

## CULTURAL GROUP POLICY

### Executive Summary:

This policy is drafted in collaboration with organizations and cultural groups across the facilities (BPC, NGC, APICAG, and Native American Circle). Our aim is to ensure that we maintain the function and authenticity of cultural groups within the Department of Corrections (DOC) and preserve cultural platforms that create opportunities for meaningful work and change.

Currently cultural groups within DOC have only been recognized under the Religious policy (560.200) as a point of reference to manage cultural groups. This policy is very vague and only mentions procedures for "annual cultural events". This Religious program policy (560.200) has no clear definition on what cultural groups are and how they operate and function within DOC.

For many years cultural Groups have been operating within gray areas in policy to create platforms that go beyond the limitations of the annual cultural events, which can be both beneficial and detrimental to the growth and expansion of various cultural groups. In recent years we have seen this growth and expansion in various cultural groups across the state that not only hold cultural events, but also engage in transformative work both inside prison and in our communities. Cultural groups have created platforms that organize work in social, community, family, religious/spiritual, legal, educational, and charitable areas that foster transformative change in many people's lives who are directly impacted and those who have invested their time, effort, and energy to the work.

As cultural groups expand both in presence and in function within facilities across the state, DOC is now developing a new cultural group policy that will limit the functions, and restrict resources and support to cultural groups. DOC has not included any of the impacted cultural groups in the process of developing this new policy and is attempting to name and define who and what cultural groups are and how they operate within DOC, without their voices.

In our efforts to be transparent and accountable to all stakeholders and impacted cultural groups, the aim is to collectively draft a policy that reflects all our cultural values and meets the needs of all invested cultural groups across the state. This will require the feedback and input those groups to ensure that there is a collective voice at the table.

### Policy Overview

Cultural Groups, clubs and Organizations (G.C.O) is a draft policy that reflect the years of experience of various cultural groups in how they operate and navigate through multiple complexities of organizing with cultural groups, administration, and operational procedures at local facilities. We understand that every facility may have different management approaches, which can shape different experiences for how cultural groups function and operate at their facility. For this reason we are requesting that you share your experiences and insight as you go through this policy.

**The following is a broad overview of G.C.O. policy:**

1. Responsibilities (pg 2-4) States directive etc...
2. Information sharing(pg 4)
3. Prison requirements (pg 4-6)
4. G.C.O. Items (pg 6)
5. Programs, activities, and events (pg 7)
6. Allowable functions (pg 7-8)
7. Attendance Ratio(s) (pg8-9)
8. Proposal Check off list (pg 10)
9. Eligibility (pg 11)
10. Funding (pg 11)
11. Allocation (pg 11)
12. Meals for G.C.O. events (pg 12-13)
13. Health and safety (pg 13)
14. Definitions (pg 14-15)

**Guiding Principles**

1. Equity and fairness – We must ensure that we uphold equal and fair access to opportunities, resources, and support for all cultural groups.
2. Inclusion- Your voice, input, suggestions, experiences, knowledge and organizing approach is valued and important.
3. Cultural Awareness- It's important that we continue to name and define what culture is to us and maintain the cultural values and principles that guide our work and keep our communities together.
4. Unity- Breaking down walls and barriers that divide us, and working together in solidarity and trust in one another.
5. Accountability – Ensure that we do this work accountable to the people, communities and families who are directly impacted.

**Questions to assist in developing suggestions and input:**

- What are your positive and negative experiences in how Administration has affected your cultural group?
- What are some obstacles your group has faced?
- What are your top priorities (i.e. meeting time, space, sponsors, etc..)
- Define what culture means to your cultural group.

