

## 1.4.A.2 Inmate Admission

### I Policy Index:



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### II Policy:

New admission inmates admitted to the Department of Corrections (DOC), except those with a capital punishment sentence, will be temporarily housed in the Admission and Orientation (A&O) unit. Staff will determine the inmate's level of risk and individual needs. The Warden has final authority in determining where to house an inmate.

### III Definitions:

#### **CTP Offender:**

An offender released to parole supervision who is temporarily housed in a DOC Community Work Center (See DOC policy 1.5.G.2 [Parole Services-Community Transition Program](#)).

#### **Detainee:**

An offender whose supervision is transferred by a parole agent to a DOC institution for a period not to exceed five (5) working days/(120 hours), excluding weekends and holidays. Within the five-day detainment period, the offender must either be released, designated as a parole violator, or self-commit to the Community Transition Program (CTP). The detainment can be extended an additional five (5) working days/(120 hours) by authorization of a parole supervisor. The Executive Director of the Board of Pardons and Paroles must authorize detention beyond 10 working days (240 hours) detention.

#### **Extended Detainee:**

An extension to a detainer authorized by the Executive Director of Parole Services. The detainer may be issued for a variety of reasons, including for investigative purposes, waiting for a placement opening, as a disciplinary sanction to a violation of the supervision agreement, etc. (See ARSD 17:61:01:01 (4) and 17:61:01:11). The detainment extension may be for up to ninety (90) calendar days.

#### **Immigration and Customs Enforcement (ICE):**

For the purposes of this policy, ICE is the investigative division within the United States Department of Homeland Security and is responsible for identifying and investigating citizenship status.

#### **Interstate Compact:**

A formal agreement between member states that seeks to promote public safety by systematically controlling the interstate movement of offenders. Approved offenders may transfer to or from other

correctional systems pursuant to SDCL §§ [1-15-10.1](#) and [1-15-10.3](#) (See DOC policy 1.4.G.3 [Interstate Compact](#)).

**NCIC III:**

National Crime Information Center (NCIC) III is a computerized criminal history tracking system. The NCIC III Program provides for the decentralized interstate exchange of criminal history record information and functions as part of the Integrated Automated Fingerprint Identification System (IAFIS). The NCIC III provides a means of conducting national criminal history record searches.

**New Admission:**

A state inmate sentenced to the DOC on a felony conviction who is not:

- Currently serving another active DOC sentence.

A new admission also includes non-state inmates serving federal time with the DOC for a reason other than a U.S. Marshal hold, and inmates received through Interstate Compact.

**Parolee:**

For the purposes of this policy, an inmate conditionally released to parole or suspended sentence from an institution prior to the expiration of sentence but who remains under the supervision of the DOC (See ARSD 17:60:01:00(6)).

**Parole Violator:**

A parolee transferred to the custody of a DOC institution by a parole agent following a violation of the parolee's supervision agreement.

**US Marshal Hold:**

Any federal inmate housed at a DOC facility under contract by the U.S. Marshal Service until arrangements are made for the inmate to transfer to Federal custody.

**Violent Offenders:**

Inmates serving a sentence on their current booking for a crime of violence, as defined in [Attachment 2](#). Attempt, conspiracy, aiding and abetting are all counted the same as the principle felony.

**IV Procedures:****1. Admissions Process:**

- A. New admission male inmates will be accepted at the Jameson Annex, located in Sioux Falls, SD. Male Community Transition Program (CTP) offenders returned to DOC custody may be received at the Rapid City and Yankton Community Work Centers. New admission female inmates will be accepted at the South Dakota Women's Prison, located in Pierre, SD.
- B. Each receiving institution shall establish times and days when new admission inmates will be accepted. Inmate admissions are not typically accepted at institutions on weekends or state or federal holidays without prior authorization.
  1. Requests received in advance by an outside agency to admit an inmate outside of the established times and days set by the institution will be forwarded to the Warden or designee at least 24 hours prior to the anticipated delivery of the inmate.

2. If the inmate was involved in a high profile case covered extensively by media, or has severe medical issues, chemical dependency withdrawal symptoms or a physical or mental disability that greatly affects his/her ability to perform day-to-day tasks, or has a known history of committing or attempting to commit serious self-harm, recently assaulted staff or others, recently caused significant damage to property or has an extensive disciplinary record while in custody, the holding agency shall provide at least 24 hour advance notice of such information/documentation to the receiving DOC institution.
- C. Inmates in the custody of an outside agency shall be clothed in the outside agency's issued clothing and footwear or personal clothing and properly restrained with the holding agency's restraints when delivered to a DOC institution for intake. Outside agency issued clothing, footwear and restraints will typically be returned to the transporting agency after the inmate is searched and issued DOC clothing and restraints. Inmates admitted while wearing personal clothing will be issued DOC clothing, footwear and required to properly dispose or send-out personal clothing.
- D. The admission process includes the following:
1. Review of the sentencing/violation/detainment paperwork. (All Admissions)
  2. Entering new records and retrieving existing inmate records in the Comprehensive Offender Management System (COMS). (All Admissions)
  3. Search of the inmate and property and inventory of all property in the inmate's possession at the time of admission. (All Admissions)
  4. Institution, cell and bunk assignment. (All Admissions)
  5. Initial medical screening (including TB testing or screening), dental screening and mental health screening and identifying inmates who may have a disability that affects their day to day activities (ADA policy). Review of all medical equipment, medications and health related supplies accompanying the inmate. (All Admissions)
  6. Photograph of the inmate (including scars, tattoos or other identifying marks/features) and Documentation of other identification features such as weight, height, hair and eye color, etc. Issuance of a DOC photo ID. Dermal implants/piercings will typically not be removed, unless determined by Health Services, but must be documented in COMS (All Admissions)
  7. Fingerprinting. (New Admissions)
  8. Collection of a DNA sample from inmates who have no record of previously providing a DNA sample. (All Admissions).
  9. Interviewing the inmate to document personal/background information to establish positive identity and determine whether the inmate has access to identification documents, i.e. driver license, birth certificate, social security card. (New Admissions)
  10. New sex offender registration or address update for sex offenders.

