

1.5.G.2 Parole Community Transition Program

I Policy Index:



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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 establishes standards and criteria for each inmate sentenced to a term of years and committed to the DOC for a crime committed under the new system for the purpose of parole (See DOC policy 1.4.B.1 [Individual Program Directives \(IPD\)](#)).

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.

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 the 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 to the offender to assist them 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 is unknown and efforts are under way to locate the parolee. The ATL may be issued prior to considering the parolee an absconder. The community alert ATL will be placed into COMS.

Absconder:

Any offender under the supervision of the South Dakota Parole Services whose whereabouts are unknown to the supervising Parole Agent or other DOC staff assigned to supervise the offender. 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 or staff at the facility where the offender is assigned/placed. An offender is considered an absconder once efforts to locate the offender have been exhausted and failed (See Parole OM 7.3.E.4 [Absconder Management](#)).

Parolee:

An offender conditionally released from a South Dakota DOC facility under parole or suspended sentence supervision by the SD Parole Services Division (See ARSD [17:61:01:01](#)).

Community Transition Program Phase 1 Restricted:

This community alert (CTP1) is placed on all offenders who are assigned to the program and are restricted to the grounds of the facility as a containment plan to allow time for DOC staff to develop an alternative to a revocation of parole, or upon determination of the offender's supervising parole agent. A group 1,3, or 4 inmate who transfers from secure custody to CTP will be placed on Phase 1 for a minimum of 2 days.

Community Transition Program Phase 2:

This community alert (CTP2) is placed on all offenders who are assigned to the program as part of a reentry strategy. Offenders placed on this status are eligible to work off the facility grounds, or on community service or disaster deployment crews and attend approved programming in the community.

Community Transition Program Review Team:

A review team will be established and maintained by the Executive Director of the Board of Pardons and Paroles or his/her designee. The Team is tasked with assisting in determining which Group 2 Community Transition Program participants will be placed in the program as part of a containment plan (Phase 1), or a reentry strategy (Phase 2). Team members may include the Executive Director or his/her designee, Director of Classification and Transfer, Risk Reduction Manager, Director of Field Services, regional parole supervisors, assigned parole agent, transition case manager, and other staff identified by the Executive Director. Criteria to be considered by the review team includes but is not limited to:

1. High risk sex offender who has failed a monitor or specific issue polygraph examination
2. Prior or current higher risk prison behavior
3. Multiple prior failures in a minimum security environment
4. Pending felony with no presumption of probation which requires a revocation on the violation sanction matrix
5. Multiple probation and parole violations for absconding behavior
6. Prison custody classification status prior to release to the community
7. High LSI-R
8. High community risk (Intensive)
9. High risk for violence
10. High risk sex offender

Extended Detainment:

An extension to a detainer, authorized by the Executive Director, which is issued for a variety of reasons, including investigative purposes, waiting for a placement opening and as a disciplinary sanction to a violation of the supervision agreement (See ARSD § [17:61:01:01 \(4\)](#) and [17:61:01:11](#)). The detainment extension may be for up to ninety (90) calendar days.

Working Day:

A standard workweek day, Monday through Friday, except for recognized state holidays, recognized

national holidays and any other special holidays declared by the Governor of South Dakota or the President of the United States.

IV Procedures:

1. 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 offenders will be placed at Sioux Falls Community Work Center, Yankton Community Work Center or Black Hills Community Work Center. Female offenders will be placed at the South Dakota Women's Prison (SDWP), unit E, Pierre Community Work Center or Carroll Institute in Sioux Falls, SD (this is a contract facility).
- 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) and interim housing for released offenders in order that they may pursue employment and program opportunities while waiting for a community placement.
 - 2. To 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 offender's parole or suspended sentence.
 - 3. Provide temporary housing placement for offenders as part of containment plan to allow parole staff to develop an alternative strategy in lieu of revoking the offender's parole or suspended sentence.
- C. Offenders placed in 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 apply to all CTP offenders.
 - 1. An offender is not required to accept transfer into the CTP.
 - 2. An offender is not entitled to transfer into the CTP.
 - 3. Offenders who are found guilty of committing a prohibited act while placed in the CTP are subject to disciplinary action, which may include placement in disciplinary segregation, placement on CTP Phase 1 restricted status and/or violation/revocation.
- 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 have been identified as having an unacceptable release plan.

