



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 1400-04	PAGE NUMBER 1 OF 14
		DISTRIBUTION:	Public
		SUBJECT:	Parole - Community Risk Assessment and Supervision of Offenders
RELATED STANDARDS:	None	EFFECTIVE DATE:	October 01, 2023
		SUPERSESION:	09/30/2019
DESCRIPTION: Parole Services	REVIEW MONTH: August	 <b>KELLIE WASKO</b> <b>SECRETARY OF CORRECTIONS</b>	

## I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to base an offender's supervision requirements for parole, suspended sentence, or interstate compact under the jurisdiction of Parole Services on the Community Risk Assessment/Re-Assessment. A Community Risk Assessment/Re-Assessment will be completed on each offender eligible to be placed on supervised release.

## II. PURPOSE

The purpose of this policy is to identify the appropriate supervision level and contact standards for offenders on parole supervision.

## III. DEFINITIONS

### Administrative Contact:

Parole agent contact with or about an offender and/or others that deal with administrative duties. An example includes when an offender stops at the office but does not speak with an agent (picking up a travel permit, dropping off monthly report with the secretary, etc.).

### Approved Result:

The supervision level established after all administrative risk factors, both mandatory and discretionary, are applied and approved.

### Calculated Result:

The supervision level established prior to the application of any mandatory administrative risk factors and discretionary risk factors.

### Case Plan - Parole

An individualized documented accountability and behavior change strategy utilized by parole agents to encourage successful completion of parole supervision.

### Collateral Contact:

Parole agent contact with an offender's employer, family members, treatment providers, etc., to deal with issues directly affecting the offender's success on supervision, i.e., housing, employment, treatment, etc.

### Criminogenic Risks/Needs:

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Offender need areas, which are related to criminal conduct and, when addressed in correctional treatment, can be impacted to reduce the overall or specific risk for recidivism. Substance abuse is an example of a criminogenic need; low self-esteem is not.

**Dynamic Factors/Needs:**

Those risk factors which are subject to change as a result of treatment interventions, i.e., substance abuse.

**Override Result:**

The supervision level established after the application of all administrative risk factors, both mandatory and discretionary.

**Parole Agent:**

A staff member of the DOC responsible for providing supervision of offenders released to extension of confinement (see SDCL § 24-15-14).

**Parolee:**

An offender who has been conditionally released by the South Dakota Board of Pardons and Paroles 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).

**Personal Contact:**

Parole agent contact with an offender to deal with issues directly affecting the offender’s success on supervised release, i.e., housing, employment, treatment, etc. Personal contact may be made by a designee of the parole agent, such as local law enforcement, pastor, or another community resource person.

**Random Contact:**

Unannounced face-to-face contact or attempted contact with an offender on Intensive Supervision that is initiated by a parole agent.

**Static Factors/Needs:**

Those risk factors and variables which are either unchanging (e.g., gender) or not subject to change as a result of treatment interventions (e.g., age).

**IV. PROCEDURES**

**1. Community Risk Assessment/Re-Assessment Fundamentals:**

- A. The main purpose of the Community Risk/Needs Assessment and Community Risk Re-Assessment is to establish an assessed risk score to offenders on supervision, which can be used to focus supervision resources. Offenders are assigned an assessed risk level. Offenders with a higher score (higher assessed risk level) are assigned to a higher level of supervision.
- B. The Community Risk/Needs Assessment and Community Risk Re-Assessment combine the static factors of an offender’s criminal history and behavior with his/her dynamic factors/needs.
  - 1. The combination of static and dynamic factors shows a strong statistical relationship to offender recidivism, and thus can be used to help predict success on supervision and focus supervision resources.
  - 2. The combination of static and dynamic factors also provides a useful means of monitoring changes in an offender’s behavior, attitudes, and circumstances.