## **2. Sentencing Paperwork:**

- A. A new admission inmate must be accompanied by a complete, certified copy of the judgment and any other related sentencing paperwork, in accordance with SDCL §§ [23A-27-4](#) and [23A-27-30](#).
1. The Jameson Prison Annex (JPA) and the South Dakota Women's Prison (SDWP) will

designate at least one staff member to determine the completeness of each new admission inmate's sentencing paperwork and to ensure the paperwork meets all requirements of the DOC.

2. The Central Records Administrator will be promptly notified if there are questions or concerns regarding the inmate's sentencing paperwork. Issues regarding authorization to hold or retain custody of an inmate shall be addressed immediately.

### **3. Search of Inmate and Property:**

- A. To prevent the introduction, use or concealing of weapons, controlled substances or other contraband, all new admission inmates will be strip searched upon admission to an institution (See DOC policy 1.3.A.5 [Searches - Institutions](#)).
- B. Any personal property accompanying the new admission inmate will be searched and inventoried.
  1. Inmates are permitted to retain limited, approved personal property. Approved property includes medical equipment/supplies such as eye glasses, hearing aids, dentures, approved medications, prosthetics, and legal documents/paperwork (See DOC policy 1.1.A.7 [Inmate Identification Procedures](#)).
  2. Identification documents, i.e. driver license, state ID, birth certificate or social security card that accompanied the inmate at the time of admission shall be retained in the inmate's legal file and will not be sent out.
  3. Jewelry, with the exception of approved wedding rings, is not allowed. Wedding rings must be plain, metal band, (no stones) and have a maximum value of \$25.
  4. Approved and accepted funds accompanying the inmate will be deposited into an account established on behalf of the inmate by the DOC upon receipt of a signed authorization from the inmate (See DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#)).
  5. Non-allowable property items will be sent out at the inmate's expense, donated to charity or discarded (See DOC policy 1.3.C.4 [Inmate Personal Property](#)).
- C. When an inmate is held in DOC custody for any period of time, he/she will be issued SD DOC prison dress.

### **4. Issuing ID Number(s):**

- A. All new admission inmates not previously assigned a SD DOC ID number ("new booking") will be assigned a SD DOC ID number. ID numbers are automatically generated by COMS.

### **5. Housing Assignment:**

- A. New admission inmates who have not been assigned an Adult Internal Management System (AIMS) code (male inmates only) or a Prison Rape Elimination Act (PREA) code (all inmates) will be assigned A&O housing based on their security and custody levels and any needs or approved accommodations. An inmate's current offense (crimes the inmate is serving time for on their current admission, including other active federal and out-of-state sentences) shall be considered. Absent other coding, inmates will be housed as follows:
  1. Violent inmates will only be assigned a cell with other violent inmates (See [Attachment 2](#)).

2. Non-violent inmates will only be assigned a cell with other non-violent inmates.
  3. Inmates in the A&O unit will only be assigned a cell with other inmates in A&O. A&O status inmates may not be assigned a cell within general population without approval from the Warden or designee.
- B. When a new admission inmate receives an AIMS code (males only) and a PREA code (normally after a minimum of ten (10) days of observation), staff will review the inmate's current cell assignment and move the inmate as needed, based on their assigned codes and in accordance with DOC policies 1.4.B.3 *Adult Internal Management System (AIMS)* and 1.4.B.16 *PREA Institutional Risk Screens*.
- C. Parole violators, CTP parolees, returned extension of confinement inmates and parole detainees will be assigned cells based on previously assigned and current AIMS and PREA codes.
1. If a parole violator, CTP parolee or detainee is assigned a cell with an inmate with no AIMS or PREA code, the inmate will be assigned a cell based on their current offense (crimes the inmate is serving time for on their current admission, including other active federal and out-of-state sentences).
    - a. Violent parole violators, CTP parolees and detainees will only be assigned a cell with other violent inmates (See [Attachment 2](#)).
    - b. Non-violent parole violators, CTP parolees and detainees will only be assigned a cell with other non-violent inmates.
  2. In cases where a parole violator, CTP parolee or detainee has a PREA Code of Aggressive Potential (AP), Victim Potential (VP) or Victim Incarcerated (VI), the inmate will only be assigned a cell with an inmate that has a compatible PREA code.
  3. U.S. Marshal holds will only be housed with other appropriate U.S. Marshal holds. If cell space is not available, the Warden or designee may approve housing the federal inmate with a state inmate.
- D. If admissions unit staff become aware a new admission inmate has exhibited acts or behaviors described in Section 2 of DOC policy 1.3.D.4 *Restrictive Housing* directly prior to admission to the DOC, i.e. while in county jail or as documented by the outside holding agency, the staff member may refer the inmate for possible placement in restrictive housing.

## 6. Medical Screening:

- A. All inmates admitted to an institution will receive a medical screening (including dental) by Health Services staff. Health Services staff will ensure the immediate/urgent health needs of the A&O inmate are identified and addressed, as deemed appropriate (See DOC policy 1.4.E.3 *Inmate Intake Medical Assessment*, DOH policy P-E-02 *Receiving Screening*). Health Services staff will document any disabilities noted or self-disclosed by the inmate at the time of admission, including any accommodations presently issued to the inmate or requested by the inmate (See DOC policy 1.1.E.7 *Americans with Disabilities Act (ADA)*).
1. If the intake medical screen is not immediately completed at the time of admission, the screening must be completed as soon as possible following the inmate's arrival at the institution. The following restrictions shall apply:
    - a. The new admission inmate may not be housed in general population until the intake medical screening is completed by qualified health care staff.

- b. Admissions staff will conduct a preliminary health screening of all inmates received, which includes staff observing the inmate's general physical appearance and observable behaviors, which shall be documented and include the inmate's general, overall health condition, any self-reported physical injuries, conditions and need for accommodation or specific medical needs.
- B. All new admission inmates will be advised of the procedures for obtaining health care services at the time of admission.
- C. All new admissions will be provided an introduction to Health Services by Health Service staff. All inmates may review the Offender Health Plan provided by the health care provider. The plan is available to inmates through the inmate tablets and kiosks.
- D. Within seven (7) days of admission to a DOC institution, all inmates received at a facility will receive an initial health assessment (See DOH policy P-E-04 [Initial Health Assessment](#)). This includes parole violators, CTP and detainees who have not had a DOC/DOH health assessment within the last twelve (12) months. Temporary U.S. Marshal holds may be excluded. Inmates re-admitted to the DOC within twelve (12) months of having a complete health assessment are not required to have a second assessment if there are no significant changes noted in the inmate's health.

