



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 400-08	PAGE NUMBER 1 OF 6
		DISTRIBUTION:	Public
		SUBJECT:	Sex Offender Registration
RELATED STANDARDS:	None	EFFECTIVE DATE:	February 15, 2024
		SUPERSESSION:	07/01/2022
DESCRIPTION: Offender Services	REVIEW MONTH: January	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to enforce state law requiring all sex offenders register within the state of South Dakota.

II. PURPOSE

In accordance with SDCL Chapter 22-24B, it is the purpose of this policy to provide guidelines for the notification of law enforcement agencies of the transfer of sex offenders to DOC facilities in different counties, release to community supervision, or upon discharge of sentence.

III. DEFINITIONS

Juvenile Sex Offender:

Any juvenile fourteen (14) years or older at the time of the offense shall register as a sex offender if that juvenile has been adjudicated of rape as defined in subdivision 22-24B-1(1), or of an out-of-state or federal offense that is comparable to the elements of the crime of rape, or any crime committed in another state if the state also requires a juvenile adjudicated of that crime to register as a sex offender in that state. The term "adjudicated" includes a court's finding of delinquency, an admission, and a suspended adjudication of delinquency which has not been discharged pursuant to § 26-8C-4 before July 1, 2009.

Sex Offender:

Any adult offender convicted or adjudicated of a felony sex crime, as listed in SDCL 22-24B-1, regardless of the offense date or date of conviction.

IV. PROCEDURES

1. Sex Offender Registration Requirements:

- A. Sex offenders must complete an initial sex offender registration (located on the South Dakota Sex Offender Registration website) within three (3) business days of coming into any county to reside, temporarily domicile, attend school classes, or to work, unless the move is the result of a DOC initiated transfer between facilities. Violation is a Class 6 felony.

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- B. Sex offenders are required to complete the verification form sent out by the Division of Criminal Investigation (DCI), at least annually, and return the form to DCI within ten (10) calendar days of receipt of the form. Violation is a Class 6 felony. **Note:** Verification forms are not sent to incarcerated sex offenders.
- C. Any sex offender required to register who is employed, carries on a vocation, or attends postsecondary classes at an institution of higher education or technical institute, shall, within three (3) business days of commencement or termination of such employment or enrollment, report to the police or county sheriff where the institution is located and complete a registration form. Violation is a class 6 felony.
 - 1. The registration update must take place within three (3) business days of any commencement of work or attending classes, and within three (3) business days of termination of such enrollment, employment, or a change in employer.
 - 2. The sex offender must report to the chief of police of the town/city where he/she is employed and/or enrolled, or if there is no chief of police, the county sheriff where the employment or educational institution is located. **Note:** Sex offenders are required to simultaneously register in multiple counties if they reside and work in multiple counties.
- D. Sex offenders on supervised release are required to update his/her registry every six (6) months in the same manner as the initial registration.
- E. A sex offender on supervised release who moves to a different location or residence address must provide written notification of his/her new location or address to the law enforcement agency with whom he/she last registered, within three (3) business days.
- F. Sex offenders shall report, within three (3) business days, any change in the registration status of a vehicle he/she owns to the chief of police or sheriff. Violation is a Class 1 misdemeanor.

2. Sex Offender Registration:

- A. During the admission/intake process, DOC staff will complete a NCIC III for each offender received at a DOC facility. The report shall be reviewed to determine if the offender is required to register, consistent with South Dakota state statute.
 - 1. If an offender is identified as being required to register as a sex offender DOC staff will ensure the sex offender submits the required registrations to the DCI within three (3) business days of admission to the facility or commitment to the DOC.
- B. If it is confirmed by DOC staff that an offender is currently registered with the South Dakota Sex Offender Registry, staff will update the registry as necessary. **Note:** The sex offender must be present during the update so their fingerprint(s) can be obtained.
 - 1. For adult offenders, central records staff will provide the designated institutional staff member with the name of the offender required to complete or update information within the Sex Offender Registry.
 - a. The staff member will ensure the updates are completed and copies sent to DOC central records to be maintained in the offender's digital file.
 - 2. The director of Juvenile Services or designee will provide the juvenile corrections agent (JCA) with the name of any juvenile sex offender assigned to the JCA so the JCA can update the sex offender registration.
 - a. Each JCA will track compliance with the updated registration requirements for juvenile sex offenders assigned to their caseload. All registration updates will be included on the JCA's month-end report.
- C. If the sex offender is not registered with the South Dakota Sex Offender Registry, adult institution staff or the JCA will complete the required initial registration on the Sex Offender Registration website.
 - 1. Central records staff will provide designated adult institution staff with the name of any sex offender required to complete the sex offender registration.

