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#### SUMMARY OF REVISION/REVIEW

Policy Directive 024-027 and 024-029 incorporated. PROCESS – I. – Language updated. IV. – Language updated. VIII. – HOBBY ACTIVITY GOALS – New section, remaining sections renumbered. Minor grammar changes throughout.

APPROVED:

*Rob Jeffreys*  
 Rob Jeffreys (Nov 1, 2024 14:31 CDT)

Rob Jeffreys, Director  
 Nebraska Department of Correctional Services

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PURPOSE

Viable programs of leisure time activities for incarcerated individuals help meet the Nebraska Department of Correctional Services' (NDCS) objective of increasing opportunity for the incarcerated individual's responsibility and self/career development as well as helping create a humane environment for incarcerated individuals. (ACI-7C-01, ACRS-5A-21)

Each facility, consistent with its function and the nature of its incarcerated individual population and programs, shall develop its own version of this policy within the limits and guidelines that follow.

PROCESS

I. TYPES of ACTIVITIES

Facility Procedures shall provide for a comprehensive recreational program that includes leisure-time activities and outdoor exercise. These should include not only yard, library, and auditorium functions in those facilities with auditoriums, but also pursuit of individual hobbies and development of individual talents.

In addition to athletic activities, there should be opportunities to pursue such activities as music, painting, writing, handcrafts, and similar pursuits. The specific goals of hobby activities are to expand the incarcerated individual's knowledge and interest in the authorized hobby area; provide qualified full-time team member supervision; and to survey annually the hobby activity needs and interests of the participating incarcerated individuals.


Incarcerated individuals may also be allowed to form clubs and other associations subject to the permission of the warden (see Policy 113.19 *Club Activities*). Facility written Procedure shall define the purpose and scope of each authorized activity as well as provide for supervision of leisure time activities.

II. STAFFING

With the exception of community facilities, each facility shall employ a qualified recreation supervisor who supervises all recreational programs. The supervisor shall have a minimum of a bachelor's degree in recreation or leisure services, or the equivalent in combined education and experience. The supervisor's position shall be full-time in facilities with more than 100 incarcerated individuals. Where applicable, each facility shall establish procedures for the selection, training and use of incarcerated individuals as recreation program assistants. (ACI-7C-02, ACI-7C-03)

III. MAINTENANCE AND AVAILABILITY OF FACILITIES, EQUIPMENT AND PROGRAMS

Each facility shall acquire and maintain facilities and equipment in good condition for leisure activities. Regular inspections of the facilities and equipment shall be made and repair and replacement recommended as necessary. The facilities and equipment should be available in proportion to the incarcerated individual population. Provisions shall be made for appropriate leisure time activities which are initiated by incarcerated individuals and carried out under team member supervision. (ACI-7C-04, ACI-7C-06)

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Written facility Procedure shall encourage leisure time interaction with the community. This may include bringing in volunteers to provide instruction and inviting local teams into the facilities to compete, (appropriate, well maintained recreational clothing will be worn by community participants). Incarcerated individuals of the appropriate custody grade may participate in recreational activities in the community to the extent permitted by the resources of the facility. (ACI-7C-05)

#### IV. ASSESSMENT AND PLANNING

Recreational interests and needs of incarcerated individuals shall be assessed on an annual basis through solicitation of suggestions from incarcerated individuals and other appropriate means. An annual report shall be completed by March 1st of each year. Due to the nature of community corrections facilities, solicitation of recreational suggestions from the population shall be done informally throughout the year; no annual report is required.

Personnel and financial requirements needed to support leisure time activities shall be determined and requested in order to attain and maintain a quality program. There shall be a systematic approach to determine the personnel requirements for the recreational program. This will provide access to team members and services and assures needed support for incarcerated individual activities.

