



**POLICY STATEMENT**  
Commonwealth of Pennsylvania • Department of Corrections

<b>Policy Subject:</b> <b>Inmate Recreational and Therapeutic Activities</b>		<b>Policy Number:</b> <b>7.8.1</b>
<b>Date of Issue:</b> <b>June 13, 2007</b>	<b>Authority:</b> <b>Signature on File</b> <b>Jeffrey A. Beard, Ph.D.</b>	<b>Effective Date:</b> <b>June 20, 2007</b>

#### **I. AUTHORITY**

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

#### **II. PURPOSE**

The purpose of this policy is to establish procedures for the delivery of inmate recreational and therapeutic activities to all inmates under the supervision of the Department of Corrections.

#### **III. APPLICABILITY**

The policy and procedures set forth in this document shall apply to all staff, volunteers, contract employees, and inmate of the Department. Activity services shall be performed by appropriate treatment staff, in accordance with this policy.

#### **IV. DEFINITIONS**

All pertinent definitions are contained in the procedures manual for this policy.

#### **V. POLICY**

It is the policy of the Department to provide inmates with access to activity services on a scheduled and controlled basis. The Activities Department shall offer a planned schedule of recreational and therapeutic activities.

**VI. PROCEDURES**

All pertinent procedures and/or terms are contained in the procedures manual for this policy.

**VII. SUSPENSION DURING AN EMERGENCY**

In an emergency or extended disruption of normal facility operation, the Secretary, or designee may suspend any provision or section of this policy, for a specific period.

**VIII. RIGHTS UNDER THIS POLICY**

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department .

**IX. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY**

1. Release of Information

a. Policy

This policy document is public information and may be released upon request.

b. Confidential Procedures (if applicable)

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as needed basis.

2. Distribution of Policy

a. General Distribution

The Department's policy and procedures manuals (when applicable) shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution to other individuals and/or agencies is subject to the approval of the Secretary/designee.

b. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

## X. SUPERSEDED POLICY AND CROSS REFERENCE

### 1. Superseded Policy

#### a. Department Policy

This document supersedes 7.8.1, Inmate Recreational and Therapeutic Activities, issued November 6, 2001, by Secretary Jeffrey A. Beard.

#### b. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

### 2. Cross Reference(s)

#### a. Administrative Manuals

- (1) DC-ADM 816, "Inmate Compensation"
- (2) 3.1.1, "Fiscal Administration"
- (3) DC-ADM 815, "Personal Property, Basic/State Issued Items, and Commissary/Outside Purchases"
- (4) 1.1.4, "NCIC/CLEAN"
- (5) 1.1.6, "Volunteers in the Department of Corrections"
- (6) DC-ADM 822, "Inmate Organization Picnics-Banquets and Inmate Fundraisers"
- (7) DC-ADM 009, "News Media Relations"
- (8) 13.2.1, "Access to Health Care"
- (9) DC-ADM, 801, Inmate Discipline"
- (10) 6.3.1, "Facility Security"

#### b. ACA Standards

- (1) Administration of Correctional Agencies: None
- (2) Adult Correctional Institutions: 4-4484, 4-4482, 4-4486, 4-4483, 4-4485
- (3) Adult Community Residential Services: None
- (4) Adult Correctional Boot Camp Programs: None
- (5) Correctional Training Academies: None



**PROCEDURES MANUAL**  
Commonwealth of Pennsylvania • Department of Corrections

**Policy Subject:**

**Inmate Recreational and Therapeutic Activities**

**Policy Number:**

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**Signature on File  
Jeffrey A. Beard, Ph.D.**

**Effective Date:**

**June 20, 2007**

**Release of Information:**

**Policy and Procedures Document:** The Department of Corrections' policy and procedures document on this subject is considered public information in accordance with the Public Right to Know Act.

**Local Procedure Development:**

All required procedures shall be developed in accordance with Department policy/procedure on this subject matter. The standards set forth in the governing Department policy/procedure are the minimum standard that must be achieved. These standards may be exceeded, but in all cases the minimum standards must be met.

In the event a deviation or variance is required, a written request is to be submitted to the appropriate Regional Deputy Secretary and the Standards and Practices Unit for review and approval prior to implementation. Absent such approval, all procedures set forth in Department policy/procedure must be met.

