



<p style="text-align: center;">SOUTH DAKOTA</p>  <p style="text-align: center;">DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE</p>		POLICY NUMBER	PAGE NUMBER
		1000-03	1 OF 6
		DISTRIBUTION:	Public
		SUBJECT:	Disaster Response
RELATED STANDARDS:	None.	EFFECTIVE DATE:	November 01, 2025
		SUPERSESION:	New Policy
DESCRIPTION:	REVIEW MONTH:	 Brent Fluke (Oct 31, 2025 09:58:52 CDT) BRENT FLUKE SECRETARY OF CORRECTIONS	
Institutional Programs and Activities	September		

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to respond if, in the event of a natural disaster that is beyond the capabilities of local government, the governor orders the Department of Corrections to provide assistance or actions to supplement the recovery efforts of local governments to alleviate the damage, loss, hardship or suffering caused by a natural disaster.

II. PURPOSE

The purpose of this policy is to outline the processes surrounding deployment of offenders to provide assistance to other jurisdictions during an emergency related to a natural disaster.

III. DEFINITIONS

Natural Disasters:

Acts of nature, which include tornados, windstorms, cyclones, snowstorms, floods, earthquakes, forest fires, or droughts, and causes significant severe damage to a particular part of the state.

IV. PROCEDURES

1. DOC Assistance to a Natural Disaster:

- A. Requests from the public for offender labor or DOC action in responding to a natural disaster will be directed to the respective county emergency management coordinator. Requests involving maintenance, beautification or remodeling projects will not be considered.
- B. The county emergency management coordinator may request assistance from the DOC in responding to a natural disaster by contacting the state Office of Emergency Management (OEM) (telephone 605-773-3231). Requests received directly by the DOC will be referred to the OEM.
- C. If the OEM determines the request for assistance conforms to applicable operational policies and agreements, and the governor has determined DOC assistance is required to supplement the efforts of local government in alleviating damage, loss, hardship or suffering caused by a natural disaster (SDCL chapter 34-48, inclusive), the OEM will notify designated DOC staff of the need for assistance.
- D. The OEM will contact at least one designated DOC staff member. Contact shall be made in the following order until one of the following is directly contacted:
 1. Director of Prisons (office 605-773-3478).

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2. Deputy secretary of Corrections (DSOC) (office 605-773-3478).
 3. Warden of the facility identified to respond.
 - a. Mike Durfee State Prison (office 605-369-2201)
 - b. Jameson Prison (office 605-367-5122)
 - c. South Dakota Women's Prison (office 605-773-6636)
- E. In the event that contact cannot be established, OEM staff will contact the DOC Administration office (605) 773-3478 during normal business hours. During non-business hours, weekends or holidays, the South Dakota State Penitentiary (605) 367-5100 will be contacted.
- F. Upon notification of the requirement for DOC resources to respond to a natural disaster, the director of Prisons (or DOC contact staff receiving the initial order to deploy) will coordinate with the respective warden(s) to determine the resources each facility will provide e.g., number of offenders, staff, equipment, and vehicles.
- G. The DOC contact person receiving the order will ensure the secretary of Corrections (SOC) is directly notified (DOC policy 100-03 *Staff Reporting Information to DOC Administration and Office of Risk Management*).
- H. Male and female offenders will not typically respond to the same natural disaster site simultaneously, unless reasonable and effective measures can be implemented to minimize contact between male and female offenders.
- I. Requests for offender labor not related to damage caused by a natural disaster occurrence may be considered.

2. Response and Types of Assistance:

- A. Assistance may be provided when the extent of a natural disaster exceeds the resources readily available to local government (county, township or city) to adequately respond to the natural disaster.
1. The State Emergency Operations Plan (SEOP) identifies the emergency support functions of the Department of Corrections. The wardens and director of Prisons will maintain current copies of the SEOP.
- B. The DOC may respond to a natural disaster with offenders, staff and equipment to clear roadways for emergency vehicles, cleanup debris to facilitate the re-establishment of basic utilities and allow the continuation of commerce, and control/contain and avert or lessen the threat of a natural disaster through protection of property and public health and safety.
1. Assistance will generally be restricted to cleanup, debris removal, or sandbagging. Offenders will not be used to cut down standing trees or demolish standing structures unless specifically directed to do so by the local emergency management coordinator and approved by the deployment commander.
 2. If DOC staff believes an area/site poses or may pose a safety risk to DOC staff or offenders, staff will immediately contact the assigned DOC staff or deployment commander.
 3. The deployment commander or assigned DOC staff may restrict DOC staff or offenders from entering or working in any area/site they believe poses or may pose a significant safety risk to staff or offenders. Staff and offender safety shall take precedence when determining response or action.
 4. The deployment commander and assigned DOC staff will be briefed on the scope of the work to be completed by offenders from the local emergency management coordinator and local government authorities prior to DOC staff or offenders entering the site.
 - a. This briefing will include information about any hazardous condition(s) or safety issues known to exist that may pose a risk to DOC staff and offenders.
 - b. The local emergency management coordinator or local government authorities are responsible for correcting and responding to any hazardous condition(s) identified, i.e. shutting off power to a downed power line, shutting off gas on a leaking gas main, waiting for standing water to recede.