<b>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</b>          <b>POLICY</b>	<b>APPLICABILITY</b>		
	<b>PRISON/WORK RELEASE INCARCERATED INDIVIDUAL/SPANISH MANUALS</b>		
	<b>DATE</b> 0/0/00	<b>PAGE NUMBER</b> 1-of-15	<b>NUMBER</b> DOC 000.000
<b>TITLE</b>		<b>CULTURAL GROUPS, CLUBS, ORGANIZATIONS (HENSFORTH G.C.O.)</b>	

**REVIEW/REVISION HISTORY:**

Effective: **IMMEDIATLY**

**SUMMARY OF REVISION/REVIEW:**

**NEW POLICY**

**ATTENTION**

**HIGHLIGHTS DENOTES HOW IT READS NOW**

**Approved:**

Signature on file

\_\_\_\_\_  
STEPHEN SINCLAIR, Secretary  
Department of Corrections

\_\_\_\_\_  
Date Signed

STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS          <b>POLICY</b>	APPLICABILITY PRISON/WORK RELEASE INCARCERATED INDIVIDUAL/SPANISH MANUALS		
	DATE 0/0/00	PAGE NUMBER 2-of-15	NUMBER DOC 000.000
	TITLE CULTURAL GROUPS, CLUBS, ORGANIZATIONS (HENSFORTH G.C.O.)		

**REFERENCES:**

**POLICY:**

1. The Department acknowledges the benefits of maintaining strong cultural family relationships during incarceration/supervision and will encourage participation in family centered programs, activities, and events that are promising practices and;
  - A. Support family/community reunification efforts
  - B. Contribute to a reduction in intergenerational incarceration
  - C. Support traditional, cultural, and spiritual beliefs and practices.
  - D. Assist in the development of positive family and community ties and
  - E. Foster and develop healthy interaction and relationship building skills between offenders and their families.
  
2. The Incarcerated Individuals Cultural/Spiritual Groups, Clubs, and Organizations (G.C.O.) will actively establish a collaborative working relationship with the Department, prison and other community-based organizations committed to assisting Incarcerated Individuals and their families.

**DIRECTIVE:**

**I. Responsibilities**

1. Superintendents/Field Administrator will support, encourage, G.C.O. programs at the local level.
  - A. Within available community and facility resources and contracts with service providers, and while maintaining security, safety, health, and order the Department will allow respective G.C.O.'s the opportunity to create positive programming opportunities with Incarcerated Individuals and their family, guest, and community members. Programming will demonstrate promising practices, within available resources and will include:

<b>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</b>	<b>APPLICABILITY PRISON/WORK RELEASE INCARCERATED INDIVIDUAL/SPANISH MANUALS</b>		
	<b>DATE 0/0/00</b>	<b>PAGE NUMBER 3-of-15</b>	<b>NUMBER DOC 000.000</b>
	<b>TITLE CULTURAL GROUPS, CLUBS, ORGANIZATIONS (HENSFORTH G.C.O.)</b>		
<b>POLICY</b>			

2. Exploring and developing activities that allow family, guest, G.C.O. and community members attendance/participation, such as:
  - A. Planning and providing for family reunification
  - B. Special family centered spiritual services
  - C. Family, guest, and community activities
  - D. Recreational activities
  - E. Holiday celebrations
  - F. Cultural celebrations/events
  - G. Achievement ceremonies
  - H. Sponsor/volunteer appreciation ceremonies
  - I. Provide space and time for G.C.O. meetings.
  
3. The Superintendent/CCS or designee will ensure that Incarcerated Individuals participation in respective G.C.O. programs or activities will be entered into OMNI Programs or the appropriate call out system.
4. Certificates of Completion will be entered on the OMNI Programs Certificates screen.
5. Each G.C.O. will submit an operational guideline and or a Constitution and Bylaws to respective facility Superintendents for approval and signature.
6. Restriction of G.C.O. activities, meeting, and/or items and Dispute Resolution:
  - A. Restriction of G.C.O. activities, meeting, and/or items must be related to legitimate safety and security concerns.
  - B. Any restriction of G.C.O. activities, meeting, and/or items will be justified in writing, citing the security, safety, health reasons. Employees, will forward the reason for the restriction to the facility Superintendent, the community sponsor, and respective G.C.O. leadership team.
  - C. All G.C.O. will be afforded the opportunity to dispute/defend against restriction.

