

1.1.A.2 Policy and Operational Memorandum Management

I Policy Index:



Date Signed: 04/15/2017
Distribution: Public
Replaces Policy: 1A-2
Supersedes Policy Dated: 10/17/2016
Affected Units: All Units
Effective Date: 04/18/2017
Scheduled Revision Date: January 2018
Revision Number: 17
Office of Primary Responsibility: Policy & Compliance Manager

II Policy:

Department of Corrections' (DOC) policies and unit operational memorandums will be managed according to the procedures outlined in this policy.

III Definitions:

DOC Institutions:

South Dakota State Penitentiary (SDSP), Sioux Falls Community Work Center, Mike Durfee State Prison (MDSP), Yankton Community Work Center, Rapid City Community Work Center, South Dakota Women's Prison (SDWP) including Unit E, and the Pierre Community Work Center.

DOC Policy:

A written policy developed and reviewed in accordance with established procedures and approved by the Secretary of Corrections for dissemination. Policies shall define operational guidelines for DOC staff members, inmates and the public and apply to one or more units.

DOC Units:

DOC institutions, Parole Services, Parole Board Office, DOC Administration and Division of Juvenile Services.

Operational Memorandum (OM):

A document that applies specifically to an institution or unit and outlines the procedures specific to the topic area. OMs supplement DOC Policy or contain subject matter independent of DOC Policy.

PolicyTech® Policy and Procedure Management Software:

Electronic system provided through an outside vendor through a contract that is used by the DOC to manage policies, operational memorandums and other documents.

IV Procedures:

1. Policy and Operational Memorandum (OM) Numbering System:

- A. DOC policies and unit OMs will have a common, approved numbering system. Each Policy/OM number consists for four (4) components, for example, 1.2.X.4:
- B. The first character (1.2.X.4) indicates the owner and the type of document:
- 1 DOC policy
 - 2 SDSP Operational Memorandum
 - 3 MDSP Operational Memorandum
 - 4 SDWP Operational Memorandum
 - 5 Division of Juvenile Services Memorandum
 - 6 Parole Operational Memorandum
 - 7 Board of Pardons and Paroles Policy
 - 8 Parole Board Office Operational Memorandum
 - 9 Classification Transfer Operational Memorandum
 - 10 Sex Offender Management Operational Memorandum
 - 11 Central Records Operational Memorandum
- C. The second character (1.2.X.4) indicates the part where the document fits into the Policy/OM index:
- 1 Administration and Management
 - 2 Physical Plant
 - 3 Institutional/Agency Operations
 - 4 Institutional/Agency Services
 - 5 Offender Programs
- D. The third character (1.2.X.4) indicates the section the document will be placed in within the part. ([See Attachment 1](#) for a complete list of section designators).
- E. The fourth character (1.2.X.4) indicates the specific policy or OM number.
- F. The DOC Administrative Office has final authority in determining and approving policy and OM numbering.

2. Policy/Operational Memorandum Sections and Format:

- A. DOC policies and unit OMs will have standard sections and standard format.
- B. Sections within DOC policies and unit OMs will be identified with Roman Numerals.
1. The sections will include the following in the order listed:
 - a. Standard document header.
 - b. Policy or OM number and name.
 - c. **Roman Numeral I:** Policy or OM Index.
 - d. **Roman Numeral II:** Policy statement (DOC Policies) or Purpose statement (unit OMs).
 - e. **Roman Numeral III:** Definition(s).

If there are no definitions- terms used within the policy/OM. If there are no definitions, this will be marked with "None".

- f. **Roman Numeral IV:** Procedures.
Each separate section contained within "IV Procedures" will be numbered, starting with 1. and continuing thereafter.
 - g. **Roman Numeral V:** Related Directive(s).
DOC policies, other OMs, state statute, administrative rule referenced within the policy of OM. If none are referenced, this will be marked with "None".
 - h. **Roman Numeral VI:** Revision Log.
 - i. Signature block.
 - j. Standard document footer.
- C. [Attachment 2](#) illustrates the policy format.
- D. [Attachment 3](#) illustrates OM format.

3. Maintenance:

- A. The Policy and Compliance Manager will maintain all DOC policies. Policies shall be approved by the Secretary of Corrections.
- B. Each DOC unit will maintain its OMs. OMs will be approved by the Warden or Director.
 - 1. The Parole Board policies will be approved by the Chairman of the Parole Board.
- C. Approved policies and OMs will promptly be saved to the respective folder on the M-drive and in Policy Tech.

