

1.4.G.1 Inmate Release Plans and Transition Programming

I Policy Index:



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Revision Number: *14*
Office of Primary Responsibility: *DOC Administration*

II Policy:

The South Dakota Department of Corrections (DOC) will provide programs and services to assist inmates with transition from prison custody to the community.

III Definitions:

Possible Release Date:

An initial parole date, next parole date, suspended sentence release date, good time release date or term expires date on which the inmate is eligible for possible release from incarceration.

Suspended Sentence Release:

Inmates sentenced to the South Dakota prison system with a split sentence, who have completed the required term of imprisonment and are eligible for release to Parole Services supervision for the remainder of their suspended sentence.

Programmed Release:

The initial parole date for inmates compliant with their Individual Program Directive (IPD).

Discretionary Cases:

Inmates who have a discretionary parole hearing date.

Suspended Imposition of Sentence (SIS) or Suspended Execution of Sentence (SES):

Sentences of probation, which, as a condition, the court prescribes that the defendant be imprisoned for a specific period of time, not to exceed 180 days. Upon release from prison, the person is under the supervision of Court Services for a set period of time.

Successful Release:

A release on parole at the time of an inmate's initial new system parole date with an acceptable release plan and the ability of the offender to avoid conditional release violation or recidivism.

Individual Program Directive (IPD):

A directive which outlines the required work, programming and behavior expected of the inmate for the duration of their sentence. For each inmate sentenced to a term of years and committed to the DOC for a crime committed under the new system, the IPD establishes standards and criteria for initial parole release.

New System:

Inmate sentences to the South Dakota Prison System as a result of an offense committed on or after July 1, 1996.

Scheduled Programs:

Programs that are required as part of an inmate's IPD.

Transition Case Manager:

Staff member assigned to assist inmates with community transition. The transition case manager provides a transition link between the Department of Corrections and the community through programming and case management assistance in developing community transition plans.

Transitional Programming:

Programs and services that assist inmates in learning and developing the skills necessary for inmates to successfully transition from custody into the community; i.e. release planning programs, resolution of holds/detainers, Community Transition Program (CTP), etc.

IV Procedures:

1. Transition Components:

- A. Release/case plan completion for all inmates within five (5) years of possible release from prison.
- B. Community risk assessments for all inmates upon admission to the DOC and all inmates within five (5) years of possible release from prison.
- C. Scheduled programming for inmates assessed as having specific needs.
- D. Case management to assist inmates in developing and sustaining an acceptable release plan (See DOC policy **1.1.E.6 Case Management**).
- E. Transition plan information will be disseminated to inmates while in Admissions & Orientation (A&O) as part of the systems overview.
- F. Case management contact for inmates within one year of their possible release date in accordance with DOC policy **1.1.E.6 Case Management**.
- G. Verify inmates have in their legal file, or have access to, their Social Security Card, birth certificate and a valid state driver license or state ID.
- H. Assist eligible Native American inmates in applying for tribal enrollment.
- I. Determine if the inmate meets the criteria for placement in the Community Transition Program (See DOC policy **1.5.G.2 Community Transition Program**).

- J. Completion of a LSI-R assessment.

2. Release Plan Participation:

- A. Each inmate, including parole and suspended sentence violators and SES/SIS inmates within five (5) years of their possible release date will complete a *Release Planning Worksheet* (See [Attachment 1](#)).
1. Inmates within five (5) years of their possible release date at the time of admission will complete a *Release Planning Worksheet* while in the Admissions and Orientation (A&O) unit (See DOC policy **1.4.A.2 Inmate Admission**).
 2. Inmates are required to submit an initial release plan to the admissions case manager prior to transfer from the A&O unit. The admissions case manager will enter the information in the Release Plan module in the Comprehensive Offender Management System (COMS).
 3. Parole and suspended sentence violators within five (5) years of their possible release date, who do not have a release plan, will develop a release plan at their next classification review or during their initial contact interview with their respective case manager. The inmate's release plan will be completed prior to their next appearance before the Parole Board.
 4. Inmates serving a life sentence or capital punishment sentence and U.S. Marshal/Federal inmates are not required to develop a release plan.
 5. Inmates within five (5) years of their possible release date, who are housed in a contract facility or out-of-state facility, who require a release plan, will develop their plan via teleconference or through written correspondence with their assigned unit case manager.
- B. Inmates are responsible for submitting a release plan to unit case manager for approval.
1. Inmates unable to complete an acceptable release plan may be referred to a transition case manager for assistance.
 2. The absence of an approved release plan may result in the delay or denial of an inmate's release to parole.
 3. Updates or changes in an inmate's release plans will be processed through the inmate's assigned unit case manager at the time of their classification review or scheduled contact interview. Programming staff; i.e. CD counselor or Sex Offender Management Program (SOMP) counselor, may update the inmate's release programming requirements as necessary. The update(s) or change(s) will be entered in the Release Plan module in COMS.

