



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 (M), 6A-01 (M)	EFFECTIVE DATE:	April 01, 2024
		SUPERSESSION:	02/15/2024
DESCRIPTION: Offender Management	REVIEW MONTH: January	 KELLIE WASKO 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 (M)].

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:

SECTION	SUBJECT	DOC POLICY	Page 2 of 6
Offender Management	Offender Admission	500-12	Effective: 04/01/2024

- 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 be 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/detainment 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 (ADA policy). Review of all medical equipment, medications, and health related supplies accompanying the offender.
 - 7. 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 ID. Dermal implants/piercings will typically not be removed, unless determined by health services, but must be documented in COMS.
 - 8. Fingerprinting.
 - 9. Collection of a DNA sample from offenders who have no record of previously providing a DNA sample.
 - 10. 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.
 - 11. 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:

SECTION	SUBJECT	DOC POLICY	Page 3 of 6
Offender Management	Offender Admission	500-12	Effective: 04/01/2024

- 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 (including dental) by clinical services staff. Clinical services staff will ensure the immediate/urgent health needs of the A&O offender are identified and addressed, as deemed appropriate. Clinical services staff will document any disabilities noted or self-disclosed by the offender at the time of admission, including any accommodations presently issued to the offender or requested by the offender.
 - 1. The intake medical screen will be completed at the time of admission. The following restrictions shall apply:
 - a. Clinical services staff will conduct a preliminary health screening of all offenders received, which includes staff observing the offender’s general physical appearance and observable behaviors, which shall be documented and include the offender’s general, overall health condition, any self-reported physical injuries, conditions, and need for accommodation or specific medical needs.
- B. All offenders admitted will be advised of the procedures for obtaining health care services at the time of admission.
- C. All admissions will be provided an introduction to clinical services by clinical services staff. The information is also available to offenders through the offender tablets and kiosks.
- D. Within fourteen (14) days of admission to a DOC institution, all offenders will receive an initial health assessment. Offenders re-admitted to the DOC within twelve (12) months of having a complete health assessment are not required to have a second assessment if there are no significant changes noted in the offender’s health.

6. Behavioral Health Screening and Assessment:

- A. 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.

SECTION	SUBJECT	DOC POLICY	Page 4 of 6
Offender Management	Offender Admission	500-12	Effective: 04/01/2024

- B. 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.
- C. Information about psychiatric services, group counseling, programming, and individual therapy offered at the institution, will be made available to all offenders.
- D. Offenders who present with or express mental or emotional distress during behavioral health screen will be referred to behavioral health to receive a behavioral health appraisal assessment.
- E. All admissions receive a Columbia Suicide Severity Rating Scale.

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* (see attachment #1).

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.

SECTION	SUBJECT	DOC POLICY	Page 5 of 6
Offender Management	Offender Admission	500-12	Effective: 04/01/2024

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

April 2024
 February 2024
 December 2021
 July 2019
 September 2017
 January 2017
 September 2015
 October 2014
 October 2013
 March 2012
 July 2010
 September 2009

SECTION	SUBJECT	DOC POLICY	Page 6 of 6
Offender Management	Offender Admission	500-12	Effective: 04/01/2024

December 2008

October 2008 – New policy

ATTACHMENTS (*Indicates document opens externally)

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 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