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- C. Offenders may only be used to clean-up and clear debris from private property or sandbag private property, if ordered by the governor.
 - 1. Offenders will not enter onto private property without proper authorization from the deployment commander.
 - 2. If DOC crews receive a request for assistance involving private property, the request will be forwarded to the assigned DOC staff. The assigned DOC staff will contact the deployment commander.

3. Local Government Obligations:

- A. The local government initiating the request for assistance may be responsible for incurred deployment costs.
- B. At the direction of the warden or designee, the local government will coordinate with the disaster management team and OEM to locate acceptable lodging for DOC offenders and staff, if the deployment requires an overnight stay (SDCL § 24-4-7).
- C. If the DOC is unable to provide meals and beverages to offenders at the natural disaster site, the local government and/or OEM is responsible for arranging and providing sufficient and appropriate meals and beverages.
- D. The local government may be obligated to reimburse the DOC for offender labor costs (refer to DOC policy 1000-01 *Work Release*).
- E. Local government may be responsible for reimbursement of overtime wages for DOC staff deployed to the natural disaster and/or costs of required security backfill and/or travel costs, at the current rate established by the State Board of Finance.
- F. The local government requesting the assistance is responsible for designating a representative or “point of contact” to provide direction and offer assistance to responding staff.
 - 1. The local government representative or point of contact will serve as the contact for citizens with questions, complaints or requests regarding the natural disaster response.
 - 2. The local government representative or point of contact will supply a map of the area and provide other information necessary for the assigned DOC staff to successfully respond to the natural disaster.

4. Deployment of Staff and Offenders to a Natural Disaster:

- A. When a deployment order is issued, the officer in charge (OIC) will complete the *Deployment Resource Request* (attachment #2) and email the attachment to the DOC-ADMIN MAJOR INCIDENT email group.
- B. The OIC or designee will ensure the respective senior staff (warden, AW, duty officer (DO), housing captain, etc.) of the housing unit where the offenders are housed are notified of the deployment.
 - 1. The OIC will notify the respective control room and/or duty officer as directed by the director of Prisons or other DOC contact person to assemble and outfit the offenders for deployment.
 - 2. The OIC will assemble staff drivers from the list of drivers maintained in the respective control room. Staff operating buses must have a valid Commercial Driver License (CDL). If the need for drivers cannot be fulfilled from the list, the OIC will contact a senior staff member or the DO for direction.
 - 3. The OIC will ensure approved offender property is placed on the designated transport vehicle(s).
 - 4. Staff must positively identify all offenders selected for the deployment. Staff must collect IDs from all offenders as they board the vehicles and verify the offender is on the preprepared list.

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- C. The deploying facility housing captain or designee will complete the *Deployment Human Resources Inventory* (attachment #3).
- D. The deploying facility housing captain will complete the *Support Vehicle Inventory* (attachment #4).

