1.5.G.2 Community Transition Program

I Policy Index:

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Office of Primary Responsibility:	***Executive Director of Parole***

II Policy:

The Department of Corrections (DOC) will utilize the Community Transition Program (CTP) to assist offenders with successful transition to community supervision.

III Definitions:

Individual Program Directive (IPD):
A directive which outlines the required work, programming and behavior expected of the inmate. For each inmate sentenced to a term of years and committed to the DOC for a crime committed under the new system, the IPD establishes standards and criteria for initial parole (See DOC policy 1.4.B.1 *Individual Program Directives (IPD)*).

Case Plan:
A defined set of requirements, expectations and goals for the offender to complete. A 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, STOP treatment and corrective thinking.

Offender:
For the purposes of this policy, an offender is an inmate in the custody of the DOC institutional system or a parolee under parole or suspended sentence supervision by South Dakota Parole Services.

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 in developing community transition plans.

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

Absconder:

Any parolee under the supervision of the Parole Services Division (on parole and/or suspended sentence) whose whereabouts are unknown to the supervising Parole Agent. A parolee is considered an absconder once efforts to locate the parolee have been exhausted and failed.

Community Transition Program (CTP) Absconder:

A CTP offender restricted to the unit (assigned an "Alerts" status in COMS) who leaves the unit without authorization.

IV Procedures:

Community Transition Program (CTP) Overview:

A. The purpose of the CTP is to maximize the potential for an offender to be successful upon release to the community.

   1. Male inmates will be placed at Sioux Falls Minimum Unit C, Yankton Minimum Unit or Rapid City Minimum Unit. Female inmates will be placed at the South Dakota Women's Prison (SDWP) or the Minnehaha County Community Corrections (MCC).

B. The objectives of the CTP are to:

   1. Provide community program services (including chemical dependency, budgeting and money management, case planning for release, corrective thinking programming, etc.) and interim housing options for select released offenders in order that they may pursue employment and program opportunities while waiting for a community placement, or

   2. Provide temporary housing and address re-entry programming issues (including housing, employment and accessing community based treatment services) for released offenders who have relapse/chemical dependency needs in lieu of revoking the parole or suspended sentence of these offenders.

C. Offenders accepted into the CTP are under the supervision of South Dakota Parole Services and are subject to all Federal, State and local laws and ordinances, DOC policies and respective unit operational memorandums.

   1. An offender is not required to accept a transfer into the CTP.

   2. An offender is not entitled to a transfer into the CTP.

D. Nothing in this policy may be the basis for establishing a constitutionally protected liberty interest, property, or due process interest for any offender.

2. Targeted Community Transition Program Participants:

A. **Group #1** will consist of offenders who are: compliant with their Individual Program Directive (IPD) and are past their programmed release date, offenders who have received a discretionary parole release by the Board of Pardons and Paroles and are past their parole date due to issues with their release plans, or offenders scheduled to release on their initial parole date but who have been identified as having an unacceptable release plan.

1. Participation in this program will allow these offenders to live in a DOC or contract facility while pursuing employment and program opportunities in the community that will resolve identified problems with their release plan.

2. These offenders will be recommended to the Executive Director or designee for participation in the CTP. Unit case managers will forward the names to the Executive Director or designee.

B. **Group #2** will consist of offenders who are known to have had relapse/chemical dependency (CD) issues after being released to supervision in the community.

1. Participation in this program will allow these offenders to live in a DOC or contract facility while they receive appropriate CD relapse programming and address other identified programming needs in a more structured environment in the community.

2. These offenders will be recommended to the Executive Director or designee for participation in the program by their assigned parole agent/CD staff and may be given the opportunity to "self-commit" to this program as an alternative to parole/suspended sentence violation.

C. **Group #3** will consist of offenders who have been identified by the Board of Pardons and Paroles as needing assistance in formulating an acceptable release plan (See DOC policy 1.4.G.1 *Transition Programs and Services*).

1. Participation in this program will allow these offenders to live in a DOC or contract facility while pursuing employment and program opportunities in the community that will resolve identified problems with their release plan.

2. The Board of Pardons and Paroles may direct offenders to the CTP as a condition of their parole release.

D. **Group #4** will consist of offenders who are releasing to a suspended sentence and who have been identified by the Executive Director or his/her designee as having an unacceptable release plan.

1. Participation in this program will allow these offenders to live in a DOC or contract facility while pursuing employment and program opportunities in the community that will resolve identified problems with their release plans.

2. Transition case managers will identify these offenders for participation in the CTP and will make recommendations for participation in the program to the Executive Director or designee.

3. Identification of Community Transition Program Participants:

A. **Group #1.** Unit case managers will review offenders who are within six (6) months of a possible parole release to identify those who may be difficult to place in the community or have unacceptable release plans.

1. After these offenders are identified, unit case managers will make recommendations to the Executive Director or designee for placement in the CTP.

2. Upon approval for placement in the CTP by the Executive Director or designee, the transition case manager will be notified by the offender's parole agent.

3. The offender's supervision agreement will include special conditions which require the offender to abide by and sign the CTP Guidelines and the CTP Self Commitment form committing to the program (See Attachment 1 and Attachment 2).

4. The transition case manager will provide the offender with a case plan that is specifically designed for that offender. The case plan will provide criteria required of the offender in order to complete the program.

5. The transition case manager will:

   a. Set the offender's release date to the CTP.

   b. Send a release notification to Central Records.

   c. Enter transfer information in the Movements Module in the Corrections Offender Management System (COMS).

B. **Group #2.** Parole agents, along with chemical dependency (CD) staff, will identify parolees who have experienced relapse (CD) issues while on parole supervision.

1. Once an offender with relapse issues has been identified, the parole agent and/or CD staff will complete a field services memo outlining specific recommendations regarding placement, employment, programming, financial matters and release plans back to the community, along with documenting any medical and/or mental health concerns.

2. The field services memo will serve as a referral to the Executive Director or designee for placement in the CTP and will provide information which will be used in creating a case plan for the offender and supplement the LSI-R assessment.

3. Upon approval for the CTP by the Executive Director or designee, the parole agent will provide the offender with the CTP Self Commitment and CTP Guidelines (See Attachment 1 and Attachment 2).

4. If an offender refuses to sign the CTP Self Commitment and CTP Guidelines, the parole agent will refer the matter to the Executive Director or designee for possible revocation of parole/suspended sentence.

5. If the offender signs the CTP Self Commitment and CTP Guidelines, the parole agent will notify the appropriate transition case manager and the Classification and Transfer Office and will make transfer arrangements to return the offender to the respective A&O unit.

   a. For male offenders, the transition case managers in Sioux Falls will be notified and the offender will be returned to the A&O unit at the Jameson Annex in Sioux Falls.

   b. For female offenders, the parole agents, unit staff in Pierre and the transition case managers in Pierre and Sioux Falls will be notified and the offender will be returned to the A&O unit at the SDWP in Pierre.

6. The transition case manager will provide the offender with a case plan that is specifically designed for that offender. The case plan will provide criteria required of the offender to complete the program.

