

1.5.G.2 Parole Community Transition Program

I Policy Index:



Date Signed: 05/15/2018
Distribution: Public
Replaces Policy: N/A
Supersedes Policy Dated: 08/08/2015
Affected Units: Adult Units
Effective Date: 05/16/2018
Scheduled Revision Date: March 2018
Revision Number: 14
Office of Primary Responsibility: Director of Parole Services & DOC Administration

II Policy:

The Department of Corrections (DOC) will maintain and utilize a Community Transition Program (CTP) to assist offenders with successful transition to community supervision and to reduce recidivism.

III Definitions:

Absconder:

Any offender under the supervision of the South Dakota Parole Services, whose whereabouts are unknown to the supervising Parole Agent or DOC staff assigned to supervise the offender. This includes an offender's "flight" attempt to relocate to another area or the evasion of parole supervision by the offender by not reporting to their assigned Parole Agent or staff at the facility where the offender is assigned/placed. An offender is considered an absconder once efforts to locate the offender have been exhausted and failed (See Parole OM 7.3.E.4 [Absconder Management](#)).

Attempt to Locate:

An Attempt to Locate (ATL) may be issued to local law enforcement by a supervising parole agent when a parolee's whereabouts is unknown and efforts are under way to locate the parolee. The ATL may be issued prior to considering the parolee an absconder. The community alert ATL will be placed into COMS.

Community Transition Program Phase 1 Restricted:

This community alert (CTP1) is placed on all offenders who are assigned to the program and are restricted to the grounds of the facility as a containment plan to allow time for DOC staff to develop an alternative to a revocation of parole or upon determination of the offender's supervising parole agent. A group 1,3, or 4 inmate who transfers from secure custody to CTP will be placed on Phase 1 for a minimum of 2 days.

Community Transition Program Phase 2:

This community alert (CTP2) is placed on all offenders who are assigned to the program as part of a reentry strategy. Offenders placed on this status are eligible to work off the facility grounds, community service or disaster deployment crews and attend approved programming in the community.

Individual Program Directive (IPD):

A directive which establishes standards and criteria for parole for each inmate sentenced to a term of years and committed to the DOC for a crime committed under the new system (See DOC policy 1.4.B.1 [Individual Program Directives \(IPD\)](#)).

Offender:

For the purposes of this policy, an offender is an inmate in the custody of the DOC institutional system or a parolee under parole or suspended sentence supervision by the South Dakota Parole Services.

Parolee:

An offender conditionally released from a South Dakota DOC facility under parole or suspended sentence supervision by the SD Parole Services Division (See ARSD [17:61:01:01](#)).

Transition Case Manager:

A DOC staff member assigned to assist with community transition for adult offenders and provide a transition link between the DOC and the community by providing programming and case management assistance to the offender to assist them in developing community transition plans.

Working Day:

A standard workweek day, Monday through Friday, except for recognized state holidays, recognized national holidays and any other special holidays declared by the Governor of South Dakota or the President of the United States.

IV Procedures:

1. Community Transition Program (CTP) Overview:

- A. The purpose of the CTP is to maximize the potential for offenders to be successful upon release to the community and reduce recidivism. Offenders may be placed on CTP directly from release from custody, or following release to supervision in the community, in lieu of parole revocation for non-compliance with particular elements of their release plan.
 - 1. Male offenders will be placed at Sioux Falls Community Work Center, Yankton Community Work Center, Rapid City Community Work Center or contracted facility.
 - 2. Female offenders will be placed at the South Dakota Women's Prison (SDWP), Unit E, Pierre Community Work Center or contracted facility.
- B. The objectives of the CTP:
 - 1. Identify community programming that may benefit the offender while in the community and provide the offender opportunities to acquire and improve skills necessary for successful transition into the community while the offender is awaiting release to the community.
 - 2. Address re-entry issues (including housing, employment and access to community based treatment, programming and counseling services) for offenders released to CTP who have been identified as having relapse/chemical dependency needs, in lieu of revoking the offender's parole or suspended sentence.
 - 3. Provide temporary housing placement in a designated DOC facility as part of a containment plan, during which time, parole staff will work with the offender to develop an alternative strategy and release plan, in lieu of revoking the offender's parole or suspended sentence.
- C. Offenders placed in the CTP are under the supervision of South Dakota Parole Services and subject to all Federal, State and local laws and ordinances. DOC policies and respective unit operational memorandums apply to all CTP offenders.

1. Offenders are not required to accept transfer to CTP.
 2. Offenders are not entitled to transfer to CTP.
 3. Offenders transferred to CTP remain under the legal custody of the DOC until the expiration of the offender's sentence (SDCL §§ [25-15-1.1](#) and [24-15-13](#)).
 4. Reasonable restrictions may be placed on the offender which is intended to continue the offender's rehabilitation. The offender will be notified of these restrictions and must agree abide by the restrictions.
 5. Offenders committing minor Offenses in Custody shall be subject to disciplinary action by institutional staff.
 6. Offenders found guilty of committing a major Offense in Custody will be detained by the parole agent. Offenders placed in disciplinary may return to CTP upon approval by the parole agent. Sanctions shall be issued from the Parole Sanction Grid.
- D. Nothing in this policy may be the basis for establishing a constitutionally protected liberty interest, property or due process interest for any offender.

2. Targeted Community Transition Program Participants and Criteria:

- A. **Group #1** will consist of offenders who are: compliant with their Individual Program Directive (IPD) and past their programmed release date; offenders who have received a discretionary parole release by the Board of Pardons and Paroles and are past their parole date because of issues with their release plans; and offenders scheduled to release on their initial parole date, parole by the Board, or suspended sentence, who have been identified by the Board or parole staff as needing assistance formulating an acceptable release plan (See DOC policy 1.4.G.1 [Inmate Release Plan and Transition Programming](#)).
1. Participation in CTP will allow these offenders to live in a DOC or contract facility while pursuing employment and program opportunities in the community to help resolve identified problems within their release plan.
 2. Group 1 offenders will be recommended by the unit case managers to the Executive Director or designee for participation in CTP.
 3. The Board of Pardons and Paroles may direct offenders to the CTP as a condition of their parole release.
- B. **Group #2** will consist of offenders known to have had relapse/chemical dependency (CD) issues after release to community supervision; offenders known to have other programming issues after release to supervision in the community; and offenders meeting the high level response type on the Response to Violation Matrix.
1. Participation in CTP will allow these offenders to live in a DOC or contract facility while attending programming in the community to address identified needs; or as a containment plan to allow time for DOC staff to develop an alternative to a revocation of parole. Participation in CTP by offenders in need of a containment plan, as an alternative to parole violation/revocation, will be reviewed and approved parole staff.

2. Offenders recommended to the Executive Director for participation in CTP by the supervising parole agent, may be given the opportunity to "self-commit" to CTP as an alternative to parole/suspended sentence revocation.
3. Transition case managers will identify these offenders and recommend them to the Executive Director or his/her designee for placement in CTP.

3. Identification of Community Transition Program Participants:

- A. **Group #1.** Unit case managers will review offenders within six (6) months of possible parole release to identify those who may be difficult to place in the community or who have unacceptable release plans.
 1. After these offenders are identified, unit case managers will make recommendations to the Executive Director or his/her designee regarding possible placement in the CTP.
 2. Upon approval by the Executive Director or his/her designee to place the offender in the CTP, the transition case manager will be notified by the offender's parole agent.
 3. The offender's supervision agreement will include special conditions which require the offender to sign and abide by the CTP Self Commitment form and CTP Guidelines (See [Attachment 1](#) and [Attachment 2](#)), thereby committing to the program
 4. The transition case manager will provide the offender specific behavior guidelines and program requirements, such as curfew times, financial management/responsibility, residence requirements, etc. and document this within the offender's case plan. The case plan will provide the criteria required of the offender to complete the CTP. The case plan report is accessible through the Report Submission Screen in the Comprehensive Offender Management System (COMS).
 5. The transition case manager will:
 - a. Set the offender's release date to the CTP.
 - b. Send a release notification to Central Records.
- B. **Group #2.** Parole agents will identify offenders who have experienced relapse (CD) issues while released to parole supervision or who meet a high level response type on the Response to Violation Matrix, and are less likely to reoffend if provided programming, treatment and/or counseling or those offenders the Board has identified as requiring assistance formulating an acceptable release plan (See SDCL § 24-13-7). Unit Managers will review offenders within six (6) months of possible release to supervision or suspended sentence who have unacceptable release plan and who may benefit from CTP.
 1. Once a parolee with relapse/revocation issues has been identified, the supervising parole agent will provide their supervisor, the Director of Parole and the Classification and Transfer Manager an email outlining specific recommendations regarding placement, employment, programming (to include CD programming/treatment), financial management and community release plans and any existing medical or mental health concerns. The recommendations, requirements, release criteria and plans shall be saved in COMS as a case note.
 2. The email will serve as a referral to the Executive Director or designee for the offender to be considered for release to CTP.
 3. Upon approval for placement in CTP, the supervising parole agent will provide the parolee with the *CTP Self Commitment and CTP Guidelines* forms (See [Attachment 1](#) and [Attachment 2](#)). The

offender's signed agreement to the conditions set forth in the attachments is a commitment to the CTP (See SDCL § 24-13-7 and ARSD 17:60:02:09 17:61:02:03 & 17:61:02:01).

