

 Department of Corrections and Community Supervision DIRECTIVE	TITLE Posting Outside Announcements – Related to Incarcerated Individuals		NO. 4090
			DATE 10/23/2025
SUPERSEDES DIR #4090 Dtd. 05/17/21	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

I. PURPOSE: This directive sets forth a procedure for handling requests submitted by private individuals or commercial organizations to post advertisements, announcements, or solicitations intended for incarcerated individuals' view.

Consistent with State ethical considerations, as a general principle, the resources of the Department may not be used for the express purpose of furthering the private, monetary interests of any outside organization, business entity, or person.

This directive does not pertain to posting of materials or information by incarcerated individual or employee groups or organizations.

II. POLICY

- A. No advertisement, announcement, or solicitation received from a private individual or commercial organization directed toward incarcerated individuals may be posted unless it pertains to a program that directly benefits the incarcerated individuals or is in their best interest.
- B. Posting solicitations or canvasses for information is prohibited.
- C. Posting advertisements for the sale of items or materials is prohibited.
- D. Postings involving a private party/organization owned or operated by a Department of Corrections and Community Supervision employee or their immediate family member are prohibited.
- E. All postings shall be limited to educational or transitional services provided by not-for-profit organizations.

III. PROCEDURE

- A. Upon receipt of a written request, the Superintendent or designee shall conduct a review, taking into consideration:
 - 1. The organization or individual submitting the request.
 - 2. The purpose of the request.
 - 3. The potential benefit to the incarcerated individuals.
 - 4. The impact on security, operations, or welfare of the facility.
- B. After review, the Superintendent shall make a decision and advise the requester in writing. If the Superintendent is uncertain, they shall first consult either with the Deputy Commissioner for Correctional Facilities or the Deputy Commissioner and Counsel.

C. If the request is approved, the material shall be posted where it may be seen by all incarcerated individuals (e.g., gym, mess hall, etc.) and in a manner that prevents unauthorized removal.

IV. APPROVED MATERIAL: All approved material must include “Approved to Post” (stamp or written) and the signature of the Superintendent or their designee.