1. Participation in CTP 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 by the unit case managers to the Executive Director or designee for participation in the CTP.
- B. **Group #2** will consist of offenders who are known to have had relapse/chemical dependency (CD) issues after being released to community supervision, or offenders who are known to have other programming issues after being released to supervision in the community, or who meet a high level response type on the Response to Violation Matrix.
1. Participation in CTP will allow these offenders to live in a DOC or contract facility while they receive programming to address identified programming needs in a structured environment, or as a containment plan to allow time for DOC staff to develop an alternative to a revocation of parole. Participation in CTP by offenders in need of a containment plan, as an alternative to parole violation/revocation, will be reviewed and approved by the CTP Review Team.
 2. These offenders will be recommended to the Executive Director or designee for participation in CTP by their supervising parole agent and may be given the opportunity to “self-commit” to CTP as an alternative to parole/suspended sentence revocation.
- 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 while formulating an acceptable release plan.
 2. The Board of Pardons and Paroles may direct offenders to 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 while formulating an acceptable release plan.
 2. Transition case managers will identify these offenders and will recommend them to the Executive Director or his/her designee for placement in CTP.

3. Identification of Community Transition Program Participants:

- A. **Group #1.** Unit case managers will review offenders who are within six (6) months of possible parole release to identify those offenders who may be difficult to place in the community, or who have unacceptable release plans.
1. After these offenders are identified, unit case managers will make recommendations to the Executive Director or his/her designee for placement in the CTP.
 2. Upon approval for placement in the CTP by the Executive Director or his/her 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 Self Commitment](#) form and [CTP Guidelines](#) thereby committing to the program (See [Attachment 1](#) and [Attachment 2](#)).
 4. The transition case manager will provide the offender with a CTP case plan specifically designed for the offender. The case plan will provide the criteria required of the offender to complete the CTP. The case plan report is accessible through the Report Submission Screen in the Comprehensive Offender Management System (COMS).
 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 COMS.
- B. Group #2.** Parole agents will identify parolees who have experienced relapse (CD) issues while on parole supervision, or who meet a high level response type on the Response to Violation Matrix.
1. Once a parolee with relapse/revocation issues has been identified, the supervising parole agent will complete a field services memo outlining specific recommendations regarding placement, employment, programming (to include CD programming/treatment), financial matters and release plans back to the community, along with documenting any medical and/or mental health concerns. This memo should be saved into COMS as a case note.
 2. The field services memo will serve as a referral to the Executive Director or his/her designee for placement in the CTP and will provide information to be used in creating a case plan for the parolee and supplement the LSI-R assessment.
 3. Upon approval for CTP placement by the Executive Director or his/her designee, the supervising parole agent will provide the parolee with the [CTP Self Commitment](#) and [CTP Guidelines](#) forms (See [Attachment 1](#) and [Attachment 2](#)).
 4. If a parolee refuses to sign the forms, the parole agent will refer the matter to the Executive Director or his/her designee for possible revocation of the parolees' parole/suspended sentence.
 5. If the parolee 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 make arrangements to return the parolee to a DOC facility. The signed forms will be scanned into COMS and available on the Release Plans screen.
 - a. For male offenders, the transition case managers in Sioux Falls will be notified. The offender will be returned to the A&O unit at the Jameson Annex in Sioux Falls, unless other arrangements have been made through the Classification and Transfer office.
 - b. For female offenders, the parole agents, unit staff in Pierre and the transition case managers in Pierre and Sioux Falls will be notified. The offender will be returned to the A&O unit at the SDWP in Pierre, unless other arrangements have been made through the Classification and Transfer office.
 6. The parole agent and transition case manager will compose a CTP case plan specifically for the offender. The case plan will provide the offender with the criteria to complete the CTP.

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.
 8. The offender's status will be reviewed by the CTP Review Team to determine if the offender will be placed on Phase 1 Restricted or Phase 2.
 - a. If the offender is placed on Phase 1 Restricted by the CTP Review Team, only the Review Team has the authority to place the offender on Phase 2.
- C. **Group #3.** The Board of Pardons and Paroles will identify those offenders who need assistance in formulating an acceptable release plan and may parole the offender to the CTP (See SDCL § 24-13-7).
1. Unit case managers will notify the offender's parole agent and transition case manager of those offenders identified by the Board of Pardons and Paroles to participate in CTP.
 2. The offender's supervision agreement will include special conditions that require the offender to abide by and agree to the CTP. The offender will sign the CTP Self Commitment and CTP Guidelines forms, thereby committing to the program (See [Attachment 1](#) and [Attachment 2](#)).
 3. The transition case manager will compose a CTP case plan specifically for the offender. The case plan will provide the offender the criteria 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.
- 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 who may be difficult to place in the community.
1. Upon approval for the CTP by the Executive Director or his/her 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 and CTP Self Commitment form, thereby 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 unit case manager and transition case manager will compose a CTP case plan specifically designed for the offender. The case plan will provide the offender the criteria to complete the CTP.
 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.

