

1.1.A.3 Staff Reporting Information to DOC Administration and Office of Risk Management

I Policy Index:



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Office of Primary Responsibility: DOC Administration

II Policy:

Information will be reported to the Department of Corrections (DOC) Administration Office and other officials as described in this policy.

III Definitions:

Absconder:

Any parolee under the supervision of the Parole Services Division (on parole and/or suspended sentence) whose whereabouts are unknown to the supervising parole agent and whose intent, it has been determined, is to avoid supervision by Parole Services or contact by the agent or law enforcement. This includes any offender who is deliberately making his/her whereabouts unknown to his/her agent (See DOC Policy 1.5.G.11 [Parole Services Absconder Management](#)).

Absence Without Leave (AWOL):

The failure of a juvenile to return to their assigned institution while on an approved leave. Any juvenile placed at a facility that is unaccounted for a one-hour time period (or longer), while on an approved leave, is considered to be AWOL.

Assault:

Any person who:

1. Attempts to cause bodily harm to another and has the actual ability and intent to cause the injury;
2. Recklessly causes bodily harm/bodily injury to another; or
3. Negligently causes or attempts to cause bodily injury to another with a dangerous weapon.

Attempt to Locate (ATL):

A notice issued to local law enforcement by a supervising parole agent when an offender's whereabouts is unknown, and efforts are currently underway to determine whether the offender has absconded.

DOC Staff:

For the purposes of this policy, a staff member is any person employed by the DOC, full or part time including an individual under contract assigned to the DOC, an employee of another State agency assigned to the DOC, authorized volunteers and student interns.

Escape:

The unlawful departure of an inmate from the secure perimeter of an institution or the deliberate departure or fleeing of an inmate from secure custody or detention, such as during a transport. An inmate housed within the secure perimeter of a DOC institution who is unaccounted for a one-hour or longer may be placed on escape status by the Warden or designee (See SDCL § 22-11A-1).

Office of Risk Management:

An office of the South Dakota Bureau of Administration responsible for protecting the assets of the state of South Dakota while conducting governmental activity, managing risk through insurance programs, and application of safety and loss control techniques. Risk Management has the primary responsibility of implementing the risk management objectives of the state to ensure its operations are not impaired by loss.

Runaway:

The unauthorized departure of a juvenile committed to the DOC from a private or secondary placement institution, or from some person assigned to supervise the juvenile, includes during transport. Any juvenile placed in a private or secondary placement institution who is unaccounted for a one-hour time period or longer is considered to be on runaway status.

Serious Injury:

Must require immediate medical attention, emergency treatment or hospitalization and considered by medical staff or person making the report to be a critical condition/life threatening.

Sexual Abuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument (unrelated staff performance of official duties).
- (4) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks (unrelated to staff performance of official duties).
- (7) Any display by a staff member, of his/her uncovered genitalia, buttocks, or breast in the presence of an offender or parolee.
- (8) Voyeurism by a staff member.

Walkaway:

The unauthorized departure of an inmate from a DOC Community Work Center, work release, community service, furlough or while approved to access the community and be unaccounted for one hour or longer.

IV Procedures:

1. Monthly Reports:

A. The following DOC staff will electronically submit monthly activity reports to the DOC Administration Office Executive Assistant, the Communications and Information Manager and Secretary of Corrections prior to the fifth (5th) of each month. The report will include information designated within the *Monthly Report to the Secretary of Corrections* form ([See Attachment 1](#)).

1. Wardens will submit a monthly activity report for their respective institutions.
2. Director of Parole will submit a monthly activity report for parole.
3. The Director of Classification and Transfer will submit a monthly activity report for classification and transfer.
4. Director of Juvenile Services will submit one monthly activity report for the Division of Juvenile Services and DOC Foster Care program.
5. The Director of Security will submit a monthly report for security measures taken at adult institutions.

B. Metrics Monthly Report:

1. Staff responsible for maintaining and submitting data and information for the monthly Metrics report will submit the data/information in the prescribed format, to the designated DOC Administration Corrections Specialist by the tenth (10th) of each month.
2. The Metrics briefing will typically be scheduled for the third Monday of each month. The briefing includes sets of measurements used to quantify results and performance.

2. Daily Reports:

A. Daily reports and incidents will be obtained from the Comprehensive Offender Management System (COMS) by designated parole services staff and distributed to designated DOC Administration staff (See Parole Services OM 7.1.A.4 [Reporting Information to the Director](#)).

