



<p style="text-align: center;">SOUTH DAKOTA</p>  <p style="text-align: center;">DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE</p>		POLICY NUMBER	PAGE NUMBER
		1000-02	1 OF 6
		DISTRIBUTION:	Public
		SUBJECT:	Individual Program Directives (IPD)
RELATED STANDARDS:	ACA 5-ACI-7B-09	EFFECTIVE DATE:	January 01, 2026
		SUPERSESION:	08/30/2021
DESCRIPTION: Institutional Programs and Activities	REVIEW MONTH: December	 <u>Nick Lamb (Dec 12, 2025 13:37:52 CST)</u> NICK LAMB SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to have an Individual Program Directive (IPD) which establishes standards and criteria for an offender's release to initial parole. Each offender serving a new system sentence, who has not reached their initial parole date, will have an IPD developed that is consistent with their time to serve and individual classification and programming needs.

II. PURPOSE

The purpose of this policy is to outline the standards and criteria of the Individual Program Directive and its relationship to initial parole release.

III. DEFINITIONS

Case Plan:

An instrument which identifies assessed needs and individual program directives for an offender to address while under the supervision of the DOC.

Individual Program Directive (IPD):

A directive which establishes standards and criteria for release to parole supervision for each offender sentenced to a term of years and committed to the DOC for a crime committed on or after July 1, 1996.

Initial Directive:

A case plan created in the offender management system (OMS) when an offender enters the DOC serving a new system sentence or when an offender begins serving a new system sentence. The case plan includes individual program directives that indicate the standards that will be used as a basis for parole release at the time of the offender's initial parole date. This shall be established within thirty (30) days of an offender's admission to the DOC.

Mixed Sentence:

Offender sentences to the South Dakota prison system that are a result of a parole violation or a suspended sentence violation, with an additional conviction and sentences where at least one (1) of the prison sentences is a new system offense. Offenders with mixed sentences may have multiple parole dates.

Program Staff:

Individuals who work for, and are employed by a specific program, either through direct employment or contract. They are responsible for carrying out the program's activities, managing its resources, and helping to achieve identified goals.

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Revised Directive:

Modification to a case plan when an offender has a program change or change in assessed needs. The revised directive indicates the standards that will be used as a basis for parole release at the time of the offender's initial parole date.

Suspended Execution of Sentence (SES):

A sentence of probation, which as a condition, prescribes that the defendant be imprisoned for a specific period, not exceeding one-hundred and eighty (180) days.

Suspended Imposition of Sentence (SIS):

A sentence of probation resulting from a conviction after which the court withholds the entering of the judgment of guilty. The term of imprisonment may not exceed a period of one-hundred and eighty (180) days.

IV. PROCEDURES

1. New Commitments:

- A. New commitment offenders will be placed in an Admission and Orientation (A&O) unit upon admission to the DOC. The male offender A&O unit is located at the Jameson Prison (Sioux Falls). The female offender A&O unit is located at the South Dakota Women's Prison (Pierre). DOC staff will document the following areas of assessment and information:
1. Assessment and screening of the offender's overall physical and mental health and any related needs or accommodations.
 2. Education.
 3. Substance use disorder.
 4. Sexual behavior.
 5. Employment history and vocational training.
 6. Criminal history.
 7. LSI-R assessment (for male offenders only).
 8. Women's Risk Needs Assessment (WRNA) (for female offenders only).
 9. Custody classification.
 10. Individual Program Directive (IPD).
 11. Institutional accounts and obligations.
 12. Internal classification and Prison Rape Elimination Act (PREA) risk screen.
 13. Release planning, and
 14. Community risk assessment.
- B. Case managers will establish an IPD for each offender received at the facility, excluding federal offenders, U.S. Marshal holds, and suspended imposition of sentence (SIS) or suspended execution of sentence (SES) offenders. Offenders will be notified in writing of all required directives contained within their IPD.

2. Reviewing/Modifying an Offender's IPD:

- A. When an offender transfers to another unit, case management staff at the receiving unit will review the offender's IPD and make any required revisions.
- B. An offender's IPD may be revised by case management staff when there are changes in program or work needs, risk level (classification), risks to safety, housing, medical or mental health needs, and resource availability.
1. Aside from emergency actions, revisions to an offender's IPD require approval and action by a member of the offender's case management staff.
 2. An offender's IPD will not be revised when an element/directive is completed by the offender, when the offender refuses a directive, or when the offender is terminated from a program.

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- C. The program staff have authority to recommend exemption of an offender from participating in programs under their authority with multidisciplinary team review and warden's approval. Exemption may be based in part on an offender's ability to participate in the program or safety and security concerns. Exemption is not the same as termination.
1. The supervisor will communicate the exemption to the offender's case manager and add to case notes in the OMS.

