part in such behaviors will face disciplinary action and possible criminal prosecution. Avoid any behavior that might connect you with the trouble in any way.

It is the policy of the Department of Corrections (DOC) to segregate those who are non-compliant from other juveniles. This is done to provide a safe environment for those who abide by the rules. Assisting with the safety of the institution is also your responsibility. You are required to report any plans or actions that may threaten the safety of others and the facility. Failure to do so may result in disciplinary action against you (see the list of your responsibilities starting on page 17).

You are not permitted to engage in sexual activity with staff or other juveniles while incarcerated at a DOC facility, contract facility or while housed at a detention facility. Engaging in any sexual activity with staff or other juveniles, even if you consider it to be consensual, is a violation of the Major Prohibited Acts.

PRISON RAPE ELIMINATION ACT (PREA)

The SDDOC has a zero-tolerance policy relating to sexual assault/rape of a juvenile. The SDDOC will cooperate in the investigation and prosecution of anyone involved in a sexual assault/rape.

For more information refer to DOC policy 1.3.E.4 *Prevention of Offender Sexual Assault/Rape*.

REPORTING OF ABUSE

It is your right to be free of abuse while in a facility. If you believe that you are in danger or have been abused, report your concern to a staff member so action can be taken to ensure your safety. IF ANOTHER JUVENILE OR A STAFF MEMBER HAS PHYSICALLY OR SEXUALLY ASSAULTED YOU, REPORT THIS TO A STAFF PERSON AS SOON AS POSSIBLE. You are provided access to the Juvenile Corrections Monitor. The Monitor is frequently on each campus and has provided each program with lock boxes where individuals can report any allegations or instances of abuse.

JUVENILE CORRECTIONS MONITOR

The role of the Department of Human Services' Juvenile Corrections Monitor:

- To investigate allegations of abuse or neglect in state-run juvenile corrections facilities.
- Protect the legal rights of those in the custody or care of a juvenile corrections facility.
- Provide training to DOC employees.
- Provide a semi-annual report to: the Governor, the Legislature, the Corrections Commission, the Secretary of Human Services and the Secretary of Corrections.

How do I report possible abuse or neglect to the Juvenile Corrections Monitor?

1. Make a phone call to: (605) 773-5990 or 1 (800) 265-9684 and ask for the DHS Juvenile Corrections Monitor;
2. Write a letter to: DHS Juvenile Corrections Monitor, Department of Human Services, Hillview Plaza, E. Hwy. 34, c/o 500 E. Capitol, Pierre, SD 57501;
3. Send an email to: Infodhs@state.sd.us or
4. Use the lock box at each facility.

What happens if a report of abuse or neglect is made?

An evaluation of the report will be made and if appropriate:

- The people involved will be interviewed.
- Records will be reviewed.
- Corrective action will be recommended.
- A report will be made to the Secretary of Corrections, the Secretary of Human Services, the Legislative Government Operations & Audit Committee and the Governor.

If I make a report of abuse or neglect will my identity be disclosed?

No. The identity of the person making a referral of abuse or neglect will be kept confidential.

PARENTAL RESPONSIBILITY

The parents, guardians or custodians of a juvenile who has been committed to the DOC will maintain financial responsibility of the juvenile according to South Dakota Codified Law § [26-7A-42](#). The committing judge determines what amount of parental support should be paid to the DOC for the care, custody and control of the juvenile. Parents or guardians remain responsible for medical and dental costs while their child is in a state or private facility in accordance with the court order. Any health and dental insurance coverage must be reported to the juvenile corrections agent as soon as possible.

PERIOD OF COMMITMENT

You have been committed to the DOC until age twenty-one or until discharge as provided in SDCL § [26-11A-5](#) and § [26-11A-7](#). The actual length of stay in a placement and under the guardianship of the department depends on several factors including your history of offenses, behavior while in institutions and successful completion of an aftercare program.

SECRETARY OF CORRECTIONS AS GUARDIAN

The Secretary of Corrections is your guardian during your commitment to the DOC. The Secretary of Corrections can appoint the person in charge of a public or private institution or program in which you are placed as your custodian.

