

 <p style="text-align: center;">STATE OF NEW YORK DEPARTMENT OF CORRECTIONAL SERVICES</p> <p style="text-align: center;">DIRECTIVE</p>	TITLE		NO. 4022
	Special Events Program		DATE 01/26/2010
SUPERSEDES DIR# 4022 Dtd. 12/17/92	DISTRIBUTION A B	PAGES PAGE 1 OF 8	DATE LAST REVISED
REFERENCES (Include but are not limited to) Dirs. #4202 and 4760	APPROVING AUTHORITY 		

I. POLICY: Each general confinement facility shall plan and schedule “Special Event Programs” for its general population inmates. These program activities shall be specifically designed to:

- Celebrate cultural, religious, and ethnic affiliations
- Recognize individual and group achievements
- Strengthen community and family ties

Each Superintendent shall form a Special Event Programs Committee. Names and titles of committee members shall be forwarded to the Division of Education at Central Office. The committee is mandated to plan, coordinate, and implement such programs. The committee shall include executive staff and representatives from food services, security (Sgt. or above), recreation, ministerial services, volunteer services, the business office, and sponsoring Inmate Organization Staff Advisor (where appropriate). Copies of the duties of each member of the committee as approved by the Division of Education at Central Office shall be available from the Deputy Superintendent of Program Services.

The Recreation Program Leader II shall be appointed chairperson. If this position is vacant or does not exist, another appropriate staff member shall be appointed chairperson. There is no need for the chairperson to be present for every special event. Instead, other appropriate staff members should be encouraged to be present as monitors and trouble-shooters. For example, chaplains should monitor religious events and inmate organization staff advisors should attend special events sponsored by those organizations.

Directive #4760, “Inmate Organizations,” provides guidance for inmate organization sponsorship of special event programs.

General confinement facilities shall schedule a sufficient number of special event program opportunities to ensure that each inmate may invite family members to a minimum of two such programs per year, provided that inmate response warrants holding the minimum number of family events.

II. SPECIAL EVENT PROGRAMS CALENDAR

A. Preparation

1. The Deputy Superintendent for Program Services, with the assistance of the Special Event Programs Committee, is responsible for developing an annual Calendar of Special Event Programs which satisfies the policies and specifications set forth in this directive.
2. The calendar is to be printed after review and clearance by the facility executive staff and approval by the Superintendent. It is to be distributed in a manner which ensures that all inmates are informed and have access to a copy. A copy will be sent to the Division of Education at Central Office.
3. The final calendar must clearly designate “family participation” event programs, indicate which may only be attended with family members, and indicate the number of participants and guests allowed.

B. Contents: The annual Calendar of Special Event Programs shall describe facility plans for event programs in the following categories:

FAMILY PARTICIPATION EVENTS

1. Family Day Picnics: Each facility must schedule at least 3 of these events each year, provided that adequate inmate interest exists. The number and dates shall be established by each facility according to population and available space. Ideally, these are held during summer months. Since these are family participation events, inmates must invite guests in order to attend. If a particular inmate's invited guests do not show up, the inmate may not participate.
2. Religious Holy Day Observances: During the last quarter of the calendar year, the Division of Ministerial, Family and Volunteer Services will advise the facility superintendent and chaplains of the specific Holy Days which may be observed with family. This will permit facilities to complete their calendars in a timely manner. The facility ministerial services office will oversee these observances.

These "family participation" programs are not included in the minimum of two family participation opportunities afforded each inmate. Inmates may attend without inviting guests.

3. Special Award Programs: When approved by the Superintendent, an inmate recipient of a diploma or award may invite guests to attend the ceremony (school graduation, etc.) at which the formal presentation is to be made. These programs are not included in the minimum of two family participation opportunities afforded each inmate.

NON-FAMILY PARTICIPATION EVENTS

1. Heritage Days: The Department recommends that at least 3 Heritage Days be observed at each facility. Participation by community entertainers, speakers, and other community guests should be encouraged and emphasis should be given to unique educational and cultural aspects of various ethnic groups. Participation across ethnic and racial lines should be encouraged.
2. Inmate Organization Special Events: All inmate organizations will be permitted to have one special event program for members only. An inmate attending this type of event must have been a member of the organization for at least 90 days prior to the event. Directive #4760, "Inmate Organizations," provides direction to organizations wishing to schedule such an event program.

A special event program to be held by an Inmate Organization must have the Superintendent's approval via forms #3089, "Request for Approval of Special Projects And/Or Special Events" and #3090, "Review of Request - Special Projects and/or Special Events." The staff advisor assigned to the inmate organization should oversee these special events.