7. The transition case manager will enter transfer information in the COMS Movements Module recommending placement in the CTP at a designated DOC or contract facility.

C. **Group #3.** The Board of Pardons and Paroles may identify those offenders who need assistance in formulating an acceptable release plan and may parole to the CTP (See SDCL § 24-13-7).

1. Unit case managers will identify those offenders that the Board of Pardons and Paroles has directed to participate in the program and will notify the offender's parole agent and transition case manager.

2. The offender's supervision agreement will include special conditions that require the offender to abide by and sign the CTP Guidelines established for the CTP and the CTP Self Commitment form committing to the program (See Attachment 1 and Attachment 2).

3. The transition case manager will provide the offender with a case plan that is specifically designed for that offender. The case plan will provide criteria required of the offender to complete the program.

4. The transition case manager will set the release date, send a release notification to Central Records and enter transfer information in the COMS Movements Module. Upon release to CTP.

D. **Group #4.** Unit case managers will review offenders who are within six (6) months of a possible release to suspended sentence supervision for possible participation in the CTP. The purpose of the screening is to identify those offenders who have unacceptable release plans or may be difficult to place in the community.

1. Upon approval for the CTP by the Executive Director or designee, the applicable unit case manager will notify the offender's parole agent and transition case manager.

2. The offender's supervision agreement will include special conditions which require the offender to abide by and sign the CTP Guidelines established in the CTP and the CTP Self Commitment form committing to the program (See Attachment 1 and Attachment 2). (See SDCL § 24-13-7 and ARSD § 17:60:02:09 17:61:02:03 & 17:61:02:01)

3. The transition case manager will provide the offender with a case plan that is specifically designed for that offender. The case plan will provide criteria required of the offender to complete the program.

4. The transition case manager will:

a. Set the offender's release date to the CTP.

b. Send a release notification to Central Records.

c. Enter transfer information in the COMS Movements Module.

4. Community Transition Program Guidelines:

A. Offenders who are approved for placement in the CTP must comply with all guidelines, rules and regulations of the CTP program. Offenders who violate the provisions of the CTP are subject to detainment and/or violation (See ARSD § 17:61:01:09).

1. All CTP offenders will abide by the rules and regulations of the DOC and the institution where they are assigned.

a. Rule infractions will be handled in the same manner as inmates housed within a DOC facility (See DOC policy 1.3.C.2 *Inmate Discipline System*).

b. If an offender is found to have committed an Offense in Custody, the offender's assigned parole agent will be notified. Offenders found to have committed an Offense in Custody may be subject to termination from the CTP and possible parole revocation (See Department of Corrections *Inmate Living Guide*).

2. The OIC of the unit will implement the CTP Absconder Procedure (Attachment 3) immediately upon becoming aware a CTP offender with an "Alert Status-restricted to the unit" has absconded.

a. Staff may verify a CTP offender's "Alert Status-restricted to the unit" in COMS.

b. Upon receiving approval from the Executive Director or designee, a warrant for parole violation/absconding shall be issued and placed on NCIC. A copy of the warrant paperwork pertaining to the absconded offender will be sent to the parole office.

c. The offender will be terminated from the CTP and removed from the DOC master count. The parole agent will issue a violation report for absconding.

2. When it has been determined a CTP offender with an "Alert Status- restricted to the unit", has absconded, designated DOC staff will report the major incident directly to the Secretary of Corrections and Communication and Information Manager in accordance with DOC policy 1.1.A.3 *Reporting Information to DOC Administration*. The reporting process shall include direct notification to designated staff by telephone and sending an email summary which includes pertinent and relative information about the CTP absconder that may be used in any subsequent press release.

a. During normal business hours, parole staff shall report the major incident.

b. After business hours, designated DOC institutional staff shall report the major incident.

c. Parole staff shall document the incident on a Major Incident report (See Attachment 4) and submit the report to the DOC Administration office (See DOC policy 1.1.A.3 *Reporting Information to DOC Administration*).

4. CTP participants must abide by the curfew and/or off-unit schedule set by the supervising parole agent and/or Transition Case Manager and available for review in COMS.

a. If a CTP offender (not restricted to the unit) arrives back at the unit more than one (1) hour late (without a prior notice and approval by their assigned parole agent) he/she is subject to being detained upon arrival.

b. If the offender misses his/her curfew and does not return within twenty-four (24) hours of their designated return time, the offender will be terminated from phase two and removed from the DOC master count.
   1) The parole agent will be notified immediately when an offender does not return by their designated return time. An Attempt to Locate (ATL) will be issued to law enforcement (if the offender has not yet made contact with the parole agent). The parole agent may issue a violation report for absconding from community supervision and document this in COMS (See Parole Services OM 7.3.E.4 *Absconder Management*).
   2) When the twenty-four (24) hour period has elapsed, the offender will be terminated from the CTP program and a warrant will be issued by Parole Services.
   3) The Central Records Administrator will contact the Jameson Central Control Room and have the offender removed from the DOC adult master count.

5. Offenders assigned to CTP will be restricted to the grounds of the facility until the assigned parole agent and/or Transition Case Manager develops and approves the offender's curfew, off-unit hours and any specific schedule requirements.

a. The parole agent and/or Transition Case Manager will input the CTP offender's curfew and the off-unit schedule in the offender's case plan.

b. Unit staff/parole staff can obtain this information from the "Alerts" screen in COMS.

6. All CTP offenders must comply with assigned tasks, procedures, guidelines, rules and regulations specific to the unit to which they are assigned.

   a. This may include Preliminary Breath Tests (PBT) upon arrival back at the unit, random urinalysis test (UA), assigned work detail on the unit (such as cleaning, maintenance, etc.), count procedures, clothing/personal property limitations, etc. (See DOC policy 1.3.A.8 *Drug Testing, Sanctions & Treatment*).

   b. CTP offenders will not receive any pay for assigned work tasks on the unit, unless authorized by the Executive Director or designee (See SDCL § 24-2-30).

      1) Normally, CTP offenders not allowed to secure employment in the community will be paid wages at rate set by the DOC (See SDCL § 24-4-9 and DOC policy 1.5.A.*1 Inmate Pay*) if they are working on the grounds of a DOC facility. CTP offenders who meet the eligibility standards set forth in DOC policy 1.5.A.6 *Community Service Program* may participate in the Community Service Program. CTP offenders are subject to all codes of conduct and rules described within the Community Service Program policy.
      2) The Transition Case Manager must inform the applicable business office if an offender should <u>not</u> receive pay for assigned tasks on the unit or participation in the Community Service Program.

7. CTP offenders must participate in programming in the community as required.

8. CTP offenders are expected to be competitively employed in the community within two (2) weeks unless specifically exempted or excluded by the Executive Director or designee.

9. CTP offenders are required to sign and abide by the CTP Guidelines (See Attachment 2).

B. The parole agent is in charge of the parole conditions/requirements; i.e. CD, employability, budgeting, institutional programming and community programming requirements.

