

**SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
M E M O R A N D U M**

TO: ALL WARDENS
FROM: Jon Ozmint, Director
SUBJECT: PREPARATION FOR THE HOLIDAY SEASON
DATE: October 8, 2010

This memorandum serves to remind you that the time to start planning for the upcoming holiday season is fast approaching.

As in the past, visitors WILL NOT be allowed to bring food in, but Canteen limits will be increased for the holidays. All inmates eligible for Canteen privileges will have their limits increased. Minimum Out, Minimum Out Restricted, Minimum In, Protective Custody, and Death Row Inmates with FULL Canteen privileges will have their limits increased to \$175. Medium inmates with FULL Canteen privileges will have their limits increased to \$60. This increase will be effective from Tuesday, November 9, 2010, through Friday, December 31, 2010. Special holiday items will be stocked in the Canteens during this time period.

Anyone desiring to send an inmate package may contact Access Securepak at 1-800-546-6283 (telephone), or on the web at www.SouthCarolinaPackages.com. Packages must be ordered from October 1st – November 10th, 2010 or postmarked no later than November 3, 2010. All those ordered will be delivered from November 29 – December 10, 2010. There will be a \$150.00 limit for receipt total per inmate (not sender) for food items. Limits on apparel items will be based on quantity authorized by policy. In addition, inmates on canteen restriction WILL NOT be eligible to receive or participate in the package program.

VISITATION: Additional visiting days have been approved. The dates shown below should be posted for inmates and visitors. Regular weekend visitation refers to the institution's normal visiting hours Friday, Saturday and/or Sunday. Holiday Visitation is to be allowed and times should be posted so that all **eligible** inmates have equal access. All times will be posted at each institution.

Thursday	November 25, 2010	Holiday Visitation
Friday-Sunday	November 26-28, 2010	Regular Weekend Visitation
Friday-Sunday	December 24-26, 2010	Regular Weekend Visitation
Monday-Tuesday	December 27-28, 2010	Holiday Visitation
Thursday	December 30, 2010	Holiday Visitation
Friday	December 31, 2010	Regular Weekend Visitation
Saturday-Sunday	January 1-2, 2011	Regular Weekend Visitation

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PLEASE NOTE: If the visitation room/area becomes full during Holiday Visitation, SCDC Policy OP-22.09, Inmate Visitation will be adhered to and the visitors who have been visiting the longest period of time will be asked to terminate their visit to allow others an opportunity to visit.

During the months of November and December, the eight (8) visit limit will be waived for ONLY THOSE INMATES WITH FULL VISITING PRIVILEGES. Each institution is responsible for developing and posting a schedule to ensure that all inmates have equal visitation access. Please forward a copy of your schedule to the Division of Operations and a copy to the Office of the Inspector General by close of business November 12, 2010. Again, those inmates with limited visiting privileges WILL NOT be authorized for any additions; therefore, they may only receive their normal number of allowed visits.

Disseminate this information to your employees and inmate population as soon as possible so that everyone may be aware of the procedures governing holiday privileges. May everyone have a blessed and safe holiday season.

S/



Jon Ozment

JO:smp

cc: Executive Staff
Division Directors
Ms. Mascio, Office of Inspector General
Ms. Roof, Financial Accounting Branch
Mr. Diehl, Canteen Branch
RIM Staff
CVC Staff
File