**2. Criteria for Parole Classification:**

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- A. Each offender's parole supervision level will be determined through:
1. The completion of an Initial Community Risk/Needs Assessment by an admissions case manager upon the offender's admission to the DOC.
  2. Follow-up Initial Community Risk/Needs Assessments (CRA) completed by an offender's unit case manager prior to the offender's release to parole or suspended sentence, or prior to any appearance by an offender at a discretionary parole hearing.
  3. This information will be used in discretionary decision making by the Parole Board and for release planning by institutional staff.
- B. The final Initial Community Risk/Needs Assessment will be completed by the parole agent following or just prior to the offender's release to parole/suspended sentence.
1. This will ensure any changes to the release plan are captured and appropriately scored, placing the offender at the most appropriate supervision level.
  2. Subsequent Community Risk/Needs Reassessments (CRR) will be completed by the assigned parole agent on every offender in their caseload a minimum of every three (3) months thereafter.
    - a. Parole agents are not required to complete Community Risk/Needs Reassessments on parolees who are assigned Indirect Supervision (unless a Policy Driven Response (PDR)) has occurred, resulting in a change in supervision level), or the offender has failed to maintain compliance with Exceptional Criteria.
    - b. Parole agents are not required to complete Community Risk/Needs Reassessments on parolees who have absconded from supervision or when a warrant has been issued for their arrest by the Board of Pardons and Paroles.
  3. An earlier than scheduled Community Risk/Needs Reassessments may be initiated by a parole agent as a result of dramatic changes in the offender's behavior or upon the receipt of information such as:
    - a. An offender's arrest for a new offense.
    - b. Offender's behavior violates the supervision agreement.
    - c. An offender's loss of employment or a change in employers.
    - d. A change in the offender's housing situation.
    - e. Frequent contacts by the offender with law enforcement.
- C. An offender who does not have an Initial Community Risk/Needs Assessment completed prior to release to supervision; (e.g., an offender from another state paroling to South Dakota), will be supervised at a maximum supervision level until the appropriate information is gathered and an initial CRA is completed.

### **3. Scoring the Community Risk Assessment/Related Supervision Level:**

- A. The Initial Community Risk/Needs Assessment scoring will be applied as follows:
1. Intensive Supervision 28 or more points.
  2. Maximum Supervision 19 to 27 points.
  3. Medium Supervision 8 to 18 points.
  4. Minimum Supervision 0 to 7 points.

**Note:** The Initial Community Risk/Needs Assessment will not allow an offender to begin supervision at a level lower than minimum supervision.

- B. The Community Risk/Needs Reassessments scoring will be applied as follows:
1. Intensive Supervision 23 points or more.
  2. Maximum Supervision 14 to 22 points.
  3. Medium Supervision 4 to 13 points.
  4. Minimum Supervision 3 to -4 points.
  5. Indirect Supervision -5 points or below.

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- C. An Approved Result will be established after a Community Risk Assessment/Re-Assessment is completed and all mandatory and discretionary administrative risk factors, along with the appropriate approvals (if required), applied in accordance with this policy.
1. The parole agent will generate the CRA/CRR on the assessment screen in COMS. After the agent verifies the questionnaire is answered correctly, the agent will save the assessment and the score will be automatically calculated.
    - a. For female offenders admitted to SDDOC after July 1, 2021, staff completing the CRA/CRR will need to manually select the appropriate score in the LSI-R question based on the offender's WRNA assessment.
  2. Once an approved result is established, the system will automatically update the offender's supervision level.

#### **4. Administrative Risk Factors – Mandatory and Discretionary:**

- A. Mandatory Risk Factors:
1. Sexual Behavior (the COMS system will automatically apply sexual behavior overrides).
- B. Discretionary Risk Factors:
1. Mitigating Risk.
  2. Additional Risk.
- C. The placement on or removal of Discretionary Risk Factors requires the approval of the regional supervisor.
1. If Discretionary Risk Factors are used to increase/decrease an offenders' supervision level by two (2) or more levels, the parole agent must obtain approval from both the regional supervisor and the director of Parole Services or associate director of Parole Services.

#### **5. Contact Standards Based on the Supervision Level:**

- A. Intensive Supervision: A minimum of one (1) personal contact per week, one (1) collateral contact per week and one (1) random contact each thirty (30) day period (See ARSD § 17:61:02:18).
- B. Maximum Supervision: A minimum of two (2) personal contacts and one (1) collateral contact each thirty (30) day period (See ARSD § 17:61:02:08).
- C. Medium Supervision: A minimum of one (1) personal contact and one (1) collateral contact each thirty (30) day period (See ARSD § 17:61:02:09).
- D. Minimum Supervision: A minimum of one (1) personal contact and one (1) collateral contact each sixty (60) day period (See ARSD § 17:61:02:10).
- E. Indirect Supervision: One (1) monthly report submitted from the offender to the parole agent either in person or by mail. No personal contact or collateral contact is required with indirect supervision (See ARSD § 17:61:02:19).
- F. Contact standards are only minimum supervision standards. The number of contacts may exceed the requirements, based upon individual offender circumstances.
1. Exceeding the minimal standards should be to address exceptional circumstances.
  2. The number of actual contacts should be based upon public safety, offender needs, risk factors, DOC policy and agency directives.
  3. Contacts are encouraged as the need arises.
    - a. There are times when a parole agent may need to see an offender more often than the standard requires in order to complete a specific task.
    - b. The parole agent will not change the supervision level, but rather will continue to see the offender as deemed necessary.

