

1.3.B.5 Deployment to a Natural Disaster

I Policy Index:



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Office of Primary Responsibility: DOC Administration

II Policy:

In the event of a natural disaster that is beyond the capabilities of local government, the Governor may order the Department of Corrections to provide assistance or actions to supplement the recovery efforts of local governments in alleviating the damage, loss, hardship or suffering caused by a natural disaster.

III Definitions:

Deployment Commander:

Deputy Warden or Associate Warden responsible for the overall coordination of the deployment of staff, inmates and equipment to the site of a natural disaster. This person ensures there are sufficient buses, trailers, equipment and inmates to respond to the natural disaster; however, the person does not typically travel to the site of the natural disaster.

Disaster Management Team:

DOC staff responsible for handling all aspects of a deployment to and at a natural disaster. Typically made a Deployment Commander, Field Commander, 1st Assistant Field Commander, 2nd Assistant Field Commander, 3rd Assistant Field Commander and staff assigned to communications, supply & maintenance of equipment, medical services, housing, laundry & food services, security and transportation (See Attachment 5 for supplemental information).

Field Commander:

Senior level security staff (typically a Major, Captain or higher rank) or unit staff member (typically a Unit Manager), who travels to the site of the natural disaster to aid in supervising DOC staff and inmates at the natural disaster site and reporting to the Deployment Commander.

Natural Disasters:

Acts of nature, which include tornados, windstorm, cyclone, snowstorm, flood, earthquake, forest fires or drought and causes significant severe damage to a particular part of the state.

Non-Violent Crimes:

For the purposes of this policy, includes crimes against property, public order or drug offenses, which are described in the inmate classification policies.

Sex Offender:

For the purposes of this policy, 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; an offender serving a current prison term as a condition of a suspended imposition of sentence for the commission of a sex crime; and offenders who have been identified as having a Sexual Behavior Issue (SBI) by SOMP staff (designated by sexual behavior code of 2 or convicted of any offense requiring sex offender registration (See DOC policy 1.4.B.9 [Sexual Behavior Issue Review](#))).

Shift Commander:

The senior ranking uniformed line officer at the DOC facility, normally a Sergeant, Lieutenant or higher rank.

Squad Leader:

DOC staff person assigned to supervise a squad of up to ten (10) inmates at the natural disaster site. Typically, a uniformed staff person between the rank of correctional officer through Sergeant, or a unit staff person (typically a Case Manager or Unit Coordinator). This person reports to the Field Commander or Assistant Field Commander.

IV Procedures:

1. DOC Assistance to a Natural Disaster:

- A. Requests from the public for inmate labor or DOC action in responding to a natural disaster will be directed to the respective county emergency management coordinator. Requests involving maintenance, beautification or remodeling projects will not be considered.
- B. The county emergency management coordinator may request assistance from the DOC in responding to a natural disaster by contacting the state Office of Emergency Management (OEM) (telephone 605-773-3231). Requests received directly by the DOC will be referred to the OEM.
- C. If the OEM determines the request for assistance conforms to applicable operational policies and agreements, and the Governor has determined DOC assistance is required to supplement the efforts of local government in alleviating damage, loss, hardship or suffering caused by a natural disaster (See chapter 34-48, inclusive), the OEM will notify designated DOC staff of the need for assistance.
- D. The OEM will contact at least one designated DOC staff member. Contact shall be made in the following order until one of the following is directly contacted:
 - 1. Director of Community Service (office 605-773-3478).
 - 2. Deputy Secretary of Corrections (office 605-773-3478).
 - 3. Warden of the facility identified to respond
 - a. Mike Durfee State Prison (office 605-369-2201)
 - b. South Dakota State Penitentiary (office 605-367-5051)
 - c. South Dakota Women's Prison (office 605-773-6636)
- E. In the event that contact cannot be established, OEM staff will contact the DOC Administration office (605) 773-3478 during normal business hours. During non-business hours, weekends or holidays, the South Dakota State Penitentiary (605) 367-5100 will be contacted.

- F. Upon notification of the requirement for DOC resources to respond to a natural disaster, the Director of Community Service (or DOC contact staff receiving the initial order to deploy) will coordinate with the respective Warden(s) to determine the resources each facility will provide e.g., number of inmates, staff, equipment and vehicles.
- G. The DOC contact person receiving the order will ensure the Secretary of Corrections is directly notified (See DOC policy 1.1.A.3 [Staff Reporting Information to DOC Administration and Office of Risk Management](#)).
- H. Male and female inmates will not typically respond to the same natural disaster site simultaneously, unless, reasonable and effective measures can be implemented to minimize contact between male and female inmates.
- I. Requests for inmate labor not related to damage caused by a natural disaster occurrence may be considered in accordance with DOC policy 1.5.A.6 [Community Service Program](#).

