

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 06/06/11	NUMBER 04.02.135
	SUBJECT SECUREPAK PROGRAM	
SUPERSEDES 04.02.135 (12/29/10)		AUTHORITY MCL 791.203, 791.204
ACA STANDARDS NONE		PAGE 1 OF 3

POLICY STATEMENT:

General population prisoners may receive Department-approved items ordered through the Securepak Program as set forth in this policy.

RELATED POLICIES:

- 04.02.105 Prisoner Funds
- 04.02.130 Prisoner Store
- 04.07.112 Prisoner Personal Property

POLICY:

- A. The Securepak Program is a Department-approved customized package program that allows family members and others to send authorized items to prisoners while safeguarding against the introduction of contraband. Prisoners in general population also may place orders for their personal use in accordance with institutional ordering procedures. A vendor catalog identifying items available for purchase through the Securepak Program shall be available to prisoners in each general population housing unit and in other areas of the institution as identified by the Warden.
- B. Prisoners shall be permitted to have in their possession items received through the Securepak Program only as authorized pursuant to PD 04.07.112 "Prisoner Personal Property"; items may be limited for prisoners in a Department medical in-patient facility/unit, a Residential Treatment Program, or the Secure Status Outpatient Treatment Program as set forth in PD 04.07.112.
- C. The vendor of the Securepak Program will be responsible for processing all orders, including enforcing any restrictions developed by the Department. The vendor also is responsible for maintaining detailed reporting of all orders placed, which will be available to designated Department staff upon request. A percentage of the profits will be returned by the vendor to the Department and shall be used to off-set expenses borne by the Prisoner Benefit Fund (PBF) for cable/satellite television services or other PBF expenses as identified by the Administrator of the Bureau of Fiscal Management (BFM) after consultation with the Deputy Director of Correctional Facilities Administration (CFA).
- D. The Store Contract Committee shall be responsible for determining which items shall be available for purchase through the Securepak Program; items other than those available for purchase from the Standardized Store List shall be available only with approval of the CFA Deputy Director or designee. Any item available for purchase through the Securepak Program that is on the Standardized Store List must be the same item that is available for purchase from the Standardized Store List; the item cannot be a different brand or size or sold in a different quantity. Additional food items shall be available for purchase through the Securepak Program for the December holiday season. The Store Contract Committee may limit the quantity of items allowed to be purchased per order and, after taking into consideration recommendations from the Warden or designee, may prohibit the purchase of certain items by or for prisoners based on security level or institutional placement beyond the restrictions identified in the attachment.
- E. There is a limit of \$85, not including tax and shipping, per Securepak order placed. For prisoners, this is in addition to the \$100 bi-weekly limit on the purchase of Standardized Store List items from the prisoner store. If, at the time the order is processed, a prisoner does not have sufficient funds for all items s/he ordered, the order shall be processed only for those items for which the prisoner has available funds in the order listed on the Securepak Order Form.