3. Release Plan Content:

- A. Residence: The inmate will provide information about where they plan to reside when released from custody; including directions from a major town if the residence is in a rural area.
- B. Employment Information: If the inmate has a pending job upon release, this information will be documented.
1. Only employment that can be confirmed by staff will be entered in this section.

- a. Self-employment may be approved if the inmate plans to return to an existing and pre-established business.
 - b. Inmates who want to start a new business upon release are not considered to have a pending job/employment.
2. An offender released on parole or suspended sentence is normally given thirty (30) days to secure employment if he/she does not have a job waiting. The offender will be required to have regular contact with a recognized career learning center or employment agency.
 - a. Inmates with documented medical or mental health disabilities with limited employment options may be referred to the SD Department of Human Services Office of Vocational Rehabilitation Service, Department of Social Services or Veterans Administration (VA) (if a veteran), or similar service provider.
 3. Inmates who anticipate receiving consistent income through sources other than employment, i.e. retirement, disability benefits, social security, VA checks, tribal income, must indicate the source and amount of the projected income in the employment section.
- C. School Information: If the inmate plans on enrolling in education programs/classes (GED) college, vo-tech or other employment skills/educational programming, this will be documented. Note- inmates who have not graduated from high school or completed their GED will be referred to a GED provider.
- D. Chemical Dependency (CD) Treatment Information: A parole release plan will not be approved for an inmate identified as having chemical dependency issues until the inmate is accepted in an approved community treatment program.
1. Inmates with chemical dependency issues are encouraged to participate in continuing care and AA/NA upon release.
 2. When an inmate in DOC custody completes chemical dependency treatment or relapse programming, CD staff will review and update the inmate's checklist in the Release Plans module in COMS.
 3. If the inmate is unable or unwilling to complete their required CD treatment or relapse programming while in DOC custody or the inmate has not been accepted into an approved community treatment program, their assigned unit case manager will refer their case to CD staff for assistance in providing and setting up services for the inmate in the community.
 - a. This referral will take place no later than during the final release planning review process, as outlined in the section on Inmate Releases.
 - b. This requirement applies to each inmate with a confirmed release date.
- E. Medical/Mental Health Information: This information is based on medical and mental health records maintained by Behavioral Health and Health Services staff.
1. If the inmate has been identified as needing community mental health services or medical care upon release, or is releasing while on a prescribed medication(s), the inmate's release plan will be updated accordingly (See DOH policy P-E-10 [Discharge Planning](#)).
 2. If an inmate sentenced pursuant to SDCL § [23A-27-38](#) becomes eligible for parole release, staff will consult with Behavioral Health Services staff regarding treatment recommendations.

If community treatment is recommended, this shall be made a condition of parole (See SDCL § 24-15A-30).

- F. **SOMP Information:** Sex Offender Management Program (SOMP) staff will work with inmates identified as a sex offender through the assessment process to determine if additional programming/treatment is required upon the inmate's release to the community (See DOC policy **1.4.B.9 Sexual Behavior Issue Review**). SOMP staff will make recommendations for community supervision in the Release Plan module in COMS. Inmates releasing to parole supervision or suspended sentence assessed as needing community sex offender treatment must be accepted by an approved community treatment provider prior to their release. The inmate must make contact with the provider within five (5) working days of their release into the community in accordance with DOC policy **1.4.A.3 Sex Offender Management Program**.
1. SOMP staff must review and/or update the inmate's release plan checklist prior to release.
 2. If the inmate is unable or unwilling to complete SOMP while in DOC custody, or requires programming or treatment upon release, but has not been accepted into an approved community treatment program, the inmate will be referred to SOMP staff.
- G. **Holds and Detainers:** All listed holds and detainers noted in the inmate's legal file and on a recent NCIC background check will be confirmed with Central Records staff and must be resolved prior to the inmate's release. Inmates with an active hold/detainer may be required to be released to the authority issuing the hold or detainer.
1. A warrants check utilizing the NCIC III will be conducted by Records staff the month prior to the inmate's scheduled discharge, presumptive parole or suspended sentence release.
 2. All inmates releasing by action of the Parole Board will have a warrants check completed following the Board's decision to release the inmate.
- H. **Financial Information:** Case managers will review the inmate's financial information (IFR) in the ITAG module in COMS and ensure this information is current. All known costs of parole will be reviewed and documented, i.e. supervision fees, SCRAM, Remote Breath Tests, including a plan/means for payment (See DOC policy **1.1.B.2 Inmate Accounts and Financial Responsibility**).
1. The inmate must have a plan to pay towards any restitution.
 2. Prior obligations of child support and restitution payments shall take precedence over collection of supervision fees (See SDCL § 24-15A-24).
- I. **Family/Community Information:** Case managers will review the inmate's family and community status and document the following information in the Release Plan module within COMS.
1. Number of biological children.
 - a. Number of biological children under the age of 18.
 2. Domestic violence convictions.
 3. If they are a victim of domestic violence.
 4. If they have ever petitioned for a protection order.

