

1.4.B.4 Inmate Transfers Between Facilities

I Policy Index:



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Office of Primary Responsibility: DOC Administration

II Policy:

To promote safe, secure and appropriate housing of inmates, the Department of Corrections will establish standard procedures for the transfer of inmates between facilities. Inmate transfers will be conducted in part to adjust and control inmate populations within DOC institutions. Inmate populations will be managed according to established and approved population capacities, with emphasis on the preservation of staff, offender and public safety and in accordance with sound correctional practices.

III Definitions:

DOC Institutions:

South Dakota State Penitentiary (SDSP), Jameson Prison Annex (JPA), Sioux Falls Community Work Center, Mike Durfee State Prison (MDSP), Yankton Community Work Center, Rapid City Community Work Center, South Dakota Women's Prison (SDWP), including Unit E and Pierre Community Work Center.

IV Procedures:

1. Authority for Transfers:

- A. The DOC shall follow uniform guidelines and procedures governing the safe transfer of inmates between facilities, thereby ensuring appropriate levels of transfer authority.
- B. No inmate has any implied right or expectation to be housed in any facility, participate in any specific program, or to receive any specific service. Inmates are subject to transfer from any facility, program or service at the discretion of the Warden (See SDCL § 24-2-27).

2. Transfer Order Process:

- A. A Transfer Order will be completed to document inter-institutional transfers between facilities, including those on the same complex e.g. South Dakota State Penitentiary (SDSP) and Jameson Prison Annex (JPA), South Dakota Women's Prison (PIR) and South Dakota Women's Prison (PRE) and/or the Pierre Community Work Center (PCWC).
- B. Transfer Orders will be processed by the Classification and Transfer office for all inter-institutional transfers, except when transferring an inmate between the Jameson Prison Annex Secure Units

(JPA) and South Dakota State Penitentiary (SDSP) and the South Dakota Women's Prison (PIR) and South Dakota Women's Prison – Unit E (PRE) and/or Pierre Community Work Center.

1. Transfer Orders for inter-institutional transfers will be coordinated and completed by authorized facility staff.

C. A Transfer Order is not required for transfers within individual facilities (intra-institutional).

3. Initial Assignment/Transfer:

- A. The initial facility assignment of male inmates in the Admission and Orientation (A&O) unit at the JPA and female inmates from the A&O unit at the South Dakota Woman's Prison (SDWP) will be documented on the initial classification assessment in the Comprehensive Offender Management System (COMS) and approved by authorized staff.
- B. Inmates scheduled to transfer from the A&O units will be entered in the Movements Module of COMS by unit staff (See [Attachment 1](#)).

4. Inter-Institutional Transfer:

- A. Unit staff may initiate inter-institutional transfer of an inmate.
- B. Unit staff of the sending facility will enter the transfer information in the Movements Module of COMS. The Classification and Transfer office will schedule all inter-institutional transfers of inmates between facilities, except as noted in Section 2 B. of this policy, consistent with DOC policies 1.4.B.2 [Male Inmate Classification](#), 1.4.B.14 [Female Inmate Classification](#), and 1.4.E.13 [Management of Gender Dysphoria](#).

5. Transfer Information:

- A. Each inmate identified for initial transfer from an A&O unit or inter-institutional transfer will be screened, assessed and appropriately cleared prior to the transfer.
- B. For all inter-institutional transfers, except those noted in Section 2 B of this policy, the following information (contained in COMS) is required when preparing a transfer order:
 1. Separation requirements;
 2. Medical needs/suitability of transfer (communicable disease clearance {ACA 5-ACI-6D-06});
 3. Any ADA accommodations;
 4. Assaultive history;
 5. Escape risk;
 6. Awareness list;
 7. Demographic information;
 7. Custody status;
 8. Program involvement;

9. AIMS code (See DOC policy 1.4.B.3 *Adult Internal Management System (AIMS)*);
 10. PREA code;
 11. Sexual behavior code; and
 12. Level of Functioning code.
- C. The inmate's required programming needs will be reviewed by unit staff prior to transfer of an inmate. Required programming needs will be brought to the attention of the Classification and Transfer office.
1. Inmates with an "AT" (attending) in any program status field will be reviewed.
 2. Transfers will not be denied based upon program involvement or program availability at the receiving facility; however, transfer may be delayed to allow the inmate to complete a program he/she is currently attending, provided the delay does not compromise safety, security or legitimate penological interests of the institution.

