

Corrections Glossary of Terms

This is a general collection of terms commonly used in our agency policies and procedures. Some definitions vary depending on the policy. See the DOC policies for the definitions that apply to those specific policies.

DISCLAIMER: The DOC makes all reasonable efforts to assure that the definitions in this document match those in our agency policies, but users of this document should refer to the policies for the most current terminology and definitions.

ABEL- An assessment for sexual interest measures an offender's sexual interest in children.

Absconder- Any offender under the supervision of the South Dakota Parole Services whose whereabouts are unknown to the supervising Parole Agent. This includes an offender's "flight" attempt to relocate to another area, or the evasion of parole supervision by the offender by not reporting to their assigned Parole Agent. An offender is considered an absconder once efforts to locate the offender have been exhausted and failed.

Absent Without Leave (AWOL)- The failure of a juvenile to return to a facility from approved leave.

Abuse- Any act or failure to act by an employee of a juvenile corrections facility or by a contract person or entity providing services to a juvenile corrections facility, which act was performed or was failed to be performed, knowingly, recklessly, or intentionally, and which caused, or may have caused, injury or death to an individual in the custody or care of a juvenile corrections facility (See SDCL § 26-11A-24).

Adjudicated Delinquent- Any child ten (10) years of age or older who, regardless of where the violation occurred, was found by a court to have violated any federal, state, or local law or regulation for which there is a penalty of a criminal nature for an adult; except state or municipal hunting, fishing, boating, park, or traffic laws that are classified as misdemeanors, or petty offenses.

Administrative Detention- A temporary form of separation from the general population. Inmates may be placed in Administrative Detention when their continued presence in the general population may pose a threat to life, property, self, staff or others to the security or disciplined operation of the institution. In juvenile corrections, administrative detention is not to exceed twenty-four (24) hours, excluding weekends and holidays.

Administrative Segregation- A status designated for inmates who have not responded to counseling or conventional disciplinary sanctions, who are flagrantly or chronically disruptive to the good order and disciplined operation of the institution, or who pose a threat to the security of the institution (may include those inmates with a capital punishment sentence). Administrative segregation is not a disciplinary sanction or a punitive status.

Adult Internal Management System (AIMS)- A classification tool designed to identify and separate male inmates based on observed behavior into homogeneous living groups as an effective management tool to reduce friction, violence, and disruptive behavior.

Adult Re-entry Program- An institutional based program consisting of intensive case management, cognitive behavior programs, job assistance programs and money management for offenders based on high risk for reoffending. Inmates who meet the following criteria will qualify for this program:

- Male inmates with a LSI score of 30 or above and an age of 30 or below or
- Female inmates with a LSI score of 23 or above and an age of 30 or below;

Aftercare Contract- An individualized legal contract that establishes the conditions of supervised release for juvenile offenders.

Aftercare Plan- An individualized program plan utilizing the YLS/CMI as a guide. The aftercare plan targets a juvenile's areas of need and prepares him/her for progressively increased responsibility and freedom in the community.

Assessment- A more detailed interview of a juvenile offender and review of his/her available medical, mental health, and chemical dependency records and other pertinent information by a professional meeting the state's criteria for licensing and education in the respective field.

Attempt to Locate (ATL)- An Attempt to Locate (ATL) may be issued to local law enforcement by a supervising parole agent when a parolee's whereabouts is unknown and efforts are under way to locate the parolee. The ATL may be issued prior to considering the parolee an absconder.

Attorney of Record- An Attorney, who has appeared in court, signed or received pleadings or other forms on behalf of an inmate client or who has filed a letter of representation with the particular institution where the inmate resides. The attorney remains the Attorney of Record until another attorney or the client substitutes for him/her, he/she is allowed by the court to withdraw, or the case is closed.

Average Daily Count- The number of inmates within a prison system on any given date.

Bedside Visit- The act of an inmate visiting an immediate family member that has been seriously injured and received emergency medical care or a family member that is suffering from a serious illness who is under the care of a physician, or a family member who has a terminal illness and death is imminent.

Blood-borne Pathogen- Blood-borne pathogens include any of a family of pathogenic micro-organisms that are present in and may be transmitted by human blood including hepatitis and HIV. The pathogens of primary concern are the human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV).

Body Alarm- A wireless device issued to staff and individuals prior to entering the secure perimeter of an adult DOC facility that clips to the belt or pants and emits a loud alarm when activated by a pull chain.

Case Management Risk Level- A level of risk established by the LSI-R risk, age, release plan and/or release type which is used to determine a minimum number of contacts a case manager will have with an offender during a timeframe.

Case Plan- An instrument which identifies assessed needs and individual program directives for an offender to address while under supervision of the DOC.

In juvenile corrections, a case plan is an individualized service plan that targets a juvenile's areas of risk, need and prepares him/her for progressively increased responsibility and independence in the community.

Case Plan Database- A database used by staff to track assessed needs, casework steps, and case notes for offenders in the Second Chance Act treatment group. Offenders in the SCA control group or offenders who have opted out of the study will have demographic information stored in the database. The use of this Case Plan database to support intensive case management is a part of the treatment for treatment group offenders.

Chain of Custody- A record of the movement and location of the evidence (urine specimen) and the history of those persons who had it in their custody, from the time it is obtained until the testing are completed. The chain of custody requires testimony of continuous possession by each individual having possession of the evidence (urine specimen). The purpose is to establish that the specimen remained in largely the same condition as when obtained and that the possibility of alteration, substitution or change of condition to the specimen was minimal.

