

1.4.G.4 Furlough/Bedside Visit/Funeral Attendance

I Policy Index:



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II Policy:

Eligible inmates may be allowed unsupervised access to the community through a furlough program operated by the Department of Corrections (DOC). Inmates who are not eligible for a furlough may be approved for a supervised bedside visit or funeral attendance.

III Definitions:

Immediate Family:

For the purposes of this policy, immediate family consists of the inmate's spouse, biological or legally adopted children, mother, father, stepmother, stepfather, brother, half brother, step-brother, sister, half sister and step-sister. If another relative was the primary caretaker of the inmate, the inmate may, at the discretion of the Warden, be allowed to make a bedside visit or attend the funeral of the primary caretaker.

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.

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.

IV Procedures:

1. Inmate Eligibility for a Furlough/Bedside Visit/Funeral Attendance:

A. Inmates must meet the following eligibility criteria in order to apply for and be approved for a furlough:

1. A minimum custody status inmate residing at a minimum custody housing facility (See DOC policies 1.4.B.2 [Male Inmate Classification](#) and 1.4.B.14 [Female Inmate Classification](#)).

2. A minimum custody status inmate residing at a low medium custody housing facility who is not under investigation or serving disciplinary segregation time for any criminal activity or violation of a major Prohibited Act(s).
 3. There must be a reasonable belief that the inmate will depart and return at the approved time and date, follow all furlough conditions and not become a behavioral problem while on a furlough.
 4. The inmate must arrange his/her own transportation within the guidelines of this policy.
 5. Must have no active felony warrants or holds listed within the current warrants check.
- B. Minimum custody inmates who do not qualify for a furlough may be eligible for a staff escorted bedside visit or for staff escorted funeral attendance if they meet the same criteria in place for low medium and high medium custody inmates.
- C. Low medium or high medium custody inmates, regardless of what housing facility they are residing in, may be eligible for a staff escorted bedside visit or for staff escorted funeral attendance if the following criteria are satisfactorily met:
1. It can be reasonably assured the inmate is not a flight risk and will not be a danger to himself/herself or others while at the bedside visit or attending the funeral.
 2. The inmate does not have a history of escape(s) (See DOC policy 1.4.B.2 [Male Inmate Classification](#) and DOC Policy 1.4.B.14 [Female Inmate Classification](#)). "History of escape" is defined as:
 - a. Escape from a secure facility/secure custody or multiple incidents within the last five (5) years.
 - b. Escape from a secure facility/custody in more than five (5) years or multiple incidents in last one to ten (1-10) years.
 - c. Escape from a non-secure facility/custody in last five (5) years.
 - d. Escape from non-secure facility/custody in more than five (5) years and up to ten (10) years.
 - 1) A "secure facility" is a facility with a security perimeter separating inmates from escapes; e.g. penitentiary, jail or detention facility.
 - 2) "Secure custody" is a supervision level that requires restraints and/or direct staff supervision, including law enforcement escort/transport and being in the physical custody of law enforcement following an arrest.
 - 3) A "non-secure facility" is a facility without a fence or physical barrier separating inmates from escape; e.g. minimum or community correctional facilities, halfway houses and other court or correctional ordered placements.
 - 4) "Non-secure custody" is a supervision level that does not require restraints or direct staff supervision; e.g. work/school release, furloughs, approved community passes and being in the non-physical custody of law enforcement following an arrest.
 - e. Prior parole and/or probation absconding, bail or bond jumping on a felony charge, failure to turn one's self in for confinement and/or a felony conviction for failure to appear are not counted as escapes from a non-secure facility/custody.

