


SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 400-08	PAGE NUMBER 1 OF 4
		DISTRIBUTION: Public	
		SUBJECT: Sex Offender Registration	
RELATED STANDARDS: None		EFFECTIVE DATE: February 15, 2026	
		SUPERSESION: <del>02/15/2025</del>	
DESCRIPTION: Offender Services	REVIEW MONTH: January	 <b>NICK LAMB</b> <b>SECRETARY OF CORRECTIONS</b>	

## I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to enforce state law requiring all sex offenders register within the state of South Dakota.

## II. PURPOSE

In accordance with SDCL Chapter 22-24B, it is the purpose of this policy to provide guidelines for the notification of law enforcement agencies of the transfer of sex offenders to DOC facilities in different counties, release to community supervision, or upon discharge of sentence.

## III. DEFINITIONS

### Sex Offender:

Any adult offender convicted or adjudicated of a felony sex crime, as listed in SDCL 22-24B-1, regardless of the offense date or date of conviction.

## IV. PROCEDURES

### 1. Sex Offender Registration Requirements:

- A. Sex offenders 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. Violation is a Class 6 felony.
- B. Sex offenders are required to complete the verification form sent out by the Division of Criminal Investigation (DCI), at least annually, 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. Any sex offender required to register who is employed, carries on a vocation, or attends postsecondary classes at an institution of higher education or technical institute, shall, within three (3) business days of commencement or termination of such employment or enrollment, report to the police or county sheriff where the institution is located and complete a registration form. Violation 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.

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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:** Sex offenders are required to simultaneously register in multiple counties if they reside and work in multiple counties.

- D. Sex offenders on supervised release are required to update his/her registry every six (6) months in the same manner as the initial registration.
- E. A sex offender on supervised release who moves to a different location or residence address must 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.
- F. Sex offenders shall report, within three (3) business days, any change in the registration status of a vehicle he/she owns to the chief of police or sheriff. Violation is a Class 1 misdemeanor.

## 2. Sex Offender Registration:

- A. During the admission/intake process, DOC staff will complete an NCIC III for each offender received at a DOC facility. The report shall be reviewed to determine if the offender is required to register, consistent with South Dakota state statute.
  - 1. If an offender is identified as being required to register as a sex offender DOC staff will ensure the sex offender submits the required registrations to the DCI within three (3) business days of admission to the facility or commitment to the DOC.
- B. If it is confirmed by DOC staff that an offender is currently registered with the South Dakota Sex Offender Registry, staff will update the registry, as necessary. **Note:** The sex offender must be present during the update so their fingerprint(s) can be obtained.
  - 1. For adult offenders, central records staff will provide the designated institutional staff member with the name of the offender required to complete or update information within the Sex Offender Registry.
- C. If the sex offender is not registered with the South Dakota Sex Offender Registry, adult institution staff 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 any sex offender required to complete the sex offender registration.
    - a. All initial registrations submitted to the SD Sex Offender Registration website will include finger and palm prints and a current photo of the offender.
- D. At the time of the sex offender's registration, the registering 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 the sex offender has previously provided and submitted a DNA sample to the State Forensic Laboratory.

## 3. Annual Verification of Sex Offender Information:

- A. Annual verification is not necessary for sex offenders who are currently in the physical custody of the DOC.
- B. Sex offenders under DOC supervised release (parole or suspended sentence) are responsible for complying with all requirements of sex offender registration, as required by state and federal law.
- C. Verification forms must be completed, signed by the offender required to register, and returned to the DCI within ten (10) calendar days after the receipt.

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#### **4. Updating Sex Offender Registration Information:**

- A. DOC 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, or custody of the offender is otherwise transferred to another authority.
  - 1. DOC staff are not required to notify the DCI if a sex offender is temporarily absent (TAP) because of being out to court or is transferred to another DOC facility for short-term confinement, (generally less than two (2) weeks).
  - 2. DOC staff will notify the DCI immediately if a sex offender escapes or is absent without leave (AWOL) from DOC custody (e-mail the state sex offender registry compliance coordinator with DCI).
- 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 or is transferred to a different address (does not include temporary residence). DOC staff will notify DCI of the new location/address.
- C. Sex offenders under DOC supervised release (parole, suspended sentence, or extension of confinement) who are required to register, are responsible for updating their registration information, i.e., new address, with DCI.

#### **5. 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.
- 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.

#### **6. Release of Sex Offenders from DOC Custody:**

- A. Prior to discharge, parole, work release, or similar temporary unsupervised access to the community, DOC staff will inform a sex offender who is required to register pursuant to SDCL of their duty to register and inform them of the community safety zone restrictions. This shall include all offenders who are:
  - 1. Discharged or released from a DOC program or facility.
  - 2. Granted work release.
  - 3. Any other institutional release which results in an offender's unsupervised access to the community.
- B. DOC staff will require the sex offender to read and sign the Duty to Register form (located on the South Dakota Sex Offender Registry website) acknowledging their duty to register, their understanding of the community safety zone restrictions, and procedures and registration requirements along with any other forms required by DCI.
- C. Copies of the completed 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, release, parole, work release, or similar program outside the facility and shall report the address to the DCI.

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## V. RESPONSIBILITY

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

## VI. AUTHORITY

- A. SDCL § [22-24B-1](#) Sex crimes determined.
- B. SDCL § [22-24B-1.1](#) Business day defined.
- C. SDCL § [22-24B-2](#) Registration of convicted sex offenders--Time limit--Violation as felony--Discharge.
- D. SDCL § [22-24B-3](#) Work defined.
- E. SDCL § [22-24B-4](#) Attends school and attends classes defined.
- F. SDCL § [22-24B-5](#) Annual verification form mailed to registered offender--Return of form--Failure to return form--Violation as felony.
- G. SDCL § [22-24B-6](#) Commencement or change in enrollment or employment--Report to local law enforcement--Time limit--Violation as felony.
- H. SDCL § [22-24B-7](#) Registration every six months--Violation as felony.
- I. SDCL § [22-24B-8](#) Information required for sex offender registration--DNA sample--Violation as felony.
- J. SDCL § [22-24B-13](#) Duty of institutions to inform convicted sex offenders of registration requirements and community safety zone restrictions.
- K. SDCL § [22-24B-14](#) Duty of court to inform sexual offenders of registration requirement and community safety zone restrictions.
- L. SDCL § [22-24B-22](#) Definitions.
- M. SDCL § [22-24B-23](#) Restrictions on residence within community safety zone--Violation as felony.
- N. SDCL § [22-24B-24](#) Loitering within community safety zone or public library prohibited--Exception--Violation as felony.
- O. SDCL § [22-24B-30](#) Inmate and juvenile offender registration--Time limit--Submission to Division of Criminal Investigation--Notice of change of status.
- P. SDCL § [22-24B-31](#) Foreign criminal conviction registration--Time limit--Violation as felony.
- Q. SDCL § [23A-27-14](#) Discharge and dismissal of probationer on completion of conditions--No judgment entered--Limitation.
- R. SDCL § [26-8C-4](#) Suspension of adjudication of delinquency--Probation--Revocation of suspension.
- S. SDCL § [37-24-1](#) Definition of terms.

## VII. HISTORY

February 2026  
February 2025  
February 2024  
June 2022  
June 2019

## ATTACHMENTS

None.