SECTION II: INTAKE, CLASSIFICATION, AND INITIAL PLACEMENT

JUVENILE CORRECTIONS AGENT (JCA)

When you are committed to the Department of Corrections, you are assigned a juvenile corrections agent (JCA). The JCA will maintain contact with you, your family and service providers in the community throughout your commitment. The JCA may also make recommendations to the Chief Executive Officer of an institution, the Director of Classification & Community Corrections or the Secretary of Corrections regarding changes in your placement. The JCA will monitor your progress while in placement.

THE INTAKE PROCESS

Intake involves the initial collection of data and information about you from a variety of sources, which will be used to guide the decision making process regarding your placement. The information gathered in the intake process may also assist the JCA in developing a case plan with you, for your residential care and aftercare stages of commitment to the Department of Corrections.

Intake also involves providing information to you and your family about the juvenile corrections system. The goal of the intake process is to provide you and your family with information about what it means to be committed to the DOC. Input from the juvenile, parents and guardians is very beneficial during the intake process.

Intake also involves assessments, which may be conducted at state facilities, detention centers, private placements or while you are at home. The DOC will determine the location of the assessment part of the intake process.

The assessment process involves identifying the areas of concerns and needs. You may receive a physical, be assessed for special medical needs, chemical dependency issues, sexual abuse or offender needs, mental health concerns and educational needs. These areas may impact your classification and placement.

DNA TESTING

Every juvenile that is an adjudicated delinquent for a qualifying felony offense and committed to the DOC will provide a DNA sample pursuant to SDCL 23-5A and according to DOC policy 1.3.C.10 *DNA Testing*.

DNA testing simply requires collection of fingerprints and saliva from qualifying juveniles. This data is then sent to the state laboratory in Pierre for recording.

CLASSIFICATION - ASSESSMENT - CUSTODY LEVELS

Through the standardized risk assessment system (YLS/CMI 2.0), your risks, needs and responsibility factors are assessed and directly linked to decisions regarding custody level, placement, case planning and aftercare supervision levels. This assists with maintaining the security of each facility, the safety of staff, other juveniles and the public.

The factors considered in determining risk levels include prior and current offenses, family circumstances/parenting, education/employment, peer relations, substance abuse, leisure/recreation, personality/behavior and attitudes/orientation. The higher your risk, the higher the level of supervision you will receive. Risk factors along with any current psychiatric diagnostic impressions are the criteria for determining an appropriate level of care and your particular placement.

You are subject to transfer from any facility, program or service at the discretion of the Chief Executive Officer of the facility, the Secretary of Corrections or the Director of Classification & Community Corrections.

STATE PLACEMENT

The following are the state juvenile facilities and the location of the facilities as a reference for you and your family.

- **STAR Academy**, 12279 Brady Drive, Custer, SD 57730
- **Q.U.E.S.T.**, 25298 Badger Clark Road, Custer, SD 57730
- **E.X.C.E.L.**, 25292 Badger Clark Road, Custer, SD 57730

Juveniles scoring higher on the (YLS/CMI 2.0) or having special psychiatric or other identified needs may be placed in an alternate facility or in an out-of-state program.

SECTION III: CORRECTIONAL FACILITIES & PRIVATE PLACEMENT

INSTITUTIONAL PROGRAMS AND PROGRAM STAFF

You will be assigned to a program and program staff by the Chief Executive Officer of the facility. Program staff are a good resource to answer any questions that you may have about the program or the facility. Program staff will work with you to address any serious problems you may encounter.

If you transfer to another juvenile correctional facility within the DOC, you will have new program staff assigned to you. The new program staff will be provided with the necessary information concerning your status, previous program involvement and goals. You will maintain a JCA throughout your commitment.

LIVING QUARTERS

The care and cleaning of your living area or room is your responsibility.

Any structural problem (leaking faucets and toilets, defective light fixtures, etc.) must be reported to staff. Defacing or damaging your living quarters or any other property in any way is prohibited. You will be financially responsible for damage you do to state property and you may face disciplinary action (See #23 of Major Prohibited Acts).

PERSONAL PROPERTY

In some programs you may be allowed to have certain items of personal property. Lists of allowable personal property and approved ways of obtaining these items are available through staff at each facility. Each juvenile facility will have different allowable and restricted personal property items.