Local procedures may be developed when there is no standing Department policy/procedure on a given subject matter. Local procedures may be developed to enhance Department policy/procedure and/or meet a specific facility concern.

**7.8.1, Inmate Recreational and Therapeutic Activities Manual**  
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## **Section 1 – General Overview**

### **A. General Philosophy**

Each facility shall provide a wide range of activities to permit inmates to express their talents and pursue their interests in a wholesome way. This can be an important factor in reintegration into society as well as meeting the physical fitness, mental fitness, and general wellness of the inmate while he/she is incarcerated.

### **B. Scope of Activities**

A variety of activities are possible. Some categories are mentioned below as a general guideline. Specific activities within a category are determined by assessing inmate needs and considering physical plant constraints, security/operational concerns, financial considerations, staff availability, resource availability, and seasonal limitations.<sup>1</sup>

#### 1. Games

This category includes activities primarily of a sporting nature, including intramural programs and general recreation as available on a daily basis. This also includes informal recreation such as table games and other game activities.

#### 2. Creative Arts

This includes activities related to art, music, drama, graphic arts, in-cell craft studies, etc.

#### 3. Inmate Organizations

This includes recognized formal organizations, authorized by the Secretary, such as Jaycees, Lifer's Associations, and other organizations.

#### 4. Wellness Education

The understanding of positive use of free time is incorporated into all activities programs. Wellness education is a key component to a successful positive lifestyle.

### **C. Guidelines**

#### 1. Assessment

The inmate's interests for structured recreation are assessed when he/she is received into the facility. Notes of the assessment will be maintained by the Activities Manager/designee. This is a part of the inmate's facility orientation to inform the inmate what structured activities are available in the facility.

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<sup>1</sup> 4-4484

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**Section 1 – General Overview**

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2. Annual Report

The Activities Department conducts a self-assessment annually. Inmate recreational interests are assessed through survey and inmate committee input. Past program evaluations and future program considerations are noted for the next fiscal year.

3. Skills

A variety of individual competencies or athletic performing skills can facilitate participation in activities. Skill courses shall be offered. Inmate sport officiating classes, health and wellness, and strength and conditioning will be developed at each facility. Instruction is provided to enhance the inmates' awareness regarding the use of leisure time.

4. Multimedia Resources

Films, slide-tapes, books, and cassette tapes, available at facility libraries, can be used to acquaint inmates with a wide range of recreational pursuits after incarceration.

5. Movies/Videos

Movies with a G, PG, and PG 13 rating are permitted. R-rated, X-rated, and NC 17-rated movies are not permitted. ***Videos that are not rated (i.e., sports and documentaries) may be permitted with the approval of the Facility Manager/designee.***



## **Section 2 – Administration of the Activities**

### **A. Responsibilities**

#### 1. Activities Manager

The Activities Manager is responsible for overseeing and monitoring all recreational activities in the facility. This includes structured activity program, wellness and decision making programs, individual and team sports, inmate organizations, and volunteer resources.

#### 2. Activities Specialists

Activities Specialist responsibilities include, but are not limited to, the following:

- a. planning, organizing, and conducting a variety of inmate activities appropriate to the designated program;
- b. providing leadership for groups of inmates in recreational programs provided at the facility;
- c. supervising subordinate professional and/or non-professional personnel who assist in conducting group activities within the facility;
- d. maintaining administrative records, requesting supplies and equipment;
- e. providing individual and group instruction, coaching, and direction for inmates;
- f. repairing and maintaining athletic facilities with cooperation of the facility administration and maintenance personnel;
- g. conducting annual assessing of programming needs and interests of the inmate population by surveys and committee input;
- h. evaluating activities programs annually to assess effectiveness in achieving the goals and objectives;
- i. conducting skill classes and instruction in officiating, health, physical education, community resource knowledge, etc.; and
- j. performing related duties as required.

