



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 1200-02	PAGE NUMBER 1 OF 7
		DISTRIBUTION: Public	
		SUBJECT: Juvenile Services Safety Guidelines	
RELATED STANDARDS:	None	EFFECTIVE DATE: April 15, 2024	
		SUPERSESION: 04/01/2023	
DESCRIPTION: Juvenile Services	REVIEW MONTH: March	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to ensure the safety and security guidelines established in this policy will be followed by staff assigned to the Division of Juvenile Services. Staff working in correctional environment and interacting with offenders will be cognizant of the potential dangers inherent in working in such an environment and take appropriate steps to keep themselves, the public, and offenders safe.

II. PURPOSE

The purpose of this policy is to provide Juvenile Services staff with the procedures and precautions necessary to maximize their safety working within a correctional environment.

III. DEFINITIONS

Juvenile Services Staff:

Staff and contractual employees of the Department of Corrections (DOC) responsible for the supervision of juvenile offenders, pursuant to SDCL. Includes juvenile corrections agents (JCA's), area supervisors, and community corrections specialists.

IV. PROCEDURES

1. Safety Committee:

- A. The director of Juvenile Services and area supervisors will regularly appoint staff to the safety committee as necessary.
 1. The safety committee will be comprised of at least one staff member from each region.
 2. The director will appoint a chairperson.
- B. The committee will meet semi-annually, at a time and place determined by the chairperson. The committee will help organize staff training syllabi and curricula to be presented at staff conferences.
- C. The committee is responsible for disseminating safety information to staff. Staff suggestions for safety related topics, issues, or requests may be directed to the committee and copied to the regional supervisors.

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- D. The committee will review this policy annually and forward suggestions for changes to the director at least one (1) month prior to the scheduled policy revision date.

2. Safety Precautions:

- A. Safety precautions and equipment approved for use by staff include the following:
1. Cell phones will be carried by JCAs and area supervisors at all times while on duty.
 - a. Cell phones will be set up with a speed dial (one touch button) to contact emergency personnel.
 - b. Cell phones will be kept charged and in operating order while on duty.
 2. Mechanical restraints will be in operating order and readily available to staff.
 - a. Each JCA office will be assigned at least two (2) full sets of mechanical restraints available for use.
 - 1) A full set of mechanical restraints shall include handcuffs, leg irons, and transport belts.
 - b. At least one (1) full set of mechanical restraints will be carried in each JCA and area supervisor's assigned state vehicle.
 - c. At least one (1) full set of mechanical restraints will remain in the JCA office at all times and shall be stored in an area readily available to office staff.
 - d. Staff will receive training on the appropriate use and application of mechanical restraints on a yearly basis. Staff will maintain a handcuff key on their person at all times while on duty.
 3. A flashlight will be issued to staff upon request.
 4. Disposable safety gloves will be provided by the DOC. Gloves must be worn when collecting a urine sample, while conducting searches, and/or when handling any item that may be contaminated by blood or other bodily fluids. Universal precautions shall be applied at all times. Staff are responsible for ensuring they have an adequate supply of safety gloves.
 5. A first aid kit will be kept in each state vehicle used to transport offenders and each Division of Juvenile Services office.
 - a. Area supervisors will ensure a complete first aid kit is issued to each vehicle. An adequate stock of replacement first aid supplies shall be kept on hand or accessible.
 - b. Staff removing/using supplies from the kit are responsible for promptly replacing used supplies and checking the kit for any expired items. First aid kits will be inspected by the JCA or area supervisor periodically.
 - c. All JCAs will be issued a Narcan kit. Kits will be securely stored in an area readily accessible to staff. Narcan must be carried by juvenile services when contacting offenders and shall be kept in a pelican case. Lost, damaged, expired, or depleted kits will be reported to the area supervisor and promptly replaced.
 6. Staff will immediately report all missing, damaged, or malfunctioning safety equipment or keys to the area supervisor, who will review the report and rectify any deficiencies or complete any replacements in a timely manner. The reporting staff member should be notified when the deficiency or replacement has been resolved.
 7. Staff will retain their DOC-issued ID card/badge in their immediate possession at all times while on duty.
- B. As needed or as circumstances warrant, juvenile services staff will request assistance from other DOC staff and/or law enforcement when preparing to contact an offender with a history of violence against staff, assaultive, or threatening behaviors or if others associated with the juvenile (family member or friends) have displayed similar behaviors in the past.
1. Assistance may be requested during general field work, home visits, when an offender is or will be detained, during transport, or other situations at the staff member's discretion.