3. In the unlikely event the inmate would escape, it can be reasonably assured he/she would not commit a serious criminal offense.
 4. The inmate's institutional record and adjustment indicates it is unlikely the inmate would pose a behavior risk if permitted an escorted trip.
 5. Inmates who otherwise meet the criteria for a escorted bedside visit or escorted funeral attendance must have sufficient funds available in their institutional account at the time their application is being reviewed by staff to pay the total calculated cost of supervision during the escort. The cost of supervision shall include transportation, lodging and staff meals or other costs as determined by staff.
 - a. The Warden may waive this requirement if the institution's benevolent fund has sufficient funds available to pay the total calculated cost of providing supervision or the remaining balance, after applying the inmate's funds to these costs.
- D. Maximum custody inmates are not eligible to attend a funeral or a bedside visit unless they are within one (1) month of their confirmed release date and they meet the criteria listed for low medium or high medium custody inmates (See DOC policy 1.4.G.1 [Transition Programs and Services](#)).
- E. Any inmate who misleads the DOC in any way will have his/her furlough, funeral attendance or bedside visit terminated immediately and is subject to disciplinary action.

2. Use of Furloughs:

- A. Furloughs may be granted to:
1. Visit a terminally ill immediate family member and/or attend the funeral of an immediate family member.
 - a. An inmate will only be allowed one (1) bedside visit per terminally ill immediate family member.
 - b. An inmate may be allowed to use a furlough to both visit a terminally ill immediate family member and attend the funeral of the same immediate family member if the furloughs are more than thirty (30) days apart.
 2. Receive health care services deemed to be medically necessary by a health care provider (See DOC policy 1.4.E.2 [Medically Necessary Health Care](#)).
 3. Appear at a scheduled court proceeding.
 - a. Whenever possible, staff will attempt to have court proceedings involving an inmate take place telephonically or attempt to have the court proceedings moved to the grounds of the DOC facility where the inmate is housed.
 - b. A properly executed court order is required for inmates who are not eligible for a furlough but who are required to attend a court proceeding off the grounds of a DOC facility.
 - c. Inmates who are not eligible for a furlough but who are required to attend a court proceeding off the grounds of a DOC facility will be transported/escorted by:
 - 1) DOC staff under the guidelines of policy 1.3.A.7 [Transport & Escort of Inmates](#) or,

- 2) Another law enforcement jurisdiction according to their transport/escort guidelines.
 4. Furloughs may also be granted for other compelling reasons that are consistent with the public interest and the mission of the DOC (See DOC policy 1.1.A.1 [Mission, Vision and Values](#)).
- B. Inmates housed in a halfway house or a contract housing facility may be granted a furlough for the reasons listed in Part A of this section and are subject to the furlough provisions of their housing facility.

3. Application/Approval for a Furlough:

- A. An inmate must initiate the furlough paperwork through his/her unit team or through the staff at the halfway house or contract facility where they are housed (See [Attachment 1](#)).
1. The unit team will verify the inmate's eligibility for a furlough and verify the accuracy of all information provided.
 2. The unit team will have designated staff conduct a current warrants check to ensure the inmate has no active felony warrants or holds.
 3. If the unit team determines the inmate is not eligible for a furlough, they will inform the inmate of his/her ineligibility and terminate the application process. If the unit team determines the inmate is eligible for a furlough, they will forward the furlough paperwork to the appropriate Associate Warden/Deputy Warden.
- B. The appropriate Associate Warden/Deputy Warden supervising the unit team will review the furlough paperwork.
1. If the Associate Warden/Deputy Warden denies the application, he/she will return the furlough paperwork to the unit team, who will inform the inmate of the decision.
 2. If the Associate Warden/Deputy Warden approves the application, he/she will forward the furlough paperwork to the Warden.
- C. Final approval of furloughs must be made by the Warden or acting Warden.
1. Once the Warden has made his/her decision, the furlough paperwork will be sent back to the appropriate Associate Warden/Deputy Warden supervising the unit team.
 2. The appropriate Associate Warden/Deputy Warden will return the furlough paperwork to the originating unit team, who will notify the inmate of the decision.
- D. If the Warden gives his/her final approval, the unit team will notify their respective central records staff prior to the inmate's furlough.
1. Central records staff will record the furlough information and make necessary release notifications.
 2. If a furlough is approved and the inmate is to be released on the furlough when central records staff are not available, the officer in charge (OIC) will provide telephone notification requests pursuant to DOC policy 1.1.E.4 [Release Notification Requests](#).
- E. Verified furlough applications will be distributed as follows:

1. The original furlough application, a copy of the furlough application and a general furlough guidelines sheet (See [Attachment 2](#)) will be sent to the unit team.
2. The copy of the furlough application and a general furlough guidelines sheet must accompany the inmate while on a furlough. The housing unit staff will retain the original at the housing unit.
3. The unit team will ensure that the departure and return times are recorded on the original application along with the transporter's signature and any additional comments.
4. Upon completion of the furlough, the original completed application will be sent to the Operations Office or other area designated by the Warden for recording.
5. A copy of the original completed application will be sent to the inmate's case manager to be maintained in the institutional file.