4. Storage, Location and Staff Access:

- A. Current policies will be available in the M-drive DOC "Policies" folder, on the DOC website <http://doc.sd.gov/about/policies/> and in Policy Tech. Current versions of the unit's OMs will be available on the M-drive in the respective unit's electronic folder and in Policy Tech.
 - 1. Policies that are a work in progress, either new policies or draft policies with pending revisions, will be stored in the respective "DOC Policy Drafts" folder on the "M" drive or in Policy Tech as a draft.
 - 2. [Attachment 4](#) contains instructions on policy/OM template use and storage of policies on the WAN.
- B. Network security will control staff's "read and/or write" permissions for policies and OMs located in folders on the M-drive. Security controls prevent non-approved individuals from viewing (Read Permission) or making revisions to policies (Write Permission), OMs and attachments. Security controls are maintained by staff with the Bureau of Information and Technology (BIT) and designated DOC staff.
- C. The Secretary of Corrections may designate DOC policies to restricted status. Typically this is accomplished by storing the policy in a restricted access folder on the M-drive or through permissions established and assigned within the Policy Tech system. Only staff assigned read access to restricted policies may access the policy.

1. The Director or Warden may restrict access to OMs as they determine appropriate.
- D. Requests from state agency staff for read and/or write permissions to DOC folders containing DOC policies or OMs shall be directed to the Policy and Compliance Manager for approval.

5. Annual Review and Revisions:

- A. DOC policies and OMs are reviewed annually. Each policy and OM is assigned a month which the policy or OM will be reviewed. The review month is noted on the policy or OM and assigned within Policy Tech.
- B. Staff with suggestions for revisions and changes who have "Read and Write" permissions to the DOC Draft Policies folder or respective OM folder on the M-drive, may make changes or revisions to the draft version of the policy or OM. Staff with "writer" or "reviewer" permissions in Policy Tech may make revisions and changes to documents stored in Policy Tech.
 1. Staff who do not have permissions to make revisions or changes should contact their supervisor regarding suggestions for revisions or changes.
- C. Requests for changes to a policy or OM which fall outside of the policy's set review cycle will be directed to the Policy and Compliance Manager or OM administrator.
 1. The Policy and Compliance Manager or OM administrator will determine if the revision requires immediate action and if necessary, initiate the review process or prepare a draft for the approver's signature.
- D. DOC policies are approved by the Secretary of Corrections. OMs are approved by the Warden or Director.
- E. Whenever a new policy or OM is approved or changes are approved within an existing policy or OM, the Policy and Compliance Manager or OM administrator will notify designated staff by an e-mail sent to the **DOC-Policies & OM'S group**. The email will include the following information for each new or revised policy or OM:
 1. The number and title of the DOC policy or unit OM.
 2. The effective date of the revised DOC policy or unit OM.
 3. The affected units.
 4. A notation of any changes made to the policy or OM.
- F. Designated unit staff shall be responsible for importing or approving the current approved version of the OM or policy in Policy Tech. This is accomplished by creating a new version of the policy or OM. The previous version will be archived within the Policy Tech system or can be saved/archived to an electronic folder.
 1. Staff required to read the policy or OM must be assigned as a "reader" in Policy Tech.
 2. Staff shall disseminate new or revised policies and OMs to volunteers, contractors, offenders or others who do not have access to the DOC M-drive policy folder and/or Policy Tech as an attachment through email, or other approved methods.
- E. In the event a policy or OM is rescinded, staff will be notified of the date the policy was rescinded. The policy number assigned to the rescinded policy will not be reassigned to future policies or

OMs. The rescinded policy or OM must be removed from the M-drive folder and archived. All documents saved in Policy Tech are archived.

6. Attachment Design:

- A. All attachments contained within a DOC policy or OM will include a header and footer (to include the revision date and page number).
- B. Attachments saved to the WAN may have document protection applied, which restricts formatting and editing of the attachment template to designated areas.
- C. Attachments will be reviewed when the policy or OM is reviewed. Revisions to the attachment will be noted in the Revision Log of the policy or OM.
- D. Attachments may be modified at any time by staff with assigned permissions and do not require the approver of the policy or OM to approve an additional version.
- E. Revisions to attachments stored in COMS as an IWP must be forwarded to the owner of the attachment for updating in COMS.

