


SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES		POLICY NUMBER 1.5.G.2	PAGE NUMBER 1 OF 6
		DISTRIBUTION:	Public
		SUBJECT:	Parole Services - Community Transition Program
RELATED STANDARDS:	None.	EFFECTIVE DATE:	05/01/2022
		SUPERSESSION:	05/15/2018
DESCRIPTION: Parole Services	REVIEW MONTH: May	<i>Kellie Wasko</i> KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

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

II. PURPOSE

This policy defines the use of the Community Transition Program to provide offenders transition assistance with the purpose of reducing recidivism.

III. DEFINITIONS

Absconder:

Any parolee under the supervision of the Parole Services Division (on parole and/or suspended sentence) whose whereabouts are unknown to the supervising parole agent and whose intent, it has been determined, is to avoid supervision by Parole Services or contact by the agent or law enforcement. This includes any offender who is deliberately making his/her whereabouts unknown to his/her agent (See SDCL §23A-48-16 and DOC Policy 1.5.G.11 *Parole Absconder Management*).

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 community alert ATL will be placed into COMS.

Community Transition Program (CTP)

The Community Transition Program is a reentry strategy for offenders who need assistance transitioning back to the community. CTP will provide a structured environment for offenders to focus on needs such as programming, mental health, and employment.

Community Transition Program Placement

This community alert (CTP Placement) is placed on all offenders who are assigned to the CTP as part of a reentry strategy. Offenders in CTP Placement are housed in contract facilities and are eligible to work and attend approved programming in the community.

SECTION	SUBJECT	DOC POLICY	Page 2 of 6
Parole Services	Parole Services-Community Transition Program	1.5.G.2	Effective: 05/01/2022

Contract Facility:

Contract facilities: public or privately-funded facilities within the community, such as half-way houses, transitional living facilities, and homeless shelters, that the DOC has signed agreements and/or collaborates with to provide services for approved inmates or parolees outside of DOC institutions. Services can include residential placement, case management, and/or the delivery of programming targeted at criminogenic needs to improve successful transition of offenders back to the community.

Offender:

An offender is an inmate in the physical custody of the DOC institutional system or a parolee under parole or suspended sentence supervision. All offenders are in the legal custody of the DOC until the expiration of the offender's term of imprisonment.

Parolee:

An offender who has been conditionally released by the South Dakota Board of Pardons and Parole to parole or suspended sentence from a South Dakota Department of Corrections (DOC) facility prior to the expiration of the offender's sentence under the supervision of the DOC (See ARSD 17:60:01:00(6)). Parolee includes an offender received from another state under interstate compact supervision (See SDCL §24-16).

Transition Case Manager:

A DOC staff member assigned to assist with community transition for adult offenders. Provide programming and case management assistance to offenders to assist them in developing appropriate community transition plans prior to their initial parole date and/or discretionary parole hearings.

IV PROCEDURES

1. Community Transition Program (CTP) Overview:

- A. The purpose of the CTP is to maximize the potential for offenders to be successful upon release to the community. Offenders may be placed into a community CTP directly upon release from custody or following release to parole in response to behaviors committed in the community.
 1. Offenders will be placed at a contract facility.
- B. The objectives of the CTP:
 1. Identify community programming that will benefit the offender while he/she is in the community and provide the offender opportunities to acquire and improve skills necessary for successful transition into the community.
 2. Address re-entry issues, including housing, employment and access to community-based treatment, programming and counseling services for offenders who have been identified as having relapse or chemical dependency needs while in the community on parole supervision.
- C. Offenders placed in the CTP are under the supervision of the South Dakota Adult Parole Services and contract staff. Offenders are subject to all federal, state and local laws and ordinances
 1. Offenders are not required to accept transfer to CTP.
 2. Offenders are not entitled to transfer to CTP.
 3. Offenders transferred to CTP remain under the legal custody of the DOC until the expiration of the offender's term of imprisonment (SDCL §24-15-13 and §24-15-1.1).
 4. Reasonable restrictions may be placed on the offender intended to continue the offender's rehabilitation. The offender will be notified of these restrictions and must agree to abide by the restrictions.

