

## 1.4.G.1 Inmate Release Plans and Transition Programming

### I Policy Index:



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### II Policy:

The South Dakota Department of Corrections (DOC) will provide programs and services to assist inmates with transition from prison to the community.

### III Definitions:

#### Possible Release Date:

An initial parole date, next parole date, suspended sentence release date, good time release date or term expires date on which the inmate is eligible for possible release from incarceration.

#### Suspended Sentence Release:

Inmates sentenced to the South Dakota prison system with a split sentence who have completed the required term of imprisonment and are eligible for release to supervision under Parole Services for the remainder of their suspended sentence.

#### Discretionary Cases:

Inmates who have a discretionary parole hearing date.

#### SIS/SES:

Suspended Imposition of Sentence (SIS) or Suspended Execution of Sentence (SES). Sentences of probation, which as a condition the court prescribes that the defendant be imprisoned for a specific period of time, not to exceed 180 days. Upon release from prison the inmate is under the supervision of Court Services.

#### Successful Release:

A release on parole at the time of an inmate's initial new system parole date with an acceptable release plan and/or the ability of an offender to avoid conditional release violation or recidivism.

#### 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 system, the IPD establishes standards and criteria for initial parole release.

**New System:**

Inmate sentences to the South Dakota Prison System as a result of an offense committed on or after July 1, 1996.

**Scheduled Programs:**

Programs that are required as part of an inmate's IPD.

**Transition Case Manager:**

A DOC staff member assigned to assist inmates with community transition. The transition case manager provides a transition link between the DOC and the community through 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. The programs/services are directed towards assisting inmates with the transition into the community; i.e. release planning programs, resolution of holds/detainers, Community Transition Program (CTP), etc.

**IV Procedures:****1. Transition Components:**

- A. Release/case plan completion for all inmates who are within five (5) years of possible release from prison.
- B. Community risk assessments for all inmates upon admission to the DOC and all inmates within five (5) years of possible release from prison.
- C. Scheduled programming for inmates who are assessed as needing specific programming.
- D. Case management for inmates unable to develop or sustain an acceptable release plan (See DOC policy 1.1.E.6 [Case Management](#)).
- E. Transition plan information disseminated to inmates while in Admissions & Orientation (A&O), as part of the systems overview.
- F. Case management contact for inmates within one year of their possible release date in accordance with DOC policy 1.1.E.6 [Case Management](#).
- G. Verify inmates have in their legal file, or have access to, their Social Security Card, birth certificate and a state driver license or state ID.
- H. Assist eligible Native American inmates in applying for tribal enrollment (See DOC policy 1.1.A.7 [Offender Identification Procedures](#)).
- I. Determine if the inmate meets the criteria for placement in the Community Transition Program (See DOC policy 1.5.G.2 [Community Transition Program](#)).
- J. Completion of an LSI-R assessment, in accordance with DOC policy 1.4.B.13 [LSI-R Assessment and Case Planning](#).

## 2. Release Plan Participation:

- A. Each inmate, including parole, suspended sentence violators, and SES/SIS inmates, within five (5) years of their possible release date, will develop a release plan (See [Attachment 1](#)).
1. Inmates who are within five (5) years of their possible release date at the time of admission will start developing a release plan while in the Admissions and Orientation (A&O) unit (See DOC policy 1.4.A.2 [Inmate Admission](#)). Inmates will complete the Release Planning Worksheet while housed in A&O (See [Attachment 1](#)).
  2. Inmates are required to submit an initial release plan to the admissions case manager prior to transfer from the A&O unit. The admissions case manager will enter the information on the Release Plan module in the Comprehensive Offender Management System (COMS).
  3. Parole and suspended sentence violators within five (5) years of their possible release date who do not have a release plan will develop a release plan at their next classification review, or during their initial contact interview with their respective case manager. The inmate's release plan will be completed prior to their next appearance before the Parole board.
  4. Inmates serving a life sentence or capital punishment sentence, and U.S. Marshal holds are not required to develop a release plan.
  5. Inmates within (5) years of their possible release date who are housed in a contract facility or out-of-state facility who require a release plan will develop their plan via teleconference or through written correspondence with their assigned unit staff.
- B. Inmates are responsible for submitting a release plan to unit staff for approval.
1. Inmates who are unable to complete an acceptable release plan will be referred to a transition case manager for assistance.
  2. The absence of an approved release plan may result in the delay or denial of an inmate's release to parole.
  3. Updates or changes in an inmate's release plans will be processed through the inmate's assigned unit case manager at the time of the classification review, scheduled contact interview. Programming staff; i.e. CD counselor or Sex Offender Management Program (SOMP) counselor may update the inmate's release programming requirements as necessary. The update(s) or change(s) will be entered in the Release Plan module in COMS.

## 3. Release Plan Content:

- A. Residence: The inmate will provide information about where they plan to reside when released from custody; including directions from a major town if the residence is in a rural area.
- B. Employment Information: If the inmate has a pending job upon release, this information will be documented.
1. Only employment that can be confirmed by staff will be entered in this section.
    - a. Self-employment may be approved if the inmate plans to return to an existing and pre-established business.

