

	<b>State of Alaska</b> <b>Department of Corrections</b> <b>Policies and Procedures</b>	<b>Index #:</b> 202.17	<b>Page 1 of 2</b>	
		<b>Effective:</b> 12/7/2011	<b>Reviewed:</b> 12/2011	
		<b>Distribution:</b> Public	<b>Due for Rev:</b> 12/2014	
<b>Chapter:</b>	Personnel			
<b>Subject:</b>	Purchase of Plaques or Memorials made by inmates			

I. Authority

In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statute  
AS 33.30.011

III. Purpose

To establish procedures for the purchase of, by Department of Correction staff member, a plaque or memorial made by an inmate.

IV. Application

To all employees.

V. Definitions

As used in this policy, the following definitions shall apply:

A. Plaques and Memorials

A display item created by prisoners and provided for sale to Department of Corrections employees at the expense and risk of the purchaser.

VI. Policy

- A. At the discretion of the Superintendent, plaques or memorials made by prisoners may be provided at cost to Department of Corrections employees.
- B. Prisoner-made plaques or memorials should be a work product of a vocational or educational training program, and/or of a prisoner club program which supports the goals of successful community re-entry.

VII. Procedure

- A. It will be the Superintendent's responsibility to establish procedures for the implementation and operation of this policy only upon a determination that the facility has the appropriate and needed infrastructure to conduct such a program.
- B. This procedure shall include an order form, brief descriptions of the plaques or memorials provided and instructions for payment and delivery. The procedure shall include a method of establishing the actual cost of the plaque or memorial based on the actual cost of
  - i. materials used, unless those materials are otherwise scrap or waste, in which case the cost may be waived or be based on reasonably expected cost paid by a local recycler, if any.
  - ii. inmate labor, at prevailing prison worker wage. This cost may be waived if the item is created as part of a vocational or educational training program.
  - iii. use of state-owned tools or equipment.
- C. Department of Corrections employees may purchase or receive a plaque or memorial created by prisoners.

- D. The Superintendent, or designee, shall maintain a list of requests for a plaque or memorial. Requests will be fulfilled in the order which they were received.
- E. Requests may not be placed with a specific prisoner.
- F. If the plaque or memorial is not made through a prisoner club as specified in VI B, funds paid for the plaque or memorial go to the general fund. If the plaque or memorial is made through a prisoner club, funds may go to the club.

VII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

December 7, 2011



---

Date

---

Joseph D. Schmidt, Commissioner  
Department of Corrections