



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER/SPANISH MANUALS

REVISION DATE
4/25/17

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NUMBER
DOC 540.105

POLICY

TITLE
RECREATION PROGRAM FOR OFFENDERS

REVIEW/REVISION HISTORY:

- Effective: 4/20/98
- Revised: 7/23/99
- Revised: 5/9/03
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- Revised: 6/29/09
- Revised: 11/1/11
- Revised: 4/1/12
- Revised: 5/12/14
- Reviewed: 4/25/17

SUMMARY OF REVISION/REVIEW:

Policy Statement II., Directive III.A., III.C.1., and III.H.1.c. - Adjusted language for clarification
 III.B.1. - Adjusted the amount of time an offender must be major infraction free
 III.H.1. and VI.C. - Added language for clarification


APPROVED:

Signature on file

JODY BECKER-GREEN, Secretary
 Department of Corrections

3/22/17

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 72.09.470](#); [RCW 72.09.500](#); [ACA 4-4481](#); [ACA 4-4482](#); [ACA 4-4483](#); [ACA 4-4484](#); [ACA 4-4485](#); [ACA 4-4486](#); DOC 420.500 Tool Control; [DOC 440.000 Personal Property for Offenders](#); [DOC 460.050 Disciplinary Sanctions](#); [DOC 530.100 Volunteer Program](#); [DOC 560.200 Religious Programs](#); [DOC 690.400 Offenders with Disabilities](#); [DOC 700.100 Class III Offender Employment and Compensation](#); [DOC 890.070 Chemical Control and HAZCOM](#)

POLICY:

- I. The Department will provide facilities and equipment suitable for planned leisure activities that are available in proportion to the offender population and are maintained in good condition. [4-4484] The Department will ensure that offenders contribute to the cost of providing hobby craft, music, and weightlifting programs.
- II. The Department has established guidelines for recreation programs for Prison offenders to:
 - A. Contribute to a safe and secure environment.
 - B. Reduce idleness by allowing offenders an opportunity to participate in supervised and structured physical and pro-social activities.
 - C. Promote offender responsibility for their health and wellness by adopting positive lifestyle habits. For the purposes of this policy, wellness is defined as the process of educating individuals to make a deliberate effort to take care of themselves and achieve the highest potential for wellbeing.
 - D. Reduce the number of disciplinary problems, as well as injuries related to stress and strain.
 - E. Allow offenders to participate in programs in conjunction with their Custody Facility Plan or Offender Release Plan.

DIRECTIVE:

- I. General Requirements
 - A. [4-4482] Each Prison will have a full-time Recreation/Athletics Specialist(s) who will manage the recreation program and:
 1. Work directly with custody and health services employees and the Community Partnership Program Coordinator to develop and operate recreation programs,

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2. Develop and publish a schedule of all program activities,
3. Be active in the development and delivery of program and daily activities,
4. Supervise structured recreation programs,
5. Provide disabled offenders effective access to recreation per DOC 690.400 Offenders with Disabilities,
6. Ensure that equipment is maintained in good condition,
7. Ensure hobby craft tools are managed per DOC 420.500 Tool Control,
8. Ensure hazardous, dangerous, flammable, and toxic chemicals are managed per DOC 890.070 Chemical Control and HAZCOM, and
9. Ensure cleanliness and safety standards are developed and maintained for recreation and hobby areas.


B. Volunteers will be recruited to supplement the recreation program per DOC 530.100 Volunteer Program.

C. [4-4483] To provide on-the-job training opportunities, offenders may be hired as Program Assistants per DOC 700.100 Class III Offender Employment and Compensation. Offenders will receive training specific to the job assignment to ensure the safety/security of the recreation area.

II. Programs

A. [4-4481] Prisons will offer the following types of programs and activities to offenders, tailored to meet offender needs:

1. An open yard or gym scheduled for regular access by a large number of offenders.
2. Athletic programs that include both individual and group activities (e.g., sports activities), which are made up of teams and individuals inside the Prison and from the community. [4-4485]
3. Community projects solicited from community organizations, with the assistance of the Community Partnership Program Coordinator, that benefit the community (e.g., walk-a-thons, making toys for children during the holidays, making quilts for the homeless). [4-4485]