- b. Inmates who want to start a new business upon release are not considered to have a pending job/employment.
  2. An offender released on parole or suspended sentence is normally given thirty (30) days to secure employment if he/she does not have a job waiting. The offender will be required to have regular contact with a recognized career learning center or employment agency for assistance in obtaining employment.
    - a. Inmates with documented medical or mental health disabilities that may have limited employment options may be referred to the SD Department of Human Services Office of Vocational Rehabilitation Service, Department of Social Services or Veterans Administration (VA) (if a veteran), or similar provider if releasing to another state.
  3. Inmates who anticipate receiving consistent income through sources other than employment, i.e. retirement, disability benefits, social security, VA checks, tribal income, must indicate the source of the projected income in the employment section.
- C. School Information: If the inmate plans on enrolling in adult education programs/classes (GED) college, vo-tech or other employment skills/educational programming, this will be documented. Note- inmates who have not graduated from high school or completed their GED will be referred to a GED provider.
- D. Chemical Dependency (CD) Treatment Information: A parole release plan will not be approved for an inmate identified as having chemical dependency issues until the inmate is accepted in an approved community treatment program.
  1. Inmates with chemical dependency issues are encouraged to participate in continuing care and AA/NA upon release.
  2. When an inmate in DOC custody completes chemical dependency treatment and/or relapse programming, CD staff will review and/or update the inmate's checklist in the release plans module in COMS.
  3. If the inmate was unable or unwilling to complete their required CD treatment or relapse programming while in DOC custody, or the inmate has not been accepted into an approved community treatment program, their assigned unit case manager will refer their case to CD staff for assistance in providing and/or setting up services for the inmate.
    - a. This referral will take place no later than during the final release planning review process, as outlined in the section on Inmate Releases.
    - b. This requirement applies to each inmate with a confirmed release date.
- E. Medical/Mental Health Treatment Information: This information is based on medical/mental health records maintained by Behavioral and Health Services staff.
  1. If the inmate has been identified as needing community mental health services or medical care upon release, or is releasing while on a prescribed medication(s), the inmate's release plan will be updated accordingly (See DOH policy P-E-13 [Discharge Planning](#)).
- F. SOMP Information: Sex Offender Management Program (SOMP) staff will work with inmates identified as a sex offender to determine if additional programming/treatment is required upon the inmate's release to the community. SOMP staff will make recommendations for community supervision in the Release Plan module in COMS. Inmates releasing to parole supervision or

suspended sentence assessed as needing community treatment must be accepted by an approved community treatment provider prior to their release. The inmate must make contact with the provider within five (5) working days of their release into the community in accordance with DOC policy 1.4.A.3 [Sex Offender Management Program](#).

1. SOMP staff must review and/or update the inmate's release plan checklist prior to release.
  2. If the inmate is unable or unwilling to complete SOMP while in DOC custody, or requires programming/treatment upon release but has not been accepted into an approved community treatment program, the inmate will be referred to SOMP staff.
- G. Hold and Detainers: Holds/detainers will be confirmed with Central Records staff and must be resolved prior to the inmate's release. Inmates with an active hold/detainer may be required to be released to the authority who issued the detainer/hold.
1. A warrants check utilizing the NCIC III will be conducted by Records staff the month prior to the inmate's scheduled discharge, presumptive parole or suspended sentence release.
  2. All inmates releasing by action taken by the Parole Board will have a warrants check completed following the Board's decision to release the inmate.
- H. Financial Information: Case managers will review the inmate's financial information (IFR) in the ITAG module in COMS and ensure this information is current. Review costs of parole, i.e. supervision fees, SCRAM, Remote Breath Tests (See DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#)).
- I. Family/Community Information: Case managers will review the inmate's family and community status and document the following information in the Release Plan module within COMS.
1. Number of biological children.
    - a. Number of biological children under the age of 18.
  2. Domestic violence convictions.
  3. If a victim of domestic violence.
  4. Have they ever petitioned for a protection order.
  5. Have they been served a protection order.
  6. Any community involvement, i.e. church, charity group, public service.

#### **4. Release Plan Review and Changes:**

- A. Each inmate's release plan will be reviewed at least annually by the inmate and the inmate's unit case manager. Inmates are responsible for submitting any updates or changes in their release plans to their unit case manager between annual reviews or during scheduled contacts.
1. SOMP, medical, behavioral health, chemical dependency and other programming staff may access an inmate release plans in COMS.
  2. Staff who do not have authority to create or modify an inmate's release plan may contact the inmate's unit case manager regarding an inmate's release plan or release plan needs.