2. Response and Types of Assistance:

- A. Assistance may be provided when the extent of a natural disaster exceeds the resources readily available to local government (county, township or city) to adequately respond to the natural disaster.
 - 1. The State Emergency Operations Plan (SEOP) identifies the emergency support functions of the Department of Corrections. The Deputy Wardens and Director of Community Service will maintain current copies of the SEOP.
- B. The DOC may respond to a natural disaster with inmates, staff and equipment to clear roadways for emergency vehicles, cleanup debris to facilitate the re-establishment of basic utilities and allow the continuation of commerce, and control/contain and avert or lessen the threat of a natural disaster through protection of property and public health and safety.
 - 1. Assistance will generally be restricted to cleanup, debris removal, or sandbagging. Inmates will not be used to cut down standing trees or demolish standing structures unless specifically directed to do so by the local emergency management coordinator and approved by the Deployment Commander.
 - 2. If DOC staff believes an area/site poses or may pose a safety risk to DOC staff or inmates, staff will immediately contact the Field Commander or Deployment Commander.
 - 3. The Deployment Commander or Field Commander may restrict DOC staff or inmates from entering or working in any area/site they believe poses or may pose a significant safety risk to staff or inmates. Staff and inmate safety shall take precedence when determining response or action.
 - 4. The Deployment Commander and Field Commander will be briefed on the scope of the work to be completed by inmates from the local emergency management coordinator and local government authorities prior to DOC staff or inmates entering the site.
 - a. This briefing will include information about any hazardous condition(s) or safety issues known to exist that may pose a risk to DOC staff and inmates.
 - b. The local emergency management coordinator or local government authorities are responsible for correcting and responding to any hazardous condition(s) identified,

i.e. shutting off power to a downed power line, shutting off gas on a leaking gas main, waiting for standing water to recede.

- C. Inmates may only be used to clean-up and clear debris from private property or sandbag private property, if ordered by the Governor.
 - 1. Inmates will **not** enter onto private property without proper authorization from the Deployment Commander.
 - 2. If DOC crews receive a request for assistance involving private property, the request will be forwarded to the Field Commander. The Field Commander will contact the Deployment Commander.
- D. Inmate deployment to a fire will be in accordance with the *Memorandum of Understanding* between the South Dakota Department of Agriculture, Wildland Fire Suppression Division, South Dakota Department of Corrections and State Emergency Operations Plan (also see MDSP OM 3.5.A.4 -- *Inmate Wildland Fire Suppression Crew*).

3. Local Government Obligations:

- A. The local government initiating the request for assistance may be responsible for incurred deployment costs.
- B. At the direction of the Warden or designee, the local government will coordinate with the Disaster Management Team and OEM to locate acceptable lodging for DOC inmates and staff, if the deployment requires an overnight stay (See SDCL § 24-4-7).
- C. If the DOC is unable to provide meals and beverages to inmates at the natural disaster site, the local government and/or OEM is responsible for arranging and providing sufficient and appropriate meals and beverages.
- D. The local government may be obligated to reimburse the DOC for inmate labor costs at a rate of twenty-five cents (\$0.25) per hour, per inmate, excluding travel time.
- E. Local government may be responsible for reimbursement of overtime wages for DOC staff deployed to the natural disaster and/or costs of required security backfill and/or travel costs, at the current rate established by the State Fleet and Travel office.
- F. The local government requesting the assistance is responsible for designating a representative or "point of contact" to provide direction and offer assistance to responding staff.
 - 1. The local government representative or point of contact will serve as the contact for citizens with questions, complaints or requests regarding the natural disaster response.
 - 2. The local government representative or point of contact will supply a map of the area and provide other information necessary for the Field Commander to successfully respond to the natural disaster.

4. Deployment Site Chain of Command:

- A. The Field Commander shall have the authority and responsibility to manage and direct all DOC resources provided to assist in responding to the natural disaster. This includes all DOC staff and inmates.
- B. Squad Leaders are typically assigned to supervise a squad of up to ten (10) inmates and shall report to the Field Commander. The Deployment Commander or Field Commander may make certain supervision alterations on a case-by-case basis.
- C. The entire Disaster Management Team, with the exception of the Deployment Commander, will report to the Field Commander.
 - 1. During a small-scale deployment, the composition of the Disaster Management Team may be reduced.
 - 2. If the number of Disaster Management Team members is reduced, essential duties will be reassigned to the responding team members by the Deployment Commander.

