



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 5.5.2	Subject: INMATE ORGANIZATIONS
Reference: DOC 5.5.2, Offender Organizations	Page 1 of 5, plus 2 attachments
Effective Date: July 1, 2006	Revision Date:
Signature/Title: /s/ Mike Mahoney / Warden	

I. PURPOSE

To permit an inmate organization when the organization's activities can be adequately supervised by staff, and the organization is, in the view of staff, productive and facilitates rehabilitative processes.

II. DEFINITIONS

Inmate Organization – a group of inmates who are allowed to participate in approved activities in accordance with the Department and Division mission. Inmates involved in religious, cultural, treatment, recreational, or other services provided by the facility are not considered as inmate organizations. An inmate organization may include properly approved persons from the community who act in a volunteer basis.

Inmate Organization Coordinator (IOC) – the staff person appointed by the Warden or Deputy Warden to oversee and monitor inmate organizations.

III. PROCEDURES

MSP may approve the establishment of an inmate organization if its purpose is to contribute to the overall positive atmosphere of the facility or the range of activities that are available to inmates. No prospective organization is entitled to approval.

A. Organizational Application and Requirements

1. Application

- a. Requests for initial establishment of an inmate organization must be submitted to the Inmate Organization Coordinator (IOC) on an *Application for Organization Status form (Attachment A)* by the organization sponsor.
- b. The IOC will review the application and determine whether or not the prospective organization has the following prerequisites in place. Meeting all the prerequisites does not ensure approval.
 - 1) The ability to clearly demonstrate the positive contribution the organization would make to the inmate population. Organizational purpose must encourage inmates to develop pro-social skills and make positive changes.
 - 2) A fully developed statement of purpose, objectives, general principles, and organizational set-up. This statement must include the following:
 - a) That there will be no discrimination as to membership, meaning no inmate will be denied membership.
 - b) That the organization's activities will not conflict with regularly scheduled inmate work or program activities.
 - 3) Designation of an individual inmate representative of the organization who is responsible for the organization's records.
 - 4) Proposed meeting dates and times for the upcoming year. The day of the week and times should be consistent for the year.

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- 5) Requirement for submission of quarterly summaries of the organizations activities to the IOC for review. Information contained in each quarterly summary will reflect activities conducted, minutes of every meeting, projects worked on, and IWF approved expenditures.
- 6) Requirement for submission of minutes of each business meeting to the IOC within 15 days of the meeting date.
- 7) Requirement for an operational review to be conducted at least annually, by staff other than the organization sponsor. The IOC will determine the method and personnel associated with the operational review of each inmate organization.
- 8) Outline of the annual activity and expenses for the upcoming fiscal year. The application must demonstrate that expenses will be paid for from IWF funds (*see section H. on funding below*).
- 9) The name of the staff sponsor who has volunteered and has been approved to sponsor the organization in accordance with *MSP Policy 5.5.103, Staff Sponsors*.
 - a) This person must supervise all the organization's activities as scheduled by the IOC and their supervisor.
 - b) The sponsor will be compensated for any off duty time by the state. The state will be reimbursed by the IWF.

2. Limitations

- a. Operations or programs that are under the administration and funding of the facility will not be duplicated as an inmate organization. This includes religious and cultural programs identified under *DOC 5.6.1, Religious Programs and Services*. Religious Activities Center staff will coordinate all activities associated with religious programs and services.
- b. Inmate membership in an organization will be required to approve the original *Application for Organization Status form*. Based on inmate membership review, any proposed revisions to the original application must be approved as outlined in this policy prior to any activities occurring.
- c. All organizations will operate under the same uniform system as outlined in this policy with no exceptions.
- d. Based on the direction of the IOC an annual calendar of organization activities or events may be approved.
- e. Inmate organizations will not be allowed to possess any equipment or assets unless approved in advance by the Administration.
- f. Inmate organizations will not be eligible for any type of filing status with the Secretary of State's Office.
- g. Inmate organizations will not be allowed to conduct activities to raise funds for the organization; however they may initiate charitable drives that encourage inmates to donate money to established non-profit charitable organizations such as Special Olympics, United Way, Meals on Wheels, American Red Cross, Salvation Army, Toys for Tots, etc. The sponsor must get written permission from the Warden or designee prior to organizing a charitable drive. Donations to

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individuals or families are not allowed. Monies or items donated will be in the name of the organization and inmates of MSP.

