

## 1.4.G.1 Transition Programs and Services

### I Policy Index:



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### II Policy:

The South Dakota Department of Corrections (DOC) will provide programs and services to assist adult offenders with their transition from prison to the community. The goal of transition programs and services is to enhance an inmate's ability for a successful release from incarceration.

### III Definitions:

#### Possible Release Date:

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

#### New System Initial Parole Release:

Inmates sentenced to the South Dakota prison system as a result of an offense committed on or after July 1, 1996 who are in compliance with their Individual Program Directive and eligible for release on their initial parole date (See DOC policy 1.1.E.2 [Date Computation](#)).

#### Suspended Sentence Release:

Inmates sentenced to the South Dakota prison system with a split sentence who have completed the required term of imprisonment and are eligible for release to supervision under Parole Services for the remainder of their suspended sentence.

#### Discretionary Cases:

Inmates who have a discretionary parole hearing date.

#### SIS/SES:

Suspended Imposition of Sentence (SIS) or Suspended Execution of Sentence (SES). Sentences of probation, which as a condition the court prescribes that the defendant be imprisoned for a specific period of time, not to exceed 180 days. Upon release from prison the inmate is under the supervision of Court Services.

#### Successful Release:

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

**Conditional Release Violators:**

Parole or suspended sentence violators.

**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 release.

**New System:**

Inmate sentences to the South Dakota Prison System as a result of an offense committed on or after July 1, 1996.

**Old System:**

Inmate sentences to the South Dakota Prison System as a result of an offense committed prior to July 1, 1996.

**Scheduled Programs:**

Programs that are required as part of an inmate's IPD.

**Confirmed Release Date:**

A date that an inmate will be released from prison through parole, suspended sentence or discharge.

**Transition Case Manager:**

A DOC staff member assigned to assist inmates with community transition. The transition case manager provides a transition link between the DOC and the community through programming and case management assistance in developing community transition plans.

**Transitional Programming:**

Programs/services that explain to an inmate how to transition from incarceration to the community. The programs/services are directed towards assisting inmates with the transition into the community; i.e. release planning programs, resolution of holds/detainers, Community Transition Program (CTP), Adult Re-entry Program, etc.

**Adult Re-entry Program:**

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

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

**Local Re-entry Task Force:**

A community based reentry support team providing case management and program referral for offenders served in the Second Chance Act Grant Program. Task forces operate in the Sioux Falls/Minnehaha County and Rapid City/Pennington County.

**Re-entry Project Director:**

Directs the development and offender acquisition of institutional and community-based programs. Monitors the operation of the Local Re-entry Task Forces.

**Local Re-entry Coordinators:**

Staffs the development and operation of collaborative case management systems in the community

and is the conduit of information between correctional facilities and the Local Re-entry Task Forces.

### **Second Change Act (SCA) Treatment Group:**

The SCA treatment group refers to offenders participating in the Second Chance Act National Evaluation who have been randomly selected to access SCA programs. Treatment Group participants will have access to Second Chance programs: T4C, JSAP, CWCD, Intensive Case Management, SCA funded community based programs, and enhanced supervision.

## **IV Procedures:**

### **1. Transition Components:**

- A. Release/Case plan completion for all inmates who are within five (5) years of possible release from prison.
- B. Community risk assessments for incoming inmates and inmates within five (5) years of possible release from prison.
- C. Scheduled programming for inmates who are assessed as needing specific programming.
- D. Case management for inmates unable to develop or sustain an acceptable release plan (See DOC policy 1.1.E.6 [Case Management](#)).
- E. Transition plan presentations in Admissions & Orientation (A&O), as part of the systems overview.
- F. Intensive case management for inmates who are within one year of a possible release.
- G. Securing a Social Security Card and birth certificate for those inmates who do not currently possess these items. Assist Native American inmates in applying for tribal enrollment (See DOC policy 1.1.A.7 [Offender Identification Procedures](#)).
- H. Community Transition Program (See DOC policy 1.5.G.2 [Community Transition Program](#)).
- I. LSI-R Assessment (See DOC policy 1.4.B.13 [LSI-R Assessment and Case Planning](#)).

### **2. Release Plan Participation:**

- A. Each inmate, including parole and suspended sentence violators and SES/SIS inmates who are within five (5) years of a possible release date will develop a release plan (See [Attachment 1](#)).
  1. New admission inmates within five (5) years of a possible release date will start developing their release plan while in the Admissions and Orientation (A&O) unit (See DOC policy 1.4.A.2 [Inmate Admission](#)).
  2. New admission inmates will be required to submit an initial release plan to the admissions case manager prior to transferring from the A&O unit. The admissions case manager will enter this information on the Release Plan module in COMS.
  3. Inmates within five (5) years of a possible release date who do not have a release plan and who are no longer in A&O, or parole and suspended sentence violators will develop a release plan at their next classification review or upon their initial contact interview with their

respective case manager. The release plan shall be completed prior to the inmate's next parole appearance or scheduled final discharge.

4. Inmates serving a life sentence, capital punishment sentence or are a U.S. Marshal hold or an inmate who is more than five (5) years from a possible release date are not required to develop a release plan.
  5. Inmates within (5) years of a possible release date who are housed in a contract facility or out-of-state who require a release plan will develop their plan via teleconference or through written correspondence with their assigned SD DOC unit staff.
- B. Inmates are responsible for their release plan.
1. Inmates who are unable to complete an acceptable release plan will be referred to a transition case manager for assistance.
  2. An inadequate release plan may result in the delay or denial of an inmate's release to parole.
  3. Any updates or changes in an inmate's release plans will be processed through the inmate's assigned unit case manager at the time of their classification review, scheduled contact interview, or through their individual programming staff; i.e. CD counselor or Sex Offender Management Program (SOMP) counselor when making arrangements for programming requirements in the community. The update(s) or change(s) will be entered in the Release Plan module in COMS.
- C. Transition plan presentations will be offered in A&O units.

