



DEPARTMENT OF CORRECTIONS

ADMINISTRATION

3200 East Highway 34
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June 21, 2005

Ms. Coleen Schmidt
 City of Rapid City
 300 Sixth Street
 Rapid City, SD 57701

RE: Letter of Agreement

Dear Coleen:

The South Dakota Department of Corrections hereinafter called Corrections and the City of Rapid City jointly enters into this LETTER OF AGREEMENT regarding the Department of Corrections community service program.

Corrections will:

- 1) Provide available minimum custody inmates from the Rapid City Trusty Unit to the City of Rapid City for approved project requests. The DOC Director of Community Service maintains the right to approve or deny any request for inmate labor by the City of Rapid City.
- 2) Provide required *Working with Inmates* training to supervising staff of the City of Rapid City at no cost to the City of Rapid City.
- 3) Provide supervision and transportation for inmates assigned to projects for the City of Rapid City if the City of Rapid City requests these services. These expenses will be billed back to the City of Rapid City, and are only made available if Corrections has the necessary resources.

City of Rapid City will:

- 1) Identify a list of employees for each requested project who will be responsible for the supervision and transportation of inmates. Identified employees are required to participate in the *Working with Inmates* training prior to having inmates assigned to a project.
- 2) Assure that supervising staff of the City of Rapid City properly train inmates for the work they are to perform and on the equipment they will be utilizing on the project or job. The City of Rapid City will also provide all necessary safety equipment (personal protective equipment) to perform the job.
- 3) Provide all necessary equipment for inmates to use on the project or job. The DOC is not responsible for providing equipment, personal protective equipment or any materials to perform the duties they are assigned.

Financial issues:

- 1) The Department of Corrections will bill the City of Rapid City \$3.15 per hour, per inmate. Any supervision or transportation expenses incurred by the DOC will also be billed to the City of Rapid City.
- 2) The City of Rapid City will pay a two-percent surcharge on each amount billed by Corrections as reimbursement for indirect costs and administrative expenses incurred by Corrections.
- 3) Corrections is responsible for the cost of providing routine medical care to inmates. The City of Rapid City can be held liable for costs of medical care if an inmate is injured on the job or project.
- 3) The City of Rapid City will provide a billing address and a contact name for questions concerning billings.

By signing this LETTER OF AGREEMENT both parties agree to the conditions outlined in this letter.

Department of Corrections
Director of Community Service

Date

City of Rapid City
Mayor

Date

City of Rapid City
Finance Officer

Date

(SEAL)