

## Corrections Glossary of Terms

This is a collection of terms commonly used in our agency policies and procedures. See the DOC policies for the definitions that apply to those specific policies.

**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. A parolee is considered an absconder once efforts to locate the parolee have been exhausted and failed.

**Abuse-** Any act or failure to act by an employee of a juvenile corrections facility or by a contract person or entity providing services to a juvenile corrections facility, which act was performed or was failed to be performed, knowingly, recklessly, or intentionally, and which caused, or may have caused, injury or death to an individual in the custody or care of a juvenile corrections facility (See SDCL § 26-11A-24).

**Administrative Detention-** A temporary form of separation from the general population used when the continued presence of an inmate within the general population would pose a threat to life, property, self, staff, or other inmates; or to the security or disciplined operation of the institution.

**Administrative Segregation-** A status designated for inmates who have not responded to counseling or conventional disciplinary sanctions, who are flagrantly or chronically disruptive to the good order and disciplined operation of the institution, or who pose a threat to the security of the institution (may include those inmates with a capital punishment sentence). Administrative segregation is not a disciplinary sanction or a punitive status.

**Adult Internal Management System (AIMS)-** A classification tool designed to identify and separate male inmates based on observed behavior into homogeneous living groups as an effective management tool to reduce friction, violence, and disruptive behavior.

**Aftercare Contract-** An individualized legal contract that establishes the conditions of supervised release for juvenile offenders.

**Aftercare Plan-** An individualized program plan utilizing the YLS/CMI as a guide. The aftercare plan targets a juvenile's areas of need and prepares him/her for progressively increased responsibility and freedom in the community.

**Average Daily Count (ADC)-** The number of inmates within a prison system on any given date.

**AWOL-** Absent Without Leave. The failure of a juvenile to return to a facility from approved leave.

**Body Alarm-** A wireless device issued to staff and individuals prior to entering the secure perimeter of an adult DOC facility that clips to the belt or pants and emits a loud alarm when activated by a pull chain.

**Case Management Risk Level-** A level of risk established by the LSI-R risk, age, release plan and/or release type which is used to determine a minimum number of contacts a case manager will have with an offender during a timeframe.

**Case Plan-** A defined set of requirements, expectations and/or goals for an offender to complete during their incarceration.

**Case Plan Database-** A database used by staff to track assessed needs, casework steps, and case notes for offenders in the Second Chance Act treatment group. Offenders in the SCA control group or offenders who have opted out of the study will have demographic information stored in the database. The use of this Case Plan database to support intensive case management is a part of the treatment for treatment group offenders.

**Child In Need of Supervision (CHINS)-** As defined by SDCL § 26-8B-2, a Child In Need of Supervision is:

- Any child of compulsory school age who is habitually absent from school without legal excuse;
- Any child who has run away from home or is otherwise beyond the control of the child's parent, guardian or custodian;
- Any child whose behavior or condition endangers the child's own welfare or the welfare of others;  
Any child who has violated any federal, state, or local law or regulation for which there is not a penalty of a criminal nature for an adult, except violations of subdivision 34-46-2(2) (to purchase or attempt to purchase, to receive or attempt to receive, to possess, or to consume a tobacco product if a person is under the age of eighteen); or
- Any child who has violated § 35-9-2 (purchase, possession or consumption of beverage by minor as misdemeanor) or 32-23-21 (person under the age of twenty-one (21) operating a motor vehicle with .02% or more of alcohol in their blood, or marijuana or any controlled drug present in the person's body).

**Class I Visit-** A contact visit conducted in a visiting room or designated visiting area of a SD DOC facility.

**Class II Visit-** A non-contact visit conducted in a glassed-off area in a visiting room or designated visiting area of a SD DOC facility.

**Classification-** An offender is classified for a particular security level and housed in an appropriate facility based on assessment of their crime, security risk and prison behavior.

**Community Corrections Specialist-** A DOC staff designated to manage the DOC Foster Care Program, recruit and train foster care parents, monitor the quality of care provided to foster care youth, and serve as a liaison between the DOC Foster Care Program and Juvenile Community Corrections.

**Community Risk-** A level of risk established by the Community Risk assessment which is used to predict the risk of an individual parolee's supervision failure.