   1. These conditions/requirements will be coordinated with the Transition Case Managers/Unit Case Managers.

   2. Access to the current community schedule for CTP offenders is available through the Alerts screen in COMS.

   3. Access to a copy of the current case plan for CTP offenders is available through the Case Plan screen in COMS.

   4. Also see Attachment 2 for the CTP Guidelines.

5. Financial Considerations:

A. Parolees participating in the CTP who are housed at minimum custody level units will be required to pay room and board costs at the percentage rate established by the DOC (See DOC policy 1.1.B.2 2 *Inmate Accounts and Financial Responsibility*).

B. The room and board costs for parolees housed at minimum custody level units will be determined based on a percentage of the inmate's income the day the inmate has started his/her employment.

   1. Once the daily percentage becomes effective, the parolee is responsible for their room and board costs until they are released or terminated from CTP (unless the room and board costs are waived by the Executive Director or designee).

C. Parolees in CTP who are housed in county jails or halfway houses will be required to pay room and board at the percentage rate set by the DOC.

D. The room and board costs for parolees housed in county jails or halfway houses will begin to accumulate on the day that the inmate is transferred to the county jail or halfway house.

E. Money earned or received by the offender during participation in the CTP will first be applied to any credit obligations and second to room and board charges. All money earned will be retained in the offender's institutional accounts and processed through the inmate banking system (See DOC policy 1.1.B.2 *Inmate Accounts and Financial Responsibility*).

1. Requests for offender withdrawals from their spend subaccount will be in the form of a commissary slip, which must be approved by a Transition Case Manager.

2 Any other funds sent to an offender in the CTP must be directed to the appropriate mail room and labeled CTP and include the offender's name and ID number.

3. Offenders in the CTP will be subject to the same commissary (spend) and work related expense spending limits applied to inmates involved with the work release program (See DOC policy 1.1.B.2 *Inmate Accounts and Financial Responsibility*).

4. Offenders in CTP will be allowed to use the inmate phone system, including establishing a phone account in accordance with DOC policy 1.5.D.4 *Inmate Access to Telephones*.

5. Offenders in CTP are not allowed to cash paychecks or use an outside bank account to deposit their paychecks.

   a. Paychecks must be mailed to the Transitional Case Manager, the business office or direct deposited by the employer in the offenders' institutional account.
      1) If the offender receives part of his/her pay in cash; i.e. tips, etc. the cash must be turned in to unit staff or the Transitional Case Manager.
      2) An offender will be given a receipt for the cash turned in and the money will be deposited in the offender's institutional account.

   b. CTP offenders may request a work related expense loan to purchase items necessary to begin employment, i.e. clothing (footwear, headwear), transportation costs or work supplies deemed appropriate by their Transitional Case Manager (See DOC policy 1.1.B.2 *Inmate Accounts and Financial Responsibility*).
      1) Offenders will pay the loan back in full to the DOC.

   c. The Transitional Case Manager is responsible for ensuring a CTP offender's paychecks are turned in to the DOC on a regular basis.

6 Excluding Prison Litigation Reform Act (PLRA), unit staff or CTP coordinators will change the offender's fixed obligations to reflect a zero (0%) while an offender is in CTP (does not apply to costs of incarceration).

   a. This should not be interpreted by the offender to mean all of his/her debts and/or obligations are paid in full.

   b. The PLRA withholding requirements remain in effect when an offender is in the CTP.

F. Offenders will be allowed the same access to commissary and property as permitted by DOC policies 1.2.E.1 *Inmate Commissary* and 1.3.C.4 *Inmate Personal Property*, with the following exceptions:

1. CTP offenders will be allowed to spend money from their subaccounts consistent with the restrictions and provisions set forth in DOC policy 1.1.B.2 *Inmate Accounts and Financial Responsibility.*

G. The Transition Case Manager will monitor the offender's case plan and goals and will notify the offender and his/her parole agent when appropriate so a release plan can be developed and implemented.

a. All room and board charges, credit obligations and costs of incarceration will be deducted from the offender's account before the final release check is issued to the CTP offender.

H. Offenders will be afforded access to medical and mental health services through the facility (See DOH policy *P C 06D Health Care for Community Transition Program*).

1. Offenders are responsible for their own medical co-pay and any other medical charges that may be levied against them while under the supervision of the DOC (See DOC policy 1.4.E.10 *Inmate Medical Co-Pay*).

2. Offenders are required to notify prison health services of any medical care provided off-site and coordinate off-site services for non-emergent medical needs with prison health services.

a. Offenders are to use the South Dakota Department of Health contracted hospital as well as the contracted clinics. Avera McKennan Hospital and Avera Clinics in Sioux Falls, Rapid City Medical Center Emergi-Care in Rapid City, Avera St. Mary's in Pierre, and Avera Sacred Heart in Yankton.

I. Offenders transferred into the CTP directly from a DOC facility will have any "gate money" or transportation for which they are entitled, held until the offender transitions into the community (See SDCL §§ 24-5-3, 24-15-12 and 24-15A-25). The eligibility for gate money will be based on the date the offender transfers from CTP to the community, not the point in time when the inmate transferred from facility confinement to CTP.

1. Gate money will be based on the offender's financial situation at the time he/she transitions into the community.

2. The supervising parole agent or Transition Case Manager will notify the respective facility business office if an offender is removed from the CTP.

J. Any offender removed from the CTP for failure to comply with the program guidelines will have funds from pending paychecks and funds in the work related expense account, if applicable, frozen. Transitional Case Managers shall notify the respective business office of the removal of any offender from CTP.

1. These frozen funds will be used for costs incurred as a result of the offender's removal from the program; to include any obligation in the work release expense account.

2. Any amount remaining after this restitution is paid will be frozen.

3. Fixed obligations will be re-established by the CTP Coordinator with notification to the respective unit staff.

K. CTP offenders will be required to pay parole supervision fees while involved in the CTP (See DOC policy 1.5.G.4 *Parole-Community Risk Assessment and Supervision of Offenders* and DOC policy 1.5.G.1 *Supervision Fees*).

1. Parole agents will notify the business office when supervision fees are due.

2. The business office will deduct the supervision fee from the offender's available funds. Supervision fees are included in an offender's Fixed Obligations.

6. Business Office Notification:

A. The respective business office needs to be notified by either the Transition Case Manager or the parole agent when:

1. A CTP offender has been removed from the CTP pending a violation hearing. The business office will freeze all future deposits received from the offender's employment and anything that is pending in the work related expense account.

2. The Transition Case Manager will issue a release notice for the CTP offender as deemed appropriate. Either the parole agent or the Transition Case Manager will notify the business office within five (5) business days of when the release notice was issued by the Transition Case Manager.

7. Parole Agent Responsibilities:

A. Parole agents and/or Transition Case Managers will set curfew hours for each CTP offender and communicate these curfew hours through the Alerts screen in COMS.

B. Parole agents will communicate and report on areas such as housing, employment, programming, CD treatment and other transition issues in COMS.