Child In Need of Supervision (CHINS)- As defined by SDCL § [26-8B-2](#), a Child In Need of Supervision is:

- Any child of compulsory school age who is habitually absent from school without legal excuse;
- Any child who has run away from home or is otherwise beyond the control of the child's parent, guardian or custodian;
- Any child whose behavior or condition endangers the child's own welfare or the welfare of others;
Any child who has violated any federal, state, or local law or regulation for which there is not a penalty of a criminal nature for an adult, except violations of subdivision [34-46-2\(2\)](#) (to purchase or attempt to purchase, to receive or attempt to receive, to possess, or to consume a tobacco product if a person is under the age of eighteen); or
- Any child who has violated § [35-9-2](#) (purchase, possession or consumption of beverage by minor as misdemeanor) or [32-23-21](#) (person under the age of twenty-one (21) operating a motor vehicle with .02% or more of alcohol in their blood, or marijuana or any controlled drug present in the person's body).

Class A Contraband- Items, which constitute substantial threat to the security of the institution, staff, youth or visitors. Class A contraband are those items in which possession or introduction into the institution is a felony violation. Examples of Class A contraband are illicit drugs or weapons.

Class B Contraband- Items, which have a high potential, if, used in improper ways, to threaten the security of the institution, staff, youth, or visitors. Class B contraband includes those items, which may be used in the institution for legitimate purposes, but must be strictly controlled and restricted from unsupervised youth access. Examples of Class B contraband are hacksaw blades, bolt cutters, various knives, ice picks, and drug paraphernalia.

Class I Visit- A visit conducted in a visiting room or designated visiting area of an adult DOC facility during which limited physical contact is allowed between the inmate and the visitor.

Class II Visit- A visit which is conducted with the inmate physically separated from the visitor in a glassed off area located within the visiting room. No physical contact between the inmate and visitor is allowed during Class II visits.

Classification- An offender is classified for a particular security level and housed in an appropriate facility based on assessment of their crime, security risk and prison behavior.

Community Corrections Specialist- A DOC staff designated to manage the DOC Foster Care Program, recruit and train foster care parents, monitor the quality of care provided to foster care youth, and serve as a liaison between the DOC Foster Care Program and Juvenile Community Corrections.

Community Religious Host/Transporter- An interested person from a community religious organization who has been approved to provide transportation to an inmate to and from approved religious activities and/or assist the inmate in becoming more involved in their chosen religious activities.

Community Risk- A level of risk established by the Community Risk assessment which is used to predict the risk of an individual parolee's supervision failure.

Community Service- A program that allows inmates to work in the community and that provides low cost labor to state agencies, federal and local governments (county, township, city), and non-profit organizations, pursuant to SDCL § 24-4-7. Special consideration may be given to short-term projects for private property owners who are elderly or disabled.

Community Transition Program (CTP)- A DOC program to assist with community transition for adult offenders and provide a transition link between the DOC and the community by providing programming and case management assistance in developing community transition plans.

Community Transition Program (CTP) Absconder- A CTP offender Phase 1 who is restricted to the grounds of the facility who leaves the grounds without staff authorization.

Community Transition Program (CTP) Case Plan- A defined set of requirements, expectations and goals for the offender to complete. A CTP case plan lists specific behavior guidelines and/or program requirements tailored for each offender participating in the CTP. Behavior guidelines include but are not limited to curfew hours, financial management and residence information. Program requirements include but are not limited to CD treatment, employment, SOMP treatment and corrective thinking.

Community Transition Program (CTP) Offender- A CTP offender is any parolee placed in the custody of a DOC facility by a parole agent to participate in CTP.

Companion Watcher- A paid volunteer offender that is selected and trained by staff to observe an offender housed in a DOC institution that is considered suicidal and serves as a supplement to fifteen (15) minute cell front checks by a staff member.

Comprehensive Offender Management System (COMS)- A DOC database for staff use in the management, storage and collection of informational and statistical data.

Conditional Release- The release of an offender to parole or suspended sentence supervision, or the temporary release of an offender on a furlough, bedside visit or funeral attendance.

Conditions of Confinement- Lawsuits that allege in their initial pleadings that an agent, employee or officer of the South Dakota DOC is holding the inmate-plaintiff under circumstances or conditions that violate rights under the US Constitution.

Constant Direct Supervision- Staff members remain with the inmate constantly and maintain direct visual observation of the inmate at all times.

Contraband- Any item(s) introduced or found in the facility, including improperly possessed drugs (whether illegal or legal) and weapons that are expressly prohibited by those legally charged with the responsibility for the administration and/or operation of the facility. Contraband includes, but is not limited to:

- 1) Items not issued to an offender by the institution(s).
- 2) Inmate personal property obtained through means not prescribed by or in excess of policy.
- 3) Any authorized item used for an unauthorized purpose.
- 4) Any other item for which an offender does not have special authorization from the Warden or Superintendent of the institution.
- 5) Any item that presents a risk to the security and order of an institution.

Contractor- Someone employed by a private company who provides a service to an adult or juvenile DOC facility on a reoccurring basis where they may have contact with an inmate or juvenile.

Co-Payment- Payments made toward one bill from more than one party.

Correctional Officer (CO)- A well-trained professional who supervises inmates in a prison setting.

Corrections Review Team (CRT)- A group of DOC staff selected to participate in the review of a respective DOC unit.

Cost Per Day- The average total cost of housing an inmate for one day of the year.

Constitutional Rights/Preliminary Hearing Notice/Waiver- A written notification provided to the parolee that indicates: 1) whether the offender is entitled to a preliminary hearing; 2) the offender's rights at the preliminary hearing; 3) the date and time of the preliminary hearing should the offender be entitled to and request one. Offenders are provided copies of the violation report and supervision agreement at the time of being served the Constitutional Rights/Preliminary Hearing Notice/Waiver form.

Criminal History Information- Arrest information, conviction information, disposition information and corrections information compiled by DOC staff.

Criminogenic Risks/Needs- Offender need areas, which are related to criminal conduct and which, when addressed in correctional treatment, can be impacted to reduce the overall or specific risk for recidivism.

Custody Classification Risk:

The risk levels of Maximum, High Medium, Low Medium and Minimum that are used to predict an offender's risk of institutional escape and violence.

Dead Time- A period during a sentence in which an inmate ceases to receive credit for the time he/she normally would be serving.

