

1.5.G.11 Parole Services Absconder Management

I Policy Index:



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II Policy:

To establish and outline the procedures followed by the Parole Services Division in the supervision and management of offenders who have absconded parole supervision.

The Parole Services Division will complete a violation report and request the issuance of a warrant from the Executive Director of Parole, pursuant to ARSD § 17:60:03:01 and SDCL § 24-15-21, on all offenders who meet the criteria of being an absconder (See [Attachment 1](#)).

III Definitions:

Attempt to Locate:

Attempt to Locate (ATL) may be issued to local law enforcement by a supervising Parole Agent when an offender's whereabouts are unknown and efforts are under way to determine whether the offender has absconded supervision.

Absconder:

Any offender under the supervision of the Parole Services Division, parole and/or suspended sentence, whose whereabouts are unknown to the supervising Parole Agent. This includes an offender's attempt to "flight" and relocate to another area, or the evasion of parole supervision by not reporting to the supervising Parole Agent. An offender will be declared an absconder by the supervising Parole Agent or Regional Supervisor once initial efforts to locate the offender have been exhausted and failed and the established indicators (outlined in this policy) are present.

Cold Case Absconder:

An offender with an active Absconder Warrant that the supervising Parole Agent has no active leads and no leads have been generated for over 90 consecutive days. Cold case absconders have specific community supervision contact requirements.

Direct Notification Offender:

For the purpose of this policy, an offender identified as a direct notification offender through criteria set forth in DOC policy 1.4.G.6 [System Risk Classification](#). The Risk Reduction Manager manages and distributes the Direct Notification List.

Placement Offender:

For the purposes of this policy, a placement offender is an offender that is assigned to a specified housing facility, such as a halfway house or the Community Transition Program (See DOC policy 1.5.G.2 [Parole Services-Community Transition Program](#)).

Standard Supervision Offender:

For the purposes of this policy, a standard supervision offender is an offender supervised on parole with no assigned housing placement and who is not on the Direct Notification list.

IV Procedures:

1. Attempt to Locate, Violation Report, and Warrant Request for Standard Supervision and Placement Offenders:

- A. Any time a Parole Agent or supervisor determines an offender meets the criteria set forth in [Attachment 1](#), the Parole Agent will place the offender on Attempt To Locate (ATL) status. If the offender is identified as a "High Risk Offender" (on the Absconder Direct Notification list managed by the Risk Reduction Manager) the supervisor will immediately document a violation report and warrant request.
 1. A violation report and request for warrant shall be issued for standard supervision offenders and placement offenders after a period of time has passed since the offender was first placed on ATL and the offender has not been placed in custody.
- B. When it is determined an offender has committed behaviors listed in the "criteria" section of [Attachment 1](#), the supervising Parole Agent or Regional Supervisor will attempt to locate the offender to determine if the offender has absconded supervision or avoiding contact with the Agent. The following methods may be used to locate an offender as part of the ATL process (See [Attachment 3](#)):
 1. Telephone;
 2. Field contact at last known residence;
 3. Mail contact letters to last know residence;
 4. Review of Facebook or other social networking sites; and
 5. Collateral contacts, to include:
 - a. Parents and/or other family members.
 - b. Last known employer.
 - c. Local law enforcement.
 - d. Community resource providers.
- C. When the Parole Agent makes the determination a standard supervision offender meets at least two (2) of the criteria indicating absconding behavior (See [Attachment 1](#)), the Agent will place the offender on ATL status for up to 14 consecutive calendar days.
- D. If, after 14 consecutive calendar days, the offender is not back in the physical custody of Parole Services or has failed to report as instructed; the Agent will complete a violation report and submit the report to the Regional Supervisor for a warrant request. Should the 14th day fall on a state or federally recognized holiday

or weekend, the violation report will be completed the next business day. Indicators of absconding behavior include the following:

1. Offender is not responding to the Agent's phone calls or contact attempts.
 2. Offender has moved out of the last known or reported residence.
 3. Offender has quit, left, or otherwise terminated last known/reported employment.
 4. Offender has discontinued contact with family and friends.
 5. Offender is no longer attending treatment, aftercare, or other programming/sanctioned activity (24/7) as required.
 6. Offender has missed a confirmed appointment with his/her supervising Parole Agent.
- E. When the Parole Agent learns an offender in placement (halfway house or CTP phase II) has failed to return to the assigned facility, the agent will place the offender on ATL status by the end of the next business day (See [Attachment 1](#)). If, after 7 consecutive calendar days following when the offender was placed on ATL, he/she is not back in the physical custody of Parole Services or the offender has reported as directed, the Parole Agent will complete a violation report and submit the report to the Regional Supervisor for a warrant request. Should the 7th day fall on a holiday or weekend, the violation report will be completed the following business day.
- E. When an ATL is issued, the Parole Agent will distribute the ATL posters and/or a Parole Detainer to local law enforcement; including the Fugitive Task Force(s) (if applicable), law enforcement from the offender's county of conviction, and any other geographic areas the offender is known to travel.
1. The "ATL" alert will be activated in COMS.
 - a. In the comments section of the alert, a narrative will be included providing the supervising agent's contact information and instructions to law enforcement to detain the offender upon contact.
- F. Parole Agents may issue an Attempt to Locate (ATL) at their discretion, at any time throughout the Agent's attempts to determine whether the offender has absconded supervision.
1. If at any time during the ATL process, the Agent discovers law enforcement is actively pursuing the offender as a suspect in a new crime and the Agent can establish reasonable suspicion the offender has likely committed the offense, the revocation process, including the issuance of a warrant will be initiated by the Agent.
 2. If at any time during the ATL process, the Agent determines the offender has absconded, or the Agent determines that in the interest of community safety, the offender be immediately removed from the community, the Agent may initiate the revocation process, including the issuance of a warrant.
- G. All attempts to locate an offender and any related information will be documented by the Agent in the Contact Logs of Comprehensive Offender Management System (COMS).
1. Agents may utilize the ATL Checklist ([Attachment 3](#)) to confirm, track and document the follow-up of indicators and attempts to locate the offender.

2. Attempt to Locate, Violation Report, and Warrant Request for Direct Notification Offenders:

- A. The Parole Agent will determine if a High Risk/Direct Notification offender (on the Absconder Direct Notification list managed by the Risk Reduction Manager) meets at least two of the following criteria (See [Attachment 1](#)):
1. Offender is not responding to phone calls/contact attempts
 2. Offender has moved out of the last known/reported residence
 3. Offender has quit, left, or otherwise been terminated from his/her last known/reported employment
 4. Offender has discontinued contact with family and friends
 5. Offender is no longer attending treatment, aftercare, or other programming/sanctioned activity (24/7)
 6. Offender has missed a confirmed appointment with the supervising Parole Agent.
 7. Or **one** of the below indicators exists:
 - a. The offender removes his/her GPS unit without authorization; or
 - b. The offender has failed to return to his/her assigned facility/placement.
- B. If the offender is found to meet at least two of the criteria, the Parole Agent will complete the direct notification process in accordance with Parole Services OM 7.1.A.4 [Reporting Information to the Director](#). The Agent will complete a violation report and submit the report to the Regional Supervisor for a warrant request.
- C. The supervising Parole Agent will respond to the High Risk/Direct Notification absconder as described in [Attachment 2](#).
- D. Upon notification a High Risk/Direct Notification offender has been determined to be an absconder, the Executive Director of Parole or designee will authorize immediate issuance of a warrant request and initiate the process to place the warrant on NCIC.
- E. The Secretary of Corrections will be directly notified any time a High Risk/Direct Notification (level 2 or 3 system risk) or CTP phase 1 offender is determined to be an absconder (See DOC policy 1.1.A.3 [Staff Reporting Information to DOC Administration](#)).
- F. The Communications and Information Manager may issue a media advisory and post information to the public through Nixle regarding the High Risk/Direct Notification absconder (See DOC policy 1.1.A.4 [Relationship with News Media, Public and Other Agencies](#)).