## 7. Mental Health Screening and Assessment:

- A. Behavioral Health staff will coordinate an evaluation, screening and assessment of all inmates in a manner consistent with the National Commission on Correctional Health Care (NCCHC) standards. Also see DOH policy P-E-05 [Mental Health Screening and Evaluation](#). Behavioral Health staff will review any existing psychiatric or psychological examinations/diagnosis or competency examinations that may accompany the inmate at the time of admission, or that become accessible at a later date. Behavioral Health staff will document any mental health disabilities or accommodations required or requested by the inmate.
- B. A&O staff will notify Behavioral Health staff when an inmate admitted to A&O is known to have entered a plea of Guilty but Mentally Ill (GBMI). Inmates with a plea of GBMI will be assessed and offered treatment, as determined appropriate by Behavioral Health staff, based on the inmate's mental health needs and functionality (See SDCL § [23A-27-38](#)). Behavioral Health staff will be notified immediately if an outside agency reports to DOC staff that the inmate has a recent history of committing or attempting to commit serious self-harm.
- C. Information about psychiatric services, group counseling, programming and individual therapy offered at the institution, will be made available to all inmates.
- D. Inmates with a positive mental health screen will receive a mental health evaluation within fourteen (14) days of admission.
- E. Inmates in A&O will be screened for suicide ideations (See DOC policy 1.4.E.7 [Offender Suicide Prevention and Intervention](#)).

## 8. Inmate Photos:

- A. Intake staff at JPA (for males) and at SDWP (for females), will photograph, gather and document required demographic information for all new admissions, in accordance with DOC policy 1.4.A.1 [Inmate Photo Identification](#).
- B. Facial ID photos will be entered/updated on the Physical Identifiers screen in COMS.

- C. The staff member assigned to photograph inmates is responsible for issuing the A&O inmate an ID card (See DOC policy 1.1.D.3 [Facility Access & ID Requirements](#)).

## 9. Fingerprinting:

- A. All new admission inmates will have their fingerprints taken and recorded.
1. Separate fingerprint entries and fingerprint cards are required for each transaction an inmate is sentenced under.
  2. Fingerprints will not be completed until date calculations have been completed by Central Records and the dates have been audited.

## 10. DNA Collection:

- A. Each new admission inmate who has not previously provided a DNA sample, and whose name and other identifying information does not appear within the state DNA database, must provide a DNA sample in accordance with state law (See DOC policy 1.3.C.10 [Offender DNA Collection](#)).
1. Includes inmates received or housed at an out-of-state institution, halfway house or contractual facility and inmates under supervised release of the DOC but received or residing in another state.
  2. Inmates with a capital punishment sentence or life sentence, must comply with the DNA collection process.
- B. If an inmate's DNA sample is not adequate for any reason, the inmate must provide an adequate DNA sample.
- C. All inmates will provide a fingerprint(s) for the purpose of verifying their identity (See SDCL § [23-5A-10](#)).

## 11. Inmate Interview:

- A. New admission inmates will be interviewed by central records staff (for male inmates) or the intake officer (for female inmates). The staff member will:
1. Collect a brief narrative from the inmate about their current crime(s).
  2. Collect specified demographic information (religious preference, age, race, height, weight, etc.)
    - a. Existing demographics for the inmate will be updated in the case this information is already logged in COMS.
  6. Provide the inmate with a copy of his/her judgment and conviction, if they do not have a copy (See DOC policy 1.1.E.3 [Offender Access to DOC Records](#)).
  7. Provide a basic explanation of the inmate's sentence to the inmate: felony class, jail time credit and percentage time to parole.
  8. Determine if the inmate has access to a social security card, birth certificate, driver license or state ID.

9. Submit the name, SS # and DOB of the inmate to NCIC III (See DOC policy 1.1.E.5 [Inmate Criminal History](#)).
10. Complete the "Interview Sheet for New Inmates".
11. Determine if positive identification of the inmate can be established utilizing all sources and information obtained throughout the admission process.
12. Determine if the inmate is a U.S. Citizen. If they are not a U.S. Citizen, records staff will submit a Immigration and Customs Enforcement (ICE) Hold Inquiry and document this in the inmate's legal and institutional file (See DOC policy 1.1.A.7 [Inmate Identification Procedures](#)).

## 12. Assessments and Orientation:

### A. Assessments will be completed.

1. Admission case managers will complete LSI-R assessments on all new admissions, CTP offenders, parole violators, and suspended sentence violators admitted from the community. A new LSI-R is not completed on suspended sentence violators who have their suspended sentence imposed prior to release to the community or returned extension of confinement inmates (See DOC policy 1.4.B.13 [LSI-R Assessment and Case Planning](#)).
  - a. The LSI-R assessment will be completed.
    - 1) Trailer assessments for education status and mental health may be completed by Education and Behavioral Health staff.
  - b. The LSI-R will be used to determine class rosters for other educational courses, i.e. anger and stress management and domestic violence.
  - c. The LSI-R assessor will gather information during the LSI-R interview needed to complete other admissions items: IFR, PREA, AIMS, classification and release plan needs.
2. Behavioral Health Screening Assessment:
  - a. Behavioral Health Staff will conduct screening and assessments on new admissions and parole violators to help identify substance abuse and mental health needs. Inmates with a positive screening will receive an evaluation.
3. Educational Assessment:
  - a. Education staff will reconcile information provided by the inmate concerning their educational status.
  - b. New admissions who do not have a GED or high school degree will be TABE tested by the receiving institution upon their transfer from the admissions unit.
4. Sex Offender Management Program (SOMP) (See DOC policy 1.4.A.3 [Sex Offender Management Program](#)):
  - a. SOMP staff will assess new admission inmates for possible sexual behavior Issues.
  - b. SOMP staff will determine if the inmate will be referred for a Sexual Behavior Issue assessment, in accordance with DOC policy 1.4.B.9 [Sexual Behavior Issue Review](#).



