

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 10/30/2000	NUMBER 05.03.104
	SUBJECT LEISURE TIME ACTIVITIES	
SUPERSEDES 05.03.104 (12/30/97)		AUTHORITY MCL 791.203
ACA STANDARDS 3-4104; 3-4381; 3-4423 - 4428; 2-CO-5C-01		
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POLICY STATEMENT:

Leisure time activities shall be provided to prisoners in Correctional Facilities Administration (CFA) institutions as set forth in the policy.

POLICY:

GENERAL INFORMATION

- A. Each Warden shall ensure a comprehensive leisure time activities program is provided in his/her institution, consistent with the custody and security of the institution. The program shall focus on leisure time activities that offer prisoners the opportunity to make constructive use of any free time they have, thus contributing to the maintenance of custody and security within the institution. The program also shall include activities which contribute to skill development, enhanced self-esteem and socialization skills. Prisoners' needs, abilities and interests also shall be considered.
- B. Weekly inspections of leisure time activity areas and equipment shall be conducted to ensure they are maintained in safe and serviceable condition and are suitable for leisure time activities offered at the institution.
- C. Prisoner Benefit Fund money may be used to provide services, equipment and supplies as outlined in PD 04.02.110 "Prisoner Benefit Fund". Donated equipment and supplies also may be accepted from legitimate organizations or individuals, subject to the approval of the Warden or designee. However, donated equipment and supplies shall not be accepted from an offender or an individual known to be related to an offender. All donated equipment and supplies shall be inspected for contraband prior to being made available to offenders. Donated equipment and supplies which contain contraband may be discarded by the facility without notice to the donating party.

STAFFING

- D. Each Warden shall designate at least one staff member (e.g., Corrections Program Coordinator) to design, direct, monitor and evaluate leisure time activities. Designated staff shall possess a minimum of a bachelor's degree in recreation, physical education, leisure services or related area, or the equivalent in combined education and experience.
- E. Each Warden shall ensure appropriate program staff are scheduled to be on duty during those times when prisoners have leisure time (e.g., afternoons, evenings, weekends). However, some activities shall be scheduled during the day to accommodate prisoners with part-time assignments, prisoners whose assignment hours are outside regular working hours and prisoners not yet assigned. Custody and housing staff may be used to provide additional supervision, consistent with applicable collective bargaining unit agreements.
- F. At least annually, each Warden shall evaluate staffing at his/her institution to ensure that prisoners have access to staff and services and that there is adequate services and supervision for leisure time activities. Staffing priorities shall be given to those activities which draw the most prisoner participation.
- G. Volunteers may be used to supplement services provided by staff, as set forth in PD 03.02.105 "Volunteer Services and Programs". Student interns also may be recruited in accordance with

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PD 02.06.103 "Student Intern Programs" to supplement services provided to prisoners.

- H. Prisoners shall be assigned to assist with leisure time activities as needed, in accordance with PD 05.01.100 "Institutional Program Classification of Prisoners".

PRISONER ACCESS

- I. Except as set forth below, general population prisoners shall have access to leisure time activities, including outdoor exercise as weather permits, in accordance with a schedule developed by the Warden or designee. Prisoners in segregation shall have access to leisure time activities in accordance with PD 04.05.120 "Segregation Standards".
- J. Wardens shall ensure prisoners who are considered unemployable in accordance with PD 05.01.100 "Institutional Program Classification of Prisoners" are not permitted to participate in any more leisure time activities than those who work full time. This includes prisoners who refuse to work or attend school. However, this does not apply to prisoners who are unemployable due to medical restrictions although the medical restriction may preclude participation in certain activities as determined by Bureau of Health Care staff.
- K. Prisoners on toplock shall not be permitted access to leisure time activities unless approved by the Warden in accordance with PD 03.03.105 "Prisoner Discipline". Prisoners serving a loss of privileges sanction for misconduct shall be restricted from leisure time activities as ordered by the hearing officer in accordance with PD 03.03.105.
- L. Prisoners designated as security threat group members shall be restricted from leisure time activities as set forth in PD 04.04.113 "Identification and Management of Security Threat Groups and Members".
- M. Prisoners may submit proposals for leisure time activities to the Warden or designee. The Warden or designee shall evaluate the proposal to determine the practicality of the activity and the availability of appropriate supervision. Suggestions for leisure time activities may be solicited through the Warden's Forum and written surveys.

COMMUNITY PARTICIPATION

- N. The Warden or designee may approve members of the community to enter the facility to participate in special activities (e.g., local team invited to compete with institution team) consistent with PD 04.01.110 "Access to Department Facilities". However, approval from the CFA Assistant Deputy Director is required prior to making any commitment to present a production solely for entertainment purposes within the institution.

OPERATING PROCEDURE

- O. Each CFA Regional Prison Administrator shall ensure that within 60 days of its effective date, procedures necessary to implement this policy directive are developed.

AUDIT ELEMENTS

- P. A Primary Audit Elements List has been developed and will be provided to Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

BM:OPH:10/03/00