3. Awareness in the Community:

- A. When making contact with an offender, staff will always approach the scene cautiously and be aware of the following:
1. Other individuals in and around the scene, or individuals who leave or approach the scene.

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- a. Staff should make note of individuals who are around the scene, as they may pose a threat to the staff member.
 - b. Staff should pay special attention to any alcohol or drugs that may be present or suspicious activity by nearby individuals.
 - c. Staff should avoid physical confrontations with the offender or other individuals, when possible, particularly if backup is not readily available or present.
 - d. Staff should scan the scene for the presence of any weapons, including weapons of opportunity.
 2. Any vehicle(s) associated with the offender, family member(s), friend(s), or acquaintance(s) of the offender should be noted. Vehicles may contain weapons or individuals who may wish to interfere with the staff member during the performance of their duties.
 3. The physical layout of the area and a planned egress if a problem develops.
 4. The street address or other landmarks at or near the scene, should it become necessary to contact law enforcement for assistance.
 5. Signs a dangerous animal, e.g., an aggressive dog.
 6. Any items, objects, or weapons that may pose a threat or danger to staff or others.
- B. Staff should be aware of and familiar with the history and background of the offender.
1. Staff will have at least some knowledge of the offender's history of violence, drug or alcohol abuse, behavioral health issues, etc.
 2. Staff must be prepared to deal with any acquaintances, friends, family, or others who may interfere with the staff person's job duties.
- C. If staff feel threatened or believe they are or may be in an unsafe situation, he/she is always authorized to:
1. Immediately leave the scene.
 2. Request backup, including requesting assistance from law enforcement.

4. Office Safety:

- A. To prevent theft, misuse, or access by unauthorized persons, all firearms located in the office shall remain under the direct control of the staff member, which shall include being secured in a threat level II holster or properly secured, such as a lock box or other secured space.
1. Personal firearms stored in vehicles on property owned, leased, or occupied by the DOC must be secured as follows:
 - a. In a locked vehicle; and
 - b. Stored in such a way that it cannot be identified as a firearm from outside the vehicle; and
 - c. In accordance with South Dakota law.
 2. Staff must immediately report to their supervisor, any firearm that is lost or stolen on DOC grounds where offenders are or may be present, including leased or occupied buildings by the DOC where offenders may gain access to the property, (i.e., a parole or JCA office) to their immediate supervisor.
- B. Each staff member is responsible for maintaining his/her individual office/work area in the safest possible condition.
1. Staff will maintain an area free of non-essential items that could become a weapon of opportunity, e.g., golf clubs, baseball bat, unsecured restraints, etc.
- C. Staff will arrange personal offices in a manner that provides an unobstructed exit in the event of an emergency.
- D. Staff will always keep personal safety in mind when meeting with offenders.
1. Staff will not meet with an offender behind a closed door, unless there is a window in the door that provides a clear line of sight into the office.
 2. During a closed-door meeting with an offender, at least one (1) other staff person must be present in the same office, AND the person must be able to provide immediate assistance if needed. The staff member will notify office staff in advance of any closed-door meeting with an offender to ensure staff are available.