4. Community Transition Program Guidelines:

- A. The described guidelines and rules apply to all CTP offenders.
 1. All CTP offenders will abide by the rules and regulations of the DOC and facility where they are assigned/housed.

- a. If an offender placed in CTP is found to have committed a major offense in custody, the offender's assigned parole agent will be notified no later than the following day after the report is generated. All related reports and information related to the offense will be forwarded to the parole agent. Offenders found guilty of committing a major offense in custody are subject to sanctions applied through the inmate discipline system, including placement in disciplinary segregation (See DOC policy 1.3.C.2 [Inmate Discipline System](#)).
 - b. Offenders found guilty of committing a major offense in custody may be terminated from the CTP and face parole violation/revocation (See ARSD § [17:61:01:09](#)).
 - c. CTP offenders subject to disciplinary action may utilize the administrative remedy process (See DOC policy 1.3.E.2 [Administrative Remedy for Inmates](#)).
2. CTP offenders will abide by their curfew and off-unit schedule, which is set by the supervising parole agent and/or Transition Case Manager and available for review in COMS.
 3. CTP offenders assigned to CTP Phase 1 will be restricted to the grounds of the facility until the Review Team approves the offender for placement on CTP Phase 2 and the offender is assigned curfew and off-unit hours. The parole agent is responsible for updating the offender's alert status in COMS.
 - a. Unit staff, parole staff and the Review Team can view an offender's status on the "Alerts" screen in COMS.
 4. Preliminary Breath Tests (PBT) and/or urinalysis tests (UA) may be administered at any time (See DOC policy 1.3.A.8 [Drug Testing, Sanctions & Treatment](#)).
 5. CTP Offenders will participate in all programming and/or treatment as required.

5. Job Search and Employment:

- A. CTP offenders may be assigned work detail on the Community Work Center unit (such as cleaning and/or maintenance of the facility or grounds), and/or be required to pursue and secure employment in the community.
 1. CTP offenders may receive pay for assigned work tasks on the unit, unless otherwise directed by the Executive Director or his/her designee.
 - a. CTP offenders may be paid wages at rate set by the DOC (See DOC policy 1.5.A.1 [Inmate Pay](#)) when performing assigned work duties on the grounds of a DOC facility.
 - b. Only CTP Phase 2 offenders may be assigned to Community Service or Disaster Response, in accordance with DOC policy 1.5.A.6 [Community Service Program](#) and 1.3.B.5 [Deployment to a Natural Disaster](#).
 2. Offenders placed on CTP Phase 2 will locate, secure and begin employment in an approved legal, paid occupation in the community within six (6) weeks of placement on job search, unless specifically exempted (due to certain conditions or disabilities), excluded, or granted an extension by the Executive Director or his/her designee (see Parole OM 7.5.A.1 [Employment or Other Means of Support](#)).
 3. CTP offenders on Phase 2 may be granted off-campus hours to search for a job.

- a. CTP offenders will receive up to 6 hours off-campus for job search Monday-Friday for the first two weeks.
 - b. CTP offenders will receive up to 6 hours off-campus for job search Monday, Wednesday and Friday for the third-fourth week.
 - c. CTP offenders will receive up to 6 hours off-campus for job search Monday and Wednesday the fifth week.
 - d. CTP offenders will receive up to 6 hours off-campus for job search Monday and Wednesday the sixth week.
5. After an offender has secured employment, off-campus hours may be expanded to coordinate with the offender's work schedule. After the offender has received his/her first paycheck, offenders who are substantially compliant with the CTP program may be granted additional access to the community through expanded off-campus hours and extended curfew times.

