



# Operating Procedure

<b>Effective Date</b> May 1, 2014	<b>Number</b> 841.6
<b>Amended</b>	<b>Operating Level</b> Department
<b>Supersedes</b> Operating Procedure 841.6 (3/1/11)	
<b>Authority</b> COV §53.1-32	
<b>ACA/PREA Standards</b> 4-4154, 4-4481 through 4-4486; 4-ACRS-5A-21, 4-ACRS-5A-23; 2-CO-5C-01	
<b>Office of Primary Responsibility</b> IOP Committee	

<b>Subject</b>  <b>RECREATION PROGRAMS</b>		
<table border="0"> <tr> <td><b>Incarcerated Offender Access</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> <td><b>FOIA Exempt Attachments</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></td> </tr> </table>	<b>Incarcerated Offender Access</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>FOIA Exempt Attachments</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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## I. PURPOSE

This operating procedure establishes guidelines and protocols for recreation and leisure programs for offenders at facilities operated by the Department of Corrections.

## II. COMPLIANCE

This operating procedure applies to all facilities operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

## III. DEFINITIONS

**Individual Activities** - Activities such as weight lifting, jogging, etc., which can be performed on an individual basis

**Intramural Activities** - Programs of competitive recreational activities among teams established at the facility

**Leisure Activities** - Activities that require minimal levels of physical exertion; examples include, but are not limited to table games, musical activities, leisure reading, walking, etc.

**Offender Recreation Aide** - Individual offenders selected and trained to provide recreational services support under the supervision of the recreation staff

**Program** - A structured service or activity facilitated by employees of the DOC or other state agency, qualified volunteers, or contractors that is offered to offenders with the ultimate goal of promoting pro-social, law abiding behaviors

**Structured Activities** - Those activities organized and monitored by the Recreation Department for which there are eligibility requirements and a roster stating names of participants

**Team Athletic Activities** - Those activities which are played in a structured team format i.e., soccer, softball, basketball, and volleyball

## IV. PROCEDURE

### A. Recreation in Community Corrections Facilities

1. Each Community Corrections facility shall make recreation and leisure time activities available to meet the needs of offenders within the facility program mission. (4-ACRS-5A-21, 2-CO-5C-01)
2. Adequate and appropriate areas are provided for visiting, recreation, and leisure time activities within the resources available to the facility. (4-ACRS-5A-23)
3. The offender orientation program should identify the general recreation resources available at the facility including indoor and outdoor recreation areas, sports equipment, and leisure games and equipment. Provisions for access to recreation areas and equipment should be identified.

## B. Institutions Recreation

1. Each facility shall provide for a comprehensive recreational program that includes leisure time activities and outdoor exercise appropriate to the facility mission and offender population. (4-4481, 2-CO-5C-01)
2. At institutions with more than 100 offenders, the recreational program shall be supervised by a full-time, qualified person, and at institutions with less than 100 offenders, a staff member shall be designated on a part-time basis as a recreation officer. The education and experience of the recreation program supervisor are taken into consideration by the appointing authority in determining appointment to the position. These include education, correctional experience, training in recreation and/or leisure activities and the ability to supervise the program. (4-4482)
3. Adequate facilities and equipment for the planned recreation or exercise activities shall be available in proportion to the offender population and shall be maintained in good condition. (4-4484)
4. Both outdoor and covered/enclosed exercise areas for general population offenders are provided in sufficient number to ensure that each offender is offered at least one hour of access daily. (4-4154)
  - a. Use of outdoor areas is preferred, but covered/enclosed areas must be available for use in inclement weather.
  - b. Covered/enclosed areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities.
  - c. The minimum size for exercise areas are as follows:
    - i. Outdoor exercise areas in facilities where 100 or more offenders utilize one recreation area; 15 square feet per offender for the maximum number of offenders expected to use the space at one time, but not less than 1,500 square feet of unencumbered space
    - ii. Outdoor exercise areas in facilities where less than 100 offenders have unlimited access to an individual recreation area; 15 square feet per offender for the maximum number of offenders expected to use the space at one time, but not less than 750 square feet of unencumbered space
    - iii. Covered/enclosed exercise areas in facilities where 100 or more offenders utilize one recreation area should have 15 square feet per offender for the minimum ceiling height of 18 feet, but not less than 1,000 square feet of unencumbered space
    - iv. Covered/enclosed exercise areas in facilities where less than 100 offenders utilize one recreation area should have 15 square feet per offender for the maximum number of offenders expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 500 square feet of unencumbered space.
5. Where appropriate to the facility mission, offenders should be selected and trained to serve as recreation program aides. (4-4483)
6. Where appropriate to the facility mission, offenders should be allowed to initiate recreational and leisure activities that are carried out under staff supervision. (4-4486)
7. Where appropriate to the facility mission, there should be provision for interaction with the community through various activities. (4-4485)
8. Offenders shall not be excused from educational, program, or work assignments for participation in recreation activities.
9. The offender orientation program should identify the general recreation resources available at the facility including indoor and outdoor recreation areas, sports equipment, leisure games and equipment, and art, craft, and hobby activities, if applicable.
  - a. Provisions for access to recreation areas and equipment should be identified.
  - b. Rotating or varying recreation schedules should be posted for offender access.
10. Offenders may participate in outdoor recreation without any heat index restrictions.
11. Where appropriate to the facility mission, provisions should be made for both organized (team and

individual competitions and tournaments) and individual activities.