**Community Service-** A program that allows inmates to work in the community and that provides low cost labor to State agencies, federal and local governments (county, township, city), and non-profit organizations, pursuant to SDCL § 24-4-7. Special consideration may be given to short-term projects for private property owners who are elderly or disabled.

**Community Transition Program (CTP)-** A program designed to assist offenders with a successful transition to community supervision.

**Community Transition Program (CTP) Absconder-** A group 1, 3, or 4 CTP offender (placed in CTP directly from the institution) on phase one (restricted to the unit) who leaves their unit without authorization (See DOC policy 1.5.G.2 *Community Transition Program*).

**Comprehensive Offender Management System (COMS)-** A DOC database for staff use in the management, storage and collection of informational and statistical data.

**Conditions of Confinement-** Lawsuits that allege in their initial pleadings that an agent, employee or officer of the South Dakota DOC is holding the inmate-plaintiff under circumstances or conditions that violate rights under the US Constitution.

**Conditional Release-** The release of an offender to parole or suspended sentence supervision, or the temporary release of an offender on a furlough, bedside visit or funeral attendance.

**Contraband-** Any item(s) introduced or found in the facility, including improperly possessed drugs (whether illegal or legal) and weapons, that are expressly prohibited by those legally charged with the responsibility for the administration and/or operation of the facility. Contraband includes, but is not limited to:

- 1) Items not issued to an offender by the institution(s).
- 2) Inmate personal property obtained through means not prescribed by or in excess of policy.

- 3) Any authorized item used for an unauthorized purpose.
- 4) Any other item for which an offender does not have special authorization from the Warden or Superintendent of the institution.
- 5) Any item that presents a risk to the security and order of an institution.

**Contractor-** Someone employed by a private company who provides a service to an adult or juvenile DOC facility on a reoccurring basis where they may have contact with an inmate or juvenile.

**Correctional Officer (CO)-** A well-trained professional who supervises inmates in a prison setting.

**Corrections Review Team (CRT)-** A group of DOC staff selected by the CRT coordinator and approved by the lead CRT member to participate in the review of a respective DOC unit.

**Cost Per Day-** The average total cost of housing an inmate for one day of the year.

**Criminogenic Risks/Needs-** Offender need areas, which are related to criminal conduct and which, when addressed in correctional treatment, can be impacted to reduce the overall or specific risk for recidivism.

**Custody Classification Risk:**

The risk levels of Maximum, High Medium, Low Medium and Minimum that are used to predict an offender's risk of institutional escape and violence.

**Dead Time-** A period during a sentence in which an inmate ceases to receive credit for the time he/she normally would be serving.

**Delinquent Child- As defined by SDCL §26-8C-2, a delinquent child is:**

Any child ten years of age or older who, regardless of where the violation occurred, has violated any federal, state, or local law or regulation for which there is a penalty of a criminal nature for an adult, except state or municipal hunting, fishing, boating, park or traffic laws that are classified as misdemeanors, or petty offenses or any violations of § 35-9-2 (purchase, possession or consumption of beverage by minor) or § 32-23-21 (person under the age of twenty-one operating a motor vehicle with .02% or more of alcohol in their blood, or marijuana or any controlled drug present in the person's body).

**Detainee-** A parolee transferred to the custody of a DOC facility or city/county jail by a parole agent for safety or disciplinary reasons, investigative purposes, or for reentry programming. At the conclusion of the detainment period the parolee must either be released, be designated as a parole violator or self-commit to the Community Transition Program (CTP).

**Detainer-** A document issued by Parole Services that authorizes a parolee to be detained in jail or a designated DOC facility for a period of time as a disciplinary sanction or for investigative purposes.

**Direct Care Employee-** Any person whose job duties involve regular personal contact with offenders. This includes any person employed by the DOC, full or part time, and includes anyone under contract who is assigned to the DOC, an employee of another state agency assigned to the DOC and authorized full-time or regular volunteers who have regular personal contact with offenders.

**Disciplinary Hearing Officer (DHO)-** A one-person, independent staff member responsible for conducting the final institutional disciplinary hearing on an alleged violation(s) involving a major Prohibited Act(s). The DHO imposes appropriate sanction(s) when he/she determines an inmate violated a major Prohibited Act (or a combination of a major and minor Prohibited Act(s)).

