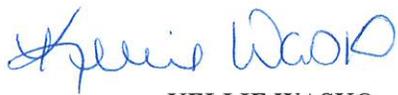


SOUTH DAKOTA DEPARTMENT OF CORRECTIONS  POLICY AND PROCEDURE		POLICY NUMBER  500-12	PAGE NUMBER  1 OF 6
		DISTRIBUTION:	Public
		SUBJECT:	Offender Admission
RELATED STANDARDS:	ACA: 5-ACI: 5A-01, 6A-01 (M), 6A-28 (M)	EFFECTIVE DATE:	February 15, 2025
		SUPERSESION:	04/01/2024
DESCRIPTION: Offender Management	REVIEW MONTH: January	 <b>KELLIE WASKO</b> SECRETARY OF CORRECTIONS	

## I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) that all offenders admitted to the DOC will be temporarily housed in the admission and orientation (A&O) unit. Staff will determine the offender's level of risk and individual needs. The secretary of corrections (SOC) or designee has final authority in determining where to house an offender.

## II. PURPOSE

The purpose of this policy is to establish procedures which *govern the admission of offenders new to the system [ACA 5-ACI-5A-01]*.

## III. DEFINITIONS

### **Guilty But Mentally Ill (GBMI):**

A verdict option that enables juries and judges to find a defendant guilty of committing an offense while formally acknowledging that the defendant has a mental illness.

### **New Admission:**

An offender sentenced to serve time with the DOC, who is admitted to a DOC facility for the first time under that sentence; including new commitments, suspended imposition of sentence (SIS), and suspended execution of sentence (SES) admissions, Federal Bureau of Prison admissions, and Federal Probation and Parole admissions. This definition specifically excludes parole/suspended sentence violators, and U.S. Marshal Holds.

### **Parole Violator:**

A parolee transferred to the custody of a DOC institution by issuance of a warrant by the chairman of the Board of Pardons and Paroles or designee following a violation of the parolee's supervision agreement.

### **U.S. Marshal Hold:**

An offender placed in a DOC facility under contract by the U.S. Marshals until arrangements are made for the offender to transfer to federal custody.

## IV. PROCEDURES

### 1. Admissions Process:

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- A. All admissions of male offenders will be accepted at the Jameson Prison, located in Sioux Falls, SD. All admissions of female offenders will be accepted at the South Dakota Women’s Prison, located in Pierre, SD.
- B. Offender admissions will be accepted Monday – Friday 8:30 AM through 4:30 PM excluding holidays.
  - 1. Requests received in advance by an outside agency to admit an offender outside of the established times and days set by the institution will be forwarded to the Warden or designee at least twenty-four (24) hours prior to the anticipated delivery of the offender.
- C. An alert is placed on all new admissions in the comprehensive offender management system (COMS), including new intakes and those returned to prison as violators, new sentence, etc. All these offenders are to be considered as close custody status until they have been classified (or reclassified for those cases that offenders that are returning to prison). This alert will remain in place until the offender has been classified and then admissions and orientation (A&O) staff will deactivate the alert. This affects custody requirements for any transports and includes parole violators who will remain in A&O until they have been reclassified.
- D. The admission process includes the following:
  - 1. Review of the sentencing/violation paperwork.
  - 2. Entering new records and retrieving existing offender records in the comprehensive offender management system (COMS).
  - 3. Search of the offender and property and inventory of all property in the offender’s possession at the time of admission.
  - 4. Institution, cell, and bunk assignment.
  - 5. The Ohio Risk Assessment Systems (ORAS) and Level of Service Inventory-Revised (LSI-R) will each be completed in COMS. These prison intake tool assessments will be completed during intake.
  - 6. Initial medical screening (including TB testing or screening), dental screening, mental health screening, required intake lab testing, and identifying offenders who may have a disability that affects their day-to-day activities (DOC policy 1500-01 – *Americans with Disabilities Act (ADA)*).
  - 7. Review of all medical equipment, medications, and health related supplies accompanying the offender.
  - 8. Photograph of the offender (including scars, tattoos, or other identifying marks/features) and documentation of other identification features such as weight, height, hair, and eye color, etc. Issuance of a DOC photo identification (ID). Dermal implants/piercings will typically not be removed, unless determined by health services, but must be documented in COMS.
  - 9. Fingerprinting.
  - 10. Collection of a DNA sample from offenders who have no record of previously providing a DNA sample.
  - 11. Interviewing the offender to document personal/background information to establish positive identity and determine whether the offender has access to identification documents, i.e., driver license, birth certificate, social security card.
  - 12. New sex offender registration or address update (if applicable).

## 2. Sentencing Paperwork:

- A. A new admission offender must be accompanied by a complete, certified copy of the judgment and any other related sentencing paperwork. Upon receipt of the judgment central records staff will ensure the judgment is correct, do an initial date calculation, and open the offenders booking in COMS.
- B. A parole violator must be accompanied by a warrant authorized by the chairman of the Board of Pardons and Parole.