Delinquent Child- As defined by SDCL §26-8C-2, a delinquent child is:

Any child ten years of age or older who, regardless of where the violation occurred, has violated any federal, state, or local law or regulation for which there is a penalty of a criminal nature for an adult, except state or municipal hunting, fishing, boating, park or traffic laws that are classified as misdemeanors, or petty offenses or any violations of § 35-9-2 (purchase, possession or consumption of beverage by minor) or § 32-23-21 (person under the age of twenty-one operating a motor vehicle with .02% or more of alcohol in their blood, or marijuana or any controlled drug present in the person's body).

Detainee- A parolee whose supervision is transferred by a parole agent to a DOC facility for a period not to exceed five (5) working days (120 hours), excluding weekends and holidays. Within the five (5) working days (120 hours) detention period, the parolee must either be released, be designated as a parole violator or self-commit to the Community Transition Program (CTP). The detention can be extended an additional five (5) working days (120 hours) by authorization of a parole supervisor. The Executive Director of the Board of Pardons and Paroles must authorize a detention beyond the additional five (5) working days (120 hours) detention.

Detainer- A document issued by Parole Services that authorizes a parolee to be detained in jail or a designated DOC facility for a period of time as a disciplinary sanction or for investigative purposes.

Direct Care Staff- Direct care staff is any person whose job duties involve regular personal contact with offenders. This includes any person employed by the DOC, full or part time, and includes anyone under contract who is assigned to the DOC; a staff member of another state agency assigned to the DOC, student interns and authorized level one individuals who have regular personal contact with offenders.

Director of Security- A DOC staff member appointed by and under the supervision of the Director of Prison Operations, who is responsible for directing an adult facility security audit program.

Disaster Management Team- DOC staff responsible to handle all aspects of an inmate deployment to and at a natural disaster. The Disaster Management Team is made up of DOC staff to handle the duties of Deployment Commander, Field Commander, 1st Assistant Field Commander, 2nd Assistant Field Commander, 3rd Assistant Field Commander, Communications, Supply & Maintenance, Medical Services, Housing, Laundry & Food Service, Security and Transportation.

Disciplinary Hearing Officer (DHO)- A staff member who responsible for conducting the final institutional disciplinary hearing. The DHO has the authority to impose sanction(s) when he/she determines an inmate has committed an Offense in Custody.

Disciplinary Segregation- Punitive separation from the general population for inmates who have committed serious violations of DOC Prohibited Acts (See SDCL § [24-2-12](#)).

Discretionary Release Date- The next parole eligibility date for an offender.

Dispositional Meeting- An informal meeting between a parolee and the Executive Director of Parole or designee to assist the parolee in determining the options available in proceeding with the matter of his/her parole and/or suspended sentence revocation.

DNA Sample- A biological sample of deoxyribonucleic acid (DNA) provided by an offender and submitted to the South Dakota State Forensic Laboratory, pursuant to SDCL Chapter § [23-5A](#), for storage and/or analysis.

DOC Policy- A written policy for the Department of Corrections (DOC) that applies to one (1) or more of the units and outlines the general uniform procedures.

Effective Practices in Community Supervision (EPICS)- The EPICS model assists with the development and implementation of case management plans to target the criminogenic needs of higher risk offenders.

Emergency Medical Care- Emergency medical, mental health, and dental care is defined as care for an acute illness or an unexpected health need that cannot be deferred until the next scheduled sick call or clinic.

Emergency Response Manual- A confidential document outlining the assessment and response/incident action plan to an unplanned or imminent incident that affects or threatens the health, safety, or welfare of the public, employees, offenders, property, or infrastructure. The ERM will include strategies and tactics specific to responding to the incident.

Escape- The unlawful departure of an inmate from within a security perimeter. Escape also includes the unlawful departure or fleeing of an inmate from custody at any time during a transport/escort outside a security perimeter.

Extended Detainee- A detainee whose detention has been authorized by the Executive Director of the Board of Pardons and Paroles for a period of up to sixty (60) days.

Facility Chief Inspector- The staff person designated by the institution's Warden, Superintendent or Director as the Chairman of the Loss Control Committee and is responsible for ensuring conditions within the institution meet fire prevention, sanitation and safety standards. The Facility Chief Inspector will receive training from appropriate state and/or local officials to carry out the responsibilities of the position. This person will be the point of contact for all questions pertaining to fire prevention, sanitation and safety standards for their respective institution and any facilities that fall within their respective institution.

Felony offense(s) with the presumption of probation- Felony/felonies as outlined in SDCL § [22-6-11](#), that carry with it the presumption that the court shall sentence the offender convicted of a Class 5 or Class 6 felony to a term of probation unless aggravating circumstances exist . Exceptions to the presumption of probation for those convicted under specific provisions are outlined in SDCL § [22-6-11](#).

Fixed Obligation- An obligation resulting from court ordered restitution, fines, attorney fees, court fees, child support, costs of incarceration and costs incurred while in the DOC. These obligations can be incurred by an inmate prior to or during his/her incarceration or while released to parole supervision. Fixed obligations will also include work release, Private Sector Prison Industry (PSPI) and/or Community Transition Program (CTP) room and board and parole supervision and/or SCRAM program fees and Remote Breath test (RBT).

Flat- Reaching the end of the court-imposed sentence.

Foster Care Parent- An adult under contract with the DOC to nurture, provide parental care and a safe environment for a youth placed in their home.

Furlough- The authorized absence of an inmate from DOC custody for an approved reason. An inmate released to furlough shall remain in the legal custody of the Department but will have unsupervised access to the community.

Global Position System (GPS)- A worldwide radio-navigation system that uses satellites and ground stations as reference points to calculate positions accurate to a matter of meters.

Good Time- A length of time credited to a sentence which reduces the actual time an inmate must serve. Good time shall be applied to qualifying inmate sentences in accordance with SDCL § [24-5-1](#) and is applicable to old parole system inmate sentences only.