5. Medical Assessment:

- a. DOH staff will complete a health screening, to include dental, to ensure emergent and urgent health needs are met.

6. Adult Internal Management System (AIMS) (males only):

- a. The AIMS assessment will be completed on all male new admissions prior to transfer out of A&O.
- b. Once an AIMS code has been established for the new admission inmate, staff will review the inmate's cell assignment to determine if placement is consistent with DOC policy 1.4.B.3 [Adult Internal Management System \(AIMS\)](#).

7. All inmates received in A&O will be screened for potential vulnerabilities or tendency for acting out sexually aggressive behaviors. Information obtained from the screening will be used when making housing/unit assignments.

- a. The PREA Assessment will be completed on all admissions prior to their transfer from A&O.
- b. Once a PREA code has been established, staff will review the inmate's cell assignment to determine if it meets the requirements set forth in DOC policy 1.4.B.16 [PREA Institutional Risk Screens](#).
  - 1) PREA Code AP (Aggressor Potential) can be housed with other AP (Aggressor Potential) and NS (No Score) inmates.
  - 2) PREA Code VP (Victim Potential) and VI (Victim Incarcerated) can be housed with other VP (Victim Potential) and VI (Victim Incarcerated) inmates as well as NS (No Score) inmates.
  - 3) PREA Code AP (Aggressor Potential) will not be housed in the same cell with any inmate with a VP (Victim Potential) or VI (Victim Incarcerated) code.
  - 4) PREA Code MX (Mixed) may only be housed with another MX (Mixed) or with a NS (Not Scored) inmate.

8. Community Risk:

- a. Initial Community Risk Assessments will be completed on all new admissions (See DOC policy 1.5.G.4 [Parole Services-Community Risk Assessment and Supervision of Offenders](#)).
  - 1) A case manager will complete the Initial Community Risk Assessment.

### 13. Orientation:

A. JPA and SDWP will maintain an orientation program to be offered to all A&O inmates. Inmate orientation (the act of providing necessary information about the institution to the inmate) should be offered to new admission inmates within seven (7) days of receipt at the institution and may include the following:

1. Education:

- a. Screening, testing, review of educational needs;
- b. Educational program opportunities; and
- c. Class schedules, teachers, classroom locations.

2. Institutional rules/posted rules:
  - a. Disciplinary process; and
  - b. Access to the [Inmate Living Guide](#), electronically on inmate tablets and/or hard copy.
3. Correspondence, telephone and tablet procedures:
  - a. Location of telephones and schedule to access telephones;
  - b. Issued a tablet (issuance while in A&O may vary by institution);
4. Health Services (ACA 4-4344):
  - a. Access to medical care, services and medical devices;
  - b. Medication and disease management;
  - c. Co-pays and fee scale;
  - d. Chronic care;
  - e. Right to refusal medical services; and
  - f. Administrative Remedy process for grievances involving health care.
5. Classification:
  - a. Overview of the classification custody system;
  - b. Administrative risk factors for classification;
  - c. Placement options for each custody level; and
  - d. Status of identification documents (driver's license, birth certificate and social security card).
6. PREA:
  - a. Zero-tolerance policy regarding sexual abuse and sexual harassment and information and material explaining how to report incidents or suspicions of sexual abuse or sexual harassment (available on inmate tablets);
  - b. Provide comprehensive education to inmates either in person, printed literature or electronic materials/tablets or a combination thereof, regarding the right to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and policies and procedures for responding to such incidents;
  - c. Provide PREA education in formats accessible to all inmates, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to inmates who have a communication disability; and
  - d. Maintain documentation of inmate participation in PREA education sessions and/or receipt of PREA information.

7. Behavioral Health Services:
  - a. Overview of behavioral health care services, programs and groups;
  - b. Medication management; and
  - c. Procedures to contact behavioral health staff.
8. Commissary:
  - a. Spending limits;
  - b. Ordering deadlines and list of items and property limits; and
  - c. Indigent commissary
9. Visits:
  - a. Visit schedules;
  - b. Creation/modification of approved visit list;
  - c. Information required from perspective visitors;
  - d. Visit rules, regulations and requirements; and
  - e. Class I and II visits.
10. Religious and cultural activities:
  - a. List of activities and groups at the institution;
  - b. Sign-up procedures and schedules;
  - c. Information about how to contact chaplains or other religious/cultural leaders; and
  - c. Access to and receipt of religious/cultural materials and property.
11. Inmate Banking:
  - a. Deposits;
  - b. Inmate financial responsibilities (IFR), fixed obligations, cost of incarceration;
  - c. Transfers and checking balances using the tablet system; and
  - d. Inmate banking formula.
12. Chemical Dependency:
  - a. Assessment and screening for CD needs/issues; and
  - b. Programs and groups available, i.e. treatment, aftercare, NA/AA, etc.

13. Property:

- a. Receipt of state issue clothing, shoes, linens, etc.
- d. List of allowable personal property;
- c. Receipt of written material (soft cover books) from approved outside sources;
- d. Altered property (contraband);
- e. Loss of property.

14. Staffing:

- a. Unit and security staff names, duties and responsibilities.

15. Parole:

- a. Inmate Program Directive (Compliance/Non-Compliance);
- b. Parole hearings;
- c. Community Transition Program (CTP);
- d. Early discharge;
- e. Release planning;
- f. Explanation of supervision fees,
- g. Parole release process, and
- h. Earned discharge credits.

**14. Inmate Financial Responsibility (IFR):**

- A. Admissions case managers will review the financial obligations of all new admissions and parole violators while the inmate is in A&O (See DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#)).
- B. Admissions case managers will complete an IFR worksheet on all new admissions and parole violators.
  - 1. The IFR worksheet will include the following:
    - a. Court costs, fines and restitution;
    - b. Court ordered child support obligations;
    - c. Prison Litigation Reform Act obligations; and
    - e. Costs incurred while in custody of the DOC.