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- F. Only one Securepak order may be placed by or for a prisoner per quarter (i.e., Jan-Mar; Apr-Jun; Jul-Sep; Oct-Dec). Only the first order placed by or for a prisoner each quarter will be processed, regardless of who placed the order or the value of the order. The vendor will notify the purchaser if his/her order cannot be processed or delivered for any reason and provide the purchaser with a full refund, not including the cost of shipping/handling; refunds to prisoners shall not be subject to debt collection under PD 04.02.105 "Prisoner Funds".
- G. The vendor will be responsible for delivery of orders to the facility, regional store, or other area designated by the BFM Administrator or designee, including redelivery if a prisoner transfers to another Department institution. If a prisoner is in segregation at the time of delivery and therefore ineligible to receive the Securepak order, the order shall be returned to the vendor and will not be redelivered; however, the order shall not count toward the quarterly limit. Orders received by prisoners who are out to court on writ for more than five business days also will be returned to the vendor and the order not counted toward the quarterly limit. A prisoner may not decline receipt of a Securepak order ordered in accordance with this policy; an item may be returned, however, if it is received damaged or is not the item ordered.
- H. Prisoners are prohibited from receiving Securepak orders known to be purchased by or on behalf of another prisoner, parolee, or probationer. Prisoners also are prohibited from receiving Securepak orders known to be purchased by a family member of another prisoner, parolee, or probationer unless the purchaser also is a family member of the prisoner receiving the item. For purposes of this policy, a "family member" is defined as a grandparent, parent, stepparent, spouse, mother-in-law, father-in-law, child, stepchild, grandchild, sibling, stepbrother, and stepsister; an aunt and/or uncle also is considered a family member if there is adequate verification that the aunt and/or uncle served as a surrogate parent of the prisoner.
- I. Prisoners shall be permitted to continue to possess items no longer available for purchase through the Securepak Program if the item was legitimately purchased, subject to PD 04.07.112 "Prisoner Personal Property". The item shall be deemed contraband, however, if the CFA Deputy Director determines that continued sale and/or possession of the item poses a custody and security concern. Notice that the item has been deemed contraband by the CFA Deputy Director shall be posted in all housing units. A prisoner shall not be issued a misconduct report for possession of the item until the notice has been posted for at least 30 calendar days.

DISPOSITION OF SECUREPAK ORDERS RECEIVED IN VIOLATION OF POLICY

- J. The vendor will notify the Department of suspicious Securepak orders; however, staff designated by the Warden to monitor funds received for credit to prisoner trust accounts pursuant to PD 04.02.105 "Prisoner Funds" shall be responsible for monitoring the receipt of Securepak orders at their respective institutions to identify activity that may violate this policy or may be related to illegal activity. The following steps shall be taken if an order has been placed in violation of this policy:
1. If the order has been placed but not yet received by the Department, the vendor shall be notified of the specific policy violation to allow for cancellation of the order and notification to the purchaser.
 2. If the order has been received by the Department but has not been delivered to the prisoner, the order shall be returned to the vendor with notification of the specific policy violation to allow for cancellation of the order and notification to the purchaser.
 3. If the order has been delivered to the prisoner and the items received can be specifically identified as being ordered through the Securepak Program, the items may be confiscated as contraband. If the items are confiscated, the prisoner shall be provided notice and an opportunity for a hearing consistent with requirements set forth in PD 04.07.112 "Prisoner Personal Property" or, if circumstances warrant, PD 03.03.135 "Prisoner Discipline". If the prisoner waives the hearing or the hearing officer determines that the items were purchased in violation of this policy, the items shall be destroyed or donated to a charity approved by the

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Warden.

RESTRICTING PRISONER ACCESS TO SECUREPAK PROGRAM

- K. In addition to actions taken pursuant to Paragraph J, a prisoner found at a misconduct or other hearing conducted in accordance with Administrative Rule 791.3310 or 791.3315 to be knowingly involved in sending or receiving a Securepak order in violation of this policy may be prohibited from purchasing and/or receiving items through the Securepak Program for a period of time determined by the Warden or designee. However, written approval from the Regional Prison Administrator is required to restrict the prisoner for more than two quarters.
- L. A prisoner found at a misconduct or other hearing conducted in accordance with Administrative Rule 791.3310 or 791.3315 to be knowingly involved in sending or receiving fraudulent Securepak orders, including the forging of Securepak documentation, may be prohibited from purchasing and/or receiving items through the Securepak Program for a period of time determined by the Warden or designee. However, written approval from the Regional Prison Administrator is required to restrict the prisoner for more than four quarters.
- M. The Warden or designee shall notify the Administrator of the Operations Division, CFA, or designee of any restrictions imposed pursuant to Paragraphs K and L within three business days after imposition of the restriction. The Operations Division Administrator or designee shall provide notice of the restriction to the vendor.

PROCEDURES

- N. Wardens and the BFM Administrator shall ensure that procedures are developed as necessary to implement this policy directive. This shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director or Deputy Director.

