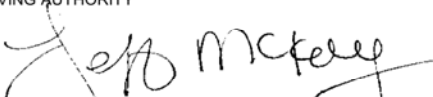
 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>Special Event Programs</p>		<p>NO. 4022</p>
			<p>DATE 4/10/2020</p>
<p>SUPERSEDES</p> <p>DIR #4022 Dtd. 08/01/19</p>	<p>DISTRIBUTION</p> <p>A B</p>	<p>PAGES</p> <p>PAGE 1 OF 11</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p> <p>ACA Expected Practices 4-4486, 1-ABC-5C-06; Directives #0401, #2771, #4750, #4752, and #4760</p>		<p>APPROVING AUTHORITY</p> 	

I. POLICY: Each general confinement facility shall plan and schedule “Special Event Programs” for its general population inmates. These program activities shall be specifically designed to:

- Celebrate cultural, religious, and ethnic affiliations
- Recognize individual and group achievements
- Strengthen community and family ties

Each Superintendent shall form a Special Event Programs Committee. Names and titles of committee members shall be forwarded to the Division of Education at Central Office. The committee is mandated to plan, coordinate, and implement such programs. The committee shall include Executive staff, the sponsoring Inmate Organization Staff Advisor (where appropriate), and representatives from Food Services, Security (Sergeant or above), Recreation, Ministerial Services, Volunteer Services, and the Business Office. Copies of the duties of each member of the committee shall be available from the Deputy Superintendent for Programs.

The Recreation Program Leader 2 shall be appointed Chairperson. If this position is vacant or does not exist, another appropriate staff member shall be appointed Chairperson. There is no need for the Chairperson to be present for every special event. Instead, other appropriate staff members should be encouraged to be present as monitors and trouble-shooters. For example, Chaplains should monitor religious events and Inmate Organization Staff Advisors should attend special events sponsored by those organizations.

Directive #4760, “Inmate Organizations,” provides guidance for Inmate Organization sponsorship of special event programs.

General confinement facilities shall schedule a sufficient number of special event program opportunities to ensure that each inmate may invite family members to a minimum of two such programs per year, provided that inmate response warrants holding the minimum number of family events.

The Superintendent shall determine the total number of inmates and guests that can be accommodated on an ongoing basis and shall develop a uniform attendance policy based on that determination for all special event programs.

II. SPECIAL EVENT PROGRAMS CALENDAR

A. Preparation

1. The Deputy Superintendent for Programs, with the assistance of the Special Event Programs Committee, is responsible for developing an annual Calendar of Special Event Programs which satisfies the policies and specifications set forth in this directive.
2. The calendar is to be printed after review and clearance by the facility Executive staff and approval by the Superintendent. It is to be distributed in a manner which ensures that all inmates are informed and have access to a copy. A copy will be sent to the Division of Education at Central Office.
3. The final calendar must clearly designate:
 - a. "Family participation" event programs;
 - b. Events which may only be attended with family members; and
 - c. Indicate the total number of participants and guests allowed.

B. Contents: The annual facility Calendar of Special Event Programs shall describe facility plans for event programs in the following categories:

1. Family Participation Events

- a. Family Day Picnics: Each facility must schedule a minimum of two Family Day Picnic events each year, provided that adequate inmate interest exists. The facility shall determine the minimum number of inmates that are necessary to verify that adequate inmate interest exists. The number of Family Day Picnics and dates shall be established by each facility according to population and available space, to provide each eligible inmate with an opportunity to invite family members to two such programs per year. Ideally, these are held during summer months. Since these are family participation events, inmates must invite guests in order to attend. If a particular inmate's invited guests do not show up, the inmate may not participate.
- b. Religious Holy Day Observances: During the last quarter of the calendar year, the Division of Ministerial, Family and Volunteer Services will advise the facility Superintendent and Chaplains of the specific Holy Days which may be observed with family for the following year. This will permit facilities to complete their calendars in a timely manner. The facility Ministerial Services Office will oversee these observances.
 - (1) Each religious group is allowed to hold one "Family Day Event" as designated in the Department's Religious Calendar, which is published by the Division of Ministerial, Family and Volunteer Services and distributed to all facilities on an annual basis.
 - (2) These "family participation" programs are not included in the minimum of two family participation opportunities afforded to each inmate.
 - (3) Inmates may attend the Religious Holy Day Observances without guests.
 - (4) An inmate may attend only the religious Holy Day Observance of his or her designated religion as noted in facility records.

