



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES		POLICY NUMBER 1.6(3).F.3	PAGE NUMBER 1 OF 3
		DISTRIBUTION:	Public
		SUBJECT:	Juvenile Crime Information Center Entry Process
RELATED STANDARDS:	None	EFFECTIVE DATE:	April 01, 2023
		SUPERSESION:	04/20/2022
DESCRIPTION: Response and Reporting for Compliance	REVIEW MONTH: March	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to have an effective absconder management system for juveniles.

II. PURPOSE

The purpose of this policy is to explain the procedures for entering information into the NCIC III on juveniles/youth that abscond while on aftercare or in private residential placement facilities. Juveniles/youth include those who have attained the age of eighteen (18) or are still under the legal guardianship of the Department of Corrections, who absconded while on aftercare or in private residential placement facilities.

III. DEFINITIONS

Interstate Commission for Juveniles:

The Interstate Commission for Juveniles is charged with overseeing the day-to-day operations of the Interstate Compact for Juveniles, a formal agreement between member states that seeks to promote the proper supervision or return of juveniles, delinquents, and status offenders who are on probation or parole and who have absconded, escaped, or run away from supervision. The ICJ website is <http://www.juvenilecompact.org>.

National Crime Information Center (NCIC) III:

A computerized index of criminal justice information (i.e., criminal record history information, fugitives, and stolen properties, and missing persons). The FBI, federal, state, local and foreign criminal justice agencies, and authorized courts all may contribute information to the index. Includes identifiable descriptions, notations or arrests, detentions, indictments, formal criminal charges, dispositions, sentences, correctional supervision, and releases.

IV. PROCEDURES

1. Youth Absconding From Any Program:

- A. All programs in which any DOC youth are placed will call the designated phone number as outlined in provider contracts when a juvenile absconds and provide information for an NCIC III entry.
- B. Designated staff will then enter the juvenile into the NCIC III and notify the following people via e-mail that a state case has been issued:
 1. Director of Juvenile Services.

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2. Executive Assistant.
3. Public Information Officer.
4. JCA Supervisor, and
5. JCA assigned to the juvenile.

2. Youth Absconding From Aftercare:

- A. JCAs having youth abscond from aftercare shall notify their supervisor, who in turn will notify the designated staff and provide information for an NCIC III entry. JCAs will follow all other reporting requirements.
- B. Designated staff will then enter the youth into the NCIC III and notify the following people via e-mail that a state case has been issued:
 1. Director of Juvenile Services.
 2. Executive Assistant.
 3. Public Information Officer.
 4. JCA Supervisor, and
 5. JCA assigned to the juvenile.

3. Youth Apprehended by Law Enforcement:

- A. If a youth is apprehended by law enforcement in any jurisdiction; the law enforcement representative will be directed to contact the designated staff to validate the NCIC III warrant.
- B. The JCA shall immediately notify their supervisor of law enforcement apprehension who in turn will notify the designated staff and provide information for an NCIC III clear.
- C. Youth who are apprehended outside of South Dakota will require the JCA to follow all extradition requirements and regulations as indicated by the Interstate Compact for Juveniles.

4. Youth Apprehended by JCA:

- A. Any JCA that apprehends a youth with a valid NCIC III warrant will immediately notify their supervisor, who in turn will notify the designated staff and provide information for an NCIC III clear. JCAs will follow all other reporting requirements.
- B. The same notification process will take place as identified above.

V. RESPONSIBILITY

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

VI. AUTHORITY

None.

VII. HISTORY

March 2023
April 2022
June 2021
July 2020
June 2020
March 2020
March 2019

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April 2015
April 2014
April 2013
April 2012
March 2011
August 2010

ATTACHMENTS (*Indicates document opens externally)

1. DOC Policy Implementation / Adjustments