Mike Durfee State Prison

Memo

To: All Inmates / Visit Room Visitors

From: DW Stanwick

Date: 12/21/2016

Re: Visit Scheduling Procedures

Effective November 4, 2016 all visits (class I and class II), at Mike Durfee State Prison, will be required to be scheduled prior to the visit. Visit sessions will run as follows:

- Friday from 6:45 PM – 8:45 PM
- Saturday / Sunday / Holiday from 9:00 AM – 11:00 AM
- Saturday / Sunday / Holiday from 12:45 PM – 2:45 PM
- Saturday / Sunday / Holiday from 6:45 PM – 8:45 PM

Scheduling will be Mondays from 8:00 AM – 10:00 AM and 1:00 PM – 6:00 PM. Visitors will call 605.369.2201 ext. 3003.

Visits can also be scheduled by email. Emails need to be sent to adam.grube@state.sd.us – Emails must be received by 5:00 PM on Wednesday. Any visit scheduled via email needs to include:

Inmate Name
Inmate Number
Name of All Visitors Wishing to Attend
Visit Sessions Requested
Contact Phone Number

Visits may only be scheduled for the week the visit will occur. Visit scheduling for the weekend of November 4, 2016 will be Monday October 31, 2016.

Attorneys with a Bar Card and Clergy with a Clergy Card will be allowed to visit at any time during visit sessions, in accordance with DOC Policy requirements.

MDSP staff will assign seating upon visitor arrival at the visit room. All other visit room rules and regulations remain in effect.

Individuals scheduling visits and failing to show for three consecutive scheduled visit sessions may be restricted from visiting for 30 days.