### 3. Release Plan Content:

- A. Residence: The inmate will provide information about where they plan to live, including directions from a major town if the proposed residence is in a rural area.
- B. Employment: If the inmate has a pending job upon release, this information will be entered in this section.
1. Only actual employment that can be confirmed should be entered in this section.
    - a. Inmates may be self-employed if they return to an existing/established company.
    - b. Inmates who want to start a new business upon release are not considered to have a pending job upon release.
  2. An inmate released on parole or suspended sentence is normally given thirty (30) days to secure employment if he/she does not have a job waiting. Inmates will be required to have regular contact with the South Dakota Department of Labor (Career Learning Center) or the Sioux Falls Re-entry Center (or similar employment provider if releasing to another state) for assistance in obtaining employment.
    - a. Inmates with documented medical or mental health disabilities that may limit employment options should be referred to the SD Department of Human Services Office of Vocational Rehabilitation Service, the Department of Social Services or the Veterans Administration (if a veteran), or similar provider if releasing to another state.

3. Inmates who anticipate receiving consistent income through sources other than employment (retirement, disability benefits, social security, etc.) must indicate this source in the employment section.
- C. School Information: If the inmate plans on enrolling in college, vo-tech or other post-secondary education or participating in adult education programs/classes upon release. Inmates who have not graduated from high school or completed their GED will be referred to a GED provider.
- D. Chemical Dependency (CD) Treatment Information: A parole release plan will not be approved for a chemically dependent inmate until the inmate is accepted in an approved community treatment program. If the inmate is chemically dependent, he/she must outline his/her plans for treatment, continuing care and/or AA/NA upon release.
1. Each inmate who is chemically dependent is strongly encouraged to participate in continuing care and AA/NA upon release.
  2. If the inmate completes chemical dependency treatment or relapse programming while incarcerated, CD staff must review and/or update the inmate's release plan at the time of treatment completion.
    - a. The CD staff will note in the Release Plan module of COMS that the release plan has been reviewed and the date of the review.
    - b. If the inmate will be released immediately upon treatment completion, the CD staff will review and/or update the release plan prior to treatment completion.
  3. If the inmate was unable or unwilling to complete required CD treatment or relapse programming in an institution or the inmate has not obtained acceptance in an approved community treatment program, their assigned unit case manager will refer them to a CD counselor in the institution for assistance in developing a release plan that addresses their CD needs.
    - a. This referral will take place no later than during the final release planning review process outlined in the section on [Inmate Releases](#).
    - b. This requirement applies to each inmate with a confirmed release date.
- E. Medical/Mental Health Treatment Information: This is based on medical/mental health records maintained by Health Service staff.
1. If the inmate has been identified as needing mental health care, significant medical care or will release while on a prescribed medication(s), the appropriate medical or mental health staff must review and/or update the inmate's final release plan and discharge summary plan provided by Health Services (See DOH policy P-E-13 [Discharge Planning](#)).
  2. The appropriate medical or mental health staff will note in the case notes screen of the Release Plan module within COMS that the release plan has been reviewed and the date of the review.
- F. STOP Program Information: Sex Offender Management Program (SOMP) staff will work with the inmate during STOP programming if he/she is assessed as needing community treatment. SOMP staff will make recommendations for community supervision in the inmate's release plan. Inmates who refuse programming are still monitored by the SOMP staff and a proposed release plan will be entered into the Release Plan module in COMS by SOMP staff on behalf of the

inmate. Inmates releasing to parole supervision or suspended sentence and assessed as needing community treatment must be accepted by an approved community treatment provider prior to release and must make contact with the provider within five (5) working days of their release into the community (See DOC policy 1.4.A.3 [Sex Offender Management Program](#)).

1. SOMP staff must review and/or update the inmate's release plan at the time of completion of STOP and prior to their release.
  2. The SOMP staff will note in Release Plan module that the release plan has been reviewed and the date of the review.
  3. If the inmate was unable or unwilling to complete STOP treatment in an institution or has not obtained acceptance in an approved community treatment program, a SOMP staff member in the institution will provide case management for assistance in development of the release plan portion dealing with STOP issues.
  4. If the inmate is releasing to parole supervision or suspended sentence and was assessed as needing STOP programming but refused, they will be allowed five (5) working days in the community to contact a community treatment provider and thirty (30) days to be accepted into a community treatment program.
- G. Hold and Detainers: The inmate will note if they have any holds or detainers and indicate the status of the hold or detainer. Holds/detainers need to be resolved prior to the scheduled release or the inmate will be released to the hold/detainer authority.
1. A warrants check utilizing the NCIC III conducted by Records staff the month prior to all scheduled discharges and presumptive parole or suspended sentence releases.
  2. All inmates releasing due to action taken by the Parole Board will have a warrants check completed following the Board's decision to release the inmate.
- H. Financial: Case managers will review the inmate's financial status and document the information in the Release Plan module within COMS (See DOC policy 1.3.C.11 [Offender Obligations](#)).
1. Restitution/Financial Responsibilities.
  2. Liens/Defaults/Loans.
  3. Ability to support self and dependants.
  4. Benefits Eligibility/Financial Assistance.
    - a. Department of Social Services
    - b. Medicare/Medicaid
    - c. Veterans
    - d. Housing
- I. Family/Community: Case managers will review the inmate's family and community status and document the following information in the Release Plan module within COMS..
1. Number of biological children.