12. An offender may be suspended from using recreational or leisure activity facilities, equipment, or supplies for misuse or abuse of recreational or leisure activity privileges.
  - a. Suspensions shall be for definite, finite periods and may apply to specific activities while allowing participation in other recreational or leisure activities.
  - b. If a suspension exceeds 60 days, provision should be made for the offender to receive some form of alternate outdoor exercise.
  - c. Where appropriate, offender actions and subsequent penalties should be documented in accordance with Operating Procedure 861.1, *Offender Discipline, Institutions*.

### C. Hobby, Craft, and Art Activities

1. This section does not apply to hobby, craft and art projects where items are constructed as part of a facility approved community service activity and not for offender possession.
2. Offenders shall be allowed to construct hobby, craft, and art projects using only items available for purchase from the facility commissary.
3. Arts and crafts supplies, materials, and projects must be stored in the offender's secured locker(s) or other containers(s) assigned to that offender. Property that exceeds the capacity of the designated container(s) must be disposed of in accordance with Operating Procedure 802.1 *Offender Property*.
4. Hobby, craft, and art projects must comply with DOC safety and security requirements (i.e., concealment of contraband, modification of state property and buildings, altering personal appearance, etc.) and the guidelines established in the *Specific Criteria for Publication Disapproval* section of Operating Procedure 803.2, *Incoming Publications*.
5. At the discretion of the Facility Unit Head, Security Level 1 through 3 facilities may allow offenders to participate in organized hobby, craft, and art programs using materials purchased from the facility commissary.
  - a. Programs that require materials and supplies not available for purchase from the facility commissary must contact the Operations Support Manager to obtain a release from the commissary contract vendor; a [Procedure Variance Request](#) 001\_F4 shall be submitted to the appropriate Regional Administrator and Regional Operations Chief for review, and forwarded to the Chief of Corrections Operations for approval prior to use of an outside vendor.
  - b. Information regarding the program's operation should be made available to the offender population and should include information on:
    - i. Eligibility requirements for participation and the facility approval process
    - ii. Approved areas for storage of supplies, materials, and projects
    - iii. Approved areas and times for offenders to work on projects
    - iv. Types of projects that offenders may construct
    - v. Requirements for disposition of completed projects
    - vi. Facilities authorizing purchases from an outside vendor shall also include information on:
      - (a) Types of supplies and material offenders may possess (all supplies and materials must comply with DOC safety and security requirements, i.e. proper control of tools, no flammable solvents, no aerosols, no oil based paints, etc.
      - (b) Maximum quantities of supplies and materials offenders may purchase or possess
      - (c) Approved sources of supplies and materials
6. Completed projects not otherwise approved for offender possession shall be removed from the facility in accordance with the *Voluntary Disposition and Disposal of Personal Property* section of Operating Procedure 802.1, *Offender Property*.
  - a. Completed projects not otherwise approved for offender possession that are not voluntarily removed from the facility within 30 days of completion may be confiscated as contraband and disposed of in accordance with Operating Procedure 802.1, *Offender Property*.

- b. Projects shall not be given, sold, or traded to facility employees, volunteers, or other offenders or the family members of facility employees and volunteers.
- 7. Items purchased with state funds may not be used in hobby and craft projects, even after the item has served its useful purpose. Alteration of state-issued or state-owned property is prohibited.
- 8. Projects that violate the *Specific Criteria for Publication Disapproval* section of Operating Procedure 803.2, *Incoming Publications*, should be seized as contraband, processed for confiscation, and disposed of in accordance with Operating Procedure 802.1, *Offender Property*.
- 9. If an offender is transferred to a facility that does not allow the same hobby and craft items, the items must be disposed of in accordance with Operating Procedure 802.1, *Offender Property*.
  - a. If the offender later transfers to a facility that allows the hobby and craft items, they may not be sent back in.
  - b. The offender must purchase new items if desired.

V. REFERENCES

Operating Procedure 802.1, *Offender Property*  
Operating Procedure 803.2, *Incoming Publications*  
Operating Procedure 861.1, *Offender Discipline*

VI. FORM CITATIONS

[Procedure Variance Request](#) 001\_F4

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years from the effective date.

*Signature Copy on File*

*3/17/14*

A. David Robinson, Chief of Corrections Operations

Date