SECTION	SUBJECT	DOC POLICY	Page 3 of 6
Parole Services	Parole Services-Community Transition Program	1.5.G.2	Effective: 05/01/2022

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

2. Targeted Community Transition Program Participants and Criteria:

- A. The Board of Pardons and Paroles may direct offenders to the CTP as a condition of parole release, if a contract bed is available to them.
- B. CTP participants will consist of offenders known to have had behavioral issues or other programming needs after release to community supervision and offenders who meet the high-level response type on the Response to Violation Matrix.
1. Participation in CTP will allow offenders to live in a contract facility while attending programming to address identified needs.

3. Identification of Community Transition Program Participants:

- A. Unit case managers will review offenders within six (6) months of possible parole release to identify those offenders who may be difficult to place in the community or who have an unacceptable release plan.
1. After these offenders are identified, unit case managers will make recommendations to the Board of Pardons and Parole regarding possible placement in the CTP.
 2. Upon approval to place the offender in the CTP, the transition case manager will be notified by the offender's case manager.
 3. To request a contract CTP bed for offenders who may be difficult to place in the community or who have an unacceptable release plan, the unit case manager will submit an email to the CTP Corrections Specialist. The email should outline specific recommendations regarding placement, employment, programming (to include CD programming/treatment), financial management, community release plans, specific transition needs, and any existing medical or mental health concerns/needs which may require specific services within the community.
- B. Parole agents will identify offenders who have experienced behavioral issues while released to parole supervision, or those offenders who meet a high-level response type on the Response to Violation Matrix and are less likely to reoffend if provided programming, treatment and counseling.
1. Once a parolee with issues has been identified, the supervising parole agent will provide their supervisor, the Director of Parole and the Classification and Transfer Manager or designee, an email outlining specific recommendations regarding placement, employment, programming (to include CD programming/treatment), financial management, community release plan, specific transition needs, and documentation of any existing medical or mental health concerns/needs which may require specific services within the community. The recommendations, requirements, release criteria and plans will be saved in Comprehensive Offender Management System (COMS) as a case note.
 2. To request a contract CTP bed for offenders with issues, the supervising parole agent will submit an email to the CTP Corrections Specialist. The email should outline specific recommendations regarding placement, employment, programming (to include CD programming/treatment), financial management, community release plans, specific transition needs, and any existing medical or mental health concerns/needs which may require specific services within the community. The CTP Corrections Specialist will then make a referral for CTP placement.
 3. Upon approval for CTP, the supervising parole agent will provide the parolee with the CTP Guidelines forms (See Attachment 1 and Attachment 2). The offender's signed agreement to the conditions set forth in the attachments is a commitment to the CTP (See SDCL §24-13-7 and ARSDs 17:60:02:09, 17:61:02:03, and 17:61:02:01). The offender may be placed on CTP status while beginning the transition to a bed at a contract facility.
 - a. If the offender refuses to sign the forms, the parole agent will refer the matter to the Board of Pardons and Parole for possible revocation.

SECTION	SUBJECT	DOC POLICY	Page 4 of 6
Parole Services	Parole Services-Community Transition Program	1.5.G.2	Effective: 05/01/2022

- b. If the offender signs the forms, the parole agent will notify the appropriate transition case manager and the Classification and Transfer Office to make arrangements to return the offender to a contract CTP placement. The signed forms will be scanned into COMS and available on the Release Plans screen.

4. Community Contract CTP Placement Guidelines:

- A. The following guidelines and rules shall apply to all CTP offenders housed at a contract facility:
1. All offenders must abide by all program rules and the rules of the facility where they are housed.
 - a. Offenders who commit a rule infraction will be subject to disciplinary as set by the facility where they are housed.
 2. CTP offenders must abide by their assigned curfew and off-unit schedule, which shall be determined by the facility where they are housed.
 3. CTP offenders can be restricted to the grounds of the facility for disciplinary or investigative reasons until the supervising parole agent and contract facility approves the offender for off-campus hours.
 4. Preliminary Breath Tests (PBT) and/or urinalysis tests (UA) may be administered as the contract facility sees fit, or at the request of the parole agent.
 5. CTP Offenders will be required to pursue and secure employment in the community and attend any required programming.