(5) Inmate participants for religious Holy Day observance shall not be charged for the religious Family Event meal. Inmates are responsible to pay the cost of the meal for their invited guests.

- c. Native American Events: An exception to the one "Family Day Event" limit is allowed for Native Americans in accordance with the "Hughes v. Goord" settlement as outlined in the Department's Religious Calendar. Department protocol as outlined in the "Hughes v. Goord" settlement agreement mandates that Native American inmates, as well as the Native American Community, may propose outside Native Americans to be invited as guests. Native American "Community Guests" should be Nation/Tribal/Clan dignitaries, such as a Chief, Clan Mother, Faith Keeper, or Elder(s), who are knowledgeable of Native American customs and traditions. It would also be appropriate to allow dignitaries from the military, or veterans, or an official from a community outreach agency. Each participating inmate can also individually invite members of their immediate family and members of their Nation/Tribal/Clan family.

Native American invited guests are not required to have visited the inmate at least twice in a DOCCS facility prior to the event. However, the listing of invited guests must be provided to the facility administration at least 72 hours prior to a scheduled celebration. Security concerns dictate that the total number of invited guests will be determined by the Superintendent.

- d. Special Award Programs: When approved by the Superintendent, an inmate recipient of a diploma or award may invite guests to attend the ceremony (school graduation, etc.) at which the formal presentation is to be made. These programs are not included in the minimum of two family participation opportunities afforded each inmate.

2. Non-Family Participation Events

- a. Heritage Days: The Department recommends that at least three Heritage Days be observed at each facility. Participation by community entertainers, speakers, and other community guests should be encouraged and emphasis should be given to unique educational and cultural aspects of various ethnic groups. Participation across ethnic and racial lines should be encouraged.
- b. Inmate Organization Special Events: All Inmate Organizations will be permitted to have one special event program for members only to which community guests may be invited. An inmate attending this type of event must have been a member of the organization for at least 90 days prior to the event. Directive #4760 provides direction to organizations wishing to schedule such an event program.

A special event program to be held by an Inmate Organization must have the Superintendent's approval via [Form #3089](#), "Request for Approval of Special Projects and/or Special Events," and [Form #3090](#), "Review of Request - Special Projects and/or Special Events." The staff advisor assigned to the Inmate Organization should oversee these special events.

NOTE: Inmate Organizations cannot sponsor Family Day Picnics or Heritage Day events.

- c. Legal Holidays: Special commemorative observances for National holidays should be for inmates only.

New Year's Day	Independence Day	Veterans Day
Martin Luther King Day	Labor Day	Thanksgiving
President's Day	Columbus Day	Christmas Day
Memorial Day	Election Day	

III. GENERAL GUIDELINES/IMPLEMENTATION

- A. Family Participation: Inmates may invite family members to special event programs as indicated above. Family members cannot attend event programs which have not been designated "family participation."

Family members include the following, but they must be on the inmate's approved visiting list:

Father	Uncle	Grandfather
Mother	Legal Married Partner	Grandmother
Brother	Verified Common Law Spouse	Son/Daughter
Sister	Niece	Aunt
In-laws	Nephew	First Cousin
Grandchild		

NOTE: Spouses must possess documentation of a valid marriage certificate or a declaratory judgement stating the validity of an out of state common-law marriage.

An inmate may be allowed to invite friends from his or her approved visiting list in lieu of family members if: (1) the inmate has no family; or (2) the inmate has not been visited by a family member within the 60 days preceding submission of the request list.