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- G. Offenders on intensive supervision may be allowed to reside outside the immediate location of their respective parole agent's office.
1. This provision is contingent on contact standards being met and the availability of necessary treatment resources.
  2. A parole agent can designate an appropriate, reliable local community person to assist in meeting the contact standards in these cases.

## 6. Case Planning:

- A. Institutional case managers will provide offenders who have an approved release plan an *Initial Case Planning Worksheet* (see attachment #1). The institutional case manager will upload the completed worksheet into COMS so the assigned agent has access to it.
- a. The Initial Case Planning Worksheet includes information necessary to develop an individualized supervision plan for each offender, such as education background, employment background, offender goals.
- B. Parole agents will continue the individual case plan from the institutional case manager for each parolee (see attachment #2 – *Supplemental Case Planning Worksheet*). Case plans will:
1. Match the type and intensity of supervision to the assessed risk of re-offending.
  2. Target and prioritize the specific criminal risk factors of the individual, with attention to addressing barriers to learning and participation.
  3. Establish a timetable for achieving specific behavioral goals, including a schedule for payment of victim restitution, child support, and other financial obligations.
- B. Parole agents will continue to update case plans in response to the parolee's behavior on supervision.

## 7. Drug Testing Requirements:

- A. Parolees releasing at intensive or maximum supervision level who are serving time for a drug conviction on the active booking will be drug tested monthly for at least the first three (3) months of supervision.

## 8. Random Visits:

- A. Parole agents are encouraged to obtain assistance from another parole agent or law enforcement if the agent identifies high risk indicators, i.e., offender behavior, situational risk, etc.
- B. Random contacts are required with intensive supervision level offenders.
- C. Additional unannounced compliance checks will be completed after normal business hours. These checks are to ensure compliance with the supervision agreement.

## 9. Overview - Community Risk/Needs Assessment:

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- A. Community Risk/Needs Assessment combines static factors of an offender’s criminal history and behavior with ratings of “needs” to determine levels of supervision while under parole supervision. All factors considered to determine the approved result demonstrate a strong statistical relationship to offender recidivism, and thus can be used to predict an offender’s probability of failure while under supervision. Community Risk/Needs Assessment scores can be used to effectively focus supervision resources and provide a useful means of monitoring changes in the offender’s behavior, attitudes, and circumstances which are clearly related to successful completion of supervision. By combining risk (static) and needs (dynamic) factors, the Community Risk/Needs Assessment is designed to be both empirically related to successful supervision outcome and responsive to intervention. The main premise behind Community Risk/Needs Assessment is that of protecting the public. This is accomplished by effectively predicting the risk an offender has to the community and supervising higher risk offenders, as determined by the risk/needs assessment, at an appropriately higher supervision level; and, conversely, lower risk offenders at an appropriate lower supervision level.
- B. INITIAL COMMUNITY RISK/NEEDS INSTRUCTIONS - The information necessary to complete the Initial Community Risk/Needs Assessment is auto populated by COMS. The Risk Assessment portion of the initial assessment concentrates on the offender’s behavior while living independently in the community. If the offender demonstrated dramatic negative behavior during periods not being counted, that information may form the basis for applying administrative risk factors to elevate the approved result.
- C. Scoring the Initial Community Risk Assessment (CRA)
1. Initial Risk Score:
    - a. The initial risk questionnaire is composed of six (6) different scoring categories that describe the offender criminal history or behavior that demonstrate a strong statistical relationship to offender recidivism. These risk scoring categories are summed by the system and the risk classification is assigned based on the offender’s total risk score (i.e., high risk offenders have a higher score than the reduced risk parolees).

Question	Description	Screen / Source	Scoring
Number of adult felony convictions	The offender’s largest felony count associated with an offense in the offender’s criminal history, across all bookings and jurisdictions	Criminal History (OIDCRMHS)	(4) Multiple (2) One
Number of violent felony convictions	The offender’s largest felony count, minus any offenses with unique felony counts that have felony class that is non-violent across all bookings and all jurisdictions	Criminal History (OIDCRMHS)	(6) Multiple (0) One
Age at first felony conviction	The age of the offender at the time of he/she was sentenced for his/her first felony offense across all bookings and jurisdictions	The system automatically calculates the age by subtracting the offenders birth date from the date of the first felony	(4) less than or equal to 23 (0) greater than or equal to 24
Age at current felony conviction	The age of the offender at the time he/she was	The system automatically calculates the age by	(6) less than or equal to 17

