



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

February 1, 2018

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 February 9, 2018.

These changes will necessitate 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 shall apply to correspondence sent to an inmate.

Section 2 B.

3. Incoming envelopes must be white in color and may only include an affixed canceled postage stamp or postage label and return address, which may only be hand-written or ink stamped on the envelope. Padded envelopes are not allowed. Stickers, tape, self-adhesive labels (return address labels), sealing wax or sticky, foreign substances not originally part of the envelope are not permitted on the envelope. Envelopes may contain drawing, provided this is in black graphite pencil or blue or black ink. Drawing or marking in crayon, paint, marker or colored pencil, chalk is not permitted. Cancelled postage stamps will be removed by mailroom staff from the envelope to prevent reuse or introduction of contraband.
4. Incoming correspondence and printed materials may not include any of the following: unused postage stamps, unused envelopes, stickers, tape or other adhesive material, glitter, powder, crayon, chalk, lip stick or any foreign substance attached to or absorbed by the correspondence/material, 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, construction paper, colored paper, coloring book pages or "post-it" notes.
 - a. All incoming correspondence must meet the following criteria:
 - 1) Correspondence must be on plain white copy/typing paper or lined –white paper (legal paper). Post cards and commercial or personal greeting cards are not permitted.

- 2) All text/drawing on the paper must be typed, printed or hand-written in ink pen (excluding metallic pens) or pencil. No markers or crayons.

Ensuring your correspondence does not violate any of the above requirements will facilitate 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