

1.1.A.2 Policy and Operational Memorandum Management

I Policy Index:



Date Signed: 12/09/2019
Distribution: Public
Replaces Policy: 1A-2
Supersedes Policy Dated: 06/15/2018
Affected Units: All Units
Effective Date: 12/10/2019
Scheduled Revision Date: January 2021
Revision Number: 19
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), Jameson Prison Annex (JPA), 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. Policies shall define operational guidelines for DOC staff, inmates and the public.

DOC Units:

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

Operational Memorandum (OM):

A document that applies specifically to an institution(s) or unit(s) that outlines the procedures specific to the topic area. May supplement policy or contain subject matter independent of policy. Approved by the Director or Warden.

PolicyTech® Policy and Procedure Management Software:

Electronic system provided by an outside vendor through a contract with the DOC. The software is used by the DOC to manage and store 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 and 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.

2. Policy/Operational Memorandum Sections and Format:

- A. DOC policies and unit OMs will have standard sections and a 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).
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).
Includes DOC policies, OMs, state statute or other legal reference, administrative rule and standards referenced within the policy or OM. If none are referenced, this will be marked with "None".
- h. **Roman Numeral VI:** Revision Log.
A summary of changes, revisions, additions or deletions representing each approved version of the policy or OM.
- i. Signature block.
Signature of approving authority include the date which the policy or OM was signed.
- j. Standard document footer.
Includes the date the policy or OM was created or revised and the page number.

C. [Attachment 2](#) illustrates the policy format.

D. [Attachment 3](#) illustrates OM format.

3. Maintenance:

- A. The Policy and Compliance Manager will oversee the maintenance of DOC policies. Policies are approved by the Secretary of Corrections.
- B. Each DOC unit will maintain its respective OMs. OMs will be approved by the Warden or Director.
 - 1. Parole Board policies will be approved by the Chairman of the Parole Board.

4. Storage, Location and Staff Access:

- A. Current policies are available on the M-drive "DOC Policies" folder, the DOC website <http://doc.sd.gov/about/policies> (limited to public policies) and in Policy Tech. Current versions of the unit's OMs shall be available in Policy Tech.
- B. Network security will control individual staff permissions to "read or write" for policies and OMs located on the M-drive. Network security controls prevent staff from viewing (Read Permission) or making revisions (Write Permission) to documents stored on the DOC M-drive without authorization. Security controls are enacted by staff with the Bureau of Information and Technology (BIT) with direction from DOC staff.
- C. Requests from state agency staff to access DOC policies through access to the DOC M-drive or Policy Tech shall be directed to the Policy and Compliance Manager. Access to unit OMs shall be controlled by the Warden, Director or designees.

5. Review and Revisions:

- A. DOC policies and OMs are reviewed on a regular basis.
- B. Staff with suggestions for revisions or changes may make changes or revisions to the draft version of the policy or OM in Policy Tech or save a draft of the policy or OM as a Word document. Staff wishing to

make draft changes to a document in Policy Tech must be assigned the appropriate permissions by the administrator.

1. Staff who do not have permissions to make revisions or changes may contact their supervisor regarding suggestions for revisions or changes to policies or OMs.
- C. Requests for changes to a policy or OM which fall outside of the policy or OM 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 policy or OM requires immediate action, and if necessary, initiate the review process or prepare a draft for the approver's signature.
- D. 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 electronically notify designated staff (Readers) through an email notification sent through Policy Tech.
1. Revised public OMs or policies are updated on the Inmate Tablet System.
 2. The previous version of the policy or OM shall be archived. An electronic version may be saved to a file within the administrators computer or if saved within Policy Tech, the writer will create a new version of the policy or OM, which causes the system to automatically archive the previous version.
- F. In the event a policy or OM is rescinded, staff will be notified of the date the policy or OM was rescinded.
1. The policy number assigned to the rescinded policy will not be reassigned to future policies or OMs.
 2. The rescinded policy or OM must be designated as "rescinded" and archived.