- a. Number of biological children under the age of 18.
  2. Domestic violence convictions.
  3. If a victim of domestic violence.
  4. Have they ever petitioned for a protection order.
  5. Have they been served a protection order.
  6. Any community involvement, i.e. church, charity group, public service.
- J. All new admissions or parole violators within five (5) years of possible release will submit a completed initial release plan worksheet to their assigned admissions case manager (See DOC policy 1.4.A.2 [Inmate Admission](#) and [Attachment 1](#)).
1. The admissions case manager will review the initial release plan to ensure it is completed correctly and enter the information into the Release Plan module within COMS.
  2. Updated release plans will be reviewed and entered into the Release Plan module by the assigned unit case manager.

#### **4. Release Plan Module:**

- A. The admissions case manager are responsible for entering the initial release plan for those new admission inmates who are admitted through the A&O unit. Any changes to the plan will be updated by the inmate's assigned unit case manager and program staff.

#### **5. Release Plan Review and Changes:**

- A. Each inmate's release plan will be reviewed at least annually by the inmate and the inmate's unit case manager. Inmates are responsible for submitting any updates or changes in their release plans to their unit case manager between annual reviews or during schedule contacts for inclusion in the Release Plan module.
1. SOMP, medical, mental health, chemical dependency and other programming staff will have access to each inmate's release plan in COMS.
  2. Staff recommendations regarding release plan needs will be provided to the inmate's assigned unit case manager.
  3. If a unit case manager receives a recommendation from another staff member that a release plan should be modified, the unit case manager may encourage the inmate to modify the plan.
- B. If, in the opinion of the unit case manager, the release plan is inadequate to support a successful release based on the unit case manager's knowledge of the inmate, the inmate's history, needs and services required, the unit case manager will encourage the inmate to modify the plan.
1. Inmates within one (1) year of a possible release date who are unable to develop an acceptable release plan will be referred to the transition case manager for services.

2. An acceptable release plan includes at a minimum: a residence, required treatment or aftercare (CD or STOP), a mental health plan for an inmate with mental health needs, and some means of support, including a request of thirty (30) days to secure employment.
- C. Changes to release plans will normally be done at the time of the inmate's scheduled classification review or scheduled contact interviews and prior to the final release plan review (See DOC policies 1.4.B.2 *Male Inmate Classification* and 1.4.B.14 *Female Inmate Classification*).
1. The inmate is responsible for submitting their final release plan to their assigned unit case manager no later than the time frames outlined in the section on [Inmate Releases](#).
  2. Inmate requested changes to final release plans following the dates outlined will be handled by the case managers on a case-by-case basis.
  3. Indecision on final release plans and frequent requests by the inmate for final release plan modifications can delay plan approval and may indicate a need for assistance in release planning, which will warrant referral to the transition case manager.
- D. If an inmate fails to submit a release plan, refuses to make required changes to a release plan or refuses to participate in transitional services when referred (including those inmates who are discharging), the unit case manager will make a notation of this in the case notes screen in the Release Plan module within COMS.
1. Failure to cooperate with the release planning process can result in a delay or denial of parole.
  2. If an inmate refuses to participate in the release planning process, the unit case manager will attempt to secure the inmate's forwarding address if he/she is released and enter this in the residence section.
- E. Each offender's parole supervision level will be determined through:
1. The completion of an initial Community Risk Assessment by an admissions case manager upon the offender's admission to the DOC (See DOC policy 1.5.G.4 *Community Risk Assessment and Supervision of Offenders*).
  2. Follow-up Community Risk Assessments completed by an offender's unit case manager prior to the offender's release to parole or suspended sentence, or prior to any appearance by an offender at a discretionary parole hearing.
  3. This information will be used in discretionary decision making by the Parole Board and for release planning by institutional staff.
  4. An offender who does not have an [Initial Community Risk/Needs Assessment](#) completed prior to being released to supervision; (e.g. a South Dakota offender housed in another state, an offender from another state paroling to South Dakota); will be maintained on a final supervision level of **Maximum** until the appropriate information is gathered and an initial Community Risk Assessment is completed.

## 6. Transitional Programming:

- A. Assessments and data entry are completed in A&O by admissions case managers; e.g. LSI-R and Community Risk.

- B. Transition planning will be addressed by presentations provided by admissions case managers while offenders are housed in the A&O Unit.
- C. Unit case managers will assist offenders in securing a Social Security Card and/or birth certificate while working in conjunction with central records (See DOC policy 1.1.A.7 [Offender Identification Procedures](#)).

## 7. Referral to Programming:

- A. Staff referrals for transition case management will be made:
  - 1. By the unit case manager when an inmate without a LSI-R assessment and community risk assessment information is within five (5) years of a possible release date.
  - 2. By the unit case manager if an inmate is unable to develop an acceptable release plan and the inmate is within a year of possible release.
  - 3. By the unit case manager for offenders who meet the Adult Re-entry Program standards and have gaps in services.
- B. Inmates can be referred to the Community Transition Program (CTP) by transition case managers (See DOC policy 1.5.G.2 [Community Transition Program](#)).

