 Good Life. Great Mission. <hr/> DEPT OF CORRECTIONAL SERVICES	POLICY		
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EFFECTIVE: October 25, 1993  
 REVISED: December 5, 2014  
 REVISED: November 30, 2015  
 REVISED: October 31, 2016  
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 REVISED: November 30, 2021  
 REVISED: July 31, 2022  
 REVISED: December 31, 2023  
 REVISED: July 31, 2024

#### SUMMARY OF REVISION/REVIEW

PROCESS – II. – Language updated. IV. – Language updated. V. – Language updated. IX. – Language updated. XI. – Language updated.
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APPROVED:

*Rob Jeffreys*

[Rob Jeffreys \(Jun 24, 2024 10:41 CDT\)](#)

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Rob Jeffreys, Director  
 Nebraska Department of Correctional Services

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## PURPOSE

To provide Nebraska Department of Correctional Services (NDCS) policy for uniform administration and accounting of incarcerated individual club activity. The Work Ethic Camp (WEC) and the community corrections centers do not have authorized incarcerated individual clubs due to the program structure of these facilities.

## PROCESS

### I. CLUB ESTABLISHMENT


A group of incarcerated individuals may submit a written proposal to their facility warden requesting to establish an incarcerated individual club. The request shall specifically include the following information:

- A. The internal and external purpose of the club.
- B. The governing body of the club, if applicable.
- C. The estimated number of organizing members.
- D. The method that will be used for the club to make a positive impact on the incarcerated population through membership.
- E. The method that the club will use to foster an attitude which benefits the community and how it is reflected within the club.
- F. The manner in which the club will give back to the community.
- G. The notable goals established within the club, the expectations for meeting these goals and the method that will be used to hold the club accountable to these established goals.
- H. The manner in which the club will support cultural diversity and acceptance.
- I. The way in which members will grow from participation in the club to include supporting evidence that will be relied upon for demonstrating the members will be more responsible citizens of society through participation.
- J. The manner in which the club members will be held accountable for meeting the club's goals and expectations.

The warden shall consult with the deputy director-prison operations when determining disposition of a proposal for a new incarcerated individual club. Written disposition of the proposal request shall be provided by the warden. Failure to include the above information, specific safety/security concerns and/or the inability to provide space, time, and supervision for an additional club, are legitimate reasons for denial.

If approved, the bylaws for the club shall be provided and remain on file at the facility.

Following approval of a new incarcerated individual club and receipt of the club bylaws, the warden shall request that central office accounting create a new business unit in the club trust fund and a

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new transaction code in the Correctional Information and Tracking System. No club will have multiple business units.

## II. CLUB DUES/PAYMENTS

Incarcerated individuals paying club dues or making purchases from a club shall prepare an institutional check and obtain the necessary facility approval. The club sponsor shall submit all such institutional checks to central office accounting for processing. Institutional check stubs for all deductions shall be returned to the facility business manager for distribution to the appropriate incarcerated individual. Club dues and donations are non-refundable. Club revenues from incarcerated individual dues or sales will be deducted from an incarcerated individual's facility account and held in escrow by central office accounting. A journal entry will be prepared to transfer club revenues from the incarcerated individual trust fund to the appropriate club account by the 15<sup>th</sup> of the following month.

An incarcerated individual must be an active and dues paying member to donate more than the amount of the dues to an NDCS approved club.

## III. CLUB MEMBERSHIP

Approved clubs with membership open to all incarcerated individuals may receive a contribution from the facility's inmate welfare fund allocation, see Policy 113.03 *Inmate Welfare Fund*.

## IV. CLUB PURCHASES

The purchase of supplies or services with club funds shall be in accordance with Policy 113.06 *Procurement*. The club sponsor shall complete a Materiel Request for Purchase (DCS-A-pur-263) with a description of the goods or services to be purchased, the quantity being requested, an estimated price of the goods or services, and a suggested source. The facility business manager or designee must approve all purchases prior to placing the order. If a request is denied, the facility business manager will notify the club sponsor. Also, if the purchase is to be made via a Purchasing Card, all information should be provided to the business manager prior to the purchase. Justification for the request must be furnished along with an indication as to which club funds are to be utilized. Each request must be signed by the club sponsor as the originator.

It is recommended that each club order is originated separately to allow proper accounting of the transactions and so that documentation can be provided to the club for tracking their expenses.