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3. If a staff member must meet with an offender behind closed doors, and the office does not have a window that provides a clear line of sight, at least one (1) other staff member must be present in the same office during the meeting.
- E. State equipment will be kept in good working condition and accessible to staff.
1. Equipment not in good working condition will be repaired, replaced, or disposed of utilizing the established an approved state procurement and surplus procedures. Expired equipment will be replaced as necessary and disposed of properly.
 2. Surplus equipment or equipment that is no longer necessary should be declared surplus.
- F. Offenders and visitors will remain under the supervision of staff when in a Division of Juvenile Services office.
- G. Each office shall appoint a staff member who is trained in and understands the importance of the safe handling procedures of mail to process mail received within the office. Staff should wear approved protective gloves when opening mail or packages. Unauthorized individuals should not process mail.
1. If a suspicious piece of mail or package is encountered, law enforcement will be contacted.
 2. Suspicious mail may include, but is not limited, to any mail or package that has:
 - a. Protruding wires, strange odors, leaking any substance, paper that is stained or discolored, or the envelope or package contains any unidentified substance, i.e., powder, liquid, residue, etc.
 - b. A city or state in the postmark that does not match the return address or no return address.
 - c. An unusual weight, given the size of the mail, or packages/envelopes that are rigid, bulky, lopsided, or oddly shaped.
- H. When suspicious or dangerous mail is detected, staff shall maintain a safe distance between themselves and the mail/package/item.
- I. Exposure to certain hazardous materials or drugs is dangerous. Exposure can include contact with skin or inhalation of the substance. Staff will follow the guidelines listed in the [Risk Management Bulletin Issue 43: Anthrax Threat Guide for South Dakota](#) when there is reason to suspect the staff member may have had direct contact with a hazardous material or drug. Persons who may have been exposed to the substance should be isolated. All persons in the area should wash their hands with soap and water. If any person experiences health issues that may be related to the exposure, emergency medical services should be contacted immediately.
- J. Theft of mail is a federal crime. Staff shall report suspected mail loss to their supervisor. Staff will be assigned to investigate the possible loss and will report any confirmed losses to the postal inspector, as required by federal law, by calling 877-876-2455 or providing written report to: United States Postal Inspection Service (uspis.gov).
- K. To the extent reasonably possible, staff will limit meetings with offenders in the office to regularly scheduled office hours, when other staff are present in the office.
1. Office hours will be clearly posted in a public area of each office.
 2. If a staff member must meet with an offender outside of the regularly posted office hours, the staff member will arrange, when possible, to have another DOC staff member or a member of law enforcement present.
 3. Staff will always arrange to have staff backup if they anticipate problems with the offender, parent, or guardian.
 4. If a problem arises during any meeting that threatens the safety of staff, offenders, or others, staff will request assistance immediately from DOC employees or call 911 to summon law enforcement.
- L. Each office will implement an emergency response system. Staff assigned to the office shall be knowledgeable of the emergency response plan(s) for the office.
- M. Staff assigned to the office will be familiar with the following:
1. Basic functions of the electrical and plumbing system.
 - a. Location of electrical panels/fuse/breaker box and how to reset any tripped circuits.

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- b. Location of the main water shut off valve and water heater(s) and how to shut off the water in an emergency.
 - c. The location of emergency telephone numbers, including the building manager/maintenance office, in the event of an electrical, water, gas, or other utility issue and how to report utility and maintenance issues or interruptions.
 2. Location of fire extinguishers, smoke/carbon monoxide detectors, and providing regular maintenance and inspection.
 - a. Each office shall designate a staff member who is responsible for regular inspection and testing of smoke/carbon monoxide detectors in on a regular basis. Testing should be documented.
 - b. Detector batteries will be replaced a minimum of once each year.
 - c. Fire extinguishers will be checked monthly by designated staff and recertified annually by a certified extinguisher service agent. Any extinguisher that reads “discharged” must be serviced or replaced immediately.
 - d. Flammable materials should not be stored in an office unless the material is essential to office operations. Excessive quantities of such materials will not be stored in the office. Flammable items will be stored in an approved location, and as recommended by the manufacturer.
 3. Emergency exit routes and emergency plans.
 - a. To facilitate unobstructed exit from the office/building entryways, emergency exit doors, and emergency routes will be free of any hazards or obstructions.
 - b. Emergency exit signs will be visible and in working order (properly illuminated and in good repair).
 - c. Doors in an evacuation route will remain unlocked from the inside (may lock from the outside).
 - d. In the case of a fire or fire alarm, all doors should be closed upon staff exiting the area.
 4. Security and safety concerns. Offender bags, back packs, purses, jackets, packages, etc. may be restricted or prohibited beyond the public area of the office. Visitors and offenders may be asked to store personal belongings in their vehicle. All items brought into the office are subject to search.
 - a. Staff are authorized to conduct a search of an offender’s personal possessions for the purpose of maintaining and preserving the safety of the offender, staff, and others in the area; to prevent the concealing of weapons, and/or detect the presence of any controlled substance(s).
 - b. Offender personal property will not be willfully or wantonly discarded, damaged, or misplaced by staff during the search.
 - c. Any contraband discovered during a search will be confiscated and documented on a report to be submitted to the area supervisor.
 5. Staff may limit the number of offender friends, family, and acquaintance(s) accessing the office at one time.
- N. Each office will establish emergency evacuation protocols to efficiently and safely evacuate those in the office in the case of an emergency.
- O. Staff will adhere to the following records management practices:
1. Offender records will be stored in a locked cabinet or locked office at the end of the workday, or when not under the immediate control or supervision of staff to prevent unauthorized access to protected personally identifiable information (PII) that may be contained in the record(s). Only authorized staff shall have access to offender files and records. Computers will not be left unattended if the password protection mode is not enabled.

