



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Inmate Organization Picnics/Banquets and Inmate Fundraisers		Policy Number: DC-ADM 822
Date of Issue: July 27, 2010	Authority: Signature on File Jeffrey A. Beard, Ph.D.	Effective Date: August 17, 2010

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. APPLICABILITY

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections.

III. POLICY

It is the policy of the Department to permit picnics/banquets and/or fundraisers for inmate organizations.

IV. PROCEDURES

All applicable procedures are contained in the procedures manual that accompanies this policy document.

V. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

VI. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

A. Release of Information

1. Policy

This policy document is public information and may be released upon request.

2. Confidential Procedures (if applicable)

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

B. Distribution of Policy

1. General Distribution

The Department of Corrections' policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

VIII. SUPERSEDED POLICY AND CROSS REFERENCE

A. Superseded Policy

1. Department Policy

- a. DC-ADM 822, Inmate Organization Picnics/Banquets and Inmate Fundraisers, issued December 15, 2003, by Secretary Jeffrey A. Beard, Ph.D.
- b. DC-ADM 822-1, Inmate Organization Picnics/Banquets and Inmate Fundraisers, issued March 8, 2005, by Secretary Jeffrey A. Beard, Ph.D.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

B. Cross Reference(s)

1. Administrative Manuals

- a. DC-ADM 801, Inmate Discipline;
- b. DC-ADM 812, Inmate Visiting Privileges;
- c. DC-ADM 813, Guest Speakers;
- d. DC-ADM 815, Personal Property, Basic/State Issued Items and Commissary/Outside Purchases;
- e. DC-ADM 819, Religious Activities;
- f. 6.3.1, Facility Security; and
- g. 7.8.1, Inmate Recreational and Therapeutic Activities.

2. ACA Standards

- a. Administration of Correctional Agencies: None
- b. Adult Correctional Institutions: None
- c. Adult Community Residential Services: None
- d. Correctional Training Academies: None



PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections

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Release of Information:

Policy Document: This policy document is public information and may be released upon request.

Procedures Manual: The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as needed basis only.

**DC-ADM 822, Inmate Organization Picnics/Banquets and Inmate
Fundraisers Procedures Manual
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Section 1 – Inmate Organization Picnics/Banquets

Inmate Organization Picnic/Banquet, Inmate Fundraiser Request Form.....	Attachment 1-A
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Section 1 – Inmate Organization Picnics/Banquets

A. General Guidelines

1. A facility is not required to permit inmate organization picnics/banquets.
2. Permission for a guest speaker must be requested in accordance with Department policy **DC-ADM 813, “Guest Speakers.”**
3. Inmate organization picnics/banquets are limited to a maximum of three hours in duration. This limit includes the time for processing all visitors into and out of the facility.
4. Dancing is not permitted during any event. Physical contact is only permissible as outlined in Department policy **DC-ADM 812, “Inmate Visiting Privileges.”**
5. No food items may be taken into the housing units. All food must be consumed at the site of the picnic/banquet.

B. Request for an Organization Picnic/Banquet

1. Each inmate organization may request permission for one picnic/banquet per year. An inmate who belongs to more than one organization may attend only one annual picnic/banquet. The inmate may choose which picnic/banquet to attend.
2. A request for an inmate organization picnic/banquet must be submitted to the appropriate department head at least three months prior to the event. The request is submitted using an **Inmate Organization Picnic/Banquet, Inmate Fundraiser Request Form (Attachment 1-A)**.
3. The request must include a rationale for the event as well as specific information regarding menu items, entertainment, outside guests, and an estimate of the total number of persons expected to attend.
4. The department head reviews the request to determine whether it is within the guidelines established by this section. He/she shall make a recommendation for approval/disapproval and forward the proposal to the Corrections Classification and Program Manager (CCPM). The CCPM, Food Service Manager, Security Captain, and the Deputy Superintendent for Facilities Management (DSFM) will review the proposal and make a recommendation for approval/disapproval. The request is then forwarded to the Facility Manager who makes the final decision.

C. Inmate/Visitor Eligibility

1. Inmate Eligibility

- a. Only general population inmates permanently assigned to the facility with a Custody Level 2 or 3 are permitted to attend an inmate organization picnic/banquet. An inmate with a Custody Level 4 is permitted to attend education graduation ceremonies only.
- b. In order to attend the picnic/banquet, the inmate must be a member in good standing of the sponsoring organization for a period of six months. An inmate participant must be free of Class I misconducts (refer to Department policy **DC-ADM 801, “Inmate Discipline”**) for a period of six months. An inmate placed on non-contact visits in accordance with Department policy **DC-ADM 812** is not eligible to participate in organization picnics/banquets.

2. Visitor Eligibility/Procedures

- a. An inmate may have guests attend organization picnics/banquets and graduation ceremonies.
- b. A maximum of three guests per inmate are permitted to attend the picnic/banquet. Each guest must be on the inmate’s approved visitors list, in accordance with Department policy **DC-ADM 812**.
- c. The list of guest participants must be submitted to the Intelligence Captain two months prior to the scheduled event by the department head supervising the event. Only those individuals who are on the inmate’s approved visiting list and cleared by Security are permitted to attend the event. In accordance with Department policy **DC-ADM 812**. The victim of an inmate who is convicted of a sexual offense involving a minor is not permitted to attend any event.
- d. Visitors must provide proper identification and they shall be searched in accordance with Department policy **DC-ADM 812**.
- e. Visitors participating in the organization picnic/banquet are not permitted to visit on the day of the event. The event will count as an individual visit for the inmate whose outside guest(s) attend.
- f. All guests shall be identified with a visitors badge in accordance with Department policy **6.3.1, “Facility Security,” Section 38 – Identification Cards**, a hospital type bracelet and/or a water resistant, non-transferable hand stamp.