4. If the offender refuses to sign the forms, the parole agent will refer the matter to the Executive Director or his/her designee for possible revocation of the offender's suspended sentence or release.
5. If the offender signs the *CTP Self Commitment and CTP Guidelines* form, the parole agent will notify the appropriate transition case manager and the Classification and Transfer Office to make arrangements to return the offender to a DOC facility. The signed forms will be scanned into COMS and available on the Release Plans screen.
 - a. For male offenders, the transition case managers in Sioux Falls will be notified. The offender will typically be returned to the A&O unit at the Jameson Annex in Sioux Falls, unless other arrangements have been made through the Classification and Transfer office.
 - b. For female offenders, the parole agent, unit staff in Pierre and the transition case managers in Pierre and Sioux Falls will be notified. The offender will typically be returned to the A&O unit at the SDWP in Pierre, unless other arrangements for placement are made and approved by Classification and Transfer office.
6. The offender's status will be reviewed by the parole agent, supervisor and Director of Parole, to determine if the offender will be placed on Phase 1 Restricted status or Phase 2.
 - a. Offenders placed on Phase 1 Restricted status will have their case reviewed by the parole agent, supervisor and Director of Parole before being placed on Phase 2.

4. Community Transition Program Guidelines:

- A. The following guidelines and rules shall apply to all CTP offenders.
 1. All CTP offenders must abide by all applicable rules and regulations of the DOC and facility where they are assigned/housed.
 - a. If an offender placed in CTP commits a major Offense in Custody, the offender's assigned parole agent will be notified immediately. All reports and information generated by facility staff which is related to the major offense will be copied to the parole agent.
 - b. Offenders found guilty of committing a major Offense in Custody will be detained and may be terminated from the CTP and subject to parole violation/revocation (See ARSD § 17:61:01:09).
 - c. CTP offenders subject to disciplinary action may utilize the administrative remedy process (See DOC policy 1.3.E.2 *Administrative Remedy for Inmates*).
 2. CTP offenders will abide by their assigned curfew and off-unit schedule, which shall be set by the supervising parole agent. This information is available for review in COMS.
 3. CTP offenders assigned to CTP Phase 1 for disciplinary reasons or displayed behaviors will be restricted to the grounds of the facility until the parole agent, agent's supervisor and Director of Parole, approve the offender for placement on CTP Phase 2 and the offender is assigned curfew and off-unit hours. Depending on the circumstances of the event, the offender may remain on Phase 2 and be placed on "no hours/restricted to the unit". The parole agent is responsible for updating the offender's alert status in COMS.
 - a. Unit staff and parole staff may view an offender's status on the "Alerts" screen in COMS.

4. Preliminary Breath Tests (PBT) and/or urinalysis tests (UA) may be administered to an offender at any time by DOC staff (See DOC policy 1.3.A.8 *Offender Drug Testing, Sanctions & Treatment*).
5. All offenders will be searched upon return to their assigned housing unit.
6. Offenders will participate in all programming and/or treatment as required.

5. Job Search, Employment and Programming:

- A. CTP offenders may be assigned work detail on the unit, such as cleaning and maintenance of the facility or grounds (institutional work assignments). Offenders may also be required to pursue and secure employment in the community and attend programming.
 1. Offenders may receive community service hours for completed work tasks assigned at the facility, unless otherwise directed by the Executive Director of Parole or designee.
 - a. Only offenders on CTP Phase 2 may be assigned to Community Service, Disaster Response or job search (See DOC policy 1.5.A.6 *Community Service Program* and 1.3.B.5 *Deployment to a Natural Disaster*).
 2. Offenders placed on CTP Phase 2 will locate, secure and engage in employment within the community that is approved by the parole agent, is legal and pays a wage (at least minimum wage), within ten (10) weeks of placement on job search, unless specifically exempted (due to certain conditions or disabilities), excluded, or granted an extension by the Executive Director or designee (see Parole OM 7.5.A.1 *Employment or Other Means of Support*). Offenders who fail to secure employment as required may be detained or placed in community service jobs.
 3. CTP offenders on Phase 2 may be granted off-campus hours for employment and programming. Each offender's hours will be individualized to reflect the offender's employment and programming needs and schedule. Offenders are not entitled to a "set" number of hours off-campus. Hours allowed for job search shall follow the following schedule:
 - a. Offenders will receive up to 6 hours off-campus for job search, Monday-Friday, for the first 2 weeks.
 - b. Offenders will receive up to 6 hours off-campus for job search Monday, Wednesday and Friday for weeks 3-4.
 - c. Offenders will receive up to 6 hours off-campus for job search Monday and Wednesday for week 5.
 - d. Offenders will receive up to 6 hours off-campus for job search Monday and Wednesday for week 7-8.
 - e. CTP offenders will receive up to 6 hours of off-campus for job search on Monday for weeks 9-10.
 - f. Job verification will be collected every day from each offender and reviewed by the parole agent during the weekly face-to-face meeting.
 - g. If the offender is unable to obtain employment after ten weeks, the offender may be terminated from the CTP. Termination will be discussed and decided by the offender's parole agent, regional supervisor, transitional case manager and Director of Classification.

4. Off-campus hours may begin as early at 0800. Offenders are required to be back on the facility by 1700, at the latest, unless an exception is granted by the parole agent for confirmed programming or employment appointments.
5. After an offender has secured employment, the offender's off-campus hours may be expanded to coordinate with their work schedule. An offender who has received his/her first paycheck, may be granted additional access to the community through expanded off-campus hours and extended curfew times by the parole agent, provided the offender is substantially compliant with all requirements of the CTP.
 - a. Expanded off-campus hours for leisure activities will not extend past 1800 hours, including weekends.

6. CTP Absconders:

- A. If an offender does not return to the unit by their pre-established curfew time, the OIC will verify the offender's "Alert Status" in COMS and immediately notify the supervising parole agent.
- B. If the late return involves a CTP Phase 2 offender, facility staff will document all facts related to the offender's absence, including any attempts to locate the offender and notify the parole agent, who shall attempt to locate the offender. The parole agent may use any necessary means to establish discipline, arrest or take custody and control of the CTP offender pending the issuance of a warrant.
- C. If a CTP Phase 2 offender arrives back at the unit more than one (1) hour late (without prior notice and approval), the offender is subject to detainment upon his/her return to the facility. The OIC will immediately notify the supervising agent upon the late return of the offender.
- D. The supervising parole agent will be notified immediately by the OIC of the Phase 2 offender's failure to return.
 1. The Phase 2 offender will be placed on ATL status and moved to TMPA by the institution. The offender will be placed on ATL status no longer than 7 days before a violation report for absconding will be written and submitted for an absconder warrant. Once an absconder warrant is issued; the offender may be terminated from CTP. The parole agent will issue a violation report for absconding and document this in COMS, in accordance with DOC policy 1.5.G.11 [Parole Services Absconder Management](#). A warrant of arrest will be issued in accordance with DOC policy 1.5.G.8 [Parole Services-Detainers and Arrest on Violation](#).
 2. The Central Records Administrator will contact the Jameson Central Control Room and have the offender removed from the DOC Adult Master Count.
 3. A Major Incident Report will be generated, in accordance with DOC policy 1.1.A.3 [Staff Reporting Information to DOC Administration](#).
- F. If a CTP Phase 1 offender with an "Alert Status-Phase 1 Restricted" cannot be located, or there is reason to believe the offender has absconded, the Officer in Charge (OIC) of the unit will verify the CTP offender's "Alert Status" in COMS.
 1. The OIC will contact the offender's supervising parole agent and initiate the *Notification for CTP Phase 1 Offenders Who Abscond Parole Supervision Checklist* (See [Attachment 3](#)).
 2. The supervising agent will refer to the steps contained in the *CTP Phase 1 Restricted Absconder Notification* form (See [Attachment 4](#)).