## 15. Release Planning:

- A. Any new admission inmate or parole violator who is within five (5) years of possible release, will have release plans completed and reviewed by admissions staff (See DOC policy 1.4.G.2 [Inmate Release Procedure](#)).
1. Initial release plans will be completed during the admissions process.
  2. Inmates serving a capital punishment sentence and U.S. Marshal holds will not complete a release plan.
  3. Parole violators will have their release plans reviewed prior to transfer to a different institution following their dispositional hearing.

## 16. Inmate Program Directive (IPD):

- A. All new admissions will have an Individual Program Directive (IPD) completed by an admissions case manager, excluding federal inmates, Immigration and Naturalization Service (INS) holds and Interstate Compact inmates (See DOC policy 1.4.B.1 [Individual Program Directives \(IPD\)](#)).
1. The IPD will include all elements the inmate must remain compliant with to be granted presumptive parole.
  2. If an inmate refuses a required assessment, the inmate may be non-compliant with the required element on his/her IPD. The IPD will not be changed if the inmate refuses an element.
  3. The inmate will be informed of the standards of compliance and expectations for each element included in his/her IPD by the case manager and receive a copy of the IPD (See SDCL § [24-15A-34](#)).

## 17. Classification:

- A. Admitted inmates will be classified prior to transfer from the admissions unit and assigned a classification custody code of Minimum (MN), Low Medium (LM), High Medium (HM) or Maximum (Mx).
1. Classification will be completed in accordance with inmate classification policies (See DOC policies: 1.4.B.2 [Male Inmate Classification](#) and 1.4.B.14 [Female Inmate Classification](#)).
  2. Admissions case managers completing an LSI-R assessment on an inmate will normally be assigned to complete the inmate's classification.
  3. Classification of an inmate will only occur once all the following have been completed and entered into COMS.
    - a. CD;
    - b. SOMP;
    - c. Mental Health;
    - d. Dental;
    - a. Medical;

- f. LSI-R;
  - g. PREA;
  - h. AIMS;
  - i. IFR; and
  - j. Community Risk.
4. Inmates classified to minimum custody will be independently audited by another case manager for accuracy and completeness.

## 18. Transfer:

### A. Transfers from A&O:

1. Once an inmate in A&O has had his/her custody classification completed and all necessary signatures gathered, a transfer request may be sent to the classification and transfer office.
2. Transfer requests must be submitted by 11:00 AM central standard time for an inmate to be placed on the shuttle manifest the next day.
3. The classification and transfer office will email the final shuttle roster. When the list is received, the admissions case managers from Jameson will take the completed unit files to the Jameson operations office (male inmates only).
  - a. For on-campus transfers, the admissions case managers will use the facilities inter-departmental mail system to transfer the unit file to the inmate's new case manager.
  - b. The admissions case managers will be responsible for making sure unit files are ready for transfer with the inmate.

### B. Community Transition Program (CTP) inmates:

1. Transfer requests for CTP inmates will be submitted by the transition case managers.
2. Transfer requests must be received by 11:00 AM central standard time for an inmate to be placed on the shuttle manifest the next day.
3. CTP inmate unit files should be in possession of their parole agent so transfer of unit files will not be necessary.

## V Related Directives:

SDCL §§ [1-15-10.1](#), [1-15-10.3](#), [23A-27-4](#), [23A-27-30](#), [23A-27-38](#), [23-5A-10](#), [23-5A-13](#), [23-5A-14](#) and [24-15A-34](#).

ARSD [17:60:01:00\(6\)](#)

DOC policy 1.1.A.7 – [Inmate Identification Procedures](#)  
DOC policy 1.1.B.2 – [Inmate Accounts and Financial Responsibility](#)  
DOC policy 1.1.D.3 – [Facility Access & ID Requirements](#)  
DOC policy 1.1.E.3 – [Offender Access to DOC Records](#)  
DOC policy 1.1.E.5 – [Inmate Criminal History](#)

DOC policy 1.1.E.7 – [Americans with Disabilities Act \(ADA\)](#)  
 DOC policy 1.3.A.5 – [Searches – Adult Institutions](#)  
 DOC policy 1.3.C.4 – [Inmate Personal Property](#)  
 DOC policy 1.3.C.10 – [Offender DNA Collection](#)  
 DOC policy 1.3.D.4 – [Restrictive Housing](#)  
 DOC policy 1.4.A.1 – [Inmate Photo Identification](#)  
 DOC policy 1.4.A.3 – [Sex Offender Management Program](#)  
 DOC policy 1.4.B.1 – [Individual Program Directives \(IPD\)](#)  
 DOC policy 1.4.B.2 – [Male Inmate Classification](#)  
 DOC policy 1.4.B.3 – [Adult Internal Management System \(AIMS\)](#)  
 DOC policy 1.4.B.9 – [Sexual Behavior Issue Review](#)  
 DOC policy 1.4.B.13 – [LSI-R Assessment and Case Planning](#)  
 DOC policy 1.4.B.14 – [Female Inmate Classification](#)  
 DOC policy 1.4.B.16 – [PREA Institutional Risk Screens](#)  
 DOC policy 1.4.E.3 – [Inmate Intake Medical Assessment](#)  
 DOC policy 1.4.E.7 – [Offender Suicide Prevention and Intervention](#)  
 DOC policy 1.4.G.2 – [Inmate Release Procedure](#)  
 DOC policy 1.4.G.3 – [Inmate Interstate Compact](#)  
 DOC policy 1.5.G.2 – [Parole Services-Community Transition Program](#)  
 DOC policy 1.5.G.4 – [Parole Services-Community Risk Assessment and Supervision of Offenders](#)  
 DOH policy P-E-02 – [Receiving Screening](#)  
 DOH policy P-E-05 – [Mental Health Screening and Evaluation](#)  
 DOH policy P-E-07A – [Initial Health Assessment -TB](#)

## I Revision Log:

**October 2008:** New policy.

**December 2008:** **Added** ss (A3 of Providing the Inmate with a Cell/Bed Assignment).

**September 2009:** **Revised** structure of definition of New Admission regarding Interstate Compacts. **Added** reference to state inmates in ss (A of Review of the Sentencing Paperwork). **Replaced** new inmates to new admissions within ss (2b), **replaced** core with scheduled in ss (6c), **added** “and” when referencing Mainframe and Citrix in ss (A3), and **deleted** reference to Adult Males Only in ss (8 of Assessments and Orientation). **Added** federal inmates and those from other states in ss (A of Inmate Program Directive). **Added** independently as it relates to audits within ss (4 of Custody Classification). **Revised** title of DOC policy 1.4.B.2 to Male Inmate Classification, **added** 1.4.B.14 Female Inmate Classification, **revised** title of DOC policy 1.4.B.12 and **added** 1.4.B.15 throughout policy. **Revised** minor wording throughout policy. **Revised** Attachment 1 to be more applicable to both male and female admits by generalizing staff titles and amending timelines to be more universal and **revised** timelines to indicate the latest day each task should be completed rather than marking a series of days the task may be completed.