7. Attachment Location:

- A. All attachments referenced in a DOC policy will be located in the respective unit's tab on the Wide Area Network (WAN) and/or in Comprehensive Offender Management System (COMS) as an IWP. Attachments may be accessed from Policy Tech.
 - 1. Attachments saved to the WAN are managed by the Policy and Compliance Manager. Attachments available through the WAN are saved in the P-drive. Only the Policy and Compliance Manager has security permissions to remove or add attachments stored on the P-drive/WAN.

8. Public Access:

- A. Public policies and OMs are considered public record and open to inspection and copying by all citizens of this state and all persons interested in the examination of the public record(s) unless exempted by statute (See SDCL §1-27-1).
- B. DOC policies and OMs designated non-public are not open to public inspection and copying without specific authorization/approval (See SDCL §1-27-1.5). Non-public policies and OMs will be kept secure and protected from unauthorized access. Non-public policies and OMs should include a watermark indicating the policy or OM is not for public distribution. Offenders will not be granted access to Non-public policies or OMs without permission from the approving authority.
- C. A complete Index of current DOC policies is listed on the M-drive in the DOC Policies folder-DOC Policy Index and in the "Documents" section of Policy Tech.
- F. A complete Index of current unit OMs is listed the respective unit's folder M-drive folder and in the "Documents" section of Policy Tech.
- G. A comprehensive list of all DOC policies (including Parole Board Policies) is located on the DOC website. All public DOC policies may be accessed from the website. Attachments associated with policies cannot be accessed from the website. Those requesting access to an attachment may contact the Policy and Compliance Manager.

1. The Communications and Information Manager will update and post new or revised DOC policies on the DOC website.

9. Public Policies and OMs:

A. Inmate Request for Public Policies or OMs:

1. Inmates may view/inspect public policies and public OMs (including attachments) in the facility library, from their tablet (if saved as a PDF and made available by the DOC) or by contacting unit staff (See DOC policy 1.1.E.3 *Offender Access to DOC Records*).
2. Inmates may request reproduction of public DOC policies and public OMs through their unit staff. Requests for policies or OMs sought for legal discovery shall be directed to the contract attorney assigned to the facility (See DOC policy 1.3.E.1 *Inmate Legal Assistance*).
 - a. Inmates may be charged a fee of twenty-five cents (\$0.25) per copy.
 - b. If special circumstances warrant, inmates may be granted approval by unit staff to overdraw his/her spending account by a maximum of ten dollars (\$10.00) per month for the purpose of obtaining copies of DOC policies and/or OMs to accompany initial pleadings required to attack an inmate's sentence, either directly or collaterally, or to present a constitutional challenge to the conditions of an inmate's confinement.
 - c. Inmates may request time to hand-copy/duplicate DOC public policies and/or public Oms.

B. Non-Inmate Request for Public Policies or OMs:

1. For request(s) received from the citizens of this state or other persons to inspect or copy public DOC policies, DOC staff may refer the citizen/person to the DOC website <http://doc.sd.gov/> or to the Policy and Compliance Manager.
2. Requests received from citizens of this state or other persons to inspect or copy public unit OMs may be referred to the Warden, Director or designee.
3. Any public DOC policy or OM sent electronically to a person who is not a DOC staff member shall be in a PDF version or scanned. A hyperlink accessing the recipient to a state computer drive (DOC M-drive) may not be used.

10. Non-Public Policies and OMs:

- A. Request(s) for inspection or copying of non-public DOC policies will be directed to the Policy and Compliance Manager.
- B. Request(s) for inspection or copying of non-public DOC unit will be directed to the Warden or Director.
 1. The Warden or Director may report requests for non-public unit OMs to the public records officer at their discretion. In accordance with SDCL §1-27-42, the DOC public records officer is the Secretary of Corrections.
 2. The DOC public records officer shall proceed with the request in accordance with SDCL§ 1-27-37.
 - a. If the public records officer fails to respond to the written request within ten (10) business days, the request shall be deemed denied.
 - b. The public records officer or designee shall maintain a file of all letters of denial of requests for

records (See SDCL § 1-27-1.4).

- c. If a formal (written) request for non-public policies or OMs from a citizen of this state other person or an offender is denied in whole or in part by the DOC public records officer, a written request may be made by the requestor pursuant to SDCL § 1-27-38.
- C. Any request to view/inspect non-public policies or OMs approved by the DOC public records officer is subject to the provisions set forth in SDCL §1-27-1.
- C. Requests for reproduction of non-public policies or OMs approved by the DOC public records officer are subject to a fee of twenty-five cents (\$0.25) per copy.