4. Application/Approval for Funeral Attendance or Bedside Visit:

- A. If DOC staff receive information regarding the death or serious/terminal illness of an inmate's immediate family member, they will fill out the top portion of the [Funeral Attendance/Bedside Visit Worksheet](#) (See [Attachment 3](#)).
 1. If a member of the inmate's unit team is on duty, they will be notified by the staff member receiving the information. The unit team will then notify the inmate in person as soon as they can.
 2. If a member of the inmate's unit team is not available, the shift commander should notify the inmate in person as soon as they can.
 3. The inmate may be allowed to make an emergency telephone call to another immediate family member regarding the death or serious/terminal illness.
 - a. If the inmate does not have funds available in his/her phone account, staff may allow the inmate to make the emergency telephone call from a staff telephone.
 - b. The emergency telephone call, regardless of who pays for the charges, will normally be limited to ten (10) minutes.
- B. The [Funeral Attendance/Bedside Visit Worksheet](#) will be forwarded to the inmate's unit team for verification of information.
 1. The inmate's unit team will fill in Part 2 of the [Funeral Attendance/Bedside Visit Worksheet](#).
 2. The unit team will verify the critical nature of the inmate's family member, normally through contacting the attending physician or health care facility representative prior to a bedside visit.
 3. The unit team will verify death and funeral arrangements, usually through contacting the local county sheriff officials and/or the funeral home prior to a funeral visit.
- C. Upon verification of information and completion of Part 2, the unit team will determine if the inmate is eligible for a bedside visit/funeral attendance (See Section 1).

1. If the inmate is not eligible for a bedside visit/funeral attendance, the unit team will inform the inmate and discontinue the application process.
 2. If the inmate is eligible for a bedside visit/funeral attendance, the unit team will forward the [Funeral Attendance/Bedside Visit Worksheet](#) and a completed Furlough Application form to the Office of Special Security or other security staff designated by the Warden.
- D. The Office of Special Security or other security staff designated by the Warden will complete Part 3 of the [Funeral Attendance/Bedside Visit Worksheet](#) and forward it to:
1. The appropriate Associate Warden/Deputy Warden for a male inmate; or
 2. Back to the unit team for a female inmate.
- E. The applicable Associate Warden/Deputy Warden/unit team will review the [Funeral Attendance/Bedside Visit Worksheet](#) and make their recommendation in Part 4 before forwarding it to the Warden for the final decision.
1. Upon the final decision of the Warden, the [Funeral Attendance/Bedside Visit Worksheet](#) will be returned to the inmate's unit team.
 2. The unit team will notify the inmate of the decision and, if applicable, make the necessary arrangements for the funeral attendance or bedside visit.
 3. Upon completion of their duties, unit team will forward the Funeral Attendance/Bedside Visit Worksheet to the case manager, where it will be placed in the inmate's institutional file.
 4. In addition to verifying the terminal illness of the immediate family member or funeral arrangements when reviewing the inmate's [Funeral Attendance/Bedside Visit Worksheet](#), unit staff should check for any changes in the funeral arrangements and/or condition of the terminally ill family member (for a bedside visit) directly prior to the inmate being released to furlough.

5. Travel Time and Distance Limitations:

- A. Eligible minimum custody inmates may take furloughs, make bedside visits or attend funerals within the State of South Dakota, including Indian reservations. Out-of-state travel is subject to approval by the Warden.
- B. Eligible low medium, high medium and maximum custody inmates may make bedside visits or attend funerals within the State of South Dakota, including Indian reservations. Out-of-state travel is subject to approval by the Warden.
- C. Inmates must sign an Agreement to Waive Extradition (See [Attachment 3](#)) prior to leaving for a furlough, bedside visit or a funeral.
- D. Time and distance limitations for a furlough/bedside visit/funeral attendance will be determined by the approving authority based on the time required to travel to and from the approved destination and the time needed to accomplish the purpose of the travel.
 1. If an inmate travels to an Indian reservation within the State of South Dakota, there must be a reasonable belief the inmate will return to his/her housing location at the agreed upon time and of his/her own free will.