### **B. Procedures**

1. Each facility shall designate an Activities Manager responsible to the Deputy Superintendent for Centralized Services (DSCS) and the Corrections Classification and

**7.8.1, Inmate Recreational and Therapeutic Activities**  
**Section 2 – Administration of the Activities**

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Program Manager (CCPM). Additional personnel shall be designated to work directly with the inmates in such areas as recreation, time management, inmate organizations, and physical education.<sup>1</sup>

2. The Activities Manager shall provide activities and programs for a broad range of inmate interests. Inmate interests shall be assessed and programs developed to provide choices for the inmate.<sup>2</sup>
3. Inmates are to be encouraged to become involved in leadership and assistant roles as coaches, team captains, and inmate organization representatives under the direction of the Activities Manager with approval provided through the DSCS.<sup>3</sup> The Activities Manager/designee will provide inmate recreational aide training programs and ensure that record of all such training is maintained.<sup>4</sup>

**C. Objectives for Program Planning**

1. To increase self-awareness, self-fulfillment, and personal motivation toward positive actions and the avoidance of idleness.
2. To offer a variety of positive recreation programs to increase the percentage of inmate participation.
3. To establish activity space for multi-purpose programs, recreational functions, creative arts activities and field programs.
4. To train inmates as inmate sports officials, coaches, team captains, and participants in sportsmanship, sport rules and regulations, and sport skills.
5. To establish and review a yearly budget necessary to implement the activities program.

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<sup>1</sup> 4-4482

<sup>2</sup> 4-4482

<sup>3</sup> 4-4486

<sup>4</sup> 4-4483

## **Section 3 – Sports and General Recreation**

### **A. Responsibilities**

1. The Activities Manager's responsibilities shall include, but are not limited to:
  - a. supervise all activities staff, contract staff, and volunteers assigned to the Department;
  - b. meet regularly with the staff and volunteers to review and discuss any procedures, needs, or problems that may arise;
  - c. assist in the maintenance of recreational areas and repairs needed to improve the condition of equipment related to recreational areas;
  - d. provide adequate facilities for training and for storage of equipment;
  - e. direct staff to maintain cleanliness of recreation areas;
  - f. develop an appropriate schedule to permit inmates to participate in necessary training, etc.; and
  - g. screen inmate participants for events, considering security issues, etc.
2. The Corrections Activities Specialist's responsibilities shall include, but are not limited to:
  - a. explain the program, training requirements and expectations required for involvement in the athletic program to the inmates;
  - b. supervise structured activities in the yard areas, gymnasium and designated activity areas;
  - c. supervise general recreation when no structured activities are available;
  - d. oversee the storage, inventory, and maintenance of all athletic equipment;
  - e. maintain adequate records, including a list of all inmates in the program;
  - f. provide necessary maintenance of equipment. This includes repairs and setting up and dismantling of equipment as needed; and
  - g. supervise inmates to maintain cleanliness of recreation areas.

### **B. Structured Activities**

1. Sports activities include organized intramural programs, and general programs available on a daily basis. Also included are table games and other game activities.

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**Section 3 – Sports and General Recreation**

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2. Teams from the outside communities should be encouraged to participate with inmate varsity teams representing the facility.<sup>1</sup>
3. The benefits from sports participation such as physical well-being, discipline, release of physical energy, competition, loyalty, and perseverance are fine qualities; however, the basic enjoyment of the sport rather than winning shall be stressed.

**C. Athletic Participation**

1. An inmate who wishes to participate in an organized sports program shall submit a request to the Activities Manager via a **DC-135, Inmate's Request to Staff Member**.
2. The Activities Manager/designee will verify whether the inmate is listed for activity restrictions on DOCNet.
3. An inmate who is medically restricted from athletic participation shall not be permitted to participate on intramural teams or other organized sports programs.
4. If an inmate has activity restrictions and would like to have them changed, he/she must sign up for sick call to discuss this with medical staff.
5. All general population inmates, who are medically cleared, are permitted to participate
6. After selection and orientation, inmate participants may begin the athletic program.

**D. Maintenance of Outdoor Fields and Recreation Equipment<sup>2</sup>**

1. All outdoor recreation and athletic fields shall be properly examined by the Activities Department on a regular basis to ensure that all areas in need of maintenance and improvement are repaired.
2. The Activities Manager shall meet with the Maintenance Department Supervisor/designee prior to the outdoor recreational season and recommend improvements. The Maintenance Department Supervisor/designee shall prioritize items to be improved so that recreation areas are ready for the intended activity.
3. The Activities Manager shall ensure the proper care, repair, and maintenance of recreation equipment.
4. ***Anytime a baseball bat is used in open yard or in activities supervised by Corrections Activities Specialists, the bat must be tethered and secured to the backstop. Only one bat will be permitted.***
5. Metal horseshoe sets are prohibited.