AUDIT ELEMENTS

- O. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

ATTACHMENTS

- P. This policy directive contains the following attachment:
 - 1. Attachment A – Items Authorized to be Sold Through Securepak Program

APPROVED: _____
Richard M. McKeon, Director Date

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ATTACHMENT A

ITEMS AUTHORIZED TO BE SOLD THROUGH SECUREPAK PROGRAM

Only items from the following list may be sold through the Securepak Program, as determined by the Store Contract Committee. Any item available for purchase through the Securepak Program that is on the Standardized Store List must be the same item that is available for purchase from the Standardized Store List; the item cannot be a different brand or size or sold in a different quantity.

HEALTH CARE PRODUCTS

Hydrocortisone
Antibacterial soap Medicated foot pads
Clotrimazole (antifungal cream)
Loratadine (allergy medicine)
"Balanced" liquid antacid
Psyllium seed based laxative
Chlorpheniramine maleate (allergy tablets)
Cold tablets
Aspirin
Ibuprofen
Acetaminophen
Naproxen
Benzoyl peroxide (acne skin preparation)
Tolnaftate (anti-fungal cream)
Hemorrhoidal cream
Abrasive callous sponge
Dandruff shampoo
Coal tar dandruff shampoo
Sun screen
Petroleum jelly
Cream depilatory
Moisturizing skin cream/cocoa butter cream
Moisturizing soap
Soft bristle toothbrush
Sensitivity type toothpaste
Hypoallergenic soap
Ranitidine or Cimetidine
Menstrual relief medication (female prisoners only)
Monistat 7 (female prisoners only)

OVER-THE-COUNTER PERSONAL CARE PRODUCTS

Vitamin C
Vitamin E
Multivitamins
Cough drops
Antacid
Foot powder
Eye drops
"Medicated" chest rub
Analgesic muscle rub
Insect repellent

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HYGIENE PRODUCTS

Hair Care

Shampoo, conditioner, and/or cream rinse
Gel, mousse, or moisturizer
Comb or pick
Hair brush
Hairspray (female prisoners only)
Wave cap, doo rag, or sleep cap
Shower cap
Braided elastic or terry cloth ponytail holders
Barrettes (female prisoners only)
Terry cloth sweatband (for the head)

Skin Care

Body lotion
Bar soap
Deodorant and/or antiperspirant
Shaving cream or gel
Depilatory cream, lotion, or gel
After shave
Body talc
"Medicated" facial cream
Chapped lip balm/lip ointment

Dental

Toothpaste
Toothbrush cap
Denture adhesive
Denture cleanser
Denture brush
Floss
Mouthwash
Denture cup

Miscellaneous

Soap dish
Cotton swabs
Fingernail clippers
Facial tissues
Sanitary napkins (female prisoners only)
Tampons (female prisoners only)
Panty liners (female prisoners only)
Tweezers (female prisoners only)
Arch supports
Shoe insoles

STATIONERY

Address book
Writing paper
Typing paper (8 1/2" x 11")
Carbon paper
Envelopes (Manila 10" x 15"; 15" x 20")
Pens
Pencils
Greeting cards

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STATIONERY (cont'd)

File folders
Calendar

MISCELLANEOUS

Batteries (AA, AAA, C, or D)
Playing cards
Game of dominoes
Checkers/chess
Earplugs (for noise reduction)
Ear buds/earplugs (for appliances)
Sewing kit
Shoelaces
Shoe polish
Cup
Spork
Bowl with lid
Tumbler with lid
Mirror
Push pins
Stereo/mono mini adapter (for use with headphones)
Photo tickets
Protein powder
Identification card holder
Key ring (only for sale at facilities at which prisoners are issued room keys)
Headphone extension cord

COSMETICS - FEMALE PRISONERS ONLY

Make-up (only lipstick, mascara, liquid foundation, face powder, eyebrow pencil, eyeliner, blush/rouge, eye shadow)

FOOD/BEVERAGES

Must include healthy choice options.

APPROVED: DHH 10/15/12