5. If they been served a protection order.
6. Any community involvement, i.e. church, charity group, public service.

4. Release Plan Review and Changes:

- A. Each inmate's release plan will be reviewed at least annually by the inmate and inmate's unit case manager. Inmates are responsible for submitting any updates or changes in their release plans to their unit case manager or discuss these during scheduled contacts with their case manager.
 1. SOMP, medical, behavioral health, chemical dependency and other programming staff may access an inmate release plans in COMS.
 2. Staff who does not have authority to create or modify an inmate's release plan may contact the inmate's unit case manager regarding an inmate's release plan or release plan needs.
- B. If the unit case manager determines an inmate's release plan is inadequate to support the inmate upon release from custody, the unit case manager will assist the inmate in modifying the release plan.
 1. An acceptable release plan will include at a minimum: a residence, any required CD treatment or aftercare services, any required sex offender programming, any required community mental health and/or health services and a means of financial support.
- C. Changes to an inmate's release plan will normally be completed at the time of the inmate's classification review or during contact interviews or prior to the final release plan review.
 1. Inmates are responsible for submitting their final release plan to their assigned unit case manager no later than the time frames outlined in the section on Inmate Releases.
 2. Requests by an inmate to make changes to their final release plans after these have been submitted must be directed to the inmate's unit case manager.
 3. Indecision on final release plans or frequent requests by an inmate to modify their release plan can delay approval of the plan and may indicate a need for staff assistance with the inmate's release planning.
- D. If an inmate fails to submit a release plan, refuses to make required changes to his/her release plan or refuses to participate in transitional services as deemed appropriate and necessary by unit staff, the unit case manager will make a notation on the case notes screen in the Release Plan module of COMS.
 1. Failure by an inmate to cooperate with the release planning process may delay the inmate's release or result in a denial of parole.
- E. Parole supervision levels, including participation in electronic monitoring or GPS as applicable, will be determined through:
 1. The completion of an initial Community Risk Assessment by an admissions case manager upon the inmate's admission to the DOC (See DOC policy **1.5.G.4 Community Risk Assessment and Supervision of Offenders**).

2. Follow-up Community Risk Assessments completed by an inmate's unit case manager prior to the inmate's release to parole or suspended sentence, or prior to any appearance by an inmate at a discretionary parole hearing.
3. This information will be used in discretionary decision making by the Parole Board and for release planning by institutional staff.
4. An inmate who does not have an [Initial Community Risk/Needs Assessment](#) completed prior to being released to supervision; (e.g. a South Dakota inmate housed in another state, an offender from another state paroling to South Dakota); will be maintained on a final supervision level of **Maximum** until the appropriate information is gathered and an initial Community Risk Assessment is completed.

5. Transitional Services:

- A. The results of the inmate's LSI-R and community risk assessment and other data entry will be completed in A&O by admissions case manager.
- B. Information regarding transition planning will be provided to inmates in A&O.
- C. Staff referrals for transition case management will be made:
 1. By the unit case manager when an inmate without a LSI-R assessment and community risk assessment information is within five (5) years of a possible release date.
 2. By the unit case manager if an inmate is unable to develop an acceptable release plan and the inmate is within a year of possible release.
- D. Inmates meeting identified criteria may be referred to the Community Transition Program (CTP) by a transition case manager (See DOC policy **1.5.G.2 Community Transition Program**).

6. Inmate Releases:

- A. For new system initial parole releases, the final release plan review is initiated sixty (60) calendar days prior to the initial parole date, unless the inmate plans on paroling out of state, in which case the final release plan review should be initiated one hundred twenty (120) calendar days prior to the initial parole date.
 1. If the inmate is serving ninety (90) days or less in prison, the final release plan review should be initiated forty-five (45) calendar days prior to the initial parole date.
 2. For releases on suspended sentence, the final release plan review is initiated sixty (60) calendar days prior to release. For releases on good time dates, term expires dates or SIS/SES, the final release plan review is initiated thirty (30) calendar days prior to the release date.
 3. For discretionary cases, the final release plan review is initiated following a decision to grant parole.
 4. Inmates granted a commutation of sentence from the Governor or an amended sentence from the court that results in the release of the inmate are required to complete a release plan, which will be reviewed by the unit case manager.
- B. The assigned unit case manager will conduct the final release plan review.