**Disciplinary Segregation-** Punitive separation from the general population for inmates who have committed serious violations of DOC Prohibited Acts.

**Discretionary Release Date-** The next parole eligibility date for an offender.

**Dispositional Meeting-** An informal meeting between a parolee and the Executive Director of Parole or designee to assist the parolee in determining the options available in proceeding with the matter of his/her parole and/or suspended sentence revocation.

**DOC Policy-** A written policy for the Department of Corrections (DOC) that applies to one (1) or more of the units and outlines the general uniform procedures.

**Effective Practices in Community Supervision (EPICS)-** The EPICS model assists with the development and implementation of case management plans to target the criminogenic needs of higher risk offenders.

**Escape-** The unlawful departure of an inmate from within a security perimeter or the unlawful departure or fleeing of an inmate from custody at any time during a transport outside a security perimeter.

**Flat-** Reaching the end of the court-imposed sentence.

**Foster Care Parent-** An adult under contract with the DOC to nurture, provide parental care and a safe environment for a youth placed in their home.

**Furlough-**A period of time during which an inmate is allowed to leave the facility and go into the community without DOC staff observation/supervision. An inmate on furlough will have a transporter or sponsor who must remain in the general presence of the inmate at all times.

**Guardian-** A person appointed by a court to be responsible for the personal affairs of a juvenile. This includes the Secretary of Corrections when appointed by court order as guardian of the person of a child committed to the DOC (See SDCL § 26-7A-92).

**Good Time-**A length of time credited to a sentence which reduces the actual time an inmate must serve according to SDCL 24-5-1. Good time is applicable to the old parole system only.

**Host Agency-** An agency providing work and/or housing supervision for inmates participating in the Community Service Program.

**Individual Program Directive (IPD)-** A directive which outlines the required work, programming and behavior expected of the inmate. For each inmate sentenced to a term of years and committed to the DOC for a crime committed under the new parole system, the IPD establishes standards and criteria for initial parole. For all others, including a new system inmate who is past his/her initial parole date due to non-compliance or parole violation, the IPD documents program needs and provides a mechanism for resource allocation.

**Individual Transition Plan (ITP)-**A plan that lists specific behavior guidelines and/or program requirements tailored for each offender participating in the Community Transition Program. Behavior guidelines include but are not limited to curfew hours, financial management and residence information. Program requirements include but are not limited to CD treatment, employment, STOP treatment and corrective thinking.

**Inmate-** A person sentenced to incarceration.

**Inmate Financial Responsibility (IFR)-** An inmate is responsible for any financial obligations that result from the crime committed or debts as a result of his/her incarceration.

**Interstate Compact-** An agreement between South Dakota and other states to provide supervision for inmates and parolees that were sentenced in one state and residing in another state.

**Institutional File-** the institution file contains information necessary to document each offender's adjustment, rehabilitative progress and other facts considered pertinent by the Warden (See SDCL § 24-2-17 and SDCL § 24-2-19) and/or the Executive Director of the Board of Pardons and Paroles (See SDCL § 24-15A-14 and SDCL § 24-15-1).

**In-Service Training-** Any training obtained during course of employment that provides the employee with additional knowledge or skills relevant to the performance of their duties.

**Judgment-** A certified statement signed by a Judge that sentences an inmate to a term in prison. Also referred to as Judgment of Conviction, Order, Sentence or Commitment Papers.

**Juvenile Classification-** A system to make decisions about the most appropriate housing, services and interventions for each juvenile based on the juvenile's risk for continued delinquency and needs. Classification is a structured decision-making process based on a formal assessment of risk and the need for services including factors such as: the juvenile's health and mental health status, substance use or abuse, suicidal ideation or attempt history, age, size, current and past charges or court history, gender, educational level, history of violent behavior and history of victimization.

**Juvenile Corrections Agent (JCA)-** For the purposes of this policy, a JCA is an employee or contractual employee of the DOC responsible for the supervision of juveniles, pursuant to SDCL § 26-11A-12.