C. Parole agents will provide supervision at a level consistent with the offender's community risk and assessment while the offender is in the community (See DOC policy 1.5.G.4 *Community Risk Assessment and Supervision of Offenders*).

D. If an offender is moving from the community to a DOC facility, the parole agent will ensure the original CTP Self Commitment is sent to Central Records to be placed in the offender's legal file and a copy is placed in the offenders parole file (See Attachment 1).

E. If an offender is moving from the community to a DOC facility, the parole agent will ensure the original CTP Guidelines (See Attachment 2) is signed by the offender and placed in the offender's institutional file. A photocopy will be provided to the offender.

F. The offender's assigned parole agent has the authority to grant a travel permit to the CTP offender (See Parole OM 7.4.G.1 *Travel-Work Permits for Parolees*).

1. A properly completed travel permit is sufficient for facility staff to release a CTP offender.

2. It is the parole agent's responsibility to monitor a CTP offender who is released on a travel permit.

G. If releasing to the community, the release plan will be approved and entered into the COMS Release Plan by the parole agent.

H. Institutional files for offenders on CTP are maintained by their respective parole agent.

8. Unit Staff/Transitional Case Manager Responsibilities:

A. Unit staff will be responsible for documenting offender arrivals and departures to and from the unit.

B. Unit staff will monitor offenders while on the unit and report incidents of improper behavior, non-compliance with the CTP and/or unit guidelines to the OIC, the supervising parole agent and other pertinent staff.

C. If an offender is currently in a DOC facility, the Transitional Case Manager will ensure the original CTP Self Commitment (See Attachment 1) is sent to Central Records to be placed in the offender's legal file.

D. If an offender is currently in a DOC facility, the Transitional Case Manager will ensure the original CTP Guidelines (See Attachment 2) is signed by the offender and placed in the offender's institutional file. A photocopy will be provided to the offender.

F. Unit staff/Transitional Case Manager will coordinate and communicate information regarding an offender's supervision agreement, off unit schedule, restrictions, curfew, etc. with the parole agent in the offender's case plan in COMS.

9. Release to Community Placement:

A. Transition Case Managers will provide a monthly statistical report on offenders in the CTP to the Executive Director or designee.

B. Those offenders who are successful in developing an acceptable release plan and who have met the criteria for release to a community placement will be recommended to the Executive Director or designee for release to their community plan.

C. The Executive Director or designee may approve the offenders' release to their community plan, modify the offenders' release plan prior to release to the community, or deny the release plan.

E. Upon approval from the Executive Director or designee for release, the unit case manager, along with the parole agent, will notify the Transition Case Manager.

F. The Transition Case Manager will set the release date and send a release notification to Central Records and the Classification and Transfer office.

1. The Transition Case Manager will notify the unit case manager, the parole agent and Central Records at least five (5) working days in advance of the confirmed final release date.

   a. The Executive Director or designee may waive the five (5) day notice required in advance of the confirmed final release date if the parolee does not have any confidential notifications filed against them and the release would be in the best interests of the parolee and the DOC (See DOC Policy 1.1.E.4 *Release Notification Requests*).

2. The Transition Case Manager will notify the unit case manager, who will notify the offender and produce three (3) copies of the Parole Supervision Agreement and reporting instructions for the offender to sign (See Parole 7.4.G.3 *Initial Interview, Supervision Agreement and Suspended Sentence Supervision Agreement*).

3. Upon receiving the offender's signature, the unit case manager will give a copy of each to the inmate, place a copy of each in the institutional file and retain the original signed copies for inclusion in the release packet that is sent to the Transition Case Manager.

V Related Directives:

SDCL § 24-5-3, 24-13-7, 24-15-12, 24-8-11 and 24-15A-25
ARSD § 17:61:02:01,17:61:02:03 &17:60:02:09
DOC policy 1.1.A.3 -- *Reporting Information to DOC Administration*

DOC policy 1.1.B.2 – *Inmate Accounts and Financial Responsibility*
DOC policy 1.1.E.4 -- *Release Notification Requests*
DOC policy 1.2.E.1 – *Inmate Commissary*
DOC policy 1.3.A.8-- *Drug Testing, Sanctions & Treatment*
DOC policy 1.3.C.2 – *Inmate Discipline System*
DOC policy 1.3.C.4 – *Inmate Personal Property*
DOC policy 1.4.B.1 – *Individual Program Directives (IPD)*
DOC policy 1.4.E.10-- *Inmate Medical Co-Pay*
DOC policy 1.4.G.1 – *Transition Programs & Services*
DOC policy 1.4.G.2 – *Inmate Release Procedure*
DOC policy 1.5.A.1-- *Inmate Pay*
DOC policy 1.5.A.6 – *Community Service Program*
DOC policy 1.5.D.4 – *Inmate Access to Telephones*
DOC policy 1.5.G.1 – *Supervision Fees*
DOC policy 1.5.G.4 -- *Community Risk Assessment and Supervision*
Parole OM 7.3.E.4 -- *Absconder Management*
Parole OM 7.4.G.1 – *Travel/Work Permits for Parolees*
Parole 7.4.G.3 -- *Initial Interview, Supervision Agreement and Suspended Sentence Supervision Agreement*
DOH policy -- *P C 06D Health Care for Community Transition Program*
DOC *Inmate Living Guide*

VI Revision Log:

September 2004: New policy.
December 2004: **Added** reference to the Individual Transition Plan (ITP) throughout the policy. **Shifted** duties from other staff to the Transition Case Manager. **Revised** procedures to enter a group #2 offender into the Community Transition Program. **Added** information about the Parole Release Manager setting a release date for the offender. **Added** procedures under Financial Considerations and under Release to Community Placement. **Deleted** reference to DOC policy 1.4.B.4. **Clarified** the use of medical co-pay and the financial responsibility for medical services. **Deleted** three attachments. **Deleted** information on re-entry workshop.
August 2005: **Revised** the policy to denote that the CTP program will be run in two phases. **Added** reference to DOC policy 1.5.D.4. **Deleted** attachment on consent for information disclosure. **Added** attachment on CTP quick facts. **Added** restriction that offenders handling of paychecks. **Added** requirement that offenders work with prison health services on outside services. **Added** definition for Individual Transition Plan.
October 2006: **Changed** the time frame to detain a CTP offender arriving back at the unit late. **Noted** that the parole agent will input the off-unit schedule in the ITP. **Revised** the steps for offender paychecks so the paychecks now go the transitional case manager. **Revised** gate money criteria. **Noted** that the parole agent has authority on travel permits. **Revised** the steps on offender release to community placement. **Revised** some unit staff responsibilities. **Added** CRT employment guidelines for phase two offenders. **Added** reference to DOH policy P-C-06D. **Added** procedures for CTP offenders who do not return to the unit.
October 2007: **Added** attachment 2. **Added** additional procedures for notification of the business office. Minor style/format changes throughout the document. **Expanded** Group #1 in the section on targeted community transition program participants. **Clarified** how paychecks/cash is to be handled. **Added** another responsibility for the Parole Agents (approving and entering the release plan into Citrix). **Revised** attachments 1-4.
August 2008: **Revised** formatting of policy and attachments in accordance with DOC policy 1.1.A.2. **Added** Yankton Minimum Unit to ss (B1a) and **deleted** "Executive Director" in ss (B3) of Community Service Program Overview). **Added "**the agent will be notified and receive a copy of the disciplinary report and findings" and **replaced** "removal" with "termination" in ss (A1b), **added** "receive a CTP termination notice from the DOC" in ss (2b1) and **added** "Offenders must" to ss (4 and 5) of Community Transition Program Guidelines. **Added** "DOC policy" when referencing DOC policies in ss (V). **Revised** titles of Attachments 1 and 3 to be consistent with policy, attachments and WAN. **Added** Yankton Minimum Unit to ss (A1) of page 2 in Attachment 2. **Revised** other minor spelling, grammatical and wording throughout policy.

