


POLICY TITLE: PRISONER CIVIC GROUPS		PAGE <u>1</u> OF <u>8</u>
POLICY NUMBER: 24.9		
CHAPTER 24: PROGRAMS AND SERVICES		
	STATE of MAINE DEPARTMENT OF CORRECTIONS	PROFESSIONAL STANDARDS: See Section VII
	Approved by: <u><i>Martin Magnusson</i></u> Signature of Commissioner	
EFFECTIVE DATE: September 17, 2009	LATEST REVISION: August 17, 2010	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Adult Correctional Facilities

III. POLICY

It is the policy of the Department of Corrections to allow prisoner civic groups within its adult facilities.

IV. CONTENTS

- Procedure A: Civic Groups, General
- Procedure B: Elections and Appointments of Officers
- Procedure C: Civic Group Meetings
- Procedure D: Civic Group Financial Accounts
- Procedure E: Civic Group Property
- Procedure F: Civic Group Fundraisers
- Procedure G: Civic Group Sponsored Programs
- Procedure H: Suspension and Removal

V. ATTACHMENTS

- Attachment A: Prisoner Civic Group Fundraiser Application
- Attachment B: Prisoner Civic Group Fundraiser Report
- Attachment C: Prisoner Civic Group Program Application
- Attachment D: Prisoner Civic Group Program Report

VI. PROCEDURES

Procedure A: Civic Groups, General

1. All prisoner civic groups in existence as of the effective date of this policy are approved.
2. The Chief Administrative Officer shall assign a staff member as the liaison for each civic group.
3. The proposed establishment of any new prisoner civic group must be submitted in writing in advance to the Chief Administrative Officer of the facility and is subject to his/her approval.
4. The proposal shall include a copy of the group's statement of purpose, proposed by-laws, and any other information requested by the Chief Administrative Officer.
5. The Chief Administrative Officer's decision shall be in writing.
6. With the approval of the Commissioner, or designee, a prisoner civic group may establish a sub-group for a major special project, provided that no additional staffing, facility costs or administrative burden will be incurred.
7. Except as requested by the Chief Administrative Officer, or designee, all communications from the civic group, or an approved sub-group, shall go through the civic group's executive board.
8. Any existing or proposed prisoner group shall submit to the Chief Administrative Officer, or designee, upon request at any time, any information requested.

Procedure B: Elections and Appointments of Officers

1. Each civic group shall have an executive board consisting of a president, vice president, treasurer and secretary. A civic group is not permitted any other officers.
2. By-law provisions for elections or appointments of officers are subject to approval of the Chief Administrative Officer, or designee, provided that all prisoner elections to positions in a civic group affiliated with a recognized national organization are subject to that organization's by-laws.
3. These provisions must include election or appointment schedules, the duration of elected or appointed positions, and qualifications for each office.
4. All prisoner elections must be coordinated through the staff liaison assigned to the specific group.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
24.9 Prisoner Civic Groups	24. Programs and Services	Page 2 of 8

5. No prisoner may serve on the executive board of more than one (1) prisoner civic group at any one time.

Procedure C: Civic Group Meetings

1. Each facility shall establish a meeting schedule for civic groups, as applicable.
2. A civic group may convene one (1) general membership meeting per month, which may be immediately preceded by a meeting of the civic group’s executive board. If approved by the Chief Administrative Officer, or designee, the civic group’s executive board may hold additional meetings, provided that no additional staffing, facility costs or administrative burden will be incurred. All meetings must be scheduled through the staff liaison.
3. Outside guests, including volunteers approved as set out in Department Policy 26.1, are subject to the approval of the Chief Administrative Officer, or designee. Outside guests, including volunteers approved as set out in Department Policy 26.1, who are requesting to attend civic group meetings must be scheduled through the staff liaison.
4. When an outside guest, including a volunteer approved as set out in Department Policy 26.1, is to be present at a civic group meeting, the staff liaison, or other staff designated by the Chief Administrative Officer, must be present at all times.
5. When a civic group is permitted by the Chief Administrative Officer, or designee, to provide coffee, at the group’s expense, at its meetings, the civic group shall follow all conditions established by the Chief Administrative Officer, or designee, with respect to the purchase, receipt, and storage of the coffee and any related items (e.g., cups, sugar, creamer, etc.). The civic group shall be responsible to satisfactorily clean the area following the conclusion of the meeting. Any civic group not following these conditions may have its coffee privileges suspended by the Chief Administrative Officer for a specified period of time.
6. A civic group may request, in writing, to be allowed doughnuts or other food items at the group’s expense for special group occasions. Any such request is subject to approval by the Chief Administrative Officer, or designee, under such conditions as he/she sets, provided that no additional staffing, facility costs or administrative burden will be incurred. The civic group shall follow all conditions established by the Chief Administrative Officer, or designee, with respect to the purchase, receipt and storage of the food items and any related items. The civic group shall be responsible to satisfactorily clean the area following the conclusion of the meeting. Any civic group not following these conditions may have its food privileges suspended by the Chief Administrative Officer for a specified period of time.