## 3. Search of Offender and Property:

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- A. To prevent the introduction, use, or concealing of weapons, controlled substances, or other contraband, all offenders will be strip searched upon admission to an institution. Any property is limited to what is allowed by DOC policy.

#### **4. Creating New Booking & Issuing ID Number(s):**

- A. Upon receipt of judgment and sentence paperwork, central records staff will create a new booking in COMS for the new admission offenders and issue an ID number.
- B. Offenders who have a prior booking(s) or parole/suspended sentence violators returning on a violation, with or without a new sentence, will be issued the same ID number from their prior booking(s).

#### **5. Medical Screening and Assessment:**

- A. All offenders admitted to an institution will receive a medical screening by clinical services staff, ensuring any immediate/urgent health needs of the A&O offender are identified and addressed as needed. Clinical services staff will document all medically relevant information found during this assessment or reported by the offender into the electronic health record (EHR). The intake medical screen will be completed on the same day the offender is admitted to the DOC. The following guidelines shall apply:
1. A registered nurse (RN) will complete the preliminary health screening of all offenders received. This screening will include staff observing and documenting the offender's general physical appearance and observable behaviors, the offender's general, overall health condition, any self-reported physical injuries, medical conditions, the need for any accommodations or medical needs and any prescribed medications.
  2. A basic vision and oral assessment will be completed and documented into the EHR.
  3. A mental health assessment will be completed and reported to the behavioral health team for any needed follow up or additional assessments.
  4. Within fourteen (14) days of admission, all offenders will meet with a health care practitioner to complete their initial health assessment. Offenders re-admitted to the DOC within twelve (12) months of having a completed health assessment will not be required to have an additional assessment unless there are significant changes noted in the preliminary health screening.
- B. All offenders admitted will be provided an introduction to clinical services and advised of the procedures to access behavioral health care and medical care. This information will also be made available to the offender via the offender tablet and kiosk system.

#### **6. Behavioral Health Assessment:**

- A. *The mental health program is approved by the appropriate mental health authority and includes at a minimum:*
1. *Screening on intake.*
  2. *Outpatient services for the detection, diagnosis, and treatment of mental illness, to include medication management and/or counseling, as appropriate.*
  3. *Crisis intervention and the management of acute psychiatric episodes.*
  4. *Stabilization of the mentally ill and the prevention of psychiatric deterioration in the correctional setting.*
  5. *Elective therapy services and preventive treatment, where resources permit.*
  6. *Provision for referral and admission to mental health facilities for offenders whose psychiatric needs exceed the treatment capability of the facility.*
  7. *Procedures for obtaining and documenting informed consent.*
  8. *Follow up with offenders who return from an inpatient psychiatric facility [ACA 5-ACI-6A-28 (M)].*

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- B. Behavioral health staff will coordinate screening, and assessment of all offenders upon admission. Behavioral health staff will review any existing psychiatric or psychological examinations/diagnosis or competency examinations that may accompany the offender at the time of admission, or that become accessible at a later date. Behavioral health staff will document any mental health disabilities or accommodations required or requested by the offender.
- C. A&O staff will notify behavioral health staff when an offender admitted to A&O is known to have entered a plea of Guilty but Mentally Ill (GBMI). Offenders with a plea of GBMI will be assessed and have a treatment plan developed, as determined appropriate by behavioral health staff, based on the offender's mental health needs and functionality. Behavioral health staff will be notified immediately if an outside agency reports to DOC staff that the offender has a recent history of committing or attempting to commit serious self-harm.
- D. Information about psychiatric services, group counseling, programming, and individual therapy offered at the institution, will be made available to all offenders.
- E. Offenders who present with or express mental or emotional distress during ANY behavioral health screening will be referred to a mental health professional (MHP) to receive a behavioral health appraisal assessment.
- F. All admissions will have a suicide risk assessment completed by utilizing the Columbia Suicide Severity Rating Scale (CSSRS). This risk assessment will be completed by either an RN or MHP upon admission to the institution.

## 7. Offender Photos:

- A. Intake staff at JP and at SDWP will photograph, gather, and document required demographic information for all admissions.
- B. Facial ID photos, photos of scars, tattoos, and birthmarks will be entered/updated on the Physical Identifiers screen in COMS.
- C. The staff member assigned to photograph offenders is responsible for issuing the A&O offender an ID card.

## 8. Fingerprinting:

- A. All offenders will have their fingerprints taken and recorded. Offenders with multiple convictions will not be required to have multiple fingerprints completed.

## 9. DNA Collection:

- A. Each offender who has not previously provided a DNA sample, and whose name and other identifying information does not appear within the state DNA database, must provide a DNA sample in accordance with state law.

## 10. Offender Intake Interview:

- A. Upon arrival offenders will be interviewed by intake staff. The staff member will:
  - 1. Collect specified demographic information (religious preference, age, race, height, weight, etc.)
    - a. Existing demographics for the offender will be updated if this information is already logged in COMS.
  - 2. Complete the *Interview Sheet for New Offender* (attachment #1).