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	sentenced for the current conviction	Subtracting the offenders birth date from the date of the current felony	(1) greater than or equal to 18 and less than or equal to 29 (0) greater than or equal to 30
Chemical Dependency/Gambling Diagnosis	The chemical dependency diagnosis created by the chemical dependency staff. The points for CD Diagnosis and Gambling Diagnosis are summed to provide a total. The maximum score is 8	The answer to this question and the related scoring will be based on entries on the Health Problem Detail screen (OIUHPROB)	(7) Dependency (Alcohol and Other Substances) (4) Dependency (other substances) (4) Dependency (Alcohol) (3) Abuse (1) Gambling (-2) No problem / Deferred
Prior probation/parole absconding	The number of unique instances where the offender has absconded supervision	Criminal History – Supervision Tab (OIDCRMHS)	(4) Multiple Incidents of prior adult probation/parole absconding (2) One incident of prior adult probation/parole absconding (0) not applicable

2. Assessed Risk Score: Total the six items under the previous section (automatically calculated by the system).
3. Initial Needs Score:
  - a. The initial needs questionnaire is composed of three (3) different scoring categories which demonstrate strong statistical relations to offender recidivism. The needs assessment provides a useful means to monitor changes in the offender’s behavior, attitude, and circumstances that are clearly related to supervision outcome. The rationale is that as need areas are addressed, the relative risk the offender represents to the community will be reduced and less supervision and contact will be required to manage that offender effectively in the community.

Corrective Thinking Score	The result of Section 1 of the offender’s most recent LSI-R assessment and completion (if applicable) of Corrective Thinking classes (to include MRT and Thinking for a Change in both the institution and community classes) as documented in COMS	The system will pull the score of section 1 from the most recent LSI-R from the assessment screen (OCDNOQUE). The system will also review the documented completion of Corrective Thinking classes since the offender’s latest admission to the institution (not including detainments)	(4) High / Medium High, no treatment (2) High / Medium High, with treatment (1) Medium (0) Low/Not Applicable
FEMALES admitted to SDWP after July 1, 2021	The accumulate score of the criminal history section of the WRNA	Staff will manually review the Criminal History section in the WRNA and score the following. If the Criminal history section of the WRNA scores 0-7, the agent will check the Low/Not Applicable answer in the CRA/CRR.	WRNA Criminal History score 0-7: (0) Low/Not Applicable  WRNA Criminal History score 8-16: (2) High / Medium High with treatment

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		If the Criminal History section score 8-16, the agent will check the High / Medium High (With treatment) answer	
Release Housing Plan	Excellent housing = immediate family members in a supportive, alcohol/drug free environment Adequate Housing plan = some positive support and is alcohol free but not long term Temporary Housing plan = mission, hotel, or other short-term placement until a long-term placement can be arranged	The housing type will be pulled from the Plan Details tab on the Release Planning screen (OIDRPLAN)	(4) Temporary Housing (2) Adequate housing (0) Excellent Housing
Employment Plans	30-day job verification – offender is requesting 30 days to find employment Disability/SSI – Offender will require disability/SSI as means of support Employment verified – transitional case manager has verified employment	The employment type will be pulled from the Plan Details on the Release Planning Screen (OIDRPLAN)	(5) 30-day job verification (2) Disability/ SSI (0) Employment Verified

4. Assessed needs score: Total the score from the previous 3 sections (calculated automatically by COMS)
5. Calculated Result: Add together the total from the Assessed Risk Score and the Assessed Needs Score (calculated automatically in COMS).
  - a. Assessed Risk Level:
  - b. Intensive: 28-45 points
  - c. Maximum: 19-27 points
  - d. Medium: 8-18 points
  - e. Minimum: 0-7 points

## 10. Administrative Risk Factors – Mandatory:

- A. Sex Offender Behavior Risk Factor - Offenders assessed as having a sexual behavior problem but determined as not in need of Special Treatment of Perpetrators (STOP) treatment or those who have been determined (at any time while on supervision) by an approved sex offender treatment provider in the community as no longer needing sex offender treatment, will be supervised at a level determined by the Community Risk/Needs Assessment/Re-Assessment score. The sexual behavior administrative risk factor will not be utilized to elevate their supervision level.
- B. The system will automatically identify those offenders with sexual behavior issues and distinguish when treatment is recommended based on the information entered into COMS by sex offender management program (SOMP) staff.



