



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
FACILITY/SPANISH MANUALS

REVISION DATE
6/19/24

PAGE NUMBER
1 of 8

NUMBER
DOC 540.105

POLICY

TITLE
RECREATION SERVICES IN PRISONS

REVIEW/REVISION HISTORY:

- Effective: 4/20/98
- Revised: 7/23/99
- Revised: 5/9/03
- Revised: 3/26/04
- Revised: 12/22/06
- Revised: 2/8/08
- Revised: 5/22/08 AB 08-012
- Revised: 6/29/09
- Revised: 11/1/11
- Revised: 4/1/12
- Revised: 5/12/14
- Reviewed: 4/25/17
- Reviewed: 9/1/23
- Revised: 6/19/24

SUMMARY OF REVISION/REVIEW:

Major changes to include updated title, terminology, and allowable in-cell items. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

6/5/24

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 72.09.470](#); [RCW 72.09.500](#); DOC 420.500 Tool Control (RESTRICTED); DOC 440.000 Personal Property in Prisons; DOC 450.120 Packages for Offenders; DOC 460.050 Disciplinary Sanctions; DOC 530.100 Volunteer Program; DOC 690.400 Individuals with Disabilities; DOC 700.100 Class III Work Programs; DOC 890.070 Chemical Control and HAZCOM

POLICY:

- I. The Department has established guidelines for recreation services in Prisons to contribute to a safe and secure environment by:
 - A. Educating individuals to make a deliberate effort to take care of themselves and achieve the highest potential for wellbeing.
 - B. Reducing idleness by encouraging individuals to participate in established and structured physical and pro-social activities.
 - C. Promoting personal responsibility for health and wellness by encouraging individuals to adopt positive lifestyle habits.
 - D. Reducing the number of disciplinary problems by providing activities to assist in reducing mental fatigue and physical stress.
- II. The Department will provide facilities and equipment suitable for planned leisure and wellness activities available in proportion to the incarcerated population and are maintained in good condition.

DIRECTIVE:


- I. General Requirements
 - A. Each Prison will employ a full-time Recreation/Athletics Specialist(s) who will manage the recreation program and:
 1. Collaborate with all areas of the facility to develop and operate recreation services.
 2. Develop and publish a schedule of all program activities.
 3. Supervise and be active in the development and delivery of program and daily activities.

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4. Provide effective access to recreation per DOC 690.400 Individuals with Disabilities.
 5. In collaboration with facility maintenance, ensure that equipment is maintained and safe for use.
 6. Ensure recreational equipment is used as intended/designed.
 7. Ensure recreational tools are managed per DOC 420.500 Tool Control (RESTRICTED).
 8. Ensure hazardous, dangerous, flammable, and toxic chemicals related to recreational activities are managed per DOC 890.070 Chemical Control and HAZCOM.
 9. Ensure cleanliness and safety standards are developed and maintained for recreation service areas.
- B. Volunteers may be recruited to supplement recreation services per DOC 530.100 Volunteer Program.
- C. To provide on-the-job training opportunities, individuals may be hired as Program Assistants per DOC 700.100 Class III Work Programs. Individuals will receive training specific to the job assignment to ensure the safety of the recreation area.

II. Services


- A. Prisons will offer the following types of services and activities to individuals, tailored to meet their needs:
1. A yard and/or gym scheduled for regular access that provides adequate space for the population.
 2. Athletic programs that include both individual and group activities.
 3. Projects solicited from community organizations (e.g., walk-a-thons, making toys for children during the holidays, making quilts for the homeless) when requested by the Community Partnership Program Coordinator.
 4. Creative arts programs that include, at a minimum, in-cell music and in-cell hobby crafts.
 5. A structured health and fitness program or individual fitness activities facilitated by employees.

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- a. Unauthorized groups of 3 or more individuals are not permitted to engage in regimented exercise (e.g., doing calisthenics together while instructions are shouted, shouting instructions for another group of individuals to follow, reciting cadences).
- 6. Peer-led recreation classes (e.g., Yoga Behind Bars) are required to have supervision of designated employees or volunteers in the room throughout the scheduled callout.
 - a. Intermittent supervision of programs is not authorized. In the event the sponsor and/or facilitator is absent, the class/program will be canceled for that period.

III. Fee-Based Programs/Events

- A. All individuals must pay a \$7.00 quarterly fee (i.e., January - March, April - June July - September, and October - December) for enrollment and participation in each of the following:
 - 1. Weightlifting program.
 - a. Weightlifting equipment should be kept separate from other fitness equipment that does not require a quarterly fee to use (e.g., stationary bicycles, stair-stepping machines, rowing machines).
 - 2. Hobby shop programs requiring the use of facility equipment or dedicated space, even if individuals use their own supplies.
 - a. This does not include making craft items for a community charity group when approved by recreation employees.
 - 3. Special events that require use of weightlifting or hobby shop equipment or areas.
- B. To enroll in fee-based programs/events, individuals must complete DOC 06-075 Request to Transfer Funds specifying the program/event they wish to join. Individuals may not incur a debt to enroll.
 - 1. Based on the date of the guilty finding, individuals may not have any of the following violations at the time of application and during the approved enrollment period:
 - a. Category A for 365 days
 - b. Category B1 for 90 days