Procedure D: Civic Group Financial Accounts

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
24.9 Prisoner Civic Groups	24. Programs and Services	Page 3 of 8

1. Any prisoner civic group with a group financial account must have provisions in the group's by-laws that govern the account. These provisions are subject to the approval of the Chief Administrative Officer, or designee. Any civic group with a financial account must submit an annual financial report to the Chief Administrative Officer, or designee, by the end of each calendar year. The group must also maintain complete financial records (reflecting membership dues, donations, expenditures, etc.) and submit, upon request at any time, group financial records for inspection and review by the Chief Administrative Officer, or designee.
2. All withdrawals from a prisoner civic group's account must be approved by the treasurer of the group in the presence of the staff liaison and are subject to the approval of the staff liaison assigned to the specific group. Withdrawals over \$200.00 are subject to approval by the Chief Administrative Officer, or designee. For any withdrawal over \$200.00, the civic group shall forward a written request, including justification for the item(s). If a withdrawal is denied by the Chief Administrative Officer, or designee, the group may appeal the decision to the Commissioner, or designee. Under no circumstances may funds be withdrawn from any prisoner civic group account for any staff, volunteer, or other unapproved person(s).
3. Prisoner civic groups may only purchase group equipment and supplies as allowed by Departmental policy. All purchases shall be from approved commercial vendors.
4. No funds may be deposited into a prisoner civic group's account, with the exception of membership dues, without the approval of the Chief Administrative Officer, or designee. Under no circumstances may funds be deposited into any prisoner civic group account by any staff, volunteer, or other unapproved person(s).
5. The group's account shall be capped at \$2,500 each year as of December 31.

Procedure E: Civic Group Property

1. Any prisoner group that has group property must store the property as determined by the Chief Administrative Officer, or designee, and must conduct quarterly property inventories and other inventories as requested by the Chief Administrative Officer, or designee. The group must provide copies of inventory records to the staff liaison as requested. The staff liaison shall verify inventory records at least semi-annually and shall forward copies of those inventory records to the Chief Administrative Officer, or designee.

Procedure F: Civic Group Fundraisers

1. A civic group that proposes to hold a fundraiser must submit an application (Attachment A), in writing in advance to the Chief Administrative Officer of the facility. The application shall be reviewed by the civic group's staff liaison prior to

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
24.9 Prisoner Civic Groups	24. Programs and Services	Page 4 of 8

submission. Each civic group may propose one (1) ongoing fundraiser and additional special fundraisers.

2. The fundraiser is subject to approval by the Chief Administrative Officer, or designee, under such conditions as he/she sets, provided that no additional staffing, facility costs or administrative burden will be incurred.
3. The Chief Administrative Officer's decision shall be in writing.
4. All approved fundraisers shall be conducted in accordance with the following conditions:
 - a. The charitable organization or facility program for which the fundraiser is being conducted is subject to the approval of the Chief Administrative Officer.
 - b. Only prisoners at the facility may purchase items sold at a civic group fundraiser. Under no circumstances may purchases be made by any staff, volunteer, or anyone else other than a facility prisoner.
 - c. A prisoner who wishes to purchase the item being sold at the fundraiser shall complete a money transfer slip. The purchase is subject to the approval of the staff liaison, as indicated by his/her signature on the slip.
 - d. Only one (1) money transfer per special fundraiser shall be accepted from any one prisoner and shall be submitted sufficiently in advance to allow processing prior to the day of the fundraiser. No extra items from a special fundraiser may be sold on or after the day of the fundraiser.
 - e. All fundraiser sales are final except that refunds must be issued if the fundraiser is cancelled or the prisoner did not receive the item due to medical reasons, transfer, court appearance, release, etc., unless the item is a food item which the prisoner was not allowed to receive due to placement on special management status.
5. Any funds received as a result of an approved civic group fundraiser, over and above expenses incurred by the civic group for the fundraiser, shall be held and maintained in a separate fundraiser account for that group until disbursed to the charitable organization or facility program for which the fundraiser was conducted.
6. No funds may be deposited into the fundraiser account with the exception of funds received as a result of the approved fundraiser.
7. All withdrawals from the fundraiser account are subject to the approval of the group's staff liaison. Under no circumstances may funds be withdrawn from any fundraiser account for any staff, volunteer, or other unapproved person(s).

