

*State of North Carolina
Department of Public Safety
Prisons*



Chapter: E
Section: .1900
Title: **Recreation**
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POLICY & PROCEDURES

.1901 Purpose

North Carolina Department of Public Safety, Prisons recognizes the benefits of recreation and its role in maintaining physical and mental well being. The purpose of this policy is to provide guidelines for a comprehensive recreational program at each facility that meets the needs and interests of the offender population and provides both structured and leisure time recreational activities for all offenders, consistent with their custody classification.

.1902 Coordination

- (a) A Program Director from Rehabilitative Programs and Services will be designated to coordinate the Recreation Program for Prisons. The Recreation Director will monitor the implementation of the program, maintain the policy and standards, assist Prisons staff in interpreting the policy, review each facility's recreation plan and assist field staff in developing recreation programs and plans.
- (b) Each facility head will designate a staff person to coordinate the recreation program. The coordinator should have experience in recreation and leisure services. The coordinator will monitor the implementation of the program, ensure compliance with the Recreation Policy, develop, coordinate and implement the annual recreation plan, maintain equipment, and keep an accurate inventory of recreation equipment.

.1903 Equipment and Facilities

- (a) Each facility will have designated areas for indoor and outdoor recreation. The areas should be adequately maintained and in good condition. Sufficient space should be provided to ensure that each general population offender is offered at least one hour of access daily.
- (b) Safety and fire standards are developed and utilized for areas designated for recreation. A complete first aid kit should be available during all recreation activities.
- (c) Each facility should maintain the appropriate amount of equipment to adequately conduct the activities as outlined in the facility recreation plan.

- (d) All equipment will be maintained in a safe and secure manner and should be in acceptable condition.
- (e) All equipment will be maintained on a current inventory at the facility.

.1904 Program Requirements

- (a) Comprehensive Annual Recreation Plan.

Each facility should develop a comprehensive recreation plan annually. The plan should include leisure time activities, structured activities, special activities, and recognition activities. The plan will specify the type and frequency of the various recreational activities offered by the facility. Activities should be designed to promote the physical, mental, emotional and social well-being of the population.

- (b) Activities

- (1) Leisure Time Activities – Activities that are non-structured in which offenders may choose to participate to pursue personal interests at their own pace on their own time. Leisure time activities may include, but are not limited to, arts/ crafts, reading, table games, weightlifting, basketball, music and horseshoes.
 - (2) Structured Activities – Activities that are organized under the direction of the recreation coordinator and are supervised by designated staff. Generally, these types of activities are offered on a regular basis to the offender population. They may include individual and team sports and tournaments, instructional classes, movies, offender service and recreation clubs. Structured activities may include, but are not limited to, intramural tournaments, league play, art classes, softball, weightlifting, basketball, ping pong, table games and physical fitness programs.
 - (3) Special Activities – Activities that are non-routine activities or presentations. They are organized under the direction of the recreation coordinator and supervised by designated staff. Special activities may include, but are not limited to, seasonal/holiday activities, invitational tournaments, art exhibits, plays, musical presentations, field day and talent shows.
 - (4) Recognition Activities – Activities offered to the population as motivation and incentive for participation in recreational activities.
- (c) Handicapped - Offenders who are handicapped by a physical or mental disability should be provided recreational opportunities. Activities for the handicapped population should be included in the annual recreation plan. Handicapped offenders should be included in scheduled recreational activities whenever possible.

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- (d) **Restrictive Housing** – **Offenders** that are housed in **restrictive housing** are provided out of cell exercise and additional recreational privileges per policy C. 1200, Conditions of Confinement.
- (e) **Community Involvement** – The facility recreation program should provide opportunities for community interaction with the **offender** population to the extent that the custody classification will permit. This involvement should, include but not be limited to; utilizing volunteers to provide instructional sessions.
- (f) **Administration**
- (1) A schedule of daily recreational activities should be made available to the **offender** population and posted on **offender** bulletin boards.
 - (2) Documentation on the implementation and completion of structured and special activities and programs will be maintained on file at each facility.
 - (3) Each facility will develop procedures to guide in the selection, training and use of **offenders** as recreation assistants.
 - (4) Each facility will evaluate their program on an annual basis to determine if the program meets the needs of the offender population.
- (g) **Movie Rentals**
- (1) It is permissible/legal to show movies to groups of **offenders** when a Public Performance License is purchased; the license must be purchased on an annual basis. The license fee is determined by multiplying the company cost per **offender** minus the **offenders** who will not be able to participate in the program (i.e. **restrictive housing or other populations.**)
 - (2) Movies must be rented or purchased at various rates depending on the type of movie and the time it releases.
 - (3) Rentals are available from **an approved local vendor.**
 - (4) License will be purchased using Regional Welfare Funds and movie rental fees will be paid with Local Welfare Funds. The fees must be allocated from the current welfare allocation.
 - (5) **Offender** Service Clubs cannot provide funding to either purchase a license or to rent movies.
 - (6) **Offenders** may not be charged a fee to view movies.