1. Unit case managers will have new system initial plans reviewed/approved and notification sent to the transition case manager and field agent thirty (30) calendar days prior to the initial parole release date and within seven (7) calendar days after a discretionary release decision.
2. For SIS/SES cases, the unit case manager will notify the transition case manager and the assigned court services officer when the plan is finalized.
3. For parole and suspended sentence releases, the unit case manager will notify transition case managers and the assigned parole agent when the plan is finalized.
 - a. For Rapid City, Sioux Falls or Aberdeen, the parole supervisor should be emailed.
 - b. For other multi-agent offices, each agent in the office should be emailed.
4. The assigned parole agent will review the inmate's release plan.
 - a. Parole agents will review/approve placement investigations as soon as possible, but in all cases no later than five (5) working days after receipt of the e-mail from the unit case manager.
 - b. If the parole agent determines the plan does not support the inmate's successful release, they will document this in the Agent's Recommendation field located in the plan details tab on the Release Plan screen in COMS and notify transition case managers and the unit case manager.
 - c. The unit case manager will notify the inmate immediately that revisions are required to their release plan before it will be approved by the parole agent.
 - d. The inmate will be instructed to resubmit a release plan to their unit case manager so the unit case manager can forward the revised release plan to the parole agent and notify transition case managers within five (5) working days.
 - e. If the inmate is unable to develop an acceptable transition release plan, they will be referred to the transition case manager.
5. When the parole agent approves the release plan, the agent will document this in the Agent's Recommendation field located in the plan details tab on the Release Plan screen in COMS and email the unit case manager, transition case manager.
6. The parole agent will complete the "Parole Supervision Agreement" and "Reporting Instructions".
7. Upon approval, the transition case manager will notify the unit case manager, the parole agent, and Central Records at least five (5) working days prior to the confirmed final release date.
8. The unit case manager will notify the inmate and produce three (3) copies of the parole agreement and reporting instructions for the inmate to sign.
 - a. Upon receiving the inmate's signature, the unit case manager will give a copy of each to the inmate, and immediately send the other signed copy to the transition case manager located at the parole board office in Sioux Falls.

- b. The unit case manager will also notify the transition case manager that the agreement has been signed by the inmate.
 9. Upon completion of the parole agreements, the unit case manager will immediately forward the institutional file to the appropriate parole board office as explained below:
 - a. Units located at SDP, JPA, and SFC will forward institutional files to the parole board office in Sioux Falls.
 - b. Units located at DSP will forward institutional files to the parole board office in Springfield.
 - c. The Rapid City facility, Yankton Facility and Pierre facility will forward institutional files directly to the assigned parole agent.
 10. In the event the Executive Director or designee finds the plan unacceptable, the Executive Director or designee will email the parole agent, transition case managers and unit case manager and the procedures outlined in this section will be repeated until an acceptable plan is established.
- C. DOC staff will follow all release/discharge procedures outlined in DOC policy **1.4.G.2 Inmate Release Procedure**.
- D. Any other established timeframe is included on the *Release Planning Deadlines list* (See [Attachment 3](#)).

7. Inmates Released Out-of-State:

- A. Inmates who release or plan to release to an out-of-state residence will participate in the assessment, release planning and programming as described in this policy.

V Related Directives:

SDCL § [25-15A-36](#) and [24-15A-24](#).

DOC policy 1.1.A.7 -- [Inmate Identification Procedures](#)
DOC policy 1.1.B.2 -- [Inmate Accounts and Financial Responsibility](#)
DOC policy 1.1.E.2 -- [Date Computation](#)
DOC policy 1.1.E.6 -- [Case Management](#)
DOC policy 1.4.A.2 -- [Inmate Admission](#)
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.4 -- [Inmate Transfers Between Facilities](#)
DOC policy 1.4.B.9 -- [Sexual Behavior Issue Review](#)
DOC policy 1.4.B.14 -- [Female Inmate Classification](#)
DOC policy 1.4.G.2 -- [Inmate Release Procedure](#)
DOC policy 1.5.G.2 -- [Parole Community Transition Program](#)
DOC policy 1.5.G.4 -- [Parole-Community Risk Assessment and Supervision of Offenders](#)
DOH policy P-E-10 -- [Discharge Planning](#)

VI Revision Log:

November 2004 through October 2020: Deleted.

