

	Brookings County Detention Center Policies and Procedures	Policy Number:	Number of Pages:
	Chapter:	Sources:	
Subject: 24/7 Sobriety Program		Effective Date:	

I. POLICY: In accordance with the South Dakota Attorney General’s 24/7 Sobriety Program, the Brookings County Detention Center will operate the program and administer tests as defined in the guidelines set forth by the South Dakota Attorney General’s Office.

II. PROCEDURE:

A. Defendant Placement on the Program

1. Upon being placed on the 24/7 Sobriety Program by the court or a parole agent, the participant shall come to the Brookings County Sheriff’s Office Detention Center to be set up on the program. At that time, program guidelines will be reviewed and specific personal information will be obtained from the participant.
2. The participant will sit at the book-in bench while this is completed.
3. If a participant has been ordered on the 24/7 Sobriety Program but also has a jail sentence to serve, he/she will not be placed on the program. He/she will be placed on the program at the end of the jail sentence as part of the jail release process.

B. New Client Entry (Master Name File and 24/7 Sobriety Program Web-site)

1. The Correctional Officer will first ask the participant for his/her identification.
2. The Correctional Officer will review the 24/7 Sobriety Program Agreement form with the participant. The form shall be signed and dated by the participant and the Correctional Officer and the participant will receive a copy of the form.
3. The Correctional Officer will check the Justice computer program Master Name File for the participant and complete the following:
 - a. If the participant is not listed, a new entry shall be created and a digital photograph will be taken of the participant and downloaded to the photograph computer file.
 - b. If the participant is listed in the Master Name File, the file information must be updated and a new photograph taken.
 - c. In any event, make sure all tab selections have current information.
 - d. Click on the “Next of Kin” tab. Then click on the “File” option at the top left corner of the screen and click on “Print Screen”.
4. The Correctional Officer will next perform the following:
 - a. Minimize the Justice Program screen and log on to the 24/7 Sobriety Program web-site using his/her UserID and Password. This will take you to the Welcome screen and your name should be listed at the top right area.
 - b. Click on the “Add New Participant” option.
 - c. At the “Enter New Participant” screen, enter all the information requested with the exception of the “End Date” and the “Graduation” boxes which shall remain blank at this time. When finished, review the accuracy of the entry and click on the “Save Record” option at the bottom. There will be notification that the record has been entered.
 - d. Click on the “View All Participants for Site” option and click on the participant’s name.
 - e. With the new participant’s file on screen, click on the “Printable Profile with Test Log” option and print out the form.

C. New Client Entry (Schedule List)

1. The Correctional Officer will next perform the following:

- a. Minimize the Justice Program screen and log on to the 24/7 Sobriety Program web-site. On the main screen of the Control Room secondary computer, click on the 24/7 Sobriety Program Schedule icon.
- b. Enter the new participant at the next blank line at the bottom of the list. Enter the name, times of the PBT test times for the AM and PM hours, and any special notes.
- c. Print out the list and insert it in the front cover of the 24/7 Sobriety Program Schedule binder, replacing the previous list.

D. Administering PBT Tests

1. All participants on this program will submit to a twice daily PBT test. These tests will be given on time intervals of no longer or no less than 12 hours in between tests and will be the same times each day.
2. The participant shall submit to the PBT tests at the Brookings County Sheriff's Office Detention Center by checking in at the walk-in gate facility's northeast corner. The participant then activates the intercom by the gate, notifying jail staff of his/her name and reason for being there. Jail staff then will allow the participant into the jail booking area where the PBT test will be administered.
3. Within one-half hour time before a PBT test, the participant cannot ingest, consume, or chew any substance by mouth, including but not limited to; any alcohol in any form, medicines, tobacco products, and coffee.
4. The participant should arrive before the scheduled time for the PBT test. This will ensure that the test is administered during the correct time. When the participant arrives early, he/she will wait until the scheduled PBT test time for the test to be administered.
5. The Correctional Officer will perform the following:
 - a. Get the Alco-Sensor FST PBT and in the presence of the participant, take a new breath test tube out of the package and attach it to the Alco-Sensor FST.
 - b. Explain to the participant how to provide a sample test.
 - c. Face the Alco-Sensor screen towards yourself and turn on the unit by pressing the power button. The display screen will show a battery strength indicator and the current temperature of the unit.
 - d. When the screen displays the icon of a person's head flashing and/or "BLO", instruct the participant to take a deep breath, hold it, and then blow steadily through the breath tube for as long as he/she can or until the Alco-Sensor FST produces a "CLICK" sound. The flashing head icon will stop flashing and a dash should appear to the right of the icon indicating a sufficient breath sample.
 - e. Take note of the PBT reading result and the time of the test. The test result will only be displayed on the screen for fifteen seconds before the unit automatically powers off.
6. If the Alco-Sensor FST displays a reading other than .000, have the participant wait for 15 minutes and administer another test.