6. Attachments:

- A. All attachments contained within a DOC policy or OM will include a header (reference to the policy or OM it relates to) and footer (to include the revision date and page number).
- B. Attachments may have document protection applied, which restricts unauthorized formatting and editing of the attachment template or only allows certain designated fields to be edited.
- C. Attachments will be reviewed when the policy or OM is reviewed. Revisions to attachments will be noted in the Revision Log of the policy or OM.
- D. Attachments may be modified as deemed necessary by the Policy and Compliance Manager or designated staff if the attachment is in an OM, and do not require direct approval of the Secretary, Director or Warden.
- E. Revisions to attachments stored in COMS as an IWP must be forwarded to the owner of the attachment for updating in COMS. Any changes to an IWP that is an attachment to a policy or OM must be shared with the Policy and Compliance Manager for a policy or the designated staff person, if an attachment to an OM.
- F. Attachments and hyperlinks of attachments within policies and OMs are not accessible by users outside of the DOC system who do not have approved access the DOC M-drive.

7. Public Access:

- A. Public policies and public OMs are designated “public” within the policy or OM and are public record. Public records are open to inspection and copying by citizens of this state and 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 of the owner (See SDCL §1-27-1.5). Non-public policies and OMs will be kept secure and protected from unauthorized access by the public. Inmates are included within the designation of public. Non-public policies and OMs will include a watermark stating the policy or OM is “not for public distribution”.
- 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.
- D. 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.
- E. 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. Non-public policies are listed but cannot be accessed. 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.

8. 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 or kiosk, 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.
 - a. Inmates may be charged a fee per sheet.
- B. Non-inmate (includes offenders on DOC supervision) request for public policies or OMs:
 1. Persons who contact the DOC to inspect public policies should be referred to the DOC website <http://doc.sd.gov/>. Specific questions regarding policy should be directed 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 respective 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 saved as a PDF and attached to the email or a hard copy may be mailed directly to the recipient.

4. Requests for copies of attachments to the policy or OM shall be directed to the Policy and Compliance Manager or designated unit staff.

9. 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.
- D. 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 1.1.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 policies 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 implementation of Policy Tech system.

March 2018: Deleted C. in Section 4 regarding restricted status policies. Combined Section 7 into Section 6 and renumbered following sections. Added F. to Section 6. Added “Non-public policies are listed but cannot be accessed” in Section 7 I. Deleted “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*)” in Section 8 A. 2.

December 2019: Reviewed with minor changes to language.

Mike Leidholt (original signature on file)

Mike Leidholt, Secretary of Corrections

12/09/2019


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 is available in the “Shared Folder” on the M-Drive.

South Dakota Department of Corrections Policy	###X##																		
Distribution: (Public or Non-Public)	Policy Title																		
###X## Policy Title																			
I Policy Index:																			
	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: none;">Date Signed:</td><td style="border: none;">Sample</td></tr> <tr><td style="border: none;">Distribution:</td><td style="border: none;">Sample</td></tr> <tr><td style="border: none;">Replaces Policy:</td><td style="border: none;">Sample</td></tr> <tr><td style="border: none;">Supersedes Policy Dated:</td><td style="border: none;">Sample</td></tr> <tr><td style="border: none;">Affected Units:</td><td style="border: none;">Sample</td></tr> <tr><td style="border: none;">Effective Date:</td><td style="border: none;">Sample</td></tr> <tr><td style="border: none;">Scheduled Revision Date:</td><td style="border: none;">Sample</td></tr> <tr><td style="border: none;">Revision Number:</td><td style="border: none;">Sample</td></tr> <tr><td style="border: none;">Office of Primary Responsibility:</td><td style="border: none;">Sample</td></tr> </table>	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
Date Signed:	Sample																		
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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 Reisch, Secretary of Corrections	Date																		
Revised: 01/25/2010	Page 1 of 1																		

Attachment 3: OM Format

The **OM Format** form is available in the “Shared Folder” on the M Drive.

Unit Name: Operational Memorandum Distribution:	Operational Memorandum Title ##.X.#
##.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 available in the “Shared Folder” on the M Drive.

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
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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:

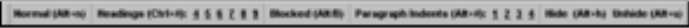


When selected, the following menu appears:

Set Selected Text to Normal Font and Margin	Alt+H	
Heading 4 (Policy Title)		
->Heading 5 (Date Signed, Distribution, Replaces 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:



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