<b>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</b>	<b>APPLICABILITY</b>		
	<b>PRISON/WORK RELEASE INCARCERATED INDIVIDUAL/SPANISH MANUALS</b>		
	<b>DATE</b> 0/0/00	<b>PAGE NUMBER</b> 4-of-15	<b>NUMBER</b> DOC 000.000
<b>POLICY</b>	<b>TITLE</b> <b>CULTURAL</b> <b>GROUPS, CLUBS, ORGANIZATIONS</b> <b>(HENSFORTH G.C.O.)</b>		

- D. The Superintendent will meet with the respective G.C.O. with community sponsor present to resolve disputed restrictions.
- E. Disputes will be resolved by the Superintendent when possible. When necessary the Superintendent will consult with the Headquarters Program Manager and/or the Secretary of the Department of Corrections.
- F. The Secretary of the Department of Corrections will review all imposed restriction for final resolution.
- G. The Headquarters Program Manager and/or the Secretary of the Department of Corrections will, in writing advise all parties of the results.

**I. Information sharing**

- A. The Department is committed to help ensure that families receive accurate and current information.
  - a. Ensure resource networking and partnering/collaborating with community-based organizations and business groups to provide family and community centered programs in the community or at a department facility/office.
  - b. Information on G.C.O. programs, services, activities and events will be posted on the Departments website.
  - c. Department employees, contract staff, and volunteers will respond to family inquires and provide general information related to incarceration, work release, or supervision.
  - d. Community Corrections employees can access Information Sharing Guidelines on the Community Corrections Division SharePoint site.

**II. Prison Requirements**

1. G.C.O.'s will manage in conjunction with respective facility personnel; G.C.O. programs, membership rosters, activities, and events throughout respective facilities.
2. Sponsors/Volunteers offer their time, talents, and professional expertise, they are crucial to the G.C.O.'s ability to achieve its mission and purpose.



<b>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</b>	<b>APPLICABILITY</b>		
	<b>PRISON/WORK RELEASE INCARCERATED INDIVIDUAL/SPANISH MANUALS</b>		
	<b>DATE</b> 0/0/00	<b>PAGE NUMBER</b> 5-of-15	<b>NUMBER</b> DOC 000.000
<b>POLICY</b>	<b>TITLE</b> <b>CULTURAL GROUPS, CLUBS, ORGANIZATIONS (HENSFORTH G.C.O.)</b>		

3. Each G.C.O. will actively recruit from and engage with cultural, religious, educational, spiritual, and socioeconomic groups in the community in pursuing sponsors/volunteers.
4. Sponsors/Volunteers will not displace classified employees or be assigned to positions for which funding is available.
5. Sponsors/Volunteers cannot be an immediate family member of an Incarcerated Individual at the location where they are volunteering.
6. Sponsors/Volunteers may participate in more than one program/G.C.O. and provide their services at more than one Department site.
7. Participate in the following as part of their Sponsors/Volunteers duties, with approval from Department Program Manager/Community Corrections Officer:
  - a. Be on an Incarcerated Individuals visiting list.
  - b. Correspond with or accept telephone calls from an Incarcerated Individual.
  - c. Provide transportation for a releasing or an Incarcerated Individuals residing in the community.
  - d. Serve as a community outing sponsor for Work Release.
  - e. Provide a residence that the Sponsors/Volunteers do not reside at, for a releasing Incarcerated Individual or an Incarcerated Individual in the community.
8. Sponsors/Volunteers will not develop a relationship with an offender outside the scope of their defined duties.
9. Volunteer Sponsor may access approved areas of the designated facility unescorted and may escort other volunteers and program visitors as approved by the Superintendent/designee.
10. Each G.C.O. will be permitted at least one (1) main inside staff sponsor. The staff sponsor will be the main inside point of contact. The staff sponsor will have an assistant that will handle all call-outs, copies, and maintain an open transparent line of communication with all other respective G.C.O. staff sponsors for that respective G.C.O. The staff sponsor must be an employee at the respective facility. The staff sponsor has to be a willing sponsor for the particular G.C.O.; the staff sponsor will meet with the leadership team of respective G.C.O.'s to determine compatibility. The staff sponsor will seek prior authorization from their immediate supervisor to become a sponsor.
11. If staff sponsor is not available, the CCPC/Designee will assume all responsibilities for that respective group.
12. Superintendents as well as the administrative personnel designated by respective Superintendents at each facility will meet with each G.C.O.'s at least one (1) time per quarter.
13. Each G.C.O. will periodically review respective facility G.C.O. Constitution and Bylaws as set forth in the period established in DOC Policy Constitution and Bylaws for G.C.O. and submit with changes to the Superintendent of respective facilities for approval and signature.