- B. If the unit case manager determines an inmate's release plan is inadequate to support the inmate upon release from custody, the unit case manager will assist the inmate in modifying the release plan.
1. An acceptable release plan will include at a minimum: a residence, required CD treatment or aftercare services, required sex offender programming, required community mental health and/or health services and a means of financial support.
- C. Changes to an inmate's release plan will normally be completed at the time of the inmate's scheduled classification review, or during scheduled contact interviews and prior to the final release plan review.
1. Inmates are responsible for submitting their final release plan to their assigned unit case manager no later than the time frames outlined in the section on [Inmate Releases](#).
  2. Inmate requested changes to final release plans following the dates outlined will be handled by the unit case manager on a case-by-case basis.
  3. Indecision on final release plans or frequent requests by an inmate to modify their release plan can delay approval of the plan and may indicate a need for staff assistance with the inmate's release planning.
- D. If an inmate fails to submit a release plan, refuses to make required changes to his/her release plan, or refuses to participate in transitional services as deemed appropriate and necessary by unit staff, the unit case manager will make a notation on the case notes screen in the Release Plan module of COMS.
1. Failure by an inmate to cooperate with the release planning process may delay the inmate's release or result in a denial of parole.
- E. Parole supervision levels will be determined through:
1. The completion of an initial Community Risk Assessment by an admissions case manager upon the inmate's admission to the DOC (See DOC policy 1.5.G.4 [Community Risk Assessment and Supervision of Offenders](#)).
  2. Follow-up Community Risk Assessments completed by an inmate's unit case manager prior to the inmate's release to parole or suspended sentence, or prior to any appearance by an inmate at a discretionary parole hearing.
  3. This information will be used in discretionary decision making by the Parole Board and for release planning by institutional staff.
  4. An inmate who does not have an [Initial Community Risk/Needs Assessment](#) completed prior to being released to supervision; (e.g. a South Dakota inmate housed in another state, an offender from another state paroling to South Dakota); will be maintained on a final supervision level of **Maximum** until the appropriate information is gathered and an initial Community Risk Assessment is completed.

## 5. Transitional Services:

- A. The LSI-R and community risk assessment and other data entry will be completed in A&O by admissions case manager.

- B. Information regarding transition planning will be provided to A&O inmates.
- C. Staff referrals for transition case management will be made:
  - 1. By the unit case manager when an inmate without a LSI-R assessment and community risk assessment information is within five (5) years of a possible release date.
  - 2. By the unit case manager if an inmate is unable to develop an acceptable release plan and the inmate is within a year of possible release.
- D. Inmates may be referred to the Community Transition Program (CTP) by a transition case manager (See DOC policy 1.5.G.2 [Community Transition Program](#)).

## 6. Inmate Releases:

- A. For new system initial parole releases, the final release plan review is initiated sixty (60) calendar days prior to the initial parole date, unless the inmate plans on paroling out of state, in which case the final release plan review should be initiated 120 calendar days prior to the initial parole date.
  - 1. If the inmate is serving ninety (90) days or less in prison, the final release plan review should be initiated forty-five (45) calendar days prior to the initial parole date.
  - 2. For releases on suspended sentence, the final release plan review is initiated sixty (60) calendar days prior to release. For releases on good time dates, term expires dates or SIS/SES, the final release plan review is initiated thirty (30) calendar days prior to the release date.
  - 3. For discretionary cases, the final release plan review is initiated following a decision to grant parole.
  - 4. For inmates granted a commutation of sentence or an amended sentence resulting in release, the release plan will be reviewed following the notification by the Governor or the court to commute/amend the inmate's sentence.
- B. The assigned unit case manager will conduct the final release plan review.
  - 1. Unit case managers will have new system initial plans reviewed/approved and notification sent to the transition case manager and field agent thirty (30) calendar days prior to the initial parole release date and within seven (7) calendar days after a discretionary release decision.
  - 2. For SIS/SES cases, the unit case manager will notify the transition case manager and the assigned court services officer when the plan is finalized.
  - 3. For parole and suspended sentence releases, the unit case manager will notify transition case managers and the assigned parole agent when the plan is finalized.
    - a. For Rapid City, Sioux Falls or Aberdeen, the parole supervisor should be emailed.
    - b. For other multi-agent offices, each agent in the office should be emailed.
  - 4. The assigned parole agent will review the inmate's release plan.

- a. Parole agents will review/approve placement investigations as soon as possible, but in all cases no later than five (5) working days after receipt of the e-mail from the unit case manager.
  - b. If the parole agent determines the plan does not support the inmate's successful release, they will document this in the Agent's Recommendation field located in the plan details tab on the Release Plan screen in COMS and notify transition case managers and the unit case manager.
  - c. The unit case manager will notify the inmate immediately that revisions are required to their release plan before it will be approved by the parole agent.
  - d. The inmate will be instructed to resubmit a release plan to their unit case manager so the unit case manager can forward the revised release plan to the parole agent and notify transition case managers within five (5) working days.
  - e. If the inmate is unable to develop an acceptable transition release plan, they will be referred to the transition case manager.
5. When the parole agent approves the release plan, the agent will document this in the Agent's Recommendation field located in the plan details tab on the Release Plan screen in COMS and email the unit case manager, transition case manager.
  6. The parole agent will complete the "Parole Supervision Agreement" and "Reporting Instructions".
  7. Upon approval, the transition case manager will notify the unit case manager, the parole agent, and Central Records at least five (5) working days prior to the confirmed final release date.
  8. The unit case manager will notify the inmate and produce three (3) copies of the parole agreement and reporting instructions for the inmate to sign.
    - a. Upon receiving the inmate's signature, the unit case manager will give a copy of each to the inmate, place a copy of each in the institutional file and immediately send the other signed copies to the transition case manager located at the parole board office in Sioux Falls.
    - b. The unit case manager will also notify the transition case manager that the agreement has been signed by the inmate.
  9. Upon completion of the parole agreements, the unit case manager will immediately forward the institutional file to the appropriate parole board office as explained below:
    - a. Units located at SDP, JPA, and SFC will forward institutional files to the parole board office in Sioux Falls.
    - b. Units located at DSP will forward institutional files to the parole board office in Springfield.
    - c. The Rapid City facility, Yankton Facility and Pierre facility will forward institutional files directly to the assigned parole agent.

