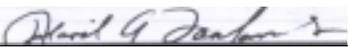


STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES  
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	<b>PROGRAM:</b>	<b>VOLUNTEER SERVICES PROGRAM</b>
	<b>DCD #:</b>	<b>170-5</b>
	<b>TITLE:</b>	<b>Inmate Organizations</b>
	<b>ISSUED:</b>	<b>March 15, 1989</b>
	<b>APPROVED:</b>	 <b>COMMISSIONER</b>

DCD CHANGE NOTICE 33-94 EFFECTIVE DATE December 5, 1994  
CHANGE # 1 TO THIS DCD

1. DCD 122-600, Recovery Groups, was issued April 15, 1994, and governs the operation of Alcoholics Anonymous and Narcotics Anonymous.
2. DCD 170-5, Inmate Organizations, was issued March 15, 1989, and governs recovery groups as well as other inmate organizations.
3. The two DCD's conflict on the operation of recovery groups. In all instances, DCD 122-600 shall prevail on these issues.
  - a. Section E. Meeting Protocol provides that annual functions shall be simple in style, celebrated by group members, staff advisors, sponsors and special guests from the community and/or institutional administration who support group goals. Contrary to DCD 170-5, no family members or personal guests of inmate participants shall attend the function.
  - b. Section F. Participation provides for the method of dropping and adding members to recovery groups. This shall prevail over any inmate-developed or any other method of determining membership as might be found in a document of operation or constitution and by-laws.
4. Please ensure that appropriate staff are advised of this information.

Distribution:

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S - Volunteer activities coordinators  
Addiction specialists

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	<b>APPROVED:</b>	<b>Original Signed By Fred E. Jordan, Jr.</b>	<b>COMMISSIONER</b>

- I. References:
  - A. Standards and Guidelines for the Field of Volunteerism
  - B. DCDs 75-2, 75-7, 170-4, and 220-5
  
- II. Applicable to: All Institutions, except MRDCC
  
- III. Purpose: To establish policy and procedures for the establishment and operation of inmate organizations.
  
- IV. Definitions:
  - A. Inmate Organizations: Formally organized inmate groups which fall under one of the two categories below. They are also referred to as "inmate groups" or "groups."
    - 1. Self-help Groups - Organizations of inmates which:
      - a. are established for purposes of personal development and rehabilitation of its members, whether therapeutic or educational in its methods,
      - b. have as its beneficiaries the members themselves,
      - c. have activities which principally rely upon member interaction and/or professional guidance, and
      - d. have a specific, clearly structured internal leadership.
    - 2. Service Groups - Organizations of inmates which:
      - a. are established to provide a service to a target population, either to the inmate population or a segment of the outside community,
      - b. have as its beneficiary the target group(s) identified to receive the service,

- c. have activities which are principally service projects or charitable contributions projects, and
- d. have a specific, clearly structured internal leadership.

These officially recognized categories of activity are not meant to address, accommodate, or provide a forum for inmates to pursue commonly shared leisure, hobby, pastime, avocational, or religious interests. Such interests can be pursued on an informal basis or through other existing departments; i.e., recreation and religious services.

- B. Service Project: An activity of service groups which consists of preparation for and delivery of a service, other than the contribution of money or goods, to a target population. Examples are counseling and entertainment.
- C. Charitable Contributions Project: An activity of service groups which consists of the generation and contribution of money and/or goods for a target population.
- D. Staff Advisor: That staff person assigned by the warden to manage the activities and supervise the volunteers of a specific inmate organization; also referred to as Advisor.
- E. Special Event: Any congregation of inmates or inmates and approved guests of an organization for purposes other than general membership meetings, board or therapy meetings, service or charitable contributions projects. Examples are seminars or recognition events.
- F. Function: A yearly, major group event to which outside guests, including guests of group members, are invited, and the purpose of which is typically to celebrate the group's accomplishments; also, commonly known as socials, banquets, or affairs.
- G. Seminar: A special event for sharing general information on topics directly related to the purpose of the group.
- H. Coordinator: Volunteer Activities Coordinator or Volunteer Activities Coordinator Designee.

- I. Document of Operation: A document which establishes and guides a group in its operation. It may be used in conjunction with other documents which guide the group, such as a constitution, bylaws, etc.