## 8. Inmate Releases:

- A. For new system initial parole releases, the final release plan review is initiated sixty (60) calendar days prior to the initial parole date, unless the inmate plans on paroling out of state, in which case the final release plan review should be initiated 120 calendar days prior to the initial parole date.
  - 1. If the inmate is serving ninety (90) days or less in prison, the final release plan review should be initiated forty-five (45) calendar days prior to the initial parole date.
  - 2. For releases on suspended sentence, the final release plan review is initiated sixty (60) calendar days prior to release. For releases on good time dates, term expires dates or SIS/SES, the final release plan review is initiated thirty (30) calendar days prior to the release date.
  - 3. For discretionary cases, the final release plan review is initiated following a decision to grant parole.
  - 4. For inmates granted a commutation of sentence or an amended sentence, the release plan will be reviewed following the notification by the Governor or the court to commute/amend the inmate's sentence.
- B. The assigned unit case manager will conduct the final release plan review.
  - 1. Unit case managers will have new system initial plans reviewed/approved and notification sent to the transition case manager and to the field agents thirty (30) calendar days prior to the initial parole release date and within seven (7) calendar days after a discretionary release decision.

2. If, in the opinion of the staff, the release plan is inadequate to support a successful release based on staff knowledge of the inmate, the inmate's history, needs and services required; the unit case manager should encourage the inmate to modify the plan.
  - a. Inmates unable to develop an acceptable release plan will be referred to the transition case manager.
  - b. Inmates who meet the Adult Re-entry Program and have gaps in services shall be staffed by case managers, transition case managers and parole agents in order to put together the best plan to support a successful release.
3. For SIS/SES cases, the unit case manager will notify transition case managers and the assigned court services officer when the plan is finalized.
4. For parole and suspended sentence releases, the unit case manager will notify transition case managers and the assigned parole agent via email when the plan is finalized.
  - a. For Rapid City, Sioux Falls or Aberdeen, the parole supervisor should be emailed.
  - b. For other multi-agent offices, each agent in the office should be emailed.
  - c. For Second Chance Act Grant Program releases, the Re-entry Program Manager will coordinate with the local task force.
5. The assigned parole agent will review the plan.
  - a. Parole agents will review/approve placement investigations as soon as possible, but in all cases no later than five (5) working days after receipt of the e-mail from the unit case manager.
  - b. If the parole agent finds that the plan is not acceptable to support a successful release, they will document this in the Agent's Recommendation field located in the plan details tab on the Release Plan screen in COMS and notify transition case managers and the unit case manager. If the inmate is in the Second Chance Act Grant program group, the parole agent will notify the Re-entry Program Manager and local task force.
  - c. The unit case manager will notify the inmate immediately that revisions are required to their release plan before it will be approved by the parole agent.
  - d. The inmate will be instructed to resubmit a release plan to their unit case manager so the unit case manager can forward the revised release plan to the parole agent and notify transition case managers within five (5) working days.
  - e. If the inmate is unable to develop an acceptable transition release plan, they will be referred to the transition case manager.
    - 1) If the inmate meets Second Chance Act Grant Program then the local task force should be notified.
6. When the parole agent approves the release plan, the agent will document this in the Agent's Recommendation field located in the plan details tab on the Release Plan screen in COMS and email the unit case manager, transition case manager and the Executive Director of the Board of Pardons and Parole or designee their approval.
7. The parole agent will complete the "Parole Agreement" and "Reporting Instructions".

8. Upon receipt of notice of an approved plan by the parole agent, the Executive Director or his designee will review the plan within three (3) working days and enter their approval on the Release Plan module screen in COMS.
  9. Upon approval, the transition case manager will notify the unit case manager, the parole agent, the re-entry program manager (if applicable) and Central Records at least five (5) working days prior to the confirmed final release date.
  10. The unit case manager will notify the inmate and produce three (3) copies of the parole agreement and reporting instructions for the inmate to sign.
    - a. Upon receiving the inmate'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 immediately send the other signed copies to the transition case manager located at the parole board office in Sioux Falls.
    - b. The unit case manager will also send an e-mail to the transition case manager confirming the agreements have been signed.
  11. Upon completion of the parole agreements, the unit case manager will immediately forward the institutional file to the appropriate parole board office as explained below:
    - a. Units located at SDP, JPA, and SFC will forward institutional files to the parole board office in Sioux Falls.
    - b. Units located at DSP will forward institutional files to the parole board office in Springfield.
    - c. The Rapid City facility, Yankton Facility and Pierre facility will forward institutional files directly to the assigned parole agent.
  12. In the event the Executive Director or designee finds the plan unacceptable, the Executive Director or designee will email the parole agent, transition case managers and unit case manager and the procedures outlined in this section will be repeated until an acceptable plan is established.
- C. DOC staff will follow all release/discharge procedures outlined in DOC policy 1.4.G.2 [Inmate Release Procedure](#).
- D. Any other established timeframe is included on the Release Planning Deadlines list (See [Attachment 3](#)).

## **9. Inmates Released Out-of-State:**

- A. Inmates who release or plan to release to an out-of-state residence will participate in the assessment, release planning and prison-based elective and programming as described in this policy.

## **V Related Directives:**

DOC policy 1.1.A.7 -- [Offender Identification Procedures](#)

DOC policy 1.1.E.2 -- [Date Computation](#)

DOC policy 1.3.C.11 -- [Offender Obligations](#)

DOC policy 1.4.A.2 -- [Inmate Admission](#)

DOC policy 1.4.A.3 -- *Sex Offender Management Program*  
 DOC policy 1.4.B.1 – *Individual Program Directives (IPD)*  
 DOC policy 1.4.B.2 – *Male Inmate Classification*  
 DOC policy 1.4.B.4 – *Inmate Transfers Between Facilities*  
 DOC policy 1.4.B.13 – *LSI-R Assessment and Case Planning*  
 DOC policy 1.4.B.14 – *Female Inmate Classification*  
 DOC policy 1.4.G.2 – *Inmate Release Procedure*  
 DOC policy 1.5.B.1 – *Inmate Programs*  
 DOC policy 1.5.G.2 – *Community Transition Program*  
 DOC policy 1.5.G.4 – *Community Risk Assessment and Supervision of Offenders*  
 DOC policy 1.1.E.6 – *Case Management*  
 DOH policy P-E-13 – *Discharge Planning*