3. If the warrant is issued by control room staff, a copy of the warrant for arrest paperwork must be sent to the parole office, in accordance with Parole Board Policy.
4. The offender will be immediately terminated from the CTP and removed from the DOC Adult Master Count. The supervising parole agent will issue a Violation Report for absconding.
5. Absconding by a CTP Phase 1 offender requires immediate notification to DOC Administration, in accordance with DOC policy 1.1.A.3 [Staff Reporting Information to DOC Administration](#).

7. Financial Considerations:

- A. CTP Phase 2 offenders may be required to pay room and board costs at a percentage rate established by the DOC (See DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#)). The DOC or Board may require payment of certain fees by the offender, as determined reasonable. Prior obligations of child support and restitution payments shall take precedence over the collection of fees owed by the offender to the DOC.
 1. Once the daily percentage is established and activated, the offender is responsible for the fee until release/discharge from CTP, unless the fee is waived by the Executive Director or designee. The DOC retains all authority to modify the percentage/fee as determined appropriate.
 2. Room and board costs (maximum of 25% of net) may be charged to offenders released to CTP. The costs may be deducted starting when an offender receives earnings from employment. Such costs may begin to accrue the day the offender is transferred to the facility on CTP status.
- B. All money earned and/or funds received by the offender during participation in the CTP, will first be applied to the offender's credit obligations, second to PLRA obligations, third room and board and finally, any work-related expenses that may exist. All wages earned (including tips) shall be turned over to the DOC and deposited into the offender's institutional accounts, in accordance with DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#).
 1. Requests from an offender to withdraw funds from his/her spend subaccount will be documented on a commissary slip, which must be approved by a Transition Case Manager or unit staff.
 2. Offenders in the CTP are subject to the same spending limits (commissary and work related expenses) as offenders placed in the Work Release Program.
 3. Offenders in CTP shall have access to telephones, tablets and correspondence within the same limits and conditions that apply to inmates, in accordance with applicable DOC policies.
 4. Offenders in CTP are not allowed to cash paychecks or deposit paychecks into a bank account outside of the inmate banking system.
 - a. Paychecks must be mailed to the Transitional Case Manager, DOC facility business office or direct deposited by the employer for posting to the offender's institutional DOC account.
 - 1) All cash; i.e. tips received from employment must be turned in to the Transitional Case Manager for deposit into the offender's institutional DOC account.
 - 2) The offender will be given a receipt by staff for all cash turned in at the facility.
 - b. CTP offenders may request a work related expense loan to purchase items necessary to begin employment, i.e. clothing, footwear, headwear, transportation costs or work supplies, as deemed appropriate by their Transitional Case Manager (See DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#)).

- 1) Offenders will pay the loan back in full to the DOC.
- c. The Transitional Case Manager is responsible for ensuring a CTP offender's paychecks are turned in to the DOC on a regular basis. Irregularities in an offender's paychecks, i.e. the amount, date issued or lack of a pay check will be noted and followed-up by the transition case manager.
5. Excluding restitution, Prison Litigation Reform Act (PLRA), parole fees and room and board, CTP 2 offenders will not pay on fixed obligations, unless otherwise ordered by the Board or as a condition of release.
 - a. This should not be interpreted by the offender to mean all of his/her debts and/or obligations are paid in full.
 - b. The PLRA withholding requirements remain in effect when an offender is on CTP.
- C. CTP offenders will be afforded access to medical services/health care through DOC health services (See DOH policy [P C 06C Health Care for Community Transition Program](#)).
 1. Offenders are responsible for all medical co-pays and any other charges/fees for medical services not covered by the DOC, as described in DOC policy 1.4.E.10 [Medical Services Copayments](#) AND any outside medical services accessed without proper prior approval/referral by Health Services.
 2. Offenders are required to notify Health Services of any off-site medical care accessed or received (emergency care).
 - a. CTP Phase 2 offenders may be referred to an approved outside provider by Health Services.
 - b. Offenders are responsible for coordinating travel permits with their parole agent to attend outside medical appointments and for costs associated with transportation to and from the appointment.
- D. Offenders released directly to CTP from DOC custody will have their "gate money" (See SDCL §§ [24-5-3](#), [24-15-12](#) and [24-15A-25](#)) held until release from CTP to the community. Offender eligibility for gate money will be based on the date the offender transfers from CTP to the community, not the point in time when the offender transfers from DOC custody to CTP.
 1. Gate money will be based on the offender's financial situation at the time of release from CTP to the community.
- E. Offenders terminated from CTP for failure to comply with the program guidelines will have funds from pending paychecks and those funds deposited in his/her work related expense account, as applicable, frozen.
 1. Frozen funds may be applied to costs incurred as a result of the offender being terminated from the CTP; to include any existing obligations in the offender's work release expense account.
 2. Any funds remaining will be placed in the offender's frozen account.
- F. Offenders participating in CTP are subject to supervision fees (See DOC policy 1.5.G.4 [Parole Services-Community Risk Assessment and Supervision of Offenders](#) and DOC policy 1.5.G.1 [Parole Services Supervision Fees](#)).
 1. The business office will deduct the supervision fee from the offender's available funds when directed by the parole agent. Supervision fees are included in an offender's Fixed Obligations.

2. Prior obligations of child support and restitution payments shall take precedence over collection of supervision fees (SDCL § 24-15-11). Any revenue collected pursuant to SDCL § 24-15-11, shall be deposited into the state general fund (SDCL § 24-15-11.2)

8. Business Office Notification:

- A. The respective business office will be notified by the Transition Case Manager (TCM) or the supervising parole agent whenever occur:
 1. An offender is terminated from the CTP pending a violation hearing.
 2. The TCM issues a release notice for a CTP offender.
 - a. The supervising parole agent or TCM will notify the business office within five (5) business days of when the release notice is issued for the offender.

9. Parole Agent Responsibilities:

- A. The parole agent will coordinate with the TCM to set individualized curfew hours and off-unit hours for the offender, based in part on the offender's work and programming needs and schedule, disciplinary history and behaviors.
- B. No later than the first working day an offender is placed in CTP, the parole agent (or TCM if the offender is housed at the Pierre or Sioux Falls Community Work Centers), will have a face-to-face meeting with the offender. The parole agent will discuss guidelines and rules of the CTP, provide orientation and answer questions of the offender, set expectations and identify needs. The meeting will be logged in the Case Notes section in COMS.
 1. The parole agent will document the status of the offender's programming needs; including housing, employment, programming, CD treatment, relapse/CD dependency, disability status or accommodations, health and/or behavioral health needs and any other transition issues/needs in COMS.
- C. Any request by the parole agent to modify Board-ordered terms, conditions, restrictions or requirements that apply to the offender's release to CTP shall be forwarded to the Executive Director or Parole.
- D. Parole agents will complete supervision contacts with offenders at a level consistent with the offender's community risk and assessment score (See DOC policy 1.5.G.4 [Parole Services-Community Risk Assessment and Supervision of Offenders](#)). Applicable to those offenders with no curfew hours. Notes will be documented in the case notes section within COMS.
 - a. Regardless of the offender's community risk level, parole agents must conduct weekly face-to-face contacts with each offender who is Phase 2 and has curfew hours.
 - b. Each offender on job search will have their job verification reviewed by the parole agent during a weekly face-to-face contact meeting.
- E. Parole agents will conduct weekly employment checks for each employed Phase 2 offender (with curfew hours).
- F. The parole agent shall set the offender's parole conditions/requirements; i.e. CD, employment or means of support, budgeting/finance management and obligations and programming requirements and opportunities.