V Related Directives:

SDCL § 1-27-1, 1-27-1.4, 1-27-1.5, 1-27-37 and 1-27-42

DOC Policy 1.3.E.1 -- *Inmate Legal Assistance*

DOC Policy 1.1.E.3 - *Offender Access to DOC Records*

VI Revision Log:

1998: New Policy.

December 2001: **Added** standardization, process for annual review and procedures for policies/OMs to be placed on Wide Area Network.

April 2004: **Changed** CYCC to STAR Academy and included the related name changes. **Made** the Policy and Compliance Manager responsible for policy updates and public inquiries. **Deleted** Attachment 6 since this information was already in Attachment 5. **Changed** the definition of Operational Memorandum.

March 2005: **Added** references to Board of Pardons and Paroles Policy. **Revised** information on access to the M drive under the section **File Location on the Wide-Area-Network**. **Revised** the annual update requirements on OMs to require either a review or revision. **Added** requirement for notifications on policy or OM revisions.

March 2006: **Changed** Central Office to Administrative Office.

March 2007: **Revised** the definition of DOC Institutions. Referenced "draft" folders and "restricted" files. Granted some exceptions to having a policy ready for the Secretary of Corrections' signature by month-end. Minor style and format changes made throughout the document.

March 2008: **Revised** sentence within the DOC Institutions section for MDSP to be used consistently vs. DSP. **Added** minimum units within SDWP's jurisdiction to the definition of "DOC Institutions". **Added** a statement in the policy and OM formatting section indicating that Roman Numerals will be used when identifying different sections of the policy and/or OM, each Roman Numeral were provided next to each section. **Clarified** that DOC policies and Unit OMs will be kept with the Policy and Compliance Manager for a minimum of three years from date of signature. **Revised** "operational memorandums" to read as OMs and "Wide-Area-Network" to read as WAN throughout policy. **Added** OMs to the title of section, "Changes to DOC Policies and OMs". **Revised** the "Changes to DOC Policies and OMs" to indicate that DOC staff must provide comments to policies by the end of the previous month for which polices are expected to be reviewed and signed by the Secretary of Corrections, example provided. **Added** statement within the "Changes to DOC Policies and OMs" section that all DOC policies, Board of Pardons and Paroles OMs and Unit OMs will be reviewed or revised at a minimum annually and will be signed at time of review or revision by Secretary of Corrections for DOC policies, Executive Director of Board of Pardons and Paroles for Board of Pardon and Paroles OMs and CEO for each facility for unit OMs. **Added** statement to include Roman Numerals in the "Policy/OM Sections and Formatting", as well made revisions to Attachment 2 (Policy Format) and Attachment 3 (OM Format). **Clarified** that if there are no definitions in "Definition Section" of policy or OM that it should be marked with "None" to keep Roman Numerals consistent for all policies and OMs. **Clarified** "Name, Person" on Attachment 3 to read "unit CEO" to the signature box. **Added** instructions for DOC staff who create DOC policies and OMs on where they can obtain the DOC policy format and OM format. **Added** the following terms to the Definition Section: Template, Heading, Table of Contents, Concordance File, Hidden Text and Index. **Removed** the *Word Table* function from the body of the policies. **Added** hyperlinks to the policy to open Attachments 2 and 3, as well as hyperlinks to both attachments to

refer back to the policy. **Added** that all DOC policies, unit OMs and attachments associated with DOC policies and unit OMs will contain both a header and footer with an example of the format to be used. **Revised** the Policy Review Schedule to balance the review of the DOC policies over the course of a year. **Added** "2009 Review Month" column to the Policy Review Schedule. **Added** once the Secretary of Corrections reviews and signs a DOC policy that the Policy and Compliance Manager will update the "Effective Date" in the Policy Index section. **Added** instructions of what information should be provided to the DOC Policies and OMs e-mail group once a DOC policy or unit OM is revised. **Added** sentence under the Maintenance of DOC Policies and unit OMs section stating that OM's with a typed signature date will be kept on file with the Policy and Compliance Manager for a minimum of three (3) years after they are reviewed or repealed.