## VI Revision Log:

**November 2004:** **Added** reference to policy 1.1.E.2, 1.4.B.1, 1.4.B.2 and 1.4.B.3. **Revised** the definitions of Suspended Sentence Release, SIS/SES and Confirmed Release Date. **Deleted** the definition of Sex Offender. **Clarified** sub-sections on Chemical Dependency Treatment Information, Medical/Mental Health Treatment Information, Sex Offender Treatment Information, and Holds and Detainers. **Changed** name of section from “Releases” to “Inmate Releases” and **clarified** numerous sub-sections. **Added** information on the processing of the completed initial release plan by the unit case manager. **Changed** Sex Offender Treatment Information to STOP Program Information. **Updated** attachments 1 and 3. **Added** attachment 4. **Noted** that annual reviews of release plans have to be documented. **Combined** with Life Skills Program policy. **Changed** FORWARD Life Skills Program to Transition Case Manager. **Added** the section on Parole Transition Program. **Established** timelines for case managers and parole agents on inmate releases. **Changed** policy name from Release Planning to Transition Programs & Services. **Distinguished** between unit case manager and Transition Case Manager. **Added** section on Transitional Programming.

**March 2006:** **Added** references to Transition plan presentations in A & O and Parole School. **Clarified** that release plans will start to be developed in A & O by inmates within five years of a possible release. **Added** reference to the CTP tab on the parole plan database. **Added** information about offender supervision levels in the section titled Release Plan Review and Changes. **Added** parole department presentations on transition planning while offenders are housed in the A & O unit. **Revised** the handling of institutional files on inmates on supervised release from the Yankton facility. **Deleted** the section on Transitional Programming Information in attachment 2. **Deleted** SD driver's license and tribal I.D. card from the list of I.D.s/information that Transitional Case Managers will assist inmates with obtaining.

**November 2006:** Minor changes made to the policy statement and to DOC references throughout the policy. **Updated** attachment 3. **Changed** program release to new system initial parole release. **Changed** re-entry services to transitional services. **Deleted** a reference to education staff assessments in the section on transitional programming.

**December 2007:** **Deleted** Attachment 3, the Listing of Court Services Officers and Parole Agents. **Revised** Medical/Mental Health Treatment Information and STOP Program Information under the section on Release Plan Content. **Revised** duties for assessments under the section on Transitional Programming. **Replaced** the term “Criminal Thinking” with “LSI-R” throughout the policy. **Revised** the guidelines for continuing care and AA/NA upon release – strongly encouraged rather than expected to take.

**October 2008:** **Revised** formatting of policy and attachments in accordance with DOC policy 1.1.A.2. **Revised** definition of IPD. **Replaced** “transition” to “admissions” when referencing case manager in ss (A2 of Release Plan Participation). **Replaced** “STOP” with “SOMP” when referencing staff throughout policy and attachments. **Replaced** “STOP” with “SOMP” in reference to tx. plan in ss (F2), **revised** wording in ss (F3), **deleted** former ss (F4) referencing time frames for completion of referral, **added** “initial” when refereeing release plans in ss (H) and **replaced** “transition” with “admissions” when referencing case managers in ss (H and H1) of Release Plan Content. **Replaced** “transition” with admissions” when referencing case managers in ss (A of Parole Plan Database).

**Replaced** parole department staff with admissions case managers in ss (B) and **added** "parole agents" in ss (C) of Transitional Programming. **Added** statement referencing that notifications will be sent to the transition case manager and field agents in ss (B1), **added** "transition case managers" to ss (B3, B4, B5b, B5d, B6 and B12) and **replaced** "Parole Release Manager" with transition case managers" in ss (B9, B10a and B10b) of Inmate Releases). **Revised** Attachment 3 to state that admissions case manager is responsible for initial release plans. **Revised** minor wording throughout policy.

**October 2009:** **Replaced** STOP with SOMP in definition of Parole Plan Database. **Added** reference to DOC policy 1.5.G.2 within ss (H of Transition Components) **Deleted** reference to release planning program in ss (A) and **deleted** that it will be available to inmates outside A&O in ss (C) both within Release Plan Participation. **Replaced** reference to Attachment 1 with DOC policy 1.5.G.4 in ss (E1 of Release Plan Review and Changes. **Replaced** Transitional with Unit and **added** reference to central records in ss (D of Transitional Programming). **Deleted** reference to the RMU. **Revised** reference to DOC policy 1.4.B.2 into its two separate policies of 1.4.B.2 and 1.4.B.14. **Added** reference to DOC policies 1.5.B.1, 1.5.G.2 and 1.5.G.4 in section V.

**October 2010:** **Revised** formatting of Section 1. **Deleted** reference to elective courses as appropriate throughout policy. **Added** Adult Re-entry Programs to definition of Transitional Programming. **Added** definitions of Adult Re-entry Program, Local Re-entry Task Force, Re-entry Project Director and Local Re-entry Project Coordinator. **Added** reference upon their initial contact interview in ss (A3 and B3 of Release Plan Participation). **Replaced** career center with SD Department of Labor and **added** Sioux Falls Reentry Center both within ss (B2) and **added** ss (B2a, H and I) all within (Release Plan Content). **Added** financial and family/community to ss (A1 of Parole Plan Database). **Added** scheduled contacts to ss (A and C) and added reference to noting in the Intensive Case Management section of the Inmate Records database in ss (D) all within (Release Plan Review and Changes). **Added** new ss (A3 and A4 of Referral to Programming). **Deleted** former ss (B2a) regarding the resource database, **added** new ss (B2b and B4c), **added** Re-entry Program Manager and local task force to ss (B5b), **added** ss (B5e1 and B6a) and **added** Re-entry Program Manager in ss (B9) all within (Inmate Releases). **Added** DOC policy 1.1.E.6 to (Section V). **Added** reference to Voc. Rehab. Services to Attachments 1 and 2. **Added** financial and family/community sections to Attachments 1 and 2. **Added** Transitional Programming Information to Attachment 2.