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<sup>1</sup> 4-4485

<sup>2</sup> 4-4484

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**E. Inventory of Recreation and Athletic Equipment after each Seasonal Sport**

1. After the completion of each seasonal sport, all athletic equipment including uniforms shall be cleaned, repaired, inventoried, and properly stored.<sup>3</sup>
2. Budgetary and emergency requests for new or replacement equipment items are accompanied by a detailed justification of need and an impact statement of the consequences resulting if the equipment were not provided.

**F. Compensation to Certified and Non-Certified Sports Officials and Recreation Assistants**

1. Certified inmate sports officials and non-certified inmate sports officials and recreation assistants, including scorekeepers and statisticians, shall be compensated in accordance with Department policy **DC-ADM 816, “Inmate Compensation.”**
2. To be eligible for pay as a certified sports official for extracurricular employment, an inmate sports official must be certified in that particular sport by the Pennsylvania Interscholastic Athletic Association (PIAA), American Soccer Association (ASA), or other approved athletic governing body or meet the minimum qualifications as set by the governing body or Activities Manager, Recreational Assistants must be certified in music, art, videos, etc.<sup>4</sup>
3. The Activities Department shall require proper credentials and keep a file on inmate sports officials who are certified by an approved athletic governing body.
4. A non-certified inmate sports official shall possess a basic knowledge of the rules and duties of an official in that particular sport prior to extra-curricular employment as a sports official.<sup>5</sup>
5. The Activities Department is responsible for the scheduling and assignment of all inmate sports officials and the recording of hours worked.<sup>6</sup>

**G. Procedures for Purchase of Equipment and Supplies by the Inmate General Welfare Fund (IGWF)**

The Activities Department shall plan and anticipate equipment and supply needs at least one year in advance. This total anticipated budget for activities funded by the IGWF is forwarded via facility channels to the Bureau of Administration by May 1<sup>st</sup> of each year to be included in the annual report, in accordance with Department policy **3.1.1, “Fiscal Administration.”**

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<sup>3</sup> 4-4484

<sup>4</sup> 4-4483

<sup>5</sup> 4-4483

<sup>6</sup> 4-4483

## Section 4 – Creative Arts

### A. Arts and Crafts

1. Each facility shall encourage the development of a creative arts program. The facility's security requirements and resources shall determine the category of artistic expression and the various media classifications that are acceptable.
2. ***An inmate shall be permitted to accept personal credit for his/her arts and crafts (e.g., sign artwork, place name on craft items, have name listed in production credits, etc.).***
3. Time, space, and equipment shall be provided at the discretion of the Facility Manager/designee.

### B. Materials

Only approved mediums and equipment can be purchased through the Commissary in accordance with Department policy **DC-ADM 815, "Personal Property, Basic/State Issued Items and Commissary/Outside Purchases."**

### C. Work Areas

In most cases, artwork shall be done in ***designated areas during an inmate's leisure time.*** Under the written direction of the Facility Manager/designee, an inmate may be permitted to work in his/her cell. At all times, materials are to be inventoried and appropriate staff is to be informed in writing of the presence of art materials in the housing unit.

### D. Display and Purchase of Inmate Work

1. Artworks covered by this section are paintings and craft items produced as ***authorized*** by the Department and the facility Activities Department.
2. This procedure creates no rights for an inmate to sell artwork, nor does it obligate the Department to make inmate artwork available for sale, nor does it permit the creation of any contractual relationship with an inmate.
3. This policy does not allow the sale of artworks produced without authorization. Items shall be disposed of in accordance with Department and facility policies governing contraband.
4. Employees ***are prohibited from*** purchasing inmate artwork.
5. An inmate may not conduct private business as an artist or crafts person offering artwork for sale.