<b>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</b>	<b>APPLICABILITY</b>		
	<b>PRISON/WORK RELEASE INCARCERATED INDIVIDUAL/SPANISH MANUALS</b>		
	<b>DATE</b> 0/0/00	<b>PAGE NUMBER</b> 7-of-15	<b>NUMBER</b> DOC 000.000
<b>POLICY</b>	<b>TITLE</b> <b>CULTURAL GROUPS, CLUBS, ORGANIZATIONS (HENSFORTH G.C.O.)</b>		

**IV. Programs, Activities, and Events**

1. Programs, Activities, and Events will provide an opportunity to strengthen the community, family unit and develop fundamental skills.
2. Programs, Activities, and Events will include family, guest and community participants, if appropriate.
3. When feasible, programs will continue from prison into the community.
4. Participation before release will be documented in the Incarcerated Individuals release plan when one is required.
5. Programs that encourage parent/guardian and children interactive educational development will be developed in conjunction with Prison Personnel and G.C.O. at all prisons.
6. G.C.O. centered programs, activities and events will be offered outside of the regular visit program in prisons. The facility/site will establish and post an annual calendar of programs, activities and events.

**V. ALLOWABLE FUNCTIONS:**

- A. Each G.C.O. shall be afforded four (4) events per year as defined under the events section in Definitions. Accommodating space will be provided for events.
- B. Each G.C.O. shall be afforded one (1) Cultural Celebration per year. (Visitation area shall be used)
- C. Each G.C.O. shall be afforded one (1) Spiritual Observance per year. (Does not require visitation area, adequate space is to be made available).
- D. Each G.C.O. shall be afforded one (1) banquet per year. (Does not require visitation area, adequate space is to be made available).
- E. Events will be posted on the annual facility events calendar.
- F. Events, Celebrations, Banquets, Observances and Workshops may include meals and or light refreshments coordinated through food services, or other approved vendors.
- G. Banquets and Observances may with ninety (90) day advance approval be catered, adhering to safety, security, and health standards.

<b>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</b>	<b>APPLICABILITY PRISON/WORK RELEASE INCARCERATED INDIVIDUAL/SPANISH MANUALS</b>		
	<b>DATE 0/0/00</b>	<b>PAGE NUMBER 8-of-15</b>	<b>NUMBER DOC 000.000</b>
	<b>TITLE CULTURAL GROUPS, CLUBS, ORGANIZATIONS (HENSFORTH G.C.O.)</b>		
<b>POLICY</b>			

1. Events, Celebrations, Banquets, and Observances will be no more than five (5) hours in length.
2. Workshops time frame will be dependant on type of workshop, (e.g. Undoing Racism Training is a 16 hour workshop usually done in a 2-3 day period).
3. In cooperation with facility CPPC/assigned coordinator, each G.C.O. will determine event dates/times.
4. Visitors 18 years of age and older who are listed on a participating Incarcerated Individuals approved visitors list and other approved outside guest may be invited to the event, and will be limited based on space/capacity.
5. Visitors under the age of 18 may be allowed to attend as authorized by the Assistant Secretary for Prisons.
6. Respective G.C.O. will be responsible for submitting attendance roster 14 days prior to event etc.
7. Incarcerated Individuals who transfer to the facility after the deadline but before the finale approval deadline may be allowed to attend event.