3. Legal Holidays: Special commemorative observances for national holidays should be for inmates only.

New Years Day	Independence Day	Veteran's Day
Martin Luther King Day	Labor Day	Thanksgiving
Washington's Birthday	Columbus Day	Christmas Day
Memorial Day	Election Day	

III. GENERAL GUIDELINES/IMPLEMENTATION

A. Family Participation

1. Inmates may invite family members to special event programs as indicated above. Family members cannot attend event programs which have not been designated "family participation."

2. "Family members" include the following, but they must be on the inmate's visiting list:

father	uncle	grandfather
mother	husband/wife*	grandmother
brother	common law spouse	son/daughter
sister	(if verified)	niece
aunt	in-laws	nephew
	first cousin	grandchild

*NOTE: For the purposes of this section the terms "husband/wife" shall also include a person who is the same sex as the inmate if the same-sex marriage was performed in an outside jurisdiction that recognizes such marriages or unions. Counsel's Office may be consulted to determine whether the outside jurisdiction does authorize same-sex marriages or civil unions.

3. An inmate may be allowed to invite friends from his or her approved visiting list in lieu of family members if (1) the inmate has no family or (2) the inmate has not been visited by a family member within the 60 days preceding submission of the request list.
4. The facility shall impose a limit on the number of guests each inmate may invite to each event.
5. An invited guest will only be allowed to participate if he or she has visited the inmate at least twice in a NYS DOCS facility during the current incarceration and is authorized for contact visitation with that inmate. An exception may be made for an inmate's legal child, under 18 years of age, who has not previously visited, provided that child is accompanied by an adult visitor who has met the previous visiting requirement.
6. Procedures for inmates to pay for themselves and guests are contained in Attachment A.

B. Community Guests

1. Definition

- a. For the purposes of this directive, community guests may include:
- (1) Representatives of the outside community (e.g., legislators, community agency staff, volunteers, etc.); or
 - (2) Department of Correctional Services personnel on off duty status or officially stationed at other geographic locations.
- b. Representatives of news media shall not be invited as community guests. (Representatives of the news media may not act in their professional capacity within a correctional facility unless they have been admitted in accordance with Directive #0401, "Release of Information to the News Media.")
- c. Community guests will not generally include family members or friends who are on an inmate's approved visiting list. However, an individual who is on an approved visiting list may attend as an invited guest with the specific approval of the facility Superintendent.

2. Approval

- a. A prospective community guest may be invited to participate or speak or entertain at an event or seminar only with the prior written approval of the Superintendent. The Superintendent is under no obligation to approve a community guest but may do so if it can be established that the community guest meets a legitimate purpose appropriate to the event or has the background and expertise which qualifies him or her to speak or participate in the event.
- b. If the prospective community guest cannot be readily identified, (e.g. as a registered volunteer, government official, religious leader etc.), the Application for Volunteer Status must be utilized.

- c. If the prospective community guest is a celebrity, well-known person or has some degree of notoriety due to his or her personal views or history, the Superintendent shall consult with the Office of Public Information and, if appropriate, a cognizant Deputy Commissioner.
 - d. On those occasions when a community person is invited to speak at an event or seminar conducted at a facility, the speaker should be alerted that his/her remarks or performance may be videotaped.
3. When a Superintendent approves a speaker for an event or seminar, the following statement should be included with the invitation:
- “While the Department of Correctional Services welcomes individuals from the community to deliver positive educational and/or inspirational speeches or homilies, it should be kept in mind that in a correctional setting, statements may be misconstrued or magnified by the inmates to the extent that they could jeopardize the safety and security of community guests, volunteers, staff and inmates. As you prepare your remarks, please keep this in mind.”**
- C. Attendance
1. The Superintendent shall determine how many inmates and guests can be accommodated on an on-going basis at special event programs and shall develop a uniform attendance policy based on this determination.
 2. Each facility shall keep on file event packets that verify inmate registration and attendance for a minimum of one (1) year.
 3. Prior to an event, anticipated attendance must be carefully estimated, particularly if food is to be served. The inmate committee or inmate organization involved in the planning must assist in determining the number of inmates, family members, and community guests expected to attend each Special Event Program.
- D. Facility Special Event Programs - Local Policy: Local policy must include all the material from Attachment A. This policy also should address:
1. **Deadlines**: Establish Commissary Buy deadlines which must be a minimum of 45 days prior to the special event.
 2. **Interest level/attendance**: Establish the minimum number of event applications which would indicate sufficient inmate interest to proceed with a planned event program. Establish a maximum number of inmates and guests that can be accommodated.
 3. **Inmate planning/participation**: Establish an inmate committee to work with the Special Event Programs Committee to plan and implement each program or series of programs. Selection procedures, number, and duties of committee members will be determined by each facility. (Members will be permitted to attend events which they are involved in planning, but will be required to pay for meal expenses.)
 4. **Time frame**: Develop specific plans, ideally 2 1/2 to 3 months before the scheduled event, especially if food is to be served.
 5. **Food arrangements/selection**: Establish detailed procedures to be followed consistent with subsection III-E (below).
- E. Food Guidelines
1. The Chairperson of the Special Event Programs Committee ensures food arrangements are coordinated by appropriate Business Office and Food Service personnel.
 2. Food for a Special Event Program must be prepared in the facility from a standardized statewide special events menu which takes into account ethnic and religious diversity.
 - a. The inmate committee will be allowed to select food items from the standard menu.