2. The appropriate Associate Warden/Deputy Warden/Warden, duty officer or the shift commander may approve furlough/bedside visit/funeral attendance changes in emergency situations (see Section 10).
3. In the event the duty officer or shift commander approves a change, the appropriate Associate Warden/Deputy Warden/Warden or duty officer will be notified immediately.
4. Furloughs will normally not be approved with a return time that exceeds 10:00 p.m.
5. Staff may limit the distance and time for a furlough if the purpose of the furlough can be accomplished at a closer location than what the inmate requested.

6. Transportation Guidelines:

- A. Transportation for minimum custody inmates on a furlough will be provided by a family member or a responsible friend who is on the inmate's visit list and who is at least eighteen (18) years old (See DOC policy 1.5.D.1 [Inmate Visiting](#)).

1. Public transportation may be authorized when an inmate does not have access to private means of transportation.
 - a. The cost of public transportation will not be paid by the DOC.
 - b. An inmate who does not have an approved transporter must have a sponsor, who will follow the same guidelines that apply to a transporter.
 - c. The sponsor will be a family member or a responsible friend who is on the inmate's visit list and who is at least eighteen (18) years old.
2. No two inmates may have the same transporter/sponsor unless the inmates and the transporter/sponsor are immediate family members and the other guidelines listed in this section are followed.
3. An ex-inmate may not transport or be a sponsor for an inmate unless he/she is an immediate family member, is listed on the approved visit list and is approved by the Associate Warden/Deputy Warden/Warden.
4. The appropriate Associate Warden/Deputy Warden/Warden must approve the transporter/sponsor and the transportation arrangements.
5. Transporters/sponsors must sign the [Furlough Application](#) (See [Attachment 1](#)) prior to leaving the DOC facility with the inmate and adhere to the General Furlough Guidelines (See [Attachment 2](#)).
6. Inmates are to return to their housing units by the time specified on their furlough application.
7. An inmate is required to be in the general company of the transporter/sponsor during the entire furlough.

- B. If approved, minimum, low medium, high medium and maximum custody inmates must be escorted on any bedside visit or funeral attendance according to DOC policy 1.3.A.7 [Transport & Escort of Inmates](#) and applicable institutional operations memorandums and/or post orders.

1. Inmates requiring a correctional staff escort will be transported in a State vehicle.

2. Inmates requiring a correctional staff escort will not travel by air.
- C. The appropriate Associate Warden/Warden or designee will notify local law enforcement in the area of the bedside visit/funeral of the transportation and supervision arrangements. The local law enforcement agencies may be asked to assist with supervision.

7. Financial Obligation of the Inmate:

- A. Eligible low medium, high medium and maximum custody inmates and minimum custody inmates requiring a DOC staff escort to attend a bedside visit or funeral shall reimburse the DOC for the total cost of transportation, lodging and staff meals.
1. Transportation costs will be calculated based on the current State rates and the total mileage of the trip.
 2. The staff meal cost will be calculated based on the lessor of actual cost or current State rates.
 3. If possible, escorting staff will stay in a motel/hotel that allows for payment at current State rates and the cost will be calculated based on the State rates.
 - a. If State rates are not possible, the cost will be calculated based on the actual dollar amount of the staff's lodging.
 - b. Any inmate lodged in a county jail as part of his/her bedside visit or funeral attendance arrangements will be billed for the amount charged by the county.
- B. Staff members escorting inmates to bedside visits or funeral trips must retain receipts for all expenses.
- C. Eligible low medium, high medium and maximum custody inmates and minimum custody inmates requiring a DOC staff escort who are approved for a bedside visit or to attend a funeral will not be required to pay the escorting staff(s) wages, including regular or overtime wages.
- D. Each facility may establish their own fund to assist inmates with reimbursing the DOC for staff escorted bedside visits or funeral attendance.
1. If a facility opts to establish their own fund, they will also provide guidelines for the use of this fund.
 2. State funds may not be used to establish or replenish this fund.
- E. The Warden has discretion to waive a portion or all of the supervision costs.

