



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 100-02	PAGE NUMBER 1 OF 4
		DISTRIBUTION:	Public
		SUBJECT:	Policy and Procedure Process Regulation
RELATED STANDARDS:	ACA 5-ACI: 1A-05, 1A-12, 1A-14, 1C-02	EFFECTIVE DATE:	April 01, 2026
		SUPERSESSSION:	01/01/2026
DESCRIPTION: General Administration	REVIEW MONTH: March	 NICK LAMB SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to manage policies and implementation adjustments (IAs) according to the procedures outlined in this policy.

II. PURPOSE

It is the purpose of this policy to provide guidelines for policy administrators, division directors, and department managers who will be responsible for the development, distribution, and maintenance of approved DOC policies and IAs.

III. DEFINITIONS

DOC Division

Division of Finance and Administration, Division of Prisons (Adult), Division of Parole, Division of Juvenile Services, the Division of Clinical and Correctional Services, and the Office of the Inspector General.

DOC Institutions:

South Dakota State Penitentiary (SDSP), Jameson Prison (JP), Sioux Falls Minimum Center, Mike Durfee State Prison (MDSP), Yankton Minimum Center (YMC), Rapid City Correctional Facility (RCCF), Rapid City Minimum Center (RCMC), South Dakota Women's Prison (SDWP), and the Pierre Minimum Center (PMC).

DOC Policy:

A written policy developed and reviewed in accordance with established procedures and approved by the secretary of corrections (SOC). Policies shall define operational guidelines for DOC staff, offenders, and the public.

Implementation / Adjustments (IAs):

Procedure(s) administered by a facility and/or department to specifically accomplish the intent of a DOC policy. An IA describes how the requirements of the policy will be met and does not deviate from the intent of the policy. It is not more or less restricting than the policy.

IV. PROCEDURES

1. Maintenance of Policy Related Documents:

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- A. The policy and compliance coordinator will oversee the maintenance of DOC policies and related attachments. Policies are approved by the secretary of corrections (SOC) and Implementation Adjustments (IAs) are approved by the directors.
1. All original signatures and complete policies and attachment packages are kept by the policy and compliance coordinator.
 2. Each DOC division director, or designee, will maintain their respective IAs.
 - a. For institutions that require an IA to define alternative procedures to accomplish the intent of the policy, the appropriate warden will be responsible for signing the IA and will get the director of Prisons' approval.
 - b. All institutional IAs will be saved and kept at each facility with a copy sent to the policy and compliance coordinator.

2. Staff and Public Access to Public Policies and Attachments:

- A. *The policies and procedures for operating and maintaining the institution and its satellites are specified in a manual and/or website and are accessible to all employees and the public. This manual is reviewed at least annually and updated as needed [ACA 5-ACI-1A-12].*
- B. Current policies and their related attachments are available to DOC staff members on the DOC intranet network (DOCNet) at: <https://www.intranetdoc.sd.gov/policies/outward>. Policies are published as PDF documents. Where attachments exist, blank attachment templates are included at the end of the PDF.
1. Attachments as individual documents are available and are linked separately on the attachments page (<https://www.intranetdoc.sd.gov/policies/attachments>).
- C. Current public policies and related attachments are available to the public as singular PDF documents on the DOC website: <https://www.doc.sd.gov/about-us/policies>. Attachments are not available individually.
- D. Policies designated public are considered 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. Offenders are included within the designation of public.
1. Juvenile policies are not shared on the offender tablets.

3. Staff Access to Non-Public Policies:

- A. DOC policies designated non-public are not open to public inspection or copying without specific authorization/approval of the SOC. Non-public policies will include bolded red text on the title page stating the policy, attachment(s), and IA (when applicable) are non-public.
1. Non-public policies and attachments will be published electronically to the DOCNet by the policy and compliance coordinator.
 2. PDF policy packages, containing the full policy and all attachments, will be posted to the DOCNet with editing and printing permissions protected by password.
 3. Attachments as individual documents are available, are linked separately, and are printable.
 4. Non-public policies will have a semi-transparent watermark ("Restricted") placed diagonally on the policy pages.