5. Disaster Response Inmate Work Crews:

- A. The DOC will identify and approve up to two hundred (200) minimum inmates for response to a natural disaster. Additional minimum-security inmates may be identified and approved if the inmate population allows.
 - 1. Sioux Falls Community Work Center is responsible for a crew of up to fifty (50) inmates.
 - 2. Yankton Community Work Center is responsible for a crew of up to fifty (50) inmates.
 - 3. Rapid City Community Work Center is responsible for a crew of up to fifty (50) inmates.
 - 4. Pierre Community Work Center is responsible for a crew of up to fifty (50) inmates from the minimum custody unit.
- B. SFCWC, PCWC, YCWC and RCCWC will each maintain a roster of approved inmates who meet the requirements found in the Inmate Deployment Requirements ([Attachment 1](#)).
- C. The DOC will furnish trained inmates for Wildland fire suppression, per the *Memorandum of Understanding* between the Department of Agriculture, Wildland Fire and the DOC (also see MDSP OM 3.5.A.4 -- [Inmate Wildland Fire Suppression Crew](#)).

6. Deployment of Staff and Inmates to a Natural Disaster:

- A. When a deployment order is issued, the Shift Commander will complete the Resource Request (See [Attachment 2](#)) and email the attachment to the DOC-ADMIN MAJOR INCIDENT email group (See DOC policy 1.1.A.3 [Staff Reporting Information to DOC Administration and Office of Risk Management](#)).
- B. The Shift Commander or designee will ensure the respective senior staff (Warden, Deputy Warden, Associate Warden, Senior Security officer, Duty Officer, Unit Manager, etc.) of the housing unit where the inmates are housed are notified of the deployment.

1. The Shift Commander will notify the respective control room and/or duty officer as directed by the Director of Prison Operations or other DOC contact person to assemble and outfit the inmates for deployment.
 2. The Shift Commander will assemble staff drivers from the list of drivers maintained in the respective control room. Staff operating buses must have a valid Commercial Driver's License (CDL). If the need for drivers cannot be fulfilled from the list, the Shift Commander will contact a senior staff member or the Duty Officer for direction.
 3. The Shift Commander will ensure approved inmate property is placed on the designated transport vehicle(s).
 4. Staff must positively identify all inmates selected for the deployment. Staff must collect IDs from all inmates as they board the vehicles and verify the inmate is on the pre-prepared list.
- C. The deploying facility Unit Manager or designee will complete the Human Resources Inventory (See [Attachment 3](#)).
- D. The deploying facility Unit Manager will complete the Support Vehicle Inventory (See [Attachment 4](#)).

7. Staffing Requirements:

- A. The Secretary of Corrections or designee and the Warden(s) will make provisions for the custody, control and maintenance of inmates deployed to a natural disaster (See SDCL § [24-4-7](#)).
- B. The Shift Commander will first identify staff for deployment from the list of on-duty staff. The Shift Commander will contact a senior staff member or the Duty Officer for instructions/direction if the staff requirements cannot be fulfilled by on-duty staff.
1. A minimum of four (4) correctional officers and one (1) supervisor (Corporal or above or Unit Coordinator or above) is required per fifty (50) inmates deployed. The Deployment Commander or Field Commander may request to alter the requirement on a case-by-case basis.
- C. The on-duty staff deployed to the natural disaster may not be prepared for an extended stay at the natural disaster site. The Shift Commander is responsible for identifying and assigning appropriate staff to replace the first responding staff as soon as possible.
- D. Replacement staff should be prepared to be deployed to a natural disaster site for up to five (5) consecutive days. Staff is responsible for packing sufficient personal items, e.g. toiletries, clean uniforms/clothing, appropriate footwear.
- E. Upon arrival to the scene, the Field Commander and Disaster Management Team members will report to the Disaster Response Command Center.
- F. Squad Leaders are responsible for the supervision and custody of the inmates including maintaining accurate counts of inmates and accounting for inmates assigned to different locations throughout the site. Squad leaders shall maintain current inventories of equipment/state property and are responsible for ensuring equipment/state property is properly cared for, secured when not in use and collected for return to the facility when the deployment is complete.