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4. Creative arts programs that include, at a minimum, in-cell music and in-cell hobby crafts.
5. A structured fitness program or individual fitness activities facilitated by employees.
 - a. Unauthorized groups of 2 or more offenders are not permitted to engage in regimented exercise, which includes doing calisthenics together while instructions are shouted, shouting instructions for another group of offenders to follow, or reciting cadences.
6. Recreational activities initiated by offenders that are carried out under employee supervision and have been approved by the Superintendent/designee. [4-4486]

III. Fee-Based Programs/Events

- A. All offenders must pay a \$7.00 quarterly fee (i.e., July - September, October - December, January - March, and April - June) for enrollment and participation in each of the following:
 1. Indoor and Outdoor 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. Music programs requiring the use of facility equipment or dedicated space.
 3. Hobby craft programs requiring the use of facility equipment or dedicated space, even if offenders use their own supplies.
 - a. This does not include making craft items for a community charity group when approved by recreation employees.
 4. Special events that require use of weightlifting, music, or hobby craft equipment or areas.
- B. To enroll in fee-based programs/events, offenders must complete DOC 06-075 Offender Request to Transfer Funds specifying the program/event they wish to join. Offenders may not incur a debt to enroll.
 1. Offenders must be major infraction free at the time of application, based on the date the infraction is adjudicated as follows:



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- a. Category A - 180 days
- b. Category B - 90 days
- c. Category C - 60 days
- d. Category D - 30 days

- 2. Applications may be denied on an individual basis due to behavior issues and/or infraction history.
- 3. Offenders may enroll anytime during the quarter. However, there is no discount for late enrollment.
- 4. Fee-based programs/events will have enrollment limits, and waiting lists will be maintained based on date of sign-up.

C. Once the enrollment process begins, offenders will not receive a refund of the quarterly fee.


- 1. Offenders prohibited from participating in a fee-based program/event as a result of disciplinary action after enrollment will forfeit paid fees. The suspension will be imposed after the infraction is adjudicated and the appeal process is completed.
- 2. If an offender transfers to another facility for non-disciplinary reasons after paying a quarterly fee, the paid enrollment will transfer with him/her. Continued activity participation will be based on program/space availability at the receiving facility. This will not apply to out-of-state transfers.
- 3. Offenders will not receive a refund or transfer of membership for any program termination.
- 4. There will be times when the weightlifting, music, or hobby craft areas will be closed or unavailable. This will not qualify offenders for a refund or alternative make-up use.

D. Facilities will establish procedures to safeguard against unauthorized use of fee-based programs/events.


IV. Hobby Craft

A. Offenders may acquire hobby craft supplies only through:

- 1. Approved vendors, or

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- a. Offenders will complete DOC 06-075 Offender Request to Transfer Funds to make supply purchase requests. Purchases will be limited to \$300.00 per quarter.
2. Donations to religious or cultural programs from community members received in compliance with DOC 560.200 Religious Programs.
- B. 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). Offenders are prohibited from using chemicals that require tracking per DOC 890.070 Chemical Control and HAZCOM.
 1. The MSDS/SDS must be provided to the Recreation/Athletics Specialist, who will make a copy and return the original to the offender. The original must be maintained with the supplies.
- C. Offenders may not acquire or possess their own tools for hobby craft.
- D. Storage of hobby craft materials will be limited to assigned locker space. Recreation employees will not store overflow materials.
- E. All hobby craft materials and supplies must be maintained and stored in their original containers.
- F. An offender 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.
- G. Superintendents may limit the amount of hobby craft materials allowed in order to meet the safety, security, classification, programming, sanitation, and storage needs of the facility per DOC 440.000 Personal Property for Offenders.
- H. In-Cell Hobbies
 1. To participate in one of the following in-cell hobbies, offenders will request the applicable permit from the Recreation/Athletics Specialist, Chaplain, or Correctional Unit Supervisor/designee:
 - a. Art – DOC 21-948 In-Cell Hobby Permit - Art (Men’s Facilities) or DOC 21-292 In-Cell Hobby Permit - Art (Women’s Facilities)
 - b. Beading – DOC 21-949 In-Cell Hobby Permit - Beading (Men’s Facilities) or DOC 21-295 In-Cell Hobby Permit - Beading (Women’s Facilities)

