

## **Public Access to Policies, Procedures and Forms**

In accordance with Mississippi Code §25-61-1, the Mississippi Department of Corrections' (MDOC) policies, standard operating procedures and forms are a matter of public record. An exception to public access will be when such access to policies, procedures and forms may adversely affect public safety and/or the security of MDOC facilities, staff or offenders.

When making a request for policies, standard operating procedures or forms, please provide the following information:

- Name
- Address
- Telephone Number
- Nature of Request (i.e., media request, legal request, student/teacher research request, offender family request)
- Detailed Description of Information Being Sought

Requests must be made utilizing one of the following methods:

Email: [bgreenleaf@mdoc.state.ms.us](mailto:bgreenleaf@mdoc.state.ms.us)

U.S. Mail: Bill Greenleaf, Director, PPRE  
Mississippi Department of Corrections  
723 N. President Street  
Jackson, MS 39202