

1.1.A.2 Policy and Operational Memorandum Management

I Policy Index:



Date Signed: 10/17/2016
Distribution: Public
Replaces Policy: 1A-2
Supersedes Policy Dated: 03/27/2015
Affected Units: All Units
Effective Date: 10/24/2016
Scheduled Revision Date: January 2017
Revision Number: 16
Office of Primary Responsibility: Policy & Compliance Manager

II Policy:

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

III Definitions:

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.

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.

DOC Institutions:

South Dakota State Penitentiary (SDSP) and units under the jurisdiction of SDSP, Mike Durfee State Prison (MDSP) and units under the jurisdiction of MDSP, South Dakota Women's Prison (SDWP) and units under the jurisdiction of SDWP.

DOC Units:

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

IV Procedures:

1. Policy/Operational Memorandum Numbering System:

- A. DOC policies and unit OMs will have a common, pre-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 will have the final authority on 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).
I.e. 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 of DOC Policies and Unit Operational Memorandums (OMs):

- A. The Policy and Compliance Manager will maintain all DOC policies. In some cases, a unit may be specified and included with the DOC Administration within the "Office of Primary Responsibility". Policies shall be approved by the Secretary of Corrections.
- B. Each DOC unit will maintain its own OMs approved by the Warden or Director of the unit.

4. Storage and Location of Policies and OMs:

- A. Current policies and unit OMs will be stored on the Wide-Area-Network (WAN), drive M and in "Policy Tech".
- 1. Policies that are a work in progress, either new policies or existing policies with suggested revisions included, will be stored in the respective "DOC Policy Drafts" folder on the "M" drive.
 - 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) and/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/or designated DOC. Attachments saved to the WAN will have document protection applied, which allows or restricts formatting and editing of the attachment to designated areas by the user.
- 1. The Secretary of Corrections may identify DOC policies that require restricted access. 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 designated staff may access the folder.
 - 2. The respective CEO of a unit may request that select OMs be secured to allow viewing only by designated staff members' access to the identified OM.
 - 3. Requests from state agency staff or their supervisor for read and/or write permissions to DOC folders containing DOC policies and/or OMs will be directed to the Policy and Compliance Manager.

5. Changes to DOC Policies and OMs:

- A. Policies.
- 1. A staff member(s) from each unit will be assigned primary responsibility for management of DOC policies, to include:
 - a. Forwarding policies for review to designated staff within the unit;
 - b. Coordinating the policy review process for the unit;

- c. Applying the suggested revisions to the policy in the **DOC Policy Drafts** folder in **Track Changes** format; and
 - d. Ensuring all revisions or input received are applied prior to the review deadline date.
 2. DOC policies and OMs are reviewed annually. Each policy and OM is assigned a review month. Staff with suggestions for revisions to a policy or OM are encouraged to bring these to the attention of their supervisor during the month which the policy or OM is under review.
 3. 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.
 4. 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.
- B. DOC policies are approved and signed by the Secretary of Corrections. The Warden or Director has authority to approve and sign OMs.
- C. Whenever a DOC policy or OM is approved and signed, the Policy and Compliance Manager or OM administrator will notify designated staff by an e-mail sent to the **DOC-Policies & OM'S group**, which shall include the following information for each revised policy or OM within the email:
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/summary of significant changes made to the policy or OM.
- D. Designated unit staff shall be responsible for downloading the most current version into Policy Tech. This is accomplished by creating a new version. The previous version will be archived within the system. 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 through approved methods and means.
- 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 policy or OM. The rescinded policy or OM should be removed from the M-drive folders and archived within Policy Tech.

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 contained within a DOC policy or OM shall be reviewed when the policy or OM is reviewed.
- C. Attachments may be modified at any time and do not require the approver to sign an additional version of the policy or OM.
- D. Revisions to attachments stored in COMS as an IWP must be forwarded to the owner of the document for updating in COMS.

7. Attachment Location:

- A. All attachments referenced in a DOC policy will be located in the DOC tab on the Wide Area Network (WAN) and/or in Comprehensive Offender Management System (COMS) as an IWP and within the Policy Tech system.
 - 1. Attachments saved to the WAN are the responsibility of the Policy and Compliance Manager and are located on the P-drive. Only the Policy and Compliance Manager has authority to remove or add attachments to the P-drive/WAN.
- B. All attachments referenced in a unit OM will be located under the respective unit's tab on the WAN, in COMS and/or within the Policy Tech system.

8. Access to DOC Policies and Unit OMs:

- 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) (See SDCL §1-27-1).
- B. DOC policies and OMs designated non-public by the approver are not open to public inspection and copying without specific authorization/approval (See SDCL §1-27-1.5). Non-public policies and OMs shall be secure and protected from unauthorized access. Non-public policies and OMs will include a watermark indicating they are non-public. Offenders will not be granted access to Non-public policies or OMs.
- C. A complete Index of current DOC policies is listed on the M-drive in the DOC Policies folder-DOC Policy Index and in Policy Tech.
- D. A complete Index of current unit OMs is listed on the M-drive within the respective unit's folder.
- E. A comprehensive list of all DOC 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 or other DOC staff.
 - 1. The Communications and Information Manager will update and post new or revised DOC policies on the DOC website.

9. Requests for Public Policies and OMs:

- A. Inmate Request for Public Policies or OMs:
 - 1. Inmates may view/inspect public policies and/or public OMs in the facility library or by contacting their unit staff (See DOC policy 1.1.E.3 [Offender Access to DOC Records](#)).
 - 2. Inmates may request reproduction of public DOC policies and/or public unit 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 or 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 Policy and Compliance Manager, Warden or Director may contact the DOC public records officer regarding the requests for non-public policies. 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 policies 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.

Denny Kaemingk (original signature on file)

Denny Kaemingk, Secretary of Corrections

10/17/2016

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 2008: Added (sub-text).		
Tim Reisch, Secretary of Corrections		Date
Revised: 01/25/2010		Page 1 of 11

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*.

Page 1 of 14

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 (Alt+N) View Insert Format Tools Table Window Help
Operational Memorandum Format Menu (Alt+N) View Insert Format Tools Table Window Help

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) Bullets (Alt+B) List (Alt+L) Block (Alt+B) Paragraph Indents (Alt+I) 1 2 3 4 Hide (Alt+H) Unhide (Alt+U)

Created: 1/25/2016 Page 1 of 14