

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 12/02/2019	NUMBER 05.03.104
SUBJECT LEISURE TIME ACTIVITIES		SUPERSEDES 05.03.104 (10/30/2000)	
		AUTHORITY MCL 791.203	
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POLICY STATEMENT:

Leisure time activities shall be provided to prisoners in Michigan Department of Corrections (MDOC) correctional facilities as set forth in the policy.

POLICY:

GENERAL INFORMATION

- A. Each Warden shall ensure a comprehensive leisure time activities program is provided in their 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 shall also include activities that contribute to skill development, enhanced self-esteem, and socialization skills. Prisoners' needs, abilities, and interests shall be considered as well.
- 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. All weekly inspections shall be documented in the assignment logbook or in another tracking system.
- 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 that 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.
- 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 their institution to ensure that prisoners have access to staff and services and that there are adequate services and supervision for leisure time activities. Staffing priorities shall be given to those activities that 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."
- H. Prisoners shall be assigned to assist with leisure time activities as needed, in accordance with

PD 05.01.100 "Prisoner Program Classification."

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." Decisions to restrict activities due to extreme weather conditions or other urgent circumstances shall be made by the Administrative Duty Officer with notification to the Assistant Deputy Director (ADD). However, if an activity is already in progress and extreme weather conditions or other urgent circumstances pose an immediate threat to the safety of staff and/or prisoners (e.g., lightning during yard time), Shift Command shall immediately cancel the activity.
- J. Prisoners classified as unemployable may only participate in leisure time activities as set forth in PD 05.01.100 "Prisoner Program Classification."
- 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 "Security Threat Groups."
- 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 Correctional Facilities." However, approval from the ADD is required prior to making any commitment to present a production solely for entertainment purposes within the institution.

OPERATING PROCEDURE

- O. If necessary, to implement the requirements set forth in this policy directive, Wardens shall ensure that procedures are developed or updated.

AUDIT ELEMENTS

- P. A Primary Audit Elements List has been developed and is available in the Department's Access System (DAS) to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 10/23/2019