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- C. The system will automatically identify those offenders with sexual behavior issues and distinguish when treatment is recommended based on the information entered into COMS by SOMP staff as follows:
1. The Sex Offender Code Assessment is a 2Y; and
  2. The Criminal History screen shows the offender is required to register:

First three months of supervision	Maximum supervision if the offender has successfully completed SOMP modules in the institution and program records in COMS show as "complete"	Intensive supervision if the offender has not successfully completed the SOMP modules in the institution.	
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## 11. Administrative Risk Factors – Discretionary:

- A. Mitigating Risk Factors - Mitigating risk information may be used by case managers/parole agents to lower an offender’s final risk level below what is indicated by the Calculate Score. Justification of mitigating risk information must be documented, and specific circumstances listed in the Comments field of the Assessment Screen in COMS.  
**Note:** Special conditions imposed by the court/parole board take priority.
- B. Additional Risk Factors - Additional Risk information may be used to raise an offender’s final supervision level above what is indicated by the Calculated Score. Justification of additional risk must be documented, and specific circumstance listed in the Comments field of the Assessment Screen in COMS. Use of additional risk must be for a reason not addressed by the assessment, such as severity of offense, special conditions imposed by the court/parole board, public sentiment, release from a secure/controlled/non-community environment, or other conditions which must be specified.

## 12. Approval:

- A. Parole agent – If no discretionary administrative risk is applied or removed.
- B. Regional supervisor – regional supervisor must approve lowering or raising the Approved Result one (1) level above or below the Calculated Result or Override Result.
- C. Director of Parole Services or associate director of field services – regional supervisor and executive director of Parole Services or director of field services must approve lowering or raising the Approved Result more than one (1) level above or below the Calculated or Override Result (e.g., lowering from maximum supervision to minimum supervision).

## 13. Scoring the Community Risk Re-Assessment (CRR):

- A. While the initial assessment considers the offender’s status and history prior to admission to supervision, the reassessment focuses on behavior during supervision. The reassessment serves as a mechanism for observing changes in the offender’s behavior over time and for adjusting the supervision plan or supervision level. Consequently, the definitions used differ somewhat from those applied at the initial assessment. Because the Risk Assessment portion of Community Risk/Needs Reassessment measures the criminal history of an offender and these factors are static, an offender’s risk assessment scores will be the same scores as indicated on the risk assessment completed on the initial Community Risk/Needs Assessment. However, the reassessment includes an additional factor: Prior probation/parole revocations, as this factor shows a statistically significant impact on recidivism after living on supervision for a period of time. Thus, the final assessed risk score on the re-assessment may differ from the final assessed risk score on the initial assessment.

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B. Risk Reassessment:

Question	Description	Source/Screen	Scoring
Number of Adult Felony Convictions	The offender's largest felony count associated with an offense in the offender's criminal history, across all bookings and jurisdictions	Criminal History (OIDCRMHS)	(4) Multiple (2) One
Number of violent felony convictions	The offender's largest felony count, minus any offenses with unique felony counts that have felony class that is non-violent across all bookings and all jurisdictions	Criminal History (OIDCRMHS)	(6) Multiple (0) One
Age at first felony conviction	The age of the offender at the time of he/she was sentenced for his/her first felony offense across all bookings and jurisdictions.	The system automatically calculates the age by subtracting the offenders birth date from the date of the first felony	(4) less than or equal to 23 (0) greater than or equal to 24
Age at current felony conviction	The age of the offender at the time he/she was sentenced for the current conviction	The system automatically calculates the age by subtracting the offenders birth date from the date of the current felony	(6) less than or equal to 17 (1) greater than or equal to 18 and less than or equal to 29 (0) greater than or equal to 30
Chemical Dependency/Gambling Diagnosis	The chemical dependency diagnosis created by the chemical dependency staff. The points for CD Diagnosis and Gambling Diagnosis are summed to provide a total. The maximum score is 8.	The answer to this question and the related scoring will be based on entries on the Health Problem Detail screen (OIUHPROB)	(7) Dependency (Alcohol and Other Substances) (4) Dependency (other substances) (4) Dependency (Alcohol) (3) Abuse (1) Gambling (-2) No problem / Deferred
Prior adult probation/parole Revocations	The number of unique instances where the offender has had supervision revoked	Criminal History – Supervision Tab (OIDCRMHS)	(4) Multiple Incidents of prior adult probation/parole revocations (2) One incident of prior adult probation/parole revocations (0) not applicable
Prior probation/parole absconding	The number of unique instances where the offender has absconded supervision	Criminal History – Supervision Tab (OIDCRMHS)	(4) Multiple Incidents of prior adult probation/parole absconding (2) One incident of prior adult probation/parole absconding (0) not applicable

C. Assessed Risk Score: Total the 7 items under the previous section (automatically calculated by COMS)

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D. Actual Risk Behavior/Needs Assessment: The actual Risk Behavior/Needs Assessment is composed of five (5) scoring categories which demonstrate a strong statistical relation to offender recidivism. By combining a Needs Assessment to the Risk Assessment portion, there is improved predicted value with regards to successful completion of supervision. Reassessing an offender's behavior and needs periodically also provides a useful means to monitor changes in the offender's behavior, attitude, and circumstances which are clearly related to supervision outcome. The rationale is that as need areas are addressed, the relative risk the offender represents to the community will be reduced and less supervision and contact will be required to manage that offender effectively in the community.