5. Parole Agent Guidelines for Community Contract CTP Placement:

- A. Any request by the Parole agent to modify Board-ordered terms, conditions, restrictions, or requirements that apply to the offender's release to CTP shall be forwarded to the Executive Director for the Board of Pardons and Parole who will consult with the Chair of the Board.
- B. The parole agent will work collaboratively with contract facility staff to ensure the programming needs, including housing, employment, programming, CD Treatment, relapse/CD dependency, disability status or accommodations, health and/or behavioral health needs and any other transitions issues/needs are being met.
- C. The parole agent shall set the offender's parole conditions/requirements, i.e., CD, employment or means of support, budgeting/finance management/obligations, and programing requirements.
1. The offender's parole conditions/requirements will be coordinated with the transitional case manager and unit case manager.
- D. Offenders at Community Contract CTP placements will be supervised at their assessed community risk assessment supervision level.
- E. The parole agent has the authority to grant travel permits to offenders in CTP (see Parole OM 7.4.G.1. Travel-Work Permits for Parolees).
1. A properly completed travel permit is sufficient for the offender to travel outside of the facility.
 2. The parole agent is responsible for supervising offenders permitted to travel outside of the facility.
- F. Institutional files/records for offenders in CTP will be maintained by the parole agent (see DOC policy *1.1.E.1 Adult Offender Case Records Content and Management*).

SECTION	SUBJECT	DOC POLICY	Page 5 of 6
Parole Services	Parole Services-Community Transition Program	1.5.G.2	Effective: 05/01/2022

6. Absconders from Contract Facilities:

- A. Contract facility staff will inform the parole agent when an offender fails to return to the facility by the scheduled return time.
 1. Should an offender return late, the facility will inform the parole agent but handle the disciplinary in accordance with their specific program rules/guidelines.
- B. The parole agent will add an “ATL” alert in COMS for any offender that fails to return to the facility. The offender will be placed on ATL status no longer than seven (7) days. If the offender is not located within seven (7) days, a violation report for absconding will be generated and submitted for an absconder warrant. The parole agent will issue a violation report for absconding and document this in COMS, in accordance with DOC policy *1.5.G.11 Parole Services 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*.
- C. If the Offender is on the “Absconder Direct Notify” list, staff will follow the instructions outlined in the DOC Policy *1.1.A.3 Staff Reporting Information to DOC Administration and Office of Risk Management*.

7. Financial Considerations for Offenders at Contract Facilities:

- A. The offender will be responsible for their daily co-pay which is established by each contracted community provider.
- B. Offender financials will be handled through each community contracted provider.

8. 15. Release of an Offender from a Contract Facility:

- A. The parole agent will work with the contract facility to determine when an offender is eligible to move out of the facility.
- B. When possible, the parole agent will review the proposed community address for approval prior to the offender moving.

V. RESPONSIBILITY

The Director of Parole Services is responsible for maintenance and review of this policy.

VI. AUTHORITY

- A. SDCL §23A-48-16, §24-13-7, §24-15-13, and §24-15-1.1,
- B. ARSD 17:60:02:09, ARSD 17:61:01:01, and ARSD 17:61:02:03
- C. DOC policy 1.1.E.1 Adult Offender Case Records Content and Management
- D. DOC policy 1.5.G.8 Parole Services-Detainers and Arrest on Violation
- E. DOC Policy 1.5.G.11 Parole Absconder Management
- F. DOC Policy 1.1.A.3 Staff Reporting Information to DOC Administration and Office of Risk Management

VII. HISTORY

April 2022
December 2019
February 2018

SECTION	SUBJECT	DOC POLICY	Page 6 of 6
Parole Services	Parole Services-Community Transition Program	1.5.G.2	Effective: 05/01/2022

August 2015
February 2015
March 2014
March 2013
March 2012

ATTACHMENTS

1. CTP Self Commitment.
2. CTP Guidelines for Male and Female Offenders.