3. Following the Issuance of a Warrant:

- A. Following a warrant being issued by the Executive Director of Parole or designee, an email notification will be generated by parole staff authorized to issue the warrant. The email will be sent to the supervising Parole Agent advising a warrant of arrest has been issued, the warrant number and date of issuance. A color copy of the warrant will also be included with the notification for use by the Agent/Supervisor if/when needed.
1. The Parole Agent will complete the applicable Contact Logs in COMS, to include "parole violation" and "absconder" case notes.

2. The Parole Agent will create a Community Alert of "Absconder" in COMS, to include in the "comment" section of the alert a statement for inclusion in the download to State Radio interface used by law enforcement. The statement will be formatted similar to the following:
 - a. "Subject has been listed as an absconder – please detain and notify Parole Agent. To confirm and obtain a copy of the warrant, contact the Control Room at the South Dakota State Penitentiary at (605) 367-5100."
 - b. Main control room staff and/or the Parole Agent will respond to inquiries from law enforcement for information regarding the absconder. If Control Room staff respond, the Parole Agent will be included in the response.
- B. Parole Agents should follow-up with known family, friends, present or recent employers and law enforcement contacts, to ensure they are aware a warrant has been issued for the offender and to gather any additional information from those contacted that may be helpful in locating the offender.
- C. Designated Parole Services staff will email an updated listing of current absconders weekly to designated DOC staff, law enforcement agencies, government agencies and other interested parties, ensuring the most up to date absconder information is readily disseminated.
- D. Additional tasks will be completed by the Parole Board Office and Central Records staff on each absconder, including ensuring the South Dakota State Penitentiary control room has corresponding absconder packets for each absconder and the Warrant of Arrest is listed on the NCIC database.

4. Supervising and Managing an Absconder Case:

- A. Following the issuance of the warrant, the supervising Parole Agent will maintain primary supervision of the absconder case.
- B. Parole Agents have the following contact requirements while supervising an absconder case:
 1. Two investigatory contacts (personal contact with offender or offender's family and/or other collateral contact[s]) will be completed/attempted each 30 day period for absconders not designated as a High Risk Offender or classified to intensive supervision at the time the warrant was issued.
 2. Four investigative contacts (personal contact with offender or offender's family and/or collateral contact[s]) will be completed/attempted each 30 day period on offenders with an active "High Risk Offender" alert (See DOC policy 1.4.G.6 [System Risk Classification](#)) and offenders classified to intensive supervision at the time the warrant was issued (See DOC policy 1.5.G.6 [Parole Services-Response to Violations](#)).
- C. Designated Parole Agents will spend at least 30 minutes each week reviewing Facebook or other social network sites to identify and establish potential leads and assist other Parole Agents with efforts to locate absconders. Staff's use of social media will be consistent with the rules contained in DOC policy 1.3.A.10 [Staff Use of State Technology](#).
 1. This work and any subsequent contacts or resulting information/leads, will be documented in the Contact Logs in COMS.
- D. Parole Agents, as part of, or in addition to, the required investigatory contacts, may contact the absconder's family, friends or law enforcement where the absconder was originally sentenced, and/or the absconder's last known residence or other frequented locations where the absconder is suspected/believed to be traveling or staying (based on information provided to the Agent and review of past behaviors).

1. The Parole Agent may send law enforcement an "Absconder from Parole" poster, with any updated information, for display and distribution.
- E. Parole Agents will follow-up on any leads generated.
1. New or updated information will be distributed accordingly to facilitate the apprehension of the absconder.
- F. All follow-up efforts and contacts made by Parole Services staff will be noted in the Contact Logs in COMS.
- G. If there are no active leads, and no new leads have been generated in over 90 consecutive days, the offender may be declared a "Cold Case Absconder".
1. The Regional Supervisor or designee must approve a change in status from "Absconder" to "Cold Case Absconder".
 2. Agents must make/attempt at least one (1) investigatory contact per month for Cold Case offenders.
 3. Cold Case Absconders will be identified by an additional comment on the Absconder Alert in COMS, as provided by the supervising Parole Agent, following the change to Cold Case Absconder.