**October 2011:** **Deleted** "Parole School" from definition of Transitional Programming. **Added** definition of SCA Treatment Group to definitions. **Deleted** "Transition plan explanation, to include parole school for inmates within sixty (60) days of a possible parole/suspended sentence release." and **Replaced** with "Intensive case management for inmates who are within one year of a possible release." In Section 1 F. **Deleted** "Inmates" and **Replaced** with "New admissions" in Section 2 1. And 2. **Added** "or parole and suspended sentence violators" to Section 2 A. 3. **Added** "Inmates within (5) five years of a possible release date who are housed in a contract facility or housed out-of-state who require a release plan will develop their plan via teleconference or through written correspondence with unit staff" in Section 2. **Deleted** "The release planning program" and **Replaced** with "Transition plan presentations" in Section 2 C. **Deleted** D. Parole School is held the first week of each month." and subsections 1. and 2. regarding Parole School in Section 2. **Deleted** "Job Service" and **Replaced** with "Career Learning Center" and **Added** "(or similar employment provider if releasing to another state) in Section 3 B. 2. **Deleted** "Individuals" and **Replaced** with "Inmates" and **Added** "documented (know) medical or mental health" and **Added** "that may limit employment options and **Added** "the SD Department of Human Services" "Department of Social Services office of Veterans Administration" and **Added** "(or similar provider if releasing to another state)" in Section 3 B. 2. a. **Added** "receiving consistent income through" and **Deleted** "as the source of their income" and **Deleted** "should" and **Replaced** with "must" in Section 3 B. 3. **Added** "Inmates who have not graduated from high school or completed their GED will be referred to a GED provider" in Section 3 C. **Deleted** "sex offender programming and **Replaced** with "community treatment" in Section 3 F. **Added** "releasing to parole supervision or suspended sentence" and **Added** "be accepted by an approved community treatment provider prior to release and must make contact with the provider within five (5) working days of their release into the community" in Section 3 F. **Deleted** 4. "A release plan will not be approved until the inmate is accepted in an approved community treatment program"

and **Replaced** with “If the inmate is releasing to parole supervision or suspended sentence and was assessed as needing STOP programming but refused, they will be allowed five (5) working days in the community to contact a community treatment provider and thirty (30) days to be accepted into a community treatment program” in Section F. **Added** “All new admissions within five (5) years of possible release” to Section 3 J. **Deleted** “annual” and **Replaced** with “scheduled” in Section 5 C. **Deleted** C. “Transition Plan/Parole School will be offered by transition case managers and parole agents monthly at each DOC facility” from Section 6 **Deleted** 4. “by the unit case manager for offenders who meet the Second Chance Act Grant Program and have gaps in services. This includes sending a referral packet to the Re-entry Program Manager” in Section 7. **Added** 4. “For inmates granted a commutation of sentence or amended sentence, the release plan will be reviewed following the notification by the Governor or the court to commute/amend the inmate’s sentence” in Section 8 A. **Added** “If the inmate is in the Second Change Act Grant program group, the parole agent will notify the Re-entry Program Manager and local task force.” in Section 8. 5. b. **Deleted** b. “The parole agent will notify the Re-entry Program Manager and the local task force if the inmate is in the Second Chance Act Grant program group” from Section 8 B. 6. **Deleted** “Central Records” and **Replaced** with “DOC staff” and **Added** “/discharge” in Section 8 C.

**February 2013:** **Deleted** definitions of “Resource Database” and “Parole Plan Database”. **Deleted** term “parole plan database” and **Replaced** with “Release Plan module in COMS” throughout the policy. **Deleted** “to the best of their ability and should be encouraged to use the resource database for assistance” in Section 2 B. **Deleted** “This information is automatically pulled into the database” in Section 3 E. **Deleted** “medical/mental health treatment plan field of the parole plan database” and **Replaced** with “case notes screen in the release plan module in COMS” in Section 3 E. 2. **Deleted** 3. “After information from the release plan worksheet is entered into the parole plan database, the worksheet can be discarded” in Section 3 J. **Deleted** 1-7 describing the tabs in the parole plan database. **Deleted** 1. “The resource database may be used to identify release resources” in Section 5 B. **Deleted** “Case Manager tab of the parole plan database and should note this in the Intensive Case Management section in the Inmate Records database” and **Replaced** with “case notes screen in the release plan module in COMS” in Section 5 D. **Deleted** “and will complete the Agent Evaluation tab in the parole plan database” in Section 6 B. 5 **Deleted** “indicate this on the Agent Evaluation tab in the parole plan database and **Replaced** with “document this in the Agent’s Recommendation field located in the plan details tab on the release plan screen in COMS” **Deleted** “tabs in the parole plan database” in Section 8 B. 7.

**October 2013:** **Reviewed** with no changes.

*Denny Kaemingk* (original signature on file)

Denny Kaemingk, Secretary of Corrections

10/06/2013

Date

## Attachment 1: Release Planning Worksheet

The **Release Planning Worksheet** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **Release Planning Worksheet** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Release Planning Worksheet**.

The gray areas indicate the information that is to be entered.