**July 2010:** **Revised** formatting of Section 1. **Revised** definition of Detainee. **Replaced** “New” with “All” regarding admissions receiving a DNA sample and **added** for those who have not previously provided a DNA sample in ss (A8 of Admission Process). **Added** reference to female and DOC policy 1.4.B.15 in ss (B and C), **added** reference to male in ss (C1) and **deleted** former ss (D) referencing female bed/cell assignments all within (Providing the Inmate with a Cell/Bed Assignment). **Added** staff member will print out photos for unit, legal and medical file in ss (B of Inmate Photos). **Replaced** reference to assessments completed by 8<sup>th</sup> working day with completion in the admission process within ss (A), **added** ss (A1a-A1d) regarding LSI-R, **added** based on referral from LSI-R in ss (A2), **replaced** former ss (A3a and A3b) regarding the TABE with education staff reconciling information and only inmates without a GED or HS diploma will be TABE tested upon transfer, **replaced** screen with assessment based on LSI-R and **deleted** face-to-face interviews in ss (A4a), **deleted** former ss (A6a-A6e) regarding LSI-R assessments and **added** reference to DOC policy 1.4.B.3 in ss (A7b) all within Assessments and Orientation. **Added** reference to release within five years in ss (A of Release Planning). **Replaced** classified by 10<sup>th</sup> working day with before transferring from admissions in ss (A), **deleted** former ss (A3c) regarding TABE/GED both within Custody Classification. **Deleted** reference to days, timelines and TABE within Attachment 1.

**March 2012:** **Added** definition of NCIC III, ICE and Violent Inmate. **Added** Attachment 2. **Deleted** definition of Working Day. **Deleted** “except those under a capital punishment sentence” and **Replaced** with “The Warden or his/her designee have the authority to apply exceptions to this policy based on the needs of the new admission inmate or if the new admission inmate poses a health or safety threat to themselves or others within the facility” to the Policy statement. **Added** “dental and mental health” to Section 1 A. 5. **Added** “including scars and tattoos” to Section 1 A. 6. **Added** “copy of judgment and related” to Section 2. A. **Deleted** “meets the guidelines set for by state law” and **Replaced** with “is complete and meets the requirements set forth by the DOC” in Section 2 A. 1. **Added** “to aid in preventing the introduction of, use of, or concealing of weapons, controlled substances and/or contraband” to Section 3 A. **Added** “or other identification documents” and **Added** “legal” and “file located in central records” in Section 3 B. 2 **Added** “Money will be deposited into the inmate’s institutional account” to Section 3. B. **Added** “in their possession at the time of admission, these” to Section 3 B. 2. **Added** “Inmates will be assigned an ID card in accordance with DOC policy 1.1.D.3” to Section 4 A. **Added** items 5-9 to Section 5 A. **Added** “(normally after a minimum of ten (10) days of observation)” and “based on their group designation” to Section 5 B. **Deleted** “appropriate AIMS code” and **Replaced** with “an AIMS code that can be housed together” in Section 5 C. 1. **Deleted** “conviction” and **Replaced** with “offense (crimes the inmate is serving time for on their current admission, including other active federal and out of state sentences” in Section 5 C. 2. **Deleted** “an initial medical assessment screening” and **Replaced** with “a basic overview medical screening” and **Deleted** “identify any serious medical problems that may require further and/or immediate medical attention and **Replaced** with “by qualified health care professionals to ensure that immediate/urgent health needs are identified and addressed and potentially infectious/contagious inmates are isolated” and **Deleted** “would” and **Replaced** with “may” in Section 6 A. **Deleted** “there is a delay in the initial medical screening” and **Replaced** with “medical screen is not immediately completed at the time of admission” in Section 6 A. 1. **Deleted** “will be segregated from” and **Replaced** with “may not be housed in” and **Added** “intake medical” to Section A 1. a. Added B, C, and D. to Section 6. **Added** new Section 7 and renumbered sections that follow. **Added** C. to Section 8. **Deleted** “Testing” and **Replaced** with “Collection” in Section 10 title. **Added** “or if their name/identifying information does not appear in the state DNA website” in Section 10 A. **Added** D. & E. to Section 10. **Added** “does not apply to parole violators” in Section 12 A. 1. **Added** e. to Section 12 A. 1. **Deleted** “or re-assessment” and “chemical dependency” in Section 12 A. 1. a. **Added** “will be completed for all new admissions to determine program needs, facility placement, housing placement and supervision level in Section 12 A. 1. **Deleted** “financial responsibility, job finding and keeping” in Section 12 A. 1. c. **Deleted** “upon referrals based on the LSI-R assessment” in Section 12 A. 2. a. **Deleted** “complete a mental health assessment upon referrals based on the LSI-R assessment and **Replaced** with “will coordinate an evaluation, screening and assessment of the inmate to help identify any mental health needs the inmate may have” in Section 12 A. 4. **Deleted** a-d and **Replaced** with new a. “DOH staff will complete a medical history and conduct an assessment, physical examination and dental screening of the inmate to ensure emergent and urgent health needs are met” in Section 12 A. 6 **Added** f. “Explanation of Supervision Fees” to Section 13 A. 15. **Added** “and or transfers between accounts” to Section 13 A. 11. **Added** “Admissions case managers will review the financial obligations of” in Section 14 A. **Deleted** “Initial” and **Replaced** with “Individual” and **Added** “Immigration and Naturalization Service holds” in Section 16 A. **Added** “The IDP shall not be changed if the inmate refuses an element” in Section 16 A. 2. **Added** “be informed of the standards of compliance and expectations for each assignment included in his/her IPD by their case manager” and **Deleted** “and have the standards of compliance explained by a case manager” in Section 16 A. 3. **Deleted** “and parole violators” and **Added** “and assigned a classification code of Minimum (MN), Low Medium (LM), High Medium (HM) or Maximum Max)” to Section 17 A. **Deleted** “All classifications” and **Replaced** with “Inmates classified to minimum custody” in Section 17 A. 4.