5. Absconders Placed into Custody:

- A. Once an absconder is placed into custody, the supervising Parole Agent will be notified by one of the following methods:
1. The holding agency/jurisdiction should immediately contact the supervising Parole Agent or main control room staff.
 2. The South Dakota State Penitentiary control room, following contact by the holding/arresting jurisdiction or SD State Radio, will contact the Parole Agent by email and provide contact information for the contact person in the holding/arresting jurisdiction.
 3. The supervising Parole Agent will report the custody/detainment to the Regional Supervisor, in accordance with Parole OM 7.1.A.4 [Reporting Information to the Director](#).
- B. Following notification of the absconder's detainment, the supervising Parole Agent will contact the holding/arresting jurisdiction no later than the following business day to confirm the hold/arrest and ensure the holding agency has the proper documentation to hold the absconder. If applicable, the Agent will notify the holding agency of the pre-signed waiver of extradition included in the Supervision Agreement previously signed by the absconder.
1. The Parole Agent will collect and document any information regarding additional charges (if applicable), affecting the offender.
 2. After the Agent confirms the absconder is being held in custody, an email notification will be sent to designated Central Records and Parole Board office staff informing them the absconder is being held in custody. Central Records and Parole Board staff will notify those staff and agencies who need to know the absconder is in custody.
 3. The agent will review the case to determine if it meets the criteria for an Alternative Sanction Review (See Section 6).

- C. Supervising Parole Agents will continue to make follow-up contact with the holding/arresting jurisdiction and document any transfers of the absconder between agencies, ensuring the proper paperwork is obtained by all agencies.
- D. The following task(s) will be completed in the COMS database when the absconder placed in custody:
 - 1. The Agent will document information of the arrest, charges, extradition, circumstances of the arrest, contact information, etc. into the Contact Logs in COMS.
 - 2. The Agent will add an additional comment to the Absconder alert to indicate the offender has been placed into custody and the location of the holding jurisdiction.
- E. In the event the absconder is placed into custody in another state jurisdiction and refuses to waive extradition, and/or the holding agency's jurisdiction will not honor South Dakota's pre-signed waiver of extradition, the Parole Agent will contact the Deputy Compact Administrator and Corrections Specialist- Field Services to assist in the preparation of the necessary documentation to generate an Application for Extradition/Governor's Warrant.

6. Alternative Sanction Review:

- A. An Alternative Sanction Review will be conducted on all standard supervision cases that are returned to custody within 30 days of the issuance of the absconder warrant and for those Placement Supervision cases returned to custody within 15 days of the issuance of the absconder warrant. High Risk Offenders returned to custody on an absconder warrant will not normally be considered for an Alternative Sanction Review. An extension of these time-lines can be made with the approval of the Executive Director.
- B. The purpose of the Alternative Sanction Review is to review the behavior with hindsight, and consider appropriate alternative sanctions that may address underlying issues and more appropriately affect change in the offender's future behavior.
 - 1. The Alternative Sanction Review process will consist of the following steps:
 - a. A review of the case by at least three (3) of the following staff: Supervising Parole Agent, Field Training Officer, Regional Supervisor, Corrections Specialist-Field Services or Director of Field Services.
 - b. The supervising Parole Agent will provide current information regarding the parolee's status and relevant details of the absconding behavior.
 - c. Issues to be taken into consideration include but are not limited to, the original sentence and crime, length of supervision, prior absconding behavior, new arrests/pending charges, behavior while on absconding status, manner and circumstances associated with being back in custody (turned self in, located by law enforcement, etc.)
 - d. If alternative sanctions are found to be appropriate, the supervising agent will submit a request to the Executive Director requesting the warrant to be rescinded with an explanation of the alternative sanction(s) that will be imposed. The Executive Director may approve, modify or deny the proposed alternative sanction(s).
 - e. If an alternative sanction is found not to be in the best interest of the case, the offender will be immediately returned to DOC custody upon release from the holding/arresting jurisdiction. The Parole Agent will continue the violation process.

- f. Upon approval of the Executive Director, the warrant will be rescinded and the offender will be returned to supervision with an agreement of violation sanction (AVS) issued and alternative sanction imposed (See DOC Policy 1.5.G.6 *Parole Services-Response to Violations*).

