

Policy: Contraband	Number: 512.01
Date Revised: 08-21-13	Supersedes: I-08
Cross Reference: <i>ISTC Policy 619.01</i>	Issued: 10-31-94

A. Definitions.

1. **Contraband Defined.** The Alabama Department of Corrections (ADOC) has defined "Contraband" as follows:

"Any item NOT issued to an inmate by the ADOC or retained in its present form, location, or use, sold in the inmate canteen or authorized by the Warden."

See ADOC Administrative Regulation #338

Inmate possession of contraband negatively affects ADOC's ability to provide a safe and secure environment for ISTC faculty, staff and students.

2. ISTC employees are those individuals employed full or part time, on permanent or temporary employment status, or under contractual agreement with ISTC to provide educational, training and other services in support of the ISTC mission. For the purposes of this policy and in accordance with ADOC Administrative Regulation #338, Contraband, Ingram State Technical College (ISTC) employees are considered as ADOC contract employees.
3. For the purposes of this policy, the term "inmates" will be used to describe any inmate currently enrolled as a student in an ISTC education or training program, inmates assigned as ISTC instructional aides, and any other inmate on an ISTC campus or instructional site and under the supervision of ISTC faculty or staff.

B. General Policies.

1. ISTC and its employees will fully support ADOC policies and efforts to monitor, control, and prevent introduction of contraband into ISTC and ADOC facilities. ISTC employees are prohibited by this policy by action or inaction from any activities that contravene ADOC policies pertaining to contraband.
2. ISTC employees are responsible for ensuring that inmates do not come into possession of contraband. This responsibility not only includes inmates under the direct supervision of the employee but those within observation of the employee. Employees are charged with acting positively to enforce this policy with all inmates as defined in this policy.
3. ISTC employees must immediately report any incident where an inmate is in possession of contraband or where the employee reasonably suspects an inmate is attempting to obtain contraband.

C. Specific Prohibitions.

ISTC employees must adhere to the following prohibitions regarding contraband:

1. ISTC employees are not to give or otherwise provide or make contraband available to any inmate student or student aide.
2. ISTC employees shall not receive or mail any correspondence, packages, checks, money orders, cash, or any other items for inmates.
3. ISTC employees shall not bring any personal items of any description, money, food items, or any other items to inmates, or take any such items out for inmates, whether the items are from the employee, or from other free world persons to include an inmate's family, friends or others.
4. ISTC employees shall not accept any money or any other item of value from an inmate.
5. Employees shall not provide meals or other food items to inmates unless as a part of a college-wide and college-sanctioned event. These college-wide events will be conducted such that all inmates will be afforded the same opportunity to participate. This prohibition is not intended to limit a Dean's ability to establish a program-wide reward system designed to reinforce inmate progress in achieving academic outcomes when these rewards are relatively small and are designed to enhance efforts to improve inmate motivation and compliance with academic methods and goals. Example incentives could be awarding points to the class for attaining a group goal, individual points earned toward class recognition, written positive feedback that could be made a part of a student's record, verbal praise, or providing treats/snacks. Those incentive programs must be approved by the appropriate Dean.
6. Employees are not authorized to give inmates permission to possess contraband or take any contraband back into a correctional facility.
7. If an employee is off campus transporting students, at no time shall stops be made at stores or other businesses for the purpose of allowing students to make any type of purchase. Students must remain inside the vehicle at all times if it becomes necessary for a stop to be made.
8. Any requests for exceptions to these guidelines should be addressed to the President through the applicable supervisory chain.

Any failure by an employee who gains knowledge of such a contraband incident to report it, by the end of the next working day through their supervisory chain, shall constitute grounds for appropriate disciplinary action. To do so, or to attempt to do so, shall be considered a major disciplinary violation and shall subject the employee to appropriate disciplinary action.