1. The offender's parole conditions/requirements will be coordinated with the TCM and Unit Case Manager.
 2. Each offender's terms of access to the community, including employment schedules or specific employment instructions/restrictions, will be entered and available in the Alerts screen in COMS. This is maintained by the offender's parole agent.
- G. If an offender released to parole supervision in the community is placed in CTP, the parole agent will ensure the original *CTP Self Commitment* and *CTP Guidelines* (See [Attachment 1](#) and [2](#)) is sent to the TCM to scan into COMS. A copy of the *CTP Guidelines* will be provided to the offender.
- H. The parole agent has authority to grant travel permits to Phase 2 offenders (See Parole OM 7.4.G.1 [Travel-Work Permits for Parolees](#)).
1. A properly completed travel permit is sufficient for the offender to travel off of the facility.
 2. The parole agent is responsibility for supervising offender's permitted to travel off the facility.
- I. The parole agent will document and approve the offender's release plans in COMS.
- J. Institutional files/records for offenders on CTP will be maintained by the parole agent (See DOC policy 1.1.E.1 [Adult Offender Case Records Content and Management](#)).
- K. The parole agent is responsible for updating the offender's Alert Status in COMS.
- L. The parole agent may use any necessary means to establish discipline, including arresting or taking custody and control of an offender (SDCL § [24-15-19](#)).

10. Unit Staff/Transitional Case Manager Responsibilities:

- A. Unit staff/facility staff is responsible for documenting offender arrivals and departures to and from the unit.
- B. Unit staff will report incidents involving disciplinary response to offender behaviors and non-compliance by an offender to the Officer in Charge (OIC) and the offender's parole agent. Major offenses in custody must be reported to the parole agent the same day the disciplinary report is served to the offender.
- C. If an offender assigned to CTP is housed at DOC facility, the TCM will ensure the original *CTP Self Commitment* form (See [Attachment 1](#)) signed and dated by the offender is sent to the TCM to be scanned into COMS.
- D. If an offender housed in a DOC facility is released to CTP, the case manager will ensure the original *CTP Guidelines* form (See [Attachment 2](#)) is signed by the offender and placed in the offender's institutional file and scanned into COMS. A copy of the *CTP Guidelines* will be provided to the offender.
- E. Unit staff and TCMs will coordinate with the parole agent regarding the offender's supervision agreement, off-unit schedule, access to the community, restrictions, curfew, employment schedule, etc. The parole agent is responsible for documenting the offender's curfew hours on the Alerts screen in COMS.
- F. The TCM (or parole agent if the offender is housed at the Rapid City or Yankton Community Work Centers) will have an initial face-to-face meeting the same day the offender is released to CTP. The meeting will be logged in the Case Notes section in COMS.
- G. TCMs conducting face-to face contacts with offenders or job verifications will document these contacts in the parole case notes section of COMS.

11. Release to Community Placement:

- A. TCMs will provide a monthly statistical report of CTP offenders to the Executive Director or designee.
- B. Offenders, who are successful in developing an acceptable release plan (OIDRPLAN) and have met the criteria for release to community placement, as determined by the parole agent, will be considered for release to the community.
- C. The Executive Director of Parole will review the release plans for all High Risk CTP offenders.
- D. When an offender has been approved for release to the community, including parole supervision, the parole agent will notify the TCM by email.
- E. The TCM will set the release date and send a release notification to Central Records and the Classification and Transfer office.
 - 1. The TCM will notify the unit case manager, parole agent and Central Records five business days in advance of the offender's confirmed date of release to the community.
 - 2. The offender will be notified of the date of release.

V Related Directives:

SDCL §§ [24-5-3](#), [24-13-7](#), [24-15-12](#), [24-15-11](#), [24-15-11.2](#), [24-15-13](#), [24-15-19](#), [24-15A-25](#) and [25-15-1.1](#).
ARSD § [17:61:02:01](#), [17:61:02:03](#) and [17:60:02:09](#).

DOC policy 1.1.A.3 -- [Staff Reporting Information to DOC Administration](#)
DOC policy 1.1.B.2 -- [Inmate Accounts and Financial Responsibility](#)
DOC policy 1.1.E.1 -- [Adult Offender Case Records Content and Management](#)
DOC policy 1.3.E.2 -- [Administrative Remedy for Inmates](#)
DOC policy 1.3.A.8-- [Drug Testing, Sanctions & Treatment](#)
DOC policy 1.3.B.5 -- [Deployment to a Natural Disaster](#)
DOC policy 1.4.B.1 -- [Individual Program Directives \(IPD\)](#)
DOC policy 1.4.E.10-- [Medical Services Copayments](#)
DOC policy 1.4.G.1 -- [Inmate Release Plan and Transition Programming](#)
DOC policy 1.5.A.6 -- [Community Service Program](#)
DOC policy 1.5.G.1 -- [Supervision Fees](#)
DOC policy 1.5.G.4 -- [Community Risk Assessment and Supervision](#)
Parole OM 7.4.G.1 -- [Travel/Work Permits for Parolees](#)
Parole OM 7.4.G.3 -- [Initial Interview, Supervision Agreement and Suspended Sentence Supervision Agreement](#)
DOH policy -- [P C 06D Health Care for Community Transition Program](#)

VI Revision Log:

September 2004: New policy.

December 2004: **Added** reference to the Individual Transition Plan (ITP) throughout the policy. **Shifted** duties from other staff to the Transition Case Manager. **Revised** procedures to enter a group #2 offender into the Community Transition Program. **Added** information about the Parole Release Manager setting a release date for the offender. **Added** procedures under Financial Considerations and under Release to Community Placement. **Deleted** reference to DOC policy 1.4.B.4. **Clarified** the use of medical co-pay and the financial responsibility for medical services. **Deleted** three attachments. **Deleted** information on re-entry workshop.

August 2005: **Revised** the policy to denote that the CTP program will be run in two phases. **Added** reference to DOC policy 1.5.D.4. **Deleted** attachment on consent for information disclosure. **Added** attachment on CTP quick facts. **Added** restriction that offenders handling of paychecks. **Added** requirement

that offenders work with prison health services on outside services. **Added** definition for Individual Transition Plan.

October 2006: **Changed** the time frame to detain a CTP offender arriving back at the unit late. **Noted** that the parole agent will input the off-unit schedule in the ITP. **Revised** the steps for offender paychecks so the paychecks now go to the transitional case manager. **Revised** gate money criteria. **Noted** that the parole agent has authority on travel permits. **Revised** the steps on offender release to community placement. **Revised** some unit staff responsibilities. **Added** CRT employment guidelines for phase two offenders. **Added** reference to DOH policy P-C-06D. **Added** procedures for CTP offenders who do not return to the unit.

October 2007: **Added** attachment 2. **Added** additional procedures for notification of the business office. Minor style/format changes throughout the document. **Expanded** Group #1 in the section on targeted community transition program participants. **Clarified** how paychecks/cash is to be handled. **Added** another responsibility for the Parole Agents (approving and entering the release plan into Citrix). **Revised** attachments 1-4.

August 2008: **Revised** formatting of policy and attachments in accordance with DOC policy 1.1.A.2. **Added** Yankton Minimum Unit to ss (B1a) and **deleted** "Executive Director" in ss (B3) of Community Service Program Overview). **Added** "the agent will be notified and receive a copy of the disciplinary report and findings" and **replaced** "removal" with "termination" in ss (A1b), **added** "receive a CTP termination notice from the DOC" in ss (2b1) and **added** "Offenders must" to ss (4 and 5) of Community Transition Program Guidelines. **Added** "DOC policy" when referencing DOC policies in ss (V). **Revised** titles of Attachments 1 and 3 to be consistent with policy, attachments and WAN. **Added** Yankton Minimum Unit to ss (A1) of page 2 in Attachment 2. **Revised** other minor spelling, grammatical and wording throughout policy.

