

 <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>OPS</p>
	<p>DEPARTMENT ORDER: 906</p> <p><i>INMATE RECREATION/ ARTS AND CRAFTS</i></p>	<p>SUPERSEDES:</p> <p>DO 906 (04/07/11) DO 317 (03/25/13)</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 arts and crafts activities. Inmates may participate in arts and crafts in accordance with this Department Order. 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 Recreation and arts and 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 EIP 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 Custody inmates, inmates may participate in unit intra-mural activities in accordance with their EIP Phase.
 - 1.2.3.2 Movement control and/or physical barriers must prevent an inmate with current DNHW in a building, pod, or one side of the unit from contact with his/her DNHW in the other building, pod, or on the other side of the unit. The unit Recreational CO III is responsible to verify that physical barriers and movement control are sufficient to ensure inmates remain separated. If inmates cannot remain separated they may not participate in intra-mural activities.

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 - 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.

1.1 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:

1.1.1 Outdoor exercise.

1.1.2 Athletic activities.

1.1.3 Music.

1.1.4 Reading.

1.1.5 Arts and crafts.

1.1.6 Passive board or card games.

1.1.7 Unit intra-mural activities.

1.1.8 Complex inter-mural activities.

1.1.9 Cultural activities.

1.1.10 Special events.

1.2 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:

1.2.1 Cinco de Mayo.

1.2.2 Juneteenth.

- 1.3 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:
 - 1.3.1 Victims Focused Community Service.
 - 1.3.2 Religious events.
 - 1.3.3 Fundraising activities.
 - 1.3.4 Community Betterment Projects.

906.03 INMATE ARTS AND CRAFTS

- 1.1 Wardens and Deputy Wardens or designees shall ensure the approved list of authorized arts and crafts supplies is utilized when implementing each privilege phase of the EIP.
- 1.2 All arts and crafts listed within each EIP Phase shall be made available to those inmates with arts and crafts privileges unless precluded by a legitimate security need. Allowable arts and crafts activities are listed in Department Order #809, Earned Incentive Program, 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 art and craft approved for that phase.
 - 1.2.2 Inmates in Phase II shall be allowed only two arts and crafts approved for that phase.
 - 1.2.3 Inmates in Phase III shall be allowed only three arts and crafts approved for that phase.
 - 1.2.4 The allowable supplies for arts and crafts are outlined in Department Order #909, Inmate Property.
- 1.3 An inmate’s participation in arts and crafts is voluntary and shall be based upon the inmate’s compliance with their Corrections Plan and EIP Phase.
 - 1.3.1 An inmate shall be reduced in the amount of allowed arts and crafts items whenever there is a change from a higher phase to a lower phase.
- 1.4 Arts and crafts activities:
 - 1.4.1 Shall be conducted only in designated living areas.
 - 1.4.2 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.
 - 1.4.3 Must only contain the arts and crafts supplies which can be purchased in the Inmate Store in accordance with Department Order #909, Inmate Property, Attachment A, Inmate Store/Property List.

- 1.5 Application Process and Eligibility Criteria for Arts and Crafts - Inmates who wish to participate in arts and crafts shall complete an Arts and Crafts 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.
 - 1.5.1 Inmates shall purchase all arts and crafts supplies and materials for their hobby at their own expense.
 - 1.5.2 Completed arts and crafts items shall be maintained, mailed or sent out with a visitor in accordance with Department Order #909, Inmate Property.
- 1.6 Selling, Exchanging, Trading or Bartering of Arts and Crafts – Inmates shall not:
 - 1.6.1 Exchange, trade or barter arts and crafts items with other inmates.
 - 1.6.2 Sell or give arts and crafts items to other inmates.
 - 1.6.3 Sell or give arts and crafts items to staff members.
 - 1.6.4 Sell arts and crafts items to anyone in the general public.
- 1.7 Arts and crafts projects completed as part of an educational or treatment program are subject to the guidelines outlined in 1.5.2 and 1.6 of this section.

906.04 STANDARDIZED CLOSED CIRCUIT TELEVISION SYSTEM

- 1.1 A maximum of seventeen 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 seventeen 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 (3) 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 Arizona Department of Corrections (ADC) or private prison channels reserved for showing ADC or private prison 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 A.

IMPLEMENTATION

Wardens or designees shall update the Post Orders (Unit Specific section), as necessary, addressing the requirements of this Department Order, to include an Arts and Crafts Application/Tracking form consistent with the custody level and needs of the individual unit.

DEFINITIONS

ARTS AND 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 arts and crafts activities are outlined by custody and EIP Phase in Department Order #809, Earned Incentive Program, Attachment C, Incentive Matrix – Recreation and Hobby Craft.

DO NOT HOUSE WITH (DNHW) – Inmates with a documented Do Not House With (DNHW) status shall not be housed in the same institution where there is the possibility that the DNHW inmates may have to share housing cells, institutional activities, meals, or transport.

EARNED INCENTIVE PROGRAM (EIP) - A three-phase system of graduated earned incentives, and sanctions by which inmates sustain a responsible, pro-social lifestyle and incorporate ethics and values into their everyday lives.

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.

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

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.

{Original Signature on File}

Charles L. Ryan
Director

ATTACHMENTS

Attachment A - ADC Standardized Closed Circuit Television Viewing Schedule

FORMS LIST

906-5, Arts and Crafts Application

CROSS-REFERENCE INDEX

Department Order #501, Employee Professionalism, Ethics and Conduct

Department Order #704, Inmate Regulations

Department Order #705, Inmate Transportation

Department Order #809, Earned Incentive Program

Department Order #909, Inmate Property

AUTHORITY

A.R.S. § 13-4202, Void Contracts, Crime Victim Accounts, Establishment, Notice to Victims, Exceptions, Civil Liability, Definition

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

**ATTACHMENT A
DEPARTMENT ORDER 906**

ADC STANDARDIZED CLOSED CIRCUIT TELEVISION SYSTEM (CCTV) VIEWING SCHEDULE		
Monday-Thursday	Midnight to 6:00 a.m.	No CCTV
	6:00 a.m. to Midnight	All Channels
Fridays and days before Holidays (including extended late-night hours)	Midnight to 6:00 a.m.	No CCTV
	6:00 a.m. to 2:00 a.m.	All Channels
Saturdays (including extended 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