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**Section 4 – Creative Arts**

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6. The inmate must sign the **Inmate Waiver Form for Display/Sale of Artwork (Attachment 4-A)**.
7. If any provision of this procedure conflicts with any Department or facility security and treatment related policies, considerations of security and treatment shall prevail.
8. Procedures
  - a. An inmate may be permitted to offer or display artworks for sale created under **authorization** by the Department and the facility Activities Department. Unsold artwork shall be disposed of by parcel or mail shipment from the facility at the inmate's expense. The facility may permit the inmate to arrange for any person currently listed upon his/her authorized visitor's list to remove purchased artwork from the facility upon prior approval by the Facility Manager/designee.
  - b. An inmate is permitted to have one finished piece of artwork in his/her cell. Unfinished artwork, and art supplies, may be retained in accordance with Department policy **DC-ADM 815**. The one finished piece of artwork shall not count against the allowed art supply levels indicated in the **DC-ADM 815**.
  - c. An inmate wishing to have his/her artworks sold shall submit a **DC-135, Inmate's request to Staff Member** to the facility Activities Manager requesting that the artwork be processed for display and sale.
  - d. Upon approval, the inmate must sign the **Inmate Waiver Form for Display/Sale of Artwork**, releasing the Department and IGWF from all liability relating to the care and condition of the artwork while on display or in storage pending sale. Once approved for display and sale, the inmate may not refuse to sell the artwork to any particular person, nor may the inmate restrict the sale of the artwork to any designated person. At the close of the sale period, the inmate shall be required to dispose of the artwork according to facility procedure.
  - e. The inmate shall set the price of the artwork, but artwork for sale must have a price of at least five dollars. Ten percent of the gross sale amount shall be set aside as a processing charge payable to IGWF. Each facility shall establish local procedures for accepting purchase offers and payment.

## **Section 5 - Outside Entertainment Entering a Correctional Facility**

### **A. General Guidelines**

1. A proposal initiated by staff with references, phone numbers, and a description of the entertainment shall be sent to the Activities Manager/designee/designee.
2. The Activities Manager/designee shall call the outside group representative and request references, equipment list, and written notice of the name, Social Security number, date of birth, place of birth, and gender for each group member. When received, this information shall be given to the Security Office for CLEAN check in accordance with Department policy **1.1.4, "Centralized Clearances."** The Activities Manager/designee shall explain that suggestive sexual expression, nudity, erotic behavior, or disruptive behavior including musical, poetic, and theatrical expressions which incite to riot, encourage violent overthrow of lawful authority or suggest participation in criminal activity shall not be tolerated by performers in the correctional setting.
3. When a screening committee designated by the Facility Manager/designee, has established the outside performer as reputable, a written proposal denoting the scheduled date for the performance, gate entrance time, show time and names of individual group members, and equipment list shall be sent to the DSCS/designee, as well as the Facility Manager/designee, for final approval.
4. After final administrative staff approval, the standard **Entertainment Services Agreement (Attachment 5-A)** shall be used.

### **B. Orientation**

Outside entertainers will receive an orientation consistent with one-time visitors entering a facility in accordance with Department policy **1.1.6, "Volunteers and Interns in the Department."**



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**Section 6 – Reporting Procedures for Activities**

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**Section 6 - Reporting Procedures for Activities**

**A. Annual Report**

1. The annual report is due by May 1<sup>st</sup> of each year directed via the Facility Manager/designee to the Regional Deputy Secretary.
2. The annual report outlines goals that the Activities Manager and staff expect to achieve during the upcoming fiscal year's programming.
3. The annual report reviews the past year's objectives and sets objectives for the next fiscal year. New programs needing additional funding are noted with cost factors.
4. The annual report evaluates past year's programming to include:
  - a. discrepancies between the program design and operation;
  - b. changes needed in program design and operation; and
  - c. assurance that results being achieved are congruent with objectives sought.