E. Recording Test Results

1. The Correctional Officer who administered the PBT test shall log on to the 24/7 Sobriety Program web-site using his/her UserID and Password. This will take the CO to the Welcome screen and the CO's name should be listed on the screen. The CO shall then:
 - a. Click on the "View All Participants for Site" option.
 - b. On the "Participant Listing for Brookings" screen, click on the participant's name to go to that person's file.
 - c. Click on the "Enter Test" option. The screen that opens will read "Enter Test for (participant's name)".

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2. Always, if the time of the PBT test needs to be changed on the computer screen, click on the “Date” area and while staying with the same format style make the changes as needed. Ensure the entered time and the jail log matches the actual time tested.
3. PBT reading of .000:
 - a. Click on the “Submit” box at the bottom of the screen. All of the other information is automatically filled in.
4. PBT Reading of anything other than .000:
 - a. Click on the “Pass Test?” box to remove the check mark.
 - b. Enter the PBT reading in the “If failed, PBT Reading:” box.
 - c. If the participant is arrested for failing a PBT, click on the “Arrest for Fail?” box to make a check mark in the box.
 - d. Follow procedures in “Recording Violations” section below.
5. Failing to show for a scheduled PBT test:
 - a. Click on the “Showed for Test” box to remove the check mark.
 - b. If the participant is not excused, click on the “Past Test” box to remove the check mark. In the “Comments” box, type in “Participant failed to show for scheduled test.” Click on the “Submit” box at the bottom of the screen.
 - c. Follow procedures in “Recording Violations” section below.
6. Arriving other time than a scheduled PBT time:
 - a. Click on the drop down box next to “Type of Test” area and select “Random Test”.
 - b. Type the reason in the “Comments” box explaining why the participant is testing at this time.
 - c. Click on the “Submit” box at the bottom of the screen.
7. Excused PBT’s:
 - a. Click on the “Showed for Test” box to remove the check mark.
 - b. If the participant’s absence has been excused, click on the “If no show, excused?” box to place a check mark and type in the excuse in the “Reason:” box. Click on the “Past Test” box to remove the check mark. Click on the “Submit” box at the bottom of the screen.

F. Recording Violations

1. Court Ordered and Work Permit Participants

- a. Failing a PBT test: The participant shall be taken into custody and held without bond for Failure to Comply with the 24/7 Program. The Correctional Officer will contact the participant’s Court Service Officer. If the participant does not have a Court Service Officer yet, then a Judge will be contacted. A Deputy Sheriff or the participant’s Court Service Office will be contacted to make the arrest and fill out a Custody of Authorization form. The Correctional Officer shall complete an incident report and forward a copy to the State Attorney’s Office, the Court Service’s Office and the Jail Administrator.
- b. Failure to Show: If the participant is 30 minutes or more late for the scheduled PBT test, he/she is held in custody, until the participant’s Court Service Officer is contacted. If the participant does not have a Court Service Officer, a Judge will be contacted. The Correctional Officer shall complete an incident report and forward a copy to the State Attorney’s Office, Court Service’s Office, and the Jail Administrator. If a participant is late less than 30 minutes or does not show at all, an incident report is still completed and forwarded to the same offices.