- (7) Licenses can be obtained from different companies. It should be noted that no one company's license will cover all producers. The facility should be certain to identify which production companies the license covers.
- (h) Arts
- (1) **Offenders** will be permitted to purchase items from the Authorized Supply List below from the facility canteen or a local vendor.
- (2) **Offender** possession of art supplies will be differentiated by custody classification. The amount of supplies an **offender may possess** is outlined below in #10 of this section. Additionally they may possess no more than two completed projects and one unfinished project. All materials should be maintained in the **offender's** locker.
- (3) The facility will purchase items from the **Additional Supply** list to be used in art classes and to prepare for the **Offender Art** show. **Offenders** in Medium and Close custody should not be permitted to use supplies on the **Additional Supply** List unless they are participating in an art class or actively preparing for the **Offender Art** show. **Offenders** in Minimum Custody may possess items on the **Additional Supply List** with the appropriate approval.
- (4) Individuals, organizations and groups may donate authorized supplies and materials for the program however; no donations will be accepted for specified **offenders**.
- (5) All **offenders** wanting to obtain supplies from the Additional Supply List must submit a request for supplies. The request must be approved by the facility head or **his/her** designee prior to the supplies being issued.
- (6) **Offenders** will be permitted to transfer with art supplies purchased from the **Authorized Supply List**.
- (7) **Offenders** will be prohibited from transferring with supplies received from the **Additional Supply List**. The only exception will be the actual project the **offender** has completed or currently has under development. Upon notification of a transfer all other supplies from the **Additional Supply List** should be returned to the appropriate staff.
- (8) **Authorized Supply List**
- The supplies listed in this section may be possessed by an offender** provided they do not create a storage or security issue.

Colored Pencils (up to 24)

Non-Toxic Thin Markers (up to 12)

Pastels (either Pencils or Chalk or Oil)
12 Charcoal Pencils
Sketch pad no larger than 9x12
Construction Paper
Poster Board

(9) Additional Supply List

The supplies listed in this section should be utilized only in Art classes and to prepare for the Offender Art show.

Pastels (either Pencils or Chalk or Oil)
Watercolor Paints
Small Paint Brushes
Construction Paper
Poster Board
Canvas 9x12
Sketch pad no larger than 14 X 11

(10) Possession of Supplies

All custody classifications will require the appropriate approval for offenders to possess art supplies. Items on the Additional Supply List may be possessed by offenders only when actively preparing for the Offender Art show. If the offender is not actively preparing for the Offender Art Show, the supplies will be confiscated.

- (A) Close Custody Offenders may possess: (up to 12) Colored Pencils, (up to 12) Non-Toxic Thin Markers, (2) Sketch pads no larger than 9x12. Items on the Additional Supply List may be in the offender's possession only after the proper approval and when the offender is actively preparing for the Offender Art Show. If the offender is not actively preparing for the Offender Art Show, the supplies issued from the Additional Supply list will be confiscated.
- (B) Medium Custody Offenders may possess: (up to 24) Colored Pencils, (up to 12) Non-Toxic Thin Markers, (2) Sketch pads no larger than 9x12 and (up to 12) Charcoal Pencils. Items on the Additional Supply List may be in the offender's possession only after the proper approval and when the offender is actively preparing for the Offender Art show. If the offender is not actively preparing for the Offender Art Show, the supplies issued from the Additional Supply list will be confiscated.
- (C) Minimum Custody Offenders may possess: (up to 24) Colored Pencils, (up to 12) Non-Toxic Thin Markers, (up to 12) Pastels, 12 Charcoal Pencils, (2) Sketch pads no larger than 9x12, Construction Paper, Poster Board and

any of the items on the Additional **Supply** List as long as they have received the proper approval and possession does not create a safety or storage problem.

(i) Crafts

- (1) **Offenders** housed in female facilities will be permitted to purchase items from the list below from the facility canteen or a local vendor. They may possess two completed projects and enough supplies to complete one additional project provided that they do not create a storage, safety or security issue.
- (2) **Offenders** housed in Medium and Minimum custody male facilities will be permitted to purchase items from the list below from the facility canteen or a local vendor. They may possess two completed projects and enough supplies to complete one additional project provided that they do not create a storage, safety or security issue.
- (3) Close Custody male **offenders** are prohibited from using craft supplies.

(4) Supply List

Crochet: yarn, pattern, plastic hooks, 1 pair of safety scissors

Knitting: yarn, pattern, plastic needles, 1 pair of safety scissors

Cross-Stitch: hoops, cross stitch needles, cross stitch fabric and pattern, threads, 1 pair of safety scissors

Latch Hook: yarn, latch hook, canvas

(5) Storage

Any materials that are approved for possession should be maintained in the **offender's** locker. Any additional completed projects must be sent out either through mail at the **offender's** expense or by family pickup. For **offenders** deemed as indigent, the project will be mailed through the use of welfare funds.

(6) Contraband

Art supplies that are not maintained in the **offenders' locker**, are not part of a completed project or **are** not part of a project under development will be considered as contraband. Craft supplies that are not maintained in the locker, are not part of a completed project, are not part of a project under development or will not fit in one property bag will be considered as contraband. Both art and craft supplies in excess of the approved amount will be considered as contraband and will be confiscated by staff. Any **offender** that uses art or craft supplies to deface

state property or has supplies in excess of the approved amount will be subject to disciplinary action, up to and including loss of their privilege to possess supplies.



Director of Prisons

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Date

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