<b>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</b>	<b>APPLICABILITY PRISON/WORK RELEASE INCARCERATED INDIVIDUAL/SPANISH MANUALS</b>		
	<b>DATE</b> 0/0/00	<b>PAGE NUMBER</b> 9-of-15	<b>NUMBER</b> DOC 000.000
	<b>TITLE</b> CULTURAL GROUPS, CLUBS, ORGANIZATIONS (HENSFORTH G.C.O.)		
<b>POLICY</b>			

**VI. PROPOSAL CHECK OFF LIST/TIME GUIDELINE. EACH OF THESE ITEMS WILL BE  
SCANNED FOR TRACKING PURPOSES TO APPROPRIATE LOCATIONS/INDIVIDUALS.**

<b>Proposal for annual events reflected on facility yearly calendar</b>	<b>September 1st of each year</b>
<b>Conformation of receipt of proposal sent to cultural group</b>	<b>Within 10 working days of September 1st of each year</b>
<b>Proposals returned with signature</b>	<b>Prior to November 1<sup>st</sup> of each year</b>
<b>Event packet</b>	<b>60 days in advance of event</b>
<b>Outside guest list to CPPC</b>	<b>21 days in advance of event</b>
<b>Conformation of receipt of guest list from CPPC to contact sponsor and Respective G.C.O.</b>	<b>Within 7 working days</b>
<b>Notice of visitor completed</b>	<b>14 days in advance of event</b>
<b>List of approved visitors to hosting G.C.O. and Outside Sponsor</b>	<b>14 days in advance of event</b>
<b>Menu, submit with proposal</b>	<b>September 1st of each year (with proposal)</b>
<b>Notice to Food Service Manager of the number of participants</b>	<b>45 days in advance of event</b>
<b>Payment of food</b>	<b>45 days in advance of event</b>
<b>Payment for extra staff, if appropriate, (extra staff is necessary if there are kids in attendance.</b>	<b>45 days in advance of event</b>
<b>Incarcerated Individuals Applications distributed</b>	<b>60 days in advance of event</b>
<b>Incarcerated Individuals Applications submitted</b>	<b>45 days in advance of event</b>
<b>Approval of Incarcerated Individuals posted in common notice areas</b>	<b>14 days in advance of event</b>
<b>Incarcerated Individuals will be notified of denial of guest</b>	<b>14 days in advance of event</b>
<b>Final approval of Incarcerated individuals posted in notices area</b>	<b>7 days in advance of event</b>
<b>Final list of Incarcerated Individuals w/# of guest for each to hosting G.C.O.</b>	<b>7 days in advance of event (for set up purposes)</b>
<b>Set Up list w/performers submitted</b>	<b>7 days in advance of event</b>
<b>Practice time request and space (submitted with proposal)</b>	<b>90 days in advance of event</b>
<b>Equipment list, submit with proposal</b>	

STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS          <b>POLICY</b>	APPLICABILITY PRISON/WORK RELEASE INCARCERATED INDIVIDUAL/SPANISH MANUALS		
	DATE 0/0/00	PAGE NUMBER 10-of-15	NUMBER DOC 000.000
	TITLE CULTURAL GROUPS, CLUBS, ORGANIZATIONS (HENSFORTH G.C.O.)		

## VII. Eligibility

- A. Where applicable Participating Incarcerated Individuals should remain serious infraction free for 90 days before sign up and through the program, activity or event date (from date of incident). If a serious infraction is pending and has not been adjudicated at first level, you may attend event. If a serious infraction has been adjudicated and there is a guilty verdict and is on appeal, you will not be allowed to attend event.
- B. 90 day serious infraction free will not be applicable to any cultural programs, activities, or events as it relates to educational or rehabilitative purposes.
- C. Participation must not conflict with the Incarcerated Individuals Judgment and Sentence requirements or any known court orders.
- D. In prisons and work releases, participating family members will be limited to those on the Incarcerated Individuals approved visiting list. Guest and community members are not required to be on Incarcerated Individuals visiting list.