The facility shall impose a limit on the number of guests each inmate may invite to each event.

An invited guest will only be allowed to participate if he or she has visited the inmate at least twice in a NYS Department of Corrections and Community Supervision (DOCCS) facility during the current incarceration and is authorized for contact visitation with that inmate. An exception to the two-visit requirement may be authorized by the Superintendent under the following circumstances:

1. An exception may be made for an inmate's legal child, under 18 years of age, who has not previously visited, provided that the child is accompanied by an adult visitor who has met the previous visiting requirement. If the adult visitor has "legal custody" of the inmate's legal child, it is not necessary for them to be listed as a "family member" for approval, provided the adult visitor has visited the inmate at least twice prior to the event.
2. An exception may be made for a verified family member when the extraordinary circumstances have prevented the family member from visiting an inmate at least twice in a NYS DOCCS facility during the current incarceration.

The procedures for inmates to pay for themselves and guests should be included in local policies and procedures as outlined in Attachment A, "Local Facility Policy and Procedures."

B. Community Guests**1. Definition**

- a. For the purposes of this directive, community guests may include:
 - (1) Representatives of the outside community (e.g., legislators, community agency staff, volunteers, etc.); or
 - (2) DOCCS personnel on off-duty status or officially stationed at other geographic locations.
- b. Representatives of news media shall not be invited as community guests. (Representatives of the news media may not act in their professional capacity within a correctional facility unless they have been admitted in accordance with Directive #0401, "Release of Information to the News Media.")
- c. Community guests will not generally include family members or friends who are on an inmate's approved visiting list. However, an individual who is on an approved visiting list may attend as an invited guest with the specific approval of the facility Superintendent.

2. Approval

- a. A prospective community guest may be invited to participate, speak, or entertain at an event or seminar only with the prior written approval of the Superintendent. The Superintendent is under no obligation to approve a community guest but may do so if it can be established that the community guest meets a legitimate purpose appropriate to the event, or has the background and expertise which qualifies him or her to speak or participate in the event.
- b. If the prospective community guest cannot be readily identified (e.g., as a registered volunteer, government official, religious leader, etc.), the "Application for Volunteer Status" must be utilized. Refer to Directive #4750, "Volunteer Services Program," for more information.
- c. If the prospective community guest is a celebrity, well-known person, or has some degree of notoriety due to his or her personal views or history, the Superintendent shall consult with the Office of Public Information and, if appropriate, a cognizant Deputy Commissioner.
- d. On those occasions when a community person is invited to speak at an event or seminar conducted at a facility, the speaker should be alerted that his or her remarks or performance may be videotaped. The speaker shall provide a written outline of his or her remarks one week prior to the scheduled event or seminar to the Deputy Superintendent for Programs for review.

3. When a Superintendent approves a speaker for an event or seminar, the following statement should be included with the invitation:

"While the Department of Corrections and Community Supervision welcomes individuals from the community to deliver positive educational and/or inspirational speeches or homilies, it should be kept in mind that in a correctional setting, statements may be misconstrued or magnified by the inmates to the extent that they could jeopardize the safety and security of community guests, volunteers, staff, and inmates. As you prepare your remarks, please keep this in mind."

C. Attendance

1. The Superintendent shall determine how many inmates and guests can be accommodated on an ongoing basis at special event programs and shall develop a uniform attendance policy based on this determination.
2. Each facility shall keep on file event packets that verify inmate registration and attendance for a minimum of one year.
3. Prior to an event, anticipated attendance must be carefully estimated, particularly if food is to be served. The Inmate Committee or Inmate Organization involved in the planning must assist in determining the number of inmates, family members, and community guests expected to attend each special event program.

