

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 900</p> <p>INMATE PROGRAMS AND SERVICES</p>	<p>OPR:</p> <p>SS OPS</p>
	<p>DEPARTMENT ORDER: 906</p> <p><i><b>INMATE RECREATION/ ARTS &amp; CRAFTS</b></i></p>	<p>SUPERSEDES:</p> <p>DO 906 (04/21/08) DI 278 (02/22/10)</p>
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## PURPOSE

This Department Order establishes guidelines for Department Order # 809, Earned Incentive Program provision for a Recreational Program that includes outdoor recreational activities, athletics and hobby crafts activities. Inmates may participate in arts and crafts, in accordance with this Department Order. This Department Order includes procedures to be used by authorized inmates to produce arts and hobby crafts for sale to the general public through the Arizona Prison Arts & Trades Outlet. It further provides for the standardization of closed circuit television systems for inmate use during recreation time.

## APPLICABILITY

The Earned Incentive Program (EIP) applies to all custody locations and populations except inmates assigned to detention.

## PROCEDURES

- 906.01 RECREATIONAL PROGRAM** - Wardens, Deputy Wardens and designees shall ensure a quality recreation program exists and that all inmates receive outdoor exercise or recreational opportunities in accordance with their EIP phase and custody level.
- 1.1 A Correctional Officer III (CO III) shall be assigned to each unit as a Recreational CO III and be responsible for organizing and supervising the recreational programs.
  - 1.2 Inmate participation in recreational programs as outlined in Department Order #809, Earned Incentive Program. Recreation and hobby crafts, shall be approved as follows:
    - 1.2.1 Complex inter-mural activities require approval from the Complex Warden.
    - 1.2.2 Minimum custody, Phase III inmates may participate in inter-mural activities at units within the Complex which have the same custody level and in accordance with their phase. No other custody inmates and units are eligible to participate in this activity.
      - 1.2.2.1 Transportation arrangements shall be coordinated by the participating units. Inmate participants shall be transported in accordance with Department Order #705, Inmate Transportation.
      - 1.2.2.2 The units Recreational CO III shall screen each participant for "Do Not Housed With" (DNHW) conflicts.
    - 1.2.3 Unit intra-mural activities require the approval from the Deputy Warden.
      - 1.2.3.1 With the exception of maximum inmates, inmates may participate in Unit intra-mural activities in accordance with their EIP phase. In those custody level locations where DNHW issues are allowed, the Recreational CO III shall screen each participant for DNHW issues.
  - 1.3 All inmates shall be afforded the opportunity for outdoor exercise activities that involve the use of large muscles. An outdoor recreation area for this purpose shall be designated.

- 1.3.1 The minimum outdoor exercise period shall not be less than six hours a week for all custody level inmates. Inmates in detention or medical isolation will also receive a minimal outdoor recreation period of not less than six hours a week unless a legitimate security need prohibits otherwise.
- 1.3.2 Large muscle exercise shall include, but is not limited to:
  - 1.3.2.1 Walking.
  - 1.3.2.2 Jogging in place.
  - 1.3.2.3 Isometrics.

**906.02 INMATE RECREATIONAL ACTIVITIES**

- 1.1 Wardens, Deputy Wardens or designee shall ensure a quality recreational program exists and that all inmates receive these recreational opportunities in accordance with their EIP phase and custody level.
- 1.2 Recreational program activities are those activities that allow inmates to positively utilize free time to pursue areas or events of interest. These activities may include but are not limited to:
  - 1.2.1 Athletic Activities.
  - 1.2.2 Music.
  - 1.2.3 Reading.
  - 1.2.4 Passive Board or Card Games.
  - 1.2.5 Unit Intra-Mural Activities.
  - 1.2.6 Complex Inter-Mural Activities.
- 1.3 Cultural activities are those activities or events that recognize a cultural group in a positive manner and that reflect the group’s historical or cultural background. Cultural activities may include but are not limited to:
  - 1.3.1 Cinco de Mayo.
  - 1.3.2 Juneteenth.
- 1.4 Special events are activities that allow inmates to positively engage in an event or organization of interest. Special events can include but is not limited to:
  - 1.4.1 Victims Focused Community Service.
  - 1.4.2 Religious Events.
  - 1.4.3 Fund Raising Activities.
  - 1.4.4 Community Betterment Projects.