March 2009: **Deleted** reference to all others and new system inmates in definition of IPD. **Replaced** TCM's with unit case managers and vice versa when appropriate throughout policy and **deleted** reference of Parole Release Manager throughout policy. **Added** release planning to ss (B2 of Community Transition Program Overview). **Deleted** former ss (A1) regarding TCMs screening offenders approved for Parole not yet released, **added** reference to Unit CMs in ss (A), **revised** notification process in ss (A2), **replaced** Parole Release Manager with TCM in ss (A5), **added** reference to LSI-R assessment in ss (B2), **replaced** TCM with unit staff and parole agents as it references SDWP in Pierre, **added** reference to TCMs in Sioux Falls in ss (B5b), **deleted** former ss (D1), **added** reference to room and board deductions in new ss (D1 and D2) and **revised** ss (H1) to state parole agents will notify the business office all within Identification of CTP Participants. **Deleted** reference to termination notice in ss (2b1), **deleted** former ss (2b2) regarding locating the offender and **added** ss (A3c) all within CTP Guidelines. **Added** new ss (A, B, B1, C and D), **added** reference to housing and meals in ss (E), and **added** reference to direct deposit in ss (E6a) and **added** reference to \$1500 in ss (G2a) and **deleted** ss (G3) regarding money received from room and board will be paid to the respective facility all within Financial Considerations. **Revised** statement regarding charges ss (A2a within Business Office Notification). **Added** ss (E1a) **revised** ss (E3) to state original signed copies will be retained and **deleted** former ss (E4) of Release to Community Placement. **Revised** minor wording and grammatical changes throughout policy. **Revised** Attachment 2 to include MDSP and SDWP under section 3. **Revised** Attachment 4 to include reference to the \$10.00 per day charge, room and board charge procedures.

April 2010: **Revised** formatting of Section 1. **Replaced** MDSP with Unit C regarding Phase 1 within ss (B1a of Community Transition Program Overview). **Deleted** low medium and minimum custody level from ss (A1, B1, C1 and D1 of Targeted Community Transition Program Participants). **Replaced** 4 with 6 months in ss (A and D), **added** upon release to CTP in ss (A6, C4 and D5), **added** reference to Pierre for the TCM in ss (B5b) and **deleted** minimum or low medium custody level within ss (B7) all within Identification of Community Transition Program Participants. **Revised** ss (A3) to reference restricted to the grounds of the facility until curfew, etc. is established and **deleted** former ss (A3c) referencing exceptions may be made under certain circumstances both within Community Transition Program Guidelines. **Added** reference to minimum in ss (G2) and **added** mental health services to ss (H) both within Financial Considerations. **Deleted** reference to parole regarding file in ss (E) and **added** new ss (H) both within Parole Agent Responsibilities. **Deleted** parole regarding reference to file in ss (D of Unit Staff/TCM Responsibilities). **Added** DOC policies: 1.2.E.1, 1.3.C.4 and 1.5.A.6 in Section V. **Revised** location of phase 1 of CTP within (Attachments 1, 2, 3 and 4), **replaced** will with may regarding violating a prohibited act may result in removal from CTP within (Attachment 1), **deleted** third day after arrival in (Attachment 4), **added** mental health services to (Attachment 3) and **revised** titles of attachments to be consistent with attachments on the WAN.

March 2012: **Added** definition of “ATL” and “Absconder” and “CTP Absconder”. **Added** “for male inmates” and “typically” and “Mike Durfee State Prison. If a male inmate does not complete phase one at MDSP, they will complete this at” and **Deleted** “for male inmates and” and **Replaced** with “Female inmates will complete phase one at” in Section 1 B. 1. a. **Added** “wages at a rated set by the DOC” and **Added** “Phase one or two offenders who meet the eligibility standards set forth in DOC policy” and **Added** “CTP offenders are subject to all codes of conduct and rules described within CSP policy” to Section 4 A. 4.b.1). **Added** “and/or Transition Case Managers” to Section 4. ss 2, ss3 and ss3 a. **Removed** attachment 4 from Section 4. Ss 2. **Replaced** Attachment 3 “quick facts about the CTP program with Attachment 2 “the CTP Guidelines” in Section 4. C. **Added** “parole staff” to Section 4 3. B. Added 2. and 2a. b. c. to Section 4. **Added** 3. and 3. a. b. c. to Section 4. **Added** CTP II to Section 4. 4. a. and b. **Added** “immediately when a CTP II offender does not return by their designated return time” and (if the offender has not yet made contact with the parole agent)” and “and document this in PATS (See Parole Services OM)” in Section 4 4. b. 1). **Renumbered** previous a. to b. in Section 5 E. 2. **Added** “(unless the room and board costs are waived by the Executive Director or designee)” in Section 5. B. 1. **Added** “Phase II (CTP II) and **Added** “in either the spend account, savings account, work release expense account or frozen account” in Section 5 E. **Deleted** “unit staff or” and **Added** “a transition case manager” in Section 5 E. 1. **Added** a. “Excluding Prison Litigation Reform Act (PLRA), CTP II offenders will not have disbursement accounts deducted from earnings while in the CTP II” in Section 5 E. 2. **Deleted** 3. “Any funds sent to an offender in the CTP must be directed to the appropriate mail room and labeled CTP, Offender name and Offender number” from Section 5 E. **Added** “or business office” to Section 5 E. 6. a. **Deleted** “needing spending cash will utilize the procedures from DOC policy that are outlined for work release inmates” and **Replaced** with “may request an advance of spending cash to purchase items necessary to being employment i.e. clothing (footwear, headwear) transportation costs or work supplied deemed appropriate by their transitional case manager” in Section 5 E. 6. and **Added** 1) to Section 5 E. 6 b. **Removed** 2. and 2. a. and b. from Section 5. G. **Added** “for non-emergent medical needs” and **Added** a. to Section 5 H. 2. **Deleted** 2. “The procedures in DOC policy will be used for notification of affected DOC staff, victims other law enforcement agencies etc. in Section 5 E. b. **Added** “an approved” release plan “is in place.” and **Deleted** “can be in process when the \$1500 and programming has been met.” and **Added** “any other funds in an inmate’s sub accounts” and **Added** “The supervising parole agent or transitional case managers shall notify the respective business office of the removal of any offender from the CTP” to Section 5 J. **Added** “based on their supervision level” in Section 5 K. **Deleted** L. “If a CTP offender exceeds the \$1500 limit while in CTP, and is not actively developing a release plan to leave CTP, they may be charged a penalty” in Section 5 G. **Deleted** “the offender’s employment” and **Replaced** with “pending paychecks” in Section 6 A. 1. **Deleted** “anything that is pending” and **Replaced** with “all inmate trust account funds in the savings and” in Section 6 A. 1. **Added** “and/or Transition Case Managers” to Section 7 A. **Deleted** “phase one” in Section 7 F. and F. 1. & F. 2. **Added** F. “Unit staff/TCMs will coordinate and communicate information regarding an offender’s supervision agreement, off unit schedule, restrictions, curfew, etc. with the parole agent through the ITP to Section 8.

March 2013: **Deleted** Individual Transition Plan (ITP) definition and **Replaced** with “Case Plan” and **Deleted** reference to ITP and **Replaced** with “case plan” throughout the policy. **Deleted** “Group 1, 3, or 4” and “phase one” and **Added** “Assigned an “Alert status”- Restricted to the unit” in the definition of “CTP Absconder” **Deleted** B. “The CTP consists of two phases” and the subsections the followed within Section 1 B. **Added** “(including chemical dependency, budgeting and money management, case planning for release, corrective thinking programming, etc.” in Section 1 C. **Added** (including housing, employment and accessing community based treatment services” in Section 1 C. 2. **Deleted** reference to CTP I and CTP II in Section 3 and **Replaced** with “CTP” **Deleted** “The Classification and Transfer office will provide a list of transferred inmates to the affected staff” and “Upon release to CTP, the offender’s custody status will be updated to read PA, which will identify the offender as being on parole” in Groups 1-4 in Section 3. **Deleted** “Send a transfer order to the Classification and Transfer Office” and **Replaced** with “Enter transfer information in the Movement Module in COMS” in Section 3 A. **Deleted** “assigned a wing code of PAWK” and **Replaced** with released to Parole CTP and admitted back with reason of CTPPR” in Section 3 A. 7. **Deleted** “send” and **Replaced** with “enter” and **Deleted** “order to the Classification and Transfer Office” and **Replaced** with “information in the COMS Movements Module” in Section 3 B. 7. **Deleted** “assigned a wind code of CDWK” and **Replaced** with “CTP phase 2” in Section 3 B. 8. **Deleted** “send” and **Replaced** with “enter” and **Deleted** “order to the Classification and Transfer Office” and **Replaced** with “information in the COMS Movements Module” in