Program staff cannot ensure the safety of personal property from loss, theft, or damage resulting from acts or omissions by you or other juvenile offenders.

Items of personal property that are not allowed at the facility are considered contraband and will be disposed of in accordance with the facility's established operational memorandum (OM).

CONTRABAND

Any item not authorized for you to have is contraband. Approved items may be contraband if they have been altered, are possessed in higher quantity than authorized, are obtained from an unauthorized source or are used in ways for which they were not intended.

You will be held responsible for contraband found on you, in your living quarters, at your work area or in a storage space assigned to you. Contraband will be confiscated and may be sent to your family at your expense or disposed of in accordance with established DOC policy.

SEARCHES

You, your possessions, work area and living quarters are subject to search at any time.

COUNTS

A count is an official tally to ensure that all juveniles are in their proper location. A count may be taken at any time.

PERSONAL CLEANLINESS AND GROOMING

Provisions will be in place to provide you with enough clothing to maintain a neat and clean appearance. You will take a shower and change your clothing regularly.

DOC facilities may require that you wear specific clothing/uniforms and that you follow certain grooming standards.

Alteration of clothing is not permitted. Altered clothing will be confiscated. Worn out or torn clothing may be exchanged.

Hair must be kept clean and neat in appearance and cannot pose a safety or sanitation threat to your work or program assignment.

FOOD SERVICE

You will be allowed three meals each day.

Your face, hands and hair should be clean for every meal. Shoes and shirts must be worn in the dining area. Use good table manners and leave your table and eating area as neat and clean as possible. Shouting or movement from table to table is not allowed in dining areas.

Medical orders for a special diet will be handled according to established policy.

HEALTH SERVICES

The DOC will provide for necessary medical care for you while you are in custody. Such services include medical, dental, mental health, optometry and emergency medical care. Contact program or medical staff to access health services.

TOBACCO PRODUCTS

All DOC juvenile facilities are tobacco and smoke free. You are not allowed to use or possess tobacco products. Juveniles on aftercare are expected to adhere to state law (SDCL § [34-46-2](#) and § [26-10-20](#)) prohibiting the use or possession of tobacco products for youth under the age of eighteen (18) and are subject to court fines and/or other penalties as outlined in their aftercare contract.

FINANCIAL ACCOUNTS

The DOC will manage any money that you receive while in our custody. The Juvenile Banking System will maintain these funds for you. In some private facilities you may

have a general account set up in your name intended to pay for court ordered sanctions, restitution, child support and any other expenses that you incur. You may request a statement of your account through your JCA. A request for disbursement of funds may be made through your JCA or program manager.

COMMISSARY

You may be allowed access to commissary to purchase food products, toiletries and other items according to the guidelines of the facility in which you are housed. Some juvenile facilities do not provide for a commissary. Items purchased at the commissary will be deducted from your general account. Trading, buying, selling or holding property for others is forbidden.

MAIL

Incoming and outgoing mail is subject to inspection. All correspondence must be sent via the United States Postal Service or UPS pursuant to facility rules, and will not be passed through staff, visitors or other juveniles. Packages may only be received from authorized sources and within facility guidelines. The DOC will pay for a limited amount of out-going mail each week in accordance with policy and operational memorandums.

Program staff **will not read** privileged/legal correspondence but **will inspect** the contents of both incoming and outgoing mail page-by-page in the presence of the juvenile to prevent the introduction of contraband.

Privileged/Legal Correspondence:

- Incoming and outgoing First Class mail or packages which, on the face of the envelope or package, clearly identifies the sender or recipient as an attorney, a judge or an officer of the court; or an organization or entity which is known to provide legal services to offenders; or
- Incoming and outgoing mail from specific governmental officials or agencies, or incoming mail from other governmental officials or agencies that identify the mail as personal or privileged; or
- Incoming letters of a legal nature that are clearly stamped on the face of the envelope with a message indicating the privileged status of the mail when the return address of the sender is printed on the envelope

TELEPHONE PRIVILEGES

All juveniles are eligible for telephone privileges. One ten-minute outgoing call per week is allowed after you have completed an initial orientation period. Incoming calls are only allowed if they have been pre-approved through the treatment directors and/or program managers. The institution will notify your parents or custodians of the times established for phone calls. Calls may be monitored for safety reasons but telephone calls with your attorney will not be monitored. Violation of phone privileges could result in future calls being restricted.