**B. Holiday Activities Schedule**

1. The reporting will cover scheduled activities from Thanksgiving through the New Year. The plan of action will be due to the Regional Deputy Secretary by November 15<sup>th</sup>.
2. A holiday committee shall be formed by October 1<sup>st</sup> of each year. The DSCS/**designee** shall chair the committee. Staff representatives from security, chaplaincy, activities, etc., will be represented on the committee as well as inmates representing the inmate population at the facility.
3. Only special events shall be listed. Normal daily routine events shall not be reported.
4. The report shall include, but not be limited to, the factors listed below:
  - a. Religious Programs  

Include all religious services with names of individuals or groups, date, time and place of event.
  - b. Special Programs and Concert Schedule  

Include staff, inmate or outside entertainers who perform for the enjoyment and/or participation of the inmate population.
  - c. Holiday Sports Schedule

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Special tournaments, sports directly related to the festive holiday season. Practice schedules or regular scheduled events that are normally in operation should not be included.

d. Movie Schedule

Because of the effort for special movies being selected for the holiday season, all movies shall be included in the report from November 20<sup>th</sup> to January 7<sup>th</sup>.

e. Activities for Housing Units

Include special local events celebrating the season.

f. Holiday Activities - Inmate Organizations

These are special events that are sponsored or celebrated over the holiday season that may affect a segment of or the entire population.

g. Holiday Menus

Include the special menus for Thanksgiving and Christmas.

h. Holiday Committee Members

Recognize staff and inmates who gave time and energy for coordination of these events.

## **Section 7 – Inmate Organizations or Groups**

### **A. General Guidelines**

1. A proposal outlining the specific goals and objectives of the group must be submitted to the Facility Manager/designee and contain the following:
  - a. organizational structure and names of individual inmates to be involved;
  - b. name of a staff coordinator with the provision that this individual shall be present for all meetings that are held;
  - c. expected time, place, and frequency of meetings; and
  - d. detailed information relative to any monetary income or expenditures.
2. The staff coordinator shall be the official liaison between the facility administration and the organization.<sup>1</sup> The coordinator's signature shall appear on all correspondence, memos, etc., which are initiated from the organization.
3. All organization's activities and operations are subject to the examination and approval of the administration. The administration shall reserve the option of dismissing from chapter membership any member, including officers, for behavior detrimental to the chapter's operation within the facility including incompetence or mismanagement. This function shall operate independent of the organization's procedures for removal from office or participation in the organization.

### **B. Yearly Plan of Action**

A yearly plan of action outlining the specific goals and objectives of the group shall be submitted one month after election of officers or December 1<sup>st</sup> to the staff advisor. After review and comment, it will be forwarded via the chain of command to the Facility Manager/designee for final review and approval. The plan of action in addition to the above will contain the guidelines as follows:<sup>2</sup>

1. organizational structure and names of individual inmates involved. A general membership list will be maintained and updated monthly;
2. expected time, place and frequency of meetings;
3. name of staff coordinator. The coordinator shall be present at each meeting and if minutes are taken, copies shall be made available to the Facility Manager/designee if requested. No meeting shall be authorized unless appropriate personnel are present;

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<sup>1</sup> 4-4486

<sup>2</sup> 4-4486

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4. detailed information shall be relative to any monetary income, including projected monies anticipated from dues, moneymaking projects, etc. No fund raising projects shall be approved beyond one month after election or December 1<sup>st</sup> if next year's plan has not been approved;
5. detailed information relative to monetary expenditures, projected costs anticipated for banquets, special events, national dues, approved charitable or humanitarian donations, etc.;<sup>3</sup> and
6. fund raising projects shall be approved only to the extent necessary to support the approved budget. As a result, no one group may consider itself as the sole owner of a fund raising source. No two-inmate organizations can duplicate a fund raising source at the same time at the same facility.

**C. Approval**

An inmate organization or group shall not be officially recognized without preliminary review and approval of the Facility Manager/designee and final approval of the Secretary/designee.

**D. Checking and/or Savings Accounts**

1. Only those inmate organizations that have been approved in accordance with this procedure shall be permitted to establish checking and/or savings accounts.
2. These inmate organizations shall establish checking and/or savings accounts in accordance with the rules and regulations of the financial institution through which they do business.
3. Inmate organizations wishing to open an account must submit a request for authorization, to the Activities Manager. Upon receipt of the request, he/she shall evaluate and forward a written report with their recommendations to the Facility Manager/designee for final action.
4. The staff coordinator shall be designated as the monitor for the account under the supervision of the Business Manager.
5. The staff coordinator is responsible for counseling the organization's leadership in sound fiscal practices under the guidance of the Business Manager. This shall include, but not be limited to, the avoidance of overdrafts, the maintenance of an accurate balance, future fiscal planning for use of funds, appropriate disposition of monies, immediate payment of bills, and all other matters that are related to the maintenance of the account.