6. CTP Absconders:

- A. If a CTP offender does not return to the unit by their curfew time, the OIC will verify the offender's "Alert Status" in COMS and notify the supervising parole agent.
- B. If the late return involves a CTP Phase 2 offender, staff and/or the supervising parole agent can attempt to locate the offender.
- C. If a CTP Phase 2 offender arrives back at the unit more than one (1) hour late (without prior notice and approval by their supervising parole agent), he/she is subject to detainment upon return to the facility. The OIC will notify the supervising agent upon the late return of the offender.
- D. If a CTP Phase 2 offender does not return to the facility within twenty-four (24) hours of their designated return time/curfew, or the parole agent determines the offender has likely absconded, the offender will be terminated from the CTP and removed from the DOC master count.
- E. The supervising parole agent will be notified immediately by the OIC of the CTP Phase 2 offender's failure to return, if he/she has not already been notified.
 1. If the offender is not located and/or does not return to the facility or is determined by the parole agent to have absconded, the parole agent will issue a violation report for absconding and document this in COMS, in accordance with Parole Services OM 7.3.E.4 [Absconder Management](#). A warrant of arrest will be issued in accordance with DOC policy 1.5.G.8 [Parole Services-Detainers and Arrest on Violation](#).
 2. The Central Records Administrator will contact the Jameson Central Control Room and have the offender removed from the DOC Adult Master Count.
- F. If a CTP Phase 1 offender with an "Alert Status-Phase 1 Restricted" cannot be located or there is reason to believe the offender has absconded, the Officer in Charge (OIC) of the unit will verify the CTP offender's "Alert Status" in COMS.
 1. If the offender is CTP Phase 1 Restricted, the OIC will contact the offender's supervising parole agent and initiate the [Notification for CTP Phase 1 Offenders Who Abscond Parole Supervision](#) checklist (See [Attachment 3](#)).

2. The supervising agent will refer to the steps contained in the [CTP Phase 1 Restricted Absconder Notification](#) (See [Attachment 4](#)).
3. If the warrant is issued by control room staff, a copy of the warrant for arrest paperwork must be sent to the parole office in accordance with Parole OM 7.3.A.5 [Warrant Requests](#).
4. The offender will be immediately terminated from the CTP and removed from the DOC Adult Master Count. The supervising parole agent will issue a Violation Report for absconding.

7. Financial Considerations:

- A. CTP Phase 2 offenders housed at minimum custody level units may be required to pay room and board costs at the percentage rate established by the DOC (See DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#)).
 1. Once the daily percentage becomes effective, the offender is responsible for room and board costs until release or termination from CTP (unless the room and board costs are waived by the Executive Director or his/her designee).
- B. CTP Phase 2 offenders housed in county jails or halfway houses may be required to pay room and board at the percentage rate set by the DOC.
 1. The room and board costs for offenders housed in contract facilities will begin to accrue the day the offender is transferred to the county jail or halfway house.
- C. All money earned and/or funds received by the offender during participation in the CTP will first be applied to the offender's credit obligations, PLRA obligations then to CTP room and board charges and then to work-related expenses. All money earned (including tips) will be retained in the offender's institutional accounts and processed through the DOC banking system (See DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#)).
 1. Requests from an offender to withdraw funds from his/her spend subaccount will be in the form of a commissary slip, which must be approved by a Transition Case Manager or unit staff.
 2. Funds sent to an offender via the mail must be directed to the appropriate mailroom.
 3. Offenders in the CTP will be subject to the same spending limits (commissary and work related expenses) as those that apply to inmates in the work release program, in accordance with DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#).
 4. Offenders in CTP may utilize the offender phone system, in accordance with DOC policy 1.5.D.4 [Inmate Access to Telephones](#).
 5. Offenders in CTP are not allowed to cash paychecks or deposit paychecks into an outside bank account.
 - a. Paychecks must be mailed to the Transitional Case Manager, DOC facility business office, or direct deposited by the employer for posting to the offender's institutional DOC account.
 - 1) All cash; i.e. tips received from employment, must be turned in to the Transitional Case Manager for deposit into the offender's institutional DOC account.
 - 2) The offender will be given a receipt by staff for all cash turned in at the facility.
 - 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, as 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), parole fees and CTP room and board, CTP 2 offenders will not pay on fixed obligations.
 - 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.
- D. The Transition Case Manager will monitor the offender's CTP case plan and will ensure all room and board charges and credit obligations are deducted from the offender's account before the final release check is issued to the CTP offender.
- E. Offenders will be afforded access to medical services/health care through DOC health services (See DOH policy [P C 06C Health Care for Community Transition Program](#)).
 1. CTP offenders are responsible for all medical co-pays and any other charges/fees for medical services provided to the offender while placed in the CTP program (See DOC policy 1.4.E.10 [Inmate Medical Co-Pay, Fees and Billing for Health Care Services](#)).
 2. All CTP offenders are required to notify prison health services of any off-site medical care accessed or received.
 - a. CTP Phase 2 offenders may be referred to one of the South Dakota Department of Health Correctional Health Care contracted hospitals and/or clinics by Health Services. The approved providers are: Avera McKennan Hospital and Avera McGreevy Clinics in Sioux Falls, Regional Health Physicians in Rapid City, Avera St. Mary's in Pierre and Avera Sacred Heart in Yankton.
 - b. CTP Phase 2 offenders are responsible for coordinating travel permits with their supervising parole agent to attend outside medical appointments and for all costs associated with transportation to and from the outside medical appointment.
- G. Offenders transferred to the CTP directly from a DOC facility will have their "gate money" (See SDCL §§ [24-5-3](#), [24-15-12](#) and [24-15A-25](#)) held until release from CTP to the community. 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 offender transferred from a DOC facility to CTP.
 1. Gate money will be based on the offender's financial situation at the time of release from CTP to the community.
- H. Any offender removed from the CTP for failure to comply with the program guidelines will have funds from pending paychecks and funds in his/her work related expense account, if applicable, frozen.
 1. Frozen funds will be applied to costs incurred because of the offender's removal from the program; to include any obligation in the work release expense account.
 2. Any amount remaining will be placed in the offender's frozen account.