B. Designated staff from each institution will submit a Daily Duty Officer Report to designated DOC staff. The Daily Duty Officer Report will include the following information:

1. **Day and date of report.**
2. **Inmates on a companion watch, 15-minute watch or hunger strike.**
Include a brief, but complete statement in this order: last name, first name, ID number, transferred from, transferred to and reason for transfer.
3. **Inmate transfers to restricted housing status.**
(Include a brief, but complete statement in this order: last name, first name, ID number, transferred from, transferred to and reason for transfer). (Include inmate transfers to restricted housing, IP, Administrative Detention or dry cell).

4. **Institutional activity.**
(Include special events, any implementation of ICS, fire alarms or drills, assaults, fights, gang activity, major contraband finds/searches (drugs, alcohol, cell phones, and weapons).
5. **Hospital count.**
(This information is expected to stay in the report until the inmate has returned from the hospital.) (Include information in this order: last name, first name, ID number, date/time of incident, hospital location. (If the emergency contact was notified, the date and time of the notification.)
6. **Additional Information/Significant events.**
(Personnel issues, staff injuries/assault, interruption of utilities or services that affect the operations of the institution).
7. **Special visitors to the institution.**
(Include consultants, inspectors, elected officials/VIPs, news media, and tours.)
8. **Other items.**
(Include those items that have been monitored, checked or observed that may be required by the Warden).
9. **DOC staff completing the Daily Duty Officer Report.**
(Include first name, last name and job title).

3. Reporting Major Incidents:

- A. Major incidents are incidents that are outside the normal, routine business of the unit or that may cause public concern or notoriety. Major incidents affect the health, safety, security, custody, control and management of offenders. Major incidents that require immediate reporting include:
 1. Inmate escapes or serious escape attempts from secure custody.
 2. Walkaways, including a CTP offender placed on ATL that was restricted to the grounds.
 3. Unexpected death of an inmate (suicide, accident, criminal or unattended).
 4. Death or serious injury of staff while on duty, including major assault of a staff member, which is defined as causing physical injury to a staff member, either with or without a weapon, instrument or device, that requires immediate medical attention, or emergency treatment that is more extensive than basic first aid.
 5. Anytime staff becomes aware of and confirms with medical staff that the health of an inmate has diminished to life threatening. Does not include terminal illness where death is imminent.
 6. When an inmate is transported from a DOC facility by ambulance for immediate medical attention or emergency treatment or admittance to an outside medical provider for treatment of injuries that are the result of an apparent self-harm or a suicide attempt.
 7. Hostage or riot situation at a DOC institution.
 8. Bomb threat at an institution, building, office or property owned or leased by the DOC where offenders, and/or staff are located/assigned.

9. Major physical plant damage caused by fire, flood/water, wind, tornado, hail, snow or ice, etc. that results in significant damage to institutions, buildings, offices or property owned or leased by the DOC.
 10. Prior to closing any DOC office located within the community during regular business hours due to adverse weather, bomb threat, staffing/illness, disruption in utilities or services, damage, etc. Does not include statewide office closures ordered by the Governor.
 11. Receipt of a natural disaster deployment order by the Governor or request for deployment or assistance by the Office of Emergency Management (See DOC policy 1.3.B.5 [Deployment to a Natural Disaster](#)).
 12. When the following occur:
 - a. A level 2 or 3 System Risk parolee (placed on the Absconder Direct Notification list) absconds or is ATL (See DOC policy 1.4.G.6 [System Risk Classification](#)). Includes verified apprehension of the offender and when an offender is returned to DOC custody; or
 - b. When a parolee or a parole absconder has serious, adverse contact with the public or law enforcement. Such as, involvement in causing significant damage to public or private property; acts of violence directed toward the public or law enforcement; committing actions that pose a significant danger to lives; causing significant injury or death to another.
 13. Any other incident that, at the discretion of the Warden or Director, must be immediately reported.
- B. Major incidents must be reported the first available opportunity directly to the Secretary of Corrections or the Deputy Secretary and the Communication and Information Manager, day or night, 7 days a week.
1. "Reported directly" is defined as the reporting person speaking directly to the person.
 - a. If direct notification is provided to the Secretary of Corrections, a voice mail or email may be sent to the Deputy Secretary in lieu of direct contact.
 - b. If the Deputy Secretary is spoken to directly, a voice mail or email is required to the Secretary of Corrections in lieu of direct contact.
 2. In the event direct contact is not established with the Secretary or Deputy Secretary, the major incident will be reported directly to the alternate DOC staff member specified in Attachment 2.
 3. After direct contact has been completed, the reporting staff person will send an email to the major incident reporting group at: doc.ADMININCIDENT@state.sd.us. The email will include at a minimum the following information:
 - 1) **The date and time the incident occurred.**
 - 2) **A narrative of the major incident which includes all relevant information and facts.**
 - 3) **A list of all inmates/juveniles/parolees involved.**
 - 4) ****A booking summary for all offenders directly involved.**
 - 5) **The reporting staff's telephone number where they can be reached if there are questions.**