January 2009: **Added** # 9, 10, 11 and 12 as it relates to new OMs in ss (A of Policy/Operational Memorandum Numbering System and within Attachment 4. **Revised** ss (A) to clarify that the Policy and Compliance Manager will maintain original signed policies for 3 years, **revised** ss (B) that each DOC unit will maintain their own original signed OMs for 3 years and **deleted** ss (C and D) of Maintenance of DOC Policies and unit OM. **Deleted** ss (B) regarding staff member designated by the Secretary will consult with the Policy and Compliance Manager on documents stored on the WAN within File Location on the WAN. **Added** ss (A1a – A1d) regarding procedures for submitting comments for policies up for review and **deleted** ss (A2 and A3) within Changes to DOC Policies and OMs. **Revised** Attachment 2 and 3 with policy format. **Revised** Attachment 5 with new schedule and updated review dates. **Added** sample header and footers for unit OMs within Attachment 4. **Revised** minor wording throughout policy.

June 2009: **Revised** ss (B1) by having unit OMs be described in ss (B2), **replaced** "DOC staff" with reference to staff associated with the DOC and **revised** wording in ss (B1 and B2) all within File Location on the Wide-Area-Network). **Revised** wording relating to referencing Attachment 5 in ss (A), **added** "business" in ss (1D), **replaced** "will" with "may" in ss (C1), **clarified** DOC policy or unit OM in ss (E4) and **added** ss (E5, E5a, E5b and E5c) of Changes to DOC Policies and OMs. **Revised** ss (C) to include complete listing of current DOC policies, **added** reference to See Requests to View Policies and/or OMs section with ss (C1) and **added** ss (C1a) all within DOC Policies and unit OMs to be Considered Public Information. **Added** ss (A2 and A3), **replaced** "inmates" with "offenders" and **added** reference to hand copy to avoid \$0.25 charge and **deleted** reference of a charge may be determined by the Administrative Office in new ss (A4) and **added** reference that a charge of \$0.25 per page may be added in ss (B1b) of Requests to View Policies and/or OMs. **Added** reference to SDSP OM 2.3.C.6, MDSP OM 3.3.C.7 and SDWP OM 4.3.C.7 in Section V. **Deleted** Attachment 4 from the body of the policy and **added** to the DOC WAN. **Updated** Attachment 5, **revised** affected units for DOC policies 1.3.C.6, 1.4.B.10 and 1.4.B.2, **deleted** repealed DOC policies 1.5.C.2 and 1.1.G.1 and **deleted** "Converted" column all in Attachment 5.

January 2010: **Revised** formatting of section I in policy. **Revised** bullets/numbering/sections and **revised** ss (F1 – F7) to include additional information provided in an email when a policy/OM is revised, such as date signed, affected units, policy/OM #, etc. both within Changes to DOC Policies and OMs. **Added** Attachment Location section with information previously placed in another section of policy. **Replaced** \$0.25 to \$0.15 per one-sided page in ss (A2 and A4), **added** ss (B2a) regarding charge of \$0.25 per page for OMs, **added** ss (C) regarding non-public policies/OMs and **added** ss (D) regarding tracking policy requests all within Requests to View Policies and/or OMs. **Revised** formatting of section 1 in Attachment 2 and **revised** picture of Policy Format within Attachment 4. **Revised** Attachment 5 by placing on DOC WAN. **Added** hyperlinks throughout.

January 2011: **Delete** STAR Intake and Holding Center from Definition section of DOC Institutions. Minor grammatical changes. **Add** numerical requirement to f. Procedures. Numbered all Procedures.

March 2012: **Deleted** "Non-Public" and Replaced with "Public" Deleted "by the last business day of the month prior to the month the policy is scheduled for review" and **Replaced** with "by the specified due date". in Section 5 A. d. **Deleted** B. "The DOC Policy and Compliance Manager will update each policy according to the revision schedule" in Section 5. **Deleted** 1. "Revised policies will be ready for the Department Secretary's signature by the last day of the month that the policy is scheduled for revision, unless circumstances warrant an extension" in Section 5. **Deleted** 2. "The policy in question will still be reviewed during the scheduled revision month" in Section 5 D. **Deleted** 5. "That the DOC policy or unit OM is available on the M-drive for review" and **Deleted** 6. "That the attachments referenced in the revised DOC policy are unit OM is located in the respective tab on the WAN." in Section 5. F. **Added** "normally" and **Deleted** "shown to" and **Replaced** with "released to" in Section 7 B. **Added** "attorneys or the court" to Section 8 C. 1. **Deleted** b. "Non public information policies will not be released outside of the DOC without

prior approval from the Secretary of Corrections” in Section 8 C. **Deleted** D. Track Policy Requests: in Section 8 and **Deleted** 1. “The policy and Compliance Manager will track all requests from the public for DOC policies in the DOC policy database” in Section 8.