V. Policy

It is the policy of the Division of Correction to allow the establishment of inmate organizations, the purpose of which promotes the personal and social responsibility of its members, consistent with security and resource considerations.

VI. Procedures:

A. Application and Authorization

1. Inmates who wish to establish an organization must submit a proposed Document of Operation, in accordance with institutional procedure, to include the following:
  - a. name of group,
  - b. purpose of group, including the identification of the group as either a self-help or service group,
  - c. a statement of necessity; i.e., the unique benefit which this group will provide which no other voluntary or staffed program provides,
  - d. names of persons interested in forming the group,
  - e. projected membership size,
  - f. requirements for membership,
  - g. frequency, purpose, and proposed times and location for meetings,
  - h. special events and projects which the group will implement in the pursuit of its purpose or goals and how these activities relate to those goals,
  - i. a statement of financial requirements and plans to raise and use funds, if necessary, to the purpose of the group,

- j. leadership structure,
  - k. proposed need for volunteers, if any,
  - l. name of suggested advisor, if known at the time of submission, and
  - m. if necessary for the operation of the group, and if prepared at the time of submission, attach a copy of the constitution and bylaws.
- 2. Each group shall submit a request to continue operation, per institutional procedure. The request shall be in the form of an annual report which also shall include a report of finances, leadership, activities, as well as projected goals and monetary needs for the coming year.
  - 3. Any amendments or modifications of the Document of Operation desired by the group shall be submitted along with the annual request to continue operation. If approved by the warden, these shall rescind and replace the pertinent sections of the original Document of Operation.
  - 4. All proposed Documents of Operation, requests to continue operation, and amendments or modifications shall be submitted through the coordinator to the warden for approval.

B. General Operations

- 1. Inmate organizations shall be established and operated with the approval of the warden.
- 2. All organizations shall operate within Division of Correction Regulations, Institutional Directives, and the group's Document of Operation, Constitution, and Bylaws.
- 3. Inmate organizations shall be administered and operated according to established procedure under the supervision and management of the coordinator and advisor.

4. The institution may limit the number of groups, the scope and nature of each group's purpose and means of operation to maximize the efficient operation of the overall inmate organization program, and to minimize cost and disruption to the institutional routine.
5. Inmate organizations shall exist on the basis of the continued authorization of the warden. Authorization is considered effective for a one-year period, and may be revoked by the warden at any time for cause.
6. Before approving a request to continue operation, the warden shall consider, at a minimum, the group's:
  - a. attainment of goals as stated in the Document of Operation,
  - b. management of funds,
  - c. support and the interest shown by the inmate population as well as the number of members,
  - d. adherence to DCDs, institutional directives, the Document of Operation and other documents detailed in VI.B.2. (above), and
  - e. impact on staffing and institutional resources.
7. The constitution and bylaws of those groups which require them for their operation shall be consistent with the Division of Correction Regulations and Institutional Directives. The content, and any changes and revisions, may only be effective after approval by the warden.
8. An inmate may not hold the same office in more than one group at any one time.
9. An officer may not be elected to consecutive terms.
10. The warden or designee shall have the authority to approve and revoke group membership, and may consider the recommendation of the group in that matter. All groups shall open their membership to the entire inmate population.

11. Inmates may not join a group or change group membership to attend specific activities.
12. Each group may be permitted to have not more than one function per year.
  - a. Only inmates who are members in good standing as determined by criteria established per Institutional Directive, may attend, and each is permitted no more than two outside guests, the names of which must be on the inmate's visiting card and approved by the warden.
  - b. External supporters and volunteers associated with the group, as well as selected special guests who may have an interest in the purpose of the group, may be invited as approved by the warden.
  - c. The warden may direct that more than one group develop a joint annual function.
  - d. The privilege of any group to have its yearly function may be suspended by the warden for just cause.
13. The warden shall appoint an advisor for each inmate organization. The advisor for substance abuse groups shall be an addictions specialist. Where there is no addictions specialist, it shall be a designated treatment staff member.
14. Each group shall report to the advisor in writing, at least monthly and in accordance with institutional procedure, regarding its membership, meetings, and status of special events and projects.
15. The duties of the advisor shall include, at a minimum:
  - a. the training and supervision of group volunteers,
  - b. assisting the coordinator in the screening, selection, and termination of volunteers,
  - c. monitoring the group's compliance with goals as set out in the Document of Operation,

- d. meeting with group officials and advising and monitoring on all meetings, special events, and projects,
- e. attending meetings with frequency as directed by the warden, and
- f. approving and co-signing, with the coordinator, vouchers for expenditure.