** The booking summary is found in COMS) under Institutional Management, Report Submission, Booking Summary Report.

Note:

Directions to access the booking summary are as follows:

In COMS, under Institutional Management, click on "Report Submission"

Under "Report", choose "Report Search"

Choose "Booking Summary Report"

Select

Enter the Inmate's DOC ID# under Value

Click on "Submit"

When the booking summary report comes up, click on "File"

Click on "Send"

Choose "Page by Email"

In the "To" field, choose "DOC-Admin Major Incident" from the global field
"Send"

4. The informational email and booking summary will only be sent only **after** direct contact has been made and shall not be accepted in place of direct notification.
- C. A completed *Major Incident Report* (See Attachment 3) will be forwarded to the major incident reporting group doc.ADMININCIDENT@state.sd.us within three (3) working days of the date staff became aware of the incident.
1. Existing Informational Report(s) will be included as an attachment to the Major Incident Report.
 2. If a status report is generated or required, this will be communicated to major incident reporting group, unless otherwise exempted by the Secretary of Corrections.
 3. All Major Incident Reports sent to doc.ADMININCIDENT@state.sd.us will be saved to the "Incident" folder on the M-drive by the DOC Administration Executive Secretary.
- D. Requests received by DOC staff from the public or media for information related to a major incident will be directed to the Secretary of Corrections, Deputy Secretary, or Communication and Information Manager.
- E. The Secretary of Corrections may redact or withhold any information that, if released, may unreasonably invade personal privacy, diminish or threaten safety and/or security, discloses proprietary information, or is or may be, part of an official investigation or may disrupt the normal and disciplined operations of the department (See SDCL chapter 1-27). The DOC attorney may be consulted.
- F. At his/her discretion, the Secretary of Corrections or designee will notify the Governor's office of major incidents.

4. Reporting Other Significant Incidents:

- A. Other significant incidents will be reported to the Secretary of Corrections or Deputy Secretary **and** Communication and Information Manage by telephone or electronically no later than one (1) day after becoming aware of the significant incident. If no answer by telephone, staff may leave a voicemail briefly describing the incident and a telephone number where they may be reached.

A booking summary must be included with the e-mail if the significant incident involves an offender(s).

- B. A completed Major Incident Report (See [Attachment 3](#)) will be forwarded to the doc.ADMININCIDENT@state.sd.us email group within three (3) business days of when initial notice of the incident was provided.
1. Any Informational Report(s) relating to a reportable incident will be included with the Major Incident Report.
 2. A booking summary will be included for any offender directly involved in the incident.
 3. All received reports will be saved to the "Incident" folder on the M-drive by the DOC Administration Office Executive Secretary.
- C. Significant incidents that require reporting include:
1. All incidents reported to the Office of Risk Management (See Section 5 of this policy).
 2. Non-routine or unauthorized discharge of a DOC issued firearm by a staff member (intentional, accidental, or negligent).
 3. Any incident or condition significantly threatens the safety and security of a DOC institution, such as major mechanical breakdown of equipment or services.
 4. A juvenile runaway or when a juvenile is placed on AWOL status and return of a juvenile runaway to DOC custody.
 5. When an CTP offender not restricted to the grounds is placed on ATL.
 6. The capture (placement in custody (DOC or non-DOC custody) and return of an escaped inmate or CTP absconder to DOC custody.
 7. Fluid assault of a staff member, as defined within SDCL §§ [22-18-26](#) and SDCL [22-18-29.1](#).
 8. Serious injury or assault of an inmate or death of an inmate that did not require reporting as a major incident in Section 3 A.
 9. Arrest of an offender in the community for a serious offense involving multiple victims, negative impact to the public (significant property damage, endangerment of human life), serious assault of another, eluding or adverse contact with law enforcement, or when the arrest is likely to generate a high level of media attention.
 10. The occurrence of any emergency incident, as defined in DOC policy 1.3.B.1 [Emergency Response](#), including the response to the incident.
 11. Staff termination while on duty, i.e. intoxication, assault, possession of dangerous contraband.
 12. Any incident (alleged or substantiated) of sexual abuse by a staff member towards an offender.
 13. Any incident of an inmate inflicting sexual abuse upon another inmate.

14. Any incident involving a staff member or inmate which has been or will be referred to the Division of Criminal Investigation (DCI) or outside law enforcement for investigation.