10. In the event the Executive Director or designee finds the plan unacceptable, the Executive Director or designee will email the parole agent, transition case managers and unit case manager and the procedures outlined in this section will be repeated until an acceptable plan is established.
- C. DOC staff will follow all release/discharge procedures outlined in DOC policy 1.4.G.2 [Inmate Release Procedure](#).
- D. Any other established timeframe is included on the Release Planning Deadlines list (See [Attachment 3](#)).

## 7. Inmates Released Out-of-State:

- A. Inmates who release or plan to release to an out-of-state residence will participate in the assessment, release planning and programming as described in this policy.

## V Related Directives:

- DOC policy 1.1.A.7 -- [Offender Identification Procedures](#)  
 DOC policy 1.1.B.2 [Inmate Accounts and Financial Responsibility](#)  
 DOC policy 1.1.E.2 – [Date Computation](#)  
 DOC policy 1.1.E.6 -- [Case Management](#)  
 DOC policy 1.3.C.11 -- [Offender Obligations](#)  
 DOC policy 1.4.A.2 -- [Inmate Admission](#)  
 DOC policy 1.4.A.3 -- [Sex Offender Management Program](#)  
 DOC policy 1.4.B.1 – [Individual Program Directives \(IPD\)](#)  
 DOC policy 1.4.B.2 – [Male Inmate Classification](#)  
 DOC policy 1.4.B.4 – [Inmate Transfers Between Facilities](#)  
 DOC policy 1.4.B.13 – [LSI-R Assessment and Case Planning](#)  
 DOC policy 1.4.B.14 – [Female Inmate Classification](#)  
 DOC policy 1.4.G.2 – [Inmate Release Procedure](#)  
 DOC policy 1.5.B.1 – [Inmate Programs](#)  
 DOC policy 1.5.G.2 – [Community Transition Program](#)  
 DOC policy 1.5.G.4 – [Community Risk Assessment and Supervision of Offenders](#)  
 DOC policy 1.1.E.6 – [Case Management](#)  
 DOH policy P-E-13 – [Discharge Planning](#)

## VI Revision Log:

**November 2004:** **Added** reference to policy 1.1.E.2, 1.4.B.1, 1.4.B.2 and 1.4.B.3. **Revised** the definitions of Suspended Sentence Release, SIS/SES and Confirmed Release Date. **Deleted** the definition of Sex Offender. **Clarified** sub-sections on Chemical Dependency Treatment Information, Medical/Mental Health Treatment Information, Sex Offender Treatment Information, and Holds and Detainers. **Changed** name of section from “Releases” to “Inmate Releases” and **clarified** numerous sub-sections. **Added** information on the processing of the completed initial release plan by the unit case manager. **Changed** Sex Offender Treatment Information to STOP Program Information. **Updated** attachments 1 and 3. **Added** attachment 4. **Noted** that annual reviews of release plans have to be documented. **Combined** with Life Skills Program policy. **Changed** FORWARD Life Skills Program to Transition Case Manager. **Added** the section on Parole Transition Program. **Established** timelines for case managers and parole agents on inmate releases. **Changed** policy name from Release Planning to Transition Programs & Services. **Distinguished** between unit case manager and Transition Case Manager. **Added** section on Transitional Programming.

**March 2006:** **Added** references to Transition plan presentations in A & O and Parole School. **Clarified** that release plans will start to be developed in A & O by inmates within five years of a possible release. **Added** reference to the CTP tab on the parole plan database. **Added** information

about offender supervision levels in the section titled Release Plan Review and Changes. **Added** parole department presentations on transition planning while offenders are housed in the A & O unit. **Revised** the handling of institutional files on inmates on supervised release from the Yankton facility. **Deleted** the section on Transitional Programming Information in attachment 2. **Deleted** SD driver's license and tribal I.D. card from the list of I.D.s/information that Transitional Case Managers will assist inmates with obtaining.

**November 2006:** Minor changes made to the policy statement and to DOC references throughout the policy. **Updated** attachment 3. **Changed** program release to new system initial parole release. **Changed** re-entry services to transitional services. **Deleted** a reference to education staff assessments in the section on transitional programming.

**December 2007:** **Deleted** Attachment 3, the Listing of Court Services Officers and Parole Agents. **Revised** Medical/Mental Health Treatment Information and STOP Program Information under the section on Release Plan Content. **Revised** duties for assessments under the section on Transitional Programming. **Replaced** the term "Criminal Thinking" with "LSI-R" throughout the policy. **Revised** the guidelines for continuing care and AA/NA upon release – strongly encouraged rather than expected to take.

**October 2008:** **Revised** formatting of policy and attachments in accordance with DOC policy 1.1.A.2. **Revised** definition of IPD. **Replaced** "transition" to "admissions" when referencing case manager in ss (A2 of Release Plan Participation). **Replaced** "STOP" with "SOMP" when referencing staff throughout policy and attachments. **Replaced** "STOP" with "SOMP" in reference to tx. plan in ss (F2), **revised** wording in ss (F3), **deleted** former ss (F4) referencing time frames for completion of referral, **added** "initial" when refereeing release plans in ss (H) and **replaced** "transition" with "admissions" when referencing case managers in ss (H and H1) of Release Plan Content. **Replaced** "transition" with admissions" when referencing case managers in ss (A of Parole Plan Database). **Replaced** parole department staff with admissions case managers in ss (B) and **added** "parole agents" in ss (C) of Transitional Programming. **Added** statement referencing that notifications will be sent to the transition case manager and field agents in ss (B1), **added** "transition case managers" to ss (B3, B4, B5b, B5d, B6 and B12) and **replaced** "Parole Release Manager" with transition case managers" in ss (B9, B10a and B10b) of Inmate Releases). **Revised** Attachment 3 to state that admissions case manager is responsible for initial release plans. **Revised** minor wording throughout policy.

**October 2009:** **Replaced** STOP with SOMP in definition of Parole Plan Database. **Added** reference to DOC policy 1.5.G.2 within ss (H of Transition Components) **Deleted** reference to release planning program in ss (A) and **deleted** that it will be available to inmates outside A&O in ss (C) both within Release Plan Participation. **Replaced** reference to Attachment 1 with DOC policy 1.5.G.4 in ss (E1 of Release Plan Review and Changes. **Replaced** Transitional with Unit and **added** reference to central records in ss (D of Transitional Programming). **Deleted** reference to the RMU. **Revised** reference to DOC policy 1.4.B.2 into its two separate policies of 1.4.B.2 and 1.4.B.14. **Added** reference to DOC policies 1.5.B.1, 1.5.G.2 and 1.5.G.4 in section V.

**October 2010:** **Revised** formatting of Section 1. **Deleted** reference to elective courses as appropriate throughout policy. **Added** Adult Re-entry Programs to definition of Transitional Programming. **Added** definitions of Adult Re-entry Program, Local Re-entry Task Force, Re-entry Project Director and Local Re-entry Project Coordinator. **Added** reference upon their initial contact interview in ss (A3 and B3 of Release Plan Participation). **Replaced** career center with SD Department of Labor and **added** Sioux Falls Reentry Center both within ss (B2) and **added** ss (B2a, H and I) all within (Release Plan Content). **Added** financial and family/community to ss (A1 of Parole Plan Database). **Added** scheduled contacts to ss (A and C) and added reference to noting in the Intensive Case Management section of the Inmate Records database in ss (D) all within (Release Plan Review and Changes). **Added** new ss (A3 and A4 of Referral to Programming). **Deleted** former ss (B2a) regarding the resource database, **added** new ss (B2b and B4c), **added** Re-entry Program Manager and local task force to ss (B5b), **added** ss (B5e1 and B6a) and **added** Re-entry Program Manager in ss (B9) all within (Inmate Releases). **Added** DOC policy 1.1.E.6 to (Section V). **Added** reference to Voc. Rehab. Services to Attachments 1 and 2. **Added** financial and family/community sections to Attachments 1 and 2. **Added** Transitional Programming Information to Attachment 2.

**October 2011:** Deleted "Parole School" from definition of Transitional Programming. Added definition of SCA Treatment Group to definitions. Deleted "Transition plan explanation, to include parole school for inmates within sixty (60) days of a possible parole/suspended sentence release." and Replaced with "Intensive case management for inmates who are within one year of a possible release." In Section 1 F. Deleted "Inmates" and Replaced with "New admissions" in Section 2 1. And 2. Added "or parole and suspended sentence violators" to Section 2 A. 3. Added "Inmates within (5) five years of a possible release date who are housed in a contract facility or housed out-of-state who require a release plan will develop their plan via teleconference or through written correspondence with unit staff" in Section 2. Deleted "The release planning program" and Replaced with "Transition plan presentations" in Section 2 C. Deleted D. Parole School is held the first week of each month." and subsections 1. and 2. regarding Parole School in Section 2. Deleted "Job Service" and Replaced with "Career Learning Center" and Added "(or similar employment provider if releasing to another state)" in Section 3 B. 2. Deleted "Individuals" and Replaced with "Inmates" and Added "documented (know) medical or mental health" and Added "that may limit employment options and Added "the SD Department of Human Services" "Department of Social Services office of Veterans Administration" and Added "(or similar provider if releasing to another state)" in Section 3 B. 2. a. Added "receiving consistent income through" and Deleted "as the source of their income" and Deleted "should" and Replaced with "must" in Section 3 B. 3. Added "Inmates who have not graduated from high school or completed their GED will be referred to a GED provider" in Section 3 C. Deleted "sex offender programming and Replaced with "community treatment" in Section 3 F. Added "releasing to parole supervision or suspended sentence" and Added "be accepted by an approved community treatment provider prior to release and must make contact with the provider within five (5) working days of their release into the community" in Section 3 F. Deleted 4. "A release plan will not be approved until the inmate is accepted in an approved community treatment program" and Replaced with "If the inmate is releasing to parole supervision or suspended sentence and was assessed as needing STOP programming but refused, they will be allowed five (5) working days in the community to contact a community treatment provider and thirty (30) days to be accepted into a community treatment program" in Section F. Added "All new admissions within five (5) years of possible release" to Section 3 J. Deleted "annual" and Replaced with "scheduled" in Section 5 C. Deleted C. "Transition Plan/Parole School will be offered by transition case managers and parole agents monthly at each DOC facility" from Section 6 Deleted 4. "by the unit case manager for offenders who meet the Second Chance Act Grant Program and have gaps in services. This includes sending a referral packet to the Re-entry Program Manager" in Section 7. Added 4. "For inmates granted a commutation of sentence or amended sentence, the release plan will be reviewed following the notification by the Governor or the court to commute/amend the inmate's sentence" in Section 8 A. Added "If the inmate is in the Second Change Act Grant program group, the parole agent will notify the Re-entry Program Manager and local task force." in Section 8. 5. b. Deleted b. "The parole agent will notify the Re-entry Program Manager and the local task force if the inmate is in the Second Chance Act Grant program group" from Section 8 B. 6. Deleted "Central Records" and Replaced with "DOC staff" and Added "/discharge" in Section 8 C.

