



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES		POLICY NUMBER 1.5.H.18	PAGE NUMBER 1 OF 6
		DISTRIBUTION:	Public
		SUBJECT:	Aftercare - Supervision & Sanctioning Guidelines
RELATED STANDARDS:	None	EFFECTIVE DATE:	December 01, 2023
		SUPERSESION:	06/21/2022
DESCRIPTION: Juvenile Community Corrections	REVIEW MONTH: November	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) that juvenile corrections agents (JCAs) will supervise youth consistent with their supervision level and provide a swift response consistent with the law and supervision response grid to all aftercare violations. JCAs will work in coordination with any identified family and service providers and deliver interventions to promote development of new skills and pro-social behaviors that prepare youth for progressively increased responsibility in the community.

II. PURPOSE

The purpose of this policy is to provide guidelines and establish procedures for the supervision of youth on conditional release, using the EPICS Model, to include minimum contact requirements and sanctioning procedures.

III. DEFINITIONS

Carey Guides:

The Carey Guides include 33 handbooks that are designed for corrections professionals to use with offenders to address skill deficits. There are 14 Blue Guides which specifically address juvenile criminogenic needs and 19 Red Guides which address common case management issues.

Primary Contacts:

Primary contacts are any direct contact with the juvenile. In-Person (ICP) and Juvenile Telephone (ICT) contacts are considered primary contacts.

Secondary Contacts:

Secondary contacts are any contacts not directly made to the juvenile. Family (FAM), service provider, school, or any other collateral contacts (COL) are considered secondary contacts.

IV. PROCEDURES

1. Aftercare Supervision Requirements:

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- A. The following shall serve as an expected practice based on the minimum amount of aftercare supervision contacts the JCA will make during the course of the period indicated. Exceptions to the minimum contact requirements may be allowable in certain situations. Any exceptions would require supervisory approval. The JCA will take into consideration factors such as current/recent aftercare performance, YLS/CMI 2.0 risk level, most recent or violating offense, history of violence, overall assessment of the juvenile's danger to self or others to assist with determining juvenile supervision levels. JCA's shall assume responsibility for initiating a team meeting with the youth and parent/custodians and if applicable, service providers, to review progress at each supervision level, using the *Supervision Level Request Form* to guide the meeting (see attachment #1). A Supervision Level-Aftercare Assessment must be completed in the COMS Assessment module and updated accordingly throughout the period of aftercare supervision.
1. **Maximum Supervision** - This level may be used as part of an initial release plan or as part of a disciplinary/sanctioning level as a means of aftercare revocation prevention. As an aftercare disciplinary/sanctioning this level will not last longer than thirty (30) days without approval of a JCA supervisor. The JCA will complete the Supervision Level-Aftercare Assessment in COMS and designate Maximum Supervision.
 - a. Twelve (12) primary contacts per month - this includes in-person and telephone contacts. At a minimum, eight (8) of the twelve (12) need to be in-person contacts
 - b. Four (4) secondary contacts per month - this includes family, school, and service providers. At a minimum, the family should be contacted twice (2ce) each month
 - c. Additional conditions for individual case management as designated in section D
 - d. Approved "Supervision Level Request Form" to return to Medium Supervision
 - e. If the juvenile is not under parental supervision and is living independently (IL-placement code only) family contacts are not required for any level of supervision
 2. **Medium Supervision** - This is the level that most juveniles will begin their aftercare supervision on. The juvenile will remain on this level of supervision for sixty-ninety (60-90) days. At that time the JCA will initiate a team meeting to review progress and make determination on youth's ability to move to Minimum Supervision and the JCA will complete a YLS/CMI 2.0 reassessment. The Supervision Level Request Form will be used to guide the meeting. The YLS/CMI 2.0 reassessment must be completed ninety (90) days after release, but the JCA will use his/her discretion along with current case management information to either approve or deny the move to Minimum Supervision. The JCA will document the approval or denial of level request in the Contact Logs function in COMS. A denial will be accompanied by a short narrative as to why the request was denied. The JCA will complete the Supervision Level-Aftercare Assessment in COMS and designate Medium Supervision.
 - a. Six (6) primary contacts per month - this includes in-person and telephone contacts. At a minimum, the youth needs to be contacted in-person once (1ce) a week; four (4) of the six (6) monthly contacts must be in person.
 - b. Four (4) secondary contacts per month - this includes family, school, and service providers. At a minimum, the family should be contacted twice (2ce) a month.
 - c. Additional conditions for individual case management as designated in section D.
 - d. Approved Supervision Level Request Form to move to Minimum Supervision.
 - e. If the juvenile is not under parental supervision and is living independently (IL-placement code only) family contacts are not required for any level of supervision.
 3. **Minimum Supervision** - Upon approval to move to Minimum Supervision the JCA will complete the Supervision Level-Aftercare Assessment in COMS and designate Minimum Supervision. The juvenile will remain on this level of supervision for the next sixty (60) days of aftercare. At that time the JCA will initiate a team meeting to review progress and make determination on youth's ability to move to Administrative Supervision and the JCA will complete a YLS/CMI 2.0 reassessment. The YLS/CMI 2.0 reassessment must be completed one hundred eighty (180) days after the ninety (90) day reassessment, but the JCA will use his/her discretion along with current case management information to either approve or deny the move to Administrative Supervision. The JCA will document the approval or denial of level request in the Contact Logs function in COMS. A denial will be accompanied by a short narrative as to why the request was denied.
 - a. Four (4) primary contacts per month-this includes in-person and telephone contacts. At a minimum, two (2) of the four (4) needs to be in-person contacts.