2. Parole Agent Ordered Participants

- a. Failing a PBT Test: The participant shall be taken into custody and held for Failure to Comply with the 24/7 Program. The Correctional Officer shall contact the participant's Parole Agent. The Correctional Officer shall complete an incident report and forward a copy to the Parole Agent and the Jail Administrator.
- b. Failure to Show: If the participant is 30 minutes or more late for the scheduled PBT test, he/she is held in custody, until his/her Parole Agent is contacted for the Parole Agent's decision. The Correctional Officer shall complete an incident report and forward a copy to the Parole Agent and the Jail Administrator. Being late less than 30 minutes or not showing at all, an incident report is still completed and forwarded to the same offices.

G. Participant's Graduation or Dismissal from Program

1. The participant will end his/her participation with the 24/7 Sobriety Program when the Brookings County Detention Center receives notification from the sentencing court or the parole agent that placed the participant on the program. The Correctional Officer shall do the following:
 - a. Obtain a copy of any court or parole agent paperwork stating the participant is finished with the program.
 - b. Log on to the 24/7 Sobriety Program web-site and go to that participant's screen.
 - c. Click on "Printable Profile with Test Log" option, click on "File" (at top left area of the screen), and click on "Print".
 - d. Click on the "Edit Participant Information" option.
 - e. On the "Edit Participant Information" screen:
 - 1) In the "Comment" box type in the reason the participant is finished with the program.
 - a) If graduating from the program with successfully completing the program, type that in the box.
 - b) If dismissed from the program due to a violation, type in the violation.
 - 2) In the "End Date" box, type in the ending date of the program.
 - 3) In the "Graduated" box:
 - a) If graduating from the program, ensure a "✓" is inside the box.
 - b) If dismissed from the program or if there were any violations while on the program, ensure a "✓" is not inside the box.
 - 4) At the bottom of the page, click on the "Save Record" option.

H. Participant's File Contents

1. Each active participant on the 24/7 Sobriety Program will have a separate file and it will be placed in the 24/7 Sobriety Program binder. Regardless of the type of order placing the participant on the program, each file shall contain:
 - a. Copy of the personal information from the Master Name file. Ensure the "Next of Kin" tab is selected before printing out this information. A current photograph of the participant is also needed, update if necessary.
 - b. A copy of the "24/7 On-line Application" printed out from the web-site.
 - c. For Court Ordered types also include:
 - 1) A copy of any court paperwork ordering the participant to the program. This should include a copy of the defendant's Judgment of Conviction paperwork.
 - d. For Court Ordered Work Permit types also include:
 - 1) A copy of the participant's Work Permit.
 - e. For Parole Agent Ordered types also include:
 - 1) A copy of the parolee's "Agreement of Violation and Sanction" received from the parole agent and any special orders, if any, from the parole agent.

I. Calibration and Care of the Alco-Sensor FST Unit

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1. Care will be taken by any operator using the Alco-Sensor FST unit to ensure that it is not misused or damaged by improper use.
2. The Alco-Sensor FST unit will be calibrated within 30 days from the last calibration by the Jail Administrator or designee.
3. Alco-Sensor FST test tubes will only be used once and then discarded, whether it is for an actual PBT test or for calibration purposes.

J. Excused PBT's

1. A participant will only be excused from a scheduled PBT test if the Brookings County Detention Center has receipt of a court order signed by a Judge.

K. Participants Using Other County Test Sites

1. When another county has a need for one of their program participants to PBT at the Brookings County site, we will require a sentencing court's order to include: the participant's name, charge, the dates the participant will be at our site, and the order must state that the participant can PBT at Brookings County.
2. In a Brookings County participant was not originally permitted by the Judge to PBT at another test site, he/she must do the following. Either the participant, his/her attorney, court service officer, or parole officer must get a court order allowing this and contact the other test site to gain permission for the participant to test at that site. Once the other test site has agreed for the participant to PBT test at their site, Brookings County Detention Center must be notified and receive a copy of the order. The order should contain the dates the participant will be at the other test site.
3. When another agency has agreed to perform PBT tests for a Brookings County participant but that agency is not set up on the 24/7 Sobriety Program, Brookings County Detention Center will communicate with that agency and will enter the test information at the Brookings County site.

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