**Legal File-** The legal file contains information necessary to calculate the offender's date computations.

**Less-Lethal Force-** A level of force, which involves the use of physical strength, that is necessary and reasonable to restrain, subdue or control a resistant individual or unlawful situation.

**Lethal Force-** The force which is intended to cause death or serious physical injury or which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or serious physical injury. When applying lethal force, the objective will be to stop or incapacitate the person.

**Lethal Injection-** A means of executing an inmate through the use of an intravenous injection of a substance or substances in a lethal quantity (See SDCL § 23A-27A-32).

**Level One Individuals-** Individuals who enter an adult DOC institution more than once a month, have reviewed the *South Dakota Department of Corrections Volunteer Handbook*, completed the required information requested within this handbook, completed a minimum of thirty-two (32) hours of core curriculum during pre-service training and a minimum of four (4) hours of mandatory topics during annual in-service training.

**Level Two Individuals-** Individuals who enter an adult DOC institution more than once a year but less than once a month who have reviewed the *South Dakota Department of Corrections Volunteer Handbook* and completed the required documentation.

**Living Guide-** A document provided to each inmate (*Inmate Living Guide*) and each juvenile (*Juvenile Offender Living Guide*) upon admission. The Living Guide explains available services, institutional operations, and rules and

regulations.

**Local Reentry Task Force-** A community based reentry support team providing case management and program referral for offenders served in the Second Chance Act (SCA) grant program. The Local Reentry Task Forces operate in the Sioux Falls/Minnehaha County and Rapid City/Pennington County areas.

**LSI-R (Level of Services Inventory–Revised)-** A screening tool designed to measure an offender’s risk to reoffend and define the offender’s programming needs.

**LSI-R Risk-** A level of risk established by the LSI-R assessment which is used to predict recidivism of an individual offender.

**Master/Modeling Assessment Priority System (MAPS)-** An internal SD DOC system used to combine assessments into one overall risk score.

**Medically Necessary-** Care which is determined by the health care provider to be all of the following:

- Consistent with community standards.
- Ordered by an authorized DOC Health Care provider.
- Required to prevent significant deterioration of the offender’s health or permanent functional impairment if not rendered during the time of incarceration.
- Not considered experimental or to be lacking in medically recognized professional documentation of efficacy.
- Not administered solely for the convenience of the offender or the health care provider.

**Minimum Custody Status-** A custody classification which allows an inmate to be housed in a non-secure facility, allows the inmate to be outside of the facility without mechanical restraints (handcuffs, etc.) and permits the inmate to work on community based inmate work crews.

**Mixed System-** Inmates sentenced to the South Dakota prison system as a result of a parole violation or a suspended sentence violation with an additional conviction and sentences to prison where at least one of the prison sentences is a new system offense. Inmates with mixed sentences may have multiple parole dates.

**MnSOST– R-** Minnesota Sex Offender Screening Tool–Revised. A sex offender specific actuarial test that includes both static and dynamic factors. The MnSOST–R is designed to predict the sexual recidivism potential for sex offenders.

**NCIC III-** National Crime Information Center (NCIC) III is a computerized criminal history tracking system.

**Neglect-** A negligent act or omission by any individual responsible for providing custody, care, or services in a juvenile corrections facility which caused or may have caused injury or death to an individual in the care or custody of a juvenile corrections facility or which placed such individual at undue risk of injury or death (See SDCL § 26-11A-24).

**New Parole System-** Inmates sentenced to the South Dakota prison system as a result of an offense committed on or after July 1, 1996.

**Non-Compliant Sex Offender-** A sex offender who was recommended for participation in the STOP program but who refused to participate in the STOP program or was terminated from the STOP program.

**Old Parole System-** Inmates sentenced to the South Dakota prison system as a result of an offense committed prior to July 1, 1996.

**Operational Memorandum (OM)-** A written memo that applies specifically to an institution or unit and outlines the procedures regarding the topic area. OM's supplement DOC Policy or contain subject matter independent of DOC Policy.

**Parole-** The release of an offender under confinement to continuing state supervision in the community under conditions which, if violated, can lead to re-imprisonment for the remainder of the offender's court-imposed sentence.

**Parole Agent-** An employee of the Department of Corrections responsible for the direct supervision of parolees (See SDCL § 24-15-14).