15. Any other incidents at the discretion of the Warden or Director.

Note: When considering whether to report an incident, staff will take into consideration the severity and extent of the incident, level of danger posed to the public, staff or offenders, security of the institution, risk to safety and potential media attention.

D. The Secretary of Corrections or his/her designee will notify the Communication and Information Manager of reported incidents which may necessitate a press release or generate media contact.

1. In the case of a juvenile runaway, the Secretary of Corrections may release the name of the juvenile to law enforcement, media and the public if it is determined that doing so is in the best interest of the juvenile.

E. The Secretary of Corrections or his/her designee will notify the Office of the Governor of reported incidents at his/her discretion.

5. Reporting Incidents to the Office of Risk Management:

A. The following incidents must be reported to the Office of Risk Management by calling (605) 773-5879 during normal business hours or by sending a report electronically.

1. Death of an inmate.

a. If the death involves suspected foul play or is self-inflicted (suicide), Risk Management should be notified immediately. During normal business hours: (605) 773-5879, after hours contact State Radio at (605) 773-3536 (they have protocol in place to contact Risk Management).

b. All other deaths (natural causes or accidental) will be reported to Risk Management within twenty-four (24) hours of becoming aware of the death of the inmate.

2. Death of staff member while on duty.

3. Any incident (alleged or substantiated) of sexual abuse of an offender by staff or the sexual abuse of a DOC juvenile in placement will be reported within twenty-four (24) hours of staff becoming aware of the incident.

4. State insured building or contents/property losses over \$1000.

5. Serious adverse public contact; such as, but not limited to:

a. Serious injury to a visitor or a member of the public on DOC grounds.

1) If the incident involved a fatality, serious bodily injury, or significant property damage, this shall be reported immediately to Claims Associates, Inc. at their 24-hour telephone number 1-888-430-2249.

b. Any significant damage to private property resulting from adverse public contact through the actions of DOC staff or an inmate.

6. Any time a staff member serving in his/her official capacity is named as a defendant in a claim or lawsuit or is served legal documents making the staff member party to a lawsuit.
- B. Staff will complete a *State Vehicle Accident Report* form for all accidents involving a state vehicle. Forms are available at <http://boa.sd.gov/risk-management/forms.aspx>.
- C. All accidents involving a DOC staff member or offender and a non-state vehicle, or injuries sustained by a staff member as a result of an accident, or assault upon a staff member by an offender that occur during while a staff member is on duty, must be immediately reported to the staff member's supervisor. A *Report of Accident, Incident or Unsafe Condition* form must be completed. The form is available at: <http://boa.sd.gov/risk-managment/forms.aspx>.
- D. A copy of any report submitted by institutional staff involving a community service inmate (See DOC policy 1.5.A.6 *Community Service Program*), work release inmate (See DOC policy 1.5.A.5 *Work Release*) or inmate responding to a natural disaster (See DOC policy 1.3.B.5 *Inmate Deployment to a Natural Disaster*) will be copied to the Director of Community Services.

6. Format of Major Incident Reports:

- A. All major incident reports will be documented utilizing the *Major Incident Report* (See Attachment 5).

V Related Directives:

SDCL §§ Chapter 1-27, [22-11A-1](#), [22-18-26](#), [22-18-29.1](#) and [24-15A-32](#).

DOC policy 1.3.B.1 – [Emergency Response](#)

DOC policy 1.3.B.5 – [Inmate Deployment to a Natural Disaster](#)

DOC policy 1.4.G.6 – [System Risk Classification](#)

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

DOC policy 1.5.G.2 – [Parole Community Transition Program](#)

DOC policy 1.5.G.3 – [Use of Force-Parole Services Staff](#)

DOC policy 1.5.G.11 – [Parole Services Absconder Management](#)

Parole Services OM 7.1.A.4 -- [Reporting Information to the Director](#)

VI Revision Log:

Removed revisions from 2002-2009.

January 2010: Revised formatting of Section I. Added SDCL 22-11A-1 to definition of escape and to section V. Added hyperlinks. Added "date submitted" and "reporting month (To Below Recipients)" to Attachment 1.

February 2011: Removed "medical issue" from section 3 Daily Officer Reports, B. 6. Removed Max Gors from the Senior Staff Contact List Attachment 3.