- b. The facility food service supervisor with input from the Office of Nutritional Services will price out each menu by item. The total cost will then be computed per person.
 3. At least two weeks before the event date, the facility food service supervisor must be provided with a total number of inmates, family members, and community guests expected to be served food.
 4. At least two weeks before the event date, the facility food service supervisor shall provide the facility Steward or Office of Nutritional Services with a list of the food required and the number of meals to be served. At that time, the steward's office can verify the accounts payable for food. The facility food service supervisor will prepare a "Requisition for Purchase" form.
 5. The monthly food report must include the number of additional meals served at the special event. A separate accounting of these costs shall be maintained as a basis for a future request to have these funds returned to facility appropriations.
 6. The expense of meals for inmates, family, and/or community guests is computed as follows:
 - a. The facility food service supervisor determines the cost per meal.
 - b. The cost for the inmate standard meal of the day is subtracted from the cost of the Special Event meal. This will be the cost to the inmate.
 - c. Inmates wishing to purchase special event meals for themselves, adults, and/or child guests will have a single opportunity during a designated commissary buy cycle at least 45 days prior to the special event. These meals will be sold as a special purchase through the commissary and a computerized listing of the number of adult and child meals purchased by each inmate will be generated at the end of the commissary buy cycle. Refer to the sample commissary buy sheet and special purchase report, Attachment B.
 - d. The charge for inmates' guests will be the actual cost for the meal.

Example: Cost of Special Event meal:	\$1.95
Cost of standard meal:	\$1.00
Cost to inmate:	\$.95
Cost to inmate's guest:	\$1.95
- Note: A nominal charge of \$.50 will be assessed for each child under 6 years old.
- e. Community guests' total meal and other miscellaneous expense costs will be divided by the number of inmates and surcharged to the cost per inmate, from a donation from an inmate organization, or from the Inmate Benefit Fund. Refer to Directive #4760, "Inmate Organizations," for details on inmate organization accounts.
 7. If an individual inmate is unable to attend a special event due to disciplinary action or if guests of inmates are unable to attend, the cost for purchased meals will not be refunded, but will be deposited to the Inmate Occupational Therapy Account. Please reference Directive #2771, "Inmate Occupational Therapy Fund."
 8. If an individual inmate or his/her guests are unable to attend an event because of a cancellation of the event or other facility conditions over which they had no control, the cost of purchased meals will be refunded.

F. Outside Assistance

1. Volunteer groups may request approval to participate or assist in an event program by contacting the facility Office of Volunteer Services.
2. Inmates, family and friends of inmates, and facility staff are not permitted to solicit external groups for any form of donation to an event program, but may express their needs to the Volunteer Services Office which may seek outside assistance with the facility Superintendent's foreknowledge. Donated food will not be accepted. (Refer to Dir. #4752, "Receipt of Donated Material.")

- G. Final Program Plans: Each event program plan should include:
1. Date/time frames;
 2. Purpose/definition;
 3. Location within the facility (alternate indoor locations should be considered in the event of inclement weather);
 4. Anticipated attendance (family, inmates with family attending, inmates without family attending, facility staff, etc.);
 5. Special program (entertainment, speakers, music);
 6. Estimated costs (food, supplies, decorations, etc.);
 7. Committee assignments for further planning, implementation, clean-up, etc.; and
 8. Preparation of Form #3089, "Request for Approval of Special Projects And/Or Special Events" in the case of approved inmate organizations only.
- H. Final Program Package: At a time specified by the facility, a written Program Package detailing all aspects of the event will be issued to all relevant areas. Names of inmates' guests will not be pre-screened, but they must be on their respective inmate's regular contact visitor list on the day of the event. First time visitors will not be allowed to attend.

