



<p style="text-align: center;">SOUTH DAKOTA</p>  <p style="text-align: center;">DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE</p>		POLICY NUMBER	PAGE NUMBER
		100-21	1 OF 2
		DISTRIBUTION:	Public
		SUBJECT:	DOC Organizational Management
RELATED STANDARDS:	ACA 5-ACI: 1A-07, 1A-08, 1A-09, 1A-10	EFFECTIVE DATE:	December 01, 2024
		SUPERSESION:	New Policy
DESCRIPTION:	REVIEW MONTH:	 KELLIE WASKO SECRETARY OF CORRECTIONS	
General Administration	November		

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) and each of its facilities/offices, to be structured for the safe and efficient operation of the department. The secretary of corrections (SOC) will appoint the heads of the divisions, and the heads of such divisions will appoint such personnel as are necessary to carry out the functions of the department.

II. PURPOSE

The purpose of this policy is to outline basic organizational management for the DOC.

III. DEFINITIONS

None.

IV. PROCEDURES

1. Organizational Charts

- A. The Office of the Secretary of Corrections will publish a current organizational chart that accurately delineates the structure of authority, responsibility, and accountability within the DOC.
- B. *There is a written document describing the institution's organization. The description includes an organizational chart that groups similar functions, services, and activities in administrative subunits. This document is reviewed annually and updated as needed [5-ACA ACI-1A-10].* The organizational chart will delineate the agency and group similar functions, services, and activities into administrative subunits. This will clearly designate lines of responsibility, authority, support, and liaison.
- C. Each organizational unit will update its organizational chart at least annually or any time a change is made in the organizational structure, or positions are added or deleted. The warden or designee of each facility or office will forward an organizational chart to each division director and the director of Finance and Administration.
 1. Updated organizational charts will be saved to the staff facing intranet by a designated staff member.
 2. Organizational charts will be maintained permanently on the shared network-drive in accordance with retention requirements.

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- D. The addition or deletion of full-time employees will be coordinated through the Bureau of Human Resources and Administration (BHRA). Positions will not be added or deleted from the organizational chart without the approval of the SOC and the director of Finance and Administration.
- E. The director of Finance and Administration will be required to advise the SOC, on at least a quarterly basis, of any changes in organizational structure exceeding the total number of full-time employees authorized.
- F. Prior to the beginning of each fiscal year, an updated copy of the department's organizational chart with the established full-time employee levels will be reviewed by the director of Finance and Administration and forwarded to the SOC for approval and signature.

2. Qualifications and Authority of Wardens

- A. *Each institution is headed by a warden/superintendent, appointed by the administrator or governing board of the parent agency, who is in charge of all inmates, personnel, volunteers, programs, and activities connected with the institution [ACA 5-ACI-1A-07].*
- B. *The qualifications, authority, and responsibilities of the warden/superintendent and other appointed personnel who are not covered by merit systems, civil service regulation, or union contract, are specified in writing by statute or by the parent agency [ACA 5-ACI-1A-08].*
- C. *To be considered qualified, a warden/superintendent at a minimum must possess the following: a bachelor's degree in an appropriate discipline, five years of related administrative experience, and demonstrated administrative ability and leadership. The degree requirement may be satisfied by completion of a career development program that includes work-related experience, training, or college credits at a level of achievement equivalent to the bachelor's degree [ACA 5-ACI-1A-09].*

V. RESPONSIBILITY

- 1. The secretary of Corrections is responsible for the annual review and maintenance of this policy.
- 2. The warden or designee of each facility/office will maintain an organizational chart and update, as required, and ensure that only those positions authorized and approved are staffed.

VI. AUTHORITY

- A. SDCL § [24-1-6](#) Appointment and removal of wardens.
- B. SDCL § [24-2-1](#) Inmates under custody of secretary of corrections--Delegation of powers.

VII. HISTORY

December 2024 – new policy

ATTACHMENTS

- 1. DOC Policy Implementation / Adjustments