



DEPARTMENT OF CORRECTIONS

ADMINISTRATION

3200 East Highway 34
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3478
Fax: (605) 773-3194

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To: Members of the Public Corresponding with South Dakota DOC inmates

Certain procedures regulating the process of corresponding with inmates housed in a SD DOC institution will change, effective January 22, 2018.

These changes will necessitate that you modify how you correspond with those incarcerated in a DOC institution and limit certain items which previously were permitted to be sent to inmates. Your understanding and cooperation is greatly appreciated.

The revised DOC Inmate Correspondence policy will be available for review on the DOC website <http://doc.sd.gov/about/policies/> very soon and will include a comprehensive list of the revisions made to the policy.

The following sections are taken from the revised policy and describe the requirements that will apply to correspondence sent to an inmate.

Section 2 A.

3. Incoming envelopes may only include an affixed canceled postage stamp or postage label and address label stamp glued, taped or otherwise affixed to or placed on the envelope. Stickers, sealing wax or sticky substances are not permitted. Drawing may be accepted on the plain white envelope if this is in pencil or blue or black ink pen. Correspondence received in non-permitted envelopes will be rejected. All labels and cancelled stamps will be removed from the envelope to prevent reuse or the introduction of contraband. If the return address is a self-adhesive label, the envelope will be photocopied and included with the correspondence, unless the return address is included elsewhere on the permitted correspondence. Plain white envelopes with a simple ink stamp used to print the return address will be permitted.

Section 8 A.

10. Materials contained within the correspondence may not include any of the following: postage stamps, envelopes, stickers, glitter, powder, crayon, lip stick or any foreign substance attached to or absorbed into the envelope or contents, maps, calendars, Polaroid photos, greeting cards, postcards, computer/music disks/CDs, more than five (5) small newspaper clippings, more than ten (10) sheets of plain white paper or lined white/legal pad paper, homemade craft items, photo copies, construction paper, colored paper, coloring book pages or "post-it" notes. Post-it notes containing writing will be photocopied by staff, with the inmate being responsible for the cost of the photocopy.

- a. All incoming correspondence must meet the following criteria:

- 1) All text (printed or typed) and hand written correspondence must be on plain white copy paper or lined white paper (legal pad paper).
- 2) Hand written correspondence must be written in blue or black ink or in pencil.
- 3) Photocopies may not be sent to an inmate.

Ensuring your correspondence does not violate any of the above requirements will allow timely processing and delivery of your correspondence. Correspondence that is prohibited will be rejected and returned to the sender.

Inmates housed at many DOC institutions are permitted to receive scanned images of cards or other approved documents through the messaging service offered on the inmate tablets. This service may be utilized to share certain approved correspondence with inmates which is now prohibited.

Thank you again for your cooperation and help in keeping our institutions and those who reside within them, safe.

Sincerely,

DOC Administration office