## V. PURCHASE OF CLUB ITEMS

Only incarcerated individuals who are club members may make purchases of items the club is selling for personal use only and complies with NDCS policies and facility procedures. Items purchased must be within property guidelines.

## VI. FUND RAISERS

Incarcerated individual clubs may not conduct fundraisers.

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VII. CLUB PUBLICATIONS

Subject to the approval of the facility warden and in consultation with the deputy director-prison operations, clubs may be permitted to communicate club activities to the facility population using postings/flyers. Club newsletters and/or publications are not permitted.

VIII. VOLUNTEERS / SPEAKERS

Clubs may expend funds for certificates of appreciation with frames being purchased through CSI, as approved by the warden/designee and in accordance with Policy 113.01 *Fiscal Management*.

IX. CLUB SPONSOR RESPONSIBILITIES

The club sponsor is responsible for maintaining a log of all postage, copies and telephone calls made by or on behalf of the clubs. Monthly, an Institution Requisition (DCS-A-whs-218) shall be forwarded to Central Office Accounting via the facility business office to transfer expenses to the appropriate funds. The club sponsor is responsible for assuring incarcerated individual purchases are within the incarcerated individual property guidelines.

X. DONATIONS

Cash donations to clubs shall comply with Policy 113.01 *Fiscal Management*.

XI. ACCOUNT STATUS

The facility business manager shall be responsible for generating a monthly general ledger detail report for each club. Additionally, the club sponsor or designee will send a listing of the incarcerated individuals making contributions for the month to the facility business office.. Facility business managers are responsible for reconciling funds received to the general ledger balance on a monthly basis. Annually, Central Office accounting will save a general ledger detail report for club activity on the (Q) drive with other PFC reports. Central Office accounting will also annually send cash balances for all clubs to the facility business manager following the close of the fiscal year. Facility business managers should submit issues with balances to the NDCS controller within 30 days.

XII. CLUB TRANSACTIONS


The warden shall designate the club sponsor or other facility team members to maintain adequate records at the facility on club transactions.

XIII. INACTIVE CLUBS

A club shall be deemed inactive when it does not have any members or activities for one year. The club sponsor shall notify the warden of such status. The warden shall notify central office accounting, in writing, and request any balances in the club account be transferred to the NDCS inmate welfare fund.

XIV. SYMPOSIUMS, BANQUETS AND OTHER ACTIVITIES

Self-betterment clubs will be allowed to hold an annual symposium and an annual banquet.

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- A. If possible, all foods for the banquet or symposium will be prepared by the facility food service department using foods from the master menu.
- B. Self-betterment clubs must request food from the regular five-week master menu to be served at the banquet or symposium. The master menu shall include a variety of ethnic foods. Such a request must be submitted according to facility requirements.
- C. Self-betterment clubs based on a specific culture may purchase approved food items if no food traditional to the specific culture is available from the facility food service department. The food must be purchased at club expense from an authorized vendor. This applies to banquets and symposiums. The food that can be purchased is limited in quantity to allow members/participants to have a sample (bite-size portion) for symbolic purposes. Sample food items may be allowed only if no special handling procedures are required (i.e. refrigerated storage or kitchen preparation).

For activities other than banquets or symposiums at which food is requested, self-betterment clubs may serve refreshments limited to snack items such as cake/cookies/pastries and beverages if pre-approved by the facility administration. These may be prepared by the facility food service department at the option of the administration.

Self-betterment clubs may have a maximum of 15 outside guests (i.e., elected officials, guest speakers) for banquets and symposiums. Approval must be granted by the director through the division deputy director prior to inviting outside guests. Request for media presence must follow the guidelines laid out in Policy 002.01 *Access to Public Information*. The cost for the food at these functions shall be paid by the self-betterment club.

XV. CLUB GRANTS

All club grants must follow the procedures outlined in Policy 101.02 *Grants Administration*.

REFERENCE

- I. STATUTORY REFERENCE - None noted
- II. NDCS POLICIES
  - A. Policy 002.01 *Access to Public Information*
  - B. Policy 101.02 *Grants Administration*
  - C. Policy 113.01 *Fiscal Management*
  - D. Policy 113.02 *Inmate Accounting*
  - E. Policy 113.03 *Inmate Welfare Fund*
  - F. Policy 113.06 *Procurement*
- III. ATTACHMENTS – None noted
- IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA) – None noted