October 2011: Deleted "Parole School" from definition of Transitional Programming. **Added** definition of SCA Treatment Group to definitions. **Deleted** "Transition plan explanation, to include parole school for inmates within sixty (60) days of a possible parole/suspended sentence release." and **Replaced** with "Intensive case management for inmates who are within one year of a possible release." In Section 1 F. **Deleted** "Inmates" and **Replaced** with "New admissions" in Section 2 1. And 2. **Added** "or parole and suspended sentence violators" to Section 2 A. 3. **Added** "Inmates within (5) five years of a possible release date who are housed in a contract facility or housed out-of-state who require a release plan will develop their plan via teleconference or through written correspondence with unit staff" in Section 2. **Deleted** "The release planning program" and **Replaced** with "Transition plan presentations" in Section 2 C. **Deleted** D. Parole School is held the first week of each month." and subsections 1. and 2. regarding Parole School in Section 2. **Deleted** "Job Service" and **Replaced** with "Career Learning Center" and **Added** "(or similar employment provider if releasing to another state) in Section 3 B. 2. **Deleted** "Individuals" and **Replaced** with "Inmates" and **Added** "documented (know) medical or mental health" and **Added** "that may limit employment options and **Added** "the SD Department of Human Services" "Department of Social Services office of Veterans Administration" and **Added** "(or similar provider if releasing to another state)" in Section 3 B. 2. a. **Added** "receiving consistent income through" and **Deleted** "as the source of their income" and **Deleted** "should" and **Replaced** with "must" in Section 3 B. 3. **Added** "Inmates who have not graduated from high school or completed their GED will be referred to a GED provider" in Section 3 C. **Deleted** "sex offender programming and **Replaced** with "community treatment" in Section 3 F. **Added** "releasing to parole supervision or suspended sentence" and **Added** "be accepted by an approved community treatment provider prior to release and must make contact with the provider within five (5) working days of their release into the community" in Section 3 F. **Deleted** 4. "A release plan will not be approved until the inmate is accepted in an approved community treatment program" and **Replaced** with "If the inmate is releasing to parole supervision or suspended sentence and was assessed as needing STOP programming but refused, they will be allowed five (5) working days in the community to contact a community treatment provider and thirty (30) days to be accepted into a community treatment program" in Section F. **Added** "All new admissions within five (5) years of possible release" to Section 3 J. **Deleted** "annual" and **Replaced** with "scheduled" in Section 5 C. **Deleted** C. "Transition Plan/Parole School will be offered by transition case managers and parole agents monthly at each DOC facility" from Section 6 **Deleted** 4. "by the unit case manager for offenders who meet the Second Chance Act Grant Program and have gaps in services. This includes sending a referral packet to the Re-entry Program Manager" in Section 7. **Added** 4. "For inmates granted a commutation of sentence or amended sentence, the release plan will be reviewed following the notification by the Governor or the court to commute/amend the inmate's sentence" in Section 8 A. **Added** "If the inmate is in the Second Chance Act Grant program group, the parole agent will notify the Re-entry Program Manager and local task force." in Section 8. 5. b. **Deleted** b. "The parole agent will notify the Re-entry Program Manager and the local task force if the inmate is in the Second Chance Act Grant program group" from Section 8 B. 6. **Deleted** "Central Records" and **Replaced** with "DOC staff" and **Added** "/discharge" in Section 8 C.

February 2013: **Deleted** definitions of "Resource Database" and "Parole Plan Database". **Deleted** term "parole plan database" and **Replaced** with "Release Plan module in COMS" throughout the policy. **Deleted** "to the best of their ability and should be encouraged to use the resource database for assistance" in Section 2 B. **Deleted** "This information is automatically pulled into the database" in Section 3 E. **Deleted** "medical/mental health treatment plan field of the parole plan database" and **Replaced** with "case notes screen in the release plan module in COMS" in Section 3 E. 2. **Deleted** 3. "After information from the release plan worksheet is entered into the parole plan database, the worksheet can be discarded" in Section 3 J. **Deleted** 1-7 describing the tabs in the parole plan database. **Deleted** 1. "The resource database may be used to identify release resources" in Section 5 B. **Deleted** "Case Manager tab of the parole plan database and should note this in the Intensive Case Management section in the Inmate Records database" and **Replaced** with "case notes screen in the release plan module in COMS" in Section 5 D. **Deleted** "and will complete the Agent

Evaluation tab in the parole plan database” in Section 6 B. 5 **Deleted** “indicate this on the Agent Evaluation tab in the parole plan database and **Replaced** with “document this in the Agent’s Recommendation field located in the plan details tab on the release plan screen in COMS” **Deleted** “tabs in the parole plan database” in Section 8 B. 7.

October 2013: **Reviewed** with no changes.

June 2015: **Changed** title of policy from Transition Programming and Services to “Inmate Release Plans and Transitional Programming” **Deleted** definitions of Adult Re-entry program, Local Re-entry Task Force, Re-entry Project Director, Local Re-entry Coordinators, Second Chance Act Treatment Group, New System Initial Parole Release, Conditional Release Violators and Confirmed Release Date. **Deleted** a. and b. in Section 3 D. **Deleted** 4. in Section 3 H. **Deleted** “The inmate will note if they have any holds or detainers and indicate the status of the hold or detainer” in Section 3 G. **Deleted** Section 4 Release Plan Module. **Deleted** “admissions case managers” and **Replaced** with “DOC staff” in Section 5 B. **Deleted** 3 in Section 6 A. **Deleted** “who meet the Adult Re-entry Program” in Section 6 B. 2. b. Deleted c. (Second Chance Grant) in Section 6 B. 4. **Deleted** “If the inmate is in the Second Change Act Grant program group, the parole agent will notify the Re-entry Program Manager and local task force” in Section 6 B. 5. b. Deleted 1) (Second Change group) in Section 6 B. 5. e. Deleted “and the Executive Director of the Board or designee their approval” in Section 6 B. 6. **Deleted** 8 in Section 6 B. **Deleted** “prison based elective” in Section 7 A.