## VIII. Funding

- A. The Executive Treasurer of each G.C.O. will be supplied with an accurate itemized and dated account statement to include all deposits and transactions.
  - B. All G.C.O. will have one (1) sub-account and be provided with an account number that is not within the general offender or offender betterment fund accounts.
  - C. Respective G.C.O. funds will be used to fund G.C.O. centered programs, activities and events at Department facilities/offices and in the community.
1. All G.C.O. will submit their yearly events and celebration calendar to Superintendent or designee by September 1 who will forward it to the Secretary of the Department of Corrections by November 1 each year for final approval for the following year starting January 1 of each year.
  2. These events and celebration will be added to the Facility yearly events calendar scheduled to come out every December.
  3. Each G.C.O. will be afforded one (1) fundraising opportunity per year. Each G.C.O. will be allowed to collaborate on fundraising. In the event of a collaborative fundraiser, that fundraiser will only be counted towards the primary G.C.O., with the funds raised being split evenly between collaborating G.C.O.'s.





STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS          <b>POLICY</b>	APPLICABILITY PRISON/WORK RELEASE INCARCERATED INDIVIDUAL/SPANISH MANUALS		
	DATE 0/0/00	PAGE NUMBER 12-of-15	NUMBER DOC 000.000
	TITLE CULTURAL GROUPS, CLUBS, ORGANIZATIONS (HENSFORTH G.C.O.)		

- H. Respective G.C.O. shall provide a list of a max of eight (8) and no less than six (6) Incarcerated Individuals for the preparation and serving of the event
- I. If a program/activity/event last three (3) hours or more, participants will be provided a meal, snack, and beverages, funded by respective G.C.O. Vending machines will be accessed during events/celebrations.
- J. Vending machines will be accessed during events/celebrations ONLY after food services have left the area.
- K. Light refreshments will consist of pastries, raw vegetables, dressing, fruit, and catered hor'dourves and will include water, juice, and or coffee.
- L. Donated foods will only be accepted from a vendor, distributor, or retailer approved by the Food and Drug Administration (FDA) or United States Department of Agriculture (USDA). Donated foods must meet the following requirements:
- M. Donated food will comply with HACCP requirements and Temperature and time guidelines.
- N. Donated foods will be delivered in a refrigerated/freezer truck, when appropriate.
- O. Donated meat must be shelf stable or frozen, and in packaging consistent with facility, preparation needs.
- P. All deliveries and donations must be coordinated with food service employees with assistance from facility G.C.O. coordinator.
- Q. Community-based organizations and partners will be invited to support and participate in these programs, activities, and events.

**XI. Health and Safety**

- A. Food served will meet Department of Health and Food Program Hazards Analysis and Critical Control Point (HACCP) standards. An independent, outside source will document that Food Service facilities and equipment meet established governmental health and safety codes. Action will be taken to correct any deficiencies.
- B. Food preparation, storage, temperature control, facility, and equipment sanitation will be handled per the Washington State food code. There will be sanitary, temperature controlled facilities for storing all foods.
- C. Toilet and washbasin facilities will be available to food service employees and Incarcerated Individuals in the vicinity of the food preparation area.



<b>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</b>	<b>APPLICABILITY PRISON/WORK RELEASE INCARCERATED INDIVIDUAL/SPANISH MANUALS</b>		
	<b>DATE 0/0/00</b>	<b>PAGE NUMBER 13-of-15</b>	<b>NUMBER DOC 000.000</b>
	<b>TITLE CULTURAL GROUPS, CLUBS, ORGANIZATIONS (HENSFORTH G.C.O.)</b>		
<b>POLICY</b>			

**XII. DEFINITIONS:**

The following words/terms are important to this policy and are defined in the glossary section of this policy. Other words/terms appearing in this policy may also be defined in the glossary section.

**GLOSSARY:**

**1. DOC Policy Constitution and Bylaws**

A. DOC Policy Constitution and Bylaws is a standard Constitution and Bylaws for all G.C.O., and facility personnel to reference. It is a guide for each G.C.O. to format the constitution and bylaws for respective facilities.

**2. EVENTS:** An occurrence, esp. a significant one. A Seminar, Summit, Symposium, Forum is defined as an event when it utilizes the visitation area outside visitation hours and days.

**3. SEMINAR:** A group of advanced students studying under a professor with each doing original research and all exchanging results through reports and discussions. A course of study pursued by a seminar. A meeting for giving and discussing.

