

**SOUTH CAROLINA DEPARTMENT OF CORRECTIONS**  
**MEMORANDUM**

**TO:** ALL WARDENS

**FROM:** Robert E. Ward, Acting Agency Director

**SUBJECT:** PREPARATION FOR THE HOLIDAY SEASON

**DATE:** October 3, 2011

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 Wednesday, November 9, 2011, through Friday, December 30, 2011. Special holiday items will be stocked in the Canteens during this time period.

We no longer have a Holiday Inmate Package Program. The Holiday Inmate Package Program was renamed Fall Inmate Package Program. The Fall Program has an earlier timeframe to ensure Access Securepak has sufficient staff to process our orders accurately. Orders will be delivered to the institutions from October 4 -25, 2011.

**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 will be posted at each institution so that all **eligible** inmates have equal access.

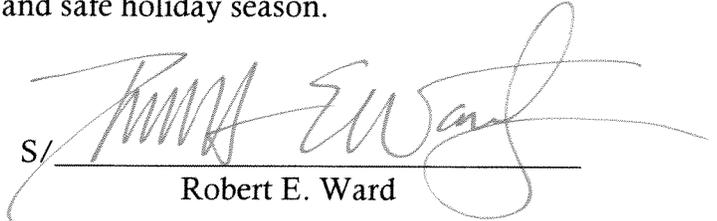
Thursday	November 24, 2011	Holiday Visitation
Friday-Sunday	November 25-27, 2011	Regular Weekend Visitation
Friday-Sunday	December 23-25, 2011	Regular Weekend Visitation
Monday-Tuesday	December 26-27, 2011	Holiday Visitation
Thursday	December 29, 2011	Holiday Visitation
Friday - Saturday	December 30-31, 2011	Regular Weekend Visitation
Sunday	January 1, 2012	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 7, 2011. 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/   
Robert E. Ward

REW: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