March 2009: **Deleted** reference to all others and new system inmates in definition of IPD. **Replaced** TCM's with unit case managers and vise versa when appropriate throughout policy and **deleted** reference of Parole Release Manager throughout policy. **Added** release planning to ss (B2 of Community Transition Program Overview). **Deleted** former ss (A1) regarding TCMs screening offenders approved for Parole not yet released, **added** reference to Unit CMs in ss (A), **revised** notification process in ss (A2), **replaced** Parole Release Manager with TCM in ss (A5), **added** reference to LSI-R assessment in ss (B2), **replaced** TCM with unit staff and parole agents as it references SDWP in Pierre, **added** reference to TCMs in Sioux Falls in ss (B5b), **deleted** former ss (D1), **added** reference to room and board deductions in new ss (D1 and D2) and **revised** ss (H1) to state parole agents will notify the business office all within Identification of CTP Participants. **Deleted** reference to termination notice in ss (2b1), **deleted** former ss (2b2) regarding locating the offender and **added** ss (A3c) all within CTP Guidelines. **Added** new ss (A, B, B1, C and D)**, added** reference to housing and meals in ss (E), and **added** reference to direct deposit in ss (E6a) and **added** reference to $1500 in ss (G2a) and **deleted** ss (G3) regarding money received from room and board will be paid to the respective facility all within Financial Considerations. **Revised** statement regarding charges ss (A2a within Business Office Notification). **Added** ss (E1a) **revised** ss (E3) to state original signed copies will be retained and **deleted** former ss (E4) of Release to Community Placement. **Revised** minor wording and grammatical changes throughout policy. **Revised** Attachment 2 to include MDSP and SDWP under section 3. **Revised** Attachment 4 to include reference to the $10.00 per day charge, room and board charge procedures.

April 2010: **Revised** formatting of Section 1. **Replaced** MDSP with Unit C regarding Phase 1 within ss (B1a of Community Transition Program Overview). **Deleted** low medium and minimum custody level from ss (A1, B1, C1 and D1 of Targeted Community Transition Program Participants). **Replaced** 4 with 6 months in ss (A and D), **added** upon release to CTP in ss (A6, C4 and D5), **added** reference to Pierre for the TCM in ss (B5b) and **deleted** minimum or low medium custody level within ss (B7) all within Identification of Community Transition Program Participants. **Revised** ss (A3) to reference restricted to the grounds of the facility until curfew, etc. is established and **deleted** former ss (A3c) referencing exceptions may be made under certain circumstances both within Community Transition Program Guidelines. **Added** reference to minimum in ss (G2) and **added** mental health services to ss (H) both within Financial Considerations. **Deleted** reference to parole regarding file in ss (E) and **added** new ss (H) both within Parole Agent Responsibilities. **Deleted** parole regarding reference to file in ss (D of Unit Staff/TCM Responsibilities). **Added** DOC policies: 1.2.E.1, 1.3.C.4 and 1.5.A.6 in Section V. **Revised** location of phase 1 of CTP within (Attachments 1, 2, 3 and 4), **replaced** will with may regarding violating a prohibited act may result in removal from CTP within (Attachment 1), **deleted** third day after arrival in (Attachment 4), **added** mental health services to (Attachment 3) and **revised** titles of attachments to be consistent with attachments on the WAN.

March 2012: **Added** definition of "ATL" and "Absconder" and "CTP Absconder". **Added** "for male inmates" and "typically" and "Mike Durfee State Prison. If a male inmate does not complete phase one at MDSP, they will complete this at" and **Deleted** "for male inmates and" and **Replaced** with "Female inmates will complete phase one at" in Section 1 B. 1. a. **Added** "wages at a rated set by the DOC" and **Added** "Phase one or two offenders who meet the eligibility standards set forth in DOC policy" and **Added** "CTP offenders are subject to all codes of conduct and rules described within CSP policy" to Section 4 A. 4.b.1). **Added** "and/or Transition Case Managers" to Section 4. ss 2, ss3 and ss3 a. **Removed** attachment 4 from Section 4. Ss 2. **Replaced** Attachment 3 "quick facts about the CTP program with Attachment 2 "the CTP Guidelines" in Section 4. C. **Added** "parole staff" to Section 4 3. B. Added 2. and 2a. b. c. to Section 4. **Added** 3. and 3. a. b. c. to Section 4. **Added** CTP II to Section 4. 4. a. and b. **Added** "immediately when a CTP II offender does not return by their designated return time" and (if the offender has not yet made contact with the parole agent)" and "and document this in PATS (See Parole Services OM)" in Section 4 4. b. 1). **Renumbered** previous a. to b. in Section 5 E. 2. **Added** "(unless the room and board costs are waived by the Executive Director or designee)" in Section 5. B. 1. **Added** "Phase II (CTP II) and **Added** "in either the spend account, savings account, work release expense account or frozen account" in Section 5 E. **Deleted** "unit staff or" and **Added** "a transition case manager" in Section 5 E. 1. **Added** a. "Excluding Prison Litigation Reform Act (PLRA), CTP II offenders will not have disbursement accounts deducted from earnings while in the CTP II" in Section 5 E. 2. **Deleted** 3. "Any funds sent to an offender in the CTP must be directed to the appropriate mail room and labeled CTP, Offender name and Offender number" from Section 5 E. **Added** "or business office" to Section 5 E. 6. a. **Deleted** "needing spending cash will utilize the procedures from DOC policy that are outlined for work release inmates" and **Replaced** with "may request an advance of spending cash to

purchase items necessary to being employment i.e. clothing (footwear, headwear) transportation costs or work supplied deemed appropriate by their transitional case manager" in Section 5 E. 6. and **Added** 1) to Section 5 E. 6 b. **Removed** 2. and 2. a. and b. from Section 5. G. **Added** "for non-emergent medical needs" and **Added** a. to Section 5 H. 2. **Deleted** 2. "The procedures in DOC policy will be used for notification of affected DOC staff, victims other law enforcement agencies etc. in Section 5 E. b. **Added** "an approved" release plan "is in place." and **Deleted** "can be in process when the $1500 and programming has been met." and **Added** "any other funds in an inmate's sub accounts" and **Added** "The supervising parole agent or transitional case managers shall notify the respective business office of the removal of any offender from the CTP" to Section 5 J. **Added** "based on their supervision level" in Section 5 K. **Deleted** L. "If a CTP offender exceeds the $1500 limit while in CTP, and is not actively developing a release plan to leave CTP, they may be charged a penalty" in Section 5 G. **Deleted** "the offender's employment" and **Replaced** with "pending paychecks" in Section 6 A. 1. **Deleted** "anything that is pending" and **Replaced** with "all inmate trust account funds in the savings and" in Section 6 A. 1. **Added** "and/or Transition Case Managers" to Section 7 A. **Deleted** "phase one" in Section 7 F. and F. 1. & F. 2. **Added** F. "Unit staff/TCMs will coordinate and communicate information regarding an offender's supervision agreement, off unit schedule, restrictions, curfew, etc. with the parole agent through the ITP to Section 8.