November 2011: Deleted "and the DOC Foster Care program" in Section 1 A. 4. Added "and the DOC Foster Care program" to Section 1 A. 5. Deleted "terminated" and Added "or a staff person who has been terminated for actions while on duty" in Section 2 A. 14. Created new 15 "The deployment of inmates to a natural disaster". to Section 2 A. Created new 2. "After direct contact has been established with the Secretary or Deputy Secretary, the reporting staff person shall send an email to the Secretary, Deputy Secretary and Communication and Information Manager summarizing all relevant information and facts pertaining to the major incident" in Section 2. C. Renumbered section. Added "An informational email shall be sent only after direct contact has been made with the Secretary or Deputy Secretary" in Section 2 C. 3. Added "with the Communication and Information Manager, the reporting staff shall directly contact the DOC staff member listed in Attachment 3. After Direct contact has been established with the DOC staff member, an email or telephone message" Deleted "it is permissible to leave a voice mail or send an email notification that contains the information of the major incident" and

Replaced with “will be left for the Communication and Information Manger” in Section 2 D. 1. **Added** “involving community service inmates, work release inmates or inmates respond to a natural disaster” to Section 5 C. 2. **Deleted** “Criminal Pedophilia” from Attachment 2. **Updated** contact information in Attachment 3 and **Added** “Mary Bison and Kim Edson”

March 2012: **Added** definition of DOC Staff and Office of Risk Management **Added** definition of CTP Absconder. **Added** “or agency” and “or with a DOC agency” to definition of DOC Staff. **Added** CTP absconder to Section 2 A. and renumbered items. **Added** new #8 and Renumbered the items that follow in Section 2 A. **Deleted** Facilities” and **Replaced** with “Units” in Section 2 B. Added “or CTP absconder” and **Deleted** “inmate” and **Replaced** with “offender” in Section 2 B. 1. **Deleted** “or facility/agency OM” in Section 2 B. 4. **Deleted** “and an email or telephone message will be left for both the Secretary and Deputy Secretary” and **Replaced** with “send an email to the Secretary, Deputy Secretary and Communication and Information Manager summarizing all relevant information and fact pertaining to the major incident” in Section 2 C. 4 **Added** 3. and 4. to Section 2 F. **Deleted** “and juvenile corrections staff” from Section 3. A. **Deleted** “on” and **Replaced** with “no later than” in Section 4 A. 1. **Added** E. and moved a. to E. from Section 5 C. and changed previous E. to F. in Section 4. **Added** “promptly and properly” and “by DOC staff utilizing the reporting forms provided by Risk Management” in Section 5. A **Added** “visitor at a DOC facility” to Section 5 A. 1 **Added** (natural cause, accidental)” to Section 5 A. 1. b. **Deleted** “a vehicle is stolen by an inmate or juvenile or anytime a vehicle is stolen from the grounds of a DOC facility” and **Replaced** with “is made aware an inmate or juvenile has committed a crime while on escape or runaway status” in Section 5 A 4 **Added** “serious” “to staff or the offender” and “immediate medical attention” to Section 5 A. 6. **Added** “serious injuries or assaults involving” **Deleted** “inmate or juvenile” and **Replaced** with “offender” and **Added** “immediate medical attention” to Section 5 A. 7. **Deleted** “Major physical plant damage, such as a fire, flood wind/tornado damage etc.” and **Replaced** with “building and contents property losses of \$500” to Section 5 A. 9 **Added** c. and d. to Section 5 A. 10. **Added** 12. “any time staff is named as a defendant in a claim or lawsuit or served legal documents making staff party to a lawsuit” to Section 5 A. **Added** “for all accidents involving a state vehicle” and **Added** “for accidents or incidents not involving a state vehicle” to Section 5 B. **Added** “Reporting staff shall provide” to Section 5 B. 1 **Deleted** 3. “The DOC Director of Operations or his/her designee will maintain a perpetual list/database of incidents reported to the DOC Administration” in Section 5 B. **Added** “Major incident reports shall be stored electronically on the DOC M-drive.” to Section 6 A

February 2013: **Added** definition of “Offender” **Added** 18-20 and **Renumbered** existing 18. to 21 within Section 2 A. **Deleted** “Allegations of sexual misconduct” and **Replaced** with “any incident (alleged or substantiated) of sexual abuse involving DOC staff and a juvenile, an inmate or parolee” and **Deleted** “allegations” and **Replaced** with “incident” and **Deleted** “allegations of sexual misconduct by:” in Section 5 A. 2. **Deleted** a. “A DOC staff member while serving in his/her official capacity” and b. “A foster care provider” and c. “Any juvenile treatment or aftercare provider when the incident involves a juvenile placed in DOC custody” and **Replaced** with a. “Incidents of sexual abuse involving a DOC juvenile placed in foster care, treatment or aftercare by a staff member of provider” in section 5 A. 2.