5. Staffing Requirements:

- A. The SOC or designee and the warden(s) will make provisions for the custody, control and maintenance of offenders deployed to a natural disaster (SDCL § 24-4-7).
- B. The OIC will first identify staff for deployment from the list of on-duty staff. The OIC will contact a senior staff member or the DO for instructions/direction if the staff requirements cannot be fulfilled by on-duty staff.
 - 1. A minimum of four (4) correctional officers and one (1) supervisor (sergeant or above or housing sergeant or above) is required per fifty (50) offenders deployed. The deployment commander or assigned DOC staff may request to alter the requirement on a case-by-case basis.
- C. The on-duty staff deployed to the natural disaster may not be prepared for an extended stay at the natural disaster site. The OIC is responsible for identifying and assigning appropriate staff to replace the first responding staff as soon as possible.
- D. Replacement staff should be prepared to be deployed to a natural disaster site for up to five (5) consecutive days. Staff are responsible for packing sufficient personal items, e.g. toiletries, clean uniforms/clothing, appropriate footwear.
- E. Upon arrival to the scene, the assigned DOC staff and disaster management team members will report to the Disaster Response Command Center.
- F. Assigned DOC staff are responsible for the supervision and custody of the offenders including maintaining accurate counts of offenders and accounting for offenders assigned to different locations throughout the site. Assigned DOC staff shall maintain current inventories of equipment/state property and are responsible for ensuring equipment/state property is properly cared for, secured when not in use and collected for return to the facility when the deployment is complete.
 - 1. Offenders will be counted at a minimum of standard facility count times.

6. General Information:

- A. A sufficient number of state vehicles will be staged and maintained at SDSP, RCMC, YMC, MDSP, and SDWP to transport offenders, staff and equipment to natural disaster sites.
- B. Unless otherwise directed by the SOC or designee, all media inquiries regarding DOC's role in deployments, including requests to photograph or interview responding staff or offenders, will be directed to the DOC public information officer (PIO) (DOC policy 100-04 *Relationship with News Media, Public, and Other Agencies*).
- C. Requests for additional equipment or resources will be communicated by the assigned DOC staff to the deployment commander.
- D. Offenders will abide by all applicable rules, policies and directives set for by the DOC and will not violate any local, state or federal laws.
 - 1. The use and/or possession of alcohol, tobacco products, narcotics, synthetic drugs, cell phones, weapons or other contraband by offenders is strictly prohibited.
 - 2. Offender behavior will be appropriate. Offenders will follow all lawful and legitimate orders by staff and supervisors. Offenders involved in misconduct, refusing to work or not following instructions are subject to disciplinary action and return to custody.

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3. Offenders will not supervise other offenders.
- E. Assigned DOC staff will immediately contact the assigned DOC staff and respective DOC control room any time they have reason to believe, or have been made aware, a deployed offender has or may have departed from supervision and/or their assigned work area without authorization.
 - F. Disaster response supplies, materials, equipment, services and other necessities purchased for direct support of the deployment of DOC staff, offenders and other resources will be recorded on the *Procurement Inventory* (attachment #6). The assigned DOC staff will retain the receipts and submit these with the Procurement Inventory.
 - G. All equipment and supplies owned, leased, maintained or supplied by the DOC will be inventoried, cleaned, serviced, repaired and replaced in a timely manner upon return from a deployment.
 - H. Equipment and supplies will be stored in such a manner that provides for immediate and unrestricted access by staff responding to a deployment order.
 - I. A *Deployment After-Action Report* will be completed by the warden or designee within three (3) days of being demobilized (attachment #7). The Deployment After-Action Report will be emailed to the DOC-ADMIN MAJOR INCIDENT email group. A FINAL Deployment After-Action Report will be completed by the warden or designee within one (1) day of the completion of the project.
 1. The Deployment After-Action report will include:
 - a. A narrative of the events that led to the deployment.
 - b. Members of the disaster management team.
 - c. Key contact personnel from the city/county/state/federal government involved in the response.
 - d. The means of communication used at the natural disaster site (radios, cell phones, etc.).
 - e. Any special security measures in place during the deployment.
 - f. Any major incidents that occurred.
 - g. Any medical issues, including a briefing of any injuries to offenders or staff requiring medical care/treatment, including emergency care.
 - h. Any major equipment damage or loss of equipment/state property.
 - i. Any special housing arrangements made for staff and offenders.
 - j. Any food service arrangements made for staff and offenders.
 - k. A summary containing an overview of the deployment, including accomplishments, achieved goals.
 - l. Future suggestions or needs regarding protocol, staffing levels, equipment needs, etc.

7. Safety Precautions:

- A. The following safety equipment must be included whenever offender labor is utilized at a natural disaster site:
 1. One (1) halon, ABC or BC fire extinguisher for each bus or trailer that responds to the natural disaster.
 2. One (1) first aid kit for each transporting vehicle that responds to the natural disaster.
- B. Personal protective equipment (PPE) will be furnished by DOC or other disaster partners and must be worn by offenders and staff as directed.
- C. Medical emergencies involving an offender should be handled at the nearest medical treatment facility or by certified emergency medical personnel who may already be on-site or by calling 911 and requesting medical assistance.
- D. The DOC staff assigned will be equipped with a state issued cell phone and/or radio for communication and emergency needs. The control room will maintain a list of phone numbers to all phones issued to staff responding to a disaster.