Section 3 C. 4. **Deleted** “wing code of PAWK” and **Replaced** with “reason and custody denotes CTP” in Section 3 C. 4. **Deleted** “Send a transfer order to the Classification and Transfer Office” and **Replaced** with “Enter transfer information in the COMS Movements Module” in Section 3 C. 4. c. **Deleted** “a wing code of PAWK” and **Replaced** with “CTP 1 or CTP 2” in Section 3 C. 6. **Added** “restricted to the unit” to Section 4 A. 2. **Added** “alert status-restricted to the unit” in Section 4 A. 2. a. and 3. in Section 4. A. **Added** “(not restricted to the unit)” in Section 4 A. 4. a. **Added** “the Alerts screen in COMS” in Section 4 A b. **Added** “credit obligations” to Section 5 A. **Deleted** “not begin to accumulate until” and **Replaced** with “will be determined on a percentage of the inmate’s income” in Section 5 B. **Deleted** “charge” and **Replaced** with “percentage rate” in Section 5 B. 1. **Added** “percentage rate” and **Deleted** “jail or halfway house and approved” in Section 5 C. **Deleted** “in either the spend account, savings account, work release expense account or frozen account” and **Replaced** with institutional account” and **Deleted** “except as noted for housing and meal costs” in Section 5 E. **Deleted** a. “Excluding Prison Litigation Reform Act (PLRA), CTP II offenders will not have disbursement accounts deducted from earnings while in CTP II” and b. Offenders in the CTP who have financial obligations under the provisions of the PLRA will first have deducted from any incoming funds the amount ordered by the court for filing/appeal fees and court costs” in Section 5 E. 2. **Added new** 3 “Any funds sent to an offender in the CTP must be directed to the appropriate mail room and labeled CTP with the offender name and offender number” in Section 5 E. **Renumbered** items that follow. **Added** c. to Section 5 E. 6. **Added** 7 “Excluding PLRA, unit staff or CTP Coordinators will change the offender’s fixed obligations to reflect a zero balance while an offender is in CTP (does not apply to COI)” and **Added** a. “This should not be interpreted by the offender to mean that all of his/her debts and/or obligations are paid in full” and **Added** b. “The PLRA withholding requirements remain in effect when an offender moves to CTP” all in Section 5.E. 6. **Deleted** 1. “CTP I offenders will only be allowed to spend money from their spend subaccount consistent with the restrictions set forth in policy” in Section 5 F. **Deleted** G. “A commissary slip and acknowledgement form will be given to the offender for signature at the time he/she enters CTP” in Section 5. **Deleted** 1. “By the offender’s signature, he/she agrees that if community placement in the CTP is revoked by the Parole Board, the offender will be charged eighteen dollars per day for each day he/she is involved in CTP, minus any room and board costs that the offender has already paid at any minimum/community facility” in Section 5 G. **Deleted** 2. “By the offenders signature, he/she also agrees to a charge of eighteen dollars per day for every day they are housed at a minimum/community facility after reaching the goals established on the ITP” in Section 5 G. **Renumbered** previous G. 2. a. to G. in Section 5. **Added** b. “All of the room and board charges/credit obligations and cost of incarceration will be deducted from the offender’s account before the final release check is created.” to Section 5. G. **Added** “The eligibility for gate money will be based on the date the offender transfers from CTP to the community, not the point in time when the inmate transferred from facility confinement to CTP” in Section 5 I. **Deleted** “any other funds in the inmate’s sub accounts (savings, spend and work release expense)” and **Replaced** with “funds in the work release expense account, if applicable, frozen” and **Deleted** “The supervising parole agent or” in Section 5 J. **Added** “to include any obligation in the work release expense account” in Section 5 J. 1. **Added** 3. “Disbursement account obligations will be re-established by the CTP Coordinator with notification to respective unit staff” in Section 5 J. **Deleted** “based on their supervision level” in Section 5 K. **Deleted** “from pending paychecks and all the inmate’s sub accounts” and **Replaced** with “From the offender’s employment and anything that is pending in the work release expense account” in Section 6 A. 1. **Deleted** 2. “Upon the disposition of a violation hearing on a CTP offender” in Section 6. **Deleted** a. and b. in Section 6 A. **Deleted** “on how many days to charge the offender’s account for room and board and **Replaced** with “within five business days” in Section 6 A. 2. **Deleted** B. “The business office will calculate room and board charges based on the total number of days the offender was in the program” in Section 6. **Deleted** b. “This notification will indicate how many days to charge the offender’s account” in Section 6 A. 3. **Added** “CD treatment” in Section 7 B. **Deleted** “through the ITP database on Citrix” and **Replaced** with “in COMS” in Section 7 B and G.

March 2014: **Deleted** B. “The room and board costs for parolees housed at a MN custody level unit will be determined based on a percentage of the inmates income the date the inmate has started his/her employment” in Section 5. **Added** C. **Deleted** “unit staff or CTP coordinators will change the offender’s fixed obligations to reflect a zero percent when an offender is in CTP (does not apply to costs of incarceration) and **Replaced** with parole fees and CRP room and board, CTP offenders will not pay on fixed obligations” in Section 5 C. 6. **Deleted** “and mental health services provided through the facility” and **Replaced** with

“services and all medical care will be provided or coordinated through prison health services” in Section 5 G. **Deleted** “not pre-approved by Health Services in accordance with” and **Replaced** with “that may be levied while under supervision” in Section 5 G. 1. **Deleted** “medical care provided off site and coordinate off site services for non-emergent medical needs with prison health services” and **Replaced** with “off-site medical care that is required and received. Offenders must notify health services staff immediately upon returning to the unit. Emergency medical, mental health and dental care is defined as care for an acute illness or an unexpected health need that cannot be deferred until the next scheduled sick call or clinic” in Section G F. 2. **February 2015: Added** definition of CTP Phase 1, CTP Phase 2, CTP Review Team, Extended Detainment, Deleted definition of CTP Absconder. **Added** 3. to Section 1 B. **Added** 3 to Section 1 C. **Added** “or violation” in Section 1 C. 3. **Added** “after being released to supervision in the community who are known to have” and **Added** “or who meet a high level response type on the Response to Violation Matrix” in Section 2 B. **Added** a “through the use of extended detainment” and **Added** “or as a containment plan to allow time for DOC staff to develop an alternative to a revocation of parole. Participation in CTP for these offenders as a containment plan will be reviewed and approved by the CTP Review Team” to Section 2 B. 1. **Added** “or who meet a high level response type on the Response to Violation Matrix” in Section 3 B. **Added** “the signed forms will be scanned into COMS and available on the Release Plans screen” in Section 3 B. 5. **Added** “unless other arrangements have been made through the Classification and Transfer office” in Section 3 B. 5. a. and b. **Added** “parole agent and” in Section 3 B. 6. **Added** 8. and a. to Section 3 B. **Added** “unit manager and” in Section 3 C. 3. and Section 3 D. 3. **Added** d. and e. to Section 4 A. 1. **Added** CTP phase 1 and deleted “to the unit” in Section 4 A. 2. and 2. a. and 3. **Added** “or if reasonable grounds exist to believe the offender has absconded” in Section 4 A. 2. **Added** “CTP Phase 2. (not restricted to the unit” in Section 4. A. 4. a. and 5. and 5. a. **Added** c. to Section 4 a. 1. **Added** “the parole agent shall be responsible for maintaining the offender’s alert status” in COMS” in Section 4 A. 5. **Added** new Section 5 **Deleted** C. “Once the daily percentage for room and board charges has been established, this amount must be added to the offender’s fixed obligations screen in COMS by the TCM” in Section 6. **Deleted** “cost of incarceration” in Section 6 F. **Deleted** “five (5) working days” and **Replaced** with “two weeks” in Section 10 E. 1. Minor grammar changes. **Deleted** Attachment 3 and **Added** new attachment 3 and 4. **August 2015: Added** definition of “Parolee” **Deleted** “or during the first two days” and **Added** “will be placed on Phase 1 for a minimum of two days” in definition of CTP Phase 1 Restricted. **Updated** the facility names in Section 1 A. 1. **Deleted** “The supervising parole agent has authority to not require a group 1,3, or 4 offender transferring from DOC secure custody be placed on CTP Phase 1 Restricted status for the first two (2) days in CTP” in Section 4 A. 1. d. **Deleted** b. “The supervising parole agent may place a CTP Phase 2 offender on CTP Phase 1 Restricted in response to the offender committing a rule violation, or for other reasons that support an offender should not have off-grounds privileges.” in Section 4. 1. **Deleted** d. “The supervising parole agent who placed the offender on CTP Phase 1 Restricted may transfer the offender from CTP Phase 1 Restricted back to CTP Phase 2.” in Section 4 1. **Deleted** “restricted by the Review Team” in Section 4 A. 2. **Deleted** “competitively employed” and **Replaced** with “locate, secure and begin employment in an approved legal, paid occupation” and **Deleted** “two weeks” and **Replaced** with “six weeks” and **Added** “due to certain conditions or disabilities” and **Added** “or granted an extension” and **Added** “or his/her designee” in Section 4 A. 6. **Added** 7 a.-d. and 8. to Section 4 A. **Deleted** “employability and **Replaced** with “employment and/or means of support standards” in Section 4 B. **Added** “and notify the supervising parole agent” in Section 5 A. **Added** new B. to Section 5. **Added** “If placed on Phase 1 Restricted. **Deleted** “An ATL will be issued to law enforcement by the offender’s supervising agent” in Section 5. **Deleted** “The CTP Review Team will determine whether to place the offender on Phase 1 Restricted status. If the CTP offender is placed on Phase 1 Restricted, the supervising parole agent will immediately change the offender’s Alert Status to Phase 1 Restricted in COMS.” in Section 5 C. 1. **Added** “or the parole agent determines the offender has likely absconded” to Section 5 D. and Section 5 E. 1. **Deleted** “directly contact one of the staff designated” and **Replaced** with “refer to the steps contained in the” in Section 5 E. 2. **Deleted** 5 in Section 5 E. **Created** new Section 5. Job Search and Employment. **Added** “individualized” and **Added** “based on the offender’s work and programming schedule” in Section 9 A. **Added** new B. in Section 9. **Added** “contacts with CTP offenders” and **Added** “this is applicable to offenders on phase 1 or 2 with no curfew hours” in Section 9 D. **Added** E. and F. to Section 9. **Added** F. and G. to Section 10. **Updated** and made changes to Attachments 1-4.