VISITING

The DOC encourages contact between you and your immediate family members if the contact is appropriate. Opportunities for visitation vary by facility. Your parents will be

notified of visitation rules by the program staff. Visitors are encouraged to contact the facility prior to the visit to verify the days and times that you are allowed to have visits.

Visitors may be subject to a background check prior to the visit. Visitors may be subject to a search. A visitor may choose to leave the facility rather than submit to a search, however; refusing to submit to a search may result in a denial of future visiting privileges.

Violation of visiting rules may result in the termination of your visit or the loss of visiting privileges.

No items may be given to you during a visit unless authorized by the program manager or CEO of the facility.

RELIGIOUS ACTIVITIES AND PROGRAMS

Religious activities are provided on a voluntary basis. You are invited to participate in these activities. You are to conduct yourself in an appropriate manner, showing respect for the faith and practice of others, as well as your own.

URINALYSIS/BREATH ANALYZER TESTING

Urinalysis testing and/or breath analyzer testing programs are used to detect the use of drugs, alcohol and unauthorized substances. Refusing, altering, circumventing, or failing to produce a urine sample or breath sample is against DOC rules and you will be subject to disciplinary action. You will be tested on a periodic, random and for cause basis. Your offense history, prior use history, dependency and recovery status will determine the frequency of periodic testing.

ADMINISTRATIVE REMEDY FOR JUVENILES

If you are unable to resolve a complaint through informal contacts with staff members, you may seek formal review of your complaint through the use of the Administrative Remedy for Juvenile Offenders. You may also appeal disciplinary and classification actions through this procedure. Forms for filing complaints and appeals, and details on how the procedures are to be followed can be obtained from program staff. Refer to DOC policy 1.3.E.3 *Juvenile Administrative Remedy Procedure*.

DISCIPLINARY ACTIONS

You will be subject to disciplinary action and sanctions for violating any of the Prohibited Acts listing in this Juvenile Offender Living Guide and/or listed at your institution. Violations of Prohibited Acts may also negatively impact your classification status and your date of release to aftercare. Any violation of a Prohibited Act may result in a reassessment of your custody level and may result in the imposition of sanctions, which include but are not limited to:

- Imposition of fines;
- Additional assignments;
- Community Service Work;
- Loss or restriction of privileges;
- Referral to various programs;

- Transfer to a more secure housing unit;
- Change in custody status; and/or
- Extended length of stay.

MAJOR PROHIBITED ACTS

You will receive formal written documentation of a violation of any of the following

Prohibited Acts:

1. Escape; planning, attempting or assisting in escape.
2. Threatening another with bodily harm or with any offense against his/her person, his/her family or his/her property.
3. Fighting.
4. Assault.
5. Sexual assault; rape, sexual assault with any object and sexual fondling against any person. Sexual assault includes the use of force or threat of force, against a person's will or against a person incapable of consenting.
6. Engaging in or encouraging unauthorized group activities or assembly including a group demonstration, work or program stoppage, inciting unrest or group rebellion.
7. Setting a fire or attempting to set a fire.
8. Tampering with any locking device, surveillance equipment or camera.
9. Use, possession, introduction, manufacture, possession of plans or drawings to manufacture, buying, selling or attempting to do the same of any narcotics, narcotic paraphernalia, drugs, medicine or intoxicants not prescribed by the medical staff.
10. Possession of, introduction of, manufacture, possession of plans or drawings to manufacture, or attempting to procure an explosive or ammunition, firearm, weapon, sharpened instrument, knife, hacksaw blade, wire cutter or unauthorized tool.
11. Refusing or failing to produce a urine sample or breath sample; or attempting to circumvent or alter a urine test or breath test.
12. Misuse of prescribed or authorized medicine, including saving or accumulation of authorized medicine contrary to medical orders, or using authorized medication for an unauthorized purpose such as giving, trading or selling authorized medicine to another person.
13. Being in an unauthorized area.
14. Failure to be present for count or interfering with the taking of count.
15. Failure to abide by the rules and regulations of the programs including institutional programs, community service assignments, home passes and community programs and functions.
16. Unauthorized contact with visitors or outsiders.
17. Insolence or insubordination (any conduct, acts, or gestures, verbal or non-verbal, showing disrespect) towards a staff member.
18. Attempting suicide, self-mutilation or deliberately injuring yourself.
19. Engaging in consensual sexual contact and/or unnatural acts.
20. Receiving, giving or self-administering tattoos.
21. Engaging in gang activity, including gang recruitment. Possession of material depicting gang symbols, specific gang colors, or any act or gesture that references gangs.
22. Intentionally causing bodily fluids to come in contact with a staff member, visitor or volunteer.