6. Classification and Transfer Manager Responsibility:

- A. Non-emergency transportation arrangements will be organized and approved by the Classification and Transfer Manager or designee.
- B. The Classification and Transfer Manager is responsible for all inter-institutional transfers of inmates between facilities, except as noted in Section 2 B. of this policy, consistent with DOC policies 1.4.B.2 *Male Inmate Classification*, 1.4.B.14 *Female Inmate Classification*, and 1.4.E.13 *Management of Gender Dysphoria*.
- C. The Classification and Transfer Manager or designee will review an inmate's transfer information in the Movements Module of COMS and set the transfer date.
- D. Emergency Transfers: Immediate transfers due to emergencies may be completed with approval of the facility's Officer In Charge (OIC) or other authorized staff person.
 1. Transfer information will be entered in the Movement Module of COMS by designated staff.
 2. The Classification and Transfer office staff will activate an alert in COMS "Classification office hold" pending the outcome of the emergency.

7. Transfer Inventory and Receipt of Transfer:

- A. Paper medical records or authorized medications for the inmate will be packed by Health Services staff in a sealed container. The container will only be opened by Health Services staff (See DOH policy P-D-01 *Pharmaceutical Operations*).
 1. An inventory sheet may be attached to the outside of the container identifying the medical records and medications located inside.
 - a. Written instructions regarding required medications or health interventions will be provided by Health Service staff to the transporting staff. These instructions are separate from the accompanying medical records for the inmate (ACA 5-ACI-6D-06).

- 1) Any specific precautions/requirements (i.e. masks/face shield, gloves) will be documented by Health Service staff and included in the transfer order.
 2. Health Services staff may place the sealed container on the transfer vehicle or deliver the container to a pick-up point where DOC staff will secure the container on the transport vehicle.
 - a. Confidentiality of the inmate's confidential medical information shall be maintained throughout the transfer (ACA 5-ACI-6D-06).
 3. The security of the container is the responsibility of the transporting staff until received by medical staff at the receiving facility.
- B. Each facility is responsible for checking the transfer list and ensuring the inmate's institutional file is forwarded to the receiving facility (See DOC policy 1.1.E.1 [Adult Offender Case Records Content and Management](#)).
1. If the transfer is an inter-facility transfer, institutional files will be forwarded to a central pick-up point where they will be packaged in a container(s).
 2. An inventory sheet may be attached to the outside of the container(s) that identifies which institutional files are inside.
 3. DOC staff will ensure the container is placed on the transport.
- C. Inmate property will be inspected, documented, inventoried and packed in accordance with DOC policy 1.3.C.4 [Inmate Personal Property](#). Inmate personal property to accompany the inmate will be delivered to the designated pick-up point.
1. Self-administered medications issued to the inmate by Health Services and any other medical equipment issued to the inmate that is included in the inmate's property shall be brought to Health Services.
 2. Health Services staff will pack any self-administer medications with the inmate's medical file in the sealed container.
- D. Designated DOC staff at the facility will coordinate the transfer of the inmate's property, medical records, medication and institutional file to the receiving facility.
1. The staff member will review the inmate names on the transport list to note any changes.
 2. The staff member will contact Health Services or property office regarding any inmate personal property items not accounted for on the inmate's current property list.
 3. It is the responsibility of the sending facility to reconcile the inmate's property and property list before transfer of the inmate's property to the receiving facility.
- E. Upon a receipt of a transferred inmate, staff at the receiving facility will complete the Transfer Order information in the COMS Movement Module acknowledging receipt/admission of the inmate.
1. The inmate's personal property, medical records, medication and institutional file will be inspected and inventoried by facility staff. Any property not permitted must be sent out.