February 2018: Deleted CTP Review Team and CTP Case Plan definition. Added "Offenders may be required to attend programming in the community" and Deleted "Provide community program services (including chemical dependency, budgeting and money management, case planning for release, corrective thinking programming) and interim housing for released offenders in order that they may pursue employment and program opportunities with an emphasis on community transition" in Section 1 B 1. Added 4. to Section 1 C. Combined Groups #3 and #4 into 1 in Section 2. Added "provide the offender specific behavior guidelines and program requirements such as curfew times, financial management/responsibility, residence requirements, etc. and document this within a case plan" and Deleted CTP Case Plan in Section 3 A. 4. Deleted "Enter transfer information in the Movements Module in COMS" in Section 3 A 5. c. Added "will provide their supervisor, Director of Parole and the Classification and Transfer Manager an email" and Deleted "complete a field services memo" in Section 3 B. 1. Added "parole agent, supervisor and Director of Parole" and Deleted "CTP Review Team" in Section 3 B. 8. Combined groups 3 and 4 into group 2 in Section 3. Added "immediately" and Deleted "no later than the following day after the report is generated" in Section 4 A. 1. a. Added "disciplinary or other behavior related reasons" and Added "Depending on the circumstances of the event, the inmate may remain on Phase 2 and placed on "no hours/restricted to the unit". in Section 4 A. 3. Added 5. to Section 4 A. Added 4. to Section 5 A. Deleted "pay" and Replaced with "community service hours" and Deleted a. in Section 5 A. 1. Added "Offenders who fail to secure employment as required may be detained or placed in Community Service jobs" and deleted "6 weeks" and Replaced with "10 weeks" in Section 5 A. 2. Added d. e. and f. to Section 5 A. 3. Added a. to Section 5 A. 5. Deleted D. in Section 6. Added "The offender will be placed on ATL status and moved to TMPA by the institution. The offender will be placed on ATL status no longer than 7 days before a violation report for absconding will be written and submitted for an absconder warrant. One an absconder warrant is issued, the offender may be terminated from CTP" and Deleted "The parole agent will issue a violation report for absconding and document this in COMS, in accordance with DOC policy 1.5.G.11 [Parole Services Absconder Management](#). A warrant of arrest will be issued in accordance with DOC policy 1.5.G.8 [Parole Services-Detainers and Arrest on Violation](#)" in Section 6 D. 1. Added "The DOC or Board may require payment of certain fees by the offender, if reasonable. Prior obligations of child support and restitution payments shall take precedence over the collection of certain fees by the DOC" to Section 7 A. Added "when an inmate receives earnings from employment (25% of net)" and Deleted "may begin to accrue the day the offender is transferred to a facility on CTP status" in Section 7 A. 2. Added 1. To Section 7 C. Added 3. to Section 7 I. Added "any disability status or accommodations, health and/or behavioral health needs" in Section 9 C. Added "and is set and adjusted by the offender's parole agent" in Section 9 H. 2. Deleted 3. in Section 9 H. Deleted "may be recommended by the Executive Director or designee" and Replaced with "as determined by the parole agent" in Section 11 B. Deleted "Executive Director or designee" and Replaced with "supervising parole agent" and Deleted "unit case manager" in Section 11 D. Deleted "two weeks" and Replaced with "five business days" in Section 11 E. 1. Deleted a. in Section 11 E. 1. Deleted 2 in Section 11 A.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

05/15/2018

Date

Attachment 2: CTP Guidelines for Males and Females

Located in COMS on the Alert Screen (OCDALERT) Intake Screen (OCDINTAK) Case Plan Screen XX?. Click [here](#).

South Dakota Department of Corrections
Policy
Distribution: Public

Attachment: CTP Guidelines for Males and Females
Please refer to DOC policy 1.5.G.2
Community Transition Program

CTP Guidelines for Males and Females

Property Regulations.

For Males:

- 6 pairs of jeans/pants
- 1 cap
- 6 shirts
- 6 pairs of underwear
- 6 pairs of socks
- 1 winter jacket
- 1 pair of gloves
- 1 pair coveralls (if working outside)
- 1 thermal underwear

For Females:

- 6 pairs of jeans/pants
- 1 cap
- 8 shirts
- 8 pairs of underwear (brief or bikini)
- 8 pairs of socks
- 1 winter jacket
- 1 pair of gloves
- 1 pair of coveralls (if working outside)
- 1 thermal underwear
- 8 hair accessories
- 8 bras (without under wire)

Additional Property Rules:

- Unit staff may set additional limitations to this list and may allow additional property items.
- Work uniforms will be reviewed by Unit Staff for approval.
- Your family may drop off clothing for you but these clothing items must be approved by Unit Staff.
- Indigent commissary is available for hygiene items and padlocks.
- All allowable property must fit in your personal storage locker.

Items Not Allowed on the Unit:

- No hooded sweatshirts
- Earrings
- CD players or tape/CD's
- Cell phones
- Alcohol or tobacco products
- No logos on any clothing item, including caps (exceptions may be granted by Unit Staff for clothing issued by an employer)
- Items not purchased through commissary (exception for approved clothing dropped off by a family member.)

Curfew Hours off the Unit:

- Parole Agents or Transition Case Managers will enter the initial curfews when starting phase II and may adjust curfew times after employment is secured. Curfew will be Monday through Friday with no weekend hours. After employment is obtained, curfew will be expanded to up to 16 hours per day. Curfew will be reduced if employment is not secured.
- CTP I offenders and CTP offenders not assigned curfew hours must remain within their assigned facility and/or on the grounds.

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South Dakota Department of Corrections
Policy
Distribution: Public

Attachment: CTP Guidelines for Males and Females
Please refer to DOC policy 1.5.G.2
Community Transition Program

- You are expected to be employed, seeking employment, or accessing community resources when you are off of the unit.
- Visits with family and/or friends in the community must be approved in advance by your parole agent.
- You may be required to complete a program directive(s) before being allowed off of the unit.
- Those working day labor will not be allowed to take night (graveyard) shifts for temporary employment. Inmates working at least forty (40) hours per week may request approval to work night shifts from Unit Staff or their transition case manager.
- Curfew times must include a minimum of eight (8) hours daily on the unit for sleep time.
- If you call in sick to your employer, you are required to remain on the unit for the day/night.