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8. Deployment Drills:

- A. Natural disaster response drills or tabletop exercises will be conducted at least annually at each facility responsible for providing offenders to respond to a natural disaster.
- B. The warden or designee will establish and approve natural disaster response scenarios.
 - 1. During a natural disaster response drill or exercise, offenders with appropriate attire and gear for the scenario may be loaded into vehicles.
 - 2. All equipment necessary to complete the response to the disaster scenario may be loaded for transport to the disaster site.
- C. The results and information pertinent to the natural disaster drill or exercise will be documented by designated staff and a copy of the report will be forwarded to the DSOC, warden, and the director of Prisons.

V. RESPONSIBILITY

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

VI. AUTHORITY

- A. SDCL § [24-4-7](#) **Inmate employment on any state work--Provisions for control.**
- B. SDCL § [22-24B-1](#) **Sex crimes determined.**
- C. SDCL § [34-48A-5](#). **Authority of Governor in time of disaster, terrorist attack, or emergency.**

VII. HISTORY

November 2025 – New Policy

ATTACHMENTS

- 1. Offender Deployment Requirements
- 2. Deployment Resource Request
- 3. Deployment Human Resources Inventory
- 4. Deployment Support Vehicle Inventory
- 5. Disaster Team Management Responsibilities
- 6. Deployment Procurement Inventory
- 7. Deployment After Action Report
- 8. DOC Policy Implementation / Adjustments

OFFENDER DEPLOYMENT REQUIREMENTS

To be eligible for deployment as part of a disaster response crew, offenders must meet the following criteria:

1. Minimum (MN) security classification.
2. Medically cleared by clinical services and assigned a disaster response code.
3. Cleared by behavioral health staff if the offender's MH code is NOT P1 or P2.
4. Sex offenders per this policy's definition are not eligible.

Offenders approved for deployment to a natural disaster will be identified in the offender management system (OMS).

All offenders housed at a minimum custody unit will be assigned a Disaster Crew Code upon receipt at the facility. Clinical services staff will adjust the offender's code as deemed medically necessary.

- (DCE) Disaster Crew Eligible.
- (DCM) Disaster Crew Eligible medication (has medication that must accompany the offender).
- (DCR) Disaster Crew Eligible night restriction (must return to a DOC facility every evening).
- (DCRM) Disaster Crew Eligible medication (has medication that must accompany the offender and must return to a DOC facility every evening).
- (NDC) Not Disaster Crew Eligible.

DEPLOYMENT RESOURCE REQUEST

1. Authority or name of person making request: _____
2. Date: _____
3. Time: _____
4. Resource Requested: _____
5. Resource Destination: _____
6. Incident Type: Tornado Storm Flood Blizzard Other
7. Responding Facility: _____
8. Reporting OIC: _____

INSTRUCTIONS:

Upon receipt of the request and completion of this document, email as an attachment to DOC-ADMIN MAJOR INCIDENT.

DISASTER MANAGEMENT TEAM RESPONSIBILITIES

Deployment Commander: The deployment commander is responsible for the overall coordination of staff and offenders deployed to a natural disaster site. The deployment commander will provide updates to the director of Prisons and the associate director of offender services.

Field Commander: The field commander supervises DOC staff and offenders and manages resources at the disaster site. The field commander reports and provides information to the deployment commander. The field commander is responsible for ensuring all reports are complete and providing an accurate account of the deployment.

Assistant Commanders: Assistant field commander(s) assist the field commander as needed. assistant commander(s) may be assigned to directly supervise a particular team leader.

Team Leaders: Team leaders supervise a team of offenders determined by the deployment or field commander. Team leaders are responsible for directing the work activities of the group, ensuring safety measures are emphasized and followed, enforcing DOC rules and regulations, and accounting for offenders assigned to their squad. Team leaders report to the field commander or an assistant field commander.

Housing Captains: Housing captains are responsible for maintaining accurate deployment rosters and deployment procedures for their respective units. Housing captains will keep an updated roster of the approved disaster crew offenders using COMS. Housing captains are responsible for ensuring the identified disaster crew offenders are ready for deployment, i.e., proper clothing, list of allowable items, medication, etc.