March 2013: Deleted 2. “Upon review and signature from the SOC, the policy and compliance manager will update the policy’s “effective date” in the policy index section.” in Section 5 A. **Deleted** 2. “OM reviews or revisions will be documented in the (Revision Log section) of the respective OM” in Section 5 B. Added “or OM” to Section 5 C. **Added** “staff person having authority to approve the policy or OM, (generally this is the” in Section 5 D. **Added** “staff person having authority to approve the policy or OM” and **Deleted** “making the revisions” and **Replaced** with “responsible for disseminating the revised or new policy or OM” and **Added** “for each revised policy/OM within the email” in Section 5 E. **Added** “and/or in COMS” in Section 6 A & B. **Added** D. to Section 6. **Deleted** “authorized by the SOC and/or unit CEO’s as allowable for viewing” and **Replaced** with “considered public records open to inspection and copying by all citizens of this state and all persons interested in the examination of the public records” in Section 7 A. **Added** “designated” and **Deleted** “considered to be confidential and will not normally be released to offenders or the public” and **Replaced** with “not open to inspection and copying pursuant to SDCL” in Section 7 B. **Deleted** “may be viewed by offenders and released to the public” and **Replaced** with “are open to inspection and copying” in Section 7 C.1. **Deleted** “from the public” in Section 7 C 1. a. **Added** “SD DOC” to Section 8 A. **Added** a. to Section 7 C. 2. **Added** “by other approved means as authorized by unit staff” in Section 8 A 1. **Deleted** “photocopies or computer printouts” and **Replaced** with “reproduction” **Deleted** “at the cost of” and **Replaced** with “through their unit staff. Offenders may be subjects to a charge of” and **Added** (Letter or legal size documents). Fees are payable by a commissary slip. Copies of the public policy or OM will only be provided after payment for all fees has been received” in Section 8 A. 2. Copies of the record will only be provided after payment for all costs has been received” in Section 8 A. **Added** “deemed” and **Deleted** “photocopies or computer printouts” and **Replaced** with “reproduction” and **Added** “through their unit staff” in Section 8 A. 3. **Deleted** “to avoid the charge of 15 cents per one sided copy” and **Replaced** with “in accordance with SDCL” in Section 8 A. 4. **Added** “received from the citizens of this state or other persons (excluding offenders) and **Deleted** “received from the public, families of offenders, friends of offenders, employees of other state agencies, or other state’s Department of Corrections will be directed to the Policy and Compliance Manager and **Replaced** with “DOC staff may refer the citizen/person to the DOC website) in Section 8 B. 1. **Deleted** “the release of public information policies will be managed” and **Replaced** with “If staff is unclear whether a DOC policy is public, they may contact” and **Added** “Questions involving a unit OM may be direct to the CEO of the unit” in Section 8 B a. **Deleted** b. “The public may be charged for copies of public information DOC policies at a rate of 25 cents per one sided page” and **Replaced** with new language in b. in Section 8 B. 1. **Deleted** 2. “The release of public information OMs to the public will be managed by the CEO of the institution of unit” in Section 8 B. **Changed** Section 8 C. to 9. Non-Public Policies or OMs and reformatted section and added new language.

February 2014: Added E. to Section 7. **Deleted** .15 cents and **Replaced** with .25 cents in Section 8 A. 2. a. Added “or legal assistance staff assigned to the facility” in Section 8 A. 2. **Added** b. to Section 8. A. 2. **Deleted** “reproduction of DOC public polices and public OMs through their unit staff. Offenders shall be permitted access to” and **Added** “to obtain a copy of the policy or OM to be used in the initial pleadings of their legal case, subject to approval by unit staff and/or inmate legal assistance staff assigned to the facility” in Section 8 A. 2. c. **Deleted** “Offender requests for reproduction of non-public policies or OMs approved by the DOC public records officer are subject to a 15 cents fee per one sided copy (legal or letter size documents” in Section 9 D. 1.

February 2015: Reviewed with no changes.