Page 1 of 3

Page 2 of 3

Page 3 of 3

The image displays three pages of a 'Release Planning Worksheet' form. The form is divided into several sections, each with a title and a set of questions or data entry fields. The sections are: 1. Personal Information: Includes fields for Name, Number, Sex, Race, and Date of Birth. 2. Residence Information: Includes fields for Address, City, State, Zip, County, and Phone. 3. Employment Information: Includes fields for Employer, Position Title, Address, City, State, Zip, and Contact Phone. 4. School Information: Includes fields for School Name, Address, City, State, Zip, Contact, and Contact Phone. 5. Chemical Dependency Treatment Information: Includes fields for Treatment type, Completion status, and Agency. 6. Medical/Mental Health Treatment: Includes fields for Medication, Medical/Mental Health Plan, and Need for treatment. 7. Sex Offender (STOP) Treatment Information: Includes fields for Need for treatment, Completion status, and Agency. 8. Transitional Programming Information: Includes fields for Need for programming, Assessment status, and Agency. The form also includes a 'Comments' section at the bottom of each page. The form is titled 'RELEASE PLANNING WORK SHEET' and includes a header with the South Dakota Department of Corrections logo and name.

## **Attachment 2: Instructions for Release Planning Worksheet**

Listed below are instructions for completing the Release Planning Worksheet. Please print or write clearly so that the information is easy to read. Failure to provide clear and accurate information could result in a delay of your parole or suspended sentence release.

### **Residence Information:**

- **ADDRESS:** You must give a complete address of where you plan to live. If you plan to live in an apartment, list the apartment number. Your address must include the name of the city, county, state, zip code and complete telephone number.
- **DIRECTIONS FROM A MAJOR TOWN:** If you plan to live in a rural area, give directions to the address from the nearest town.
- **RESIDENCE DETAIL:** Describe the type of housing you will live in (house, trailer house, apartment, halfway house, motel, school, treatment center or mission) and list the names of all people that will be residing in the same house, apartment, etc., with you.
- **METHOD OF TRAVEL HOME:** Check which method of transportation you plan to use when you leave. If someone is giving you a ride, you need to list their name(s).
- All placements to "Missions" will be referred to Transitional Programming.

### **Employment Information:**

- If you do not have a job, indicate "I am requesting 30 days to find a job".
- **EMPLOYER:** List the name of the person and/or the company where you will be working. If you are self-employed, explain what type of work you will be doing.
- **POSITION TITLE:** List what your job title will be.
- **ADDRESS:** List the complete address of your employer to include city, state and zip code.
- **CONTACT:** List the person who will verify your employment.
- **CONTACT PHONE:** List the complete telephone number of the person who will verify your employment.
- **DISABILITY:** Check "yes" if you will be receiving disability payments.
- **TYPE OF DISABILITY:** Briefly describe your disability.
- **VOCATIONAL REHABILITATION SERVICES CONTACTED:** Check "yes" or "no" on whether Voc. Rehab. Services were contacted to assist with obtaining employment.
- **AGENCY:** List the agency to contact to verify your disability.
- **AGENCY PHONE:** List the complete telephone number of the agency who will verify your disability.
- **AMOUNT/MONTH:** List the amount of money you will receive each month from the agency listed above for your disability.

### **School Information:**

- **SCHOOL NAME:** If you plan to attend school upon release, list the complete name, address, city, state and zip code of the school.
- **CONTACT:** List the person who will verify your acceptance to school.
- **CONTACT PHONE:** List the complete telephone number of the person who will verify your acceptance to school.
- **METHOD OF PAYMENT:** How will you pay for your schooling?

**Chemical Dependency (CD) Treatment Information:**

- Failure to provide accurate information regarding your chemical dependency diagnosis will delay your release. If you have been diagnosed as needing chemical dependency treatment and have not completed treatment while in prison, you must include treatment as part of your release plan.
- NEED CD TREATMENT? Check "yes" if you have been diagnosed as needing CD treatment by the prison CD staff.
- COMPLETED CD TREATMENT? Check "yes" only if you completed CD treatment while at the prison.
- CD TREATMENT AGENCY: Name the CD treatment agency that you will attend upon release if you have been diagnosed as needing treatment and have not received treatment while in prison.
- CD TREATMENT PLAN (TREATMENT, AFTERCARE, AA/NA): Describe your CD treatment plan upon release. If you have not completed treatment in prison, where will you attend treatment upon release? If you have completed treatment while in prison, where will you attend aftercare and/or AA/NA upon release?
- **SPECIAL CONSIDERATIONS FOR HOUSING:** Those diagnosed as needing CD Treatment, Aftercare, AA/NA will not be allowed to procure housing above, next too or within the same structure as a bar or a business that derives its main income from the sale of alcohol.

**Medical/Mental Health Treatment:**

- NEED MEDICAL/MENTAL HEALTH TREATMENT? Check "yes" if you have been diagnosed as needing continuing medical or mental health treatment.
- MEDICAL/MENTAL HEALTH AGENCY: Name the medical/mental health agency that you will utilize upon release if you have been diagnosed as needing treatment.
- MEDICATIONS: List any medications that you are taking.
- COMMUNITY MEDICAL/MENTAL HEALTH PLAN: If you need continued medical and/or mental health treatment, who will provide those services?