December 2016: **Added** definition of “Programmed Release” **Added** 4. to Section 2 A. **Added** 1. and 2. to Section 3 H.

October 2017: **Reviewed** with no changes.

December 2021: 2004 through 2010 revisions **Deleted**. 2.A.4 – Deleted in its entirety; 2.A.5 – Deleted “staff” and Replaced with “case manager”; 2.B – Deleted “staff” and Replaced with “case manager”; 2.B.1 – Deleted “will” and Replaced with “may”; 6.B.8.a – Deleted “place a copy of each in the institutional file”; minor formatting and grammatical changes made throughout.

Doug Clark (Original signature on file)

Doug Clark, Interim Secretary of Corrections

02/07/2022

Date

Attachment 1: Release Planning Worksheet

The **Release Planning Worksheet** form is located in PolicyTech. The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections
Policy
Distribution: Public

Attachment: Release Planning Worksheet
Please refer to DOC policy 1.4.G.1
Transition Programs and Services

RELEASE PLANNING WORKSHEET

Name: _____ Number: _____
Facility: _____ Wing: _____ Cell: _____

If you are to be released on supervision (parole or suspended sentence), you must reach your parole eligibility date or your suspended sentence date and the Executive Director of the Board of Pardons and Paroles must approve your release plan. You will be under the supervision of the Parole Department starting the date you are released to supervision.

Complete this form (see attached instructions) and send it to the case manager of your unit as soon as possible. Please answer the following questions as completely as possible, failure to do so could delay your plan verification. If you need additional space, please use the back of this page. Please print or write clearly so the information is easy to read.

RESIDENCE INFORMATION

Address: _____ Apt#: _____
City: _____ State: _____ Zip: _____ County: _____ Phone: _____
Directions from a major town (if address is in a rural area): _____

Residence detail (type of housing, who lives here): _____

Method of travel home : Bus Family Friend Shuttle Taxi Walk
Comments: _____

EMPLOYMENT INFORMATION

Employer: _____ Position Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact: _____ Contact Phone: _____
Disability: Yes No Type of Disability: _____
Agency: _____ Amount/Month: _____

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South Dakota Department of Corrections
Policy
Distribution: Public

Attachment: Release Planning Worksheet
Please refer to DOC policy 1.4.G.1
Transition Programs and Services

School Information

School Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact: _____ Contact Phone: _____
Method of Payment: _____

Chemical Dependency Treatment Information

Need CD treatment? : Yes No
Completed CD treatment in the institution: Yes No
Community CD treatment agency: _____
Community CD treatment plan (treatment, aftercare, AA/NA): _____

Medical/Mental Health Treatment

Need medical/mental health treatment? Yes No
Medical/mental health agency: _____
Medications: _____
Community medical/mental health plan: _____

Sex Offender Management Programming (SOMP)

Need SOMP treatment? Yes No
Completed SOMP treatment in the institution? Yes No
Completed Aftercare in the institution? Yes No
Community SOMP treatment agency: _____
Community SOMP treatment assessment completed: Yes No
Community SOMP treatment assessment scheduled: Yes No Date to be completed: _____
Accepted into Community Treatment/Aftercare Program Yes No Date: _____

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South Dakota Department of Corrections
Policy
Distribution: Public

Attachment: Release Planning Worksheet
Please refer to DOC policy 1.4.G.1
Transition Programs and Services

Holds And Detainers

Do you have a Hold or Detainer? Yes No
Holds and Detainers Status: Felony: Yes No
Misdemeanor: Yes No
County: _____ State: _____
How are you planning to take care of the Hold or Detainer? _____

Financial

Has restitution/financial responsibilities: Yes No
Has liens/defaults/loans: Yes No
Has the ability to support self & dependents: Yes No
Benefits Eligibility/Financial Responsibility:
Department of Social Services: Yes No
Medicare/Medicaid: Yes No
Veterans: Yes No
Housing: Yes No

Family/Community

of biological children: _____ # of biological children under the age of 18: _____
Has a domestic violence convictions: Yes No
Ever been a victim of domestic violence: Yes No
Ever petitioned for a protection order: Yes No
Ever been served a protection order: Yes No
Any community involvement: churches, social groups, etc. Yes No

Transitional Programming Information

Need Transitional Programming? Yes No
Assessed as Needing the Following:
Thinking for a Change Yes No Completed: Yes No
Completed Transitional Programming: Yes No
Community Agency: _____
Community Transitional Plan: _____

If you have difficulty with this planning worksheet or have questions about where in the community you can receive services, you should contact your case manager. They can answer questions about assessments and provide you with a list of community resources through the Resource Database for the community you are planning to release to.

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Attachment 2: Instructions for Release Planning Worksheet

Listed below are instructions for completing the Release Planning Worksheet. Please print or write clearly so that the information is easy to read. Failure to provide clear and accurate information could result in a delay of your release.