Guardian- A person appointed by a court to be responsible for the personal affairs of a juvenile. This includes the Secretary of Corrections when appointed by court order as guardian of the person of a child committed to the DOC (See SDCL § [26-7A-92](#)).

Health Care Provider- All DOC staff, individuals under contract assigned to the DOC (including Department of Health and Department of Social Services staff) or student interns, providing medical, mental, dental, or optometric care in a DOC institution. This also includes outside specialists/referrals providing services to an offender.

Health Screening- A system of structured inquiry and observation to (1) prevent newly arrived inmates who pose a health or safety threat to themselves or others from being admitted to general population; (2) identify inmates who require immediate medical attention.

High Risk of Violence Inmate- Inmates identified as Level 2 or Level 3 system risk as a result of placement in administrative restrictive housing, institutional disciplinary behavior, criminal typology, sex offender typology/evaluation/assessment, or through a psychopathy/violence evaluation.

Hospitalization- Placement of an inmate in a public or private medical care facility outside of the facility. This does not include placement of an inmate in an infirmary operated on the grounds of the facility.

Host Agency- An agency providing work and/or housing supervision for inmates participating in the Community Service Program.

Hunger Strike- If an inmate refuses sufficient nutrition and/or hydration for nine (9) consecutive meals, the inmate is considered to be on hunger strike. Medically imposed fasts for the purpose of conducting medical tests or procedures and religious fasts for a reasonable length of time are exempt from this definition.

Immediate Family- An inmate's spouse, legal children, biological parents, biological sister (including half-sister), biological brother (including half-brother), step-children, step-parents, step-sisters, step-brothers, grandparents, great-grandparents, mother-in-law, father-in-law, sister-in-law and brother-in-law (spouse of inmate's brother or sister).

Incident Command System- A standard, on-scene, best practices operating procedure employed by the South Dakota Department of Corrections to consistently establish command in a correctional setting and to provide a system for the effective management of personnel and resources responding to an incident.

Indigent Commissary- Commissary services for inmates with no funds in their spend subaccount or a source of income.

Individual Program Directive (IPD)- An Individual Program Directive (IPD) is assigned to an offender as a component of his/her case plan, establishing standards and criteria for release to initial parole. Each inmate serving a new system sentence who has not reached his/her initial parole date will have an IPD developed consistent with his/her time to serve and classification and program needs.

Individual Transition Plan (ITP)- A plan that lists specific behavior guidelines and/or program requirements tailored for each offender participating in the Community Transition Program. Behavior guidelines include but are not limited to curfew hours, financial management and residence information. Program requirements include but are not limited to CD treatment, employment, STOP treatment and corrective thinking.

Infectious Disease- Any disease caused by the growth of pathogenic microorganisms in the body which may or may not be contagious.

Informal Resolution- The resolution of a juvenile's violation of a minor Prohibited Act(s). Resolution requires the mutual consent of the juvenile and the staff member. The elements of an informal resolution include an acknowledgement by the juvenile that he/she did violate a Prohibited Act(s) and staff offering, and the juvenile accepting, an immediate sanction.

Initial Directive- A case plan created in the Comprehensive Offender Management System (COMS) when an inmate enters the DOC serving a new system sentence or begins serving a new system sentence. The case plan includes individual program directives that indicate the standards that will be used as a basis for parole release at the time of the inmate's initial parole date. This shall be established within thirty (30) days of admission to the DOC.

Initial Screening- The first interview, observation and testing of juvenile offenders regarding overall health (including mental health), medical history, use of drugs or alcohol, allergies and current health status, typically completed at the time the juvenile is first received at STAR Academy.

Inmate- A person sentenced to incarceration.

Inmate Financial Responsibility (IFR)- An inmate is responsible for any financial obligations that result from the crime committed or debts as a result of his/her incarceration.

Inmate Health Plan- A manual outlining the plan for providing medical services to inmates. The plan will be developed by the DOC health care provider, approved by the DOC and updated as needed.

In-Service Training- Any training obtained during course of employment that provides the employee with additional knowledge or skills relevant to the performance of their duties.

Institution/Facility- All buildings and offices, owned, leased, operated or occupied by the DOC, all real property owned, leased or occupied by the DOC, or a community-based program under DOC jurisdiction or contract.

Institutional File- The institution file contains information necessary to document each offender's adjustment, rehabilitative progress and other facts considered pertinent by the Warden (See SDCL § [24-2-17](#) and SDCL § [24-2-19](#)) and/or the Executive Director of the Board of Pardons and Paroles (See SDCL § [24-15A-14](#) and SDCL § [24-15-1](#)).

Interdisciplinary Phase Program (IDPP)- A structured phase system designed collaboratively by the IDT to keep inmates safe during incidents when they choose to engage in self-injurious behaviors.

Interdisciplinary Team (IDT)- Made up of professionals representing the DOC, DOH and Department of Social Services Division of Correctional Behavioral Health. The purpose of IDT is to address offender self-injurious behaviors in a collaborative and continuous manner.

Interested Party- An interested party is any person, business or agency, including law enforcement, state agencies, court officials and financial institutions, which do not meet the definition of "victim" or "sentencing judge" but have requested notice of an offender's release from prison.

Interstate Compact- An agreement between South Dakota and other states to provide supervision for inmates and parolees that were sentenced in one state and residing in another state.

JIREH/Safe Prevention Principles and Techniques (SPPT)- JIREH/SPPT is a best practices program designed to prevent crisis and restore youth to a healthy state; thereby decreasing, if not preventing, escalations. The non-physical and physical intervention techniques are designed to ensure that we keep youth and staff safe with the goal of reducing, if not eliminating crises and physical handling restraints.

Judgment- A certified statement signed by a Judge that sentences an inmate to a term in prison. Also referred to as Judgment of Conviction, Order, Sentence or Commitment Papers.

Juvenile Classification- A system to make decisions about the most appropriate housing, services and interventions for each juvenile based on the juvenile's risk for continued delinquency and needs. Classification is a structured decision-making process based on a formal assessment of risk and the need for services including factors such as: the juvenile's health and mental health status, substance use or abuse, suicidal ideation or attempt history, age, size, current and past charges or court history, gender, educational level, history of violent behavior and history of victimization.