8. Orientation:

- A. Inmates transferred from other institutions will receive orientation information at the new institution and will be provided with necessary information about the new institution (See DOC policy 1.4.A.2 [Inmate Admission](#)).
1. Orientation will normally be completed within seven (7) days of the inmate's date of admission to the institution.

V Related Directives:

SDCL § [24-2-27](#).

DOC policy 1.1.E.1 – [Adult Offender Case Records Content and Management](#)

DOC policy 1.3.C.4 – [Inmate Personal Property](#)

DOC policy 1.4.A.2 – [Inmate Admission](#)

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.14 – [Female Inmate Classification](#)

DOC policy 1.4.E.13 – [Management of Gender Dysphoria](#)

DOH policy P-D-01 – [Pharmaceutical Operations](#)

VI Revision Log:

Removed revision history September 2002-August 2010.

October 2011: Reviewed with no changes.

October 2012: Deleted “Non-Public” and **Replaced** with “Public” **Added** “Suitability of transfer (communicable disease clearance” to Section 5 B. 2. **Added** “approved and/or prescribed for the transferring inmate” in Section 7 A. **Deleted** “Inmates authorized to use an inhaler or nitroglycerin pills will carry an immediate supply of these medications with them during inter institutional transfers and **Replaced** with “Written instructions regarding medications or health interventions that are required or may be required for the transferring inmate en route should be provided by HS staff to the transporting staff, separate from the accompanying medical records in Section 7 A. 1. **Deleted** b. “Any surplus or other type of medications will be packed in the sealed container” in Section 7 A. 1. **Deleted** “is placed on a transfer vehicle” and **Replaced** with “the sealed container and medical records are placed in a secure location within the transport vehicle” in Section 7 A. 2. **Added** a. to Section 7 A. 2 **Added** 3. to Section 7 A. **Deleted** term “personal” from “property” throughout Section 7. **Added** “in accordance with DOC policy and applicable institutional OMS regarding inmate property” and **Added** “inspected and documented” in Section 7 C. **Deleted** “A DOC staff person assigned by the Warden” and **Replaced** with “Authorized DOC staff” in Section 7 D. **Added** “reviewed, inspected and documented” in Section 7 E. 1.

March 2013: Added “transfer from the A&O units at” and **Deleted** “a transfer order will be completed by the unit staff on the inmate and processed as outlined in the Transfer Order Completion Instructions” and **Replaced** with “will be entered by unit staff in the Movements Module of COMS” in Section 3 B. **Deleted** C. “See Attachment 3 for the list of agency contact people and telephone numbers” in Section 3. **Deleted** “request the transfer of an inmate by completing a Transfer Order in the Transfers database located in Citrix and sending it via fax or email to either the Classification and Transfer Office or in the case of a transfer between JPA and SDSP or PIR, PRE and PRH, to the staff designated by the Warden” and **Replaced** with “enter the transfer information in the Movements Module of COMS. The Classification and Transfer office will be responsible and will schedule all inter-institutional transfers of all inmates between facilities, except between JPA and SDSP and between PIR, PRE and PRH within the adult corrections system, consistent with DOC policies” in Section 4 C. **Deleted** “PE01 download” and replaced with “COMS Movements Module” in Section 5 B. **Deleted** “Approval: Upon receipt of the Transfer” and “the Classification and Transfer Manager or designee will review the information provided, complete the approval section of the form and set a transfer date” and **Replaced** with “The Classification and Transfer Office will review transfer information in the COMS Movements Module provided by unit staff and will set

transfer dates as appropriate" in Section 6 D. **Deleted** "A copy of the Transfer Order will be sent to the Classification and Transfer Office by fax or email" and **Replaced** with "Transfer information will be entered in the COMS Movements Module by designated staff" and **Deleted** "on the mainframe computer" and **Replaced** with "in COMS" in Section 6. D. 1 **Added** "information in COMS Movement Module" in Section 7 E. **Deleted** 2 "The completed Transfer Order will be retained by the receiving facility for a period of six months" in Section 7 E. **Deleted** Attachment 1 Transfer Order, Attachment 2 Transfer Order Completion Instructions" and Attachment 3 Originating & Destination Agency/Contact Person.