- h. Inmate organizations will not be allowed to charge dues to members or any inmate seeking membership.

B. Approval of an Organization

1. Organizational approval will be for a one-year period effective July 1st through June 30th.
2. Requests to reestablish or continue an existing organization must be submitted to the IOC by May 1st of each fiscal year on an *Application for Organization Status form*.
3. The IOC will review all applications submitted and ensure organization sponsors have been properly approved.
4. Organization applications will be approved/disapproved in a timely manner after review by a committee comprised of the IOC, Security Major, Treatment Programs Manager, and or other staff designated by the Warden.
5. Requests to reestablish or continue an existing organization will not be approved if the organization is not in compliance with the provisions of section III.A. above and/or operates in opposition to the security, and orderly operation of the facility.
6. Inmates are only authorized to participate in those organizations that have been properly recognized and sanctioned.
7. The IOC will maintain copies of all organizational requests and approvals.

C. Management Responsibility

The Warden or designee will ensure that inmate organizations comply with the provisions of this policy.

D. Supervision by IOC

1. The IOC will monitor the activities of the facility's inmate organizations and staff sponsors.
2. The IOC is responsible for reviewing the information submitted by inmate organizations and for providing written annual certification to the Warden or designee by July 30th of each year. The certification must include, at a minimum, the following:
 - a. The organizational set-up is current
 - b. The organization's status of compliance with policy and requirements from the previous fiscal year.
 - c. Summary of activities of each inmate organization and operating costs based on IWF funding requests and expenditures.
 - d. Sponsor from the recently completed fiscal year as well as the upcoming fiscal year.
3. The IOC will review the information that the staff sponsors of the various inmate organization submit to ensure activities are proper, authorized and within the requirements of policy and the program statement.
4. The IOC will have the authority to recommend administrative action necessary to achieve compliance with policy or program review.
5. The IOC will ensure all meetings and activities of an approved organization are directly supervised by the assigned staff sponsor or a unit staff person authorized by the respective Unit Manager.

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- a. Inmate meetings and activities must be scheduled in advance based on the guidelines provided by the Security Major and the IOC. The Security Major or designee will approve organizational meetings or activities as to time, place, and content.
- b. Organization meetings will be limited to no more than two business meetings and if appropriate, up to six support meetings per month.
 - 1) Each meeting will be limited to no more than two hours per meeting.
 - 2) Support meetings must be supervised and attended by a staff member (sponsor or other approved person) even if a volunteer is present.
 - 3) No food or beverages will be allowed for these meetings.

E. Sponsors

1. The duties, responsibilities and expectations of sponsors are outlined in *MSP 5.5.103, Staff Sponsors*.
2. Only MSP or MCE staff will be considered or approved as an inmate organization sponsor.
3. There must be one sponsor for every 35 inmates.
4. Sponsors are required to maintain an up to date listing of all members of the organization they are sponsoring.

F. Organization Activity Requests

All requests for an organization sponsored special activity must be made in accordance with *MSP 5.5.101, Special Activities*.

G. Suspension of Activities

1. The Warden or designee may suspend operations of, or disband, an inmate organization at any time if:
 - a. The activities of that organization are deemed to be disruptive or contrary to the security or orderly operation of the facility.
 - b. The organization fails to meet audit or other requirements of this or other policies. The Warden or designee may put an organization on notice prior to such a suspension or dissolution.
2. The IOC is responsible for coordinating the suspension of an organization's activities, and will communicate any suspension of an organization activity in writing. Any responses to such suspensions must be in writing from the organization sponsor to the IOC.