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<sup>3</sup> 4-4486

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6. The staff coordinator shall co-sign all checks approved by the Business Manager, deposit slips, etc. The Business Manager shall monitor the legitimacy of the financial transactions of the account; however, the primary responsibility rests with the staff coordinator.
7. All unused checks shall remain in a safe, secure place that is not accessible to inmates.
8. Checks for payment for goods or services shall be issued only after submission of a valid invoice for payment. Invoice/billing notices shall be sent to the staff coordinator and not to the inmate organization representative.
9. The staff coordinator shall ensure that goods have been received and/or services rendered before co-signing any check.
10. Semi-annual financial statements from the organization's treasurer shall be submitted to the Facility Manager/designee with a complete record of receipts and disbursements. The Facility Manager/designee shall provide an annual audit. Problems shall be noted to the staff coordinator to resolve discrepancies found.
11. Final decisions concerning any continuance or elimination of bank accounts shall be the responsibility of the Facility Manager/designee.
12. Inasmuch as the purpose of inmate organizations is to use their funds for the benefit of other inmates within the facility or approved charitable or humanitarian donations, monies held in checking and/or savings accounts shall not exceed a maximum total of \$3,000 unless for payment of an approved project. All excess monies shall be expended in accordance with the organization by-laws and these guidelines. A semi-annual statement shall provide the necessary information to enable the organization to maintain the authorized balances. All projects shall be monitored and, should they continue to generate excessive funds, they may be curtailed or discontinued.

**E. Fund Raising Projects**

1. All fund raising projects must have the prior approval of the Facility Manager/designee.
2. In general, income derived from the inmate population must be dispersed in such a manner as to benefit the inmate population. Fund raising projects must be ongoing projects that involve the sale of merchandise in coordination with facility programs. However, there shall be no fund raising dinners, banquets, musicals or plays for the public, for the profit of the organization. Programs for which tickets may be sold to other inmates to clear expenses and/or overhead may be permitted.

**7.8.1, Inmate Recreational and Therapeutic Activities**  
**Section 7 – Inmate Organizations or Groups**

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**F. Inmate Organization Picnics/Banquets, Awards Ceremonies, Fund Raisers**

All inmate organization picnics/banquets, awards ceremonies, and/or fund raisers shall be handled in accordance with Department policy **DC-ADM 822, “Inmate Organization Picnics-Banquets and Inmate Fundraisers.”**

**G. Purchase by Inmate Organizations**

1. The purchase of appropriate supplies, equipment, and materials for the operation of the organization can only be done with the approval of the staff coordinator and the Facility Manager/designee. All purchases must take into consideration the security of the facility, the availability of space, and the effect on facility operations.
2. If any inmate organization disbands for any reason, supplies, materials, equipment and monies shall be appropriately donated to the facility and/or the IGWF.

**H. Non-Discriminatory Practices**

1. All approved organizations, in addition to operating within their established charter and by-laws, are prohibited from any discriminatory practice that prohibits membership based on race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, national origin, AIDS or HIV status, or disability.
2. All inmate organizations shall be autonomous to the particular facility chapter and shall not conduct or incorporate meetings, fund raisers, etc., in conjunction with any other facility or county jail.

**I. Miscellaneous**

1. Inmate organizations shall not be incorporated.
2. Employees shall not be permitted to receive individualized, personal gifts from inmate organizations. Certificates of appreciation are acceptable.

## **Section 8 – Music Programs**

### **A. Approved Musical Instruments**

Approved musical instruments are listed in Department policy **DC-ADM 815, Master Commissary List (Attachment A,) Approved Musical Instruments-Appendix B.**

### **B. Possession/Use of Musical Instruments**

Possession and/or use of musical instruments are permitted in the following locations:

1. activities area;
2. cell;
3. chapel area (as approved by the Facility Manager/designee/designee); and/or
4. yard (as approved by the Facility Manager/designee).