August 2013: **Deleted** "will" and **Replaced** with "may" and **Deleted** "when an inmate's custody status changes, or when a different facility placement becomes necessary" in Section 4 A.

August 2014: **Deleted** "placement packet" and **Replaced** with "assessment in COMS" in Section 3 A. **Deleted** B. "This will be documented on a reclassification and/or placement form and signed by the authorized staff person" in Section 4 B. **Added** Section 8.

August 2015: **Added** 12. to Section 5 b. **Added** "and an inmate's individualized treatment plan (if one exists)" in Section 5 C. **Added** "Provided the delay does not compromise safety, security or legitimate penological interests of the institution" in Section 5 C. 2. and D. 2. **Deleted** "ensure the inmate's custody status is appropriately adjusted in COMS" and **Replaced** with "activate an alert in COMS "Classification office hold" pending the outcome of the emergency" in Section 6 D. 2.

August 2016: Minor language and structure changes.

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

August 2018: **Reviewed** with no changes.

August 2019: **Added** "South Dakota Women's Prison (PIR) and South Dakota Women's Prison (PRE) and/or the Pierre Community Work Center (PCWC)" to Section 2 A. **Deleted** "Sioux Falls Community Work Center" in Section 2 B. **Added** 3. "Any ADA accommodations" to Section 5 B. **Deleted** "and whether the inmate is known to have Special Needs" in Section 5. B. 12. **Deleted** D. "Institutional Work Placement/Work Supervisor Notified/Transfer Delay Needed" to Section 5. D. 2. **Deleted** "Inmates considered for transfer who are participating in an institutional work assignment will be reviewed by unit staff and the pending transfer brought to the attention of the inmate's current institutional work supervisor" in Section 5 D. **Deleted** 2. "Generally, transfers are not denied based upon the inmate's current work assignment; however, the transfer may be delayed if training a replacement worker is necessary, provided the delay does not compromise safety, security or legitimate penological interests of the institution" in Section 5 D.

January 2021: **Added** definition for DOC Institutions. **Added** "and 1.4.E.13 Management of Gender Dysphoria." to Section 4 B. **Deleted** "D. Transfer Orders for inmate transfers between the JPA or Sioux Falls Community Work Center and SDSP or between PIR and PRE or Pierre Community Work Center require only the inmate's name, ID number, reason for the transfer, transfer inventory and receipt of transfer." from Section 5. **Added** "and 1.4.E.13 Management of Gender Dysphoria." to Section 6 B.

August 2021: **Updated** ACA standard references throughout the policy to align with the 5th Edition of the Performance-Based Standards and Expected Practices for Adult Correctional Institutions.

Tim Reisch (original signature on file)

Tim Reisch, Interim Secretary of Corrections

09/01/2021

Date

Attachment 1: Movement and Transfers

- 9.1 Initial Bed Assignment
- 9.2 Bed Reassignment within Same Facility-Individual
- 9.3 Bed Reassignment within Same Facility-Multiple
- 9.4 Bed Assignment Exchange
- 9.5 Schedule Movement to New Facility
- 9.6 Facility Transfer
- 9.7 Admitting a Facility Transfer-Individual
- 9.8 Admitting a Facility Transfer-Multiple
- 9.9 Unscheduled Temporary Absence (TAP) Movements-Multiple
- 9.10 Unscheduled Temporary Absence (TAP) Movements-Individual
- 9.11 Schedule Temporary Absence (TAP) Movements
- 9.12 Moving Scheduled Movements (TAP and Facility Transfers)
- 9.13 View TAP Schedule-Individual
- 9.14 View Schedule Inquiry
- 9.15 Readmitting TAP Movement
- 9.12 Release
- 9.13 Release to Escape
- 9.16 Recording a Recapture
- 9.17 Re-admitting Escape
- 9.18 Re-admitting Offender (Violation and Recommitment)
- 9.19 Scheduled Internal Appointments (Class, Work, Medical, Dental, Mental Health, etc.)