August 2013: **Added** “and Office of Risk Management” to title of the policy. **Deleted** “A group 1, 3, or 4 CTP offender (placed in CTP directly from the institution) who is restricted to the unit and” from the definition of CTP Absconder **Added** “the grounds of any” to definition of “Runaway” **Deleted** definition of “Injury” and **Added** definition of “Serious Injury” **Added** “while on duty” to Section 2 A. 7 **Added** new 22 & 23 to Section 2 A. **Deleted** 1-4 and 4. A. and b. referencing reporting walkaways from STAR in Section 2 b. **Added** “Communication and Information Manager” to Section 2 C **Deleted** “radio” from Section 2 C. 1. **Added** “and the Communications and Information Manager” and the email address. **Added** “This summary shall include the date, time and narrative of the major incident and a contact number for the reporting staff person sending the summary. The staff person shall also attach a Booking Summary of the offender(s) involved in the incident to the email address. The Booking Summary is found in the Comprehensive Offender Management System (COMS) under Institutional Management, Report Submission, Booking Summary Report.” to Section 2 C. 1.c. **Added** directions from COMS. **Added** 5 to Section 2 C. **Deleted** D. “the DOC Communication and Information Manager will be notified directly by the facility, parole or juvenile community corrections staff anytime a major

incident occurs” in Section 2. **Deleted** 1. “In the event direct contact cannot be made with the Communication and Information Manager, the reporting staff shall directly contact one of the DOC staff persons specified in Attachment 3. After direct contact has been established, the reporting staff member shall promptly send an email summarizing all relevant information and facts pertaining to the major incident to the Communication and Information Manager” in Section 2 D. **Deleted** E. The Director of Community Services shall be contacted regarding any major incidents involving community service inmates work release inmates) or inmates responding to a natural disaster.” in Section 2. **Changed** 3. and 4. to E. and F. in Section 2 D. **Added** G. to Section 2. **Deleted** a. “Notification will be completed by telephone or email and will be made by the end of the workday which the major incident occurred” in Section 2. E. **Renumbered** F. to D. in Section 2. **Deleted** “following the beginning of the incident” and **Replaced** with “of the date staff became aware of the incident” in Section 2 F. **Added** “provided this has been authorized by the Warden” in Section 3 B. 5.

February 2014: **Deleted** “Non-Public” and **Replaced** with “Public”. **Deleted** definition of “vehicle” **Added** “confirmed infectious/contagious disease exposure involving staff during the performance of their assigned duties” in Definition of Serious Injury. **Deleted** “offender suicide or death of an offender or” and **Replaced** with “Unexpected death of an offender. Death of a staff member while on duty” to Section 3 A. 7. **Added** “resulting in significant damage to property” to Section 3 A. 10 added 12. a. b. c. to Section 3. Moved Sections 2, 3, 4, within the policy. Moved items 7, 8, 10, 14, 15, 16, 18-23 from Section 3 A. to Section 4. D. **Deleted** “Deployment of inmates to a natural disaster” and **Replaced** with “Upon receipt of a deployment request by the Governor or Office of Emergency Management” to Section 3 A. 11. Added “confirmed” to Section 4 A. 5. **Added** “death of an offender which is expected (terminal illness) in Section 4 A. 6. **Deleted** 9. “Serious adverse public contact involving a staff member or offender” in Section 3 A. **Deleted** “or a visitor at a DOC facility” in Section 5 A. 1. **Added** “in DOC custody” to Section 5 A. 2. **Added** “on state grounds” to Section 5 A. 10, a. **Added** “allegedly” to Section 5 A. 10 b. **Added** “while serving in their official capacity” in Section 5 A. 12.

January 2015: **Revised** definition of CTP Absconder. **Deleted** definition of “Offender”. **Deleted** “and an additional monthly activity report combining the SOMP and classification activities” in Section 1 A. 3. **Added** new 4. to Section 1 A. **Added** 2. to Section 1 B. **Deleted** “Information and Communications Manger” and **Replaced** with “designated corrections specialist in DOC Admin.” in Section 1 b. 1. **Deleted** “administrative segregation” and **Replaced** with “restricted housing status” in Section 2 B. 3. **Added** “(Include inmate transfers from one level to another level and releases from restricted status to general population)” in Section 2 B. 3. **Added** “hail, snow or ice” to Section 3 A. 10. **Deleted** “has an active “High Risk Offender alert” and **Replaced** with “is a level 2 or 3 System Risk, placed on the Absconder Direct Notification list” in Section 3 A. 12. a. Deleted b. “The parolee cut free of his/her GPS monitoring device” and **Deleted** c. “The parolee is a level R or 3 moderate or high risk sex offender” in Section 3 A. 12. **Deleted** “offender” and **Replaced** with “inmate or juvenile in DOC custody” in Section 4 D. 6. **Added** “in DOC custody” to 12. and 15. in Section 4 D.