April 2016: Deleted “the Department of Corrections (DOC) that applies to one (1) one or more of the units. and outlines the general uniform procedures” and **Replaced** with “Developed and reviewed in accordance with established procedures and approved by the Secretary of Corrections for dissemination. Policies shall define operational guidelines for DOC staff members, inmates and the public and apply to” in definition of “DOC Policy”. **Deleted** “State Treatment And Rehabilitation (STAR) Academy, which includes: Youth Challenge Center, Patrick Brady Academy, Excel and Quest programs” in definition of “DOC Institutions”. **Deleted** “5. “STAR Acedemy Operational Memorandum” from Section 1 B. **Added** “DOC policies enacte by the Secretary” and **Deleted** “with original signatures by the Secretary for a minimum of three years” in Section 3 A. **Deleted** “with original signatures” and “for a minimum of three years after they are revised or repealed” in Section 3 B. **Added** B. to Section 4. **Deleted** B. and 1. in Section 5. **Added** “significant” to Section 5 C. 4. **Added** 5. to Section 5 C. **Added** D. and E. to Section 4. **Added** D. to Section 6. **Added**

“and within the Policy Tech system” in A. and B. in Section 7. **Deleted** C. and D. in Section 7. **Added** “Non-public policies and OMs shall be secure and protected from unauthorized access. Non-public policies and OM will include a watermark indicating they are non-public. Offenders will not be granted access to Non-public policies or OMs” to Section 8 B. **Added** “to accompany initial pleadings required to attack an inmate’s sentence, either directly or collaterally, or to present a constitutional challenge to the conditions of an inmate’s confinement. Questions regarding if an inmate’s request for copies is pertinent to his/her legal filing may be directed to DOC legal staff” in Section 9 A. 2. a.

March 2017: **Added** language and procedures to accommodate conversion to the Policy Tech system.

Denny Kaemingk (original signature on file)

04/15/2017

Denny Kaemingk, Secretary of Corrections

Date

Attachment 1: Policy/OM Section Designators


Part	Description	Section	Description
1	Administration	A	General Administration
1	Administration	B	Fiscal Management
1	Administration	C	Personnel
1	Administration	D	Training and Staff Development
1	Administration	E	Case Records
1	Administration	F	Information Systems and Research
1	Administration	G	Citizen Involvement and Volunteers
2	Physical Plant	A	Building and Safety Codes
2	Physical Plant	B	Size, Organization, and Location
2	Physical Plant	C	Inmate/Offender Housing
2	Physical Plant	D	Environmental Conditions
2	Physical Plant	E	Program and Service Areas
2	Physical Plant	F	Administrative and Staff Areas
2	Physical Plant	G	Security
2	Physical Plant	X	Maintenance
3	Institutional/Operations	A	Security and Control
3	Institutional/Operations	B	Safety and Emergency Procedures
3	Institutional/Operations	C	Rules and Discipline
3	Institutional/Operations	D	Special Management
3	Institutional/Operations	E	Inmate Rights
4	Institutional/Agency Services	A	Admission and Orientation
4	Institutional/Agency Services	B	Classification
4	Institutional/Agency Services	C	Food Service
4	Institutional/Agency Services	D	Sanitation and Hygiene
4	Institutional/Agency Services	E	Health Care
4	Institutional/Agency Services	F	Social Services
4	Institutional/Agency Services	G	Release
5	Inmate/Offender Programs	A	Work and Correctional Industry
5	Inmate/Offender Programs	B	Academic and Vocational Education
5	Inmate/Offender Programs	C	Recreation and Activities
5	Inmate/Offender Programs	D	Mail, Telephone and Visitation
5	Inmate/Offender Programs	E	Library
5	Inmate/Offender Programs	F	Religious Programs
5	Inmate/Offender Programs	G	Parole
5	Inmate/Offender Programs	H	Juvenile Community Corrections

Attachment 2: Policy Format

The **Policy Format** form sample is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **Policy Format** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.
- 2.. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Policy Format**.

South Dakota Department of Corrections Policy Distribution: (Public or Non-Public)		##.X.# Policy Title
##.X.# Policy Title		
I Policy Index:		
	Date Signed:	Sample
	Distribution:	Sample
	Replaces Policy:	Sample
	Supersedes Policy Dated:	Sample
	Affected Units:	Sample
	Effective Date:	Sample
	Scheduled Revision Date:	Sample
	Revision Number:	Sample
Office of Primary Responsibility:		Sample
II Policy: (Sub-text)		
III Definitions: Term to Be Defined: (Sub-text) (If no definitions, indicate with "None")		
IV Procedures: Procedure Heading: A. (Sub-text) 1. (Sub-text) 2. (Sub-text) a. (Sub-text) b. (Sub-text) 1) (Sub-text) 2) (Sub-text) a) (Sub-text) b) (Sub-text)		
V Related Directives: (Sub-Text) (If no Related Directives, indicate with "None")		
VI Revision Log: January 2009: Added (sub-text).		
Tim Felsch, Secretary of Corrections		Date
Revised: 01/25/2010		Page 1 of 1

Attachment 3: OM Format

The **OM Format** form sample is located on the state's WAN.