8. General Conduct During a Furlough/Bedside Visit/Funeral Attendance:

- A. All inmates on a furlough/bedside visit/funeral attendance are required to abide by the following regulations:
1. Furlough applications will specifically identify where the inmate and the transporter/sponsor will be during the entire furlough.

- a. The application will include sufficient information, including telephone numbers of all locations, so that the inmate can be contacted and or monitored during the furlough.
 - b. Cell phones are not sufficient for contacting an inmate. The telephone number provided must be for a physical location.
 - c. If staff attempt to contact the inmate and the inmate cannot be located during the furlough, bedside visit or funeral attendance staff will contact the shift commander immediately. The Warden or his/her designee may initiate escape procedures (See DOC policy 1.3.B.1 *Emergency Response*).
2. Inmates on furlough bedside visits/funeral attendance will abide by all local, state and federal laws, ordinances and statutes.
 3. Inmates will not operate a motor vehicle.
 4. Inmates will not spend any time in an establishment where the primary function is the serving of alcoholic beverages.
 5. Inmates will not consume alcoholic beverages, narcotics or use tobacco products.
- B. Civilian clothing may be worn by an inmate while on furlough (applicable to minimum custody inmates only).

9. Purchases While on Furlough/Bedside Visit/Funeral Attendance:

- A. An inmate may withdraw no more than fifty dollars (\$50) per furlough/bedside visit/funeral attendance from their spend or savings accounts for incidental expenses; e.g. meals, snacks, etc., subject to the provisions of DOC policy 1.1.B.2 *Inmate Accounts and Financial Responsibility*.
1. An inmate may not borrow funds from the institution's Benevolent Fund for this purpose.
 2. Unless pre-approved by unit staff, inmates may not purchase merchandise to bring back to their housing unit.
- B. Violation of these rules will result in disciplinary action (See DOC 1.3.C.2 *Inmate Discipline System*).

10. Returning Late From a Furlough/Bedside Visit/Funeral Attendance:

- A. Any time an inmate is late returning from a furlough/bedside visit/funeral attendance, the Shift Commander will be notified immediately.
- B. If an inmate or escorting staff (where applicable) calls the institution and indicates he/she is unable to return from the furlough/bedside visit/funeral attendance on time, he/she may be granted an extension at the discretion of the appropriate Associate Warden/Deputy Warden/Warden, duty officer or shift commander.
1. In the event the duty officer or shift commander grants an extension, the appropriate Associate Warden/Deputy Warden/Warden or duty officer will be notified immediately.

- C. If an inmate is more than one (1) hour late returning from a furlough/bedside visit/funeral attendance and the inmate or escorting staff (where applicable) has not called the institution, escape procedures will be initiated immediately.

V Related Directives:

- DOC policy 1.1.A.1 – [Mission, Vision and Values](#)
 DOC policy 1.1.B.2 – [Inmate Accounts and Financial Responsibility](#)
 DOC policy 1.1.E.4 – [Release Notification Requests](#)
 DOC policy 1.3.A.7 – [Transport & Escort of Inmates](#)
 DOC policy 1.3.B.1 – [Emergency Response](#)
 DOC policy 1.3.C.2 – [Inmate Discipline System](#)
 DOC policy 1.4.B.2 – [Male Inmate Classification](#)
 DOC policy 1.4.B.14 – [Female Inmate Classification](#)
 DOC policy 1.4.E.2 – [Medically Necessary Health Care](#)
 DOC policy 1.4.G.1 – [Transition Programs and Services](#)
 DOC policy 1.5.D.1 – [Inmate Visiting](#)

VI Revision Log:

December 2003: **Combined** DOC policy on Funeral Attendance and Bedside Visits with this policy. **Deleted** references to Type A and Type B furloughs. **Deleted** reference to the Benevolent Fund. **Revised** travel restrictions to just the State of South Dakota, including Indian reservations. **Added** a definition for “escape history”. **Added** a definition for Furlough. **Revised** guidelines on staff expenses.

