

HOLDOVER SITE POLICIES AND PROCEDURES

Sample policies and procedures from Holdover Sites are available upon request from the South Dakota Department of Corrections. Contact Joy Erlenbusch, Compliance Monitoring Coordinator, (605) 773-3478, for more information.

I. Authorization to Use Site

An intake officer (judge) or a designee shall have the full authority to authorize and approve all law enforcement requests for Holdover Attendant Care Services in accordance with SDCL 26-7A-13 and 26-7A-13.1.

II. Admission Procedures

- How will new admissions be oriented to the holdover?
- How to handle referral from other agencies?
- What needs to be done at intake in order to admit the juvenile?
- How are parents/guardians notified?
- What is the policy and procedure for searches?
- How will personal property be handled?

III. Record-keeping policy and procedure

- Which official documents will be established and how they will be maintained and utilized?
- What documentation is required to admit a juvenile?
- What will be recorded in the program log, by whom, and how will the information be used?
- When will incident reports be required and what information will they contain?
- How will confidentiality be maintained? Who will have access to program records?

IV. Program Policies and Procedures

- Policies to ensure the health, safety, and security of the youth and attendants;
- Policies to ensure staff recruitment, retention, and training;
- The policy regarding phone calls and visits;
- How will meals will be provided?
- A de-escalation policy and procedure, to include policy on use of restraints;
- A policy and procedure to comply with the duty to report child abuse;
- A policy on how emergencies will be handled such as medical, fire, escape, etc;
- Formulation of program rules, such as permitted activities, access to restroom facilities, etc.
- Formulation of a grievance procedure;
- A policy and plan for handling allegations of staff misconduct.
- How will the rights of the youth be protected?

IV. Referrals to Outside Services

A policy describing under what circumstances referrals will be made, to whom referrals will be made, and who will make the referrals.

V. Release Policy and Procedure

The intake officer or a designee shall have the authority to release a youth from the Holdover Site. The release will be agreed to by the intake officer at time of placement. Placement should be the most appropriate option for the juvenile according to the requirements of the Juvenile Justice and Delinquency Prevention Act. Available options include release to parents, foster care, JDC, or shelter care.