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- a. The staff member will ensure the registration is completed and copies sent to central records to be maintained in the offender's digital file.
- b. All initial registrations submitted to the SD Sex Offender Registration website will include finger and palm prints and a current photo of the offender.
2. The director of Juvenile Services or designee will provide the JCA with the name of any juvenile sex offender required to register with local law enforcement.
 - a. Each JCA will track compliance with the registration of sex offenders on their caseload and will forward the information to their respective supervisor, who will include all registrations their month end report to the director of Juvenile Services.

3. Information Required During Sex Offender Registration:

- A. Registration will include the following information if the sex offender is currently under DOC supervised release (parole, suspended sentence, extension of confinement, juvenile aftercare, or secondary placement programs).
 1. Name and all aliases used.
 2. A complete physical description, to include photographs, fingerprints, and palm prints.
 3. Current residence, the length of time at that residence (including the date the residence was established), and the length of time expected to remain at that residence.
 4. Sex crime conviction(s).
 5. The date of commission and the date of conviction of any sex crime committed.
 6. Social Security number.
 7. Driver license number and state of issuance.
 8. Whether or not the offender is receiving or has received any sex offender treatment.
 9. Employer name, address, and telephone number or school name, address, and telephone number.
 10. Length of employment or length of attendance at school.
 11. Occupation or vocation.
 12. Vehicle license plate number of any vehicle owned by the offender.
 13. Information identifying any internet/social media accounts of the offender as well as any usernames, screen names, and aliases that the offender uses on the internet/social media.
 14. A listing of all felony convictions, in any jurisdiction, for crimes committed as an adult and sex offense convictions and adjudications subject to sex offender registry provided by the offender and confirmed by the registering agency.
 15. A description of the sex offense (provided by the prosecuting attorney).
 16. Acknowledgement whether the offender is currently an inmate, parolee, juvenile in DOC placement, or under aftercare supervision, provided by the offender and confirmed by the DOC or administering body of the correctional facility.
 17. Acknowledgment whether the offender is subject to community safety zone restrictions, provided by the registering agency.
 18. The name, address, and telephone number of two (2) local contacts that have regular interaction with the offender, and the name, address, and telephone number of the offender's next of kin.
 - a. Local contacts may include an offender's parole agent, JCA, clergy, teacher, neighbor, or co-worker.
 - b. Next of kin generally includes children, parents, brothers/sisters, or grandparents; however, in the absence of next of kin, other known relatives of the offender may be listed as contacts.
 19. As deemed appropriate, staff will attempt to confirm whether an offender has a passport or any document establishing immigration status, including the document type and ID number of the passport.
 20. Staff will attempt to confirm whether the offender has any professional, occupational, business, or trade licenses from any jurisdiction.
- B. Sex offender registration will include the following information if the offender is currently in the physical custody of the DOC:
 1. Name and all aliases used.

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2. A complete physical description - to include photographs, fingerprints, and palm prints (palm and fingerprints are only needed on the initial registration, not on any re-registration completed by the DOC).
3. Current residence, the date of incarceration, and the length of time expected to remain incarcerated.
4. List of sex crime(s).
5. The date of commission and the date of conviction of the sex crime(s) committed.
6. Social Security number (if known).
7. Driver license number and state of issuance (if available).
8. Whether or not the offender is receiving or has received any sex offender treatment.
9. A listing of all felony convictions committed as an adult and all sex offense convictions and adjudications subject to sex offender registration, and
10. Acknowledgement whether the sex offender is currently an inmate, parolee, or juvenile in DOC placement/aftercare supervision.

- C. At the time of the sex offender's registration, the registering staff person will collect a DNA sample from the offender and submit the sample to the South Dakota State Forensic Laboratory in accordance with procedures established by the lab, unless it can be confirmed the sex offender has previously provided and submitted a DNA sample to the State Forensic Laboratory.

4. Annual Verification of Sex Offender Information:

- A. Annual verification is not necessary for sex offenders who are currently in the physical custody of the DOC.
- B. Sex offenders under DOC supervised release (parole, suspended sentence, juvenile aftercare, or secondary placement) are responsible for complying with all requirements of sex offender registration, as required by state and federal law.
- C. Verification forms must be completed, signed by the offender required to register, and returned to the DCI within ten (10) calendar days after the receipt.