3. New System Sentence:

- A. An offender serving a new system sentence, who has not reached their initial parole date, will be informed of the standards of compliance and each expectation/directive included in their IPD.
- B. These directives will be in writing and communicated to the offender by their case management staff (attachment #5 - *IPD Standards of Compliance*) or the program director/supervisor.

4. Work and Program Evaluation:

- A. *Written policy, procedure, and practice provide for a system of academic and vocational counseling as well as initial screening, assessment, and evaluation to determine each offender's educational needs [ACA 5-ACI-7B-09].*
- B. Work and program evaluation forms (attachments #3 - IPD Program and Work Evaluation Report and #6 - IPD Minimum Facility Work Evaluation Report) will be completed when:
1. Staff complete monthly payroll sheets for an offender housed at a minimum facility.
- C. When an offender is terminated from a work or program assignment for disciplinary reasons, staff will enter the disciplinary report into the OIC module in the OMS.
1. The offender's disciplinary record may be considered by DOC staff and the Parole Board when determining the offender's compliance with their IPD at the time of the offender's initial parole date and by the Parole Board when considering discretionary parole releases.

5. Parole Board IPD Compliance Report Format:

- A. An *IPD Progress Review Summary/Compliance Report* (attachment #2) will be submitted to the Board of Pardons and Paroles (Board) office thirty (30) days prior to a new system offender's initial parole date.
- B. The report submitted to the Board will include, but is not limited to, the following information:
1. A record of the offender's disciplinary history.
 2. Report of substantive compliance or non-compliance with their IPD and/or subsequent progress and conduct, and
 3. Any conduct by the offender evincing an intent to reoffend.
- C. The report to the Parole Board for offenders serving a new system sentence at the time of their initial parole date is generated through the use of the OMS Case Management Module IPD.
- D. The offender will be notified in writing of the report of compliance or non-compliance.

6. Progress Reviews:

- A. An offender serving a new system sentence or mixed sentence who has not reached their initial parole date, will have an IPD Progress Review Summary/Compliance Report completed annually when within five (5) years of their initial parole date, or every six (6) months when within two (2) years of their initial release date, to determine compliance with the directives of their IPD.

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- B. An old system or a new system offender whose most recent admission to incarceration was as a parole or suspended sentence violator without a new sentence, or a new system offender who has previously been found non-compliant with their IPD by the Parole Board, do not require progress reviews.

7. New System Compliance:

- A. An offender serving a new system sentence, who has not reached their initial parole date, is responsible for compliance with the rules of the institution where they are housed (element #1 of the IPD). Compliance shall begin the date the offender is received at a DOC institution or the date the offender receives a new system sentence, whichever is later.
- B. An offender serving a new system sentence, who has not reached their initial parole date, is responsible for compliance with any assigned elements 2 – 7 (attachment #1 – *Individual Program Directive*) from the date the initial IPD was signed, following their incarceration as a new admission, or the date they signed the IPD following their receipt of a South Dakota sentence under the new system.
- C. Each new system offender may be released from incarceration to parole supervision without a hearing before the Board of Pardons and Parole (Board) at the time of the offender’s initial parole date, if the offender has met the requirements of their IPD, agreed to the conditions of parole supervision, and has an approved parole release plan (SDCL § 24-15A-38).

8. Old System, Parole Violators w/o New Number, & Non-Compliant New System Offenders:

- A. In the case of a discretionary hearing, following a revocation or upon a finding of noncompliance, a report will be generated to include the nature and seriousness of the violation or basis for noncompliance, and the results of a risk and needs assessment, as available.

9. New System Right to Waive:

- A. New system offenders may choose to waive release to parole supervision; however, the Board may parole an offender to the custody of another state or federal jurisdiction for the purpose of confinement or deportation, if in the best interest of the citizens of South Dakota.
- B. Offenders may not waive a non-compliance hearing before the Board.
- C. If an offender, who is compliant at the time of their initial parole date, chooses to waive their release to parole supervision, decides later that they wish to be considered for release to parole, an updated Compliance Report will be completed by case management staff.
 1. If the offender is determined to be compliant with their IPD, they will be released without a hearing before the Board.
- D. If an offender is determined to be non-compliant at the time of their initial parole date, they will be reviewed by the Board.
 1. If the Board determines the offender is compliant, the offender may waive their release to parole supervision, subject to SDCL.
 2. If the Board determines the offender is non-compliant, the Board will not parole the offender. They will set a subsequent discretionary parole date between one (1) and twenty-four (24) months out. Prior to the subsequent discretionary hearing, case management staff will provide an investigative summary report to the Board.