A copy may be printed using **Microsoft Word 97** as follows:

1. Click [here](#) to access the **OM Format** by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.

- 2.. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **OM Format**.

Unit Name	Operational Memorandum	##.X.#
Distribution:		Operational Memorandum Title
##.X.# Operational Memorandum Title		
I OM Index:		
Date Signed:	mm/dd/yyyy	
Distribution:		
Replaces OM:		This OM supersedes the mm/dd/yyyy version.
Affected Units:		
Effective Date:	mm/dd/yyyy	
Scheduled Revision Date:	Month/Year	
Revision Number:		
Office of Primary Responsibility:		
II Purpose:		
(Sub-text)		
III Definitions:		
Term to Be Defined:		
(Sub-text) (If no definitions, indicate with "None")		
IV Procedures:		
Procedure Heading:		
A. (Sub-text)		
1. (Sub-text)		
2. (Sub-text)		
a. (Sub-text)		
b. (Sub-text)		
1) (Sub-text)		
2) (Sub-text)		
a) (Sub-text)		
b) (Sub-text)		
V Related Directives:		
(Sub-Text) (If no Related Directives, indicate with "None")		
VI Revision Log:		
January 2009: Added (sub-text).		
Name, Title of CEO		Date
Revised mm/dd/yyyy		Page 1 of 1

Attachment 4: Instructions for Policy/OM Template Use

The *Instructions for Policy/OM Template Use* form is located on the state's WAN.

A copy may be printed using *Microsoft Word 97* as follows:

1. Click [here](#) to access the *Instructions for Policy/OM Template Use* by:
 - a. Placing mouse on the word "here" above
 - b. Press and hold the "Ctrl" key on the keyboard
 - c. Click the left button of mouse.
2. Or Select *File/New* from the Menu Bar / Select the *DOC* tab / Select *Instructions for Policy/OM Template Use*.

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South Dakota Department of Corrections
Policy
Distribution: Non-Public

Attachment: Instructions for Policy/OM Template Use
Please refer to DOC policy 1.1.A.2
Policy and Operational Memorandum Management

INSTRUCTIONS FOR POLICY/OM TEMPLATE USE

Templates
Templates are used (selected) by selecting *File / New* from the Menu Bar, then selecting the template for the unit.

Policy and Operational Memorandum Menu
The *Policy/Operational Memorandum Menu* is located on the Menu Bar:

DOC Policy Format Menu | *Operational Memorandum Format Menu*

When selected, the following menu appears:

Set Selected Text to Normal Font and Margin	Alt+N
Heading 4 (Policy Title)	
>Heading 5 (Date Signed, Distribution, Replace Policy #, Affected Date)	
>Heading 6 (Effective Date, Scheduled Revision Date, Revision #, OPR)	
Heading 7 (Policy, Definitions, Procedure, Related Directives, Revision Log)	
>Heading 8 (Definition Text, Sub-Procedure Paragraph Headings)	
>Heading 9 (Individual Related Directives and Revision Log Entries)	
Block Text Style (Indent all Lines of the Selected Paragraph .25")	
>Body Text Indent 1 (Indent Selected Paragraph .25" and Hang it .5")	
>>Body Text Indent 2 (Indent Selected Paragraph .5" and Hang it .25")	
>>>Body Text Indent 3 (Indent Selected Paragraph .75" and Hang it .5")	Alt+3
>>>>Body Text Indent 4 (Indent Selected Paragraph 1" and Hang it 1.25")	Alt+4
Hide Selected Text ("Hidden" Text is Visible with "Show/Hide" ON)	
Display Selected Hidden Text	

Each menu item is described in the paragraph titled *Menu and Toolbar Items*.

Policy Template Toolbar:
The *Policy* and *OM* templates have a special built-in toolbar:

Normal (Alt+N) | Headings (Ctrl+H) | 1 | 2 | 3 | 4 | Block (Alt+B) | Paragraph Indents (Alt+I) | 1 | 2 | 3 | 4 | Hide (Alt+H) | Unhide (Alt+U)

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