



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

OPI: ADM/FAC

NUMBER: P1021.01

DATE: October 11, 2011

Staff Memorials

/s/

Approved: Thomas R. Kane
Acting Director, Federal Bureau of Prisons

1. PURPOSE AND SCOPE

To establish procedures that will ensure consistency in the creation of staff memorials. Staff memorials will be dedicated to individuals who have made significant contributions to the Bureau of Prisons or the field of corrections. "Significant contributions" are:

- Instrumental in the long-term, major development or growth of correctional programs or measures.
- Instituted or implemented improvements to Bureau or correctional operations that yielded significant cost, time, or other savings to the agency.
- Championed a major Bureau or correctional program, activity, or mission.
- Made the ultimate sacrifice to the Bureau by honorably giving his/her life in the line of duty.

Past employees and correctional, legislative, and judicial professionals may be honored. This honor is only bestowed on individuals postmortem.

The term "memorial" is defined as a commemorative object that is intended as a reminder of someone who has died or an event in which people died. A commemorative is intended as a reminder of a person or event or as a celebration of someone's life and work.

This policy covers memorials such as benches, parks, fountains, pedestals, trees, and other plants. The memorial is installed only under the conditions that there be no expense or liability incurred by the Bureau in connection with its purchase, fabrication, transportation, delivery, and erection. The memorial is not permitted to bear an inscription that includes the name of the person(s) responsible for its purchase or installation.

A detailed explanation of where donations will come from for the memorial, and how the donations are collected, is submitted to the Bureau's Ethics Office for approval before solicitation. Government employees cannot solicit contributions from outside entities; all donations must be in accordance with the Program Statement **Acceptance of Donations** and applicable laws and regulations. While plaques and small displays are acceptable (upon approval from the Ethics Office), any "capital improvements" to Federal property must be approved by the Bureau's Ethics Office; by the Departmental Ethics Office, Justice Management Division; and by the Deputy Attorney General.

Program Objective. The expected result of this program is:

Staff memorials will be planned and developed in accordance with established procedures and, when appropriate, honor persons who have significantly contributed to the Bureau or the field of corrections.

2. PROCEDURES FOR NAMING

No special form or format is required. Proposals:

- Are submitted directly by the Regional Director, or by the Warden through the Regional Director.
- List the person or persons to be memorialized and the other data to be inscribed on the memorial.
- Include the rationale for the memorial.
- Include a scale plan depicting the details of the design, materials, finish, carving, lettering, and arrangement of the proposed inscription.
- Include a breakdown of all costs related to the memorial, and specific information on how the memorial will be funded.
- Include specific information on who will be performing the work involved in creating this memorial (staff, inmates, etc.).
- Are forwarded to the Ethics Branch for review.
- Are forwarded to the Executive Staff for approval.

If the Executive Staff approves, the proposal, related correspondence, and final approval are kept as part of the institution's permanent documentation.

REFERENCES

Program Statements

P1350.02 Acceptance of Donations (6/29/98)

ACA Standards

None.

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on Sallyport.