STATE OF SOUTH DAKOTA

Kristi Noem Governor Kellie Wasko DOC Secretary

Department of Corrections

Central Records
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Memo-Revised

To: South Dakota Law Enforcement Agencies From: South Dakota Department of Corrections

RE: New Intake Procedure

Date: 4/5/2023

In March 2023, we updated our procedures for the intake process for individuals sentenced to the South Dakota Department of Corrections. We appreciate everyone's cooperation with these procedures. New intake demographics and judgment of conviction must be sent to DOC Central Records DOCCentralRecords@state.sd.us at least 24 hours prior to admission to DOC. This will allow the DOC to create an electronic file prior to admission. Please include the following in the admission request:

Date of admission
Name
Gender
Date of Birth
Social security number
Height, weight, hair color, eye color,
Race
Please include disciplinary actions while in the jail.

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

The South Dakota State Penitentiary and South Dakota Women's Prison intake hours are 8:00 am-4:00 pm Monday-Friday, not including state recognized holidays.

If there is a special circumstance that would require arriving at SDSP or SDWP outside of these hours, we need 24-hour notice.

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 jail restraints and jail clothing to the officer/deputy who delivered the inmate.