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10. Mixed System:

- A. An offender returning as a suspended sentence or parole violator who has an additional sentence with a parole date under the new system is a “Mixed System” offender.
- B. An offender on their new sentence, who is compliant at their initial parole date, must remain compliant on that sentence while waiting for release consideration on their discretionary sentence.
 - 1. If the offender remains compliant with their new sentence, they may be released without an additional hearing on the new sentence upon discharge or parole from the sentence with a discretionary release decision.
 - 2. If the offender is determined to be non-compliant with his new sentence, an IPD Progress Review Summary/Compliance Report will be generated for submission to the Board.
 - a. A non-compliance hearing will be scheduled before the Board.
 - b. If the Board does not grant release of the offender, the Board will set a subsequent discretionary review date.

11. Scheduling and Programming:

- A. All program assignments shall be made in accordance with the need of the offender and program availability, based on reasonable, objective criteria that reflects the offender’s abilities and security levels.
- B. Program assignment shall be made on stated criteria that are relevant to the program. Assignment of an offender to a specific program shall be based on a current objective assessment of the offender’s rehabilitative goals, risks, and the specific goals of the program.

12. Non-Compliance and Release:

- A. Any offender who the warden reports has not complied with their IPD, will have a hearing scheduled with the Board to determine the offender’s compliance with their IPD.
- B. The Parole Board may determine the offender complied with their IPD and grant release of the offender upon reaching their initial parole date, or as soon as reasonably possible following the offender’s hearing.
 - 1. The Board may determine the offender has not met the requirements of their IPD and deny release of the offender and set the time and date for the subsequent discretionary hearing.
 - 2. The offender may also admit non-compliance with their IPD and waive personal appearance with the Parole Board.
- C. Any offender not paroled at the time of their initial parole date, shall have the opportunity for a discretionary parole hearing no sooner than one (1) month and no later than twenty-four (24) months for new system offenders.

V. RESPONSIBILITY

It is the responsibility of the director of Prisons to annually review and make revisions as needed to this policy.

VI. AUTHORITY

- A. SDCL § [24-15A-5](#) ~~Record of inmate conduct and infractions--Notice--Challenge to findings or sanctions--Investigation--Modification--Use of record.~~
- B. SDCL § [24-15-1.1](#) ~~Parole defined--Prisoner not required to accept parole--No right to parole.~~
- C. SDCL [24-15-8](#) ~~Right of eligible inmate to hearing before board--Decline of parole--Waiver of hearing--Criteria for parole.~~
- D. SDCL § [24-15-10](#) ~~Application for parole or clemency--Waiting period if denied--Period for crime of violence.~~
- E. SDCL § [24-15A-17](#) ~~Preparation for parole hearing.~~
- F. SDCL § [24-15A-29](#) ~~Discretionary parole date on revocation--Conditions--Discretionary hearings.~~

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- G. SDCL § [24-15A-34](#) **Individual program directives for inmates.**
- H. SDCL § [24-15A-35](#) **Notification of inmate's substantive compliance, noncompliance, or undetermined compliance with program directive.**
- I. SDCL § [24-15A-38](#) **Inmate release to parole supervision--Conditions.**
- J. SDCL § [24-15A-39](#) **Hearing to determine compliance with parole release standards--Waiver of appearance--Determinations of board--Discretionary hearings.**
- K. SDCL § [24-15A-41.1](#) **Parole of inmate to custody of another state or federal jurisdiction.**

VII. HISTORY

January 2026
August 2021
February 2019

ATTACHMENTS

1. Individual Program Directive (*generated in the OMS*)
2. Individual Program Directive-Progress Review Summary/Compliance Report (*generated in the OMS*)
3. IPD Program and Work Evaluation Report
4. Program Refusal Form (*Scanned Document*)
5. IPD Standards of Compliance (*generated in the OMS*)
6. IPD Minimum Facility Work Evaluation Report
7. DOC Policy Implementation / Adjustments

IPD – INDIVIDUAL PROGRAM DIRECTIVE

Initial Directive Revised Directive

<i>Offender Last Name</i>	<i>First</i>	<i>Booking #</i>
<i>Directive Date</i>	<i>Initial Parole Date</i>	
<i>Next Progress Review Date</i>	<i>(Fill)</i> <i>Compliance Report Due Date</i>	

Please place a checkmark by each element to be included in the Directive:

- | Element # | Description |
|-----------|--|
| 1 | <input type="checkbox"/> You will conform to the rules of the Department of Corrections and the institution to which you are assigned and maintain a good disciplinary record. |
| 2 | <input type="checkbox"/> You will work diligently and to the best of your ability at any job to which you are assigned. |
| 3 | <input type="checkbox"/> You will refrain from any conduct or behavior which would indicate or evince an intention to re-offend. |
| 4 | <input checked="" type="checkbox"/> You will participate as directed in the sex offender management program (SOMP) and cooperate fully with all conditions of the program. |
| 5 | <input type="checkbox"/> You will participate as directed and cooperate fully with the substance use disorder (SUD) program. |
| 6 | <input type="checkbox"/> You will participate as directed and cooperate fully with the educational program. |
| 7 | <input type="checkbox"/> You will participate as directed and cooperate fully with the cognitive program. |

I have read or have had read to me the elements of my Individual Program Directive. By signing I acknowledge receipt of a copy of this directive. This Directive may be updated as needed. In such cases a new form will be created.