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- b. Two (2) secondary contacts per month - this includes family, school, and service providers. At a minimum, one (1) of the two (2) need to be family contacts.
 - c. Additional conditions for individual case management as designated in section D.
 - d. Approved Supervision Level Request Form to move to Administrative Supervision.
 - e. If the juvenile is not under parental supervision and is living independently (IL-placement code only) family contacts are not required for any level of supervision.
4. **Administrative Supervision** - Upon approval to move to Administrative Supervision the JCA will complete the Supervision Level-Aftercare Assessment in COMS and designate Administrative Supervision. This level of supervision will be used in most instances for thirty (30) days. Ideally, this would be the level of supervision from which a juvenile is discharged from supervision. If a juvenile is maintained on aftercare supervision for more than one hundred eighty (180) days on this level the JCA will complete another YLS/CMI 2.0 reassessment in accordance with the reassessment procedure.
- a. One (1) primary contact per month - this should be in-person.
 - b. One (1) secondary contact per month - this includes family, school, and service providers. If only one (1) collateral contact is completed it must be a family contact.
 - c. Additional conditions for individual case management as designated in section D.
 - d. If the juvenile is not under parental supervision and is living independently (IL-placement code only) family contacts are not required for any level of supervision.

B. **Incentives:** The following incentives matrix is intended to be used to acknowledge and reward positive behavior consistent with the EPICS model. Incentives can act as stimuli to reinforce positive behavior. Social reinforcers should always be paired with the reinforcers identified below. The JCA will use a variety of social reinforcers and tie it to a specific behavior rather than acknowledging broad behavior. The behavioral expectations will be reviewed monthly with the youth and family as applicable to their individualized aftercare plan. Youth can receive a reward from the range of available options. Youth may also be eligible for an “on the spot award” at any time throughout the month as determined by the supervising JCA for meeting behavioral expectations.

LEVEL C BEHAVIORS	LEVEL C REWARDS
Attending meetings with JCA Completing Intervention Homework Transition through Supervision Level Positive Family Relations Following Curfew Utilizing Coping Skills	Verbal Praise Increased Curfew Hygiene items Gift Card Food Items School Supplies
LEVEL B BEHAVIORS	LEVEL B REWARDS
Improved Grades Attending School Daily Getting a Driver License Clean UAs / Staying Sober Follow all Laws Getting a Job	Hobby Items Board Games Lunch with JCA Gift Card Movie Passes
LEVEL A BEHAVIORS	LEVEL A REWARDS

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Completion of Service Risk Level Reduction Volunteering Graduating / GED Passing all Classes for Quarter	Recommend Early Discharge Event Tickets Club Memberships Gift Card Outing with JCA
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- C. Aftercare Sanctioning Guidelines: The following sanctions grid is intended as a guide to suggested courses of actions. The JCA shall use Effective Disapproval and consider Effective Use of Authority during all interactions with youth where a sanction is given. The juvenile's individual circumstances will be weighed when considering sanctions. The JCA will also rely on factors such as current/recent aftercare performance, YLS/CMI 2.0 risk level, most recent or violating offense, history of violence, overall assessment of the juvenile's danger to self or others. Every violation will be recorded in COMS Aftercare Violations module.
1. One or more of the sanctions at each level may be used:
 - a. Sanctions are established in COMS consistent with the violation severity. A sanction that is out of range will require supervisory approval. It is encouraged that the JCA be creative and use positive methods of motivation whenever possible. It is expected that every violation will have a response from the JCA.
 2. In the event an arrest report is received alleging delinquent behavior, and a state's attorney declines to prosecute or otherwise delays the prosecution decision, a JCA may use the arrest report as the basis for a probable cause hearing.