D. Security

1. Each event must be supervised by sufficient security staff as determined by the Facility Manager. A Commissioned Officer shall be present at each event.

2. The Shift Commander shall ensure that the area where the event is held is thoroughly searched before and after an event. Each inmate shall be strip searched prior to leaving the inmate organization picnic/banquet when outside guests are present.
3. The Facility Manager/designee shall ensure that an appropriate location inside the perimeter is identified for organization picnics/banquets. Visitors must have limited access to the facility and no access to the rest of the inmate population. The designated picnic/banquet area should be safe, with easy access to protective cover in the event of inclement weather. If an indoor protected site is not available, a tent may be rented. The cost of the tent rental is paid for by the inmate organization in accordance with **Subsection E.4. below**. If a facility is unable to accommodate the picnic/banquet using these procedures, the Regional Deputy Secretary shall be contacted for approval of alternative procedures.
4. An inmate participant must wear facility clothing at the event regardless of the time of day. The only jewelry permitted at the event is a wedding band and/or authorized religious medallion. A religious medallion must be worn underneath the inmates clothing.
5. Visitors are subject to search in accordance with Department policy **DC-ADM 812**.

E. Menu/Cost

1. All menu items must be pre-approved by the Food Service Manager and will be purchased and prepared by the facility. Only food items that can be reasonably prepared by facility staff are considered for approval. The Food Service Manager will supervise service of the food to ensure that safe and sanitary practices are followed.
2. If the food items provided during an event are those on the scheduled menu, the inmate does not have to pay for his/her food. However, if the event includes food items beyond the normal menu, the inmate participant must assume these costs.
3. The inmate is required to pay for the cost of each guest's meal. If the food items are on the scheduled menu, the inmate's account will be assessed the normal charge for each guest's meal. The Food Service Manager will determine the charge per guest when items are beyond the scheduled menu and the inmate's account will be assessed.
4. An inmate attending an organization picnic/banquet is required to submit a **DC-138A, Cash Slip** two months prior to the event to ensure that necessary funds are available. If an inmate cannot attend due to a misconduct or placement in Administrative Custody, there will be no reimbursement of funds.
5. Reimbursement will be made for inmates placed on medical lay-in, transfer, scheduled court appearance, or release. If an inmate has paid for a guest and the guest is later denied entrance by the facility security office, in accordance with **Subsection C.2.c. above**, the inmate's account will be credited the cost of the meal.

6. Inmate organization funds may not be used to pay for the cost associated with the event. Costs are divided proportionately among the inmates participating in the event. Repayment for overtime costs and all other outstanding costs are obtained through the Inmate General Welfare Fund (IGWF) in accordance with Department policy **3.1.1**, **“Fiscal Administration.”**

Inmate Organization Picnic/Banquet, Inmate Fundraiser Request Form

Type of Event:

Picnic/Banquet

Inmate Fundraiser

Name of the inmate organization: _____

Event title: _____ Request submitted by: _____

Date submitted: _____ Date and time of the event: _____

Staff member(s) supervising the event: _____

Location of the event: _____

Is a gate clearance needed? Yes No (gate clearance(s) must be attached to this form)

Number of inmates who will attend: _____

Equipment, materials, and supplies needed and who will provide them: _____

Has This Event Occurred Before? Yes, if so when? _____ No

Comments: _____

Further description of the event and other information that will be helpful to administrative staff in reviewing this request.
(additional pages may be attached) See Attachments: Yes No

Staff initials/approval:

Immediate Supervisor:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Department Head:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Corrections Classification and Program Manager (CCPM) I:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Deputy Superintendent for Facilities Management:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Deputy Superintendent for Internal Security Approval (if applicable):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Facility Manager:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Facility Manager/Designee Signature

Date

Section 2 – Inmate Fundraisers

A. Requests

1. A facility is not required to permit inmate organization fundraisers.
2. A request is initiated via an **Inmate Organization Picnic/Banquet and Inmate Fundraiser Request Form** (refer to **Attachment 1-A**).
3. The request must be submitted as part of the organization's Yearly Plan of Action as required by Department policy **7.8.1, "Inmate Recreation and Therapeutic Activities."** In general, income collected from the inmate population must be dispersed in such a manner as to benefit the inmate population and/or facility approved charitable organization(s).

B. Guidelines

1. Examples of an inmate organization fundraiser that may be permitted include: photo projects, sale of clothing items, Run-A-Thons, Lift-A-Thons, etc.
2. The sale of clothing items must meet the color restrictions outlined in Department policy **DC-ADM 815, "Personal Property, Basic/State Issued Items and Commissary/Outside Purchases."** An inmate with Custody Level 4 or 5 is not permitted to order clothing items.
3. The sale of hoagies, hot dogs, fried chicken, pizza, stromboli, Chinese food, or other prepared sandwiches or foods are prohibited.

Note: Prohibited sales are not limited to the above listed items.

4. Specialty items (popcorn, ice cream, soda, juice, milk, etc.) may be sold as a fundraiser, provided that the inmate organization purchases these items through a facility vendor and purchases the necessary equipment to prepare and/or store these items prior to sale.
5. Since the Department is limiting the items that may be sold for inmate fundraisers, the facility may elect to sell items available through the commissary in accordance with **DC-ADM 815**.

*DC-ADM 822, Inmate Organization Picnics/Banquets and Inmate
Fundraisers Procedures Manual
Glossary of Terms*

Department – The Pennsylvania Department of Corrections

Inmate Organization – An inmate group permitted by the facility that has been established under the guidelines outlined by Department policy 7.8.1, “**Inmate Recreational and Therapeutic Activities.**”

Organization Picnic/Banquet – A special luncheon conducted by an inmate organization.