**STOP Program Information:**

- Failure to provide accurate information regarding your sex offender assessment will delay your release. If you have been assessed as needing STOP treatment and have not completed treatment in prison, you must include STOP treatment as part of your release plan.
  - **You must identify a provider, make contact with that provider, set up and complete an assessment, and be accepted into their program prior to leaving the institution on supervision (this includes Suspended Sentence Release).**
- NEED STOP TREATMENT? Check "yes" if you have been assessed as needing STOP treatment by the STOP staff.
- COMPLETED STOP TREATMENT? Check "yes" only if you have completed STOP treatment in the institution.
- COMPLETED STOP AFTERCARE? Check "yes" if you have completed STOP aftercare at the institution.
- COMMUNITY STOP TREATMENT AGENCY: Enter the name of the STOP treatment agency that you will attend upon release if you have been assessed as needing STOP treatment and have not received STOP treatment while in the institution. STOP treatment is not provided for in every community. You can refer to the "Resource Database" (your counselor/case manager) has access to locate treatment facilities.
- COMMUNITY STOP TREATMENT ASSESSMENT COMPLETED: Check "yes" if the community STOP treatment agency has completed an assessment on you.
- COMMUNITY STOP TREATMENT ASSESSMENT SCHEDULED: Check "yes" if the community STOP treatment agency has you scheduled but has not yet completed an assessment on you. Indicate the day the assessment is to be completed.
- ACCEPTED INTO COMMUNITY TREATMENT/AFTERCARE PROGRAM: Check "yes" if you have been accepted into a community treatment/aftercare program. Indicate the date of acceptance, if applicable.

- Generally, for release planning purposes, sex offenders needing STOP will be required to reside in the community where STOP treatment is given. Information is available from your counselor/case manager (Refer to the "Resource Database" on Citrix).
- **SPECIAL CONSIDERATIONS FOR HOUSING:** All plans are investigated on their own merits.
- However please review the following standards:
  - For all crimes involving children, the parolee will not be allowed to reside with children, in apartment buildings with children, or locate near a school, playground, daycare or any other place where children gather.
  - For all crimes involving Rape 1<sup>st</sup>, Rape 2<sup>nd</sup>, or any sex crime involving violence, the parolee will not be allowed to reside with the victim(s), and with some cases within the same city, or county as the victim(s).
  - For crimes involving Rape 3<sup>rd</sup> / Incest, and Sexual Contact, plans will be reviewed on a case-by-case basis with consideration to victims, families, and the public.

**Holdings and/or Detainers:**

- DO YOU HAVE A HOLD OR DETAINER? Check "yes" if you have holds or detainers.
- HOLDS OR DETAINERS STATUS: Explain the status of all holds or detainers. Include the charge or conviction, state, county, and disposition; and indicate if it is a felony or misdemeanor.
- If you have holds or detainers that you have not acted on, you are encouraged to file for speedy disposition. Failing to have a disposition on a hold or detainer may delay your release to parole.
  - Describe how you plan to resolve any hold or detainer.

**Financial:**

- Restitution/Financial Responsibilities
- Liens/Defaults/Loans
- Ability to support self and dependants
- Benefits Eligibility/Financial Assistance
  - Department of Social Services
  - Medicare/Medicaid
  - Veterans
  - Housing

**Family/Community:**

- Number of Biological Children.
  - Number of biological children under the age of 18.
- Do you have a domestic violence conviction?
- Have you ever been a victim of domestic violence?
- Have you ever petitioned for a protection order?
- Have you ever been served a protection order?
- Any community involvement? Churches, social groups etc...

**Transitional Programming Information:**

- Need transitional programming.
  - Completed transitional programming.
- Assessed as needing Thinking for a Change.
  - Completed Thinking for a Change.
- Community agency.
- Community Transitional Plan.

### Attachment 3: Release Planning Deadlines

The **Release Planning Deadlines** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **Release Planning Deadlines** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
  
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Release Planning Deadlines**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution: Public		Attachment: Release Planning Deadlines Please refer to DOC policy 1.4.G.1 Transition Program and Services	
RELEASE PLANNING DEADLINES			
Release Type	Duty	Staff Responsible	Timeline
All	Initial Release plan	Admissions case manager	5 years of possible release
All	Subsequent release plan	Unit staff	5 years of possible release
All	CD review	CD staff	During/after treatment or upon referral from the unit staff
All	Medical/Mental review	Medical/Mental staff	When the need for ongoing care in the community is discovered
All	Sex offender review	SOCMP staff	Completion of STOP or upon referral from unit staff
All	Release plan review	Unit staff	Annually
All	Four release plan referrals to Transition case manager	Unit staff	1 year of possible release
All	ID, social security card, birth certificate	Transition case manager	ADO
Programmed	Final release plan review - Out of state transfers	Unit staff	120 days prior to possible release
Programmed	Final release plan review - in state releases	Unit staff	60 days prior to possible release
Suspended sentence	Final release plan reviewed	Unit staff	60 days prior to release
Discretionary	Final plan review	Unit staff	7 calendar (5 working/1 day) after discretionary release decision
Programmed	Compliance report	Unit	45 days prior to initial parole date via IPD
Programmed	Final release plan out to the field	Unit staff	30 calendar day prior to the initial parole date
All	investigate/approve plan in the field	Parole agent	5 working days after notification receipt from case manager
All	Change release plan based upon agent's investigation	Unit staff	5 working days after notification receipt from agent
All	Approval for release	Director	3 working days after notification receipt from agent
All	Release date established	Director	5 working days required between the establishment of a release date and the actual release date
Discretionary	CD Appointment	CD staff	Upon the establishment of the release date by the director
Discretionary	STOP Appointment	SOCMP staff	Upon establishment of the release date by the director
Programmed	Establish projected release date	Director	3 days working days after the receipt of the compliance report
Programmed	CD appointment	CD staff	Upon the establishment of a projected release date by the director
Programmed	STOP appointment	SOCMP staff	Upon the establishment of a projected release date by the director