D. Facility Special Event Programs - Local Policy: Local policy must include all the material from Attachment A. This policy should also address:

1. **Deadlines**: Establish Commissary buy deadlines, which must be a minimum of 45 days prior to the special event.
2. **Interest Level/Attendance**: Establish the minimum number of event applications which would indicate sufficient inmate interest to proceed with a planned event program. Establish a maximum number of inmates and guests that can be accommodated.
3. **Inmate Planning/Participation**: Establish an Inmate Committee to work with the Special Event Programs Committee to plan and implement each program or series of programs. Selection procedures, number, and duties of committee members will be determined by each facility. (Members will be permitted to attend events which they are involved in planning but will be required to pay for meal expenses.)
4. **Time Frame**: Develop specific plans, ideally 2 1/2 to 3 months before the scheduled event, especially if food is to be served.
5. **Food Arrangements/Selection**: Establish detailed procedures to be followed consistent with subsection III-E (below).

E. Food Guidelines

1. The Chairperson of the Special Event Programs Committee ensures food arrangements are coordinated by appropriate Business Office and Food Service personnel.
2. Food for a special event program must be prepared in the facility from a standardized Statewide Special Events Menu which takes into account ethnic and religious diversity.
 - a. The Inmate Committee will be allowed to select food items from the standard menu.

- b. The facility Food Service Supervisor, with input from the Office of Nutritional Services, will price out each menu by item. The total cost will then be computed per person.
3. At least five weeks before the event date, the facility Food Service Supervisor must be provided with a total number of inmates, family members, and community guests expected to be served food.
4. At least four weeks before the event date, the facility Food Service Supervisor shall provide the facility Steward or Office of Nutritional Services with a list of the food required and the number of meals to be served. At that time, the Steward's Office can verify the accounts payable for food. The facility Food Service Supervisor will prepare a "Requisition for Purchase" form. Copies of the current form are available through the Office of Nutritional Services.
5. The monthly food report must include the number of additional meals served at the special event. A separate accounting of these costs shall be maintained as a basis for a future request to have these funds returned to facility appropriations.
6. The expense of meals for inmates, family, and/or community guests is computed as follows:
 - a. The facility Food Service Supervisor determines the cost per meal.
 - b. The cost for the inmate standard meal of the day is subtracted from the cost of the special event meal, if the event replaces a meal. This will be the cost to the inmate.
 - c. Inmates wishing to purchase special event meals for themselves, adults, and/or child guests will have a single opportunity during a designated Commissary buy cycle at least 45 days prior to the special event. These meals will be sold as a special purchase through the Commissary and a computerized listing of the number of adult and child meals purchased by each inmate will be generated at the end of the commissary buy cycle. Refer to the sample Commissary Buy Sheet and Special Purchase Report in Attachment B.
 - d. The charge for inmates' guests will be the actual cost for the meal.

Example: Cost of special event meal:	\$1.95
Cost of standard meal:	\$1.00
Cost to inmate:	
If event replaces a meal	\$.95
If event does not replace a meal	\$1.95
Cost to inmate's guest:	\$1.95

NOTE: A nominal charge of \$.50 will be assessed for each child under 6 years old. The charge for an inmate's guests, age six and over, will be the actual cost for the meal.