LOCAL FACILITY POLICY AND PROCEDURES

The following information must be included in the policy and procedures which are given to inmates who wish to attend special events with their family:

1. It will be the responsibility of each inmate to determine whether or not he or she is eligible to attend a special event. Any guest meals purchased by inmates for a special event for which they are not eligible will not be refunded under any circumstances.
 - a. Family picnics: Inmates who sign-up for a picnic must be sure that they have not exceeded the maximum number of events which they are entitled to attend each year.
 - b. Religious Holy Days Observance: An inmate who wishes to attend a religious holy day observance with guests must be a member of the particular faith and must be authorized by the chaplain.
 - c. Special Awards Program: Inmates wishing to attend this type of program with guests must be authorized to do so by the staff person supervising the program.
2. Every inmate must receive a complete listing of all family and non-family special events at the beginning of each calendar year. The calendar must also contain the dates when inmates must pay for themselves and their guests at commissary prior to each event. Notices about each event must also be posted throughout the facility. Inmates must clearly be informed that they have only one opportunity to sign up for special events with guests and to purchase meal authorizations for themselves and for adult and child guests. This single opportunity will be during the designated commissary buy cycle which will be a minimum of 45 days prior to the special event. Inmates who have lost commissary privileges, but have not lost the privilege of attending special events, may submit a disbursement to purchase special event tickets during the regular commissary cycle in which they would have otherwise had a commissary buy.
3. For some Holy Day observances and/or special awards programs, there may be no cost for the inmate or family to attend. For these events, the inmate must sign-up with the staff person supervising the event.
4. Procedures for inviting guests to special events:
 - a. Visitors will not be allowed at special events if they have not visited the inmate at least twice in a NYS DOCS facility during their current incarceration.
 - b. Inmates must indicate on the commissary buy sheet how many adult and child guest meals they wish to purchase. Under no circumstances will more guests be allowed to attend than the number of guest meals purchased.
 - c. Children who are under 6 years old will be charged a nominal fee of \$.50. Adult guest meal rates will be charged for all older children.
 - d. It will be the responsibility of all inmates to inform their guests as to the number of guest meals purchased for adults and children. Inmates are encouraged to retain their yellow copy of their commissary buy receipt as documentation for how many guest meals they have paid.

TEST CORR FACILITY
Commissary Buy Sheet

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Item	Qty	Item Description	Cost	Price
C 4050	___	PETROLEUM JELLY	0.72	
C 4054	___	ALKA SELTZER	0.16	
C 4057	___	HAIR ROLLERS MED	0.97	
C 4058	___	HAIR ROLLERS LARGE	0.97	
C 4060	___	COTTON BALLS	0.72	
C 4062	___	COTON SWABS	1.04	
C 4064	___	TWEEZERS	0.50	
C 4066	___	NAIL POLISH REMOVER	0.69	
C 4068	___	NAIL CLIPPER	0.21	
C 4346	___	NIVEA LOTION	2.57	

72 MISCELLANEOUS				

C 4300	___	SEWING KIT	0.83	
C 4302	___	ALUMINUM FOIL	1.40	
C 4304	___	CAN OPENER	0.54	
C 4306	___	CUTLERY SET	0.13	
C 4308	___	CLOTHES HANGER	0.13	
C 4310	___	WRITING TABLET 8 X 10	0.48	
C 4312	___	LEGAL TABLET 8 X 14	0.55	
C 4314	___	PLASTIC PLATE	1.98	
C 4316	___	PENCIL	0.06	
C 4318	___	BLACK PEN	0.09	
C 4320	___	PINCOLE CARDS	0.44	
C 4322	___	POKER CARDS	0.95	
C 4324	___	ASH TRAY	0.44	
C 4326	___	STICK-UP	0.89	
C 4328	___	60 WATT BULB	2.17	
C 4329	___	40 WATT BULB	2.17	
C 4332	___	COMBAT ROACH DISKS	3.10	
C 4334	___	COMBINATION LOCK	4.19	

Item	Qty	Item Description	Cost	Price
C 4336	___	CEREAL BOWL W/LID	0.36	
C 4338	___	MIRROR LIMIT ONE	2.95	
C 4340	___	9 VOLT BATTERY	1.98	
C 4342	___	AA BATTERY 4PK	2.27	
C 4344	___	INSULATED CUP	1.00	

74 HAIR CARE PRODUCTS				

C 4500	___	SHOWER CAP	0.37	
C 4502	___	INSTANT MOISTERIZER CURL	2.29	
C 4504	___	FLEX SHAMPOO	2.10	
C 4506	___	FLEX CONDITIONER	2.10	
C 4508	___	IVORY SHAMPOO	1.96	
C 4510	___	IVORY CONDITIOER	2.52	
C 4512	___	OIL SHEEN SPRAY	1.64	
C 4514	___	DEP STYLING GEL	2.78	
C 4516	___	BERGAMONT HAIR GREASE	1.01	

78 SODA RETURNS				

Number of Cans Returning _____				

98 SPEC EVENT #1 MEAL				

A 0001	___	SPEC EVENT #1 MEAL INMATE	0.95	
A 0002	___	SPEC EVENT #1 MEAL ADULT	1.95	
A 0003	___	SPEC EVENT #1 MEAL CHILD	0.50	