**February 2013:** Deleted definitions of "Resource Database" and "Parole Plan Database". Deleted term "parole plan database" and Replaced with "Release Plan module in COMS" throughout the policy. Deleted "to the best of their ability and should be encouraged to use the resource database for assistance" in Section 2 B. Deleted "This information is automatically pulled into the database" in Section 3 E. Deleted "medical/mental health treatment plan field of the parole plan database" and Replaced with "case notes screen in the release plan module in COMS" in Section 3 E. 2. Deleted 3. "After information from the release plan worksheet is entered into the parole plan database, the worksheet can be discarded" in Section 3 J. Deleted 1-7 describing the tabs in the parole plan database. Deleted 1. "The resource database may be used to identify release resources" in Section 5 B. Deleted "Case Manager tab of the parole plan database and should note this in the Intensive Case Management section in the Inmate Records database" and Replaced with "case notes screen in the release plan module in COMS" in Section 5 D. Deleted "and will complete the Agent Evaluation tab in the parole plan database" in Section 6 B. 5 Deleted "indicate this on the Agent Evaluation tab in the parole plan database and Replaced with "document this in the Agent's

Recommendation field located in the plan details tab on the release plan screen in COMS" **Deleted** "tabs in the parole plan database" in Section 8 B. 7.

**October 2013: Reviewed** with no changes.

**June 2015: Changed** title of policy from Transition Programming and Services to "Inmate Release Plans and Transitional Programming" **Deleted** definitions of Adult Re-entry program, Local Re-entry Task Force, Re-entry Project Director, Local Re-entry Coordinators, Second Chance Act Treatment Group, New System Initial Parole Release, Conditional Release Violators and Confirmed Release Date. **Deleted** a. and b. in Section 3 D. **Deleted** 4. in Section 3 H. **Deleted** "The inmate will note if they have any holds or detainers and indicate the status of the hold or detainer" in Section 3 G. **Deleted** Section 4 Release Plan Module. **Deleted** "admissions case managers" and **Replaced** with "DOC staff" in Section 5 B. **Deleted** 3 in Section 6 A. **Deleted** "who meet the Adult Re-entry Program" in Section 6 B. 2. b. **Deleted** c. (Second Chance Grant) in Section 6 B. 4. **Deleted** "If the inmate is in the Second Change Act Grant program group, the parole agent will notify the Re-entry Program Manager and local task force" in Section 6 B. 5. b. **Deleted** 1) (Second Change group) in Section 6 B. 5. e. **Deleted** "and the Executive Director of the Board or designee their approval" in Section 6 B. 6. **Deleted** 8 in Section 6 B. **Deleted** "prison based elective" in Section 7 A.

*Denny Kaemingk (original signature on file)*

07/08/2015

Denny Kaemingk, Secretary of Corrections

Date

## Attachment 1: Release Planning Worksheet

The **Release Planning 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 **Release Planning 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 **Release Planning Worksheet**.

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

Page 1 of 3

Page 2 of 3

Page 3 of 3

The image displays three pages of a 'RELEASE PLANNING WORK SHEET' form. The form is divided into several sections, each with a title and a set of questions or data entry fields. The sections are: 1. Personal Information: Includes fields for Name, Number, Sex, Race, and Date of Birth. 2. Residence Information: Includes fields for Address, City, State, Zip, County, and Phone. 3. Employment Information: Includes fields for Employer, Position Title, Address, City, State, Zip, Contact, and Agency. 4. School Information: Includes fields for School Name, Address, City, State, Zip, Contact, and Contact Phone. 5. Chemical Dependency/Treatment Information: Includes questions about treatment needs and completion. 6. Medical/Mental Health Treatment: Includes questions about medical/mental health treatment and community health plans. 7. Sex Offender (STOP) Treatment Information: Includes questions about STOP treatment needs and completion. 8. Transitional Programming Information: Includes questions about transitional programming needs and completion. The form is designed for data entry, with various input fields and checkboxes.