5. Emergency Procedures:

- A. Each office will have evacuation plans posted in a visible area. Plans must show the location of emergency exits, evacuation routes, the location of fire extinguishers, and other emergency equipment for that area.
- B. Evacuation drills will be conducted as often as deemed necessary by the director of Juvenile Services, as directed by the State Fire Marshal’s Office, or as required by the JCC Safety Committee. Drills will be documented, including any issues identified that require resolution.

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- C. Area supervisors will develop an emergency response action plan for each field office. The plan will include procedures to evacuate the office, contact of local law enforcement, and report incidents to the DOC administration, as required.
- D. In the event an office must be evacuated, staff's first responsibility is preservation of life.
- E. Medical emergencies encountered by staff during work hours will be handled within the scope of training and ability of responding staff. Staff are granted general immunity from liability for providing or attempting medical assistance in good faith.
 - 1. If an offender presents symptoms or a condition that staff believes requires emergency care or medical intervention, i.e., an unresponsive offender, staff will immediately call 911.
 - 2. Offenders requiring basic medical attention (administration of basic first aid) may be cared for by a family member or transported to a medical provider by a family member. If a family member is not present, staff may offer/administer basic medical assistance or call 911. Staff shall contact the offender's emergency contact as soon as practical following or during the medical emergency.
 - 3. Staff involved in a medical emergency will document the incident on an Incident Report and forward this to the area supervisor.

6. Safety Inspections of Field Offices and State Vehicles:

- A. Staff will apply reasonable care to ensure field offices and vehicles are maintained in safe, working order. Designated office staff will conduct annual safety inspections of each office and grounds.
 - 1. Any deficiencies or unsafe conditions identified will be documented in a written report and forwarded to the area supervisor, who will notify the director of Juvenile Services. Timely correction of the deficiency shall be implemented as deemed necessary and appropriate. Staff will utilize the BOA Incident, Accident, or Unsafe Condition Report form to document the condition: <https://boa.sd.gov/risk-management/accident-report-nonstatevehicle.aspx>
- B. Staff are responsible for conducting general safety inspections of assigned state vehicles.
 - 1. The purpose of the inspection is to look for:
 - a. Obvious defects that could pose a safety hazard, e.g., cracked windshield, worn out windshield wiper blades, broken or not functioning headlights or taillights, bald or under inflated tires, etc.
 - 1) For work order authorizations you will need to call the Holman Fleet Management Services hotline 1-800-543-2372.
 - 2. Any deficiency that may render the vehicle unsafe to operate will be promptly reported to the area supervisor.
 - 3. Designated office staff are responsible for arranging for regular service/maintenance of assigned state vehicles. All staff who use a state vehicle are responsible for documenting mileage as required, cleaning the windshield after use, refueling, removing litter and trash, returning keys, and keeping door locked when not in use.
 - 4. In the case of an accident involving a state vehicle, staff must contact law enforcement and Fleet and Travel Management M-F 7:00 a.m. to 5:00 p.m. (605) 773-3162 or after hours at (1-800-543-2372) to generate a report.
 - a. In case of an accident resulting in a fatality, serious bodily injury, or significant property damage, staff shall immediately contact Claims Associates, Inc. at 1-605-333-9810.
- C. After each offender transport, staff will check the vehicle for contraband or other items left by an offender. Any contraband found will be documented.

V. RESPONSIBILITY

The director of Juvenile Services is responsible for the annual review and maintenance of this policy as needed.

VI. AUTHORITY

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- A. SDCL § [20-9-4.1](#) Immunity from liability for emergency care--Exception.
- B. SDCL § [26-11A-11](#) Custodian of person of juvenile.
- C. SDCL § [26-11A-12](#) Aftercare supervision program for juveniles conditionally released--Foster care--
Terms, conditions, and duration of aftercare given in writing.

VII. HISTORY

April 2024
March 2023
December 2021
January 2021
December 2019
October 2018
October 2017
October 2016
October 2015
October 2014
October 2013
December 2011

ATTACHMENTS *(*Indicates document opens externally)*

1. DOC Policy Implementation / Adjustments