Juvenile Community Corrections Staff- Employees and contractual employees of the Department of Corrections responsible for the supervision of offenders, pursuant to SDCL § [26-11A-11](#). Juvenile Corrections Agents (JCAs) and area supervisors are responsible for the direct supervision of offenders.

Juvenile Corrections Agent (JCA)- For the purposes of this policy, a JCA is an employee or contractual employee of the DOC responsible for the supervision of juveniles, pursuant to SDCL § [26-11A-12](#).

Legal File- The legal file is maintained by central records for each inmate to contain: sentencing documents, criminal history, date calculation worksheets, audit log, presentence investigation (PSI), psychosexual evaluations, hold/detainer notification requests, finger print/palm print cards, physical descriptions, parole documents, birth certificates, social security cards, driver's license and other identification documents.

Less-Lethal Force- A level of force, which involves the use of physical strength, that is necessary and reasonable to restrain, subdue or control a resistant individual or unlawful situation.

Lethal Force- The force which is intended to cause death or serious physical injury or which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or serious physical injury. When applying lethal force, the objective will be to stop or incapacitate the person.

Lethal Injection- The intravenous injection (IV) of a substance or substances in a lethal quantity (See SDCL § [23A-27A-32](#)).

Level One Individuals- Individuals who enter an adult DOC institution more than once a month, have reviewed the [South Dakota Department of Corrections Volunteer Handbook](#), completed the required information requested within this handbook, completed a minimum of thirty-two (32) hours of core curriculum during pre-service training and a minimum of four (4) hours of mandatory topics during annual in-service training.

Level Two Individuals- Individuals who enter an adult DOC institution more than once a year but less than once a month who have reviewed the [South Dakota Department of Corrections Volunteer Handbook](#) and completed the required documentation.

Living Guide- A document provided to each inmate (*Inmate Living Guide*) and each juvenile (*Juvenile Offender Living Guide*) upon admission. The Living Guide explains available services, institutional operations, and rules and regulations.

Local Reentry Task Force- A community based reentry support team providing case management and program referral for offenders served in the Second Chance Act (SCA) grant program. The Local Reentry Task Forces operate in the Sioux Falls/Minnehaha County and Rapid City/Pennington County areas.

LSI-R (Level of Services Inventory–Revised)- An assessment used to measure an inmate’s risk to re-offend and defines the inmate’s programming needs.

LSI Core- Programs required and/or recommended as a result of the LSI-R assessment; i.e. Thinking for a Change, Job Search Assistance Program (JSAP) and Credit where Credit is Due.

LSI-R Risk- A level of risk established by the LSI-R assessment which is used to predict recidivism of an individual offender.

Master/Modeling Assessment Priority System (MAPS)- A master assessment process used to determine priority programming placements for scheduled programs.

Mechanical Restraints- Mechanical restraints may be used to prevent an uncontrollable juvenile from injuring him/herself or others. Mechanical restraints are handcuffs, legcuffs, restraint belts and tethers made of fabric, metal, plastic, or leather; restraint boards, restraint chairs, swaddle beds and mechanisms to secure cuffs to a bed, restraint board, or chair (See SDCL § [26-11A-23](#)).

Medical Diet- A special diet ordered for temporary or permanent health conditions that restricts types, preparation, and/or amounts of food. Examples include restricted calorie, low sodium, low fat, soft, liquid, bland, lactose free and nutritional supplementation diets. Does not include special diets granted for religious reasons or ordered for security reasons.

Medically Necessary- Care which is determined by the health care provider to be all of the following:

- Consistent with community standards.
- Ordered by an authorized DOC Health Care provider.
- Required to prevent significant deterioration of the offender's health or permanent functional impairment if not rendered during the time of incarceration.
- Not considered experimental or to be lacking in medically recognized professional documentation of efficacy.
- Not administered solely for the convenience of the offender or the health care provider.

Minimum Custody Status- A custody classification which allows an inmate to be housed in a non-secure facility, allows the inmate to be outside of the facility without mechanical restraints (handcuffs, etc.) and permits the inmate to work on community based inmate work crews.

Minnesota Sex Offender Screening Tool–Revised (MnSOST– R)- A sex offender specific actuarial test that includes both static and dynamic factors. The MnSOST–R is designed to predict the sexual recidivism potential for sex offenders.

Mixed System- Inmates committed to the South Dakota DOC as a result of a parole violation, suspended sentence violation or non-compliance hearing who receive an additional conviction and sentence to prison, where at least one of the prison sentences is a new system offense. Inmates with mixed sentences may have multiple parole dates.

Monitor Polygraph- A polygraph examination that reviews an offender's sexual behavior or sexual deviancy and is used to assess an offender's treatment risk level or to verify an offender's behavior while on supervision.

Motivational Interviewing- A direct counseling style for eliciting behavior change by helping inmates to explore and develop ambivalence toward their criminal behavior, which in turn motivates the inmate to address and resolve factors contributing to criminal behavior.

NCIC III- National Crime Information Center (NCIC) III is a computerized criminal history tracking system. The system provides for the decentralized interstate exchange of criminal history record information and functions as part of the Integrated Automated Fingerprint Identification System (IAFIS). The NCIC III provides a means of conducting national criminal history record searches for criminal justice and other purposes as specified by existing local, state, and/or federal laws. Each criminal history record is supported by a criminal fingerprint submission.

Neglect- A negligent act or omission by any individual responsible for providing custody, care, or services in a juvenile corrections facility which caused or may have caused injury or death to an individual in the care or custody of a juvenile corrections facility or which placed such individual at undue risk of injury or death (See SDCL § 26-11A-24).

New Admission- A state inmate sentenced to the DOC on a felony conviction who is not currently serving another active DOC sentence. A new admission also includes non-state inmates serving federal time with the DOC for a reason other than a U.S. Marshal hold and inmates received through Interstate Compact.