Residence Information:

- ADDRESS: You must give a complete address of where you plan to live. If you plan to live in an apartment, list the apartment number. Your address must include the name of the city, county, state, zip code and complete telephone number.
- DIRECTIONS FROM A MAJOR TOWN: If you plan to live in a rural area, give directions to the address from the nearest town.
- RESIDENCE DETAIL: Describe the type of housing you will live in (house, trailer house, apartment, halfway house, motel, school, treatment center or mission) and list the names of all people that will be residing in the same house, apartment, etc., with you.
- METHOD OF TRAVEL HOME: Check which method of transportation you plan to use when you leave. If someone is giving you a ride, you need to list their name(s).
- All placements to "Missions" will be referred to Transitional Programming.

Employment Information:

- If you do not have a job, indicate "I am requesting 30 days to find a job".
- EMPLOYER: List the name of the person and/or the company where you will be working. If you are self-employed, explain what type of work you will be doing.
- POSITION TITLE: List what your job title will be.
- ADDRESS: List the complete address of your employer to include city, state and zip code.
- CONTACT: List the person who will verify your employment.
- CONTACT PHONE: List the complete telephone number of the person who will verify your employment.
- DISABILITY: Check "yes" if you will be receiving disability payments.
- TYPE OF DISABILITY: Briefly describe your disability.
- VOCATIONAL REHABILITATION SERVICES CONTACTED: Check "yes" or "no" on whether Voc. Rehab. Services were contacted to assist with obtaining employment.
- AGENCY: List the agency to contact to verify your disability.
- AGENCY PHONE: List the complete telephone number of the agency who will verify your disability.
- AMOUNT/MONTH: List the amount of money you will receive each month from the agency listed above for your disability.

School Information:

- SCHOOL NAME: If you plan to attend school upon release, list the complete name, address, city, state and zip code of the school.
- CONTACT: List the person who will verify your acceptance to school.
- CONTACT PHONE: List the complete telephone number of the person who will verify your acceptance to school.
- METHOD OF PAYMENT: How will you pay for your schooling?

Chemical Dependency (CD) Treatment Information:

- Failure to provide accurate information regarding your chemical dependency diagnosis will delay your release. If you have been diagnosed as needing chemical dependency treatment and have not completed treatment while in prison, you must include treatment as part of your release plan.
- NEED CD TREATMENT? Check “yes” if you have been diagnosed as needing CD treatment by the prison CD staff.
- COMPLETED CD TREATMENT? Check “yes” only if you completed CD treatment while at the prison.
- CD TREATMENT AGENCY: Name the CD treatment agency that you will attend upon release if you have been diagnosed as needing treatment and have not received treatment while in prison.
- CD TREATMENT PLAN (TREATMENT, AFTERCARE, AA/NA): Describe your CD treatment plan upon release. If you have not completed treatment in prison, where will you attend treatment upon release? If you have completed treatment while in prison, where will you attend aftercare and/or AA/NA upon release?
- **SPECIAL CONSIDERATIONS FOR HOUSING:** Those diagnosed as needing CD Treatment, Aftercare, AA/NA will not be allowed to procure housing above, next too or within the same structure as a bar or a business that derives its main income from the sale of alcohol.

Medical/Mental Health Treatment:

- NEED MEDICAL/MENTAL HEALTH TREATMENT? Check “yes” if you have been diagnosed as needing continuing medical or mental health treatment.
- MEDICAL/MENTAL HEALTH AGENCY: Name the medical/mental health agency that you will utilize upon release if you have been diagnosed as needing treatment.
- MEDICATIONS: List any medications that you are taking.
- COMMUNITY MEDICAL/MENTAL HEALTH PLAN: If you need continued medical and/or mental health treatment, who will provide those services?

Sex Offender Management Program (SOMP) Information:

- Failure to provide accurate information regarding your sex offender assessment will delay your release. If you have been assessed as needing STOP treatment and have not completed treatment in prison, you must include STOP treatment as part of your release plan.
 - **You must identify a provider, make contact with that provider, set up and complete an assessment, and be accepted into their program prior to leaving the institution on supervision (this includes Suspended Sentence Release).**
- NEED SOMP? Check “yes” if you have been assessed as needing SOMP by the SOMP staff.
- COMPLETED SOMP? Check “yes” only if you have completed the SOMP in the institution.
- COMPLETED AFTERCARE? Check “yes” if you have completed aftercare at the institution.
- COMMUNITY TREATMENT AGENCY: Enter the name of the community agency that you will attend upon release if you have been assessed as needing SOMP and have not received SOMP while in the institution. SOMP is not provided for in every community. You can refer to the “Resource Database” (your counselor/case manager) has access to locate treatment facilities.
- COMMUNITY TREATMENT ASSESSMENT COMPLETED: Check “yes” if the community treatment agency has completed an assessment on you.
- COMMUNITY SOMP ASSESSMENT SCHEDULED: Check “yes” if the community treatment agency has you scheduled but has not yet completed an assessment on you. Indicate the day the assessment is to be completed.
- ACCEPTED INTO COMMUNITY TREATMENT/AFTERCARE PROGRAM: Check “yes” if you have been accepted into a community treatment/aftercare program. Indicate the date of acceptance, if applicable.
- Generally, for release planning purposes, sex offenders needing SOMP will be required to reside in the community where SOMP treatment is given. Information is available from your counselor/case manager (Refer to the “Resource Database” on Citrix).
- **SPECIAL CONSIDERATIONS FOR HOUSING:** All plans are investigated on their own merits.
- However please review the following standards:

- For all crimes involving children, the parolee will not be allowed to reside with children, in apartment buildings with children, or locate near a school, playground, daycare or any other place where children gather.
- For all crimes involving Rape 1st, Rape 2nd, or any sex crime involving violence, the parolee will not be allowed to reside with the victim(s), and with some cases within the same city, or county as the victim(s).
- For crimes involving Rape 3rd / Incest, and Sexual Contact, plans will be reviewed on a case-by-case basis with consideration to victims, families, and the public.
- Those convicted of sex offense may not reside in a community safety zone.

Holdings and/or Detainers:

- DO YOU HAVE A HOLD OR DETAINER? Check “yes” if you have holds or detainers.
- HOLDS OR DETAINERS STATUS: Explain the status of all holds or detainers. Include the charge or conviction, state, county, and disposition; and indicate if it is a felony or misdemeanor.
- If you have holds or detainers that you have not acted on, you are encouraged to file for speedy disposition. Failing to have a disposition on a hold or detainer may delay your release to parole.
 - Describe how you plan to resolve any hold or detainer.

Financial:

- Court ordered financial obligations (restitution, fines, court costs)
- Costs incurred while in DOC/cost of incarceration
- Cost of parole, i.e. supervision fees, SCRAM, Remote Breath Test
- Liens/Defaults/Loans
- Ability to support self and dependents/child support owed
- Benefits eligibility/Financial Assistance
 - Department of Social Services
 - Medicare/Medicaid
 - Veterans
 - Housing

Family/Community:

- Number of Biological Children.
 - Number of biological children under the age of 18.
- Do you have a domestic violence conviction?
- Have you ever been a victim of domestic violence?
- Have you ever petitioned for a protection order?
- Have you ever been served a protection order?
- Any community involvement? Churches, social groups etc...

Transitional Programming Information:

- Need transitional programming.
 - Completed transitional programming.
- Assessed as needing Thinking for a Change.
 - Completed Thinking for a Change.
- Community agency.
- Community Transitional Plan.

Attachment 3: Release Planning Deadlines

The **Release Planning Deadlines** form is located in PolicyTech.

South Dakota Department of Corrections Policy Distribution: Public	Attachment: Release Planning Deadlines Please refer to DOC policy 1.4.G.1 Transition Program and Services
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RELEASE PLANNING DEADLINES

Release Type	Duty	Staff Responsible	Timeline
All	Initial Release plan	Admissions case manager	5 years of possible release
All	Subsequent release plan	Unit staff	5 years of possible release
All	CD review	CD staff	During/after treatment or upon referral from the unit staff
All	Medical/Mental review	Medical/Mental staff	When the need for ongoing care in the community is discovered
All	Sex offender review	SOMP staff	Completion of STOP or upon referral from unit staff
All	Release plan review	Unit staff	As Scheduled
All	Poor release plan referral to Transition case manager	Unit staff	1 year of possible release
All	ID, social security card, birth certificate, driver license	Unit staff	A&O
Programmed	Final release plan review - Out of state transfers	Unit staff	120 days prior to possible release
Programmed	Final release plan review – in state releases	Unit staff	60 days prior to possible release
Suspended sentence	Final release plan reviewed	Unit staff	60 days prior to release
Discretionary	Final plan review	Unit staff	7 calendar (5 working?) days after discretionary release decision
Programmed	Compliance report	Unit	45 days prior to initial parole date via IPD
Programmed	Final release plan out to the field	Unit staff	30 calendar day prior to the initial parole date
All	Investigate/approve plan in the field	Parole agent	5 working days after notification receipt from case manager
All	Change release plan based upon agent's investigation	Unit staff	5 working days after notification receipt from agent
All	Approval for release	Director	3 working days after notification receipt from agent
All	Release date established	Director	5 working days required between the establishment of a release date and the actual release date
Discretionary	CD Appointment	CD staff	Upon the establishment of the release date by the director
Discretionary	STOP Appointment	SOMP staff	Upon establishment of the release date by the director
Programmed	Establish projected release date	Director	3 days working days after the receipt of the compliance report
Programmed	CD appointment	CD staff	Upon the establishment of a projected release date by the director
Programmed	STOP appointment	SOMP staff	Upon the establishment of a projected release date by the director