4. Review and Revisions:

- A. DOC policies are scheduled for review on an annual basis. The site policy review team, including the *warden, reviews the institution's internal personnel policies annually and submit to the parent agency* (SOC and executive team) *any recommended changes that are relevant to the parent agency's policies [ACA 5-ACI-1C-02].*

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- B. ***Employees participate in the formulation of policies, procedures, and programs [ACA 5-ACI-1A-05].*** It is the responsibility of each facility warden or office supervisor to ensure that staff know what policies are up for review and when the deadline is for feedback. Staff with suggestions for revisions or changes may email suggested revisions to their policy liaison and copy their supervisor and the policy and compliance coordinator. These suggested revisions will be considered immediately if emergent, or at the next scheduled annual review.
1. The policy and compliance coordinator will assign appropriate access to the documents to be reviewed so staff are able to review and propose during the review process.
 2. Once the facility policy review team is done with their recommended changes, the policy is sent to the executive team.
 3. Once the executive team have completed their review with final policy updates or changes, the policy is sent to the secretary for approval and signature.
- C. ***New or revised policies and procedures are disseminated to designated staff and volunteers and, when appropriate, to offenders prior to implementation [ACA 5-ACI-1A-14].*** When a new policy is approved or changes are approved within an existing policy, the policy and compliance coordinator will send an email to an email distribution group (division directors, wardens, and other staff) who will disseminate the information to staff to notify of any changes.
1. Revised and newly published policies are updated on the offender tablet system (public, adult offender policies only), the DOC website (public policies only), the DOCNet, and SDLearn (public policies only).
 2. When a new version of a policy is published, the previous version of the policy and any attachments are archived.
 3. If mandatory training is required for a new policy for procedural or process changes, the policy may be finalized and disseminated to aide training but will not be implemented until all training is completed.
- D. In the event a policy is absorbed into other policies or abolished completely, an email is sent to an email distribution group (division directors, wardens, and other staff) who will notify staff as appropriate of the date the policy was/will be abolished.
1. The policy number assigned to the abolished policy will not be reassigned to future policies.
 2. The abolished policy will be designated as “archived.”
- E. Policies are signed electronically and any revision to policy or attachment, no matter how small, requires a new signature from the SOC.

5. Attachments:

- A. All attachments will be published at the end of the related policy as a blank template and will include the standardized attachment header containing the related policy number and title, attachment title, and distribution type. The footer will include the revision date, effective date, and page # of #.
1. Attachment documents will be reviewed when the policy is reviewed and will only be included within a single policy. Any reference to the attachment in subsequent policies will refer back to the policy where the attachment is housed.
 - a. All policy attachments which require staff completion will be shared and linked on the DOC’s intranet (DOCNet) page as Word documents or Excel workbooks. When the link is clicked, the Word and Excel files will automatically begin downloading to the user’s computer for editing and can only be saved as a new document to prevent overwriting the original template.
 - b. All policy attachments which do not require staff completion will be shared and linked on DOCNet as PDF documents. When the link is clicked, the PDF will open in a new window and can be printed.
 - c. Any changes to a policy attachment that is generated in the offender management system (OMS) must be shared with the policy and compliance coordinator who will submit it to staff responsible for maintaining the documents in the OMS. All OMS attachments that have been revised with substantive changes will first be placed into the OMS TRAIN environment to be tested by staff before being moved into active production. OMS attachments will include the OMS template name in the footer.

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6. Requests for Policies:

- A. Requests for public policies.
 - 1. Persons who contact the DOC to inspect public policies should refer to the DOC website <http://doc.sd.gov/>. Specific questions regarding policy should be directed to the policy and compliance coordinator.
 - 2. Any public DOC policy sent electronically to a person who is not a DOC staff member shall be saved as a SECURED PDF and attached to an email.
- B. Offender requests for public policies.
 - 1. Offenders may view/inspect current public policies (including attachment templates), from their tablet or kiosk, or by contacting housing staff.
 - 2. Offenders may request reproduction of public DOC policies, current and archived versions, through their housing staff.
 - a. Offenders will be charged a fee per sheet.

V. RESPONSIBILITY

- A. The SOC is responsible for final approval and sign-off of all DOC policies.
- B. The wardens and division directors are responsible for:
 - 1. Maintaining all required IAs for their facility(ies).
 - a. Ensuring employees, contract workers, and volunteers are made aware of all applicable DOC policies and procedures, as well as knowing where and how to access them.
 - b. Ensuring all offenders have access to current public policies and procedures.
 - c. Annual review of all policies and procedures and submitting all recommended revisions to the policy and compliance coordinator via the periodic review process.

VI. AUTHORITY

- A. SDCL § [1-27-1](#) **Public records open to inspection and copying.**
- B. SDCL § [1-27-1.4](#) **Denial letters to be kept on file.**
- C. SDCL § [1-27-1.5](#) **Certain records not open to inspection and copying.**
- D. SDCL § [1-27-37](#) **Written request for disclosure of records.**
- E. SDCL § [1-27-38](#) **Civil action or administrative review of denial of written request or estimate of fees.**
- F. SDCL § [1-27-42](#) **Public record officer for the state, county, municipality, township, school district, special district, or other entity.**

VII. HISTORY

April 2026
 January 2026
 March 2025
 January 2022
 December 2019

ATTACHMENTS

None.