- I. Offenders may be required to pay parole supervision fees while placed in the CTP (See DOC policy 1.5.G.4 *Parole Services-Community Risk Assessment and Supervision of Offenders* and DOC policy 1.5.G.1 *Parole Services Supervision Fees*).
 1. The supervising parole agent will notify the business office when an offender is required to pay parole supervision fees.
 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.

8. Business Office Notification:

- A. The respective business office will be notified by either the Transition Case Manager or the supervising parole agent when:
 1. An offender is removed from the CTP pending a violation hearing.
 2. The Transition Case Manager issues a release notice for a CTP offender.
 - a. The supervising parole agent or Transition Case Manager will notify the business office within five (5) business days of when the release notice is issued.

9. Parole Agent Responsibilities:

- A. The parole agent will coordinate with the Transition Case Manager (TCM) to set individualized curfew hours and/or off-unit hours for each CTP offender, based on the offender's work and programming schedule.
- B. The parole agent (or TCM if the offender is housed at the Pierre or Sioux Falls Community Work Centers), will have a face-to-face meeting with all CTP offenders assigned to their caseload no later than the first working day the offender is placed in CTP. The meeting will be logged in the Case Notes section in COMS.
- C. Parole agents will document the status of the CTP offender's programming needs; including housing, employment, programming, CD treatment, relapse/CD dependency and other transition issues in COMS.
- D. Parole agents will complete supervision contacts with CTP inmates at a level consistent with the CTP offender's community risk and assessment. This is applicable to offenders on Phase 1 Restricted or Phase 2 with no curfew hours (See DOC policy 1.5.G.4 *Parole Services-Community Risk Assessment and Supervision of Offenders*).
- E. Regardless of the CTP offender's community risk level, parole agents will conduct weekly face-to face contacts with CTP Phase 2 offenders assigned curfew hours.
 - a. Each CTP offender on job search will will have their job verification reviewed by their supervising parole agent during the weekly face-to-face contact.
- F. Parole agents will conduct weekly employment checks on each CTP Phase 2 offender who is employed and assigned curfew hours.
- G. The parole agent shall establish the offender's parole conditions/requirements; i.e. CD, employment and/or means of support standards, budgeting, institutional programming and community based programming requirements.

1. The CTP offender's conditions/requirements will be coordinated with the Transition Case Managers/Unit Case Managers.
 2. Access to the community schedule set for each CTP Phase 2 offender is available through the Alerts screen in COMS.
 3. Access to a copy of the current CTP case plan offenders is available in COMS.
- H. If an offender released to parole supervision in the community is placed in the CTP, the parole agent will ensure the original [CTP Self Commitment](#) and [CTP Guidelines](#) (See [Attachment 1](#) and [2](#)) is sent to Central Records. A copy of the CTP Guidelines will be provided to the offender.
- I. The supervising parole agent has authority to grant a travel permit to the CTP Phase 2 offenders (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 Phase 2 offender.
 2. It is the parole agent's responsibility to supervise the offender while he/she is released on a travel permit.
- J. The parole agent will document and approve the offender's release plans in COMS.
- K. Institutional files for offenders on CTP will be maintained by the respective parole agent.
- L. The parole agent is responsible for updating the offender's Alert Status in COMS.