March 2013: **Deleted** Individual Transition Plan (ITP) definition and **Replaced** with "Case Plan" and **Deleted** reference to ITP and **Replaced** with "case plan" throughout the policy. **Deleted** "Group 1, 3, or 4" and "phase one" and **Added** "Assigned an "Alert status"- Restricted to the unit" in the definition of "CTP Absconder" **Deleted** B. "The CTP consists of two phases" and the subsections the followed within Section 1 B. **Added** "(including chemical dependency, budgeting and money management, case planning for release, corrective thinking programming, etc." in Section 1 C. **Added** (including housing, employment and accessing community based treatment services" in Section 1 C. 2. **Deleted** reference to CTP I and CTP II in Section 3 and **Replaced** with "CTP" **Deleted** "The Classification and Transfer office will provide a list of transferred inmates to the affected staff" and "Upon release to CTP, the offender's custody status will be updated to read PA, which will identify the offender as being on parole" in Groups 1-4 in Section 3. **Deleted** "Send a transfer order to the Classification and Transfer Office" and **Replaced** with "Enter transfer information in the Movement Module in COMS" in Section 3 A. **Deleted** "assigned a wing code of PAWK" and **Replaced** with released to Parole CTP and admitted back with reason of CTPPR" in Section 3 A. 7. **Deleted** "send" and **Replaced** with "enter" and **Deleted** "order to the Classification and Transfer Office" and **Replaced** with "information in the COMS Movements Module" in Section 3 B. 7. **Deleted** "assigned a wind code of CDWK" and **Replaced** with "CTP phase 2" in Section 3 B. 8. **Deleted** "send" and **Replaced** with "enter" and **Deleted** "order to the Classification and Transfer Office" and **Replaced** with "information in the COMS Movements Module" in Section 3 C. 4. **Deleted** "wing code of PAWK" and **Replaced** with "reason and custody denotes CTP" in Section 3 C. 4. **Deleted** "Send a transfer order to the Classification and Transfer Office" and **Replaced** with "Enter transfer information in the COMS Movements Module" in Section 3 C. 4. c. **Deleted** "a wing code of PAWK" and **Replaced** with "CTP 1 or CTP 2" in Section 3 C. 6.**Added** "restricted to the unit" to Section 4 A. 2. **Added** ""alert status-restricted to the unit" in Section 4 A. 2. a. and 3. in Section 4. A. **Added** "(not restricted to the unit)" in Section 4 A. 4. a. **Added** "the Alerts screen in COMS" in Section 4 A b. **Added** "credit obligations" to Section 5 A. **Deleted** "not begin to accumulate until" and **Replaced** with "will be determined on a percentage of the inmate's income" in Section 5 B. **Deleted** "charge" and **Replaced** with "percentage rate" in Section 5 B. 1. **Added** "percentage rate" and **Deleted** "jail or halfway house and approved" in Section 5 C. **Deleted** "in either the spend account, savings account, work release expense account or frozen account" and **Replaced** with institutional account" and **Deleted** "except as noted for housing and meal costs" in Section 5 E. **Deleted** a. "Excluding Prison Litigation Reform Act (PLRA), CTP II offenders will not have disbursement accounts deducted from earnings while in CTP II" and b. Offenders in the CTP who have financial obligations under the provisions of the PLRA will first have deducted from any incoming funds the amount ordered by the court for filing/appeal fees and court costs" in Section 5 E. 2. **Added new** 3 "Any funds sent to an offender in the CTP must be directed to the appropriate mail room and labeled CTP with the offender name and offender number" in Section 5 E. **Renumbered** items that follow. **Added** c. to Section 5 E. 6. **Added** 7 "Excluding PLRA, unit staff or CTP Coordinators will change the offender's fixed obligations to reflect a zero balance while an offender is in CTP (does not apply to COI)" and **Added** a. "This should not be interpreted by the offender to mean that all of his/her debts and/or obligations are paid in full" and **Added** b. "The PLRA withholding requirements remain in effect when an offender moves

to CTP" all in Section 5.E. 6.**Deleted** 1. "CTP I offenders will only be allowed to spend money from their spend subaccount consistent with the restrictions set forth in policy" in Section 5 F. **Deleted** G. "A commissary slip and acknowledgement form will be given to the offender for signature at the time he/she enters CTP" in Section 5.**Deleted** 1. "By the offender's signature, he/she agrees that if community placement in the CTP is revoked by the Parole Board, the offender will be charged eighteen dollars per day for each day he/she is involved in CTP, minus any room and board costs that the offender has already paid at any minimum/community facility" in Section 5 G. **Deleted** 2. "By the offenders signature, he/she also agrees to a charge of eighteen dollars per day for every day they are housed at a minimum/community facility after reaching the goals established on the ITP" in Section 5 G. **Renumbered** previous G. 2. a. to G. in Section 5. **Added** b. "All of the room and board charges/credit obligations and cost of incarceration will be deducted from the offender's account before the final release check is created." to Section 5. G. **Added** "The eligibility for gate money will be based on the date the offender transfers from CTP to the community, not the point in time when the inmate transferred from facility confinement to CTP" in Section 5 I. **Deleted** "any other funds in the inmate's sub accounts (savings, spend and work release expense)" and **Replaced** with "funds in the work release expense account, if applicable, frozen" and **Deleted** "The supervising parole agent or" in Section 5 J. **Added** "to include any obligation in the work release expense account" in Section 5 J. 1.**Added** 3. "Disbursement account obligations will be re-established by the CTP Coordinator with notification to respective unit staff" in Section 5 J. **Deleted** "based on their supervision level" in Section 5 K. **Deleted** "from pending paychecks and all the inmate's sub accounts" and **Replaced** with "From the offender's employment and anything that is pending in the work release expense account" in Section 6 A. 1.**Deleted** 2. "Upon the disposition of a violation hearing on a CTP offender" in Section 6. **Deleted** a. and b. in Section 6 A. **Deleted** "on how many days to charge the offender's account for room and board and **Replaced** with "within five business days" in Section 6 A. 2.**Deleted** B. "The business office will calculate room and board charges based on the total number of days the offender was in the program" in Section 6.**Deleted** b. "This notification will indicate how many days to charge the offender's account" in Section 6 A. 3. **Added** "CD treatment" in Section 7 B. **Deleted** "through the ITP database on Citrix" and **Replaced** with "in COMS" in Section 7 B and G.