July 2004: **Changed** travel requirements to allow out-of-state travel at the Warden’s discretion. **Added** contact information for the Rapid City Trusty Unit to Attachment 2.

November 2005: **Added** “probation absconding” under the definition for “history of escapes”. **Added** definition for security perimeter and referenced security perimeter under information on escape from a secure facility. **Added** reference to DOC policies 1.4.B.2 and 1.5.D.1. **Changed** Unit Staff to unit team. **Revised** the document to clarify procedures for the SDWP.

November 2006: **Revised** the definition of security perimeter. Made minor style/format changes throughout the policy.

November 2007: **Combined** furlough approval procedures for male/female inmates into one standard procedure. **Revised** the records retention procedures. **Revised** attachments 1 and 3. **Added** that a copy of the completed furlough application will be kept in an inmate’s institutional file. **Clarified** law enforcement notification procedures.

October 2008: **Revised** formatting of policy and attachments in accordance with DOC policy 1.1.A.2. **Replaced** central records with case manager in ss (E3 of Application/Approval for Funeral Attendance or Bedside Visit). **Added** title of Attachment 1 in ss (A5 of Transportation Guidelines). **Replaced** “commisary” with “spend” in ss (A of Purchases While on Furlough/Bedside Visit/Funeral Attendance). **Added** reference to DOC policy in section V. **Combined** Attachments 4 with Attachment 3 and made reflection of change in policy. **Revised** minor wording and grammatical changes throughout policy.

October 2009: **Revised** 1.4.B.2 into its two respective policies of 1.4.B.2 and 1.4.B.14. **Revised** titles of DOC policies 1.4.G.1 and 1.5.D.1. **Deleted** reference to the Redfield Minimum Unit within Attachment 1 and 2. **Revised** screen shots of Attachment 1 and 3. **Added** hyperlinks.

October 2010: **Revised** formatting of Section 1. **Revised** title of DOC policy 1.1.A.1.

February 2011: **Added** A. 5. to ss 1 (Procedures) **Inserted** A. 2. SS 3 (Procedures) **Added** Warrants check completed box to Attachment 1. **Added** “narcotics” to 8. A. 5.

December 2011: **Deleted** 3. and **Added** a.- d. in Section 1 C. 2. **Added** “and other court ordered or correctional ordered placements” to Section 1 C. 2. d. 3) **Added** “approved community passes and being in the non-physical custody of law enforcement following an arrest” in Section 1 C. d. 4) **Added** “on a felony charge” and “not” to Section 1 C. 2. e. **Deleted** “that the” and **Added** “it is unlikely the” **Deleted** “not” in Section 1 C. 4. **Added** 5. to Section 1 C. **Added** a. “The Warden may waive this

requirement if the institution's benevolent fund has sufficient funds available to pay the total calculated cost of providing supervision or the remaining balance, after applying the inmate's funds to these costs" in Section 1 C. 5. **Added** 4. "In addition to verifying the terminal illness of the immediate family member or funeral arrangements when reviewing the inmate's Funeral Attendance Worksheet, unit staff should check for any changes in the funeral arrangements and/or condition of the terminally ill family member (for a bedside visit) prior to the inmate being released to furlough" in Section 4. E. 4. **Added** "duty officer" to Section 5 D. 3. **Added** E. "The Warden has discretion to waive a portion or all of the supervision costs." to Section 7. **Deleted** c. "Institutional staff will attempt to contact the inmate at one (1) of the inmate's listed locations" in Section 8 A. 1. **Added** "staff attempt to contact the inmate and" and "Staff will contact the shift commander immediately" to Section 8 A. 1. **Added** 1. to Section 10. B. **Added** "has not returned and" **Deleted** "late returning from a furlough/bedside visit/funeral attendance" and **Replaced** with "past their approved return

Denny Kaemingk

03/04/2012

Denny Kaemingk, Secretary of Corrections

Date

Attachment 1: Furlough Application

The **Furlough Application** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **Furlough Application** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.