8. General Information:

- A. A sufficient number of state vehicles will be staged and maintained at SDSP, RCCWC, YCWC, MDSP and SDWP to transport inmates, staff and equipment to natural disaster sites.
- B. Unless otherwise directed by the Secretary of Corrections or designee, all media inquiries regarding DOC's role in deployments, including requests to photograph or interview responding staff or inmates, will be directed to the DOC Communications & Information Manager (See DOC Policy 1.1.A.4 [Relationship with News Media, Public and Other Agencies](#)).
- C. Requests for additional equipment or resources will be communicated by the Field Commander to the Deployment Commander.
- D. Inmates will abide by all applicable rules, policies and directives set for by the DOC and will not violate any local, state or federal laws
 1. The use and/or possession of alcohol, tobacco products, narcotics, synthetic drugs, cell phones, weapons or other contraband by inmates is strictly prohibited.
 2. Inmate behavior will be appropriate. Inmates will follow a lawful and legitimate orders by staff and supervisors. Inmates involved in misconduct, refusing to work or not following instructions are subject to disciplinary action and return to custody.
 3. Inmates will not supervise other inmates.
- E. Squad leaders will immediately contact the Field Commander and respective DOC control room any time they have reason to believe, or have been made aware, a deployed inmate has or may have walked-away (unauthorized departure from supervision and/or their assigned work area).
- F. Disaster response supplies, materials, equipment, services and other necessities purchased for direct support of the deployment of DOC staff, inmates and other resources will be recorded on the Procurement Inventory (See [Attachment 6](#)). The Field Commander will retain the receipts and submit these with the Procurement Inventory.
- G. All equipment and supplies owned, leased, maintained or supplied by the DOC will be inventoried, cleaned, serviced, repaired and replaced in a timely manner upon return from a deployment.
- H. Equipment and supplies will be stored in such a manner that provides for immediate and unrestricted access by staff responding to a deployment order.
- I. A Deployment After-Action Report will be completed by the Field Commander within three (3) days of being demobilized (See [Attachment 7](#)). The Deployment After-Action Report will be emailed to the DOC-ADMIN MAJOR INCIDENT email group.
 1. The Deployment After-Action report will include:
 - a. A narrative of the events that led to the deployment.
 - b. Members of the Disaster Management Team.

- c. Key contact personnel from the city/county/state/federal government involved in the response.
- d. The means of communication used at the natural disaster site (radios, cell phones, etc.).
- e. Any special security measures in place during the deployment.
- f. Any major incidents that occurred.
- g. Any medical issues, including a briefing of any injuries to inmates or staff requiring medical care/treatment, including emergency care.
- h. Any major equipment damage or loss of equipment/state property.
- i. Any special housing arrangements made for staff and inmates.
- j. Any food service arrangements made for staff and inmates.
- k. A summary containing an overview of the deployment, including accomplishments, achieved goals.
- l. Future suggestions or needs regarding protocol, staffing levels, equipment needs, etc.

9. Safety Precautions:

- A. The following safety equipment must be included whenever inmate labor is utilized at a natural disaster site:
 - 1. One (1) halon, ABC or BC fire extinguisher for each bus or trailer that responds to the natural disaster.
 - 2. One (1) first aid kit for each transporting vehicle that responds to the natural disaster. Deployment first aid kits will be stored at each minimum-security facility and will consist of the following first aid items:
 - a. Adhesive bandages.
 - b. Adhesive tape.
 - c. Antiseptic wipes.
 - d. Bandage compresses.
 - e. Disposable gloves.
 - f. Eye wash.
 - g. Elastic bandages.
 - h. Gauze compresses.
 - i. Scissors.

- j. Stretch bandages.
 - k. Tweezers.
 - l. CPR micro shield.
 - m. EpiPens (epinephrine) for emergency treatment of allergic reactions.
- B. Personal protective equipment (PPE) will be furnished by DOC or other disaster partners and must be worn by inmates and staff as directed.
- C. Medical emergencies involving an inmate should be handled at the nearest medical treatment facility or by certified emergency medical personnel who may already be on-site or by calling 911 and requesting medical assistance.
- D. The Field Commander and each Squad Leader will be equipped with a state issued cell phone and/or radio for communication and emergency needs. The Control Room will maintain a list of phone numbers to all phones issued to staff responding to a disaster.

10. Deployment Drills:

- A. Natural disaster response drills or tabletop exercises will be conducted at least annually at each facility responsible for providing inmates to respond to a natural disaster.
- B. The Warden or designee will establish and approve natural disaster response scenarios.
- 1. During a natural disaster response drill or exercise, inmates with appropriate attire and gear for the scenario may be loaded into vehicles.
 - 2. All equipment necessary to complete the response to the disaster scenario may be loaded for transport to the disaster site.
 - 3. Staff with CDLs will be called upon to report to duty and assigned as drivers.
- C. The results and information pertinent to the natural disaster drill or exercise will be documented by designated staff and a copy of the report will be forwarded to the Deputy Secretary of Corrections, Warden and the Director of Community Service.

V Related Directives:

SDCL §§ [24-4-7](#), [22-24B-1](#) and [34-48A-5](#).