MINOR VIOLATIONS:		
<i>Offense:</i>		<i>Sanctions:</i>
Curfew	1.	Increase level of supervision
Truancy	2.	Set earlier curfew
Unamenable (family discord)	3.	Require prior permission from JCA or parents for all activities outside of home
Technical Violations	4.	Restrict driving privileges
	5.	No social activities outside of home without an approved chaperone.
	6.	Involve other agencies/counseling
	7.	Verbal reprimand, counsel and release
	8.	Community service
	9.	GPS
MEDIUM VIOLATIONS:		
<i>Offense:</i>		<i>Sanctions:</i>
School suspension	1.	Increase level of supervision
Drug use	2.	Prior permission from JCA for all activities
Alcohol use	3.	Set earlier curfew
Failure to attend programs agreed on in aftercare contract	4.	No social activities outside of home
Misdemeanors	5.	Temporary custody in detention or alternative services
Running away	6.	Increase drug testing
	7.	Verbal reprimand
	8.	Community service
	9.	Referral to area service provider for evaluation/treatment
	10.	Restrict driving privileges
	11.	SCRAM or Sober Track
	12.	GPS

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MAJOR VIOLATIONS:		
	1.	Temporary Custody detention or alternative services (The JCA will staff all MAJOR violations with the JCA-S)
Offense:		
Felony-any non-eligible offense	2.	Revocation Hearing
	3.	Transfer to Adult Court (Category 2 Discharge)
Eligible offenses pursuant to SDCL § 26-11A-15	4.	Increased level of supervision; any combination of the above and the sanctions listed under “ MEDIUM VIOLATIONS ”

D. Service Component:

1. In addition to the supervision and monitoring systems, which stress accountability of the juvenile for his/her actions, aftercare supervision shall include a combination of any of the following interventions or treatment services matched to offender needs. The JCA shall use the EPICS cognitive behavioral interventions and/or Carey Guides as intervention tools when a skill deficit with the offender has been identified.
2. All JCA contacts shall use the EPICS structure for Moderate, High, and Very High-Risk offenders to provide the youth with a sufficient dosage of treatment interventions. JCA staff shall match the EPICS intervention/skill building or Carey Guides to the identified need.
3. All EPICS sessions shall be documented in COMS using the case note subtype code (EPICS). Use of the Carey Guides shall be documented in the agent’s monthly report and documented in COMS under the Community Based Services – Electives module. The monthly report should include which guide was used, how many tools were completed and if the guide was completed in its entirety.
4. All youth shall be referred to Juvenile Justice Reinvestment Initiative (JJRI) services through the Department of Social Services. Other services may be used as needed.
 - a. Individual counseling for the juvenile.
 - b. Psychological assessment of juvenile and /or family.
 - c. Family counseling, to include Functional Family Therapy or home-based services or alternatives where available.
 - d. Group counseling.
 - e. Substance use disorder services.
 - f. SCRAM or Sober Track as part of release plan.
 - g. School evaluations and testing.
 - h. Random urinalysis, consistent with offender need.
 - i. Parent support groups.
 - j. GPS, as part of release plan.
 - k. Community service.
 - l. School/parent/guardian progress reports.
 - m. Out of School time programming/Day/Evening Treatment.

V. RESPONSIBILITY

The director of Juvenile Services is responsible for the annual review and maintenance of this policy.

VI. AUTHORITY

- A. SDCL § 26-11A-15

VII. HISTORY

- November 2023
- June 2022
- July 2021
- July 2020
- July 2019
- July 2018
- February 2018
- March 2017

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September 2016
April 2016
January 2016
February 2015
January 2014
March 2013
January 2012

ATTACHMENTS (**Indicates document opens externally*)

1. Supervision Level Request Form*
2. DOC Policy Implementation / Adjustments

SUPERVISION LEVEL REQUEST FORM

Name: _____ JCA: _____

Current Supervision Level: _____

Review Date: _____

There are four (4) levels of Aftercare supervision: Maximum (30 days), Medium (60-90 days), Minimum (60 days) and Administrative (30 days). It is possible to successfully complete aftercare within 6 months following release from a facility. You will determine the length of your supervision period by the choices that you make while in the community. Your JCA will explain the levels and what you can expect to happen while on aftercare. Your JCA will be working with you to help you successfully complete each level. Keep in mind that your JCA can increase your level of supervision at any time based on your behavior in the community. Your behavior, your choices, and your willingness to follow the conditions of your Aftercare Contract will determine your level of supervision and ultimately when you are eligible for discharge from DOC supervision. We expect you will be successful!

Prior/Current Offenses:

Have you had contact with law enforcement during your current supervision level? Y/N

If yes, please describe:

Home environment:

How are things going at home? Are things getting better, worse, or staying the same? How are your relationships with family members?

Education/Employment:

Are you currently attending school: Y/N; Are you currently employed: Y/N

How are things going at work and or school? How is your attendance and interactions with other people in school and work?

Peer relations:

Who are you spending your free time with? Are these relationships helping or hurting your current progress?

Substance abuse:

Have you relapsed with drugs or alcohol during your current supervision level? Y/N

If yes, explain the situation:

Leisure/Recreation activities:

What do you do during your free time? Do you participate in activities outside the home (sports, clubs, etc.)?

Overall Behavior & Attitude:

How are you managing your emotions? What types of things are you utilizing to manage your emotions? Is your current behavior helping you reach your goals? Are you currently attending, have finished, or are you supposed to be attending services (therapy, groups, etc.)?

Juvenile signature: _____

Date: _____

Parent signature: _____

Date: _____

To be completed by JCA:

Approved

Denied

If level request denied, JCA will provide explanation below:
