1.3.C.12  Sex Offender Registration

I  Policy Index:

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Office of Primary Responsibility: DOC Administration

II  Policy:

A sex offender must register within the State of South Dakota as required by SDCL § 22-24B-2.

III  Definitions:

Sex Offender:
For the purposes of this policy, a sex offender is:

1. Any adult offender convicted (includes verdict or plea of guilty, a plea of nolo contendere and suspended imposition of sentence which has not been discharged pursuant to SDCL § 23A-27-14 prior to July 1, 1995 (also see SDCL § 22-24B-2)) of a sex crime as listed in SDCL § 22-24B-1 (See Attachment 1), regardless of the offense date or date of conviction; or

2. Any juvenile fourteen years of age or older at the time of the offense who is adjudicated of rape, as defined in subdivisions SDCL § 22-24B-1(1), or of an out-of-state or federal offense that is comparable to the elements of these crimes of rape, or any crime committed in another state if the state also requires a juvenile adjudicated of that crime to register as a sex offender in that state. (The term, adjudicated, includes a court's finding of delinquency, an admission, and a suspended adjudication of delinquency which has not been discharged pursuant to SDCL § 26-8C-4); or

3. Any person with a foreign criminal conviction which requires the person to register either as a sex offender pursuant to SDCL § 22-24B-2, pursuant to the law of the state where the conviction took place, or pursuant to any court order, is required to register within three (3) business days of their arrival in South Dakota (See SDCL § 22-24B-31).

Offender:
For the purpose of this policy, an offender is an inmate (in the custody of the Department of Corrections’ (DOC) institutional system), a federal detainee in the custody of the DOC’s institutional system, a parolee (under parole or suspended sentence supervision by South Dakota Parole Services) or a juvenile (either in DOC placement or aftercare).

Calendar Day:
For the purposes of this policy, a calendar day is any day within a given week, including weekends and holidays.


**Business Day:**
For purposes of this policy, a business day is any calendar day except Sunday, or the following holidays: New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Pioneers' Day, Veterans' Day, Thanksgiving Day and Christmas Day (See SDCL §§ 37-24-1(2) and 22-24B-1.1).

**Work Defined:**
As used in SDCL § 22-24B-2, the term, work, includes employment that is full-time or part-time for a period of time exceeding fourteen days or for an aggregate period of time exceeding thirty days during any calendar year, whether financially compensated, volunteered, or for the purpose of government or educational benefit.

**Attends School and Attends Classes Defined:**
As used in § 22-24B-2, the term, "attends school", and the term, "attends classes", refer to any person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade, or professional institution, or institution of higher education.

**IV Procedures:**

1. **Sex Offender Registration Requirements:**

   A. A sex offender must complete an initial sex offender registration (located on the South Dakota Sex Offender Registration website) within three (3) business days of coming into any county to reside, temporarily domicile, attend school, classes or to work, unless the move is the result of a DOC initiated transfer between facilities (See SDCL § 22-24B-2). Violation is a Class 6 felony.

   B. A sex offender is required to complete the verification form sent out by the Division of Criminal Investigation (DCI) at least annually, pursuant to SDCL § 22-24B-5 and return the form to DCI within ten (10) calendar days of receipt of the form. Violation is a Class 6 felony.

   **Note:** Verification forms are not sent to incarcerated sex offenders.

   C. A sex offender on supervised release must complete a registration update if he/she is employed, carries on a vocation, or attends postsecondary classes at an institution of higher education or technical institute in a different county from where he/she lives. Violation of this condition is a class 6 felony.

      1. The registration update must take place within three (3) business days of any commencement of work or attending classes and within three (3) business days of termination of such enrollment, employment or a change in employer (See SDCL § 22-24B-6).

      2. The sex offender must report to the chief of police of the town/city where he/she is employed and/or enrolled, or if there is no chief of police, the county sheriff where the employment or educational institution is located.

   **Note:** A sex offender is required to simultaneously register as a sex offender in multiple South Dakota counties if he/she resides and works in different counties.

   D. A sex offender on supervised release is required to update his/her registry every six (6) months in the same manner as the initial registration (See SDCL § 22-24B-7).

   E. A sex offender on supervised release who moves to a different location or residence address will provide written notification of his/her new location or address to the law enforcement agency with whom he/she last registered within three (3) business days (See SDCL § 22-24B-12).
F. A sex offender shall report, within three business days, any change in the registration status of a vehicle the offender owns to the chief of police or sheriff. A violation of this is a Class 1 misdemeanor.

2. Sex Offender Registration for Newly Received Offenders:

A. During the admission process, DOC staff will complete a NCIC III for each offender to determine prior sex offender registration requirements.

1. If an offender committed to the DOC is identified as requiring registration pursuant to SDCL §§ 22-24B-1 to 22-24B-14, DOC staff will ensure the offender is or becomes registered in the South Dakota county where he/she is currently residing within three business days of admission to the facility or commitment to the DOC (See SDCL § 22-24B-30 and the section on Sex Offender Registration Requirements).

2. Whenever a criminal history review is conducted on an offender, DOC staff will determine if the offender is required to register as a sex offender in the county where he/she currently resides (for adult offenders (See DOC policy 1.1.E.5 Inmate Criminal History).

B. If the sex offender is already registered in the State of South Dakota, staff will update the Sex Offender Registry with the address of the facility where the offender is housed.

Note: The sex offender must be present during the update so their fingerprint can be used to sign the entries.

1. Central Records staff will provide the designated institutional staff with the name of the sex offender needing to complete the address update on the website.

a. The institutional staff member will ensure the updates are completed and copies are sent to central records to be maintained in the offender’s legal file.

2. The Director of Juvenile Community Corrections or his/her designee will provide Juvenile Corrections Agents (JCAs) with the names of juvenile sex offenders who need to update the registration with law enforcement.

a. Each JCA will track compliance with the updated registration for juvenile sex offenders on their caseload and will forward onto their respective JCA supervisor, who will report all updates to the Director of Juvenile Community Corrections in their month end report.

C. If the sex offender is not registered in the State of South Dakota, institutional staff/JCAs will complete the required initial registration on the Sex Offender Registration website.

1. Central Records staff will provide designated adult institution staff with the name of the sex offender needing to complete the registration on-line.

a. The staff member will have the registration completed and copies sent to central records to be maintained in the legal file.

b. All initial registrations submitted to the SD Sex Offender Registration website will include finger and palm prints and a current photo of the offender.
2. The Director of Juvenile Community Corrections or his/her designee will provide JCAs with the names of juvenile sex offenders who need to register with local law enforcement.
   a. Each JCA will track compliance with the registration for juvenile sex offenders on their caseload and will forward onto their respective JCA supervisor who will report all registrations to the Director of Juvenile Community Corrections in their month end report.
   b. The JCA will provide juvenile institutional staff with the names of juvenile sex offenders who need to register with local law enforcement.

3. Information Required During Sex Offender Registration:

   A. Registration will include the following information if the sex offender is currently under DOC supervised release (parole, suspended sentence, Community Transition Program (CTP), juvenile aftercare, or secondary placement programs) (See SDCL § 22-24B-8):

      1. Name and all aliases used;
      2. A complete physical description, to include photographs, fingerprints and palm prints;
      3. Current residence, the length of time at that residence (including the date the residence was established), and the length of time expected to remain at that residence;
      4. Type of sex crime convicted of;
      5. The date of commission and the date of conviction of any sex crime committed;
      6. Social Security number;
      7. Driver license number and state of issuance;
      8. Whether or not the offender is receiving or has received any sex offender treatment;
      9. Employer name, address and telephone number or school name, address and telephone number;
     10. Length of employment or length of attendance at school;
     11. Occupation or vocation;
     12. Vehicle license plate number of any vehicle owned by the offender;
     13. Information identifying any internet accounts of the offender as well as any user names, screen names, and aliases that the offender uses on the internet;
     14. A listing of all felony convictions, in any jurisdiction, for crimes committed as an adult and sex offense convictions and adjudications subject to sex offender registry provided by the offender and confirmed by the registering agency;
     15. A description of the sex offense (provided by the prosecuting attorney);
     16. Acknowledgement whether the offender is currently an inmate, parolee, juvenile in DOC placement or under aftercare supervision, provided by the offender and confirmed by the DOC or administering body of the correctional facility;
17. Acknowledgment whether the offender is subject to community safety zone restrictions, provided by the registering agency (See SDCL §§ 22-24B-22, 22-24B-23, and 22-24B-24); and

18. The name, address and telephone number of two (2) local contacts who have regular interaction with the offender; and the name, address and telephone number of the offender’s next of kin;
   a. Local contacts may include an offender’s parole agent, JCA, a clergy, teacher, neighbor or co-worker.
   b. Next of kin generally includes children, parents, brothers/sisters or grandparents; however, in the absence of next of kin, other known relatives of the offender may be listed as contacts.

19. As deemed appropriate, staff will attempt to confirm whether an offender has a passport or any document establishing immigration status, including the document type and ID number of the passport.

20. Staff will attempt to confirm whether the offender has any professional, occupational, business or trade licenses from any jurisdiction.

B. Sex offender registration will include the following information if the offender is currently in the physical custody of the DOC (includes CTP offenders):

1. Name and all aliases used;

2. A complete physical description- to include photographs, fingerprints and palm prints (palm and finger prints are only needed on the initial registration, not on any re-registration completed by the DOC);

3. Current residence, the date of incarceration, and the length of time expected to remain incarcerated;

4. List of sex crime(s);

5. The date of commission and the date of conviction of the sex crime(s) committed;

6. Social Security number (if known);

7. Driver license number and state of issuance (if available);

8. Whether or not the offender is receiving or has received any sex offender treatment;

9. A listing of all felony convictions committed as an adult and all sex offense convictions and adjudications subject to sex offender registration; and

10. Acknowledgement whether the sex offender is currently an inmate, parolee or juvenile in DOC placement/aftercare supervision.

C. At the time of sex offender’s registration, the registering agency’s staff person will collect a DNA sample from the offender and submit the sample to the South Dakota State Forensic Laboratory in accordance with procedures established by the Lab, unless it can be confirmed that the sex offender has already provided a DNA sample and said sample has been submitted to the State Forensic Laboratory (See DOC policy 1.3.C.10 DNA Collection and SDCL § 22-24B-8).
4. Annual Verification of Sex Offender Information:
   A. Annual verification is not necessary for sex offenders currently in the physical custody of the DOC.
   B. Sex offenders currently under DOC supervised release (parole, suspended sentence, CTP, juvenile aftercare or secondary placement) are responsible for completing and returning the verification form as required.
   C. The verification form must be returned to the DCI within ten (10) calendar days after the receipt (See SDCL § 22-24B-5).

5. Updating Sex Offender Registration Information:
   A. The receiving institutional staff will update the Sex Offender Registry if a sex offender currently in the physical custody of the DOC is transferred to a facility in another county (See SDCL § 22-24B-30).
      1. DOC staff does not need to notify the DCI if a sex offender is temporarily absent (TAP) because of being taken out to court or other reasons or is being transferred between DOC facilities on a short-term basis (generally less than two weeks).
      2. DOC staff will notify the DCI immediately if a sex offender escapes, absconds or walks away from a DOC facility or program (e-mail Peggy Nickerson with DCI at Peggy.Nickerson@state.sd.us).
   B. DOC staff will update the registration information of a sex offender required to register by notifying the DCI if the offender’s status changes from an “inmate” to “parolee” (or vice-versa), DOC placement to aftercare (or vice-versa), an offender on parole/aftercare completes his/her sentence or the offender is transferred to a different address. DOC staff will notify DCI of the new location/address (See SDCL § 22-24B-30).
   C. Sex offenders under DOC supervised release (parole, suspended sentence, Community Transition Program (CTP) or juvenile aftercare) who are required to register are responsible for updating their registration information, i.e. new address, with DCI.

6. Sex Offender Re-Registration Requirements:
   A. It is the responsibility of the sex offender to complete the re-registration if he/she is currently under DOC supervised release (parole, suspended sentence, CTP or juvenile aftercare).
   B. Re-registration for a sex offender under DOC supervised release must take place during the calendar month in which the sex offender was born and six (6) months following his/her birth month.
   C. Re-registration is not required for a sex offender in the physical custody of the DOC.

7. Release of Sex Offenders from DOC Custody:
   A. Prior to discharge, parole, release to furlough, work release or similar program outside of the DOC facility, DOC staff will inform all sex offenders required to register pursuant to SDCL§§ 22-24B1-1 thru 22-24B-14 of their duty to register and inform them of the community safety zone restrictions (See SDCL § 22-24B-13). This shall include all offenders who are:
      1. Discharged
      2. Released to parole
      3. Granted a furlough
4. Granted Work Release/CTP
5. Or any other unescorted access to the community

B. DOC staff will require the sex offender to read and sign a form(s) (See Attachment 2) acknowledging their duty to register, the community safety zone restrictions and procedure for registration has been explained to him/her.

C. Completed Duty to Register forms will be forwarded to Central Records for distribution to the following:
   1. The offender.
   2. DCI.
   3. Law enforcement agency in the jurisdiction where the offender will reside.
   4. State’s Attorney in county where the offender was convicted.

D. DOC staff will obtain the address where the offender plans to reside upon discharge, parole, furlough, or work release and shall report the address to the DCI (See SDCL § 22-24B-13).

V Related Directives:

DOC policy 1.1.E.5 – Inmate Criminal History
DOC policy 1.3.C.10 – DNA Collection

VI Revision Log:
July 2006: New policy
July 2007: Deleted the section on Sex Offender Registration for Offenders Currently in DOC Custody since this was a one-time project that has been completed.
June 2008: Revised formatting of policy in accordance with DOC policy 1.1.A.2 Policy and Operational Memorandum Management. Added hyperlink to “www.nsopr.gov” in subsection (A) and added “Juvenile Corrections Agents” followed by “(JCAs) in subsection (B2) of Sex Offender Registration for Newly Received Offenders section. Added e-mail address for Peggy Nickerson with DCI in subsection (A2 of Updating Sex Offender Registration Information section). Replaced “Division of Criminal Investigation” with “DCI” throughout policy when appropriate. Added SDCL Chapters 1, 2, 5, 6, 12, 22 and 24 in reference to 22-24B and added DOC policy in front of referenced policies within the Related Directives section. Revised other minor grammatical changes and sentence structure throughout policy.
June 2009: Replaced reference to “county residing in” with “State in” ss (B and C) and replaced “re-registration” with “Address Change Form” within ss (B and B1), revised wording regarding forms containing the names of the sex offenders within ss (B1), replaced “re-registration” with “all” in ss (B1a), deleted reference to “re” as it relates to “re-registration” in ss (B1c), added reference to registration prior in another state and added “initial” when referencing registration in ss (C) and revised wording in ss (C1) to reference forms with offenders names all within Sex Offender Registration for Newly Received Offenders. Deleted statement that SS#s are kept on separate confidential form within ss (A6 and B6), added “fingerprints” when referencing initial registering in ss (B2) and deleted reference of county or city jail inmates/detainee within ss (A16 and B1) all within Information Required During Sex Offender Registration). Revised ss (C of Release of Sex Offenders from DOC Custody) to reference Duty to Register forms will be forwarded onto Central Records. Added hyperlinks throughout policy and Attachment 1. Deleted repealed policies SDCL 22-22-30.1 and 22-24-1 from Attachment 1 and revised numbering to reflect deletion.
June 2010: Revised formatting of Section 1. Revised #2 of definition of Sex Offender. Added definition of Business Day along with relevant statutes. Replaced form with SD Sex Offender Registration website and replaced 5 with 3 business days, both within ss (A), replaced 5 calendar days with 3 business days.
within ss (C1) and replaced 5 with 3 business days within ss (E) all within Sex Offender Registration Requirements. Replaced national sex offender registry website with NCIC for prior sex offender registration in ss (A), replaced national sex offender registry with requiring registration in ss (A1), deleted reference to forms, replaced unit staff with institutional staff, revised reference of offenders updating website to staff will update website and added Note regarding offender must be present at time of update all within ss (B and C), revised reporting procedures within ss (B2, B2a, C2 and C2a), added new ss (C2b) regarding JCAs and informing juvenile institutional staff and replaced "re-registration" with "update" as appropriate all within Sex Offender Registration for Newly Received Offenders. Replaced DOC with receiving institutional staff and replaced contacting DCI with updating Sex Offender Registry in ss (A of Updating Sex Offender Registration Information). Added 26-8C-4 within Related Directives section.

Revised Attachment 1 with updated statute as of July 1, 2010. Added Attachment 2.

July 2011: Removed "prior to July 1, 2009" from Sex Offender definition. Added "Work" and "Attends School and Attends Classes" to definitions. Deleted "moved into a county" and replaced with "coming into any county to reside, temporarily domicile, attend school, classes or to work" to Section 1 A. Added "location" "address" to Section 1 E. Added and the sample has been submitted to the State Forensic Laboratory" to Section 3, C. Added "and community safety zone restrictions (see SDCL 22-24B-13) to Section 6 A. Added "community safety zones restrictions" to Section 6 B.

July 2012: Added "or change in employer" to Section 1 B. 1. Added "committed to the DOC" and "within three business days of admission to the facility or commitment to the DOC" to Section 2 A. 1. Deleted "or was registered prior in another state" in Section 2 C. Added 19. and 20. to Section 3 A. Added "in accordance with procedures established by the Lab" in Section 3 C. Added "required to register" and "Staff will notify DCI of the date of the change and the address/new location of the offender" in Section 5 B. Deleted "manager" and replaced with "complete" in Section 6 A. Added "This shall include all offenders who are" and Added items 1-4 to Section 6 A. Added 1-4 to Section 6 C.

July 2013: Reviewed with no changes.

June 2014: Added 3. to definition of sex offender. Added D. to Section 7.

June 2015: Added "at the time of the offense" to 2. in the definition of "Sex Offender" Added F. to Section 2. Updated Attachment 1 to include human trafficking.

Denny Kaemingk (original signature on file) 08/27/2015
Denny Kaemingk, Secretary of Corrections Date
Attachment 1: Sex Crimes Requiring Registry for Adult Offenders

22-24B-1. For the purposes of §§ 22-24B-2 to 22-24B-14, inclusive, a sex crime is any of the following crimes regardless of the date of the commission of the offense or the date of conviction:

(1) Rape as set forth in § 22-22-1;
(2) Felony sexual contact with a minor under sixteen as set forth in § 22-22-7 if committed by an adult;
(3) Sexual contact with a person incapable of consenting as set forth in § 22-22-7.2;
(4) Incest if committed by an adult;
(5) Possessing, manufacturing, or distributing child pornography as set forth in § 22-24A-3;
(6) Sale of child pornography as set forth in § 22-24A-1;
(7) Sexual exploitation of a minor as set forth in § 22-22-24.3;
(8) Kidnapping, as set forth in § 22-19-1, if the victim of the criminal act is a minor;
(9) Promotion of prostitution of a minor as set forth in subdivision 22-23-2(2);
(10) Criminal pedophilia as previously set forth in § 22-22-30.1;
(11) Felony indecency exposure as previously set forth in former § 22-24-1 or indecent exposure as set forth in § 22-24-1.2;
(12) Solicitation of a minor as set forth in § 22-24A-5;
(13) Felony indecency exposure as set forth in § 22-24-1.3;
(14) Bestiality as set forth in § 22-22-42;
(15) An attempt to commit any of the crimes listed in this section or any conspiracy or solicitation to commit any of the crimes listed in this section;
(16) Any crime committed in a place other than this state which would constitute a sex crime under this section if committed in this state;
(17) Any federal crime or court martial offense that would constitute a sex crime under federal law;
(18) Any crime committed in another state if that state also requires that anyone convicted of that crime register as a sex offender in that state; or
(19) If the victim is a minor:
   (a) Any sexual acts between a jail employee and a detainee as set forth in § 22-22-7.6;
   (b) Any sexual contact by a psychotherapist as set forth in § 22-22-28; or
   (c) Any sexual penetration by a psychotherapist as set forth in § 22-22-29;
(20) Intentional exposure to HIV infection as set forth in subdivision (1) of § 22-18-31.
(21) First degree human trafficking as set forth in § 22-49-2 if the victim is a minor; or
(22) Second degree human trafficking as set forth in § 22-49-3 involving the prostitution of a minor.
Attachment 2: Duty to Register

The Duty to Register form is located at the South Dakota Sex Offender Registry website.