**Parole Services-** Parole Services includes parole agents, area supervisors and other supervisors within the Parole Board Office.

**Parolee-** An inmate who is conditionally released from the physical custody of a Department of Correction's (DOC) facility before the expiration of the inmate's term of imprisonment. The term "parolee" also applies to an inmate who is released from the physical custody of a DOC facility on a suspended (split) sentence. A parolee remains under the legal custody of the Department of Corrections until the expiration of the term of imprisonment (See SDCL § 24-15-1.1, 24-15-13 and 24-15A-15).

**Parole Violator-** A parolee transferred to the custody of a DOC facility by a parole agent following a violation of the parolee's supervision agreement.

**Parolee Automated Tracking System (PATS)-** A database that tracks pertinent information on parolees and their supervising agent.

**Pheasantland Industries (PI)-** South Dakota Prison Industries which are DOC owned and operated industries as authorized by South Dakota Codified Law, that are designed to employ inmates and provide services to the state of South Dakota.

**Pornographic Material-** Books, pamphlets, magazines, periodicals, or any other publications that graphically feature nudity or sexually-explicit conduct. The DOC prohibits the purchase, possession and attempted possession of pornographic materials by offenders housed in its institutions.

**Post Order-** A Post Order is a written direction available to DOC institutional staff in the event of an emergency.

**PREA- The Prison Rape Elimination Act of 2003.** A federal act addressing the prevention, detection and punishment of prison sexual assaults

**Pre-Service Training-** Training provided to staff prior to independent performance of their assigned duties. Pre-service training may include classroom instruction, specialized training or organized on-the-job training programs within the correctional program.

**Presumptive Parole-** The date at which an inmate in South Dakota sentenced after July 1, 1996 can expect to become eligible for parole release.

**Probation-** A court-imposed sentence in lieu of incarceration in prison.

**Programmed Release Date-** The initial parole date for an offender who is compliant with their Individual Program Directive or a suspended sentence release date.

**Progress Reports-** A report given on a monthly basis to parents/guardians of juveniles in custody, the committing court and the supervising Juvenile Corrections Agent (JCA). Progress reports include information on how the youth is progressing in program participation, education, and treatment.

**P-SCAN-** The HARE PSCAN is a tool that serves as a screen to rate the inmate's tendency toward psychopathic features.

**Psychosexual Report-** A clinical interview combined with sex offender specific testing that is utilized for treatment, risk management and supervision purposes.

**Recidivism-** The percentage of inmates who return to prison following their initial release.

**Re-entry Program-** An institutional based program consisting of intensive case management, cognitive behavior programs, job assistance programs and money

management for offenders based on high risk for reoffending.

**Religious Diet-** A special diet that is essential to the practice of an inmate's sincerely held religious beliefs.

**Restitution-** Payment made by an offender to the victim.

**Revocation Hearing-** The final dispositional hearing before the Board of Pardons and Paroles on an alleged parole or suspended sentence violation. In the event the Board of Pardons and Paroles determines a parolee violated the terms of his/her supervision agreement, the findings may include sanctions such as the loss of good time (where applicable) and/or the loss of street time.

**Runaway-** The unauthorized departure of a juvenile from any facility or from someone assigned to supervise the juvenile. A runaway also includes the unauthorized departure or fleeing of a juvenile from custody at any time during a transport.

**Sanction-** A corrective measure imposed upon an offender in response to a violation. A sanction directs an offender toward future compliance and may involve treatment opportunities in some cases.

**Second Chance Act National Evaluation-** The South Dakota DOC is participating in national evaluation of Second Chance Act programs. This evaluation involves a random assignment of offenders meeting the LSI-R Risk/Age and release plan location criteria for the Second Chance Act program.

**Security Perimeter-** Fences and/or walls (including the exterior wall of a building) that provide for the secure confinement of offenders within a facility. All entrances and exits of a security perimeter are under the control of facility staff, thereby preventing an offender from leaving the facility unsupervised or without permission.