Corrective Thinking Score	The result of Section 1 of the offender's most recent LSI-R assessment and completion (if applicable) of Corrective Thinking classes as documented in COMS	The system will pull the score of section 1 from the most recent LSI-R from the assessment screen (OCDNOQUE) The system will also review the documented completion of Corrective Thinking classes since the offender's latest admission to the institution (not including detainments)	(4) High / Medium High, no treatment (2) High / Medium High, with treatment (1) Medium (0) Low/Not Applicable
FEMALES admitted to SDWP after July 1, 2021	The accumulate score of the Criminal History section of the WRNA	Staff will manually review the Criminal History section in the WRNA and score the following. If the Criminal history section of the WRNA scores 0-7, the agent will check the Low/Not Applicable answer in the CRA/CRR. If the Criminal History section score 8-16, the agent will check the High / Medium High (With treatment) answer.	WRNA Criminal History score 0-7: (0) Low/Not Applicable  WRNA Criminal History score 7-16: (2) High / Medium High with treatment
Housing Situation	excellent housing = immediate family members in a supportive, alcohol/drug free environment Adequate Housing plan = some positive support and is alcohol free but not long term Temporary Housing plan = mission, hotel, or other short-term placement until a long-term placement can be arranged	The housing type will be pulled from the Plan Details tab on the Release Planning screen (OIDRPLAN)	(4) Temporary Housing (2) Adequate housing (0) Excellent Housing (-1) Excellent situation in last 3 months (-2) Excellent situation in last 6 months (-3) Excellent situation in last 9 months (-4) Excellent situation in last 12 months

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Employment Situation	Unemployed – capable of working but is unemployed Unsatisfactory employment – working irregularly day-to-day and needs regular full/part time work Satisfactory employment – consistent work including working through a temp agency, home-maker, seasonal	This information is documented on the Education/Employment screen (OCDEDEMP)	(2) Unemployed (1) Unsatisfactory employment (0) Satisfactory employment, Less than 3 months, Unable to work due to disability, Retired (with means), or full-time student (-1) Satisfactory employment last 3 months (-2) Satisfactory employment last 6 months (-3) Satisfactory employment last 9 months (-4) Satisfactory employment last 12 months
Alcohol/Drug Review	Score this section based on the positive test results/admissions to use of alcohol and substances	This information is pulled from the Substance Testing Screen (OIDSTEST). The system automatically calculates the length of time	(4) One violation in less than or equal to 3 months (2) one violation, greater than 3 months but less than or equal to 6 months (1) one violation, greater than 6 months but less than or equal to 9 months (0) One violation, greater than 9 months but less than 12 months (-1) No violation in less than or equal to 3 months (-2) No violation in greater than 3 months but less than or equal to 6 months (-3) No violation in greater than 6 months but less than or equal to 9 months (-4) No violation in greater than 9 months
Response to Supervision/Parole Agreement	This category will score an offender’s technical violation record through sanctions (PDR) received during the assessment period. IF more than one violation/sanction occurs as a result of the same incident, only the highest level of sanction imposed for each incident is scored	This information is pulled from the Violations and sanctions screen (OCDVSANC) and the Parole Violation Response screen (OCDPVRSP)	(3) Noncompliance (1) Moderate compliance (-1) Substantive Compliance (-3) Full compliance in less than or equal to 3 months (-4) Full compliance in greater than 3 months but less than 6 months (-5) full compliance in greater than 6 months but less than 9 months (-6) Full compliance in greater than 9 months

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- E. Assessed actual risk behavior/needs score: Total the previous five (5) sections together (automatically calculated in COMS).
- F. Calculated Result: Add the total risk score with the actual risk behavior/needs score (automatically calculated in COMS).
  - 1. Assessed risk level:
    - a. Intensive: 23 points and over.
    - b. Maximum: 14 to 22 points.
    - c. Medium: 4 to 13 points.
    - d. Minimum: 3 to -4 points.
    - e. Indirect: -5 points and below.