A copy may be obtained as follows:

1. Click here to access the Duty to Register 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 it may be accessed at www.sor.sd.gov/forms.aspx by selecting Duty to Register.

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STATE OF SOUTH DAKOTA
SEX OFFENDER DUTY TO REGISTER

The sex offender registration laws in SDCL 22-248-1 through 22-248-32 apply to any person who has been convicted (after upon a verdict or a plea of guilty or plea of nolo contendere), or who has received a suspended imposition of sentence that has not been discharged pursuant to SDCL 22-27-14(a), of a sex crime as defined in SDCL 22-248-1, including convictions for attempted, conspiracy, or solicitation of sex crimes as defined in SDCL 22-248-1. A foreign conviction which requires registration as a sex offender pursuant to the laws of the state where the conviction took place also requires registration in South Dakota within three (3) business days of arrival into this state. The laws also apply to any juvenile fourteen (14) years of age or older shall register as a sex offender if that juvenile has been adjudicated a truant by definition of subdivision 22-248-1(6), or of an out-of-state or federal offense that is comparable to the elements of these crimes of rape or any crime committed in another state if that state's laws require a juvenile adjudicated of that crime to register as a sex offender in that state. Registration requires submission of certain information, including the offender’s fingerprints, photograph, signature, DNA and other information.

An offender must register within three (3) business days of coming into any county to reside, temporarily spend, attend school, attend post-secondary education classes or work. Any offender registering in the state who is employed, carries on a vocation, or attends post-secondary classes at an institution of higher education, institution of higher learning or technical institute in this state shall, within three (3) business days of any commencement or termination of such enrollment or employment, report to the registering agency where the location and complete a registration update form. The registering agency is the Chief of Police of the municipality where the offender resides, dormutes, attends school, attends post-secondary education classes or works; or, if no Chief of Police exists, then it is the county Sheriff. Any offender registered in South Dakota who plans to work another state to work, duty or a vacation or attend school must comply with that state’s registration requirements as well.

Any change of residence address or location requires the offender to submit, within five (5) days of the move, a Registration Update form to the law enforcement agency where the offender last registered. An offender who moves to another state must notify the registering agency in South Dakota where the offender last registered and provide information of their new address. The offender must also comply with any registration requirements of the new state of residence.

Offenders must register every (6) six months. They are first required to register on their birth month and then required to register six (6) months after their birth month. Each offender registered in South Dakota must go to the South Dakota sex enforcement agency with the offender listed as their<HTML>

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Please Print or Type - List additional information on a separate piece of paper and attach, if necessary.

Offender Name: _____________________________________________________________________________

Date of Birth: ______________________ Social Security #: __________________________

Planned Physical Address Upon Release:

Address: __________________________ City: _______ State: __________ Zip Code: ______

Date of Release: ______________________ Date of Parole/Discharge/Other: ______

Expected Length of Stay: __________________________ Phone: ( ) __________________________

I certify that my duty to register as a sex offender has been explained to me. I further certify that the information has been furnished to the best of my knowledge. I understand that false reporting is a criminal offense, and that providing false information in this document will be considered false to comply with SDCL 22-248-1 through 22-248-32 thus exposing me to criminal penalties.

Date: ___________ OFFENDER SIGNATURE: __________________________________________________________________________

REVISING AGENCY: ___________ DATE: ___________

I certify that I have required the above-listed offender to read and sign the updating Sex Offender Duty to Register form, and I have explained the procedure for registration as required of me in SDCL 22-248-13 or 22-248-14.

NAME: __________________________________________________________________________

SIGNATURE: __________________________________________________________________________

Addressing agency shall mail within three (3) business days to the law enforcement registering agency where the offender will reside, in accordance with the Division of Criminal Investigations, 1302 East 22nd St., Suite 5, Pierre, SD 57501-2950. 150 OCT (877)65

THIS IS NOT THE REGISTRATION FORM.

Report to your local sex offender agency within THREE (3) BUSINESS DAYS to register.

Provide a copy of this form to the Offender.

Mail copies to: Prosecuting Attorney, Agency where offender will reside & DCC.