7. Absconders in Custody and Ready to Return to SD DOC Facility:

- A. Following notification by the arresting/holding jurisdiction to the Parole Agent that the absconder is ready to be released, the Parole Agent will assist in arranging transportation for the absconder's return to DOC custody.
- B. The Parole Agent may request assistance from the Classification and Transfer Office to complete arrangements to return the absconder to DOC custody.
 1. When notifying the Classification and Transfer Office, the Parole Agent will include the following information:
 - a. Name of holding facility;
 - b. Address;
 - c. Contact person;
 - d. Phone number(s); and
 - e. Any other information deemed necessary,
 2. Transportation may be arranged using the following methods:
 - a. Private transport company;
 - b. Northwest Shuttle System;
 - c. SD State Shuttle System;
 - d. SD DOC institutional staff;
 - e. Parole Services Staff (if circumstances permit/warrant); or
 - f. Other methods at the discretion of the Director of Classification and Transfer.
- C. In certain cases (such a medical concerns), it may be necessary and/or beneficial to the State of South Dakota and/or the absconder, to arrange for the return of the absconder to a specified SD DOC facility by a specific date rather than incurring the costs associated with waiting for secure transportation.
 1. When deciding whether to order an absconder return on their own (turn themselves in) to a SD DOC facility upon release from the holding/arresting jurisdiction, the supervising Parole Agent and Regional Supervisor must make a reasonable determination that the absconder will turn themselves in as ordered.
 2. If the supervising Parole Agent and Regional Supervisor are in agreement in the manner which to facilitate the return of the absconder to DOC custody, the case will be staffed with the Director of Field Services and Executive Director of Parole.

- a. Upon approval and at the Executive Director of Parole's direction, Parole Board office staff will temporarily suspend the Warrant of Arrest and assist the supervising Parole Agent in finalizing the order for return of the absconder.
3. All contacts with the offender will be noted in COMS on the Case Note screen and all paperwork will be documented in the offender's file.

8. Absconders in Custody with New Conviction - Out-of-State:

- A. Following notification to the Parole Agent that the absconder is in custody and has new charges pending or has received a new conviction requiring an extended stay in jail or prison (usually in another state), the Parole Agent will transfer the case as a "Detainee Out-of-state," under the supervision of Designated Parole Board Office staff.
 1. The Agent will create a new Community Alert of "Detainee Out-of-State" and inactivate the "Absconder" alert in COMS.
 2. The Agent will document any applicable information – location, charges, sentence/court dates, contact information, etc. in the Contact Logs of COMS
 3. The case will be transferred to the "Parole Board Office (community)" field office by the supervising Agent.
- B. Parole Agents will notify Parole Services senior staff of any violent felony arrests/charges, in accordance with Parole Services OM 7.1.A.4 [Reporting Information to the Director](#).
- C. Parole Agents will notify designated Parole Board office staff prior to transferring the case, providing any necessary information and giving notice of the forthcoming transfer.

9. Absconders Returned to a SD DOC Facility:

- A. Once an absconder has been returned to a SD DOC facility, the supervising Parole Agent will complete the following tasks:
 1. Inactivate the "Absconder" community alert in COMS
 2. Update the violation report (if applicable) and complete the applicable information for the violation process to continue: "date placed in custody," "detainer custody date," "service date," etc. on the Parole violation Response screen in COMS.
 3. Complete a Returned Absconder Report (IWP in COMS), which will include the following information for review by the Parole Board:
 - a. Location, date, and circumstances of arrest;
 - b. Any local charges (pending, convicted, charged, etc.);
 - c. Method and cost of transportation; and
 - d. Subject's history of absconding.
 4. Serve, or make arrangements for other staff to serve the absconder the violation report, the preliminary hearing rights/waiver/notice of hearing form (if applicable), and the "returned absconder report." The applicable forms (returned absconder's report along with any addendums to the original violation report),

should be forwarded to the Parole Board Office after service, or prior, if the Parole Agent is requesting assistance from other staff to serve the absconder.