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- c. Card Making/Scrapbooking – DOC 21-446 In-Cell Hobby Permit - Card Making/Scrapbooking (Women’s Facilities) or DOC 21-430 In-Cell Hobby Permit - Card Making/ Scrapbooking (Men’s Facilities)
- d. Materials Crafts – DOC 21-004 In-Cell Hobby Permit - Material Crafts (Men’s Facilities) or DOC 21-291 In-Cell Hobby Permit - Material Crafts (Women’s Facilities)
- e. Model Building – DOC 21-951 In-Cell Hobby Permit - Model Building
- f. Yarn and String – DOC 21-952 In-Cell Hobby Permit - Yarn and String (Men’s Facilities) or DOC 21-296 In-Cell Hobby Permit - Yarn and String (Women’s Facilities)


- 2. Permits may be denied on an individual basis due to behavior issues and/or infraction history.
- 3. In-cell permits for material crafts, card making/scrapbooking, model building, and yarn and string will not be allowed in close custody units.
- 4. In-cell hobby craft materials will be stored in a clear plastic container purchased from the offender commissary.

- I. Disposition of hobby craft materials and completed projects will be handled per DOC 440.000 Personal Property for Offenders.
- J. Employees, contract staff, and volunteers may not purchase hobby craft materials or completed projects from offenders.

V. Music

- A. To participate in the in-cell music program, offenders will request DOC 21-953 In-Cell Music Permit from the Recreation/Athletics Specialist or Correctional Unit Supervisor/designee. Permits may be denied on an individual basis due to behavior issues and/or infraction history.
- B. Musical instrument and accessory purchases will be made from approved vendors. Offenders will complete DOC 06-075 Offender Request to Transfer Funds to make purchase requests.
- C. The total value of in-cell music equipment and non-consumable accessories must comply with DOC 440.000 Personal Property for Offenders.

VI. Weightlifting

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- A. Authorization to enroll in weightlifting may be granted only if the offender has no restrictions that prohibit it. Weightlifting is for fitness and health benefits, not for building muscle mass.
- B. For an offender wishing to enroll, recreation or other employees designated by the Superintendent will check the General Status screen in the offender's electronic file for any weightlifting restrictions, including Health Status Reports. A list of offenders permitted to lift weights will be created and maintained.
 1. A local system may be established to track these offenders and ensure the reviews are completed.
- C. An offender found guilty of a 501, 502, 505, 511, 604, 633, 704, or 711 violation will be prohibited from participating in any form of weightlifting for 2 years from the date the infraction is adjudicated per DOC 460.050 Disciplinary Sanctions. After 2 years, the offender may request a review by the Superintendent.
 1. The Superintendent may extend the restriction period if s/he determines the offender poses a threat to the safety of others or the order of the facility, or otherwise does not meet requirements for the weightlifting privilege. The Superintendent/designee will document the reason for the extension in the offender's electronic file.
 2. If the weightlifting privilege is restored, the Superintendent/designee will document the reinstatement in the offender's electronic file.

VII. Budget

- A. Every effort will be made to minimize costs associated with replacing equipment and supplies needed to operate the recreation program.
- B. All Prisons will include the fitness and wellness program for offenders as a part of the offender betterment fund budget.
- C. The funds generated by offender user fees will be used toward the cost of replacing equipment and supplies needed to operate the recreation program.

DEFINITIONS:

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

ATTACHMENTS:

None



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DOC FORMS:

[DOC 06-075 Offender Request to Transfer Funds](#)

[DOC 21-004 In-Cell Hobby Permit - Material Crafts \(Men's Facilities\)](#)

[DOC 21-291 In-Cell Hobby Permit - Material Crafts \(Women's Facilities\)](#)

[DOC 21-292 In-Cell Hobby Permit - Art \(Women's Facilities\)](#)

[DOC 21-295 In-Cell Hobby Permit - Beading \(Women's Facilities\)](#)

[DOC 21-296 In-Cell Hobby Permit - Yarn and String \(Women's Facilities\)](#)

[DOC 21-430 In-Cell Hobby Permit - Card Making/Scrapbooking \(Men's Facilities\)](#)

[DOC 21-446 In-Cell Hobby Permit - Card Making/Scrapbooking \(Women's Facilities\)](#)

[DOC 21-948 In-Cell Hobby Permit - Art \(Men's Facilities\)](#)

[DOC 21-949 In-Cell Hobby Permit - Beading \(Men's Facilities\)](#)

[DOC 21-951 In-Cell Hobby Permit - Model Building](#)

[DOC 21-952 In-Cell Hobby Permit - Yarn and String \(Men's Facilities\)](#)

[DOC 21-953 In-Cell Music Permit](#)