10. Unit Staff/Transitional Case Manager Responsibilities:

- A. Unit staff are responsible for documenting offender arrivals and departures to and from the unit.
- B. Unit staff will report incidents of improper behavior or non-compliance by a CTP offender to the OIC, supervising parole agent and other designated DOC staff. Major offenses in custody must be reported to the supervising parole agent no later than the next business day.
- C. If an offender assigned to CTP is housed a DOC facility, the Transitional Case Manager will ensure the original [CTP Self Commitment](#) (See [Attachment 1](#)) signed and dated by the offender is sent to Central Records to be placed in the offender's legal file.
- D. If an offender housed in a DOC facility is transferred to CTP, the institutional 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 copy of the CTP Guidelines will be provided to the offender.
- E. Unit staff/Transitional Case Managers will coordinate with the parole agent regarding the offender's supervision agreement, off unit schedule, restrictions, curfew, etc. This information will be documented in the offender's case plan in COMS. The parole agent is responsible for documenting the offender's curfew hours on the Alerts screen in COMS.
- F. The TCM (or parole agent if the offender is housed at the Rapid City or Yankton Community Work Centers) will have a face-to-face meeting with all CTP offenders no later than the first working day the offender is placed in CTP. The meeting will be logged in the Case Notes section in COMS.
- G. TCMs who conduct face-to face contacts or job verifications for CTP offenders will document these contacts in the parole case notes section of COMS.

11. Release to Community Placement:

- A. Transition Case Managers will provide a monthly statistical report on offenders in the CTP to the Executive Director or his/her designee.
- B. CTP offenders who are successful in developing an acceptable release plan (OIDRPLAN) and who have met the criteria for release to community placement, will be recommended to the Executive Director or designee for release to the community plan.
- C. The Executive Director or his/her designee may approve, modify or deny the CTP offender's release plan.
- D. Upon notice of approval from the Executive Director or his/her designee of an offender's release to community placement plan, the unit case manager and/or parole agent will notify the Transition Case Manager.
- E. 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 two weeks in advance of the confirmed final release date.
 - a. The Executive Director or designee may waive the two week notice if the offender does not have any confidential notifications and the release would be in the best interests of the offender and DOC (See DOC Policy 1.1.E.4 [Release and Status Change 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](#)). These documents will be scanned into COMS and may be viewed on the Release Plan screen.
 3. Upon receiving the offender's signature on the agreement, the unit case manager will give a copy of agreement to the offender, place a copy in the institutional file and retain the original signed copies for inclusion in the release packet 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](#) and [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 and Status Change Notification Requests](#)
- DOC policy 1.2.E.1 -- [Inmate Commissary](#)
- DOC policy 1.3.E.2 -- [Administrative Remedy for Inmates](#)
- DOC policy 1.3.A.8-- [Drug Testing, Sanctions & Treatment](#)
- DOC policy 1.3.B.5 -- [Deployment to a Natural Disaster](#)
- 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, Fees and Billing for Health Care Services](#)
- DOC policy 1.4.G.1 -- [Transition Programs & Services](#)
- 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](#)
DOC policy 1.5.G.8 -- [Parole Services-Detainers and Arrest on Violation](#)
Parole OM 7.4.G.1 – [Travel/Work Permits for Parolees](#)
Parole OM 7.4.G.3 -- [Initial Interview, Supervision Agreement and Suspended Sentence Supervision Agreement](#)
DOH policy -- [P C 06D Health Care for Community Transition Program](#)

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 vice 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.

March 2014: **Deleted** B. “The room and board costs for parolees housed at a MN custody level unit will be determined based on a percentage of the inmates income the date the inmate has started his/her employment” in Section 5. **Added** C. **Deleted** “unit staff or CTP coordinators will change the offender’s fixed obligations to reflect a zero percent when an offender is in CTP (does not apply to costs of incarceration) and **Replaced** with parole fees and CRP room and board, CTP offenders will not pay on fixed obligations” in Section 5 C. 6. **Deleted** “and mental health services provided through the facility” and **Replaced** with “services and all medical care will be provided or coordinated through prison health services” in Section 5 G. **Deleted** “not pre-approved by Health Services in accordance with” and **Replaced** with “that may be levied while under supervision” in Section 5 G. 1. **Deleted** “medical care provided off site and coordinate off site services for non-emergent medical needs with prison health services” and **Replaced** with “off-site medical care that is required and received. Offenders must notify health services staff immediately upon returning to the unit. 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” in Section G F. 2.