5. Complete the applicable processes to close the community booking for the offender, using appropriate dates/information.
6. The return of the absconder to a SD DOC facility will be tracked by designated Parole Board office staff (by tracking admissions). Upon return of the absconder to the designated DOC facility, Parole Board office staff will notify designated Central Records staff to cancel the warrant on NCIC.

10. Information Submitted to Division of Criminal Investigation:

- A. Upon the issuance of a warrant of arrest for an absconder, designated Parole Board Office staff will send notification and additional information to the Division of Criminal Investigation and law enforcement in both the county the offender absconded from and the county of conviction. These agencies may disseminate the information further, to include Fusion Center bulletins and specific law enforcement agencies.
- B. Parole Board office staff will provide notice to the Division of Criminal Investigation and law enforcement in both the county the offender absconded from and the county of conviction upon the offenders return to DOC custody.

V Related Directives:

SDCL § [24-15-21](#)
ARSD § 17:60:03:01

DOC policy 1.1.A.3 -- [Staff Reporting Information to DOC Administration](#)
DOC policy 1.1.A.4 -- [Relationship with News Media, Public and Other Agencies](#)
DOC policy 1.3.A.10 -- [Staff Use of State Technology](#)
DOC policy 1.4.G.6 -- [System Risk Classification](#)
DOC policy 1.5.G.2 -- [Parole Services-Community Transition Program](#)
DOC policy 1.5.G.6 -- [Parole Services-Response to Violations](#)
Parole Services OM 7.1.A.4 -- [Reporting Information to the Director](#)

VI Revision Log:

December 2016: New Policy.

<i>Denny Kaemingk (original signature on file)</i>	<i>03/07/2017</i>
Denny Kaemingk, Secretary of Corrections	Date

Attachment 1:

ATL, Warrant Request, and Follow Up

Offender Type	Criteria	ATL Period / Requesting a warrant	Follow up
Standard Supervision Offenders <ul style="list-style-type: none"> - non high risk - non placement - Includes all supervision levels 	2 of the following criteria: <ul style="list-style-type: none"> - Not responding to contact attempts - Moved from known/reported residence - Termination from last known employment - Lost contact with family/friends - No longer attending aftercare/treatment/sanctioned program - Missed confirmed appointment with Agent 	The agent will place the offender on ATL status for up to 14 calendar days. A violation report and request for warrant will be completed if the offender has not been placed into custody, has not turned his/herself in, and/or if no contact had been made after the 14 days of ATL	After ATL is issued: the agent will record all contact attempts in COMS on the Case Note Screen After the warrant is issued: The agent will be responsible for making two contact attempts every thirty days for offenders on Indirect, Minimum, Medium, and Maximum supervision levels.
Placement Offenders <ul style="list-style-type: none"> - CTP Phase II - Halfway House Placement 	Failure to return to placement	Agent will issue ATL when they are notified from the facility that the offender did not return. If the Agent is notified of an offender's failure to return to the unit during non-business hours, the ATL will be issued when the agent returns to the office. If after 7 calendar days the offender has not been placed into custody, has not turn his/herself in, and/ or if no contact has been made, a violation report and request for warrant will be issued	The agent will be responsible for making four contact attempts every thirty days for offenders on Intensive supervision level until the supervisor has approve the case to be a cold case absconder. A major incident report will be completed for CTP Phase II absconders
NOTE: If at any time during the ATL process, Law Enforcement is actively pursuing an offender as a suspect in a new crime and the agent can establish reasonable suspicion that the offender has committed the offense, the revocation process, including the issuance of a warrant, should be initiated.			
High Risk Offenders <ul style="list-style-type: none"> - Offenders on the Absconder Direct Notification list sent out and managed by the Risk Reduction Manager - CTP Phase I 	2 of the following criteria: <ul style="list-style-type: none"> - Not responding to contact attempts - Moved from known/reported residence - Termination from last known employment - Lost contact with family/friends - No longer attending aftercare/treatment/sanctioned program and immediate attempts to contact /locate offender by supervising agent continue to fail - Missed confirmed appointment with Agent and immediate attempts 	A violation report and warrant request will be issued immediately	Direct notification will be completed to the Executive Director – refer to Parole Services OM 7.1.A.4 Reporting Information to the Director Special bulletin request to FUSION Major Incident report will be completed Continue to update Director with any possible leads/new information The agent will be responsible for making four

	to contact/locate offender by supervising agent continue to fail Or - The offender removes GPS without authorization - Or – Failure to return to placement		contact attempts every thirty days until the supervisor has approve the case to be a cold case absconder.
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Attachment 2:*****NOTIFICATION PROCESS FOR HIGH RISK OFFENDERS WHO ABSCOND PAROLE SUPERVISION*****

