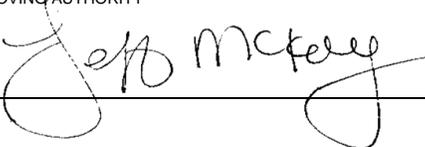


 Corrections and Community Supervision DIRECTIVE	TITLE Receipt of Donated Material		NO. 4752
			DATE 10/13/2016
SUPERSEDES DIR #4752 Dtd. 5/15/2013	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) Dir. #2783, 2810	APPROVING AUTHORITY 		

- I. DESCRIPTION:** Members of the community and/or staff often offer items such as books, equipment, and automobiles to the Department for program purposes or for use at worksites. This directive sets forth the procedure for the examination and receipt of such material items donated for Departmental use.
- For information on donations, grants, or bequests of money, please refer to Directive #2783, "Funds Received as Grants and Bequests."
- II. PROCEDURE**
- A. All offers of donations should be referred to the nearest or most appropriate Department Volunteer Services Office (Central, Regional, or facility).
 Note: Offers of donated computer equipment or components cannot be accepted (see Directive #2810, "Information Security Policy").
 - B. Individual staff members or inmates should not solicit donations on their own. If either one knows of sources of needed material or have previously cultivated resources for donations they should coordinate all further contacts with the Office of Volunteer Services. The potentially adverse effects of over-contact or disorganized contact of a valuable resource can thus be avoided.
 - C. Volunteer Services staff shall review the offer of material and refer it to the appropriate staff person(s) to determine whether the item is needed or can be used. This may require advance physical examination of the item particularly in the case of an automobile or other heavy equipment.
 - D. All offers of books or other media for the General Library will be referred first to the facility Librarian (or to the Library Division in Central Office in the absence of a facility Librarian) for a determination of the usefulness of the donation. All offers of law books or other legal materials for the Law Library should be referred first to the Law Library Coordinator in Central Office for a determination of need.
 - E. All items donated must meet with the approval of the Superintendent prior to acceptance at a facility.
 NOTE: Donations by inmates' friends or family members may be considered on a case-by-case basis.
 - F. An item should only be accepted if there is use for the item, the condition of the item warrants acceptance, and transportation can be arranged by the accepting location.
 NOTE: The donated item must be useful for a program activity, or in some other manner enhance the effective operation of the facility or office worksite. Donated items become State-owned property, and must remain at the worksite. Donated items are for Departmental use and are not to be retained by employees.

- G. All donated materials must be inspected by the Deputy Superintendent for Security (or his or her designee) prior to being brought into a facility.

NOTE: Books and similar materials must be examined closely to ensure no contraband is secreted inside. This inspection should include looking for compartments, either by design or deliberately carved into the pages that may be used to hide contraband. Whenever possible the items should be passed through the x-ray machine in the package room.

- H. If an automobile or other type of motor vehicle is accepted as a donation, ensure that a proper transfer of title is made from the donor to the State.

NOTE: A pre-acceptance inquiry should be made to the Division of Support Operations in Albany prior to accepting the donation. If acceptance is agreed to, it will be necessary for the staff person involved in the donation (vocational) to forward all ownership documents to Support Operations along with a letter stating the method of acquisition and intended use.

- I. Volunteer Services staff shall advise the offerer if the item(s) offered will be accepted or not. Volunteer Services staff will ensure that this response is made.

- J. Volunteer Services will acknowledge receipt of the donated item(s) in writing. This letter of acknowledgment should include: date received, description of the item, planned use for the item, and a statement of appreciation.

NOTE: While the item(s) donated may be tax-deductible, no estimate of value will be given to the donor by Department staff. The donor is responsible for verification of value for the donor's tax purposes. For the Department's purposes, the Department/Unit Head or the Volunteer Services Office will make an estimate of the value (if an estimate is not provided by the donor) and record it on [Form #3084](#), "Record of Donations – Volunteer Services."

- K. Upon receipt of any donated items, the Volunteer Services Office must immediately complete [Form #3084](#) for facility records. The dollar value of all donations must be reported to Central Office Ministerial, Family and Volunteer Services by means of the quarterly statistical report. In the case of motor vehicles only, a copy of the [Form #3084](#) will be sent to the Division of Support Operations.

A copy of [Form #3084](#), with a notation in the "REMARKS" column, indicating the specific location of the item(s) within the facility, shall be provided to the facility Institution Steward for his or her inventory and record purposes.