


<b>POLICY TITLE: RECREATION PROGRAMMING, GENERAL GUIDELINES</b>		<b>PAGE 1 OF 4</b>
<b>POLICY NUMBER: 24.6</b>		
<b>CHAPTER 24: ADMINISTRATION OF PROGRAMS AND SERVICES</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	<b>Approved by:</b> <u><i>Martin Magnusson</i></u> <b>Signature of Commissioner</b>	
<b>EFFECTIVE DATE:</b> <b>February 1, 2002</b>	<b>LATEST REVISION:</b> <b>October 4, 2010</b>	<b>CHECK ONLY IF</b> <b>APA [ ]</b>

## I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

## II. APPLICABILITY

All Departmental Adult Facilities

## III. POLICY

It is the policy of the Department of Corrections to provide recreation programs and activities to all eligible prisoners in a safe and secure environment in order to promote health and reduce idleness.

## IV. CONTENTS

Procedure A: Access to General Recreational Programming  
 Procedure B: Special Events  
 Procedure C: Housing Unit Activities  
 Procedure D: Prisoner Access to Canteen  
 Procedure E: Prisoners as Recreational Assistants

## V. ATTACHMENTS

None

## VI. PROCEDURES

### Procedure A: Access to General Recreational Programming

1. Indoor and outdoor recreational activities outside of housing units shall be offered to general population and other eligible prisoners and may include structured individual or team activities. Opportunities for outdoor recreational activities are dependent on weather and other environmental conditions.
2. The recreation supervisor, or other designated staff, shall post or circulate announcement sheets for each structured recreational activity so that eligible prisoners have sufficient notice of the activity. Sign-up may be required for participation.
3. Prior to the implementation of any new activity, the recreation supervisor, or other designated staff, shall meet with the staff member who is running the activity to discuss the length of the activity, schedule, how participation in the activity is arranged, rules, etc. Recreation activities shall be developed consistent with security needs, resources of the facility and capabilities of the prisoners and must be approved by the recreation supervisor, or other designated staff. Any new recreational activity proposed by prisoners must be approved by the Chief of Security, or other supervisory staff designated by the Chief Administrative Officer, and supervised by staff.
4. The recreation supervisor, or other designated staff, shall be responsible for making sure all participants are aware of the rules and established guidelines prior to the start of any activity.
5. The recreation supervisor, or other designated staff, shall monitor, record and maintain all pertinent information regarding any recreational activity, including a list of participants, schedule, supervising staff, and any injuries or unusual incidents.
6. In the event a structured recreational activity must be cancelled, it shall be the responsibility of the Shift Commander to approve the cancellation. The Shift Commander shall ensure an announcement is made to the prisoner population and record the cancellation as well as the reason in the logbook.

### Procedure B: Special Events

1. On occasion, the recreation supervisor, or other designated staff, may provide special events for the prisoner population, to include music, theatrical or other appropriate productions by prisoner and community groups, game tournaments, and workshops and seminars.

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2. Where feasible, special events may be broadcast on facility closed circuit television.
3. The recreation supervisor, or other designated staff, may encourage interaction with the community through recreational activities such as bringing in outside community teams to play against prisoners as well as permitting approved prisoners to participate in sports events in the community.

**Procedure C: Housing Unit Activities**

1. The recreation supervisor, or other designated staff, shall work with each Unit Manager, or other designated staff, to develop a program of recreational activities in the unit.
2. In the event a recreational activity in a housing unit must be cancelled, it shall be the responsibility of the Unit Manager, Zone Supervisor, or other designated staff, to approve the cancellation. That person shall ensure an announcement is made to the prisoner population and records the cancellation as well as the reason in the logbook.

**Procedure D: Prisoner Access to Canteen**

1. In facilities with a Canteen, prisoners shall be permitted access to the Canteen during their recreation period in accordance with the Canteen schedule.

**Procedure E: Prisoners as Recreational Assistants**

1. Prisoners may be selected, trained and utilized as recreation program assistants. While recreation assistants may serve as “referee officials”, they shall not be permitted supervisory authority over other prisoners.

**VII. PROFESSIONAL STANDARDS**

**ACA:**

- ACI - 4-4481** Written policy, procedure, and practice provide for a comprehensive recreational program that includes leisure-time activities and outdoor exercise.
- ACI - 4-4482** The education and experience of the recreation program supervisor are taken into consideration by the appointing authority in determining appointment to the position. These include education, correctional experience, training in recreation and/or leisure activities and the ability to supervise the program. In institutions with more than 100 inmates, the position is full-time.
- ACI - 4-4483** Written policy, procedure, and practice provide for the selection, training, and use of inmates as recreation program assistants.
- ACI - 4-4484** Facilities and equipment suitable for the planned leisure activities are available in proportion to the inmate population and are maintained in good condition.

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- ACI - 4-4485** Written policy, procedure, and practice provide for interaction with the community through recreational activities.
- ACI - 4-4486** Written policy, procedure, and practice provide for activities that are initiated by inmates and carried out under staff supervision.
- 4-ACRS-5A-21** Recreation and leisure time activities are available to meet the needs of offenders.

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