### **C. Band/Instrumental Musical Groups/Choirs/Singing Groups/Solo Performances**

1. Instrumental music classes are for instruction only.
2. An inmate must be in general population status in order to participate in bands/instrumental music groups/choirs or singing groups.
3. Sanctions involving disciplinary custody, or voluntary administrative custody, will result in an inmate's removal from the band/instrumental music group/choir/singing group and placement on the bottom of the current waiting list.
4. An inmate may be temporarily suspended from a band/instrumental musical group/choir/singing group at the discretion of supervising staff for behavior that is deemed inappropriate or offensive. The inmate's Unit Management Team is responsible for reviewing all reports of inmate inappropriate or offensive behavior to determine if the inmate should continue to participate in band/instrumental music group/choir/ singing group activities.
5. A band/instrumental music group/choir/ singing group/solo (instrumental or vocal) performance is permitted for activities such as religious services, the annual talent show, and special events (e.g. facility volunteer banquet,) as approved by the Facility Manager/designee. Facility staff must direct all approved performances.
6. A band/instrumental music group/choir/ singing group/solo (instrumental or vocal) performance for outside guests (excluding regular and non-regular volunteers participating in religious programs conducted in the Chapel) is strictly prohibited.

**7.8.1, Inmate Recreational and Therapeutic Activities**

**Section 8 – Music Programs**

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**D. Participation Limits**

An inmate may not participate in any band/instrumental music group or choir/singing group for more than one year. The Facility Manager/designee may grant exceptions for special needs or if no waiting list exists.

**E. News Media Relations**

A request for news media coverage shall be handled in accordance with Department policy **DC-ADM 009, “News Media Relations.”**



## 7.8.1 Inmate Recreational and Therapeutic Activities

### Glossary of Terms

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**Activities Manager** - Correctional supervisor who provides direct leadership for activities under the authority of the Corrections Classification and Program Manager.

**All Star Sports** – Athletic teams comprised of selected inmates who are permitted to participate in sporting events held in the facility against teams from the outside community.

**Alternate Handler** – An inmate assigned as alternate caretaker and trainer of a Canine Service Provider. An alternate handler is responsible to take over as primary handler upon notification.

**Artist in Residency Part-Time Program** - An outside artist from the community, who is contracted by the IGWF to develop inmate artistic talent.

**Corrections Activities Specialist** - A professional worker providing a program of interest for inmates.

**Corrections Classification Program Manager (CCPM)** - The Corrections Classification Program Manager is responsible for planning, organizing, and directing a broad program of classification, treatment, and program activities for inmates in a correctional facility.

**Department** - The Pennsylvania Department of Corrections.

**Facility** – Any State Correctional Facility, State Regional Correctional Facility, Community Corrections Center, Contract Facility or Motivational Boot Camp operated by the Department.

**Facility Manager** – The Superintendent of a State Correctional Facility, State Regional Correctional Facility, Motivational Boot Camp, Regional Director of a Community Corrections Center, and the Director of the Training Academy.

**Home Visit Coordinator** – The staff member responsible for scheduling the puppies for home/overnight visits.

**Primary Handler** – An inmate assigned as primary caretaker and trainer of a Canine Service Provider dog.

**Program Coordinator** – The staff member responsible for coordinating the program and providing program oversight between a Canine Service Provider and each facility.

**Program Volunteers** – A cadre of staff, across all shifts, who volunteer their services to assist with the program, monitor the inmate handlers, and report their findings to the Program Coordinator.

**Canine Service Provider Program Committee** – A committee formed to oversee the program at each facility. Members include the Program Coordinator, Unit Manager from the unit in which the puppies are housed, a Lieutenant and other staff as designated.

**Quarantine** – The dog will be permitted in the following area only: the inmate handlers' cell. The dog will be kenneled in the crate in the cell and out to be fed, watered and taken outside as

## 7.8.1 Inmate Recreational and Therapeutic Activities Glossary of Terms

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necessary. Additionally, the dog will wear an orange vest. Only the inmate handlers, the Training Coordinator and the Canine Service Provider Trainer(s) shall have interaction with a dog in quarantine.

**Recreational Assistants** – Selected inmates who are permitted to assist Activities staff in program delivery.

**Training Coordinator** – The individual assigned by a Canine Service Provider to provide and oversee dog-training programs.