New Parole System- Inmates sentenced to the South Dakota prison system as a result of an offense committed on or after July 1, 1996.

Non-Compliant Sex Offender- A sex offender who was recommended for participation in the STOP program but who refused to participate or was terminated from the STOP program.

Offender- An offender is any person sentenced or remanded to the custody of the SD DOC that is confined in a prison, jail, or other correctional facility that houses those convicted of crimes. Includes Federal inmates and U.S. Marshal holds in the custody of the SD DOC, a parolee (under parole or suspended sentence supervision by SD Parole Services or under parole or supervision of another state) or a juvenile (either in DOC placement, private placement or aftercare).

Old Parole System- Inmates sentenced to the South Dakota prison system as a result of an offense committed prior to July 1, 1996.

On Site Supervisor (OSS)- A senior ranking staff member for each program at STAR Academy, to include: Brady Academy, Youth Challenge Center and Quest.

Operational Memorandum (OM)- A written memo that applies specifically to an institution or unit and outlines the procedures regarding the topic area. OM's supplement DOC Policy or contain subject matter independent of DOC Policy.

Parole- The release of an offender under confinement to continuing state supervision in the community under conditions which, if violated, can lead to re-imprisonment for the remainder of the offender's court-imposed sentence.

Parole Agent- An employee of the Department of Corrections responsible for the direct supervision of parolees (See SDCL § 24-15-14).

Parolee- An individual who has been conditionally released to parole or suspended sentence from a South Dakota DOC facility prior to the expiration of the individual's sentence under the supervision of the DOC (See ARSD [17:60:01:00\(6\)](#)). This also includes an offender received from another state under interstate parolee supervision (See SDCL chapter [24-16](#)).

Parolee Automated Tracking System (PATS)- A database that tracks pertinent information on parolees and their supervising agent.

Parole Services- Parole Services includes parole agents, area supervisors and other supervisors within the Parole Board Office.

Parole Violator- A parolee transferred to the custody of a DOC facility by a parole agent following a violation of the parolee's supervision agreement.

Personal Body Alarm- A small battery powered emergency notification or alert device that when activated emits a loud sound (in excess of one hundred ten (110db) decibels). Activation occurs when the attached alarm pin is removed from the body of the alarm by pulling the lanyard. The alarm may be carried in a pocket or attached to a belt or waistline of the pants.

Personal Property- All property owned by or in possession of an inmate that is not issued to the inmate by the Department of Corrections. This includes items an inmate is permitted to possess pursuant to applicable institutional operations memorandas and/or directives from the Warden or his/her designee. Inmate personal property is a privilege earned by each inmate and references to personal property do not establish an ownership interest in the property superior to the policies, rules and procedures of the institution. Failure to abide by the policies, rules and procedures of the institution may result in a loss of the privilege of possessing or accessing certain items of personal property.

Pheasantland Industries- South Dakota Prison Industries which are DOC owned and operated industries as authorized by South Dakota Codified Law, that employ inmates and may provide products and/or services to government agencies and subdivisions thereof, nonprofit organizations and individuals, pursuant to SDCL Chapter 24-7.

Pornographic Material- Books, articles, pamphlets, magazines, periodicals, or

any other publications or materials that feature nudity or sexually-explicit conduct. The DOC prohibits the purchase, possession and attempted possession of pornographic materials by offenders housed in its institutions.

Possible Release Date- An initial parole date, next parole date, suspended sentence release date, good time release date or term expires date on which an inmate is eligible for possible release from incarceration.

Post Order- A written direction available to DOC institutional staff.

PREA- The Prison Rape Elimination Act of 2003. A federal act addressing the prevention, detection and punishment of prison sexual assaults.

PREA Risk Screen- An assessment (screen) based upon the Final Adult PREA National Standards. The goal of this screening is to aid in the determination of an inmate's potential for sexually abusing others (aggressor) or being sexually abused by others (victim).

Pre-Service Training- Training provided to staff prior to independent performance of their assigned duties. Pre-service training may include classroom instruction, specialized training or organized on-the-job training programs within the correctional program.

Presumptive Parole- The date at which an inmate in South Dakota sentenced after July 1, 1996 can expect to become eligible for parole release.

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 (must be licensed to practice in state or United States courts), an approved designee of said attorney, a judge or an officer of the court (state or federal); or an organization or entity which is known to provide legal services to offenders.

*Incoming and outgoing mail from specific governmental officials or agencies, or incoming mail from other governmental officials or agencies that identify the mail as "legal" or "privileged".

Probation- A court-imposed sentence in lieu of incarceration in prison.

Programmed Release Date- The initial parole date for an inmate who is compliant with their Individual Program Directive.

Progress Reports- A report given on a monthly basis to parents/guardians of juveniles in custody, the committing court and the supervising Juvenile Corrections Agent (JCA). Progress reports include information on how the youth is progressing in program participation, education, and treatment.

P-SCAN- An assessment to rate the inmate's tendency toward psychopathic behaviors.

Psychopathy Checklist–Revised Screening Version (PCL-R: SV)- An instrument that is used to screen offenders for psychopathy risk.

Psychosexual Assessment- An assessment that focuses on an individual's sexual development, sexual history, paraphilic interests, sexual adjustment, risk level, and victimology.

Psychosexual Report- A clinical interview combined with sex offender specific testing that is utilized for treatment, risk management and supervision purposes.

Punitive Detention- A sanction for the violation of a major Prohibited Act(s) in juvenile corrections. Punitive detention is not to exceed five (5) consecutive days, excluding days spent in Administrative Detention.

Qualifying Offense- Any felony offense under the laws of South Dakota, a crime of violence as defined in SDCL § 22-1-2(9), or a sex offense in violation of SDCL § 22-24B-1.

Recidivism- The percentage of inmates who return to prison following their initial release.

Re-entry Program- An institutional based program consisting of intensive case management, cognitive behavior programs, job assistance programs and money management for offenders based on high risk for reoffending.