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## 11. Assessments and Classification:

- A. All offenders will be classified and assessed by A&O case managers and program staff as well as medical and mental health.
- B. All DOC staff who conduct the ORAS and LSI-R assessments are required to have successfully completed the recognized training for the assessment tools.

## 12. Orientation:

- A. *At the time of admission all offenders are informed about procedures to access health services, including copy requirements as well as procedures for submitting grievances [ACA 5-ACI-6A-01 (M)].* All grievances are submitted using the same process as defined in DOC policy 500-04 – *Grievance Procedure*. JP and SDWP will maintain an orientation program to be offered to all A&O offenders. Offender orientation (the act of providing the necessary information, face-to-face with offenders about the institution) will be completed within seventy-two (72) hours of admission to the facility and will include an overview of the following:
  1. Education; screening, testing, review of educational needs.
  2. Institutional rules/posted rules.
  3. Disciplinary process.
  4. Access to the Offender Living Guide.
  5. Correspondence, telephone, and tablet procedures.
  6. Access to care and grievance process of behavioral and health services.
  7. Classification:
    - a. Status of identification documents (driver license, birth certificate, and social security card).
  8. PREA.
  10. Commissary procedures.
  11. Visitation procedures.
  12. Religious and cultural activities.
  13. Offender banking.
  14. Substance use treatment programming.
  15. Allowable property.
  16. Parole/release planning.

## V. RESPONSIBILITY

The director of Prisons is responsible for the annual review and revision of this policy.

## VI. AUTHORITY

- A. SDCL § **23-5A-5.2** Adult arrested for qualifying offense required to provide DNA sample.
- B. SDCL § **23-5A-10** Fingerprints to be provided as identification of person.
- C. SDCL § **23A-27-4** Contents of judgment--Imprisonment in state correctional facility--Multiple convictions--Discharge--Signature--Filing--Crime qualifier defined.
- D. SDCL § **23A-27-30** Delivery of defendant and judgment to state correctional facility.
- E. SDCL § **23A-27-38** Guilty but mentally ill finding or plea--Sentence--Treatment.
- F. SDCL § **24-2-2.1** Certified judgment containing certain information required for acceptance of delivery.
- G. SDCL § **24-15A-34** Individual program directives for inmates.

## VII. HISTORY

February 2025  
 April 2024  
 February 2024  
 December 2021

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July 2019

## **ATTACHMENTS**

1. Interview Sheet for New Offender
2. DOC Policy Implementation / Adjustments

## INTERVIEW SHEET FOR NEW OFFENDER

Be as accurate and complete as possible. Please circle responses in the appropriate areas and write only on the provided lines.

**DOC#** \_\_\_\_\_ **Name:** \_\_\_\_\_  
Last First MI JR. SR.

**Alias / Nicknames / Maiden Name:** \_\_\_\_\_

**DOB:** \_\_\_\_\_ (MM/DD/YYYY) **SS#** \_\_\_\_\_

**Race:** White Black (African American) Native American Hispanic/Latino Asian Native Hawaiian/Pacific Islander Other

**Marital Status:** Single Married Divorced Widow/Widower Birthplace: \_\_\_\_\_ (City, State)

**Religious Preference:** Asatru Buddhism Christian Judaism Islam Native American Spirituality Wiccan Other None

**Denomination** (only select if you marked Christian): Baptist Catholic Jehovah's Witness Lutheran Methodist Presbyterian Reformed Non-Specified Other

**Tribal Affiliation:** Cheyenne River Sioux Sisseton Wahpeton Crow Creek Sioux Standing Rock Sioux Lower Brule Sioux Oglala Sioux Yankton Sioux Out of State Rosebud Sioux Santee Sioux No Tribal Affiliation

Number of Biological Children: \_\_\_\_\_ Number of Children Under 18: \_\_\_\_\_

**PRIOR FELONIES**

Preferred Written Language: \_\_\_\_\_ Preferred Language Spoken: \_\_\_\_\_ Interpreter Required: Yes / No

**Last Address:**

Street Address \_\_\_\_\_ City, State Zip \_\_\_\_\_ County \_\_\_\_\_ From Month / Year \_\_\_\_\_ To Month / Year \_\_\_\_\_

**Recent Employment:** Full Time / Part Time

Employer & Location \_\_\_\_\_ Position Title \_\_\_\_\_ Start Date Month/Year \_\_\_\_\_ End Date Month/Year \_\_\_\_\_

**Military Experience:** Enlistment Date: \_\_\_\_\_ (MM/YYYY) Discharge Date: \_\_\_\_\_ (MM/YYYY)

**Branch:** Air Nat'l Guard Air Force Army Nat'l Guard Army Coast Guard Marines Navy Reserves

**Type of Discharge:** Bad Conduct Dishonorable General Honorable Medical Other than Honorable Undesirable Unknown

**Rank at Discharge:** \_\_\_\_\_ **Enlistment Location:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone (w/area code):** (\_\_\_\_) \_\_\_\_\_ **County:** \_\_\_\_\_

### NEW ADMITS ONLY