23. Damaging state property.
24. Stealing.
25. Gambling or being in possession of gambling material.
26. Conduct which disrupts or interferes with the security or good order of the institution or interfering with a staff member in the performance of his/her duties.
27. Following three (3) violations of any **Minor Prohibited Acts** by a juvenile within a six (6) month period, the Chief Executive Officer or designee may declare that all future violations of **Minor Prohibited Acts** constitute a **Major Prohibited Act**. The Chief Executive Officer or designee must give prior notice to the juvenile concerned that future violations of the **Minor Prohibited Acts** will constitute a **Major Prohibited Act**.

MINOR PROHIBITED ACTS

Each institution will have a listing of any less serious offenses that may also be punishable in internal sanctions.

USE OF FORCE

The DOC follows strict guidelines on the use of force against juveniles in custody. Staff can employ force that is reasonable and necessary to accomplish lawful objectives. The use of force and restraints will never be used as punishment.

REASSESSMENT OF RISK LEVEL

Your JCA will conduct a reassessment of your risk level using the YLS/CMI 2.0, three (3) months following release from a facility and every six (6) months thereafter. A reassessment will also be completed in the event you commit a new criminal offense or in the event of an aftercare revocation.

JUVENILE RESPONSIBILITIES

All juveniles in the custody of the DOC have certain responsibilities that must be recognized. These are clearly defined and should be familiar to you.

- You have the responsibility of following rules, policies, procedures, operational memorandums, schedules and directions of staff while in the institution.
- You have the responsibility of reporting any actions by others that may threaten the security of the facility.
- You have the responsibility of not discriminating against other juveniles or staff, and not using language or behavior in a manner that would imply prejudice or discrimination.
- You have the responsibility of helping to clean and maintain the physical plant.
- You have the responsibility to participate in the established treatment, work therapy and educational offerings at DOC institutions.
- You have the responsibility of asking for medical, optometry and dental care when you need it.
- You have the responsibility of conducting yourself properly during visits, not accepting or passing contraband and not violating the law through the use of the mail system.
- You have the responsibility to maintain your clothing, hair and personal hygiene in a clean, odor-free condition that conforms to established policies.

- You have the responsibility of reporting abuse, injury, corporal punishment or harassment to staff members of the institution.
- You have the responsibility of following the administrative remedy procedure or following the procedures to contact the Juvenile Corrections Monitor in making any complaint and reporting to institutional supervisors or the Juvenile Corrections Monitor any actions taken against you by other juveniles or staff because of your complaint.

FUNERAL TRIPS/BEDSIDE VISITS

You may be allowed to leave the institution for funeral trips/bedside visits for immediate family members with the approval of the Chief Executive Officer of the institution.

RESTITUTION

You will be required to pay restitution related to your offenses or damages to property as required by court order, DOC policy or facility OM.

PRIVATE PLACEMENT

You may be placed in a private placement while in the custody of the DOC. If you are placed in a private facility, you are required to follow the same rules and regulations of the DOC in addition to the rules of the private facility.

SECONDARY PLACEMENT

As part of the release planning process, a determination will be made concerning your residence during your period of aftercare supervision. A suitable family situation is the ideal release plan for every juvenile in the DOC. We will do everything possible, including providing assistance to your family through the Targeted Intensive Family Services Referral process. If your family is unable to care for you, you may be placed in a secondary placement facility or foster care. Secondary placement facilities include: foster care and independent living programs operated by Volunteers of America, Stepping Stones, etc. These opportunities are intended to provide a positive living environment for juveniles who are ready to succeed in the community.