DOC policy 1.1.A.3 – [Staff Reporting Information to DOC Administration and Office of Risk Management](#)

DOC policy 1.1.A.4 – [Relationship With News Media, Public and Other Agencies](#)

DOC policy 1.4.B.9 – [Sexual Behavior Issue Review](#)

DOC policy 1.5.A.5 – [Work Release](#)

DOC policy 1.5.A.6 – [Community Service Program](#)

MDSP OM 3.5.A.4 – [Inmate Wildland Fire Suppression Crew](#)

VI Revision Log:

July 2003: New policy.

Removed revisions from August 2004 to July 2010.

September 2011: **Added** definition of “Non-Violent Crime” **Deleted** “will supply inmate labor and the level of inmate labor to be supplied” and **Replaced** with “Coordinate with the respective Warden to determine the resources each facility shall provide to the deployment e.g., number of inmates, staff, equipment and vehicles”. in Section 1 C. 1. **Deleted** “informed” and **Practical** after” and **Replaced** with “directly notified” in Section 1 D. **Deleted** “sufficient” in Section 1. E. **Deleted** “prevent” and **Replaced** with “minimize” in Section 1 E. **Deleted** previous Section 2 and moved info. into Section 1 and **Renumbered** sections that follow **Added** “cleanup” to Section 2. B.1. **Deleted** “that” and **Replaced** with “they believe” in Section 2 B. 3. **Deleted** “will request” and **Replaced** with “shall receive” in Section 2 4. **Added** “may” to Section 2 4. b. **Added** “cleanup and clear debris or sandbag” to Section 2 C. **Deleted** “are in doubt to the direction to take for” and **Replaced** with “receive” **Deleted** “make” and **Replaced** with “be notified. The field commander will” in Section 2 C. 2. **Added** “up to” to Section 2 E. 2. **Added** “or requests” in Section 3 E. 1. **Added** “Yankton Minimum Unit (YMU) is responsible for” **Deleted** “one hundred and fifty (150) and **Replaced** with one hundred (100). **Added** (Rapid City Minimum Unit (RCMU) is responsible for” and **Deleted** “fifty (50) and **Replaced** with one hundred (100) to Section 5 A. 2. **Moved** 4. from Section 5 A. to Section 5 B. 1. and **Added** “Which may include LM custody inmates as approved by the Secretary of Corrections. **Added** “Each facility’s roster shall include a list of inmates that is greater than or equal to the number of inmates the facility is responsible to provide to a natural disaster deployment” in Section 5 B. **Deleted** (five 20-man crews) and **Deleted** (Rapid City Correctional Unit (RCCU) and/or from the low medium” and **Replaced** with “minimum” in Section 5 C. **Added** “or LM custody inmates as approved by the Secretary of Corrections” in Section 5 C. **Deleted** all of D. from Section 5. **Deleted** Major(s) and **Replaced** with Senior Security officer” in Section 6. B. **Deleted** “prepare other” and **Replaced** with “assign” in Section 7. B. **Deleted** “This will require them to” and **Replaced** with “Staff will” in Section 7 C. **Added** new D. and D. 1. & 2. and E. to Section 8 and renumbered items that follow **Added** new B. D. to Section 9.

August 2012: **Changed** title of policy from “Inmate Deployment to a Natural Disaster” to “Deployment to a Natural Disaster” **Deleted** definition of “Certified Squad Boss” **Added** 1. to Section 2 A. **Deleted** “in the Black Hills Forest Fire Protection District” and **Added** “and the State Emergency Operations Plan” in Section 2 D. **Deleted** E. “Deployments for fires outside the Black Hills Forest Fire Protection District will normally consist of minimum custody inmates” in Section 2. **Deleted** 1-4. within Section 2 E. **Deleted** “who meet the Inmate Deployment Requirements” and **Replaced** with “per the Memorandum of Understanding between Agriculture, Wildland Fire and DOC.” in Section 5 C.

August 2013: **Deleted** “prairie fire” and **Replaced** with “blizzard” in definition of “Natural Disaster” **Added** “up to” in definition of “Squad Leader”. **Added** 1. to Section 1 G. **Deleted** “one hundred” and **Replaced** with “sixty” and **Deleted** “or low medium (LM) custody inmates as approved by the Secretary of Corrections in Section 5 C. **Removed** reference to “Citrix Disaster Response Teams database” in Section 8. **Updated** Attachment 1 and Attachment 10.

