

	State of Alaska Department of Corrections Policies and Procedures	Index #: 815.03	Page 1 of 4	
		Effective: 8/15/13	Reviewed:	
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Chapter:	Recreation and Prisoner Activities			
Subject:	Prisoner Organizations, Inmate Councils and Cultural Activities			

I. Authority

In accordance with AS 44.28.030 and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes

AS 38.30.011

AS 38.30.021

Alaska Administrative Code

22 AAC 05.135

22 AAC 05.165

III. Purpose

To establish uniform procedures within the Department to govern inmate organizations and cultural activities.

IV. Application

All Staff

V. Definitions

A. Cultural Activities

Events that recognize a cultural group in a positive manner and promotes awareness of that culture within the larger society; examples would be a potlatch or Juneteenth celebration

B. Inmate Organization

Includes, but is not limited to, cultural clubs, study or self-help groups, and organizations (for example, inmate councils) which promote positive interaction with the public through philanthropic activities.

C. Recreational Program

Includes, but is not limited to, exercise, athletics, competitions and cultural activities.

D. Special Event

An activity sponsored and/or promoted by an section of the facility management, such as education or chaplaincy, that is facility-wide and might require a change in the normal operating schedule of the facility.

E. Prisoner Welfare Fund

Pursuant to P&P 302.10 (Prisoner Welfare Fund) the fund is used to pay for special events, recreation equipment, special programs and appliances purchased for prisoner use and/or benefit.

VI. Policy

The Department shall, at its discretion, allow prisoners to establish prisoner organizations.

VII. Procedures**A. General Provisions:**

1. Prisoner organizations are intended for institutions which house sentenced prisoners.
2. Each Superintendent shall establish guidelines to ensure that inmate organizations conform to this policy.
3. Participation in prisoner organizations and special events by outside organizations or groups will be permitted only upon consultation with the Division Director.
4. Prisoner organizations shall promote positive attitudes and behavior and shall not hold any connection to, including in behavior, doctrine or practice, any security threat group identified by the Department.
5. Prisoner organizations may not deny membership on the basis of race, religion, national origin or disability.
6. Prisoner organizations shall not require payment of dues or fees as a requirement for membership or participation in sponsored activities.
7. In all cases, funding of prisoner organizations shall be subject to the approval of the Division Director. The source of this funding shall be the Prisoner Welfare Fund.
8. Prisoner organizations shall not engage in fundraising, club sales, dues or any other inmate-controlled financial transaction.

B. Structure of Prisoner Organizations

1. All prisoner organizations must prepare formal bylaws for the Superintendent and Director of Institutions review and receive their approval in order to operate. The bylaws must include:
 - a. name of organization;
 - b. affiliation;
 - c. purpose and philosophy;
 - d. membership criteria;
 - e. government and election procedures;
 - f. programs and projects;
 - g. funding source and accounting procedures; and
 - h. meeting schedule and correspondence procedures.
 2. The Superintendent shall designate an institutional coordinator for prisoner organizations within the facility. The coordinator or designee shall:
 - a. coordinate all prisoner organization activities with the facility administration;
 - b. attend all organizational meetings; if coordinator or designee cannot be present at the meeting, the meeting will be postponed;
 - c. receive and review all prisoner organization proposals;
 - d. deny all requests that do not meet policy guidelines for prisoner organizations; and,
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- e. coordinate, track and monitor funding requirements through the Prisoner Welfare Fund.
 3. Prisoners shall conduct organizational meetings and other activities at times that do not conflict with the institution's activities and programs.
 4. The coordinator shall approve or disapprove the contents of all letters sent out of the facility on behalf of a prisoner organization. Each page of each letter must have a return address that includes the name of the correctional facility. All mail posted by a prisoner organization is subject to all provisions of P&L 810.03 (Prisoner Mail, Publications and Packages).
 - C. Membership Size and Composition
 1. The Superintendent may limit an organization's size to comply with custody and security considerations.
 2. Membership does not entitle the prisoner to any privileges other than those normally allowed prisoners in the general population of a particular institution.
 - D. Open Houses and Cultural Activities
 1. Proposals for cultural activities should be submitted to the superintendent in writing. Approvals are granted or denied by the Superintendent according to the requirements of this policy.
 2. As approved by the Division Director, multiple cultural activities may be combined into one event; major celebrations that invite public participation will be limited to no more than three per year, and should be scheduled in the late spring, summer or early fall in order to avoid travel conditions which may be more difficult for visitors.
 3. The Superintendent, in consultation with the Division Director, may approve additional events with public participation such as award celebrations, graduations, etc.
 4. The Superintendent shall ensure that compliance with the Offender management Plan and Prisoner Incentive Program is included in criteria for participation in special events.
 5. All special events are subject to security requirements and public safety considerations. An event may be cancelled upon consultation with the Director. The Special Assistant to the Commissioner shall be immediately informed of any significant event cancellation.
 - F. Prisoner Welfare Fund
 1. Pursuant to P&P 302.10 (Prisoner Welfare Fund), the revenue source for the Prisoner Welfare Fund will be a small surcharge applied to prisoner store and commissary sales.
 2. The authority for fund expenditure rests with the Superintendent.
 3. The fund shall be monitored by, and audited on a scheduled established by the Division Director or designee.
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VIII. Implementation

This policy and procedure is effective on the date signed by the Commissioner. Each Manager shall incorporate the directions outlined in this document into local policy and procedure. All local policies and procedures must conform to these directions; any deviation must be approved in writing by the Division Director.

8/15/2013

Date

SIGNATURE ON FILE

Joseph D. Schmidt, Commissioner
Department of Corrections

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