
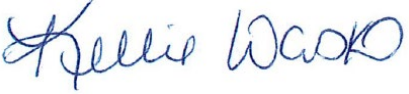


SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES		POLICY NUMBER 1.1.A.08	PAGE NUMBER 1 OF 2
		DISTRIBUTION:	Public
		SUBJECT:	Juvenile and Adult Joint Transportation Procedures
RELATED STANDARDS:	None	EFFECTIVE DATE:	September 01, 2023
		SUPERSESSSION:	03/24/2021
DESCRIPTION: Administration & Management - Facility Administration	REVIEW MONTH: August	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to monitor and control all interactions between adult offenders and juveniles when they are transported in the same vehicle.

II. PURPOSE

The purpose of this policy is to define the cooperative offender transportation system operated in collaboration with participating counties, as agreed upon in the Joint Transportation Agreement (JTA). Certain procedures shall apply any time the Department of Corrections (DOC) or cooperative transportation system transports juveniles with adult offenders.

III. DEFINITIONS

Joint Transportation Agreement (JTA)

The written agreement that establishes the cooperative transportation system composed of the DOC, Brown County, and Pennington County law enforcement for the purpose of transporting offenders.

Vehicle

A vehicle includes car, van, truck, bus, or any motorized conveyance used to transport staff and offenders.

IV. PROCEDURES

1. Joint Transportation:

- A. Any time juveniles and adult offenders are transported jointly in the same vehicle, interaction between juveniles and adult offenders shall be monitored and controlled.
 1. Transport staff will communicate the contact restrictions to all offenders prior to departure.
 2. Whenever possible, juveniles shall be placed in seats separate from adult offenders. An empty seat will be between the juvenile and adult offender to increase separation distance.
 3. Special attention will be applied during the loading and unloading of offenders to ensure no contact (communication or other interaction) occurs between juveniles and adult offenders.

- B. Any time juveniles are jointly transported with adult offenders, staff will maintain constant, direct supervision of the offenders.

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- C. Staff will take appropriate action to prevent verbal or physical interaction between juveniles and adult offenders. Intimidation of a juvenile by an adult offender is not permitted.
- D. Juveniles will board and exit the transport vehicle separate from adult offenders.
- E. Any verbal or physical interaction between juveniles and adult offenders, including any act of intimidation by an adult offender upon a juvenile, will be documented on the *Joint Transportation Incident Report* (see attachment #1).
1. All Joint Transportation Incident Reports will be electronically forwarded to the director of Juvenile Services, deputy secretary of corrections, director of Prisons, or respective sheriff, if the incident involved a non-DOC offender.
 2. The director of Juvenile Services and director of Prisons will direct any required response or corrective action. Corrective actions may be shared with the respective sheriff, as deemed appropriate. The director may direct DOC staff to complete a DOC Incident Report to further document the incident.
 - a. Staff may pursue disciplinary action against any adult DOC offender who violates directives issued by staff to not interact with the juvenile offender.
 3. Staff transporting juveniles and adult offenders are responsible for reading and understanding the requirements of this policy and any post order or other directive that applies to offender transports. Staff with questions regarding these requirements must contact their supervisor for clarification.

V. RESPONSIBILITY

The director of Juvenile Services and director of Prisons are responsible for the annual review and revision of this policy.

VI. AUTHORITY

None.

VII. HISTORY

August 2023
March 2021
February 2019
March 2017
February 2015
March 2014
March 2013
March 2012
February 2011
February 2010
January 2009

ATTACHMENTS *(*Indicates document opens externally)*

1. Joint Transportation Incident Report*
2. DOC Policy Implementation / Adjustments

JOINT TRANSPORTATION INCIDENT REPORT

Date of Incident: _____ **Transportation Route:** **From:** _____ **To:** _____

Juvenile Involved: _____ **Juvenile's DOB:** _____ **Juvenile's JCA:** _____
Last - First

Juvenile Involved: _____ **Juvenile's DOB:** _____ **Juvenile's JCA:** _____
Last - First

Adult Offender Involved: _____ **# (if applicable):** _____ **DOB:** _____
Last - First

Adult Offender Involved: _____ **# (if applicable):** _____ **DOB:** _____
Last - First

Details of the incident: (please provide all details of the event in chronological order). _____

Incident Report Completed By: _____ *Please Print* _____ *Please Sign* _____ *Date*

Incident Report Submitted To: _____ *Please Print* _____ *Job Title* _____ *Date*

ALL COMPLETED FORMS ARE TO BE EMAILED TO:

[Kristi Bunkers](#) [Warden Teresa Bittinger](#)

Respective CEO/Sheriff