



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 1200-10	PAGE NUMBER 1 OF 3
		DISTRIBUTION: Public	
		SUBJECT: Juvenile Crime Information Center Entry Process	
RELATED STANDARDS:	None	EFFECTIVE DATE: April 01, 2026	SUPERSESION: 04/01/2025
DESCRIPTION: Juvenile Services	REVIEW MONTH: March	 NICK LAMB SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to have an effective absconder management system for juveniles.

II. PURPOSE

The purpose of this policy is to explain the procedures for entering information into the National Crime Information Center Interstate Identification Index (NCIC III) on juveniles/youth that abscond while on aftercare or in private residential placement facilities. Juveniles/youth include those who have attained the age of eighteen (18) or are still under the legal guardianship of the Department of Corrections, who absconded while on aftercare or in private residential placement facilities.

III. DEFINITIONS

Interstate Commission for Juveniles:

The Interstate Commission for Juveniles is charged with overseeing the day-to-day operations of the Interstate Compact for Juveniles, a formal agreement between member states that seeks to promote the proper supervision or return of juveniles, delinquents, and status offenders who are on probation or parole and who have absconded, escaped, or run away from supervision. The ICJ website is <http://www.juvenilecompact.org>.

IV. PROCEDURES

1. Staff Requirements for Access to CJI:

- A. All personnel (includes state employees, private contractors and vendors) with CJI physical and logical access must:
 1. Meet minimum personnel screening requirements prior to CJI access.
 - a. Undergo a state and federal fingerprint-based record check within thirty (30) days of assignment.
 2. Complete security awareness training.
 - a. Training must be completed prior to gaining access to the system, information or performing assigned duties relating to the use of CJI, and every year thereafter.
 - b. Security awareness training will be role specific, giving only the level of training needed to complete required duties and will cover areas specified in this policy as a minimum.
 - c. Training records will be kept for a minimum of three (3) years.

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3. Be aware of all persons within their secure areas prior to accessing confidential data and ensuring that members of the public and escorted visitors do not have ability to view any CJI (physical or electronic).
4. Properly protect from viruses, worms, trojan horses, and other malicious code.
5. Follow the DOC policy on acceptable web usage while on terminals that access CJI.
6. Do not use personally owned devices (ex. thumb drives, external hard drives, etc.) on DOC computers with CJI access.
7. Ensure the protection of physical and electronic media during processing, transport, and storage. See Media Protection section in this policy.

2. Youth Absconding From Any Program:

- A. All programs in which any DOC youth are placed will call the designated phone number as outlined in provider contracts when a juvenile absconds and provide information for an NCIC III entry.
- B. Designated staff will then enter the juvenile into the NCIC III and notify the following people via e-mail that a state case has been issued:
 1. Director of Juvenile Services.
 2. Program assistant.
 3. Public information officer (PIO).
 4. JCA supervisor, and
 5. JCA assigned to the juvenile.

3. Youth Absconding From Aftercare:

- A. JCAs having youth abscond from aftercare shall notify their supervisor, who in turn will notify the designated staff and provide information for an NCIC III entry. JCAs will follow all other reporting requirements.
- B. Designated staff will then enter the youth into the NCIC III and notify the following people via e-mail that a state case has been issued:
 1. Director of Juvenile Services.
 2. Program assistant.
 3. PIO.
 4. JCA supervisor, and
 5. JCA assigned to the juvenile.

4. Youth Apprehended by Law Enforcement:

- A. If a youth is apprehended by law enforcement in any jurisdiction; the law enforcement representative will be directed to contact the designated staff to validate the NCIC III warrant.
- B. The JCA shall immediately notify their supervisor of law enforcement apprehension who in turn will notify the designated staff and provide information for an NCIC III clear.
- C. Youth who are apprehended outside of South Dakota will require the JCA to follow all extradition requirements and regulations as indicated by the Interstate Compact for Juveniles.

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5. Youth Apprehended by JCA:

- A. Any JCA that apprehends a youth with a valid NCIC III warrant will immediately notify their supervisor, who in turn will notify the designated staff and provide information for an NCIC III clear. JCAs will follow all other reporting requirements.
- B. The same notification process will take place as identified above.

V. RESPONSIBILITY

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

VI. AUTHORITY

None.

VII. HISTORY

April 2026
April 2025
April 2024
March 2023
April 2022
June 2021
July 2020

ATTACHMENTS

None.