Release Date- Suspended sentence release date, good time release date or term expires date on which the inmate will release from incarceration.

Religious Diet- A special diet that is essential to the practice of an inmate's sincerely held religious beliefs.

Restitution- Payment made by an offender to the victim.

Restrictive Housing- Restrictive Housing (RH) is a status for inmates whose continued presence in the general population poses a serious threat to life, property, self, staff or other inmates, or to the security or orderly operation of a correctional facility. Placement on RH is based on the behavior of the inmate. RH does not include disciplinary segregation or protective custody inmates and is not used as a disciplinary sanction or punitive status. RH is designed to support a safe and productive environment for staff and inmates assigned to general population and to create a path for inmates to successfully transition to a less restrictive setting.

Revised Directive- Modification to a case plan when the inmate has a program change or change in assessed need. This directive indicates the standards that will be used as a basis for parole release at the time of the inmate's initial parole date.

Revocation Hearing- The final dispositional hearing before the Board of Pardons and Paroles on an alleged parole or suspended sentence violation. In the event the Board of Pardons and Paroles determines a parolee violated the terms of his/her supervision agreement, the findings may include sanctions such as the loss of good time (where applicable) and/or the loss of street time.

Risk Reduction Program- A program operated by the DOC with the goal of identifying offenders that represent a high risk of violence and ensure the system responds appropriately to that risk.

Runaway- The unauthorized departure of a juvenile from any facility or from someone assigned to supervise the juvenile. A runaway also includes the unauthorized departure or fleeing of a juvenile from custody at any time during a transport.

Sanction- A corrective measure imposed upon an offender in response to a violation. A sanction directs an offender toward future compliance and may involve treatment opportunities in some cases.

Scheduled Programs- Academic (GED, Basic Ed and Literacy), Chemical Dependency Treatment, Sex Offender Treatment, Vocational Education and Thinking for a Change, Job Search Assistance Program and Credit where Credit is Due.

Second Chance Act Evaluation Treatment Group- A treatment group for offenders who have been selected to participate in the SCA National Evaluation. Participants will have access to 2nd Chance programming to include: Thinking for a Change, Credit Where Credit is Due, Job Search Assistance Program, High Risk intensive case management, and enhanced community services.

Second Chance Act National Evaluation- The South Dakota DOC is participating in national evaluation of Second Chance Act programs. This evaluation involves a random assignment of offenders meeting the LSI-R Risk/Age and release plan location criteria for the Second Chance Act program.

Security Audit- The process for determining the extent which policy, procedure, standards and practice combine to provide a safe and secure institutional environment.

Security Perimeter- Fences and/or walls (including the exterior wall of a building) that provide for the secure confinement of offenders within a facility. All entrances and exits of a security perimeter are under the control of facility staff, thereby preventing an offender from leaving the facility unsupervised or without permission.

Security Standard- An operational requirement that implies the highest degree of excellence in security practices. Security standards are contained in DOC policies and Operational Memorandums (OMs) and include mutually acceptable practices in the corrections profession.

Senior Security Officer- The Deputy Warden at the South Dakota State Penitentiary, Mike Durfee State Prison and the South Dakota Women's Prison. The Senior Security Officer is responsible for the same duties at ancillary units that fall within the supervision of the main facility.

Sentencing Judge- A sentencing judge is the judge who imposed at least one (1) of the sentences an offender is currently serving on his/her most recent admission to the adult correctional system.

Sexual Behavior Issue- An offender sentenced to the DOC who has never been convicted/adjudicated of a sex offense by any court but has a history of sexually abusive or violent behavior (including sexually abusive or violent behavior while incarcerated), or the factual basis of a crime for which they were charged or convicted/adjudicated involves sexual violence or sexual abuse, may be assessed as having a sexual behavior issue. An acquittal on a sex offense by itself cannot be the basis for assessing someone as having a sexual behavior issue. A "sex offense" is any crime listed under SDCL § [22-24B-1](#) or any crime defined by law as a sex offense or similar such definition/classification within the jurisdiction from which the crime was committed.

Sexual Behavior Issue Assessment- Institutional Psychosexual Assessment for Sexual Behavioral Issue Review may include information from the following: pre-sentence investigation, psychosexual reports, Minnesota Sex Offender Screening Tool – Revised (MnSOST-R), Static 99, ABLE screening, monitor polygraphs, STOP file information and clinical interviews.

Sex Offender- Any adult offender convicted or adjudicated of a sex crime as listed in SDCL [22-24B-1](#), regardless of the offense date or date of conviction, an offender serving a current prison term as a condition of a suspended imposition of sentence for the commission of a sex crime and offenders who have a history of sexually abusive or violent behavior (including sexually abusive or violent behavior while incarcerated) or a factual basis exists that a crime for which they were charged or convicted/adjudicated of involves sexual violence or sexual abuse and who have been identified as having a Sexual Behavior Issue (SBI) (designated by sexual behavior code of 2).

Sex Offender Management Program (SOMP)- The sex offender management program operated by the DOC that includes sex offender specific assessments, A&O psychosexual screens, STOP programming, psychosexual reports, community release planning, assistance in community supervision, development and promotion of a community treatment provider network, and sex offender community treatment and supervision standards.

Shift Commander- The senior ranking uniformed line officer at the DOC facility, normally a Sergeant, Lieutenant or Captain.

SOMP A&O Psychosexual Screen and/or Psychosexual Reports- The SOMP Admission & Orientation (A&O) psychosexual screen and/or psychosexual reports may include information from the following: pre-sentence investigation, psychosexual reports, Minnesota Sex Offender Screening Tool – Revised (MnSOST-R), Static 99, ABLE screening, monitor polygraphs, STOP file information and clinical interviews.

SOMP Screening Instrument- A screening tool that reviews a sex offenders risk using several predictive factors for sexual recidivism. Outcome of the instrument determines if a sex offender should be referred to Parole Board for withholding of parole eligibility.

