

CHAPTER: 900

Inmate Programs and Services

DEPARTMENT ORDER:

906 – Inmate Recreation/Arts and Crafts

OFFICE OF PRIMARY  
RESPONSIBILITY:

OPS

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# Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to read "David Shinn", is written over a horizontal line.

David Shinn, Director

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## **STANDARDS**

American Correctional Association (ACA) Standards: 5-ACI-4A-24, 5-ACI-4A-27, 5-ACI-4B-24, 5-ACI-4B-26, 5-ACI-7C-01, 5-ACI-7C-02, 5-ACI-7C-03, 5-ACI-7C-05, 5-ACI-7C-06

## **PURPOSE**

This Department Order establishes guidelines for Department Order #809, Earned Incentive Program, provision for a Recreational Program that includes outdoor recreational activities, athletics. Arts and crafts activities are voluntary and based on inmate custody level. Inmates may participate in arts and crafts in accordance with this Department Order. This Department Order further standardizes Closed Circuit Television (CCTV) Systems for inmate use during recreation time.

## **APPLICABILITY**

The Earned Incentive Program (EIP) applies to Minimum, Medium and Close Custody locations and populations. The EIP does not apply to inmates assigned to detention or inmates classified as Maximum Custody. For Maximum Custody inmate incentives, refer to Department Order #812, Inmate Maximum Custody Management and Incentive System.

The EIP for inmates assigned to private prisons shall be in compliance with this Department Order and any applicable Department contracts.

## **PROCEDURES**

**1.0 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. (See Attachment C) {5-ACI-7C-01}

1.1 The unit Deputy Warden shall appoint a Correctional Officer III (CO III), who shall be responsible for oversight and supervision of the unit recreational programs. {5-ACI-7C-02}

1.1.1 The unit's Recreational CO III shall be responsible for selecting and training the inmate recreation aide(s). The Recreational CO III shall be responsible for the training files for the inmate recreation aide(s). {5-ACI-7C-03}

1.2 Recreation may be approved for the following activities:

1.2.1 Complex inter-mural activities require prior written approval from the 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 unit 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 shall 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. An outdoor recreation area for this purpose shall be designated.
  - 1.3.1 Inmates in medical isolation shall receive a minimal outdoor recreation period of not less than six hours a week unless a legitimate security need prohibits otherwise.
  - 1.3.2 Inmates in detention shall receive a minimal outdoor recreation period of not less than five hours a week unless a legitimate security need prohibits otherwise. {5-ACI-4A-24} {5-ACI-4A-27} {5-ACI-4B-24} {5-ACI-4B-26}
  - 1.3.3 Exercise periods for Maximum Custody inmates shall be in accordance with Department Order #812, Inmate Maximum Custody Management and Incentive System.
  - 1.3.4 Exercise shall include, but is not limited to walking, jogging in place and isometrics.

**2.0 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 or Maximum Custody level. {5-ACI-7C-01}

- 2.1 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:
  - 2.1.1 Outdoor exercise and athletic activities
  - 2.1.2 Music and Reading
  - 2.1.3 Passive board or card games
  - 2.1.4 Unit intra-mural activities and Complex inter-mural activities
  - 2.1.5 Cultural activities and Special events
- 2.2 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 Native American Day, Cinco de Mayo, and Juneteenth.
- 2.3 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:

- 2.3.1 Victims-focused Community Service and Community Betterment Projects {5-ACI-7C-05}
- 2.3.2 Religious events
- 2.3.3 Fundraising activities
- 2.4 Inmate(s) may request an activity or event. This request needs to be addressed to the Recreational CO III on an Inmate Letter, Form 916-1. In this request, the purpose and scope of the activity or event must be included. The approval or denial of this activity or event shall be up to the Recreational CO III. {5-ACI-7C-06}