## Attachment 2: Instructions for Release Planning Worksheet

Listed below are instructions for completing the Release Planning Worksheet. Please print or write clearly so that the information is easy to read. Failure to provide clear and accurate information could result in a delay of your release.

### **Residence Information:**

- **ADDRESS:** You must give a complete address of where you plan to live. If you plan to live in an apartment, list the apartment number. Your address must include the name of the city, county, state, zip code and complete telephone number.
- **DIRECTIONS FROM A MAJOR TOWN:** If you plan to live in a rural area, give directions to the address from the nearest town.
- **RESIDENCE DETAIL:** Describe the type of housing you will live in (house, trailer house, apartment, halfway house, motel, school, treatment center or mission) and list the names of all people that will be residing in the same house, apartment, etc., with you.
- **METHOD OF TRAVEL HOME:** Check which method of transportation you plan to use when you leave. If someone is giving you a ride, you need to list their name(s).
- All placements to "Missions" will be referred to Transitional Programming.

### **Employment Information:**

- If you do not have a job, indicate "I am requesting 30 days to find a job".
- **EMPLOYER:** List the name of the person and/or the company where you will be working. If you are self-employed, explain what type of work you will be doing.
- **POSITION TITLE:** List what your job title will be.
- **ADDRESS:** List the complete address of your employer to include city, state and zip code.
- **CONTACT:** List the person who will verify your employment.
- **CONTACT PHONE:** List the complete telephone number of the person who will verify your employment.
- **DISABILITY:** Check "yes" if you will be receiving disability payments.
- **TYPE OF DISABILITY:** Briefly describe your disability.
- **VOCATIONAL REHABILITATION SERVICES CONTACTED:** Check "yes" or "no" on whether Voc. Rehab. Services were contacted to assist with obtaining employment.
- **AGENCY:** List the agency to contact to verify your disability.
- **AGENCY PHONE:** List the complete telephone number of the agency who will verify your disability.
- **AMOUNT/MONTH:** List the amount of money you will receive each month from the agency listed above for your disability.

### **School Information:**

- **SCHOOL NAME:** If you plan to attend school upon release, list the complete name, address, city, state and zip code of the school.
- **CONTACT:** List the person who will verify your acceptance to school.
- **CONTACT PHONE:** List the complete telephone number of the person who will verify your acceptance to school.
- **METHOD OF PAYMENT:** How will you pay for your schooling?

**Chemical Dependency (CD) Treatment Information:**

- Failure to provide accurate information regarding your chemical dependency diagnosis will delay your release. If you have been diagnosed as needing chemical dependency treatment and have not completed treatment while in prison, you must include treatment as part of your release plan.
- NEED CD TREATMENT? Check "yes" if you have been diagnosed as needing CD treatment by the prison CD staff.
- COMPLETED CD TREATMENT? Check "yes" only if you completed CD treatment while at the prison.
- CD TREATMENT AGENCY: Name the CD treatment agency that you will attend upon release if you have been diagnosed as needing treatment and have not received treatment while in prison.
- CD TREATMENT PLAN (TREATMENT, AFTERCARE, AA/NA): Describe your CD treatment plan upon release. If you have not completed treatment in prison, where will you attend treatment upon release? If you have completed treatment while in prison, where will you attend aftercare and/or AA/NA upon release?
- **SPECIAL CONSIDERATIONS FOR HOUSING:** Those diagnosed as needing CD Treatment, Aftercare, AA/NA will not be allowed to procure housing above, next too or within the same structure as a bar or a business that derives its main income from the sale of alcohol.

**Medical/Mental Health Treatment:**

- NEED MEDICAL/MENTAL HEALTH TREATMENT? Check "yes" if you have been diagnosed as needing continuing medical or mental health treatment.
- MEDICAL/MENTAL HEALTH AGENCY: Name the medical/mental health agency that you will utilize upon release if you have been diagnosed as needing treatment.
- MEDICATIONS: List any medications that you are taking.
- COMMUNITY MEDICAL/MENTAL HEALTH PLAN: If you need continued medical and/or mental health treatment, who will provide those services?

**Sex Offender Management Program (SOMP) Information:**

- Failure to provide accurate information regarding your sex offender assessment will delay your release. If you have been assessed as needing STOP treatment and have not completed treatment in prison, you must include STOP treatment as part of your release plan.
  - **You must identify a provider, make contact with that provider, set up and complete an assessment, and be accepted into their program prior to leaving the institution on supervision (this includes Suspended Sentence Release).**
- NEED SOMP? Check "yes" if you have been assessed as needing SOMP by the SOMP staff.
- COMPLETED SOMP? Check "yes" only if you have completed the SOMP in the institution.
- COMPLETED AFTERCARE? Check "yes" if you have completed aftercare at the institution.
- COMMUNITY TREATMENT AGENCY: Enter the name of the community agency that you will attend upon release if you have been assessed as needing SOMP and have not received SOMP while in the institution. SOMP is not provided for in every community. You can refer to the "Resource Database" (your counselor/case manager) has access to locate treatment facilities.
- COMMUNITY TREATMENT ASSESSMENT COMPLETED: Check "yes" if the community treatment agency has completed an assessment on you.
- COMMUNITY SOMP ASSESSMENT SCHEDULED: Check "yes" if the community treatment agency has you scheduled but has not yet completed an assessment on you. Indicate the day the assessment is to be completed.
- ACCEPTED INTO COMMUNITY TREATMENT/AFTERCARE PROGRAM: Check "yes" if you have been accepted into a community treatment/aftercare program. Indicate the date of acceptance, if applicable.
- Generally, for release planning purposes, sex offenders needing SOMP will be required to reside in the community where SOMP treatment is given. Information is available from your counselor/case manager (Refer to the "Resource Database" on Citrix).
- **SPECIAL CONSIDERATIONS FOR HOUSING:** All plans are investigated on their own merits.

