

**STATE OF ALASKA**

**DEPARTMENT OF CORRECTIONS**

Date: \_\_\_\_\_

To Whom it May Concern:

The Alaska Department of Corrections allows certain prisoners to conduct or operate businesses while incarcerated. The prisoner named below has submitted your name as a potential customer, client, or consumer for his/her business.

Prisoner applications to conduct business are screened in an effort to prevent foreseeable risk to the public. Such screening includes, at a minimum, requiring the prisoner to submit proof of meeting State of Alaska business licensing requirements and after six months of business operation, application for membership in the Better Business Bureau.

The Department does not endorse any prisoner business, guarantee any satisfaction with the goods or services provided by a prisoner, nor is it liable for any damages incurred by anyone conducting business with a prisoner. The Department requires that all goods or services must be delivered or received in full by the customer/client prior to the prisoner accepting any payments.

Anyone divulging a name, address, or any other personal or professional information to a prisoner is solely responsible for any risk to property or personal safety that is incurred by divulging such information.

Mail or property to or from a prisoner is subject to search for contraband. Customers/clients visiting a prisoner are subject to search before or after a visit and must be cleared through regular visitation policy prior to conducting business in person with a prisoner. Customers/clients conducting business by phone with a prisoner must consider that phone calls may be monitored electronically by correctional staff. No phone messages will be accepted by correctional staff for any prisoner who operates a prisoner business.

A prisoner's ability to conduct business is subject to change at any time. A prisoner may be transferred to another facility in a different geographic area, or may be subject to changes in mail, phone, or visiting schedules due to changes in housing status, institutional behavior, or security needs. A prisoner's permission to conduct a business is subject to suspension or revocation if, at any time, the business operation interferes with the security or orderly administration of the institution. The Department is not liable for any inconvenience or damages caused to customers/clients, or the prisoner under such circumstances.

Any problem or complaints regarding a prisoner-operated business should be directed to the Better Business Bureau and the superintendent of the facility housing the prisoner.

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Prisoner's Signature

Distribution: Prisoner Case Record