2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Furlough Application**.

The gray areas indicate the information that is to be entered.

South Dakota Department of Corrections Policy Distribution: Public		Attachment: Furlough Application Please refer to DOC policy 1.4.G.4 Furlough/Bedside Visit/Funeral Attendance			
FURLOUGH APPLICATION					
Inmate Name		Sentence		Initial Parole Date	
Crime		Next Parole Date		Release Date	
Housing Unit		Date placed at minimum facility		Date classified to minimum security status	
<input type="checkbox"/> Unit C <input type="checkbox"/> DSP <input type="checkbox"/> YTU <input type="checkbox"/> RCOU <input type="checkbox"/> SOWP					
Purpose of Furlough		<input type="checkbox"/> Bedside Visit <input type="checkbox"/> Funeral <input type="checkbox"/> Medical <input type="checkbox"/> Court		<input type="checkbox"/> Other Specify	
Transporter		Relationship			
Address		Phone Number			
Furlough scheduled from _____ to _____.					
<input checked="" type="checkbox"/> Institutional staff will attempt to contact the inmate at one (1) of the inmate's listed locations.					
7:00 am	Location	Phone Number	3:00pm	Location	Phone Number
8:00 am			4:00pm		
9:00 am			5:00pm		
10:00 am			6:00pm		
11:00 am			7:00pm		
12:00 am			8:00pm		
1:00pm			9:00pm		
2:00pm			10:00pm		
Application information verified <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Signature of Unit Staff					
I understand that I must remain in the general company of the transporter or sponsor during the entire period of the furlough. I understand that all travel and living expenses incurred in connection with this furlough will be paid by me. I understand and agree to abide by furlough regulations/policies of the Department of Corrections and this institution. I also understand that if I need help or will be delayed in returning, I am to call the appropriate Control room or institution as follows: SD SP 387-6120, Durtlee State Pris on 388-2201, Yankton Minimum Unit 888-3866, South Dakota Women's Pris on 773-6388, Rapid City Correctional Unit 384-6284 or local law enforcement.					
Inmate Signature				Date	
Transporter/Sponsor Signature				Date	
Associate Warden/Deputy Warden Signature				Date	
Warden Signature				Date	
FILL IN INFORMATION AND RETURN TO AW OPERATIONS/PROGRAMS WHEN COMPLETED					
Model and license number of transport vehicle					
Revised: 11/9/2009				Page 1 of 1	

Attachment 2: General Furlough Guidelines

GENERAL FURLOUGH GUIDELINES

The furlough program is a privilege and is not an automatic right, even if other community release activities have been approved.

A family member or responsible friend who is on the inmate's visit list and at least eighteen (18) years of age may provide transportation. Public transportation may be authorized when an approved transporter does not possess private means of transportation. Inmates are not permitted to operate motor vehicles while on furlough.

While on furlough, the inmate will remain in the general presence of the transporter/sponsor during the entire period. The inmate and his transporter/sponsor must be at the locations listed on the furlough application. Staff, at their discretion, will monitor inmates to ensure that the furlough conditions are followed.

Inmates are not permitted to visit an establishment where alcohol is their main source of revenue. An inmate and his transporter/sponsor are not permitted to consume alcohol beverages and will abide by all local, state and federal laws, ordinances and statutes.

If the transporter/sponsor and inmate become separated, or the inmate is delayed in returning, the transporter/sponsor and the inmate must immediately contact the appropriate Control Room or institution as follows:

Or the local law enforcement. Failure to do so may result in prosecution of the inmate or the transporter/sponsor.

South Dakota State Penitentiary	367-5120
Mike Durfee State Prison	369-2201
South Dakota Women's Prison	773-5368
Yankton Minimum Facility	668-3355
Rapid City Correctional Unit	394-5294

Attachment 3: Funeral Attendance/Bedside Visit Worksheet

The **Funeral Attendance/Bedside Visit Worksheet** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **Funeral Attendance/Bedside Visit Worksheet** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Funeral Attendance/Bedside Visit Worksheet**.

The gray areas indicate the information that is to be entered.

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