February 2015: **Added** definition of CTP Phase 1, CTP Phase 2, CTP Review Team, Extended Detainment, **Deleted** definition of CTP Absconder. **Added** 3. to Section 1 B. **Added** 3 to Section 1 C. **Added** “or violation” in Section 1 C. 3. **Added** “after being released to supervision in the community who are known to have” and **Added** “or who meet a high level response type on the Response to Violation Matrix” in Section 2 B. **Added** a “through the use of extended detainment” and **Added** “or as a containment plan to allow time for DOC staff to develop an alternative to a revocation of parole. Participation in CTP for these offenders as a containment plan will be reviewed and approved by the CTP Review Team” to Section 2 B. 1. **Added** “or who meet a high level response type on the Response to Violation Matrix” in Section 3 B. **Added** “the signed forms will be scanned into COMS and available on the Release Plans screen” in Section 3 B. 5. **Added** “unless other arrangements have been made through the Classification and Transfer office” in Section 3 B. 5. a. and b. **Added** “parole agent and” in Section 3 B. 6. **Added** 8. and a. to Section 3 B. **Added** “unit manger and” in Section 3 C. 3. and Section 3 D. 3. **Added** d. and e. to Section 4 A. 1. **Added** CTP phase 1 and **deleted** “to the unit” in Section 4 A. 2. and 2. a. and 3. **Added** “or if reasonable grounds exist to believe the offender has absconded” in Section 4 A. 2. **Added** “CTP Phase 2. (not restricted to the unit)” in Section 4. A. 4. a. and 5. and 5. a. **Added** c. to Section 4 a. 1. **Added** “the parole agent shall be responsible for maintaining the offender’s alert status” in COMS” in Section 4 A. 5. **Added** new Section 5 **Deleted** C. “Once the daily percentage for room and board charges has been established, this amount must be added to the offender’s fixed obligations screen in COMS by the TCM” in Section 6. **Deleted** “cost of incarceration” in Section 6 F. **Deleted** “five (5) working days” and **Replaced** with “two weeks” in Section 10 E. 1. Minor grammar changes. **Deleted** Attachment 3 and **Added** new attachment 3 and 4.

August 2015: **Added** definition of “Parolee” **Deleted** “or during the first two days” and **Added** “will be placed on Phase 1 for a minimum of two days” in definition of CTP Phase 1 Restricted. **Updated** the facility names in Section 1 A. 1. **Deleted** “The supervising parole agent has authority to not require a group 1,3, or 4 offender transferring from DOC secure custody be placed on CTP Phase 1 Restricted status for the first two (2) days in CTP” in Section 4 A. 1. d. **Deleted** b. “The supervising parole agent may place a CTP Phase 2 offender on CTP Phase 1 Restricted in response to the offender committing a rule violation, or for other reasons that support an offender should not have off-grounds privileges.” in Section 4. 1. **Deleted** d. “The supervising parole agent who placed the offender on CTP Phase 1 Restricted may transfer the offender from CTP Phase

1 Restricted back to CTP Phase 2.” in Section 4 1. **Deleted** “restricted by the Review Team” in Section 4 A. 2. **Deleted** “competitively employed” and **Replaced** with “locate, secure and begin employment in an approved legal, paid occupation” and **Deleted** “two weeks” and **Replaced** with “six weeks” and **Added** “due to certain conditions or disabilities” and **Added** “or granted an extension” and **Added** “or his/her designee” in Section 4 A. 6. **Added** 7 a.-d. and 8. to Section 4 A. **Deleted** “employability and **Replaced** with “employment and/or means of support standards” in Section 4 B. **Added** “and notify the supervising parole agent” in Section 5 A. **Added** new B. to Section 5. **Added** “If placed on Phase 1 Restricted. **Deleted** “An ATL will be issued to law enforcement by the offender’s supervising agent” in Section 5. **Deleted** “The CTP Review Team will determine whether to place the offender on Phase 1 Restricted status. If the CTP offender is placed on Phase 1 Restricted, the supervising parole agent will immediately change the offender’s Alert Status to Phase 1 Restricted in COMS.” in Section 5 C. 1. **Added** “or the parole agent determines the offender has likely absconded” to Section 5 D. and Section 5 E. 1. **Deleted** “directly contact one of the staff designated” and **Replaced** with “refer to the steps contained in the” in Section 5 E. 2. **Deleted** 5 in Section 5 E. **Created** new Section 5. Job Search and Employment. **Added** “individualized” and **Added** “based on the offender’s work and programming schedule” in Section 9 A. **Added** new B. in Section 9. **Added** “contacts with CTP offenders” and **Added** “this is applicable to offenders on phase 1 or 2 with no curfew hours” in Section 9 D. **Added** E. and F. to Section 9. **Added** F. and G. to Section 10. **Updated** and made changes to Attachments 1-4.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

08/31/2015

Date

Attachment 2: CTP Guidelines for Males and Females

Located in COMS on the Alert Screen (OCDALERT) Intake Screen (OCDINTAK) Case Plan Screen XX?. Click [here](#).

