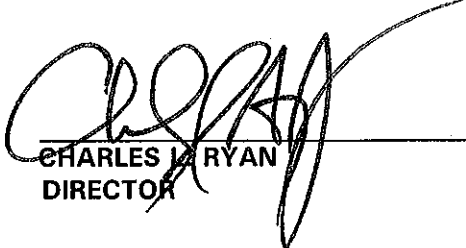
	<b>ARIZONA DEPARTMENT OF CORRECTIONS</b>  <b>INMATE NOTIFICATION</b>	<b>Notification Number:</b>  23 - 11
		<b>Issue Date:</b>  April 28, 2011

**POSTING NOTIFICATION**

This information is to be posted for a **minimum of 30** days in areas accessible to inmates and shall be made available to inmates who do not have access to posted copies. This notification contains changes that are related to inmate issues/concerns only. Attached with this Inmate Notification is a copy of the revised Department Order for review purposes only.

**TO ALL INMATES**

Department Order 906, Inmate Recreation/Arts and Crafts has been revised and will be effective 30 days from the issue date of this Inmate Notification. The revisions include changing the maximum amount of television channels from "fifteen" to "sixteen", based on local availability, as determined by the Warden, or designee.

  
\_\_\_\_\_  
**CHARLES L. RYAN**  
**DIRECTOR**



ARIZONA  
DEPARTMENT  
OF  
CORRECTIONS

CHAPTER: 900  
INMATE PROGRAMS AND  
SERVICES

OPR:  
SS  
OPS

DEPARTMENT ORDER MANUAL

DEPARTMENT ORDER: 906  
*INMATE RECREATION/  
ARTS & CRAFTS*

SUPERSEDES:  
DO 906 (04/21/08)  
DI 278 (02/22/10)

EFFECTIVE DATE:  
APRIL 7, 2011

REPLACEMENT PAGE  
REVISION DATE:  
MAY 28, 2011

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## PURPOSE

This Department Order establishes guidelines for Department Order # 809, Earned Incentive Program provision for a Recreational Program that includes outdoor recreational activities, athletics and hobby crafts activities. Inmates may participate in arts and crafts, in accordance with this Department Order. This Department Order includes procedures to be used by authorized inmates to produce arts and hobby crafts for sale to the general public through the Arizona Prison Arts & Trades Outlet. It further provides for the standardization of closed circuit television systems for inmate use during recreation time.

## APPLICABILITY

The Earned Incentive Program (EIP) applies to all custody locations and populations except inmates assigned to detention.

## PROCEDURES

- 906.01 RECREATIONAL PROGRAM** - Wardens, Deputy Wardens and designees shall ensure a quality recreation program exists and that all inmates receive outdoor exercise or recreational opportunities in accordance with their EIP phase and custody level.
- 1.1 A Correctional Officer III (CO III) shall be assigned to each unit as a Recreational CO III and be responsible for organizing and supervising the recreational programs.
  - 1.2 Inmate participation in recreational programs as outlined in Department Order #809, Earned Incentive Program. Recreation and hobby crafts, shall be approved as follows:
    - 1.2.1 Complex inter-mural activities require approval from the Complex Warden.
    - 1.2.2 Minimum custody, Phase III inmates may participate in inter-mural activities at units within the Complex which have the same custody level and in accordance with their phase. No other custody inmates and units are eligible to participate in this activity.
      - 1.2.2.1 Transportation arrangements shall be coordinated by the participating units. Inmate participants shall be transported in accordance with Department Order #705, Inmate Transportation.
      - 1.2.2.2 The units Recreational CO III shall screen each participant for "Do Not Housed With" (DNHW) conflicts.
    - 1.2.3 Unit intra-mural activities require the approval from the Deputy Warden.
      - 1.2.3.1 With the exception of maximum inmates, inmates may participate in Unit intra-mural activities in accordance with their EIP phase. In those custody level locations where DNHW issues are allowed, the Recreational CO III shall screen each participant for DNHW issues.
  - 1.3 All inmates shall be afforded the opportunity for outdoor exercise activities that involve the use of large muscles. An outdoor recreation area for this purpose shall be designated.

1.6.2 Payments to an inmate for hobby crafts sold in the Outlet shall be sent for credit to the inmate's account within 20 working days of the sale. (See Attachment B.) Each inmate shall also receive a copy of the completed sales tag form as proof of the sale.