16. The coordinator shall, at a minimum:

- a. process all group volunteers, in accordance with DCD 170-4, Volunteer Services Program,
- b. schedule all group activities,
- c. approve and co-sign, with the advisor, vouchers for expenditure, and
- d. consult with the advisor regarding the monthly reporting of group activity and any other issues concerning the group.

### C. Fiscal Operations

- 1. Ownership of all funds is vested in the State.
- 2. Consistent with generally accepted accounting principles, the institution shall maintain a separate ledger account of income and expenditures for each inmate group. A record listing individual names and addresses of all donors shall be kept by the institution.
- 3. The institution's fiscal office shall prepare and issue to each inmate group both quarterly and annual statements of income and expenses reflecting the group's financial position.
- 4. All inmate groups may establish a policy for raising and using funds from the voluntary contributions of members, mandatory dues, or membership fees, as part of the Document of Operation.
  - a. Mandatory dues or fees may not be a condition of membership in a self-help group.
  - b. The means of raising and using funds will parallel as closely as possible the methods used by the same organization in the outside community, subject to institutional management and security considerations.

- c. No group shall be permitted to maintain an outside checking or savings account.
5. The institution may accept for the use of a group contributions of money or goods from organizations and individuals, consistent with DCD 75-7, Grants, Gifts, and Legacies, and with institutional procedure.
6. Methods of raising funds other than those described in VI.C.4 and 5 may be performed only in conjunction with charitable contributions projects.
7. Charitable donations may be made only to tax exempt, charitable and religious organizations, such as United Charity, March of Dimes, and churches, and for purposes which directly benefit the inmate population.
8. All expenditures must be directly related to the purpose of the group as set out in the Document of Operation, and must be approved by the warden or designee.
9. Each group shall maintain a record of income and expenditures to include the date and amount of each transaction, and the reason(s) for each expenditure.
10. The institution may provide office supplies to each group as necessary and appropriate.
11. Charitable contributions projects may be initiated only if the group has funds sufficient to cover start-up costs.
12. Groups are not permitted to accumulate or maintain balances beyond the amount necessary to cover the costs of office supplies and start-up costs of charitable contributions projects.
13. If for any reason a group disbands funds posted to the group's account shall be used for designated purposes, or, if this is inappropriate, shall be transferred to the Inmate Welfare Fund.
14. If for any reason a group disbands property designated for its use shall be distributed among existing groups, or, if no group can use the property in the pursuit of its goals, shall be disposed of per DCD 75-2, Excess Personal Property Disposition.

D. Incorporated Inmate Organizations

1. The Division of correction may not recognize, or communicate with or through, corporations comprised of inmates within Division of Correction institutions, now or hereafter incorporated, after 90 days following the effective date of this DCD.
2. The warden may, but need not, authorize existing incorporated inmate organizations to re-form in accordance with the policies and procedures of this DCD provided, however, that the incorporated inmate organization agree, in writing, to transfer ownership of all corporate property and funds within the institution to the State, in accordance with DCD 75-7. All property and funds so transferred shall be made available for the benefit of the re-formed inmate organization, in accordance with this DCD.
3. Incorporated inmate organizations which do not wish to re-form in accordance with (2) above, shall not be permitted to operate within a Division of Correction institution after 90 days of the effective date of this DCD. Prior to the end of the 90 day period, the corporation will be given the opportunity to provide for removal of its property and funds from the institution. Any corporate property or funds remaining in the institution at the end of the 90 day period will be deemed too have been abandoned, and shall be disposed of in accordance with procedures of DCD 220-5, Section VI.D.

E. Each warden shall establish the institutional directive(s) to implement and comply with this DCD.

VII. Attachment: None

VIII. Rescission: DCD 170-5, Coordinator, Volunteer Program PRS dated June 1, 1980

Distribution:

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S - Volunteer Activities Coordinators

Volunteer Activities Coordinator Designees

Staff Advisors