August 2014: **Deleted** 1. regarding major incident reports in Section 1 G. **Deleted** “required to bear the cost to transport inmates and DOC staff to and from the site” and **Replaced** with “responsible for incurred deployment costs” in Section 3 A. **Deleted** “The local government may be held responsible for the cost of lodging” in Section 3 B. **Added** “and/or OEM “and **Deleted** “providing” and **Replaced** with “arranging” in Section 3 C. **Added** “provided there is no incident command center and no incident commander” in Section 3 E. **Deleted** “Each facility’s roster shall include a list of inmates that is greater than or equal to the number of inmates the facility is responsible for providing to the natural disaster deployment” in Section 5 b. **Deleted** “350” and **Replaced** with “275” in Section 5 A. **Deleted** “100” and **Replaced** with “75” in Section 5 A. 1-3. **Added** “Staff” to the title of Section 6. **Added** “and email the attachment to the DOC Admin. Major Incident email group” in Section 6 A. **Added** “available” to Section 6 B. 2. **Deleted** reference to Attachment 3 in Section 6 B. 3. **Deleted** 4. “The shift commander will ensure all transport vehicles are identified and prepared for mobilization” in Section 6 B. **Added** new C. and E and **Deleted** previous C. –G in Section 6. **Added** 3. to Section 8 D. **Added** F. to Section 8. **Deleted** “The field commander will maintain a schematic of how the trailers are to be loaded” in

Section 8 H. **Added** email group to Section 8 I. **Deleted** “any missing inmates” and **Replaced** with “communication with local law enforcement” in Section 8 I 1. e. **Deleted** i-l in Section 8 I 1. **Deleted** 2. in Section 8 I. **Added** “or tabletop exercises” in Section 10 A. **Revised** attachments with the policy.

July 2015: **Changed** “275” to “200” in Section 5 A. **Updated** facility names in Section 5.

July 2016: **Added** “The local government may also be responsible for travel costs at rates established by Fleet and Travel” in Section 3 D. **Deleted** “A maximum of sixty (60) minimum (MN) custody inmates will be available” and **Replaced** with “The DOC will furnish trained inmate crew members” in Section 5 C. **Deleted** 1. and 2. In Section 5 C. regarding requirements.

May 2017: **Deleted** MDSP will be responsible for identifying and approving a crew of up to fifty (50) inmates, which may include qualified, low medium (LM) custody inmates, as approved by the Secretary of Corrections” in Section 5 B. **Deleted** “MDSP” in Section 8 A. **Revisions** to Attachment 1.

July 2018: **Changes** to policy statement.

May 2019: **Added** “Additional minimum-security inmates may be identified and approved if the inmate population allows” in Section 5 A.

July 2020: Reviewed with no changes.

September 2021: **Deleted** people’s names and **Replaced** with position titles in Section 1 D.

Deleted “2. Director of Prison Operations” and **Reformatted** subsequent items. **Deleted** “Deputy Warden” and **Replaced** with “Warden of the facility identified to respond”; and **Added** Institutional contacts in a. b. and c. in Section 1 D 4. **Deleted** “Prison Operations” and **Replaced** with “Community Service” in Section 1 F. **Reformatted** subsection letters in Section 7 as there were two A’s. **Deleted** “Director of Prison Operations” and **Replaced** with “ Deputy Secretary of Corrections” in Section 10 C. **Deleted** M:\drive location for attachments and **Added** PolicyTech as the location for Attachments 2, 3, 4, 6, and 7.

Tim Reisch (original signature on file)

Tim Reisch, Interim Secretary of Corrections

09/21/2021

Date

Attachment 1: Inmate Deployment Requirements

To be eligible for deployment as part of a disaster response crew, inmates must meet the following criteria:

1. Minimum (MN) security classification.
2. Medically cleared by Health Services and assigned a disaster response code.
3. Cleared by Behavioral Health staff if the inmate's MH level of functioning code is **NOT** MH-0 or MH-1.
4. Sex offenders per this policy's definition are not eligible.

Inmates approved for deployment to a natural disaster will be identified in Comprehensive Offender Management System (COMS).

All inmates housed at a minimum custody unit will be assigned a Disaster Crew Code upon receipt at the facility. Health Service staff will adjust the inmate's code as deemed medically necessary.

- (DCE) Disaster Crew Eligible
- (DCM) Disaster Crew Eligible-medication (has medication that must accompany the inmate)
- (DCR) Disaster Crew Eligible –night restriction (must return to a DOC facility every evening)
- (DCRM) Disaster Crew Eligible-medication (has medication that must accompany the inmate and must return to a DOC facility every evening.
- (NDC) Not Disaster Crew Eligible

Attachment 2: Deployment Resource Request

The *Deployment Resource Request form* is located in PolicyTech.

South Dakota Department of Corrections Policy Distribution: Public	Attachment: Deployment Resource Request Please refer to DOC policy 1.3.B.5 Deployment to a Natural Disaster
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DEPLOYMENT RESOURCE REQUEST

1. Authority or name of person making request: _____
2. Date: _____
3. Time: _____
4. Resource Requested: _____
5. Resource Destination: _____
6. Incident Type: Tornado Storm Flood Blizzard Other
7. Responding Facility: _____
8. Reporting OIC: _____

INSTRUCTIONS: Upon receipt of the request and completing this attachment email the attachment to DOC-ADMIN MAJOR INCIDENT.