<i>Offender's Printed Name</i>	X <i>Offender's Signature</i>	<i>Date</i>
<i>Housing Staff's Printed Name</i>	<i>Date</i>	

IPD PROGRESS REVIEW SUMMARY/COMPLIANCE REPORT

PROGRESS REVIEW SUMMARY

COMPLIANCE REPORT

Transaction #s

Offender Name

DOC #

Housing Staff Member

Today's Date

Initial/Next
Parole Date

Next Progress
Review Date

(FILL)

Compliance Report
Due Date

New System (Initial)

New System Review

Mixed

Check the following boxes as applicable:

Element #:

1.	<input type="checkbox"/> DOC	<input type="checkbox"/> Non	<input type="checkbox"/> Full
2.	<input type="checkbox"/> Work / Vocational	<input type="checkbox"/> Non	<input type="checkbox"/> Full
3.	<input type="checkbox"/> Intent to Reoffend	<input type="checkbox"/> Non	<input type="checkbox"/> Full
4.	<input type="checkbox"/> SOMP Program	<input type="checkbox"/> Non	<input type="checkbox"/> Full
5.	<input type="checkbox"/> Substance Use Disorder	<input type="checkbox"/> Non	<input type="checkbox"/> Full
6.	<input type="checkbox"/> Education	<input type="checkbox"/> Non	<input type="checkbox"/> Full
7.	<input type="checkbox"/> Cognitive Programs	<input type="checkbox"/> Non	<input type="checkbox"/> Full

Did Substantively Comply

Did Not Substantively Comply

Brief Narrative on the elements of the IPD--only necessary if offender is not in compliance:

Housing Staff Member

Signature: X _____

Date:

Warden Signature: X _____

Date: _____

Offender Signature: X _____

Date: _____

Offender signature certifies that they have received a copy of the progress compliance report. If offender refuses to sign, the staff member serving the notice of progress compliance level will sign and date this document.

COMPLIANCE REPORT DISTRIBUTION: Parole Board Legal File Offender

PROGRAM REFUSAL FORM

I have been notified that I must participate in the following program(s) in order to be compliant with my Individual Program Directive (IPD):

- Substance Use Disorder (SUD) Treatment Program
- Sex Offender Management Program (SOMP)
- Educational Program (GED)
- Cognitive Programs

I have refused to participate in the program or have refused to participate in a program assessment and have had the consequences of this refusal explained to me. I understand that a refusal to participate in this program or a refusal to participate in a program assessment will result in a non-compliance evaluation with the IPD element regarding this program.

<i>Offender Name</i>	<i>Offender Number</i>	X		<i>Offender Signature</i>
<i>Staff / Witness</i>				<i>Date</i>

IPD STANDARDS OF COMPLIANCE

Offender Last Name	First	Booking#
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I understand that the Individual Program Directive that I have completed with housing staff includes program and work components which have standards for compliance and behavioral expectations. I also understand that the following standards will be used to determine my level of compliance with my Individual Program Directive.

Full Compliance: Worked Diligently and to the best of my ability (work). Successfully completed the program or participated to the best of my ability (substance use disorder (SUD), Education, and Cognitive Programs.)

Non- Compliance: Refused to work, was discharged from work for disciplinary reasons, or removed from work because of non-compliant behavior (work). Refused to participate in the program, was terminated from the program, was discharged from the program for disciplinary reasons, or relinquished a treatment slot due to a disciplinary transfer (SUD, Education, and Cognitive Programs).

I have read or have had read to me these standards of compliance and expectations for each assignment included in my Individual Program Directive. Any additional standards for any assignment will be communicated to me by my work / program supervisor.

X		
Offender Signature	DOC#	Date

IPD MINIMUM FACILITY WORK EVALUATION REPORT

For the week of:

Month

Day

Year

Offender Last Name

First

ID#

Agency/Project Pay Code

Work Site/Work Project

Rating

Full Compliance: Worked diligently and to the best of his/her ability. Completed assigned job in a timely manner without complaint.

Non-Compliance: Refused work assignment, was disciplinary discharged from work or was removed from work because of non-compliant behavior.

Comments (mandatory for non-compliance):

HOURS WORKED

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Supervisor's Signature

Date