Denny Kaemingk (original signature on file)	*05/23/2013*
Denny Kaemingk, Secretary of Corrections	Date

Attachment 1: CTP Self Commitment

The CTP Self Commitment form is available within COMS.

CTP SELF COMMITTMENT

Offender Name:

Offender Number:

Parole Agent Name and Location:

I, _____ agree to voluntarily self commit to the Department of Corrections
(Offender Name)

(DOC) Community Transition Program as:

☐ an alternative to a parole or suspended sentence revocation proceeding or

☐ a temporary placement until release to community supervision is approved.

I have reviewed the Community Transition Program guidelines and understand this self-commitment is conditional and may be revoked if I fail to successfully complete any part of the Community Transition Program, violate any DOC institutional rules, parole conditions or instructions from my Parole Agent. I further understand my release to community supervision status is subject to an approved release plan and my agreement to set conditions of supervision. If I violate the terms of this agreement, I understand I may be placed in secure custody at a DOC institution and face a parole or suspended sentence revocation hearing with the Board of Pardons and Paroles.

Offender Signature		Date
Parole Agent/Unit Staff Signature		Date

Attachment 2: CTP Guidelines for Males and Females

The CTP Guidelines for Males and Females with available within COMS.

CTP Guidelines for Males and Females

Property Regulations.

For Males:

- 6 pairs of jeans/pants
- 1 cap
- 6 shirts
- 6 pairs of underwear
- 6 pairs of socks
- 1 winter jacket
- 1 pair of gloves
- 1 pair coveralls (if working outside)
- 1 thermal underwear

For Females:

- 6 pairs of jeans/pants
- 1 cap
- 8 shirts
- 8 pairs of underwear (brief or bikini)
- 8 pairs of socks
- 1 winter jacket
- 1 pair of gloves
- 1 pair of coveralls (if working outside)
- 1 thermal underwear
- 8 hair accessories
- 8 bras (without under wire)

Additional Property Rules:

- Unit staff may set additional limitations to this list and may allow additional property items.
- Work uniforms will be reviewed by Unit Staff for approval.
- Your family may drop off clothing for you but these clothing items must be approved by Unit Staff.
- Indigent commissary is available for hygiene items and padlocks.
- All allowable property must fit in your personal storage locker.

Items Not Allowed on the Unit:

- No hooded sweatshirts
- Earrings
- CD players or tape/CD's
- Cell phones
- Alcohol or tobacco products
- No logos on any clothing item, including caps (exceptions may be granted by Unit Staff for clothing issued by an employer)
- Items not purchased through commissary (exception for approved clothing dropped off by a family member.)

Curfew Hours off the Unit:

- Parole Agents or Transition Case Managers will enter the initial curfews when starting phase II and may adjust curfew times after employment is secured. Curfew will be Monday through Friday with no weekend hours. After employment is obtained, curfew will be expanded to up to 16 hours per day. Curfew will be reduced if employment is not secured.
- CTP I offenders and CTP offenders not assigned curfew hours must remain within their assigned facility and/or on the grounds.

- You are expected to be employed, seeking employment, or accessing community resources when you are off of the unit.
- Visits with family and/or friends in the community must be approved in advance by your parole agent.
- You may be required to complete a program directive(s) before being allowed off of the unit.
- Those working day labor will not be allowed to take night (graveyard) shifts for temporary employment. Inmates working at least forty (40) hours per week may request approval to work night shifts from Unit Staff or their transition case manager.
- Curfew times must include a minimum of eight (8) hours daily on the unit for sleep time.
- If you call in sick to your employer, you are required to remain on the unit for the day/night.

Employment Requirements:

- Community Transition Program offenders are expected to secure employment as soon as possible.
- Every week you remain unemployed may cause a reduction in the amount of hours you will be allowed off of the unit.
- Staff may use contact sheets to verify you are searching for employment and applying for jobs.
- If you remain unemployed for an extended period of time, staff will review your situation and consider further action.

Money Earned while Employed in the CTP:

- You may be granted a one-time loan of $30 to start your job search once you are moved to Phase II.
- You may turn in extra commissary slips (when employed) for other work related expenses. (These are subject to approved by Unit Staff or the transition case manager)
- All income earned must be mailed in by your employer or be direct deposited with the DOC in Pierre, SD.
- Your transition case manager will provide the account information to your employer. If any tips or cash transactions are earned, they must be turned in to staff and a receipt will be issued to you. Failure to turn in your earned income may result in disciplinary action.
- You will be charged room and board from the first day of employment until you are released from the program at a rate set by the DOC, county jail or halfway house where your are assigned.
- You are acknowledging by your signature that if you do not complete the CTP successfully and are terminated from the program, you will be charged an additional $18 a day for each day involved in the program.

Use of Telephones on the Unit:

- You may use the payphone available on the unit from 6:00 a.m. – 10:00 p.m. daily, unless other restrictions apply or placed on the use of the telephone by unit staff.
- You may set up a debit phone account for outgoing telephone calls.

Laundry Requirements:

- Your laundry will be done on the unit until you are employed. Once you are employed, you are responsible for your own laundry.

Medical Requirements:

- You are afforded access to medical services through prison health services.
- You are responsible for your own medical co-pay and any other medical charges that may be levied again you while you are under the supervision of the DOC.
- You are required to notify prison health services of any medical care provided off-site to you and to coordinate off-site services with prison health services.

Attachment 3: CTP Absconder-Institutional Checklist

The CTP Absconder-Institutional Checklist is available within COMS.

CTP Absconder

The provisions contained within this attachment apply to all CTP phase I offenders or CTP phase II offenders who have not been approved for curfew hours or are authorized to leave the grounds of their assigned unit.

Staff shall refer to the list located in "CITRIX/parole plans/CTP current participants" to verify the status of the CTP offender. All CTP offenders are subject to the Community Transition Program Guidelines described in DOC policy 1.5.G.2 Community Transitio Program.

INMATE NAME: _____ NUMBER: _____

FACILITY_____ REPORTED BY OFFICER/STAFF _____

Date: _____ Time: _____ OIC Name: _____ Phone: _____

Description of Inmate: Height: _____ Weight: _____ Age: _____ Race: _____

Hair Color: _____ Eye color: _____ other distinguishing features (tattoos, scars, etc.): _____

_____

Description of Incident: _____

_____

_____

_____

Check the following activities as they are completed and indicate the time of completion as accurately as possible. Submit to the Deputy Warden upon completion.