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Attachment 3: Deployment Human Resources Inventory

The *Deployment Human Resources Inventory* form is located in PolicyTech.

South Dakota Department of Corrections Policy Distribution: Public	Attachment: Deployment Human Resources Inventory Please refer to DOC policy 1.3.B.5 Inmate Deployment to a Natural Disaster
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DEPLOYMENT HUMAN RESOURCES INVENTORY

1. Name of Incident/Deployment: _____

2. DOC Project Code: _____

3. Number of inmates deployed: SFCSC: _____ YCSC: _____ RCCSC: _____
 MDSP: _____ SDWP: _____ PCSC: _____

4. Staff deployed:

Name:	Facility:	Job Position:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Departure Date: _____

6. Departure Time: _____

7. Return Time: _____

8. Inmate Shift: _____

9. DOC Field Commander: _____

INSTRUCTIONS: The deploying facility Unit Manager or designee will complete the number of inmates deployed or deploying each day. Inmate rosters may be attached as part of this attachment.

The deploying facility Unit Manager or designee will list deployed staff on this attachment. The Field Commander will report hours worked each day and have recorded.

The Field Commander will note the length of shift in hours for the deployed inmates and have included on line 8 of this form. Unit staff will use this number to record each inmate's hours worked in COMS. Inmates returned early or removed from the deployment site due to behavior, injury or illness will be noted separately with the information communicated to the Unit Manager.

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Attachment 4: Support Vehicle Inventory

The *Support Vehicle Inventory* form is in PolicyTech.

Vehicle ID/Plate	Vehicle Make, Model & Year	Weight **	Length ***	Begin Miles	End Miles

** Weight is only required for deployed trailers
*** Length is only required for deployed trailers

Instructions: The deploying facility Unit Manager or designee will record each vehicle deployed. Beginning and ending miles recorded by the Field Commanded.

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Attachment 5: Disaster Management Team Responsibilities

Deployment Commander: The Deployment Commander is responsible for the overall coordination of staff and inmates deployed to a natural disaster site. The Deployment Commander will provide updates to the Director of Prison Operations and the Director of Community Service.

Field Commander: The Field Commander supervises DOC staff and inmates and manages resources at the disaster site. The Field Commander reports and provides information to the Deployment Commander. The Field Commander is responsible for ensuring all reports are complete and providing an accurate account of the deployment.

Assistant Commanders: Assistant Field Commanders assist the Field Commander as needed. Assistant Commanders may be assigned to directly supervise a particular squad leader.

Squad Leaders: Squad leaders supervise a squad of ten (10) inmates at the disaster site. Squad leaders are responsible for directing the work activities of the group, ensuring safety measures are emphasized and followed, enforcing DOC rules and regulations, and accounting for inmates assigned to their squad. Squad leaders report to the Field Commander or an Assistant Field Commander.

Unit Managers: Unit Managers are responsible for maintaining accurate deployment rosters and deployment procedures for their respective units. Unit Managers will keep an updated roster of the approved disaster crew inmates using COMS. Unit managers are responsible for ensuring the identified disaster crew inmates are ready for deployment, i.e. proper clothing, list of allowable items, medication, etc.

Communications: Communications is responsible for setting up and maintaining all equipment necessary for communication at the disaster site. The Communications leader will work with other agencies on site and with State Radio as needed to provide communications resources. Communications will make certain radio batteries are charged and sufficient numbers of radios are available for issue. Communications is responsible for locating phone lines if necessary. Communications will maintain an accurate inventory of all DOC communication equipment and will schedule testing of equipment as needed.

Supply & Maintenance: Supply and maintenance staff is responsible for maintaining accurate inventories of the disaster supplies and their condition. Supply & maintenance staff will keep an inventory of the required supplies. Supply & maintenance will keep all chainsaws and other inventoried equipment in working condition. Supply & maintenance will track supplies used at the disaster site, record the associated costs, and ensure supplies are restocked.

Medical Services: On-site medical services will brief the Field Commander, Deployment Commander and/or other designated DOC staff on any medical issues or health concerns relevant to the disaster response. Non-emergent medical issues/questions involving deployed inmates will be directed to Correctional Health Services. In the case of a medical emergency, staff will refer the inmate to on-site medical services or contact 911. Staff will assist in transport of the inmate to off-site medical service providers as necessary. The Field Commander, Deployment Commander or designated staff will contact Correctional Health staff as soon as practical if an inmate is admitted to a hospital or receives emergency medical services. Daily inmate requests for health care/sick call will be directed to on-site medical services, if possible, or forwarded to Correctional Health Services for response. Correctional Health will ensure Epi-Pens and other medication requiring a current prescription is included in the First Aid Response Kit as deemed appropriate.