South Dakota Department of Corrections
Policy
Distribution: Public

Attachment: CTP Guidelines for Males and Females
Please refer to DOC policy 1.5.G.2
Community Transition Program

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.

Revised: 4/06/2011 Page 1 of 3

South Dakota Department of Corrections
Policy
Distribution: Public

Attachment: CTP Guidelines for Males and Females
Please refer to DOC policy 1.5.G.2
Community Transition Program

- 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 approval 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 you 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.

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ATTACHMENT 3: NOTIFICATION FOR CTP PHASE 1 OFFENDERS WHO ABSCOND PAROLE SUPERVISION

The **Notification for CTP Phase 1 Offenders who Abscond Parole Supervision** form is located on the state's WAN.

A copy of the **Notification for CTP Phase 1 Offenders who Abscond Parole Supervision** may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access:

| | |
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| SD Parole Services Operational Memorandum Distribution: Non-Public | 7.3.E.4 Absconder Management |
|--|---------------------------------|

Attachment 3

Notification for CTP Phase 1 Offenders Who Abscond Parole Supervision

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

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

Follow-up Response from Parole Agent:

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

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ATTACHMENT 4: CTP PHASE 1 RESTRICTED ABSCONDER NOTIFICATION

The **CTP Phase 1 Restricted Absconder Notification** form is located on the state's WAN.

A copy of the **CTP Phase 1 Restricted Absconder Notification** may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access:
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **CTP Phase 1 Restricted Absconder Notification**.

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|--|---|
| South Dakota Department of Corrections Policy Distribution: Public | Attachment: CTP-Absconder Please refer to DOC policy 1.5.G.2 Community Transition Program |
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CTP Phase I Restricted Absconder Notification

The provisions contained within this attachment apply to all CTP offenders with an "Alert Status-CTP Phase 1 Restricted" noted in the Alert screen of the Community Offender Management System (COMS).

Staff shall verify any alerts that apply to the CTP offender through COMS.

The Officer in Charge will verify that the parolee is on CTP Phase I Restricted status and contact the supervising agent to initiate the "Notification for High Risk Offenders who absconds: Parole Supervisor" process.

The supervising agent will directly contact one of the following staff as notification and to initiate the process to issue a warrant on NCIC. The supervising agent will then complete the steps of the "Notification for High Risk Offenders Who Abscond: Parole Supervisor" (as outlined in Attachment #2).

Executive Director of the Parole Board (Ed Ugentberg: office (605) 762-3152, 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) 367-5732, state cell (605) 941-1970

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

Board office will issue warrant (during regular work hours)

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

The Executive Director of Parole or designee will then complete direct notifications to applicable DOC Senior Staff as required in current Parole OMI/DOC Policy.

Instructions for Control Room Listing Absconders on NCIC:

- Log into NCIC
- Go to Forms-Administrative Messages-Administrative Messages (AM)
- Originating Agency Code (ORI) should already be there otherwise SD049015C for Jamison CTRL and SD049035C Main CTRL
- Destination ORI/NLETS Region code (DRI): SD032025Y
- Body of Message Text will say:

PLEASE PLACE THE FOLLOWING PAROLE VIOLATOR/ABSCONDER ON NCIC:

NAME:
WARRANT #: SD-
ORIGINAL OFFENSE:
SEX:
PLACE OF BIRTH:
DOB:
RACE:
HEIGHT:
WEIGHT:
HAIR:
EYES:
COMPLEXION:
SSN:
FBI #:

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|--|---|
| South Dakota Department of Corrections Policy Distribution: Public | Attachment: CTP-Absconder Please refer to DOC policy 1.5.G.2 Community Transition Program |
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SD WILL EXTRADITE WITHIN CONTINENTAL USA

POC: -your name, agency, contact# (Example: Joe Smith, SD State Penitentiary Main Control, 605-367-5001/5000/5100)

10-50

Go to Options & select Auto Print
Hit the Plus sign to send message

10-50 tells State radio to broadcast every 4 hours. Broadcast must be canceled when apprehended. When control is notified of apprehension, OIC is notified and decision is made to cancel broadcast by calling State Radio.

*All information to be included in the above narrative can be found on Mainframe

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