### 3.0 INMATE ARTS AND CRAFTS

- 3.1 Wardens and Deputy Wardens or designees shall ensure the approved list of authorized arts and crafts supplies is utilized.
- 3.2 All arts and crafts listed within each Custody level shall be made available to those inmates with arts and crafts privileges unless precluded by a legitimate security need. (See Attachment B.)
- 3.3 Arts and crafts activities:
  - 3.3.1 Are specifically authorized only in designated living areas.
  - 3.3.2 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.
  - 3.3.3 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.
    - 3.3.3.1 Inmates shall purchase all arts and crafts supplies and materials for their hobby at their own expense.
    - 3.3.3.2 Food items and other materials obtained from state property shall be prohibited for use with arts and crafts activities.
- 3.4 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.
- 3.5 Selling, Exchanging, Trading or Bartering of Arts and Crafts – Inmates shall not:
  - 3.5.1 Exchange, trade or barter arts and crafts items with other inmates.
  - 3.5.2 Sell or give arts and crafts items to other inmates.
  - 3.5.3 Sell or give arts and crafts items to employees, contractors, interns or volunteers. (Arizona Revised Statute (A.R.S.) §31-204)
  - 3.5.4 Sell arts and crafts items to anyone in the general public.
- 3.6 Completed arts and crafts items shall be maintained, mailed or sent out with a visitor in accordance with Department Order #909, Inmate Property.

- 3.7 Arts and crafts projects completed as part of an educational or treatment program shall be subject to the guidelines outlined in 3.5 and 3.6 of this section.

#### **4.0 STANDARDIZED CLOSED CIRCUIT TELEVISION SYSTEM**

- 4.1 Based on local availability, a maximum of twenty-four television channels shall be provided, as determined by the Warden, Administrator or designee. If the capability does not exist to deliver the maximum twenty-four channels, the Warden, Administrator or designee shall determine which of the available channels will be offered. Channels shall be selected from the following types:
  - 4.1.1 Major Networks – ABC, NBC, FOX, CBS, etc.
  - 4.1.2 Educational – Public television, Discovery, etc.
  - 4.1.3 Religious (3) – Religious services, etc.
  - 4.1.4 Sports – Sports-related programming
  - 4.1.5 News – CNN, Headline News, etc.
  - 4.1.6 Spanish – Spanish-language channel
  - 4.1.7 Black entertainment – BET, etc.
  - 4.1.8 Department Programs – Inmate education or religious programs
  - 4.1.9 Announcements – Computer bulletin board
- 4.2 No premium channels, movie channels, or Department/private prison channels shall be reserved for showing Department or private prison owned or rented movies.
- 4.3 All or part of the Department/private prison’s CCTV system may shut off at any time at the discretion of the Warden, Administrator or designee.
- 4.4 For Department standardized CCTV viewing information, refer to Attachment A, CCTV Viewing Schedule.

### **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/GLOSSARY**

Refer to the Glossary of Terms

### **ATTACHMENTS**

Attachment A - Closed Circuit Television Viewing Schedule  
Attachment B – Arts and Crafts  
Attachment C – Recreational Activities List

## **FORMS LIST**

906-5, Arts and Crafts Application

## **AUTHORITY**

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**

**CLOSED CIRCUIT TELEVISION VIEWING (CCTV) 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



**ATTACHMENT B**

**ARTS AND CRAFTS**

<b>Minimum Custody</b>	<b>Medium Custody</b>	<b>Close Custody</b>
<ul style="list-style-type: none"><li>• Drawing</li><li>• Greeting Cards</li><li>• Origami</li><li>• Puzzles</li><li>• Water Colors</li></ul>	<ul style="list-style-type: none"><li>• Drawing</li><li>• Greeting Cards</li><li>• Origami</li><li>• Puzzles</li><li>• Water Colors</li></ul>	<ul style="list-style-type: none"><li>• Drawing</li><li>• Greeting Cards</li><li>• Origami</li><li>• Puzzles</li></ul>
<p>Maximum Custody/Death Row – Refer to Department Order #812, <u>Inmate Maximum Custody Management and Incentive System</u></p>		
<p>An inmate who refuses to house with any other race and the Department has determined that he/she does not have a valid reason for this Declaration (RH) shall be placed in the Earned Incentive Program (EIP) Phase I until such time as the inmate revises his/her Declaration. While the inmate is in this category, the inmate shall only be allowed puzzles and origami.</p>		