H. Funding

1. All requests for expenditure of IWF funds related to organizational activities must comply with the applicable DOC or MSP policy or procedure.
2. IWF funds will be utilized for all inmate organization expenses, which will only include:
 - a. Minor office supplies for monthly meetings (pads, pens, and pencils).
 - b. Wages associated with:
 - 1) The off duty time the sponsor or other approved staff spends supervising business meetings, support meetings, and special activities. The IOC must

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- give advance written approval for all staff sponsor time associated with meetings or activities.
- 2) The time for extra security staff used to oversee an organization's special activity.
 - c. The cost of food or other supplies associated with an approved organization special activity.
3. If an organization needs IWF funds for a special activity or meeting supplies, the sponsor will complete an *Inmate Welfare Fund Request and Authorization form* (attachment B) and submit it to the IOC and Security Major, who will process the request to get approval for IWF funds. Any time there will be an expenditure of IWF funds, a purchase request must be processed through the IWF representatives for approval, and approved by accounting for availability of funds, allowing sufficient time for the purchase to be completed in time.
 4. Donations from persons or entities from the public:
 - a. Cash donations will be deposited into the IWF.
 - b. The only donations persons or entities from the public are allowed to make to an inmate organization will be to help pay for an item that the Warden or designee has given written approval for, and then only for the amounts approved. The funds will be applied directly to payment for the item.
- I. The IOC and Security Major must approve any document generated by an organization before it is disseminated, including meeting minutes.

IV. CLOSING

Questions concerning this policy shall be directed to the Security Major.

V. ATTACHMENTS

Application for Organization Status form (attachment A)

Inmate Welfare Fund Request and Authorization form (attachment B)

Montana State Prison Application for Organizational Status

At a minimum the following information and items are required to be in applications submitted for review for inmate organization status. Meeting the criteria outlined below does not assure approval. Additional information may be provided or required to fully justify a request for an inmate organization. The application must be completed by the Staff Sponsor in coordination with the inmates requesting the organization.

1. The name of the staff sponsor(s) that has been requested, along with a copy of the approval for that person(s) to be a staff sponsor. One staff sponsor is required for every 35 inmate members. Organizational compliance that the facility will be reimbursed from IWF funds for organizational related services provided by the staff sponsor(s) or other approved staff on their off-duty time.
2. Organization Request is for the period of July 1, 2___ through June 30, 2___. Organization requests are only valid for one year.
3. Name of Proposed Inmate Organization.
4. Rationale for Inmate Organization.
5. The positive contributions that the Inmate Organization will make to the inmate population.
6. Inmate Organization Mission and Purpose.
7. Inmate Organization Objectives.
8. Outline of general provisions to guide organization operations.
9. Organization membership requirements or provisions. Outline the expectations for membership, including a statement that an inmate must have at least six months clear conduct to become a member and maintain member status. In addition this section must outline how members that are not in good standing will be dealt with.
10. Organization compliance statement that there will be no discrimination as to membership, meaning that no inmate will be denied membership.
11. Organization compliance statement that activities will not conflict with regularly scheduled inmate or work activities.
12. Organization compliance statement that the organization will not operate in opposition to the security, good order, and discipline of the MSP facility.
13. Designation of the individual inmate representative that is responsible for the organizations records and reporting thereof.
14. Organization compliance statement that there will not be an election of officers. The staff sponsor(s) will facilitate all meetings and activities and may assign an inmate member to perform necessary paperwork and record keeping functions.