May 2015: **Added** 1. to Section 4 A.

December 2015: **Added** 8. and 9. to Section 3 A. **Added** (Significant damage to public or private property, acts of violence directed toward the public or law enforcement, committing actions that pose a significant danger to lives, causing significant injury or death to others) to Section 3 A. 14. b. **Added** “occupational exposure to blood borne pathogens or serious” to Section 4 C. 5. **Added** “involving an offender” in Section 4 C. 9.

May 2016: **Added** “committed to the DOC from a private or secondary placement facility”, **Deleted** “from the grounds of any facility” in Definition of Runaway. **Deleted** 2. Regarding STAR Academy in Section 1 A. **Deleted** 5. Director of Juvenile Services will submit on monthly activity report combining all juvenile services” in Section 1 A. **Deleted** 3. Moved 5. to other significant incidents lists. **Changed** “offender in custody” to “inmate” throughout the policy. **Deleted** “superintendent” from policy. **Added** “or return” to Section 4 C. 4. **Deleted** “in DOC custody” and **Replaced** with “in private or secondary placement or foster care” in Section 4 C. 6. **Deleted** “in foster care, treatment, or aftercare by a staff member or juvenile” in Section 4 C. 10 a. **Deleted** 4, 5, and 6 in Section 5. A. **Deleted** “\$500 and **Replaced** with \$1000” in Section 5 A. 5.

June 2016: **Added** definition of “assault”. **Updated** language in Section 4 C. 5. and 10. **Added** “immediately reported to the staff member’s supervisor. A written report shall be completed by the staff member and reported to Risk Management on a” in Section 5 B. **Deleted** Attachment 2- Violent Crimes List.

January 2017: **Added** definition of ATL. **Added** 11. to Section 3 A. **Revised** 3. In Section 4 C.

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

December 2019: **Deleted** reporting of CTP absconder from Section 3. **Added** clarifying language to Section 3 A. 6. **Added** language to Section 3 A. 10. Added “unauthorized” in Section 4 C. 2. **Deleted** CTP absconder -Alert Status Phase 1 Restricted and **Replaced** with “CTP offender” in Section 4 C. 5. **Added** clarifying language to Section 4 C. 6.

Mike Leidholt (original signature on file)

12/13/2019

Mike Leidholt, Secretary of Corrections

Date

Attachment 1: Monthly Report to the Secretary of Corrections

The **Monthly Report to the Secretary of Corrections** form is located at:
<M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\Monthly Report to the Secretary of Corrections.doc>