1.7 Requests to Return a Hobby Craft Article

1.7.1 An inmate may request the return of a hobby craft article.

1.7.2 The inmate shall complete a Request for Return of Inmate Personal Property, Form 906-15 and submit it to the Outlet.

1.7.3 The inmate's account shall be charged for the packaging and postage expenses involved in returning the hobby craft.

**906.05 STANDARDIZED CLOSED CIRCUIT TELEVISION SYSTEM**

1.1 A maximum of sixteen television channels shall be provided, based on local availability, as determined by the Warden, or designee. If the capability does not exist to deliver the maximum sixteen channels, the Warden, Administrator or designee shall determine which of the available channels will be offered. Channels shall be selected from the following types:

1.1.1	Major Networks	ABC, NBC, FOX, CBS, etc.
	Educational	Public television, Discovery, etc.
	Religious	Religious services, etc.
	Sports	Sports-related programming
	News	CNN, Headline News, etc.
	Spanish	Spanish language channel
	Black entertainment	BET, etc.
	ADC Programs	Inmate education or religious programs
	Announcements	Computer bulletin board

1.2 There shall be no premium channels, no movie channels, or ADC channels reserved for showing ADC-owned or rented movies.

1.3 The Warden or designee may shut off all or part of the institution's closed circuit television system at any time at his or her discretion.

1.4 The standardized viewing schedule appears as Attachment C.

## IMPLEMENTATION

Within 90 days of the effective date of this Order, Wardens or designees shall develop an Institution Order that addresses the requirements of this Department Order, to include:

- An In-House Hobby Craft Application/Tracking form consistent with the custody level and needs of the individual unit.

## DEFINITIONS

**CULTURAL ACTIVITIES** - Events that recognize a cultural group in a positive manner and that reflect the group's historical or cultural background, e.g., folk dancing, Cinco de Mayo, Juneteenth.

**EARNED INCENTIVE PROGRAM (EIP)** - A three-phase system of graduated earned inmate incentives sanctions and to assist inmates to acquire and sustain a responsible, pro-social lifestyle, incorporating the community's underlining norms, values and mores in their everyday lives.

**HOBBY CRAFTS** - Any endeavor, hobby or enterprise that may produce items suitable for public sale, but which is not a full-time occupation for the inmate. Approved hobby activities are outlined by custody and phase in Department Order #809, Earned Incentive Program, Attachment C, Incentive Matrix – Recreation and Hobby Craft.

**IN-HOUSE HOBBY** - A hobby activity conducted in an inmate's living area.

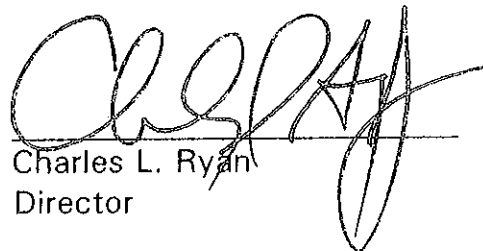
**INTRA-MURALS** - Activities organized for inmate participation occurring within the boundaries of a unit.

**INTER-MURALS** - Activities organized for inmate participation occurring between two or more units within the boundaries of a complex. Inter-mural activities are limited to Minimum Custody, Phase III inmates.

**RECREATIONAL ACTIVITY** - Includes, but is not limited to, cultural clubs, study or self-help groups and the development of approved institutional publications, such as newsletters and magazines.

**RECREATIONAL PROGRAM** - May include, but is not limited to:

- Outdoor Exercise
- Athletics
- Unit Intra-Mural Activities
- Complex Inter-Mural Activities
- In-House Hobby Craft
- Cultural Activities
- Special Events



Charles L. Ryan  
Director

#### **ATTACHMENTS**

Attachment A - Outlet Notice to Inmates  
Attachment B - Outlet Payment to Inmates Examples  
Attachment C - ADC Standardized CCTV Viewing Schedule

#### **FORMS LIST**

906-1, Release from Liability  
906-3, Arizona Prison Arts & Trades Outlet Sales Tag  
906-5, In-House Hobby Craft Application  
906-15, Request for Return of Inmate Personal Property

#### **AUTHORITY**

A.R.S. 13-4202, Crime/Victim Accounts - Void Contracts.  
A.R.S. 31-204, Interest of Employee in Contracts, Gifts to or from Prisoner, Penalty.  
A.R.S. 31-261, Sale or Exchange of Products of Individual Prisoners.