**Sex Offender-** An offender convicted/adjudicated of a sex offense.

**Sex Offender Management Program (SOMP)-**The sex offender management program includes sex offender specific assessments, A&O psychosexual screens, STOP programming, psychosexual reports, community release planning, assistance in community supervision, development and promotion of a community treatment provider network, and sex offender community treatment and supervision standards.

**Shift Commander-** The senior ranking uniformed line officer at the DOC facility, normally a Sergeant, Lieutenant or Captain.

**Special Treatment of Perpetrators (STOP) Program-** The sex offender treatment program operated through the DOC. The STOP Program consists of therapy, educational treatment and relapse prevention. The goal of STOP programming is to provide the offender with the attitudes and behaviors necessary to return to the

community and prevent further sex offending behaviors.

**Special Visit-** A special visit involves anyone not on the inmates visiting list, anyone who is unable to visit during scheduled visiting hours or other visit requests requiring special arrangements. Special visits are for one (1) full visiting period or one (1) hour. All special visits are to have prior approval from the Warden or designee.

**Suicide Watch-** A status whereby a potentially suicidal offender housed in a DOC institution is placed in a segregation (safety) cell on a close observation or constant observation level.

**Supervision Agreement-** A document setting forth the general and special limitations, restrictions, and conditions that are imposed by the Board of Pardons and Paroles, the Executive Director of the Board of Pardons and Paroles (Executive Director), a parole supervisor, and a parole agent (See ARSD § 17:60:02:09).

**Supervision Fees-** Charges levied against a sentenced offender to defray the costs of correctional custody, care, supervision or services provided to the offender.

**Suspended Execution of Sentence (SES)-** A sentence of probation which as a condition prescribes that the defendant be imprisoned for a specific period not exceeding one-hundred and eighty (180) days.

**Suspended Imposition of Sentence (SIS) -** A sentence of probation resulting from a conviction after which the Court withholds the entering of the judgment of guilty. The term of imprisonment may not exceed a period of one-hundred and eighty (180) days.

**Technical Violation-** The failure of a parolee to comply with any of the conditions listed on his/her supervision agreement, or the failure of an offender to comply with any special condition(s) imposed by the Board of Pardons and Paroles and/or the supervising Parole Agent.

**Transition Case Manager-** A DOC staff member assigned to initiate community transition for adult offenders and provide a transition link between the DOC and the community by providing programming and case management assistance in developing community transition plans.

**Transitional Programming-** Programs/services that explain to an inmate how to transition from incarceration to the community.

**Unconvicted Sex Offender-** An offender sentenced to the DOC who has never been convicted/adjudicated of a sex offense by any court but has a history of sexually abusive or violent behavior (including sexually abusive or violent behavior while incarcerated) or the factual basis of a crime for which they were charged or convicted/adjudicated involves sexual violence or sexual abuse.

**Unit Disciplinary Committee (UDC)-** One (1) or more unit staff members delegated by the Warden to hold an initial hearing concerning a charge(s) of inmate misconduct. The UDC will determine if an inmate violated a minor Prohibited Act(s) and, if so, will issue the appropriate sanction(s).

**Unit Manager-** The administrator, supervisor and leader of the Unit Team assigned to work in the housing unit.

**Unit Plan-** A written plan designed to describe the housing unit operations, schedules, rules, regulations, programs, services, staffing and emergency plans.

**Unit Team-** A team of correctional staff assigned to a particular housing unit of an adult facility, usually consisting of a Unit Manager, Case Manager, Unit Coordinator and Correctional Officers.

**Violation Report-** A document issued by Parole Services that details the supervision agreement conditions allegedly violated by a parolee.

**Volunteer-** An individual who donates time and effort on a recurring basis to enhance the activities and programs provided at an adult or juvenile DOC facility.

**Walkaway-** The unauthorized departure of an inmate from a minimum custody unit, a work release assignment, a community service assignment or a furlough, bedside visit or funeral attendance without a staff escort.

**Work Release-** A program that allows approved inmates access to the community for the purposes of employment, vocational training and educational programming pursuant to SDCL § 24-8-1.

**YLS/CMI (Youth Level of Services/Case Management Inventory)-** An assessment used to identify a juvenile's major needs, strengths, barriers, and incentives. The YLS/CMI is also used to select the most appropriate goals for the juvenile and to produce an effective case management plan.