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- c. Category B2 for 60 days
 - d. All other violations, including level B3, C, and D for 30 days
 - 2. Facilities will designate when individuals may enroll each quarter.
 - a. Individuals may only enroll for one quarter at a time.
 - b. There is no discount for late enrollment.
 - 3. Fee-based programs/events may have enrollment limits and waiting lists will be maintained based on the date of sign-up. Waiting lists will not follow the individual if transferred to another facility.
 - C. Once the enrollment process begins, individuals will not receive a refund of the quarterly fee.
 - 1. Individuals prohibited from participating in a fee-based program/event because of violation behavior after enrollment will forfeit paid fees. The suspension may be imposed while the violation is being adjudicated based on the seriousness of the behavior.
 - 2. If transferred to another facility, the individual must reapply, but will not be required to pay the fee for that quarter.
 - a. Continued activity participation will be based on resource availability at the receiving facility.
 - 3. Individuals will not receive a refund or transfer of membership for any program termination.
 - 4. During normal operations, there will be times when recreation services will be closed or unavailable. This will not qualify individuals for a refund or credit.
 - a. During prolonged emergency situations, facility-wide refunds or credits will be determined by Headquarters.
 - D. Facilities will establish procedures to safeguard against unauthorized use of fee-based programs/events.
- IV. Weightlifting
- A. Weight rooms are provided for fitness and health benefits and are not intended for maximizing strength or muscle mass.

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1. Facilities will not purchase dumbbells over 50 pounds. Dumbbells exceeding 50 pounds will be removed from the weight rooms through attrition (i.e., item has been damaged).
- B. For an individual wishing to enroll, the Superintendent/designee will check the General Status screen in the electronic file for any weightlifting restrictions, including Health Status Reports.
1. A list of individuals permitted to lift weights will be created and maintained.
 2. A local system may be established to track these individuals and ensure periodic reviews are completed.
- C. An individual found guilty of a 501, 502, 505, 511, 521, 604, 611, 613, 633, 635, 637, 704, or 711 violation will be prohibited from participating in any form of weightlifting for 2 years from the date of the guilty finding.
1. After 2 years of continued incarceration, the individual may request a review by writing to the Superintendent/designee before reapplying.
 - a. The Superintendent/designee may extend the restriction period if the Superintendent/designee determines the individual poses a threat to the safety of others or the order of the facility, or otherwise does not meet requirements for the weightlifting privilege.
 - 1) The reason for an extension or the weightlifting privilege being restored will be documented in the electronic file.
- V. Hobby Shop
- A. Materials and chemicals must comply with DOC 890.070 Chemical Control and HAZCOM and include Material Safety and Data Sheets/Safety Data Sheets (MSDSs/SDSs). Individuals are prohibited from using chemicals that require tracking per DOC 890.070 Chemical Control and HAZCOM.
 - B. An individual who wishes to mix paint may do so in small disposable cups obtained from the Recreation/Athletics Specialist, which must be disposed of properly at the end of the day.
 - C. Individuals may not acquire or possess their own tools for use in the hobby shop.
 - D. Storage of hobby craft materials will be limited to assigned locker space. Recreation employees will not store overflow materials.

VI. In-Cell Hobby Craft

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- A. Facilities will establish procedures for individuals to obtain approval to participate in in-cell hobby craft on DOC 21-948 In-Cell Hobby Permit.
 1. Permits may be denied:
 - a. Due to an individual's documented behavior issues that present a concern for in-cell hobby crafts.
 - b. When an individual is found guilty of using in-cell hobby craft materials to commit a violation.
 2. Individuals must have an approved permit to participate in in-cell hobby craft.
- B. All hobby craft materials and supplies must be:
 1. Purchased through approved vendors and are limited to \$300.00 per quarter,
 2. In compliance with requirements in Allowable In-Cell Items (Attachment 1),
 3. Obtained per DOC 450.120 Packages for Offenders, and
 4. Stored in original containers in a clear plastic hobby box purchased from the commissary.
 - a. Individuals must have an approved permit prior to purchasing a hobby box.
 - b. Individuals may only possess one hobby box which must be acquired prior to ordering hobby craft materials.
 - c. Exceptions will be made for items that exceed the dimensions of the box and would alter or damage the hobby craft item (e.g., drawing board).
- C. Facilities may allow individuals to work on hobby craft items in other areas.
- D. Superintendents may limit the amount of hobby craft materials allowed to meet the safety, security, classification, programming, sanitation, or storage needs of the facility.
- E. Disposition of hobby craft materials and completed projects will be handled per DOC 440.000 Personal Property in Prisons.

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F. Employees, contract staff, volunteers, or other incarcerated individuals and/or their loved ones may not purchase completed projects directly from incarcerated individuals.

VII. In-Cell Music

A. Facilities will establish procedures for individuals to obtain approval for participation in in-cell music on DOC 21-953 In-Cell Music Permit.

1. Permits may be denied:

- a. Due to an individual's documented behavior issues that present a concern for in-cell music.
- b. When an individual is found guilty of using in-cell music materials to commit a violation.

2. Individuals must have an approved permit to participate in in-cell music.

B. All musical instruments and supplies must:

- 1. Meet requirements in Allowable In-Cell Items (Attachment 1), and
- 2. Be obtained per DOC 450.120 Packages for Offenders.

C. Musical instruments may be sent out for repair per DOC 440.000 Personal Property in Prisons.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

Allowable In-Cell Items (Attachment 1)

DOC FORMS:

- DOC 06-075 Request to Transfer Funds
- DOC 21-948 In-Cell Hobby Permit
- DOC 21-953 In-Cell Music Permit