Special Treatment of Perpetrators (STOP) Program- The sex offender treatment program operated through the DOC. The STOP Program consists of therapy, educational treatment and relapse prevention.

Special Visit- For the purposes of this policy, a special visit involves anyone not on the inmates visiting list, anyone who is unable to visit during scheduled visiting hours or other visit requests requiring special arrangements. All special visits are to have prior approval from the Warden or designee.

Specifically Trained Personnel- Specifically trained personnel will normally include, but is not limited to, negotiators, critical incident debriefing team members and other personnel not directly involved in any use of force.

Standard Precautions- The outlined precautions that should be used in the care of all offenders to reduce the risk of transmission of blood-borne pathogens from moist body substances (blood, body fluids and/or tissues) that shall be applied to all offenders, regardless of their diagnosis or presumed infection status.

Static 99- A ten item actuarial risk assessment used to predict risk of sexual recidivism.

Successful Release- A release on parole at the time of an inmate's initial new system parole date with an acceptable release plan and/or the ability of an offender to avoid conditional release violation or recidivism.

Suicide Watch- A status whereby a potentially suicidal offender housed in a DOC institution is placed in a segregation (safety) cell on a close observation or constant observation level.

Supervision Agreement- A document setting forth the general and special limitations, restrictions, and conditions that are imposed by the Board of Pardons and Paroles, the Executive Director of the Board of Pardons and Paroles (Executive Director), a parole supervisor, and a parole agent (See ARSD § 17:60:02:09).

Supervision Fees- Charges levied against a sentenced offender to defray the costs of correctional custody, care, supervision or services provided to the offender.

Suspended Execution of Sentence (SES)- A sentence of probation which as a condition prescribes that the defendant be imprisoned for a specific period not exceeding one-hundred and eighty (180) days.

Suspended Imposition of Sentence (SIS) - A sentence of probation resulting from a conviction after which the Court withholds the entering of the judgment of guilty. The term of imprisonment may not exceed a period of one-hundred and eighty (180) days.

Technical Violation- The failure of a parolee to comply with any of the conditions listed on his/her supervision agreement, or the failure of an offender to comply with any special condition(s) imposed by the Board of Pardons and Paroles and/or the supervising Parole Agent.

Tobacco Product- Any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product. Commonly, this includes but is not limited to cigarettes, cigars, pipe tobacco and smokeless tobacco (See SDCL §§ [34-46-1](#) & [10-50B-4](#)).

Training- An organized, planned and evaluated activity designed to achieve specific learning objectives. Training may occur on-site, at an academy or training center, at an institution of higher learning, through contract service, at professional meetings, or through closely supervised on-the-job training. Meetings of professional associations are considered training when there is clear evidence of the above elements.

Transition Case Manager- A DOC staff member assigned to assist with community transition for adult offenders and provide a transition link between the DOC and the community by providing programming and case management assistance to the offender to assist them in developing community transition plans.

Transitional Programming- Programs/services that explain to an inmate how to transition from incarceration to the community.

Unconvicted Sex Offender- An offender sentenced to the DOC who has never been convicted/adjudicated of a sex offense by any court but has a history of sexually abusive or violent behavior (including sexually abusive or violent behavior while incarcerated) or the factual basis of a crime for which they were charged or convicted/adjudicated involves sexual violence or sexual abuse.

Unit Disciplinary Committee (UDC)- One (1) or more unit staff members delegated by the Warden to hold an initial hearing concerning a charge(s) of inmate misconduct. The UDC will determine if an inmate violated a minor Prohibited Act(s) and, if so, will issue the appropriate sanction(s).

Unit Manager- The administrator, supervisor and leader of the Unit Team assigned to work in the housing unit.

Unit Plan- A written plan designed to describe the housing unit operations, schedules, rules, regulations, programs, services, staffing and emergency plans.

Unit Team- A team of correctional staff assigned to a particular housing unit of an adult facility, usually consisting of a Unit Manager, Case Manager and Unit Coordinator.

Victim- The term victim means any person being the direct subject of an alleged act, which would constitute a crime of violence as defined by subdivision SDCL § 22-1-2(9), simple assault between persons in a relationship described in SDCL § 25-10-3.1, stalking as defined in Chapter 22-19A, a violation of Chapter 22-22, or a driving under the influence vehicle accident, under the laws of South Dakota or the laws of the United States. In cases involving a crime of violence where the victim does not survive the act, the term victim shall mean the member(s) of the immediate family of the primary victim (See SDCL § 23A-28C-4).

Violation Report- A document issued by Parole Services that details the supervision agreement conditions allegedly violated by a parolee.

Violence Risk Appraisal Guide (VRAG)- An assessment used to predict the likelihood of violent recidivism.

Violence Risk Evaluation- Forensic evaluation report completed on inmates assessed for violence risk by the Risk Reduction Program.

Violent Offenders- Inmates serving a current sentence for a conviction of a crime of violence. Attempt, conspiracy, aiding and abetting are all counted the same as the principle felony.

Volunteer- An individual who donates time and effort on a recurring basis to enhance the activities and programs provided at an adult or juvenile DOC facility.

Walkaway- The unauthorized departure of an inmate from a minimum custody unit, a work release assignment, a community service assignment, or a furlough/bedside visit/funeral attendance.

Work Release- A program that allows approved inmates to be competitively employed in the community pursuant to SDCL § 24-8. Work release offender's activities are periodically monitored by correctional staff; however, the majority of the offender's time spent in the community is not under the direct supervision of DOC staff.

YLS/CMI (Youth Level of Services/Case Management Inventory)- An assessment used to identify a juvenile's major needs, strengths, barriers, and incentives. The YLS/CMI is also used to select the most appropriate goals for the juvenile and to produce an effective case management plan.

Youth Level of Service/Case Management Inventory 2.0 (YLS/CMI 2.0)- A standardized instrument used to assess criminogenic risk factors, need, and responsivity factors in youth and in the formulation of a treatment plan.