



DEPARTMENT OF CORRECTIONS

ADMINISTRATION

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

Memo - Revised

To: South Dakota Law Enforcement Agencies
From: South Dakota Department of Corrections
Date: September 1, 2016
Re: Intake Procedures

In April 2016, we updated some of our procedures for the intake process for individuals sentenced to the South Dakota State Penitentiary (SDSP) and South Dakota Women's Prison (SDWP). After some discussion, we have made a revision which is noted * at the beginning of this memo. We appreciate everyone's cooperation with these procedures.

*The individual may bring the following items to the penitentiary: driver's license, social security card, green card, passport, bank card, birth certificate or any other form of identification or similar type Reentry items that can fit into an envelope.

The SDSP intake hours are 7:00 a.m. - 4:00 p.m. Monday- Friday, not including state recognized holidays.

The SDWP intake hours are 8:00 a.m. – 4:00 p.m. Monday- Friday, not including state recognized holidays.

If there is a special circumstance that would have a new intake arriving at SDSP and SDWP outside of these hours we would like a 24 hour notice.

The new intake should arrive at our facility wearing county/jail clothing. When we accept the individual and bring him/her inside the prison we will remove the restraints and strip search the individual. We will then return the restraints and jail clothing to the officer/deputy who delivered the inmate.

No personal items should arrive with the individual with the exception of medication and certain medically necessary equipment such as eye glasses, dentures, and prosthetics. We will accept U.S. currency or checks addressed to the individual. The individual may also have a wedding band but neither facility allows wedding bands with precious stones or if the cost of the band exceeds \$35.00. All personal items will be returned to the officer/deputy who delivered the inmate. We will not accept personal clothing or property.

If an individual being sentenced to the prison has had a high profile case in the media, if they have any special disability or medical concerns, or if they have had self-harm attempts or major disciplinary issues at the county jail such as assaultive to staff or offenders, damage to property, or other significant disciplinary behaviors we would like 24 hour notice before they are to arrive at the penitentiary so we have time for preparation. If they have major disciplinary issues in your facility we would like copies of any disciplinary reports. If we are notified days in advance of the sentencing date for such an inmate we will start with making those preparations.

These procedures will be in effect only for inmates arriving upon their sentencing. There will be no change to inmates already in our prison system arriving as detainees or parole violators or returning from being out to court. Nor will there be any changes for inmates arriving via the U.S. Marshalls or through the Prison Transport System (PTS).

If there are any questions regarding this procedure please contact the Jameson Shift Commander at 605-367-5122 or the Jameson ID Sgt. at 605-367-5114. For the SD Women's Prison please contact the Officer in Charge at 605-773-5368.