- e. Community guests' total meal and other miscellaneous expense costs will be divided by the number of inmates and surcharged to the cost per inmate, from a donation from an Inmate Organization, or from the Inmate Benefit Fund. Refer to Directive #4760 for details on Inmate Organization accounts.
 7. If an individual inmate is unable to attend a special event due to disciplinary action, or if guests of inmates are unable to attend, the cost for purchased meals will not be refunded, but will be deposited to the Inmate Occupational Therapy Account. Please refer to Directive #2771, "Inmate Occupational Therapy Fund."
 8. If an individual inmate or his or her guests are unable to attend an event because of a cancellation of the event or other facility conditions over which they had no control, the cost of purchased meals will be refunded.
- F. Outside Assistance
1. Volunteer groups may request approval to participate or assist in an event program by contacting the facility Office of Volunteer Services.
 2. Inmates, family and friends of inmates, and facility staff are not permitted to solicit external groups for any form of donation to an event program, but may express their needs to the Volunteer Services Office, which may seek outside assistance with the facility Superintendent's foreknowledge. Donated food will not be accepted (Refer to Directive #4752, "Receipt of Donated Material").
 3. For information regarding outside assistance and donations for Religious Events, please refer to the annual Religious Holy Day Calendar, published through the Division of Ministerial, Family and Volunteer Services.
- G. Final Program Plans: Each event program plan should include:
1. Date/time frames;
 2. Purpose/definition;
 3. Location within the facility (alternate indoor locations should be considered in the event of inclement weather);
 4. Anticipated attendance (family, inmates with family attending, inmates without family attending, facility staff, etc.);
 5. Special program (entertainment, speakers, music);
 6. Estimated costs (food, supplies, decorations, etc.);
 7. Committee assignments for further planning, implementation, clean-up, etc.; and
 8. Preparation of Form #3089, in the case of approved Inmate Organizations only.
- H. Final Program Package: At a time specified by the facility, a written Program Package detailing all aspects of the event will be issued to all relevant areas. Names of inmates' guests must be on their respective inmate's regular contact visitor list on the day of the event. First-time visitors will not be allowed to attend.

LOCAL FACILITY POLICY AND PROCEDURES

The following information must be included in the policy and procedures which are given to inmates who wish to attend special events with their family:

1. It will be the responsibility of each inmate to determine whether or not he or she is eligible to attend a special event. Any guest meals purchased by inmates for a special event for which they are not eligible will not be refunded under any circumstances.
 - A. Family Day Picnics: Inmates are eligible to attend two Family Day Picnics each year.
 - B. Religious Holy Day Observances: An inmate who wishes to attend a Religious Holy Day Observance with guests must be a member of the particular faith and must be authorized by the Chaplain.
 - C. Special Awards Program: Inmates wishing to attend this type of program with guests must be authorized to do so by the staff person supervising the program.
2. Every inmate must have access to a complete listing of all family and non-family special events at the beginning of each calendar year. The calendar must also contain the dates when inmates must pay for themselves and their guests at Commissary prior to each event. Notices about each event must also be posted throughout the facility. Inmates must clearly be informed that they have only one opportunity to sign up for special events with guests and to purchase meal authorizations for themselves and for adult and child guests. This single opportunity will be during the designated Commissary buy cycle, which will be a minimum of 45 days prior to the special event. Inmates who have lost Commissary privileges but have not lost the privilege of attending special events, may submit a disbursement to purchase special event tickets during the regular Commissary cycle in which they would have otherwise had a Commissary buy.
3. For some Holy Day Observances and/or special awards programs, there may be no cost for the inmate or family to attend. For these events, the inmate must sign up with the staff person supervising the event.
4. Procedures for inviting guests to special events:
 - A. Visitors will not be allowed at special events if they have not visited the inmate at least twice in a NYS DOCCS facility during their current incarceration. An exception to the two-visit requirement may be authorized by the Superintendent under the following circumstances:
 - (i) An exception may be made for an inmate's legal child, under 18 years of age, who has not previously visited, provided that the child is accompanied by an adult visitor who has met the previous visiting requirement. If the adult visitor has "legal custody" of the inmate's legal child, it is not necessary for them to be listed as a "family member" for approval, provided the adult visitor has visited the inmate at least twice prior to the event.
 - (ii) An exception may be made for a verified family member when extraordinary circumstances have prevented the family member from visiting an inmate at least twice in a NYS DOCCS facility during the current incarceration.
 - B. Inmates must indicate on the Commissary Buy Sheet how many adult and child guest meals they wish to purchase. Under no circumstances will more guests be allowed to attend than the number of guest meals purchased.

- C. There will be a nominal fee of \$.50 charged for children under 6 years old. Adult guest meal rates will be charged for all older children.
- D. It will be the responsibility of all inmates to inform their guests as to the number of guest meals purchased for adults and children. Inmates are encouraged to retain their yellow copy of their Commissary buy receipt as documentation for how many guest meals they have paid.