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
24.9 Prisoner Civic Groups	24. Programs and Services	Page 5 of 8

8. Within thirty (30) days of completion of the fundraiser, the civic group must prepare a fundraiser report (Attachment B) and submit it to the staff liaison, who shall forward it to the Chief Administrative Officer. In the case of an ongoing fundraiser, the report shall be completed annually by December 31.
9. The group must also maintain complete financial records for each fundraiser (reflecting payments received, expenditures, etc.) and submit, upon request at any time, group financial records for inspection and review by the Chief Administrative Officer, or designee.
10. All civic group fundraisers shall be reviewed at least annually by the Chief Administrative Officer and are subject to termination by the Commissioner at any time, for any reason in his/her discretion.

Procedure G: Civic Group Sponsored Programs

1. A civic group that proposes to sponsor a program for prisoners must submit an application (Attachment C), in writing in advance to the Chief Administrative Officer of the facility. The application shall be reviewed by the civic group's staff liaison prior to submission. Each civic group may propose one (1) ongoing program and additional special programs.
2. The civic group sponsored program is subject to approval by the Chief Administrative Officer, or designee, under such conditions as he/she sets, provided that no additional staffing, facility costs or administrative burden will be incurred.
3. The Chief Administrative Officer's decision shall be in writing.
4. All approved civic group sponsored programs shall be conducted in accordance with the following conditions:
 - a. The purpose of the civic group program shall be education, family strengthening, rehabilitation, re-entry or any other purpose approved by the Chief Administrative Officer.
 - b. Only prisoners at the facility may participate in a civic group sponsored program.
5. When approved by the Chief Administrative Officer, or designee, a civic group may charge a fee for participation in a civic group sponsored program. This fee may only reflect the expenses associated with maintaining the program. The civic group is not permitted to generate a profit from operating a program.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
24.9 Prisoner Civic Groups	24. Programs and Services	Page 6 of 8

6. A prisoner who wishes to participate in a civic group sponsored program shall complete a money transfer slip for the program fee, if any. This payment is subject to the approval of the staff liaison, as indicated by his/her signature on the slip.
7. Only one (1) money transfer per civic group sponsored program shall be accepted from any one prisoner, except as authorized by the staff liaison.
8. Payment of all fees are final except that refunds must be issued if the program is cancelled or the prisoner did not receive the benefit of the program due to medical reasons, transfer, court appearance, release, etc.
9. Any funds received as a result of an approved civic group sponsored program shall be held and maintained in a separate program account for that group until disbursed for expenses associated with maintaining the program.
10. No funds may be deposited into the civic group's program account, with the exception of funds received as a result of the approved program, except with the approval of the Chief Administrative Officer, or designee.
11. All withdrawals from the program account are subject to the approval of the group's staff liaison. Under no circumstances may funds be withdrawn from any prisoner civic group account for any staff, volunteer, or other unapproved person(s).
12. Within thirty (30) days of completion of the program, the civic group must prepare a program report (Attachment D) and submit it to the staff liaison, who shall forward it to the Chief Administrative Officer. In the case of an ongoing program, the report shall be completed annually by December 31.
13. The group must also maintain complete financial records for each program (reflecting fees received, expenditures, etc.) and submit, upon request at any time, group financial records for inspection and review by the Chief Administrative Officer, or designee.
14. Civic group sponsored programs shall be reviewed at least annually by the Chief Administrative Officer and are subject to termination by the Commissioner at any time, for any reason in his/her discretion.

Procedure H: Suspension and Removal

1. Following discussion with the Commissioner, the Chief Administrative Officer may suspend or remove a prisoner elected or appointed to a position in any prisoner group from the position when he/she determines, in his/her discretion, that the prisoner's conduct jeopardizes safety, security, or orderly management of the facility.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
24.9 Prisoner Civic Groups	24. Programs and Services	Page 7 of 8

2. Following discussion with the Commissioner, the Chief Administrative Officer may suspend or remove a prisoner who is a member of any prisoner group from the group when he/she determines in his/her discretion that the prisoner's conduct jeopardizes safety, security, or orderly management of the facility.
3. Following discussion with the Commissioner, the Chief Administrative Officer may withdraw approval for any prisoner group when he/she determines in his/her discretion that the prisoner group jeopardizes safety, security, or orderly management of the facility.

VII. PROFESSIONAL STANDARDS

None

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
24.9 Prisoner Civic Groups	24. Programs and Services	Page 8 of 8