- However please review the following standards:
  - For all crimes involving children, the parolee will not be allowed to reside with children, in apartment buildings with children, or locate near a school, playground, daycare or any other place where children gather.
  - For all crimes involving Rape 1<sup>st</sup>, Rape 2<sup>nd</sup>, or any sex crime involving violence, the parolee will not be allowed to reside with the victim(s), and with some cases within the same city, or county as the victim(s).
  - For crimes involving Rape 3<sup>rd</sup> / Incest, and Sexual Contact, plans will be reviewed on a case-by-case basis with consideration to victims, families, and the public.
  - Those convicted of sex offense may not reside in a community safety zone.

**Holdings and/or Detainers:**

- DO YOU HAVE A HOLD OR DETAINER? Check "yes" if you have holds or detainers.
- HOLDS OR DETAINERS STATUS: Explain the status of all holds or detainers. Include the charge or conviction, state, county, and disposition; and indicate if it is a felony or misdemeanor.
- If you have holds or detainers that you have not acted on, you are encouraged to file for speedy disposition. Failing to have a disposition on a hold or detainer may delay your release to parole.
  - Describe how you plan to resolve any hold or detainer.

**Financial:**

- Court ordered financial obligations (restitution, fines, court costs)
- Costs incurred while in DOC/cost of incarceration
- Cost of parole, i.e. supervision fees, SCRAM, Remote Breath Test
- Liens/Defaults/Loans
- Ability to support self and dependants/child support owed
- Benefits eligibility/Financial Assistance
  - Department of Social Services
  - Medicare/Medicaid
  - Veterans
  - Housing

**Family/Community:**

- Number of Biological Children.
  - Number of biological children under the age of 18.
- Do you have a domestic violence conviction?
- Have you ever been a victim of domestic violence?
- Have you ever petitioned for a protection order?
- Have you ever been served a protection order?
- Any community involvement? Churches, social groups etc...

**Transitional Programming Information:**

- Need transitional programming.
  - Completed transitional programming.
- Assessed as needing Thinking for a Change.
  - Completed Thinking for a Change.
- Community agency.
- Community Transitional Plan.

## Attachment 3: Release Planning Deadlines

The **Release Planning Deadlines** form is located on the state's WAN.

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

1. Click [here](#) to access the **Release Planning Deadlines** 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 **Release Planning Deadlines**.

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

South Dakota Department of Corrections Policy Distribution: Public		Attachment: Release Planning Deadlines Please refer to DOC policy 1.4.G.1 Transition Program and Services	
RELEASE PLANNING DEADLINES			
Release Type	Duty	Staff Responsible	Timeline
All	Initial Release plan	Admissions case manager	3 years of possible release
All	Subsequent release plan	Unit staff	3 years of possible release
All	CD review	CD staff	During/after treatment or upon referral from the unit staff
All	Medical/Mental review	Medical/Mental staff	When the need for ongoing care in the community is discovered
All	Sex offender review	SOCMP staff	Completion of STOP or upon referral from unit staff
All	Release plan review	Unit staff	Annually
All	Four release plan referrals to Transition case manager	Unit staff	1 year of possible release
All	ID, social security card, birth certificate	Transition case manager	ADO
Programmed	Final release plan review - Out of state transfers	Unit staff	120 days prior to possible release
Programmed	Final release plan review - in state releases	Unit staff	60 days prior to possible release
Suspended sentence	Final release plan reviewed	Unit staff	60 days prior to release
Discretionary	Final plan review	Unit staff	7 calendar (5 working/1 day) after discretionary release decision
Programmed	Compliance report	Unit	45 days prior to initial parole date via IPD
Programmed	Final release plan out to the field	Unit staff	30 calendar day prior to the initial parole date
All	investigate/approve plan in the field	Parole agent	3 working days after notification receipt from case manager
All	Change release plan based upon agent's investigation	Unit staff	3 working days after notification receipt from agent
All	Approval for release	Director	3 working days after notification receipt from agent
All	Release date established	Director	3 working days required between the establishment of a release date and the actual release date
Discretionary	CD Appointment	CD staff	Upon the establishment of the release date by the director
Discretionary	STOP Appointment	SOCMP staff	Upon establishment of the release date by the director
Programmed	Establish projected release date	Director	3 days working days after the receipt of the compliance report
Programmed	CD appointment	CD staff	Upon the establishment of a projected release date by the director
Programmed	STOP appointment	SOCMP staff	Upon the establishment of a projected release date by the director