**October 2013:** **Added** “except those with a capital punishment sentence” to the policy statement. **Deleted** “Designated staff will assign an inmate ID number to all new admissions and Federal U.S Marshal holds in accordance with DOC policy” and **Replaced** with “All new admissions who have not previously been assigned a SD DOC ID number will be assigned an ID number. ID numbers are automatically generated through COMS” in Section 4 A **Deleted** B. “Staff working at the Jameson Annex will reference the Inmate Number Assignment Sheet, which is provided by central records staff working in the operations office. An officer assigned by the OIC will issue the ID numbers” in Section 4 **Deleted** C. “Staff at SDWP will contact the operations office in Sioux Falls for inmate number assignments” in Section 4 **Deleted** reference to Citrix and **Replaced** with COMS **Added** F. to Section 7 **Deleted** “does not apply” and **Replaced** with “and” in Section 12 A. 1. **Deleted**



“Chemical Dependency Assessment” and **Replaced** with “Behavioral Health Screening and Assessment” in Section 12 A. 2. **Deleted** “Chemical Dependency” and **Replaced** with “Behavioral Health Staff” and **Added** “screening and” and **Deleted** “and CTP inmates” and **Added** “to identify substance abuse and/or mental health needs. Inmates with a positive screening will receive an evaluation” in Section 12 A. 2. a. **Added** a.-d. to Section 13 A. 6. PREA. **Added** H. Earned discharge credits to Section 13 A. 15.

**October 2014:** **Added** f. in Section 13 A. 4 and **Updated** PREA information.

**September 2015:** **Added** 10. to Section 1. A. **Added** “CTP” to Section 5 C. **Added** D. to Section 5. **Added** “CTP and detainees” to Section 6 D. **Deleted** “new admission” and **Replaced** with “every offender” in Section 6 E. **Added** “Inmates with a plea of GBMI are assessed and given treatment as determined appropriate by CBH staff based on the inmate’s mental health needs and functionality upon being sentenced to the SD DOC” in Section 7 B. **Added** “All new” to Section 7 F. **Added** 1. and 2. to Section 9 A. **Added** “CTP offender” to Section 12 A. 1. **Added** 6. to Section 13. **Updated** Attachment 2.

**January 2017:** **Added** A-D to section 1.

**September 2017:** Language, sentence and order revisions.

**July 2019:** **Added** “All Admissions” in Section 1 D 5. **Added** “Dermal implants/piercings will typically not be removed, unless determined by Health Services, but must be documented in COMS” in Section 1 D. 6. **Added** “and determine whether the inmate has access to identification documents, i.e. driver license, birth certificate, social security card” in Section 1 D. 9. **Added** 2. to Section 3 B. **Deleted** “Inmates identified as potentially infectious or contagious may be isolated or placed in the infirmary, as deemed appropriate by Health Service staff” in Section 6 A. **Deleted** “Inmates re-admitted to the DOC within twelve (12) months of having a complete health assessment are not required to have a second assessment if there are no significant changes noted in the inmate’s health” in Section 6 D. **Deleted** E. in Section 6. Minor language and structure changes.

*Mike Leidholt (original signature on file)*

Mike Leidholt, Secretary of Corrections

08/07/2019

Date

**Attachment 1: New Admit Distribution of A&O Duties**

The *New Admit Distribution of A&O Duties* form is located at:

<M:\DOC\DOC Policies\Agency\DOC Policies\Inmate Admission.doc>

NEW ADMIT		PAROLE VIOLATOR DISTRIBUTION OF ADMISSION UNIT DUTIES	
Assignment	Staff	Assignment	Staff
Initial Medical/Mental Health Interview	Medical	Initial Medical/Mental Health Interview	Medical
Initial Processing	Inmate CO	Initial Processing	Inmate CO
Number Assignment	Control Room	Classification Packer/Judith	Case Manager
Send Received Notice	Control Room	Classification Packer Signatures	Jessie/Warden
Mail Unauthorized Property	Inmate CO	Transfer Order Request Sent	Case Manager
Create Legal File	Records	Classification Data Entry	Records
Create Institutional File	Records	MI&D Data Entry (Males Only)	Records
Inmate Photograph	Inmate CO	PRE&S Assessment Data Entry	Records
Fingerprinting	Inmate CO	Type and Print FBI Records	Records
Sentence Document Review	Records	Transfer into Admissions	Security
DNA Collection Palm Print	Inmate CO	<b>PAROLE VIOLATOR DISTRIBUTION OF ADMISSION UNIT DUTIES</b> <b>Assignment</b> <b>Staff</b> Initial Medical/Mental Health Interview      Medical Initial Processing      Inmate CO Inmate Photograph      Inmate CO Parole Violator Report from Clinic      Parole PRE&S Assessment/Update      Case Manager L&R Assessment      Case Manager CD Assessment (as referred by L&R)      CD Staff Psychological Evaluation      Mental Health Dental Exam      Dentist Data Calculations      Records Criminal History      Records Classification Packer Completed      Case Manager Transition Release Planning (J&O School)      Case Manager Data Entry of Release Plans      Case Manager Community Risk Assessment      Case Manager Transfer into Admissions Unit      Security	
Central Records Interview	Records		
Medical Exam	Doctor		
TB Test	Medical		
Distribute P&I and Judgment	Records		
L&R Assessment	Case Manager		
PRE&S Assessment (w/ L&R)	Case Manager		
MI&D Assessment (w/ L&R-Males Only)	Case Manager		
CD Assessment (as referred by L&R)	CD Staff		
Psychological Evaluation	Mental Health		
Dental Exam	Dentist		
Data Calculations	Records		
Criminal History	Records		
Classification Packer Completed	Case Manager		
Transition Release Planning (J&O School)	Case Manager		
Data Entry of Release Plans	Case Manager		
Community Risk Assessment	Case Manager		