<p style="font-size: small;">South Dakota Department of Corrections Policy</p> <p style="text-align: right; font-size: small;">Attachment: Monthly Report to the Secretary of Corrections Please refer to DOC policy 1.1.A.3 Reporting Information to DOC Administration</p> <p style="text-align: center;">MONTHLY REPORT TO THE SECRETARY OF CORRECTIONS</p> <p>REPORTING MONTH: <input type="text"/> DATE SUBMITTED (To Below Recipients): <input type="text"/></p> <p>TO: Mike Leidholt Joan Baker Michael Winder</p> <p>FROM: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="font-size: x-small; margin-left: 20px;"> <input type="checkbox"/> SDSP <input type="checkbox"/> MDSP <input type="checkbox"/> SDWP <input type="checkbox"/> SDMP & Classification <input type="checkbox"/> Parole <input type="checkbox"/> Juvenile Services & DOC Foster </p> <p>1. STATUS OF ON-GOING PRIORITY PROJECTS: (This should be a short, concise, narrative briefing). <input type="text"/></p> <p>2. ACTION NEEDED FROM DOC ADMINISTRATION: (Specify what action is needed from the Secretary of Corrections and when it is needed) <input type="text"/></p> <p>3. ALERTS: (Inform the Secretary of Corrections of a current or impending problem, issue, or incident) <input type="text"/></p> <p>4. OVERTIME REPORT: (Inform the Secretary of Corrections of the number of hours of overtime approved and the purpose of the overtime).</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 80%;">Reasons</th> <th style="width: 10%;">Hours</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr><td>Transports Medical</td><td></td><td></td></tr> <tr><td>Transports General</td><td></td><td></td></tr> <tr><td>Transports Court</td><td></td><td></td></tr> <tr><td>Staff Coverage FMLA</td><td></td><td></td></tr> <tr><td>Staff Coverage - Sick</td><td></td><td></td></tr> <tr><td>Staff Coverage Annual</td><td></td><td></td></tr> <tr><td>Staff Coverage Military</td><td></td><td></td></tr> <tr><td>Staff Coverage General</td><td></td><td></td></tr> <tr><td>Staff Coverage Hospital</td><td></td><td></td></tr> <tr><td>Daily Operational Issues</td><td></td><td></td></tr> <tr><td>Community Service</td><td></td><td></td></tr> <tr><td>Youth Issues</td><td></td><td></td></tr> <tr><td>Weather Coverage</td><td></td><td></td></tr> <tr><td>Parole Issues</td><td></td><td></td></tr> <tr><td>Training</td><td></td><td></td></tr> <tr><td>Disaster Response</td><td></td><td></td></tr> <tr><td>Major Incident</td><td></td><td></td></tr> <tr><td>Other</td><td></td><td></td></tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: center;">0.0</td> <td style="text-align: center;">0.0</td> </tr> </tbody> </table> <p style="font-size: x-small;">Revised 02/20/2019</p>	Reasons	Hours	Amount	Transports Medical			Transports General			Transports Court			Staff Coverage FMLA			Staff Coverage - Sick			Staff Coverage Annual			Staff Coverage Military			Staff Coverage General			Staff Coverage Hospital			Daily Operational Issues			Community Service			Youth Issues			Weather Coverage			Parole Issues			Training			Disaster Response			Major Incident			Other			Total	0.0	0.0	<p style="font-size: small;">South Dakota Department of Corrections Policy</p> <p style="text-align: right; font-size: small;">Attachment: Monthly Report to the Secretary of Corrections Please refer to DOC policy 1.1.A.3 Reporting Information to DOC Administration</p> <p>5. OUTSIDE CONTACT: (Inform the Secretary of Corrections of contacts outside of the DOC. This includes VIP tours, media contacts, legislator contacts and government agencies concerning significant issues) <input type="text"/></p> <p>6. AWARDS/HONORS: (Inform the Secretary of Corrections of honors, recognition of awards received by employees or volunteers) <input type="text"/></p> <p style="text-align: right; font-size: x-small;">Revised 02/20/2019</p>
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Attachment 2: Senior Staff Contact List

The *DOC Administration Staff Contact List* form is located at:

<M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\DOC Administration Staff Contact List.doc>

Attachment 3: Major Incident Report

The **Major Incident Report** is available at:
<M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\Major Incident Report.doc>

<p>South Dakota Department of Corrections Policy Distribution: Non-Public</p>	<p>Attachment: Major Incident Report Please refer to DOC policy 1.1.A.3 / 1.5.H.3 Reporting Information to DOC Administration / Use of Force - JCC</p>	<p>South Dakota Policy Distribution: Non-Public</p>	<p>Attachment: Major Incident Report Please refer to DOC policy 1.1.A.3 / 1.5.H.3 Reporting Information to DOC Administration / Use of Force - JCC</p>
<p>MAJOR INCIDENT REPORT</p>			
TO: <input type="text"/> Major Incident Group		FROM: <input type="text"/>	
NAME OF OFFENDER(S): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
<small>Last - First Offender # DOB Crime or Aq.ualication</small>			
TYPE OF INCIDENT: <input type="text"/>			
DATE OF INCIDENT: <input type="text"/>		TIME OF INCIDENT: <input type="text"/> <input type="checkbox"/> AM <input type="checkbox"/> PM	
LOCATION OF INCIDENT: <input type="text"/>			
NARRATIVE SUMMARY: <input type="text"/>			
OFFENDER(S) INVOLVED? <input type="text"/>			
STAFF INVOLVED? <small>(include the names and titles of all staff involved)</small> <input type="text"/>			
IF POLICY AND PROCEDURE(S) WERE NOT FOLLOWED, PLEASE EXPLAIN HOW AND WHY? <input type="text"/>			
RESPONSE: <small>(list whether and when law enforcement, media and others were contacted)</small>			
Media Contacted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date/Time Contacted:	<input type="text"/> <input type="text"/> <input type="checkbox"/> AM <input type="checkbox"/> PM
Law Enforcement Contacted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date/Time Contacted:	<input type="text"/> <input type="text"/> <input type="checkbox"/> AM <input type="checkbox"/> PM
Risk Management Contacted:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Who?	<input type="text"/>
		Date/Time Contacted:	<input type="text"/> <input type="text"/> <input type="checkbox"/> AM <input type="checkbox"/> PM
Others Contacted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Who?	<input type="text"/>
		Date/Time Contacted:	<input type="text"/> <input type="text"/> <input type="checkbox"/> AM <input type="checkbox"/> PM
Revised: 03/28/2019		Page 1 of 2	
		Revised: 05/07/2019	Page 2 of 2