15. Provisions for meetings. Outline the purpose, frequency, location, starting times, total time required, and minute keeping requirements for a meeting. Provisions will outline a standard meeting day, time and location. The meetings are limited to no more than two hours twice a month. Notation in application that meeting minutes will be provided to the MSP Administration no later than 15 days after each meeting, and that the staff sponsor will be present for all organization meetings and/or activities.
16. Organizational compliance statement that the sponsor will prepare and submit written quarterly summaries of all the organization's activities to the MSP Administration for review. At a minimum these quarterly summaries must include information on activities conducted, meeting dates and minutes, current listing of members, projects worked on, and IWF funds requested and expended. These summaries must be submitted no later than 15 days after the end of the quarter. Quarters will end on the last day of the months of September, December, March and June.
17. Outline anticipated expenditures. This section will outline how IWF funding will be requested and approved by the membership prior to MSP Administration approval. Anticipated projects, the annual special activity, and meeting supplies should be outlined in sufficient detail. The request must include the anticipated number of hours for the staff sponsor for the upcoming fiscal year related to generation of required paperwork, meetings, and the annual special event.
18. Each organization will work with their staff sponsor to submit an annual rollup report to the MSP Administration by July 30 at the end of each fiscal year. This report will include all IWF funds requested and expended, summary of activities, and evidence that the organization complied with the application request from the year just completed.
19. Organization compliance statement that the staff sponsor will conduct annual operational reviews in coordination with the Inmate Organization Coordinator.
20. Organization compliance statement that the inmate organization membership have reviewed and approved the provisions contained in this application. The MSP Administration must give prior approval to any changes in the provisions and any activity that may contradict the initial application process.
21. A listing of current members will be maintained at all times with the Staff Sponsor and the Inmate Organization Coordinator. This listing should be updated on a continual basis.
22. Overall compliance statement that the provisions of *MSP 5.5.2, Inmate Organizations* has been reviewed and will be complied with. Compliance statement will acknowledge the reasons for suspension of activities, IWF funding requests, and the process for special events.
23. Compliance statement that the organization will not conduct activities to raise funds for the organization, but may initiate charitable drives that encourage inmates to donate money to established non-profit charitable organizations. The sponsor must get written permission from the Warden or designee prior to organizing a charitable drive. Donations to individuals or families are not allowed.
24. Compliance statement that the organization will not charge dues to members or any inmate seeking membership.
25. Compliance statement that payment for all the organization's expenses is dependent on approval of funding from the Inmate Welfare Fund.

26. Compliance statement that sets forth the understanding that operations or programs that are under the administration and funding of the MSP facility will not be considered as an organization. This includes religious and cultural programs identified under *MSP 5.6.1, Religious Programs and Services*.

Date Application for Organization Status submitted: _____ / _____ / _____

Submitted By: _____

Inmate Representative Printed Name and Signature: _____ / _____

Staff Sponsor Printed Name and Signature: _____ / _____

Sponsor Approved By: _____

Approved? **YES** _____ **NO** _____ (see comments below)

Inmate Organization Coordinator Printed Name and Signature: _____ / _____

Security Major Printed Name and Signature: _____ / _____

Warden or designee Printed Name and Signature: _____ / _____

Date Application for Organization Status Fully Approved: _____ / _____ / _____

Notes or Comments: _____

INMATE WELFARE FUND REQUEST AND AUTHORIZATION FORM

DATE OF REQUEST: _____, 20____ AMOUNT: \$ _____

PAYABLE TO: _____

PURPOSE: _____

REQUESTED BY: _____

SPONSOR: _____

MSP INMATE WELFARE FUND COMMITTEE DECISION

IWF Representative: _____ Date: _____, 20____

IWF Representative: _____ Date: _____, 20____

Associate Warden: _____ Date: _____, 20____

Business Manager: _____ Date: _____, 20____

_____ APPROVED

_____ DISAPPROVED

FILING INFORMATION

CHECK #: _____ TRANSFER: _____ ACCOUNT #: _____

TRANSACTION WITHDRAWAL \$ _____ DATE COMPLETED: _____, 20____

WHITE – ACCOUNTING

YELLOW – IWF FILE

PINK – STAFF SPONSOR