
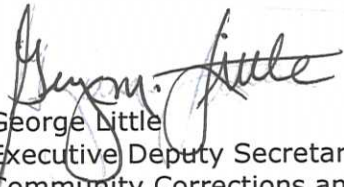


**TO** DOC Leadership  
Deputy Superintendents for Centralized Services  
Corrections Classification Program Managers

  
**FROM** Shirley Moore Smeal  
Executive Deputy Secretary

  
Tabb Bickell  
Executive Deputy Secretary  
Institutional Operations

  
George Little  
Executive Deputy Secretary  
Community Corrections and  
Reentry

**DATE** February 13, 2019

**RE** Religious, Therapeutic Activities, Recreational Activities and Volunteers

In accordance with 6.3.1 Section 31, a gate clearance is required for entry to a facility for all visitors and contract employees. The gate clearance is required to identify items that an individual is authorized to bring in the facility. As such, materials that religious programming providers, therapeutic activities staff, recreational activities staff, contractors and volunteers need to bring to a facility shall be processed in accordance with the below procedures:

1. Materials for a contractor or volunteer's use (paper guides, lesson plans, sheet music, etc.) shall be sent electronically to the SCI at the attention of the Religious, Contract, Volunteer or Recreational coordinator. The coordinator shall print these items for the contractor or volunteer.
2. The coordinator may meet with the contractor or volunteer, outside the secure perimeter, and make a photocopier available to copy the necessary documents.
3. Original materials to be provided to inmates shall be sent to the Security Processing Center (SPC) no less than one month from the date of the intended use.
  - a. Each box must include the name of the SCI and the SCI point of contact to receive the materials.
  - b. If a contractor or volunteer plans to visit multiple SCIs, the volunteer must send a separate box for each facility to the SPC.
4. All bulk materials shall be approved by the respective department coordinator (i.e. Facility Chaplaincy Program Director, Activities Manager etc.) and then sent to the SPC. All bulk materials sent directly to a facility will be returned to sender.
5. Materials that are not shared with inmates (instruments, sports equipment, tables etc.) will need to be on a gate clearance and removed from the facility with the visitor. These items shall be subject to search and shall not be handled by any inmate.

No personal books or publications shall enter a facility through the main gate by staff, contractor, volunteer or visitor without a gate clearance. Employees shall not remove items from the facility on a consistent basis. All items, once approved to be brought into a facility by the Facility Manager, shall be left at the employee's workspace. As a reminder, the only items that staff are permitted to bring into a facility without a gate clearance include uniforms, clothing, outerwear for inclement weather, small see-through cosmetic bag no larger than 12", women's cosmetic and personal hygiene items, umbrella (no pointed end), wallet and a one-day supply of medication(s).

SMS:TB:GL/sh