DEPARTMENT OF CORRECTIONS

Internal Memo

Interim Guidance Memo Number: 300.040.01 and 104.190.01

Date: 11/25/24

To: **All Staff**

CC: **Amy Lauricella, Policy Director**
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From: **Commissioner Paul Schnell**

Interim Guidance: Policy 300.040.01 Volunteer Services and Policy 104.190.01 Acceptance of Gifts

Effective immediately, DOC is changing provisions in the policies listed below, which will be incorporated into the policy document in a future policy revision.

What Policies Are Being Affected and/or Replaced

- Policy 300.040 Volunteer Services
  - Definitions—Volunteer Programming Supply Request (An online form completed by an approved volunteer program contact to introduce and store programming supplies at a facility).
  - Procedure C. Supply Request Process and Approval
    1. Upon the Effective Interventions Committee's approval of a program, a Volunteer Program Supply Request will be shared with the Volunteer Program contact. The contact must complete the request by listing all supplies needed to facilitate the program in a correctional facility and submit the form. All supplies must be approved before the commencement of the program and any introduction of supplies into the facility.
    2. Approval of Supplies
       a. The Spiritual Care and/or Tribal Liaison will review all items identified as spiritual in nature or related to American Indian culture. New item requests will be routed to an Assistant Commissioner-Facilities for review.
       b. Other programs requesting items not previously approved will be routed to an Assistant Commissioner- Facilities for approval/denial.
    3. The volunteers' personal or approved instructional items must be declared and reviewed for approval. These items must be disclosed on the approved Admission Authorization.

4. Upon approval of the supply request, programs must ship or schedule a delivery of the supplies directly to the facility warehouse, based on facility allowances, or processing and delivery to the appropriate location and staff. No items other than personal or approved instructional items will be allowed entrance at Master Control/A-Control.
5. Once per year, when volunteer programs are renewing their volunteer application, programming supply requests must be revisited for accuracy and tracking purposes.

- Policy 104.190 Acceptance of Gifts
    - Procedure I. Gift/Donation Processing
        1. All gifts and/or donations must arrive and be processed through the warehouse at a facility.

Explanation of the Change:

- As an outcome of the Volunteer Services Supply project, the process for supplies and materials to enter a facility for volunteer programming has been streamlined to ensure a consistent experience between facilities.

- The goal of this change is to help minimize the introduction of contraband to a facility, requiring that all supplies/materials enter a facility through the warehouse reception process.

- As an outcome of the project, the approval process for requested supplies/materials for a particular volunteer program to enter a facility has been streamlined to ensure consistency in approval between facilities as well as transparency of allowed items through access on SharePoint to the approved list, viewable by all employees.

Should you have any questions related to Policy 300.040, please contact Mary McComb. For questions related to Policy 104.190, please contact Kwesi Pasley. Thank you for your work to ensure consistency in practice while revisions to this policy are being made.