Employment Requirements:

- Community Transition Program offenders are expected to secure employment as soon as possible.
- Every week you remain unemployed may cause a reduction in the amount of hours you will be allowed off of the unit.
- Staff may use contact sheets to verify you are searching for employment and applying for jobs.
- If you remain unemployed for an extended period of time, staff will review your situation and consider further action.

Money Earned while Employed in the CTP:

- You may be granted a one-time loan of \$30 to start your job search once you are moved to Phase II.
- You may turn in extra commissary slips (when employed) for other work related expenses. (These are subject to approval by Unit Staff or the transition case manager)
- All income earned must be mailed in by your employer or be direct deposited with the DOC in Pierre, SD.
- Your transition case manager will provide the account information to your employer. If any tips or cash transactions are earned, they must be turned in to staff and a receipt will be issued to you. Failure to turn in your earned income may result in disciplinary action.
- You will be charged room and board from the first day of employment until you are released from the program at a rate set by the DOC, county jail or halfway house where you are assigned.
- You are acknowledging by your signature that if you do not complete the CTP successfully and are terminated from the program, you will be charged an additional \$18 a day for each day involved in the program.

Use of Telephones on the Unit:

- You may use the payphone available on the unit from 6:00 a.m. – 10:00 p.m. daily, unless other restrictions apply or placed on the use of the telephone by unit staff.
- You may set up a debit phone account for outgoing telephone calls.

Laundry Requirements:

- Your laundry will be done on the unit until you are employed. Once you are employed, you are responsible for your own laundry.

Medical Requirements:

- You are afforded access to medical services through prison health services.
- You are responsible for your own medical co-pay and any other medical charges that may be levied again you while you are under the supervision of the DOC.
- You are required to notify prison health services of any medical care provided off-site to you and to coordinate off-site services with prison health services.

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ATTACHMENT 3: NOTIFICATION FOR CTP PHASE 1 OFFENDERS WHO ABSCOND PAROLE SUPERVISION

The **Notification for CTP Phase 1 Offenders who Abscond Parole Supervision** form is located on the state's WAN.

A copy of the **Notification for CTP Phase 1 Offenders who Abscond Parole Supervision** may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access:

SD Parole Services Operational Memorandum Distribution: Non-Public	7.3.E.4 Absconder Management
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Attachment 3

Notification for CTP Phase 1 Offenders Who Abscond Parole Supervision

High risk offender absconds parole supervision: Immediate/Initial Agent Response:

1. Agent will confirm, verify, and assess that the offender involved is CTP Phase 1.
2. Agent will complete direct notification to DOC Parole Senior Staff – Exe. Director and/or Dir. Of Parole Services.
3. Parole agent will then produce/complete a "Booking Summary" report and an "Attempt to Locate" report for the offender from COMS.
 - a. Parole agent will add pertinent information to the body of an email (recent information that may assist LE in locating subject) and attach/forward the "Attempt to Locate" report to the Fusion Center for further dissemination to LE.
 1. SDFusionCenter@state.sd.us (605) 367-5940
 2. The email to the Fusion Center should include a request that the information be included on a "Special Bulletin" and the nature of the situation (ex.: "Request for a Special Bulletin – CTP Phase 1 that has absconded") to ensure it is quickly and individually disseminated to LE.
4. Parole Agent should alert Local Law Enforcement contacts, including local fugitive task force (if applicable) to get local LE involved with attempting to locate the offender.
5. Parole Agent will then forward the email sent to the Fusion Center as an update/notification to DOC Senior Staff - Secretary Kaemingk, Laurie Feiler, Doug Clark, Brad Lewandowski, Michael Winder, and the respective Regional Supervisor. The body of email should contain a brief explanation of the situation, known/recent supervision history, attempts to locate, and any other pertinent information to the case. The Agent should attach the following reports/information to this email:
 - a. The "Attempt to Locate" poster (previously sent to Fusion Center)
 - b. Booking Summary Report from COMS
 - c. Psycho-Sexual Report on the offender – available on the "M" Drive: [M:\DOC\STOP Program\Psychosexual Reports \(ABEL & Report\)](#) (if applicable).

Follow-up Response from Parole Agent:

1. The Parole Agent will continue to be the point of contact, continue to work with law enforcement, and will follow up and/or forward information as it becomes available.
2. The Parole Agent initiate the violation report/warrant process and submit to Board Office through established procedures.
3. The Parole Agent will complete a Major Incident report outlining the incident and response as established in current OM/DOC Policy, and submit to Parole Senior Staff, including the respective Regional Supervisor.

****Note – When out of the office/after normal business hours, Agents can access COMS to create the necessary reports utilizing VAS ("Virtual Access Service") without having to report to the office.**

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ATTACHMENT 4: CTP PHASE 1 RESTRICTED ABSCONDER NOTIFICATION

The **CTP Phase 1 Restricted Absconder Notification** form is located on the state's WAN.

A copy of the **CTP Phase 1 Restricted Absconder Notification** may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access:
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **CTP Phase 1 Restricted Absconder Notification**.

South Dakota Department of Corrections Policy Distribution: Public	Attachment: CTP-Absconder Please refer to DOC policy 1.5.G.2 Community Transition Program
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CTP Phase I Restricted Absconder Notification

The provisions contained within this attachment apply to all CTP offenders with an "Alert Status-CTP Phase 1 Restricted" noted in the Alert screen of the Community Offender Management System (COMS).

Staff shall verify any alerts that apply to the CTP offender through COMS.

The Officer in Charge will verify that the parolee is on CTP Phase I Restricted status and contact the supervising agent to initiate the "Notification for High Risk Offenders who absconds: Parole Supervisor" process.

The supervising agent will directly contact one of the following staff as notification and to initiate the process to issue a warrant on NCIC. The supervising agent will then complete the steps of the "Notification for High Risk Offenders Who Abscond: Parole Supervisor" (as outlined in Attachment #2).

Executive Director of the Parole Board (Ed Ugentberg: office (605) 762-9152, state cell (605) 941-4147,
Personal cell (605) 321-4515

Rick Leslie: office (605) 367-5020, state cell (605) 201-1109

Doug Clark: office (605) 367-5732, state cell (605) 941-1970

The Executive Director of Parole (or designee) will respond verbally and via email to authorize the issuance of a warrant and indicate whether the warrant shall be issued by the Board Office or the Control Room.

Board office will issue warrant (during regular work hours)

Control room will issue warrant (After work hours or on weekends/holidays)

The Executive Director of Parole or designee will then complete direct notifications to applicable DOC Senior Staff as required in current Parole OMI/DOC Policy.

Instructions for Control Room Listing Absconders on NCIC:

- Log into NCIC
- Go to Forms-Administrative Messages-Administrative Messages (AM)
- Originating Agency Code (ORI) should already be there otherwise SD049015C for Jamison CTRL and SD049035C Main CTRL
- Destination ORI/NLETS Region code (DRI): SD032025Y
- Body of Message Text will say:

PLEASE PLACE THE FOLLOWING PAROLE VIOLATOR/ABSCONDER ON NCIC:

NAME:
WARRANT #: SD-
ORIGINAL OFFENSE:
SEX:
PLACE OF BIRTH:
DOB:
RACE:
HEIGHT:
WEIGHT:
HAIR:
EYES:
COMPLEXION:
SSN:
FBI #:

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South Dakota Department of Corrections Policy Distribution: Public	Attachment: CTP-Absconder Please refer to DOC policy 1.5.G.2 Community Transition Program
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SD WILL EXTRADITE WITHIN CONTINENTAL USA

POC: -your name, agency, contact# (Example: Joe Smith, SD State Penitentiary Main Control, 605-367-5001/5000/5100)

10-50

Go to Options & select Auto Print
Hit the Plus sign to send message

10-50 tells State radio to broadcast every 4 hours. Broadcast must be canceled when apprehended. When control is notified of apprehension, OIC is notified and decision is made to cancel broadcast by calling State Radio.

*All information to be included in the above narrative can be found on Mainframe

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