*A list of offenders on supervision meeting High Risk criteria will be maintained, updated, and disseminated regularly to all Parole Staff by the Risk Reduction Manager.

High risk offender absconds parole supervision: Immediate/Initial Agent Response:

1. Agent will confirm the offender is a High Risk/Direct Notification Offender (on the list).
2. Agent will complete direct notification to DOC Parole Senior Staff – Exe. Director and/or Dir. Of Parole Services who will authorize the issuance of a warrant and initiate the process of placing the warrant on NCIC.
3. Parole agent will then produce/complete a “Booking Summary” report and an “Attempt to Locate” report for the offender from COMS.
 - a. Parole agent will add pertinent information to the body of an email (recent information that may assist LE in locating subject) and attach/forward the “Attempt to Locate” report to the Fusion Center for further dissemination to LE.
 1. SDFusionCenter@state.sd.us (605 367-5940)
 2. The email to the Fusion Center should include a request that the information be included on a “Special Bulletin” and the nature of the situation (ex.: “Request for a Special Bulletin - High Risk Sex Offender that has absconded”) to ensure it is quickly and individually disseminated to LE.
4. Parole Agent should alert Local Law Enforcement contacts, including local fugitive task force (if applicable) to get local LE involved with attempting to locate the offender.
5. Parole Agent will then forward the email sent to the Fusion Center as an update/notification to DOC Senior Staff - Secretary Kaemingk, Deputy Secretary Laurie Feiler, Executive Director Doug Clark, Director of Field Services Brad Lewandowski, Communications and Information Manager Michael Winder and the respective Regional Supervisor. The body of email should contain a brief explanation of the situation, known/recent supervision history, attempts to locate, and any other pertinent information to the case. The Agent should attach the following reports/information to this email:
 - a. The “Attempt to Locate” poster (previously sent to Fusion Center)
 - b. Booking Summary Report from COMS
 - c. Psycho-Sexual Report on the offender -- available on the “M” Drive: [M:\DOC\STOP Program\Psychosexual Reports \(ABEL & Report\)](M:\DOC\STOP Program\Psychosexual Reports (ABEL & Report)) (if applicable).

Follow-up Response from Parole Agent:

1. The Parole Agent will continue to be the point of contact, continue to work with law enforcement, and will follow up and/or forward information as it becomes available.
2. The Parole Agent initiate the violation report/warrant process and submit to Board Office through established procedures.
3. The Parole Agent will complete a Major Incident report outlining the incident and response as established in current OM/DOC Policy, and submit to Parole Senior Staff, including the respective Regional Supervisor.

****Note – When out of the office/after normal business hours, Agents can access COMS to create the necessary reports utilizing VAS (“Virtual Access Service”) without having to report to the office or ask the SDSP Control Room to generate the reports and send to the Agent.**

Attachment 3:

Attempt to Locate Checklist

Offender Name: _____

Date ATL initiated with LE (If necessary): _____

Field contact at last known address:

Date(s) completed: _____

Outcome: _____

Contact with last known employer:

Date(s) completed: _____

Outcome: _____

Contact with family/friends:

Date(s) completed: _____

Outcome: _____

Review of Facebook or other Social Networking sites:

Date(s) completed: _____

Outcome: _____

Contact with community resource providers:

Date(s) completed: _____

Outcome: _____

Mailing of contact letter to last know residence:

Date(s) completed: _____

Outcome: _____

Detainer or ATL issued with local Law Enforcement:

Date(s) completed: _____

Outcome: _____

Parole Agent: _____

Date Checklist Completed: _____