



Change Notice

DIRECTIVE AFFECTED: 5509.04
CHANGE NOTICE NUMBER: 5509.04
DATE: 7/21/98

1. PURPOSE AND SCOPE. To update the Program Statement on **Informal Contact Between Institution Administrators and Inmates.**
2. SUMMARY OF CHANGES. This Change Notice adds Program Objectives and updates Directives Referenced and ACA Standards.
3. ACTION. File this Change Notice in front of the Program Statement on **Informal Contact Between Institution Administrators and Inmates.**

/s/
Kathleen Hawk Sawyer
Director



Program Statement

OPI: CPD
NUMBER: 5509.04
DATE: 7/21/98
SUBJECT: Informal Contact
Between Institution
Administrators and
Inmates

1. PURPOSE AND SCOPE. To establish a means of regular, informal contacts between inmates and wardens, associate wardens, and department heads. Typically, some inmates may feel uncomfortable in a more formal interview setting or may not want to use established procedures for obtaining an interview with institution administrators.

2. PROGRAM OBJECTIVE. The expected result of this program is:

Regular opportunities for inmates to have informal access to, and interaction with, administrative staff will be provided.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 5509.03 Informal Contact Between Institutional
Administrators and Inmates (3/25/94)

b. Directives Referenced

PS 5502.07 Duty Officers (12/31/97)
PS 5511.05 Inmate Request to Staff (3/3/94)

4. STANDARDS REFERENCED

a. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4017, 3-4178

b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-3A-07, 3-ALDF-3A-12

c. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: None

d. American Correctional Association Standards for Adult Correctional Boot Camp Programs: 1-ABC-1A-15, 1-ABC-3A-11

5. PRETRIAL/HOLDOVER AND/OR DETAINEE PROCEDURES. Procedures in this Program Statement are applicable to all inmates, regardless of sentence or designation status.

6. INFORMAL CONTACTS WITH INMATES. The Warden, Associate Wardens, Administrative Duty Officers, and department heads shall regularly visit all areas of the institution including, but not limited to:

- housing units,
- work areas,
- education/vocational training areas, and
- recreation areas.

In addition to providing opportunities for informal contact with inmates during the regular work week, evenings, and weekends, the administrators shall be aware of the daily operations and programs of the institution.

Institution staff who perform Duty Officer functions shall refer to the Program Statement on Duty Officers for a more comprehensive list of responsibilities.

/s/
Kathleen Hawk Sawyer
Director