Time

_____ OIC will verify the inmate meets the criteria (**From a DOC facility on phase 1 with no curfew hours- List located: "citrix/parole plans/CTP current participants" identified "campus only "in curfew field).**

_____ One of the following, in the order listed will be called with a follow-up email to request a warrant:

CK

[ ] Executive Director of the Parole Board (Ed Ligtenberg: office 605-782-3152, state cell – 605-941-4147, personal cell – 605-321-4515

[ ] Rick Leslie: office 605-367-5020, state cell – 605-201-1109

[ ] Doug Clark: office – 605-367-5782, state cell – 605-941-1970

_____ The Executive Director of Parole / or designee will respond verbally and via email to authorizing the issuance of the warrant and indicate whether the warrant shall be issued by the Board Office or the Control Room.

CK

[ ] Board office will issue warrant (during regular work hours)

[ ] Control room will issue warrant (After work hours or on weekends/holidays)

****NOTE: If the control room is going to issue the warrant see page # 3 of this attachment.**

Notifications:

The following DOC staff must be directly notified when a CTP offender is believed to have absconded. Procedures for direct notification are contained within DOC policy 1.1.A.3 *Reporting Information to DOC Administration*.

Time

_____**Central Office phone is 605-773-3478 from 8 am to 5 pm Monday through Friday.**

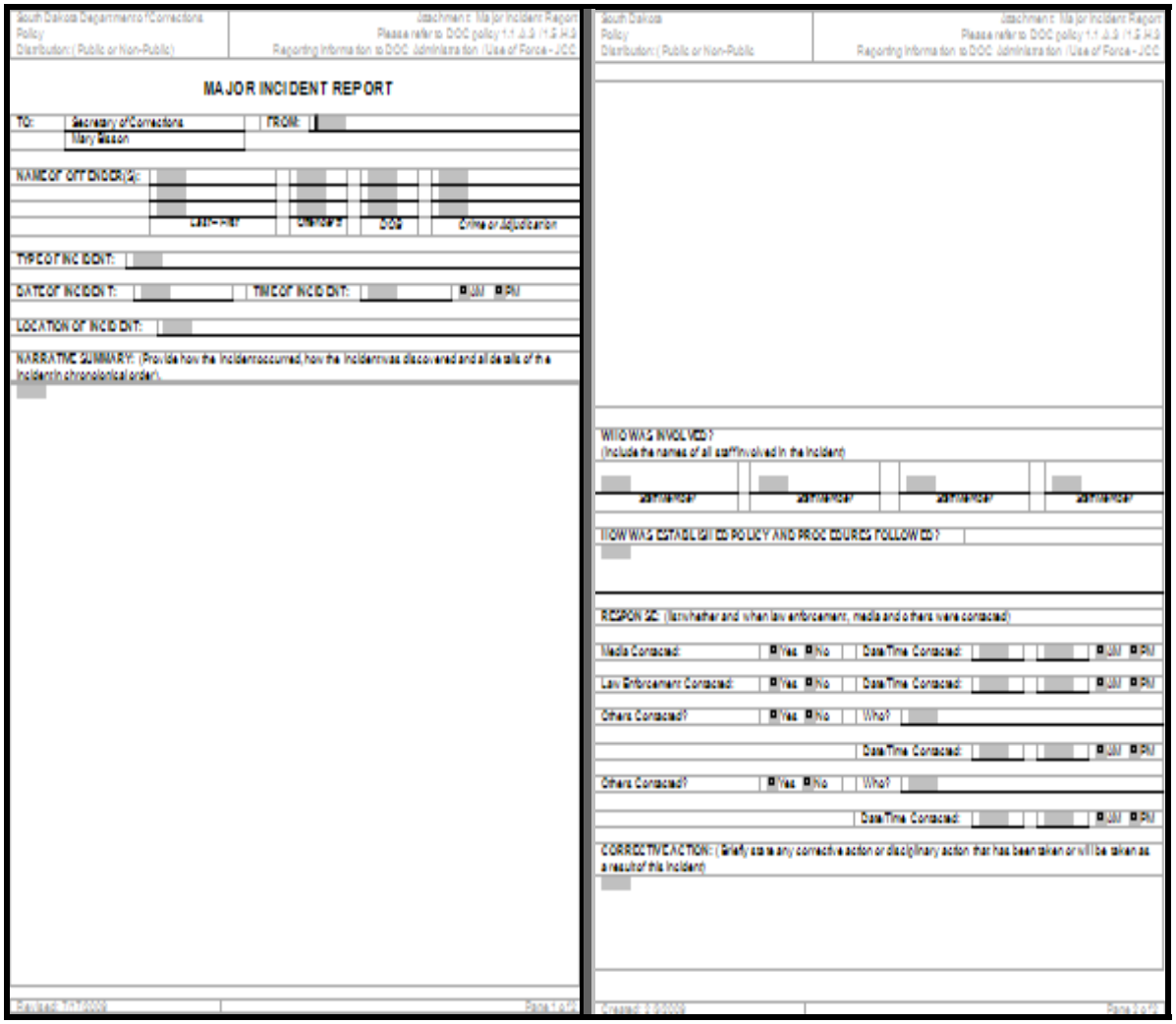
_____ Department Secretary Denny Kaemingk	605-220-6616 CELL	
_____ Deputy Sec. Laurie Feiler	605-224-1214 HOME	605-280-1626 CELL
_____ Mike Winder, Communication & Info. Manager	605-224-4037 HOME	605-295-2494 CELL

Time this checklist was completed: _____

_____ _____
PRINT NAME/SIGNATURE OF OFFICER COMPLETING CHECKLIST DATE

Attachment 4: Major Incident Report

The Major Incident Report is available within COMS.



South Dakota Department of Corrections
Policy
Distribution: (Public or Non-Public)

Attachment: Major Incident Report
Please refer to DOC policy 1.1.D.3 (1.3.H.3
Reporting Information to DOC Administration (Use of Force - JCC

MAJOR INCIDENT REPORT

TO: Secretary of Corrections
Mary Mason

FROM:

NAME OF OFFENDER(s):

Last - First	Offender #	DOB	Crime or Adjudication

TYPE OF INCIDENT:

DATE OF INCIDENT: TIME OF INCIDENT: AM PM

LOCATION OF INCIDENT:

NARRATIVE SUMMARY: (Provide how the incident occurred, how the incident was discovered and all details of the incident in chronological order).

Revised: 7/17/2009 Page 1 of 2

South Dakota
Policy
Distribution: (Public or Non-Public

Attachment: Major Incident Report
Please refer to DOC policy 1.1.D.3 (1.3.H.3
Reporting Information to DOC Administration (Use of Force - JCC

WHO WAS INVOLVED?
(Include the names of all staff involved in the incident)

Staff Member	Staff Member	Staff Member	Staff Member

HOW WAS ESTABLISHED POLICY AND PROCEDURES FOLLOWED?

RESPONSE: (Identifier and when law enforcement, media and others were contacted)

Media Contacted: Yes No Date/Time Contacted: AM PM

Law Enforcement Contacted: Yes No Date/Time Contacted: AM PM

Others Contacted? Yes No Who?

Date/Time Contacted: AM PM

Others Contacted? Yes No Who?

Date/Time Contacted: AM PM

CORRECTIVE ACTION: (Briefly state any corrective action or disciplinary action that has been taken or will be taken as a result of this incident)

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