**14. Administrative Risk Factors – Mandatory:**

- A. Sex Offender Behavior Risk Factor - Offenders assessed as having a sexual behavior problem but determined as not in need of STOP treatment or those who have been determined (at any time while on supervision) by an approved sex offender treatment provider in the community as no longer needing sex offender treatment, will be supervised at a level determined by the Community Risk/Needs Assessment/Re-Assessment score, and the sexual behavior administrative risk factor will not be utilized to elevate their supervision level. The system will automatically identify those offenders with sexual behavior issues and distinguish when treatment is recommended based on the information entered into COMS by SOMP (Sex Offender Management Program) staff as follows:
  - 1. The Sex Offender Code Assessment is a 2Y, and
  - 2. The Criminal History screen shows one of the following:
    - a. The offender is required to register.
    - b. Has a sex offense misdemeanor.

First three months of supervision	Maximum supervision if the offender has successfully completed SOMP modules in the institution and program records in COMS show as “complete”	Intensive supervision if the offender has not successfully completed SOMP modules in the institution.
Three-six months of supervision	Medium supervision providing the offender has continued sex offender treatment while in the community as documented in COMS	Maximum supervision providing the offender has continued treatment while in the community as documented in COMS
Six months and longer of supervision		Medium Supervision providing the offender has continued participation in sex offender treatment while in the community as documented in COMS

**15. Administrative Risk Factors – Discretionary:**

- A. Mitigating Risk Factors - Mitigating risk information may be used by case managers/parole agents to lower an offender’s final risk level below what is indicated by the Calculated Score. Justification of mitigating risk information must be documented, and specific circumstances listed in the comments field of the Assessment Screen in COMS.

**Note:** Special conditions imposed by the court/parole board take priority.

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- B. Additional Risk Factors - Additional Risk information may be used to raise an offender's final supervision level above what is indicated by the Calculated Score. Justification of additional risk must be documented, and specific circumstance listed in the Comments field of the Assessment Screen in COMS. Use of additional risk must be for reason not addressed by the assessment, such as severity of offense, special conditions imposed by the court/parole board, public sentiment, release from a secure/controlled/non-community environment, or other conditions which must be specified.

## 16. Approval:

- A. Parole agent – If no discretionary administrative risk is applied or removed.
- B. Regional supervisor – regional supervisor must approve lowering or raising the Approved Result one (1) level above or below the Calculated Result or Override Result.
- C. The director of Parole Services or designee must approve lowering or raising the Approved Result more than one (1) level above or below the Calculated or Override Result; (e.g., lowering from Maximum supervision to Minimum supervision).

## V. RESPONSIBILITY

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

## VI. AUTHORITY

- A. SDCL §§ 22-24B-1, 24-15-14, 24-16

## VII. HISTORY

August 2023  
 July 2019  
 June 2018  
 March 2017  
 March 2016  
 February 2014  
 May 2012  
 April 2010  
 March 2009  
 August 2008  
 November 2006  
 March 2006 – New policy

## ATTACHMENTS (\*Indicates document opens externally)

1. Initial Case Planning Worksheet\*
2. Supplemental Case Planning Worksheet\*
3. DOC Policy Implementation / Adjustments

**INITIAL CASE PLANNING WORKSHEET****Parolee:** **Inmate ID:** **Agent:** **Date:****Release date:** **Original TED:** **TED with EDCS:****1. Charges/Conviction(s):**

What are you on parole for?

What happened that led to you receiving your charge?

Have you been on probation or parole before?

If so, how many times/how did parole go (i.e., absconding history/violation, etc.)?

**2. Basic Needs:**

Do you have:

Birth Certificate: Yes \_\_\_\_\_ No \_\_\_\_\_ State of Birth: \_\_\_\_\_

SSC: Yes \_\_\_\_\_ No \_\_\_\_\_ How many times have you applied for a card?

Driver License Yes \_\_\_\_\_ No \_\_\_\_\_ What do you need to get your license back?

Finances: What are your immediate concerns? What debts do you have (fines/restitution/child support/car/house/loans/personal)? Do you have anything saved at this point?

Where are you living? Who are you living with? Do you have any concerns about these living arrangements? Immediate needs?

Do you have any major concerns with clothing/food needs as you transition to parole? Immediate needs?

What options do you have for transportation?

**3. Education/Employment:**

What is your highest level of education?

What are your plans to find employment? Do you have any leads? Where have you worked previously? Did you enjoy it?

Have you completed any specialty classes/workshops or have any advanced certification (i.e., flagging, welding)?

**4. Health:**

Do you have any immediate health concerns for yourself/others? If so, what? Do you receive disability benefits?

Are you currently on any medications? If so, what? Do you plan to change your medication routine in the immediate future?

