
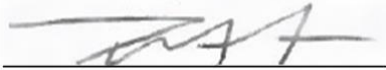


<b>POLICY TITLE: RECREATION PROGRAM</b>  <b>POLICY NUMBER: 24.6</b>  <b>CHAPTER 24: ADMINISTRATION OF PROGRAMS AND SERVICES</b>		<b>PAGE 1 OF 5</b>
 <b>STATE of MAINE</b> <b>DEPARTMENT of CORRECTIONS</b>  <b>Approved by Commissioner:</b> 		<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VIII</b>
<b>EFFECTIVE DATE:</b> <b>February 1, 2002</b>	<b>LATEST REVISION:</b> <b>October 17, 2022</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 a recreation program that includes leisure time activities and outdoor exercise to all eligible residents in a safe and secure environment in order to promote a healthy lifestyle for and meet the needs of residents. **5-ACI-7C-01 & 4-ACRS-5A-21**

**IV. DEFINITIONS**

None

**V. CONTENTS**

- Procedure A: General
- Procedure B: Staff Responsibilities
- Procedure C: Special Events
- Procedure D: Housing Unit Activities
- Procedure E: Resident Access to Canteen
- Procedure F: Residents as Recreational Assistants
- Procedure G: Resident Photographs

**VI. ATTACHMENTS**

Attachment A: [Group Photograph Release of Liability](#)

## VII. PROCEDURES

### Procedure A: General

1. Recreational activities shall be developed consistent with security needs, resources of the facility and capabilities of the residents.
2. There shall be at least one full-time recreation program supervisor on staff in any facility with one hundred (100) or more residents. The recreation program supervisor minimum qualifications include, but are not limited to: **5-ACI-7C-02**
  - a. education, correctional experience, and training in recreation and/or leisure activities;
  - b. the ability to supervise recreation programs and/or leisure time activities; and
  - c. other qualifications as set forth in the Maine Bureau of Human Resources hiring requirements for the position of a Recreation Supervisor.
3. Equipment and space in the facility for planned recreation and leisure activities are available in proportion to the resident population and are maintained in good condition. **5-ACI-7C-04**
4. Some recreational activities may require that residents sign-up prior to participation.
5. Opportunities for outdoor recreational activities are dependent on weather and other environmental conditions.

### Procedure B: Staff Responsibilities

1. The Chief Administrative Officer, or designee, shall:
  - a. ensure indoor and outdoor recreational activities are offered to general population and other eligible residents and may include structured individual and/or team activities; **5-ACI-7C-01** and
  - b. implement a review and approval process for the implementation of any new activity.
2. The facility recreation supervisor, or other designated staff, is responsible for:
  - a. the preparation, delivery, supervision, and/or monitoring of recreational program activities;
  - b. the review and approval (in consultation as appropriate) with the facility Chief Administrative Officer, Director of Security, or their designees, and/or Unit Managers, as applicable, in the implementation of any new recreation program activities;
  - c. posting or distributing announcements for each structured recreational activity so that eligible residents have sufficient notice of the activity;
  - d. ensuring all participants are aware of the rules prior to the start of any activity;
  - e. recording and maintaining all pertinent information regarding any recreational activity, including a list of participants, schedule, supervising staff, and any injuries or unusual incidents; and

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- f. prior to the implementation of any new activity initiated by staff, meet with the staff member who is coordinating the activity to discuss the scope, length, schedule, how participation in the activity is arranged, and any rules, etc.
- 3. In addition, the recreation supervisor, or other designated staff, is responsible for overseeing resident photographs as set out below.
- 4. Any new recreational activity proposed by residents must be approved by the recreation supervisor, or other designated staff. Residents must submit a proposal in writing a minimum of one month prior to the planned activity. All such activities shall be under staff supervision. **5-ACI-7C-06**
- 5. 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 resident population and record the cancellation as well as the reason in the logbook.

**Procedure C: Special Events**

- 1. On occasion, the recreation supervisor, or other designated staff, may provide special events for the resident population, to include music, theatrical or other appropriate productions by resident and community groups, game tournaments, and workshops and seminars.
- 2. Where feasible, special events may be recorded and broadcast on facility equipment.
- 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 residents as well as permitting approved minimum and community custody residents to participate in sports events in the community. **5-ACI-7C-05**

**Procedure D: 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, security supervisor, or other designated staff, to approve the cancellation. That person shall ensure an announcement is made to the resident population and record the cancellation as well as the reason in the logbook.

**Procedure E: Resident Access to Canteen**

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

**Procedure F: Residents as Recreational Assistants**

- 1. Residents 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 residents. **5-ACI-7C-03**

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## **Procedure G: Resident Photographs**

1. The facility Chief Administrative Officer, or designee, may allow residents in general population to have photographs taken:
  - a. with other residents; and
  - b. with family members.
2. All photographs shall be in accordance with the following conditions:
  - a. persons must be fully clothed, and the photo must otherwise be appropriate;
  - b. photo may not be larger than 4" x 6";
  - c. no gang signs or symbols or offensive gestures are allowed in the photo;
  - d. the photo shall count toward the maximum number of photos allowable to the resident; and
  - e. the photo must be kept in the resident's allowable photo album, except that if allowed by facility practice, one group photo may be displayed in a designated location in the resident's cell or room, provided it does not obstruct any window and is not fixed to the wall.
3. If the photo is with more than one resident, each resident must sign the Group Photograph Release of Liability (Attachment A).
4. Photographs shall be taken by the Recreation Supervisor, or other designated staff, or an approved resident photographer and may be purchased by the residents at a fee established by the Department.
5. The Recreation supervisor, or other designated staff, shall review and approve all photographs. If there are any questions concerning the photo, designated security staff shall be consulted.
6. Any facility where photographs are allowed to be taken with family members shall allow the resident to possess these photographs, and they shall count toward the maximum number of photos allowable to the resident.

## **VIII. PROFESSIONAL STANDARDS**

### **ACA**

- 5-ACI-7C-01** Written policy, procedure, and practice provide for a comprehensive recreational program that includes leisure-time activities and outdoor exercise.
- 5-ACI-7C-02** 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.
- 5-ACI-7C-03** Written policy, procedure, and practice provide for the selection, training, and use of inmates as recreation program assistants.

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- 5-ACI-7C-04**      **Facilities and equipment suitable for the planned leisure activities are available in proportion to the inmate population and are maintained in good condition.**
- 5-ACI-7C-05**      **Written policy, procedure, and practice provide for interaction with the community through recreational activities.**
- 5-ACI-7C-06**      **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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