### **906.03 INMATE HOBBY CRAFTS**

- 1.1 Wardens and Deputy Wardens or designees shall ensure the approved list of authorized hobby craft supplies is utilized when implementing each privilege phase of the EIP.
- 1.2 All hobby crafts listed within each EIP phase shall be made available to those inmates with hobby craft privileges unless precluded by a legitimate security need. Allowable hobby craft activities are listed in Department Order #809, Attachment C, Incentive Matrix – Recreation and Hobby Craft and Department Order #909, Inmate Property, Attachment A, Inmate Store/Property List.
  - 1.2.1 Inmates in Phase I shall be allowed only one hobby craft approved for that phase.
  - 1.2.2 Inmates in Phase II shall be allowed only two hobby crafts approved for that phase.
  - 1.2.3 Inmates in Phase III shall be allowed only three hobby crafts approved for that phase.
  - 1.2.4 The allowable supplies for hobby crafts are outlined in Department Order #909, Inmate Property.
- 1.3 An inmate’s participation in hobby craft is voluntary and shall be based upon the inmate’s compliance with their Corrections Plan and EIP phase.
- 1.4 An inmate shall be reduced in the amount of allowed hobby craft items whenever there is a change from a higher phase to a lower phase.
- 1.5 In-house hobby activities:
  - 1.5.1 Shall be conducted only in designated living areas.
  - 1.5.2 Must be limited to that which may be completed within the cell and/or designated living area in accordance with Department Order #704, Inmate Regulations.
  - 1.5.3 Must only contain the hobby craft supplies which can be purchased in the inmate store in accordance with Department Order #909, Inmate Property, Attachment A, Inmate Store/Property List.
- 1.6 Application Process And Eligibility Criteria for In-House Hobby Craft
  - 1.6.1 Inmates who wish to participate in an In-House Hobby Craft shall complete an In-House Hobby Craft Application, Form 906-5, and submit it to their assigned CO III. To be eligible to participate in this program an inmate must not have any pending disciplinary violations and must meet the criteria in accordance with Department Order #809, Earned Incentive Program.
  - 1.6.2 Inmates shall purchase all supplies and materials for their hobby at their own expense.

1.6.3 Completed hobby craft items shall be processed upon completion as follows:

1.6.3.1 Mailed or sent out with a visitor, as outlined in Department Order #909, Inmate Property.

1.6.3.2 Mailed to the Arizona Prison Arts and Trades Outlet, if approved.

1.7 Sale of Completed Arts and Crafts Items to Staff

1.7.1 Staff may purchase inmate-made arts and crafts only through the Arizona Prison Arts and Trades Outlet.

1.8 Exchanging, Trading or Bartering of Hobby Crafts

1.8.1 Inmates shall not exchange, trade or barter arts and crafts items with other inmates.

1.8.2 Inmates shall not sell or give arts and crafts items to other inmates.

1.8.3 Inmates shall not give arts and crafts items to staff members.

**906.04 ARIZONA PRISON ARTS AND TRADES OUTLET (OUTLET)** - All inmates who have hobby craft privileges and based on space availability shall have the opportunity to sell their products through the Outlet. Use of the Outlet is on a strictly voluntary basis and shall be done in accordance with this Department Order and with the Institutional Order for Inmate Recreation/Hobby Crafts.

1.1 Notice - Wardens, Deputy Wardens, and designees shall ensure that institutional staff uses all available means (bulletin boards, TV systems, institutional publications, etc.) to advertise the opportunity for authorized inmates to sell their products through the Outlet. (See Attachment A, Outlet Notice to Inmates)

1.2 Submission of Hobby Crafts to the Outlet

1.2.1 Unless otherwise approved by special request, all hobby craft articles shall be mailed to the Outlet through the United States Postal Service.

1.2.2 It is an inmate's responsibility to ensure the proper and secure packing of all items sent to the Outlet.

1.2.2.1 All items shall be packed in accordance with U.S. Postal regulations and shall be inspected by institution staff prior to sealing.

