

## 1.1.A.10 Institutional Sweat Lodge Accounts

### I Policy Index:



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**Office of Primary Responsibility:** DOC Administration

### II Policy:

Each Department of Corrections (DOC) facility may establish a sweat lodge account to receive and distribute funds to be utilized for the maintenance and operation of any approved sweat lodge that may be located at the facility.

### III Definitions:

#### **Inmate's Inipi Endowment Fund:**

A permanent endowment fund for charitable purposes which receives contributions in accordance with the provisions of a set agreement and the provisions of Articles of Incorporation, Bylaws and policies of the Sioux Falls Area Community Foundation.

#### **Sioux Falls Area Community Foundation:**

A South Dakota 501(c) nonprofit organization that attracts, manages and distributes charitable gifts by building permanent charitable endowments and using the proceeds to strengthen local communities.

#### **Sweat Lodge:**

A dome shaped structure typically constructed of willow branches or tree saplings and covered by blankets, tarps, canvas or animal skins. The lodge is heated by steam produced when water is poured over heated rocks in a pit located inside of the lodge. The sweat lodge is used by various Native American tribes and cultures and is common amongst the Lakota Sioux. The sweat lodge is used as a place to conduct the sweat ceremony or Inipi Ceremony, which is believed to aid physical and spiritual purification.

### IV Procedures:

#### 1. Application and Depositing of Funds:

- A. The Mike Durfee State Prison (MDSP), South Dakota Women's Prison (SDWP) and the South Dakota State Penitentiary (SDSP) and ancillary facilities under the authority of the respective warden may establish and maintain a sweat lodge account to receive and distribute funds to be applied exclusively to approved sweat lodge activities and functions.

1. The institution's Cultural Coordinator or DOC staff member designated by the Warden or his/her designee shall apply for funds as needed and when available through the Inipi endowment fund

managed by the Sioux Falls Area Community Foundation.

- B. Applications to apply for the Inipi endowment funds are available through the Sioux Falls Area Community Foundation.
- C. All funds received from the Inipi endowment fund shall be used for approved activities associated with the maintenance and operation of the sweat lodge activity.
- D. Sweat lodge activities and functions shall be monitored and approved by the institution's Cultural Coordinator.
- E. Funds deposited into the institution's sweat lodge account may be redistributed to other adult facility sweat lodge accounts by DOC accounting staff, with approval from the institution's Cultural Coordinator or DOC staff designated by the Warden or his/her designee and as allowed by the endowment agreement(s) set forth by the Sioux Falls Area Community Foundation.
- F. The DOC shall act as the custodian for all funds deposited into or distributed from the designated sweat lodge accounts.
- G. Regular or one-time contributions to each institution's sweat lodge account will be reported to the Cultural Coordinator or designated DOC staff.
  - 1. Members of the community, organizations, businesses, etc. may contribute to the institution's sweat lodge account by business check, United States cashier's checks or money orders issued in U.S. dollars.
  - 2. Inmates may contribute to the institution's sweat lodge account by submitting a commissary slip. The amount contributed by the inmate will count towards the inmate's weekly spending amount and is subject to the provisions of DOC policy 1.1.B.2 *Inmate Accounts and Financial Responsibility*.

## 2. Purchases:

- A. The institution's Cultural Coordinator or DOC staff designated by the Warden or his/her designee shall be responsible for authorizing any withdraw of funds from the institution's sweat lodge account.
  - 1. Purchases paid from the institution's sweat lodge account for sweat lodge related expenses must be approved in advance by the facility's Cultural Coordinator, or designated DOC staff prior to the materials, supplies and/or services being ordered or purchased.
- B. Approved materials, supplies or services may include but are not limited to:
  - 1. New rocks.
  - 2. Removal of spent rocks.
  - 3. Firewood.
  - 4. Renting, repair or service of log splitters, chain saws or other equipment.
  - 5. Other expenses necessary to facilitating and maintaining the operation of the facility's sweat lodge(s).
- C. The Cultural Coordinator or designated DOC staff is responsible for retaining a copy of all bills of sale and/or receipts, which describe the materials, supplies or services purchased and paid for from the institution's sweat lodge account.

- 1. The verification may be in the form of a billing statement or itemized receipt.
- 2. The sweat lodge account may not be overdrawn or be allowed to have a negative balance.
- D. The facility's business office staff shall provide the Cultural Coordinator or designated DOC staff person with regular statements of the institution's sweat lodge account balance.

**3. General Account Information:**

- A. The institution's sweat lodge account is a non-interest bearing account and as such, will not be charged transaction fees.
- B. Reasonable charges, fees, postage or other expenses related to the management of the religious/group account may be applied to the account as deemed appropriate by the Department of Corrections.
- C. If, for any reason, the sweat lodge(s) is removed from the grounds of the institution for a period exceeding one (1) year, the funds remaining in the institution's sweat lodge account may be used for the benefit of Native American cultural/religious activities provided to the South Dakota DOC inmates, as approved by the institution's Cultural Coordinator.

**V Related Directives:**

DOC policy 1.1.B.2 -- *Inmate Accounts and Financial Responsibility*

**VI Revision Log:**

- March 2012:** New policy
- March 2013:** Reviewed with no revisions

<i>Denny Kaemingk</i> (original signature on file)	<i>04/10/2013</i>
Denny Kaemingk, Secretary of Corrections	Date