Housing, Laundry & Food Services: Housing, laundry & food services is responsible for making all housing, laundry and food service arrangements needed for staff and inmates at the disaster site. This includes setup, establishing procedures, cleanup and billing. Housing, laundry & food services is responsible for making contact with local businesses or local governmental agencies for these services.

Security: Security is responsible for setting up and maintaining security requirements, i.e. schedules, count procedures, shakedown procedures, reporting count, etc. Security will contact local law enforcement agencies to inform them of the inmate presence in the area, housing location, number of inmates, contact information, and other related security information. Security is responsible for scheduling all needed security shift coverage of the inmates on large deployments.

Transportation: Transportation is responsible for maintaining a list of vehicles and emergency response trailers each facility has assigned to them for disaster response and maintaining an accurate inventory of vehicles. Transportation is responsible for ensuring the transportation equipment is in working condition on a regular basis, fuel supplies are adequate, and all fuels meet the seasonal requirements. Transportation is responsible for ensuring there are sufficient vehicles at the disaster site to meet the transportation needs of staff and will locate and make available fuel supplies. Transportation will maintain a duplicate key to each vehicle and have the keys available at the disaster site. Transportation is responsible for taking care of any maintenance issues for the vehicles and/or trailers at the disaster site. Transportation will track and record all transportation related costs.

Attachment 6: Procurement Inventory

The **Procurement Inventory** form is located in PolicyTech.

South Dakota Department of Corrections Policy Distribution: Public	Attachment: Deployment Procurement Inventory Please refer to DOC policy 1.3.B.5 Inmate Deployment to a Natural Disaster
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DEPLOYMENT PROCUREMENT INVENTORY

Name of Incident/Deployment:

DOC Project Code:

Item	Vendor	Date	Credit Card/Charge	Amount
<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
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Instructions: List item purchased, from where and date. Indicate if purchased with state procurement card or charged to DOC and include amount.

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Attachment 7: Deployment After Action Report

The *Deployment After-Action Report* form is located in PolicyTech.

South Dakota Department Of Corrections Policy Distribution: Public		Attachment: Deployment After Action Report Please refer to DOC Policy 1.3.B.5 Inmate Deployment to a Natural Disaster	
DEPLOYMENT AFTER ACTION REPORT			
Disaster Location: <input type="text"/>	Responding Facility: <input type="text"/>		
Disaster Type: <input type="text"/>	DOC Project Number: <input type="text"/>		
Narrative: <input type="text"/>			
Disaster Management Team Members:			
Commander: <input type="text"/>	Housing/Food/Laundry: <input type="text"/>		
Field Commanders: <input type="text"/>	Supply & Maintenance: <input type="text"/>		
Squad Leaders: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Night Security: <input type="text"/>	Communications: <input type="text"/>		
Transportation: <input type="text"/>	Medical: <input type="text"/>		
Key Local Community Contact(s):			
Incident Commander: <input type="text"/>	Local EM: <input type="text"/>		
Mayor: <input type="text"/>	Public Works/Other Officials: <input type="text"/>		
Means of Communication:			
State Radios: Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Cell Phones: Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Other: Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Security Measures: (Narrative)			
<input type="text"/>			
Medical Issues: (Narrative)			
<input type="text"/>			
Housing Arrangements: (Narrative)			
<input type="text"/>			
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South Dakota Department Of Corrections Policy Distribution: Public		Attachment: Deployment After Action Report Please refer to DOC Policy 1.3.B.5 Inmate Deployment to a Natural Disaster	
Food Service Arrangements: (Narrative)			
<input type="text"/>			
Supply & Maintenance Expenses:			
<u>Item Description</u>		<u>Cost (if known)</u>	
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours Spent on Natural Disaster:			
Total Number of Staff Hours: <input type="text"/>	Total Number of Inmate Hours: <input type="text"/>		
Total Vehicle Mileage:			
Vehicle ID: <input type="text"/>	Miles: <input type="text"/>		
Vehicle ID: <input type="text"/>	Miles: <input type="text"/>		
Vehicle ID: <input type="text"/>	Miles: <input type="text"/>		
Vehicle ID: <input type="text"/>	Miles: <input type="text"/>		
Vehicle ID: <input type="text"/>	Miles: <input type="text"/>		
Disaster Summary: (Narrative)			
<input type="text"/>			
Future Needs/Suggestions: (Narrative)			
<input type="text"/>			
Report Prepared by: _____ Date: _____ (Please print)			
Revised: 6/30/2009 Page 2 of 2			