1.2.2.2 Inmates shall incur all shipping costs. All packages and correspondence to the Outlet shall be addressed as follows:

Arizona Prison Arts & Trades Outlet  
P.O. Box 949  
Florence, Arizona 85232

- 1.2.2.3 Each shipment shall be accompanied by a completed Arizona Prison Arts & Trades Outlet, Release from Liability and Acknowledgment of Understanding, Form 906-1 and each item is to include an Arizona Prison Arts & Trades Outlet Sales Tag, Form 906-3. Failure to properly complete the forms shall result in the item being returned to the inmate, at the expense of the inmate.
    - 1.2.2.4 All copies of each required form shall be enclosed in the shipment, except the goldenrod copy of Form 906-1, Release from Liability and Acknowledgment of Understanding and the canary copy of Form 906-3, Arizona Prison Arts & Trades Outlet Sales Tag. These two copies shall be retained by the inmate.
- 1.3 Right to Refuse Acceptance - The Outlet reserves the right to refuse acceptance and return any hobby craft article that is deemed by Outlet personnel to be inappropriate or un-sellable. If an item is rejected, the inmate's trust account shall be charged for any repackaging and/or postal expenses. Reasons for rejection may include, but are not limited to:
  - 1.3.1 Damaged goods.
  - 1.3.2 Poor quality.
  - 1.3.3 An unreasonable selling price.
- 1.4 Inmate Relocation - Inmates shall be responsible for notifying the Outlet of any changes in their institutional location within the Arizona Department of Corrections, or their release, while having hobby craft articles for sale in the Outlet.
- 1.5 Pricing/Display
  - 1.5.1 The inmate shall be responsible for determining the initial selling price of the hobby craft by completing the Arizona Prison Arts & Trades Outlet Sales Tag, Form 906-3.
  - 1.5.2 Articles on display for more than 120 calendar days shall be automatically reduced by ten percent of the inmate designated selling price.
  - 1.5.3 An article shall remain on display thereafter based on space availability until the item is deemed to be un-sellable. The article shall then be returned to the inmate at the inmate's expense.
  - 1.5.4 The prison outlet shall display all articles; duplicate crafts by one inmate shall be displayed if space permits.
- 1.6 Charges/Payments - The Outlet shall deduct a twenty-five percent administrative fee from the sale price of each article sold to assist in defraying the costs of operating the Outlet.
  - 1.6.1 Members of the public who buy items from the Outlet shall be required to pay the applicable sales tax on all purchases.

1.6.2 Payments to an inmate for hobby crafts sold in the Outlet shall be sent for credit to the inmate’s account within 20 working days of the sale. (See Attachment B.) Each inmate shall also receive a copy of the completed sales tag form as proof of the sale.

1.7 Requests to Return a Hobby Craft Article

1.7.1 An inmate may request the return of a hobby craft article.

1.7.2 The inmate shall complete a Request for Return of Inmate Personal Property, Form 906-15 and submit it to the Outlet.

1.7.3 The inmate’s account shall be charged for the packaging and postage expenses involved in returning the hobby craft.

**906.05 STANDARDIZED CLOSED CIRCUIT TELEVISION SYSTEM**

1.1 A maximum of sixteen television channels shall be provided, based on local availability, as determined by the Warden, or designee. If the capability does not exist to deliver the maximum sixteen channels, the Warden, Administrator or designee shall determine which of the available channels will be offered. Channels shall be selected from the following types:

1.1.1	Major Networks	ABC, NBC, FOX, CBS, etc.
	Educational	Public television, Discovery, etc.
	Religious	Religious services, etc.
	Sports	Sports-related programming
	News	CNN, Headline News, etc.
	Spanish	Spanish language channel
	Black entertainment	BET, etc.
	ADC Programs	Inmate education or religious programs
	Announcements	Computer bulletin board

1.2 There shall be no premium channels, no movie channels, or ADC channels reserved for showing ADC-owned or rented movies.

1.3 The Warden or designee may shut off all or part of the institution’s closed circuit television system at any time at his or her discretion.

1.4 The standardized viewing schedule appears as Attachment C.

## IMPLEMENTATION

Within 90 days of the effective date of this Order, Wardens or designees shall develop an Institution Order that addresses the requirements of this Department Order, to include:

- An In-House Hobby Craft Application/Tracking form consistent with the custody level and needs of the individual unit.

## DEFINITIONS

**CULTURAL ACTIVITIES** - Events that recognize a cultural group in a positive manner and that reflect the group’s historical or cultural background, e.g., folk dancing, Cinco de Mayo, Juneteenth.

**EARNED INCENTIVE PROGRAM (EIP)** - A three-phase system of graduated earned inmate incentives sanctions and to assist inmates to acquire and sustain a responsible, pro-social lifestyle, incorporating the community's underlining norms, values and mores in their everyday lives.