TEST CORR FACILITY Commissary Buy Sheet

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Item	Qty	Item Description	Cost	Price
C 4050		PETROLEUM JELLY	0.72	
C 4054		ALKA SELTZER	0.16	
C 4057		HAIR ROLLERS MED	0.97	
C 4058		HAIR ROLLERS LARGE	0.97	
C 4060		COTTON BALLS	0.72	
C 4062		COTON SWABS	1.04	
C 4064		TWEEZERS	0.50	
C 4066		NAIL POLISH REMOVER	0.69	
C 4068		NAIL CLIPPER	0.21	
C 4346		NIVEA LOTION	2.57	

72 MISCELLANEOUS				

C 4300		SEWING KIT	0.83	
C 4302		ALUMINUM FOIL	1.40	
C 4304		CAN OPENER	0.54	
C 4306		CUTLERY SET	0.13	
C 4308		CLOTHES HANGER	0.13	
C 4310		WRITING TABLET 8 X 10	0.48	
C 4312		LEGAL TABLET 8 X 14	0.55	
C 4314		PLASTIC PLATE	1.98	
C 4316		PENCIL	0.06	
C 4318		BLACK PEN	0.09	
C 4320		PINCOLE CARDS	0.44	
C 4322		POKER CARDS	0.95	
C 4324		ASH TRAY	0.44	
C 4326		STICK-UP	0.89	
C 4328		60 WATT BULB	2.17	
C 4329		40 WATT BULB	2.17	
C 4332		COMBAT ROACH DISKS	3.10	
C 4334		COMBINATION LOCK	4.19	

Item	Qty	Item Description	Cost	Price
C 4336		CEREAL BOWL W/LID	0.36	
C 4338		MIRROR LIMIT ONE	2.95	
C 4340		9 VOLT BATTERY	1.98	
C 4342		AA BATTERY 4PK	2.27	
C 4344		INSULATED CUP	1.00	

74 HAIR CARE PRODUCTS				

C 4500		SHOWER CAP	0.37	
C 4502		INSTANT MOISTERIZER CURL	2.29	
C 4504		FLEX SHAMPOO	2.10	
C 4506		FLEX CONDITIONER	2.10	
C 4508		IVORY SHAMPOO	1.96	
C 4510		IVORY CONDITIOER	2.52	
C 4512		OIL SHEEN SPRAY	1.64	
C 4514		DEP STYLING GEL	2.78	
C 4516		BERGAMONT HAIR GREASE	1.01	

78 SODA RETURNS				

Number of Cans Returning _____				

98 SPEC EVENT #1 MEAL				

A 0001		SPEC EVENT #1 MEAL INMATE	0.95	
A 0002		SPEC EVENT #1 MEAL ADULT	1.95	
A 0003		SPEC EVENT #1 MEAL CHILD	0.50	

NEW YORK STATE - DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
APPROVED OFFENDER ORGANIZATION
REQUEST FOR APPROVAL OF SPECIAL PROJECTS AND/OR SPECIAL EVENTS

Please Type or Print One Copy Only

Requested by (Approved Inmate Organization)			
Facility _____		Date of Application _____	
New Request <input type="checkbox"/>		Re-approval <input type="checkbox"/>	
Name of Proposed Special Project		Name of Special Event	
If ongoing, please Indicate <input type="checkbox"/>			
Date (s) From _____ <input type="checkbox"/> AM TO _____ <input type="checkbox"/> AM		Date (s) From _____ <input type="checkbox"/> AM TO _____ <input type="checkbox"/> AM	
Date (s) From _____ <input type="checkbox"/> PM TO _____ <input type="checkbox"/> PM		Date (s) From _____ <input type="checkbox"/> PM TO _____ <input type="checkbox"/> PM	
Community Sponsor of Inmate Organization or Group involved in request:			
Name: _____		Contact Person.: _____	
Address: _____		Telephone No.: _____	
Describe program plans fully (Review Directive #4760, Section IV) (Attach additional sheets if necessary)			
Physical Requirements (space, equipment, etc.).			
Finances (supplies, refreshments, etc.) (specify cost and source(s) of funds)			
Define in detail the extent of Participation as Follows:			
No. of Organization Members -		No. of Other Inmates as Guests -	
No. of Inmate Family Members -		No. of Other Community Guests -	
No. of Staff Attending As Guests -		Total No. of People Involved -	
Inmate Organization Representatives' Signatures			
_____ President	_____ Date	_____ Treasurer	_____ Date
Signatures indicate approval by Executive Board or General Membership on _____ Date			