SECTION IV: AFTERCARE

AFTERCARE CONTRACT

Your release on aftercare is contingent on an acceptable aftercare plan, which will be developed by your JCA and program staff, based on your individual needs. The plan will include conditions that outline the expectations for you while on aftercare in the community. The terms of the contract may include but are not limited to:

- Indicating the location of residence.
- Agreeing to get approval from the JCA prior to leaving the city, county or state.
- Abiding by all federal and state laws.
- Attending school daily with no unexcused absences.
- Not using or possessing controlled substances, marijuana or alcohol.
- Submitting to drug testing when directed.
- Employment.
- Maintaining satisfactory work performance in all programs.
- Complying with all instructions in matters affecting supervision.
- Curfew.
- Community Service.
- Agreeing to a warrantless search of your person, residence, locker, vehicle, or any personal property.

SERVICES

Your JCA will work with you and your family to identify resources to be accessed during aftercare. Aftercare services may include counseling and monitoring by the JCA, individual, family, and group counseling, chemical dependency continuing care, mental health treatment, self-help programs and mentors.

SUPERVISION

The JCA will supervise your aftercare. The JCA will monitor and document contacts made with you, your family and other programs involved in aftercare services. The JCA will document and respond to any aftercare incidents involving noncompliance of the conditions of aftercare. The JCA will assist you and hold you accountable in maintaining positive behavior while on aftercare.

VIOLATIONS

Any violation of the aftercare contract is subject to adverse consequences including, but not limited to:

- Community service;
- House arrest;
- Electronic monitoring;
- Increased level of supervision,
- Urinalysis testing/breath analysis;
- Aftercare revocation; and/or
- Return to placement.

REVOCATION

If you violate the conditions of your aftercare contract, any JCA may initiate revocation of your aftercare. As part of the revocation proceedings, you will be taken into custody and transported to a detention facility or shelter facility by law enforcement, the JCA or other authorized person. You will be afforded due process with a probable cause hearing within twenty-four (24) hours of placement in the detention/shelter facility. Revocation of aftercare may result in the return to the physical custody of a DOC facility or an alternative community-based program.

SECTION V: JUVENILE CORRECTION OFFICES

Aberdeen Office
112 S. Lincoln Street
Aberdeen, SD 57401
(605) 626-2268

Brookings Office
1310 Main Ave. S, Ste 104
Brookings, SD 57006
(605) 688-6780

Chamberlain Office
300 S. Courtland Street Ste 201
Chamberlain, SD 57325
(605) 734-4540

Custer Office
12279 Brady Drive
Custer, SD 57730
(605) 673-2521 Ext. 143

Huron Office
351 Wisconsin Ave SW Ste 105
Huron, SD 57350
(605) 353-7366

Mitchell Office
116 E 11th Ave
Mitchell, SD 57301
(605) 995-8155

Mobridge Office
116 4th Street West
Mobridge, SD 57601
(605) 845-3130

Pierre Office
122 East Sioux Ste D
c/o 1320 East Sioux
Pierre, SD 57501-5070
(605) 773-2156

Rapid City Office
1600 Sedivy Lane
Rapid City, SD 57703
(605) 394-1617

Sioux Falls Office
415 N Dakota Ave
Sioux Falls, SD 57104
(605) 367-5547

Sisseton Office
414 3rd Ave. E. PO Box 234
Sisseton, SD 57262
(605) 742-0864

Spearfish Office
735 North 12th Street
Spearfish, SD 57783
(605) 642-6853

Watertown Office
2001 9th Ave. SW Ste 400
Watertown, SD 57201-4029
(605) 882-5002

White River Office
PO Box 202
White River, SD 57579
(605) 259-3382

Winner Office
313 Main Street
Winner, SD 57580-0408
(605) 842-3910

Yankton Office
1719 Broadway Ste C
Yankton, SD 57078
(605) 668-3200

SECTION VI: JUVENILE OFFENDER LIVING GUIDE

REVISION INDEX & SIGNATURE

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<i>Denny Kaemingk</i>	<i>08/31/2011</i>
Denny Kaemingk, Secretary of Corrections	Date