If you are on medications, what is your plan for payment and ongoing appointments?

Do you have any mental health history (diagnosed/undiagnosed disorders)?

Do you have or plan to have a counselor, if so, who?

Do you see or have plans to see a psychiatrist, if so, who?

**5. Substance/Addiction Issues:**

What is the longest length of time you have been sober?

When was this?

Do you have any immediate concerns with substance abuse? What substance/drug do you struggle with most frequently?

Have you completed any type of programming (MRT, T4C, CBISA, IOP)?

At this time, on a scale of 1-10 (with one being bad and 10 being good), how confident do you feel in your sobriety?

Are you currently scheduled/required to attend treatment/MRT? If so, discuss appt. date(s) / time(s).

**6. Relationships:**

At this moment who do you count on to be your closest support person(s)? Discuss spouse/children, immediate/extended family, friend, other possible support:

List three Emergency contacts:

Name/Relation:

Phone Number:

Address:

Name/Relation:

Phone Number:

Address:

Name/Relation:

Phone Number:

Address:

**7. Sex Offender Information:**

Do you have a requirement to register? If so, what are your registry months?

Do you have a requirement to attend sex offender therapy?

Discuss victim(s), victim(s) location and your contact restrictions with victim(s):

**8. Motivation/Attitude: (1 = bad, 10 = good)**

\_\_\_\_\_ On a scale of one to ten how motivated do you currently feel?

\_\_\_\_\_ On a scale of one to ten how stressed/anxious do you feel?

\_\_\_\_\_ On a scale of one to ten how successful do you feel you will be on parole?

\_\_\_\_\_ On a scale of one to ten how responsible do you feel for your crime?

What do you like to do in your spare time? What hobbies do you enjoy?

**9. Going Forward:**

What, currently, is your biggest stressor/worry?

What would you like to see change (end goal)?

What can you do between now and when I see you again to help with this issue?



### Supplemental Case Planning Worksheet

Parolee: \_\_\_\_\_ Inmate ID: \_\_\_\_\_ Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Release date: \_\_\_\_\_ Original TED: \_\_\_\_\_ TED with EDCS: \_\_\_\_\_

**1. Charges/Conviction(s):**

Have you received any new charges since your release to parole? If so what/where/status of charges:

**2. Basic Needs:**

Finances: What are your immediate concerns? What debts do you have (fines / restitution / child support / car / house / loans / personal)? Do you have anything saved at this point?

Any updates with housing/clothing/transportation? Issues/concerns?

**3. Education/Employment:**

What is your current employment status? Do you have any concerns/immediate needs?

Do you have any interest in pursuing additional education or specialty classes? If so, discuss:

**4. Health:**

Do you have any immediate health concerns or updates? Any ongoing health issues with self/family?

Are you currently on any medications? If so, what?

Do you have any foreseeable changes to med management?

Do you have or plan to have a counselor, if so, who?

Do you see or have plans to see a psychiatrist, if so, who?

**5. Substance/Addiction Issues:**

Any immediate concerns/issues with substance abuse? Any relapses since last visit? If so, what?

At this time, on a scale of 1-10 (with one being bad and 10 being good), how confident do you feel in your sobriety?

What are your past/current triggers?

Are you currently in treatment? If so, what? Progress / regression in treatment? Attitude on treatment?

**6. Relationships:**

At this moment who do you count on to be your closest support person(s)? Discuss spouse/children, immediate/extended family, friend, other possible support:

Who in your life do you feel is a negative influence? Who in your life do you feel would like to see you fail?

Would you like to make any changes to your list of emergency contacts? If so list name/address/phone number:

**7. Sex Offender Information:**

Are you up to date on your registry?

When did you last register?

When are you required to register again?

Status on sex offender therapy:      needed   attending      completed

Have you had any contact with past victims?

**8. Compliance/Motivation/Attitude: (1 = bad, 10 = good)**

\_\_\_\_\_ On a scale of one to ten how motivated do you currently feel?

\_\_\_\_\_ On a scale of one to ten how stressed/anxious do you feel?

\_\_\_\_\_ On a scale of one to ten how in control do you feel of your current situation/status?

Discuss current noncompliance areas (treatment, housing, employment, contact with agent, payment of fines, drinking/drug use, failure to follow directives, etc.)

What do you like to do in your spare time?

What hobbies do you enjoy?

**9. Going Forward:**

What, currently, is your biggest stressor (i.e., problem)?

What would you like to see change (i.e., end goal)?

What can you do between now and when I see you again to help with this issue?

- 1.
- 2.
- 3.

\*Assign one of the listed above as homework and follow up at a designated time.