NEW YORK STATE - DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION
APPROVED OFFENDER ORGANIZATION
REQUEST FOR APPROVAL OF SPECIAL PROJECTS AND/OR SPECIAL EVENTS

Please Type or Print One Copy Only

Requested by (Approved Inmate Organization)	
Facility _____	Date of Application_____
New Request <input type="checkbox"/>	Re-approval <input type="checkbox"/>
Name of Proposed Special Project	Name of Special Event
If ongoing, please Indicate <input type="checkbox"/> Date (s) From _____ <input type="checkbox"/> AM TO _____ <input type="checkbox"/> AM Date (s) From _____ <input type="checkbox"/> PM TO _____ <input type="checkbox"/> PM	Date (s) From _____ <input type="checkbox"/> AM TO _____ <input type="checkbox"/> AM Date (s) From _____ <input type="checkbox"/> PM TO _____ <input type="checkbox"/> PM
ACTION OF SUPERINTENDENT	Date Received_____
Decision: Approved (as follows) <input type="checkbox"/> Disapproved (as follows) <input type="checkbox"/>	
_____ Superintendent	_____ Date
<small>If disapproved by Superintendent, Forms #3089 and #3090 must be forwarded to Director of Education for Central Office review.</small>	
ACTION OF DEPUTY COMMISSIONER - PROGRAM SERVICES	Date Received_____
Decision: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Returned <input type="checkbox"/>	
_____ Deputy Commissioner - Program Services	_____ Date

APPROVED INMATE ORGANIZATION**REVIEW OF REQUEST – SPECIAL PROJECTS AND/OR SPECIAL EVENTS**

Organization Name	Facility	Date of Application
Project or Event		

Facility Review

Please review the attached Form #3089. Your recommendation will assist the Superintendent in formulating a final decision.	
Recommendation:	Date Received: _____
_____ Signature – Staff Advisor of Inmate Organization	_____ Date
Recommendation:	Date Received: _____
_____ Signature – Inmate Organization Coordinator	_____ Date
Recommendation:	Date Received: _____
_____ Signature - Area Staff Person (if applicable)	_____ Date
Recommendation:	Date Received: _____
_____ Signature – Deputy Superintendent for Administrative Services	_____ Date

STATE OF NEW YORK – DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

APPROVED INMATE ORGANIZATION**REVIEW OF REQUEST – SPECIAL PROJECTS AND/OR SPECIAL EVENTS**

Organization Name	Facility	Date of Application
Project or Event		

Facility Review (continued)

Please review the attached Form #3089. Your recommendation will assist the Superintendent in formulating a final decision.

Recommendation: Date Received: _____

Signature – Deputy Superintendent for Security Services_____
Date

Recommendation: Date Received: _____

Signature – Deputy Superintendent for Programs_____
Date

Recommendation: Date Received: _____

Signature – First Deputy Superintendent_____
Date

Decision: Date Received: _____

Approve

☐

Disapprove

☐

Place full response on attached Form #3089, Side 2.

Signature – Superintendent_____
Date**CENTRAL OFFICE REVIEW**

Recommendation: Date Received: _____

Approve

☐

Disapprove

☐_____
Signature – Director of Education_____
Date