**HOBBY CRAFTS** - Any endeavor, hobby or enterprise that may produce items suitable for public sale, but which is not a full-time occupation for the inmate. Approved hobby activities are outlined by custody and phase in Department Order #809, Earned Incentive Program, Attachment C, Incentive Matrix – Recreation and Hobby Craft.

**IN-HOUSE HOBBY** - A hobby activity conducted in an inmate's living area.

**INTRA-MURALS** - Activities organized for inmate participation occurring within the boundaries of a unit.

**INTER-MURALS** - Activities organized for inmate participation occurring between two or more units within the boundaries of a complex. Inter-mural activities are limited to Minimum Custody, Phase III inmates.

**RECREATIONAL ACTIVITY** - Includes, but is not limited to, cultural clubs, study or self-help groups and the development of approved institutional publications, such as newsletters and magazines.

**RECREATIONAL PROGRAM** - May include, but is not limited to:

- Outdoor Exercise
- Athletics
- Unit Intra-Mural Activities
- Complex Inter-Mural Activities
- In-House Hobby Craft
- Cultural Activities
- Special Events

{Original Signature on File}

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Charles L. Ryan  
Director

## ATTACHMENTS

Attachment A - Outlet Notice to Inmates  
Attachment B - Outlet Payment to Inmates Examples  
Attachment C - ADC Standardized CCTV Viewing Schedule

## FORMS LIST

906-1, Release from Liability  
906-3, Arizona Prison Arts & Trades Outlet Sales Tag  
906-5, In-House Hobby Craft Application  
906-15, Request for Return of Inmate Personal Property

## AUTHORITY

A.R.S. 13-4202, Crime/Victim Accounts - Void Contracts.

A.R.S. 31-204, Interest of Employee in Contracts, Gifts to or from Prisoner, Penalty.

A.R.S. 31-261, Sale or Exchange of Products of Individual Prisoners.

## ARIZONA DEPARTMENT OF CORRECTIONS

### NOTICE

**TO:** ADC INMATES WITH HOBBY CRAFT PRIVILEGES

**RE:** ARIZONA PRISON ARTS & TRADES OUTLET

**WHAT?** The Arizona Department of Corrections is making available the opportunity for those inmates with hobby craft privileges to sell their products in the Arizona Prison Arts and Trades Outlet.

**WHERE?** The Outlet is located at Florence, Arizona

**WHEN?** The Outlet operates during normal business hours four days a week including Saturday and Sunday.

**HOW?** Contact your CO III or Recreation Officer for more information and a copy of the order for selling your hobby crafts at the Outlet.

**INMATES SELLING HOBBY CRAFTS  
AT THE OUTLET**

**-- PAYMENT EXAMPLES --**

**EXAMPLE 1:**

Inmate Smith sent a hobby craft article to the Outlet with a sales price of \$50.00. The article was sold within 120 days of its arrival at the Outlet for \$50.00 plus tax. Within 20 working days of the sale, Outlet personnel sent a total of \$37.50 (the sales price minus 25%) to the institution for deposit into the inmate's account. Simultaneously, the inmate is advised the article sold.

**EXAMPLE 2:**

Inmate Smith sent a hobby craft article to the Outlet with a sales price of \$50.00. The article was sold after 120 days of its arrival at the Outlet for 10% less than the original asking price, or \$45.00 plus tax. Within 20 working days of the sale, Outlet personnel sent a total of \$33.75 (the sales price minus 25%) to the institution for deposit into the inmate's account. Simultaneously, the inmate is advised the article sold.

**ATTACHMENT C  
DEPARTMENT ORDER 906**

<b>ADC STANDARDIZED CLOSED CIRCUIT TELEVISION SYSTEM (CCTV) VIEWING SCHEDULE</b>		
Monday-Thursday	Midnight to 6:00 a.m.	No CCTV
	6:00 a.m. to Midnight	All Channels
Fridays and days before Holidays (including extend- ed late-night hours)	Midnight to 6:00 a.m.	No CCTV
	6:00 a.m. to 2:00 a.m.	All Channels
Saturdays (including extend- ed late-night hours)	Midnight to 2:00 a.m. (carried over from previous night)	All Channels
	2:00 a.m. to 6:00 a.m.	No CCTV
	6:00 a.m. to 2:00 a.m.	All Channels
Sundays and Holidays	Midnight to 2:00 a.m. (carried over from previous night)	All Channels
	2:00 to 6:00 a.m.	No CCTV
	6:00 a.m. to Midnight	All Channels