Communications: Communications staff are responsible for setting up and maintaining all equipment necessary for communication at the disaster site. The communications leader will work with other agencies on site and with State Radio as needed to provide communications resources. Communications staff will make certain radio batteries are charged, and sufficient numbers of radios are available for issue. Communications staff are responsible for locating phone lines if necessary. Communications will maintain an accurate inventory of all DOC communication equipment and will schedule testing of equipment as needed.

Supply & Maintenance: Supply and maintenance staff are responsible for maintaining accurate inventories of the disaster supplies and their condition. Supply & maintenance staff will keep an inventory of the required supplies. Supply & maintenance will keep all chainsaws and other inventoried equipment in working condition. Supply & maintenance will track supplies used at the disaster site, record the associated costs, and ensure supplies are restocked.

Medical Services: The facility health services administrator (HSA) or designee will brief the field commander, deployment commander, and/or other designated DOC staff on any medical issues or health concerns relevant to the disaster response. Deployed offenders with non-emergent medical issues, questions, or requests for healthcare/sick-call will be collected and directed to medical services on a daily basis, ensuring to allow proper time for triage while the offender is at camp. In the case of a medical emergency, if the situation is emergent but the offender is in stable or non-life-threatening condition, staff will contact clinical services to receive assistance and direction regarding the transport of the offender to an off-site medical service provider. In the case of a medical emergency that is potentially life-threatening, staff will contact 911. The field commander, deployment commander or designated staff will contact clinical services as soon as practical if an offender is transported to a hospital for emergency medical services and immediately if an offender is admitted to a hospital. Clinical services will ensure Epi-Pens and other medication requiring a current prescription are included in the first aid response kit as deemed appropriate.

Housing, Laundry & Food Services: Housing, laundry & food services staff are responsible for making all housing, laundry and food service arrangements needed for staff and offenders at the disaster site. This includes setup, establishing procedures, cleanup, and billing. Housing, laundry & food services staff are responsible for making contact with local businesses or local governmental agencies for these services.

Security: Security staff are responsible for setting up and maintaining security requirements, i.e., schedules, count procedures, shakedown procedures, reporting count, etc. Security staff will contact local law enforcement agencies to inform them of the offender presence in the area, housing location, number of offenders, contact information, and other related security information. Security staff are responsible for scheduling all needed security shift coverage of the offenders on large deployments.

Transportation: Transportation staff are responsible for maintaining a list of vehicles and emergency response trailers each facility has assigned to them for disaster response and maintaining an accurate inventory of vehicles. Transportation staff are responsible for ensuring the transportation equipment is in working condition on a regular basis, fuel supplies are adequate, and all fuels meet the seasonal requirements. Transportation staff are responsible for ensuring there are sufficient vehicles at the disaster site to meet the transportation needs of staff and will locate and make available fuel supplies. Transportation staff will maintain a duplicate key to each vehicle and have the keys available at the disaster site. Transportation staff are responsible for taking care of any maintenance issues for the vehicles and/or trailers at the disaster site. Transportation staff will track and record all transportation related costs.

DEPLOYMENT AFTER ACTION REPORT

Disaster Location:

Responding Facility:

Disaster Type:

DOC Project Number:

Narrative:

Disaster Management Team Members:

Commander:

Housing/Food/Laundry:

Field Commanders:

Supply & Maintenance:

Squad Leaders:

Night Security:

Communications:

Transportation:

Medical:

Key Local Community Contact(s):

Incident Commander:

Local EM:

Mayor:

Public Works/Other Officials:

Means of Communication:

State Radios: Yes: No:

Cell Phones: Yes: No:

Other: Yes: No:

Security Measures: *(Narrative)*

Medical Issues: *(Narrative)*

Housing Arrangements: *(Narrative)*

Food Service Arrangements: (Narrative)

Supply & Maintenance Expenses:

	<u>Item Description</u>	<u>Cost (if known)</u>
1.		
2.		
3.		
4.		

Hours Spent on Natural Disaster:

Total Number of Staff Hours:

Total Number of Offender Hours:

Total Vehicle Mileage:

Vehicle ID:	Miles:
Vehicle ID:	Miles:
Vehicle ID:	Miles:
Vehicle ID:	Miles:
Vehicle ID:	Miles:

Disaster Summary: (Narrative)

Future Needs/Suggestions: (Narrative)

Report Prepared by: _____ Date: _____
(Please print)