**4. SUMMIT:** To participate in a summit conference. The highest level of officials. The diplomatic heads of government. A conference of highest level officials.

**5. SYMPOSIUM:** A social gathering at which there is a free exchange of ideas. A formal meeting at which specialist deliver short addresses on a topic or related topics. A collection of opinions on a subject.

**6. FORUM:** A public meeting place for open discussion. A public meeting or lecture involving audience discussion. A program involving discussion of a problem by several authorities.

**7. WORKSHOP:** A meeting sponsored by respective G.C.O. in conjunction with outside entities, i.e. professors, organizations, government personnel, etc. to discuss and learn specified topics.

**8. BANQUET:** A meal held in recognition of some occasion or achievements.

**9. HOLIDAY/CULTURAL CELEBRATION:** To observe (a day or event) with ceremonies of respect, festivity, or rejoicing. To perform a ceremony. To praise/honor publicly. To observe an occasion with a ceremony or festivity. To take part in festivities.

**10. SPIRITUAL OBSERVANCE:** An occasion that is not religious but spiritual and cultural in nature. A traditional occasion.

STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS          <b>POLICY</b>	<b>APPLICABILITY</b> <b>PRISON/WORK RELEASE</b> <b>INCARCERATED INDIVIDUAL/SPANISH MANUALS</b>		
	<b>DATE</b> 0/0/00	<b>PAGE NUMBER</b> 14-of-15	<b>NUMBER</b> DOC 000.000
	<b>TITLE</b> <b>CULTURAL</b> <b>GROUPS, CLUBS, ORGANIZATIONS</b> <b>(HENSFORTH G.C.O.)</b>		

11. **HOLIDAY:** A day in which custom or law dictates a cessation of general business activity to celebrate or commemorate a particular event.
12. **CULTURAL:** The tastes in art and manners that are favored by a social group, all the knowledge and values shared by a society, The attitudes and behavior that are characteristic of a particular social group or organization, Denoting or deriving from or distinctive of the ways of living built up by a group of people ("influenced by ethnic and cultural ties"; "ethnic food"; "influenced by ethnic and ethnical ties")

**(I will insert the meaning of culture here)**

13. **PROGRAMS:** Based on informative/educational platforms.
14. **ACTIVITIES** (i.e. collaborations between G.C.O.): Special activities approved by respective Prison Facilities that are outside of normal allotted programs/activities.
15. **COMMUNITY SPONSOR:** A Sponsor is an individual from the community who sponsors the respective G.C.O. and the goals, mission and purpose of the respective G.C.O. The sponsor has been through the sponsor training and has a Red Badge.
16. **VOLUNTEER:** A Volunteer is an individual from the community who volunteers with a respective G.C.O. and adheres to the goals, mission and purpose of the respective G.C.O. The volunteer has a red badge and has not been through sponsor training.
17. **GUEST:** Is an outside person or entity who has been invited to participate in a function/meetings.
18. **APPROVED VISITOR:** Is a non-incarcerated person who is on an Incarcerated Individuals approved visitor list.
19. **APPROVED VISITOR/GUEST:** Is a non-incarcerated person who is on an Incarcerated Individuals approved visitor list. This individual can be invited to participate in a function in their professional capacity.

<b>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</b>	<b>APPLICABILITY</b>		
	<b>PRISON/WORK RELEASE</b>		
	<b>INCARCERATED INDIVIDUAL/SPANISH MANUALS</b>		
	<b>DATE</b> 0/0/00	<b>PAGE NUMBER</b> 15-of-15	<b>NUMBER</b> DOC 000.000
<b>POLICY</b>	<b>TITLE</b> <b>CULTURAL</b> <b>GROUPS, CLUBS, ORGANIZATIONS</b> <b>(HENSFORTH G.C.O.)</b>		

**DOC FORMS:**

**DOC DONATION REQUEST FORM**

**NOTICE OF VISITOR**

**EVENT PACKET**

**STATEWIDE MENU**

**PHOTO RELEASE FORM**