## ATTACHMENT C

### RECREATIONAL ACTIVITIES LIST

Minimum:	Phase I	Phase II	Phase III
Recreational Activities	Open Yard	<ul style="list-style-type: none"> <li>• Open Yard</li> <li>• Individual/Organized Team Sports (Unit Intra-Murals)</li> </ul>	<ul style="list-style-type: none"> <li>• Open Yard</li> <li>• Individual/Organized Team Sports (Unit Inter-Murals)</li> </ul>
Barbeque/Cookout	None	Once per quarter	Once per quarter
Electronic Games/ Game Room	Access to game room as an observer only	Access to game room and gaming equipment	Priority access to game room and gaming equipment
Electronic Tablet/ Kiosk Access	Access as models become available	Access as models become available	Access as models become available
Fundraiser Event	No additional	2 additional per quarter	2 additional per quarter
Movie Event	None	None	Once per 4 - 6 weeks
Special Event	None	Once per quarter	Once per quarter
Medium:	Phase I	Phase II	Phase III
Recreational Activities	<ul style="list-style-type: none"> <li>• 12 to 16 hours per week</li> <li>• Outdoor Exercise</li> </ul>	<ul style="list-style-type: none"> <li>• 12 to 16 hours per week</li> <li>• Outdoor Exercise</li> <li>• Individual/Organized Team Sports (Unit Intra-Murals)</li> </ul>	<ul style="list-style-type: none"> <li>• 12 to 16 hours per week</li> <li>• Outdoor Exercise</li> <li>• Individual/Organized Team Sports (Unit Intra-Murals)</li> </ul>
Barbeque/Cookout	None	Once per quarter	Once per quarter
Electronic Games/ Game Room	Access to game room as an observer only	Access to game room and gaming equipment	Priority access to game room and gaming equipment
Electronic Tablet/ Kiosk Access	Access as models become available	Access as models become available	Access as models become available
Fundraiser Event	No additional	2 additional per quarter	2 additional per quarter
Movie Event	None	None	Once per 4 - 6 weeks
Special Event	None	Once per quarter	Once per quarter
Close:	Phase I	Phase II	Phase III
Recreational Activities	<ul style="list-style-type: none"> <li>• 8 to 10 hours per week</li> <li>• Outdoor Exercise</li> </ul>	<ul style="list-style-type: none"> <li>• 8 to 10 hours per week</li> <li>• Outdoor Exercise</li> <li>• Individual/Organized Team Sports (Unit Intra-Murals)</li> </ul>	<ul style="list-style-type: none"> <li>• 8 to 10 hours per week</li> <li>• Outdoor Exercise</li> <li>• Individual/Organized Team Sports (Unit Intra-Murals)</li> </ul>

Close:	Phase I	Phase II	Phase III
<b>BELOW APPLIES TO CLOSE CUSTODY THAT HAVE IMPLEMENTED IHP ONLY</b>			
BBQ/Cookout	None	Once per quarter	Once per Quarter
Electronic Games/ Game Room	Access to game room as an observer only	Access to game room and gaming equipment	Priority access to game room and gaming equipment
Electronic Tablet/ Kiosk Access	Access as models become available	Access as models become available	Access as models become available
Fundraiser event	No additional	2 additional per quarter	2 additional per quarter
Movie event	None	None	Once per 4 - 6 weeks
Special Event	None	Once per quarter	Once per quarter

Maximum Custody/Death Row - Refer to Department Order #812, Inmate Maximum Custody Management and Incentive System