**Attachment 2: Classification of Violent Crimes  
 (Also See SDCL 24-15A-32)**

UJS CODE	CRIME	CLASSIFICATION	SDCL
AWIF	Aggravated Assault	3V	22-18-1.1
AGAC	Aggravated Assault-Baby	2V	22-18-1.1(7)
AGCS	Subsequent Aggravated Assault – Baby	1V	22-18-1.1(7)
AGLO	Aggravated Assault Against Law Enforcement	2V	22-18-1.05
CHAB	Child Abuse - Victim Age 7 or Older	4V (AFTER 7/1/01)	26-10-1
CABU	Child Abuse – Victim Under Age 7	3V (AFTER 7/1/01)	26-10-1
AGIN	Aggravated Incest - Related Child	3V (AFTER 7/1/12)	22-22A-3
AGIN	Aggravated Incest- Foster Child	3V (After 7/1/12)	22-22A-3.1
SXPV	Sexual Penetration by Psychotherapist	4V	22-22-29
KDNP	Kidnapping	1V (BEFORE 7/1/06)	22-19-1 (1)
KDN1	Kidnapping	CV (AFTER 7/1/06)	22-19-1 (1)
KDN2	Kidnapping 2nd	3V (AFTER 7/1/2006)	22-19-1.1
KDNA	Kidnapping – With Gross Physical Injury	AV (BEFORE 7/1/01)	22-19-1 (2)
AKDN	Kidnapping – With Gross Physical Injury	BV(AFTER 7/1/01)	22-19-1 (3)
MAN1	Manslaughter 1 <sup>st</sup>	1V (BEFORE 7/1/06)	22-16-15
MNAS	Manslaughter 1 <sup>st</sup>	CV (AFTER 7/1/06)	22-16-15
MAN2	Manslaughter 2 <sup>nd</sup>	4V	22-16-20
MURD	Murder 1 <sup>st</sup>	AV	22-16-4
MUR2	Murder 2 <sup>nd</sup>	BV	22-16-7
MURF	Murder 2 <sup>nd</sup>	BV	22-16-9 (Repealed 7/1/06)
M2ST	Murder 2nd	CV	22-16-7
RAP1	Rape 1 <sup>st</sup>	1V (BEFORE 7/1/06)	22-22-1(1)
RPF1	Rape 1 <sup>st</sup>	CV (AFTER 7/1/06)	22-22-1(1)
RPE1	Rape 2 <sup>nd</sup>	2V (BEFORE 7/1/06)	22-22-1(2)
RPF2	Rape 2 <sup>nd</sup>	1V (AFTER 7/1/06)	22-22-1(2)
RPE5	Rape 3 <sup>rd</sup>	3V (BEFORE 7/1/06)	22-22-1(5)
RAP6	Rape 3 <sup>rd</sup>	3V (BEFORE 7/1/06)	22-22-1(6)
RPIC	Rape 3 <sup>rd</sup>	2V(AFTER 7/1/06)	22-22-1(3)
RPDI	Rape 3 <sup>rd</sup>	2V (AFTER 7/1/06)	22-22-1(4)
RPF4	Rape 4 <sup>th</sup>	3V	22-22-1(5)
RBR1	Robbery 1 <sup>st</sup>	2V	22-30-7
RBR2	Robbery 2 <sup>nd</sup>	4V	22-30-7
MLC1	Sexual Contact With Child Under Age 16	3V	22-22-7
ADCS	Sexual Contact With Child Under Age 16 (Subsequent Offender)	2V	22-22-7
AGCS	Subsequent Aggravated Assault-Baby	1V	22-18-1.1(7)
RIOT	Riot	4V	22-10-1
	Threatening to Commit A Sexual Offense	4V	22-22-45
AGGR	Riot – Aggravated	3V	22-10-5
VROR	Violation of Restraining Order/Stalking	6V	22-19A-2

STSC	Stalking Subsequent Offenses	5V	22-19A-3
ARS1	Arson 1 <sup>st</sup>	1V (Before 7/1/06)	22-33-9.1
ARN1	Arson 1 <sup>st</sup>	2V (After 7/1/06)	22-33-9.1
ARS2	Arson 2 <sup>nd</sup>	2V (Before 7/1/06)	22-33-9.2
ARN2	Arson 2 <sup>nd</sup>	4V(After 7/1/06)	22-33-9.2
ARS3	Arson 3 <sup>rd</sup>	4V (After 7/1/06 Rescind)	22-33-3 (Repealed 7/1/06)
BRG1	Burglary 1 <sup>st</sup>	2V	22-32-1
BRG2	Burglary 2 <sup>nd</sup>	3V (Before 7/1/06)	22-32-3
SHMV	Discharge of Firearm At Occupied Structure (With Bodily Injury)	4V (Before 7/1/06)	22-14-20
SHMV	Discharge of Firearm At Occupied Structure (With Bodily Injury)	3V (After 7/1/06)	22-14-20
SHMV	Discharge Firearm At Occupied Structure or Motor Vehicle	5V (Before 7/1/06)	22-14-20
SHMV	Discharge Firearm At Occupied Structure or Motor Vehicle	3V (After 7/1/06)	22-14-20
DMMV	Discharge Firearm From Moving Vehicle	6V (After 7/1/01)	22-14-21
ARA1	Committing A Felony While Armed – 1 <sup>st</sup> Offense	2V	22-14-12
ARA2	Committing A Felony While Armed – 2 <sup>nd</sup> Offense	1V	22-14-12
PGMR	Photographing A Child In Obscene Act	4V (After 7/1/01)	22-22-23
ASIN	Sliming/Assault By Inmate	6V (After 7/1/01)	22-18-26
ASLF	Simple Assault 3 <sup>rd</sup>	6V (After 7/1/01)	22-18-1
CPED	Criminal Pedophile	1V (After 7/1/06 Rescind)	22-22-30.1
SXCN	Sexual Contact With Person Incapable Of Consenting	4V	22-22-7.2
INCS	Incest	4V (Before 7/1/01)	22-22-19.1
INCT	Incest	5V (After 7/1/06)	22-22-19.1