5. Updating Sex Offender Registration Information:

- A. DOC staff will update the Sex Offender Registry if a sex offender currently in the physical custody of the DOC is transferred to a facility in another county, or custody of the offender or juvenile is otherwise transferred to another authority.
 1. DOC staff are not required to notify the DCI if a sex offender is temporarily absent (TAP) because of being out to court or is transferred to another DOC facility for short-term confinement, (generally less than two (2) weeks).
 2. DOC staff will notify the DCI immediately if a sex offender escapes, absconds, or is absent without leave (AWOL) from DOC custody or supervision (e-mail the state sex offender registry compliance coordinator with DCI).
- B. DOC staff will update the registration information of a sex offender required to register by notifying the DCI if the offender's status changes or is transferred to a different address (does not include temporary residence). DOC staff will notify DCI of the new location/address.
- C. Sex offenders under DOC supervised release (parole, suspended sentence, extension of confinement, or juvenile aftercare) who are required to register, are responsible for updating their registration information, i.e., new address, with DCI.

6. Sex Offender Re-Registration Requirements:

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- A. It is the responsibility of the sex offender to complete the re-registration if he/she is currently under DOC supervised release.
- B. Re-registration for a sex offender under DOC supervised release must take place during the calendar month in which the sex offender was born, and six (6) months following his/her birth month.
- C. Re-registration is not required for a sex offender in the physical custody of the DOC.

7. Release of Sex Offenders from DOC Custody:

- A. Prior to discharge, parole, work release, or similar temporary unsupervised access to the community, DOC staff will inform a sex offender who is required to register pursuant to SDCL of their duty to register and inform them of the community safety zone restrictions. This shall include all offenders who are:
 - 1. Discharged or released from a DOC program or facility.
 - 2. Granted work release.
 - 3. Any other release which results in an offender's unsupervised access to the community.
- B. DOC staff will require the sex offender to read and sign the Duty to Register form (located on the South Dakota Sex Offender Registry website) acknowledging their duty to register, their understanding of the community safety zone restrictions, and procedures and registration requirements along with any other forms required by DCI.
- C. Copies of the completed forms will be forwarded to central records for distribution to the following:
 - 1. The offender.
 - 2. DCI.
 - 3. Law enforcement agency in the jurisdiction where the offender will reside.
 - 4. State's attorney in county where the offender was convicted.
- D. DOC staff will obtain the address where the offender plans to reside upon discharge, release, parole, work release, or similar program outside the facility and shall report the address to the DCI.

V. RESPONSIBILITY

The directors of Prisons and Juvenile Services are responsible for the annual review of this policy and revision as necessary.

VI. AUTHORITY

- A. SDCL § [22-24B-1](#) Sex crimes determined.
- B. SDCL § [22-24B-1.1](#) Business day defined.
- C. SDCL § [22-24B-2](#) Registration of convicted sex offenders--Time limit--Violation as felony--Discharge.
- D. SDCL § [22-24B-3](#) Work defined.
- E. SDCL § [22-24B-4](#) Attends school and attends classes defined.
- F. SDCL § [22-24B-5](#) Annual verification form mailed to registered offender--Return of form--Failure to return form--Violation as felony.
- G. SDCL § [22-24B-6](#) Commencement or change in enrollment or employment--Report to local law enforcement--Time limit--Violation as felony.
- H. SDCL § [22-24B-7](#) Registration every six months--Violation as felony.
- I. SDCL § [22-24B-8](#) Information required for sex offender registration--DNA sample--Violation as felony.
- J. SDCL § [22-24B-13](#) Duty of institutions to inform convicted sex offenders of registration requirements and community safety zone restrictions.
- K. SDCL § [22-24B-14](#) Duty of court to inform sexual offenders of registration requirement and community safety zone restrictions.
- L. SDCL § [22-24B-22](#) Definitions.
- M. SDCL § [22-24B-23](#) Restrictions on residence within community safety zone--Violation as felony.

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- N. SDCL § [22-24B-24](#) Loitering within community safety zone or public library prohibited--Exception--Violation as felony.
- O. SDCL § [22-24B-30](#) Inmate and juvenile offender registration--Time limit--Submission to Division of Criminal Investigation--Notice of change of status.
- P. SDCL § [22-24B-31](#) Foreign criminal conviction registration--Time limit--Violation as felony.
- Q. SDCL § [23A-27-14](#) Discharge and dismissal of probationer on completion of conditions--No judgment entered--Limitation.
- R. SDCL § [26-8C-4](#) Suspension of adjudication of delinquency--Probation--Revocation of suspension.
- S. SDCL § [37-24-1](#) Definition of terms.

VII. HISTORY

February 2024

June 2022

June 2019

June 2018

June 2017

ATTACHMENTS

1. DOC Policy Implementation / Adjustments