#### V. PARTICIPATION OF TEAM MEMBERS AND OUTSIDE TEAMS

Only the sports listed below may be authorized:

- A. Outside Teams-Softball, Volleyball, Power Lifting
- B. Team Member Participation-Softball, Volleyball

#### VI. SOFTBALL BATS

The number of softball bats on the field and/or available at any given time shall be limited as follows:

- A. Incarcerated individual-to-incarcerated individual team play-when two incarcerated individual teams are playing each other, a maximum of two bats will be allowed or available for use at any time.
- B. Incarcerated individual to outside team play-when an incarcerated individual team is playing an outside team, a maximum of four bats will be allowed or available for use at any time. An outside team will be prohibited from bringing more than two bats into the facility at any time. This means that the incarcerated individual teams can only have two bats, and the outside team can only have two bats for a total of four bats.
- C. Team members will be solely responsible for issuing softball bats. At no time shall any incarcerated individual(s), regardless of the job title or position, issue softball bats.
- D. When an incarcerated individual team(s) is/are practicing, a maximum of two bats will be allowed or available for use at any time.

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VII. MOVIES AND TELEVISION

- A. All movies shown at the facility must have written permission from the copyright owner of each movie to be shown. (Permission from a copyright owner for one facility does not authorize other facilities to show the same movie.) NDCS shall follow the guidelines of any contracted distributor or licensor services used. Copies of the authorizing document, giving permission to show a movie, shall be kept on file at the facility.
- B. Movies not allowed include those that contain scenes depicting or advocating the following:
  - 1. Rape, sadomasochism, bondage, or other violent sexual acts
  - 2. Sexual abuse of children
  - 3. Drug-induced sexual stimulation
  - 4. Bestiality
  - 5. Gratuitous or extreme violence
  - 6. Gang related activities
  - 7. Other materials which would constitute a threat to the security, safety, or good order of the facility
- C. All movies will be reviewed and approved by assigned team members at the facility.
- D. In accordance with ADA requirements all televisions and movies will be shown with close captioning turned on.

VIII. HOBBY ACTIVITY GOALS

The recreation and incarcerated individual activities program shall be evaluated annually to assess the effectiveness of the program against stated performance goals and objectives. The specific goals of the hobby activities are:

- A. To expand the incarcerated individual's knowledge and interest in the authorized hobby area.
- B. To provide qualified full-time team member supervision.
- C. To survey annually the hobby activity needs and interests of the participating incarcerated individuals.

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IX. HOBBY CARDS

- A. The hobby supervisor/designee will approve/deny all Hobby Card registrations, if applicable.
- B. Incarcerated individuals requesting to participate in hobby activities must be free of all misconduct reports for 90 days.
- C. The hobby supervisor/designee will keep an updated roster of hobby participants and place a copy in their facility's shared P Drive.
- D. If an incarcerated individual is placed in restrictive housing/special management housing, their hobby card will be suspended, and all hobby property will be sent to a designated area. Exceptions may vary based on specific facility needs with warden/designee approval.
- E. Incarcerated Individuals transferring facilities must apply for a hobby card, if applicable, at the receiving facility. Previously authorized permission does not transfer between facilities.

X. AUTHORIZED HOBBIES

- A. General Population Units
  - 1. Permissible hobbies are:
    - a. Drawing/Sketching
    - b. Watercolor/Painting
    - c. Beadwork
    - d. Paper Art
    - e. Thread Craft
  - 2. The specific materials allowed for all facilities are listed in the *Authorized Purchase and Possession Limit for Hobby Materials list* (Attachment A).
    - a. Changes to this list will be revised by the hobby workgroup annually or as needed.
  - 3. Items made with supplies ordered through hobby, (card stock, gel pens, painting, etc.) must be sent out through the hobby supervisor/designee. All cards, posters or any hobby projects may not include any personal correspondence. Artwork may only be sent out by the incarcerated individual who purchased the raw materials and made the artwork. The incarcerated individual may sign the card with the name identifying whom the card is for and reference the occasion i.e., happy birthday, anniversary etc.

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- B. Any hobby item(s) turned in for mail or release must have been made by the incarcerated individual and must have been made from raw materials purchased by that individual.

XI. RESTRICTIONS OF AUTHORIZED HOBBIES

- A. Hobby craft materials for use in general population living locations are included in the four cubic foot limit applicable to incarcerated individual personal property. Further details may be found in the *Inmate Authorized Property List* in Policy 204.01 *Incarcerated Individual Property Control*.
- B. No toxic, flammable, combustible, or caustic liquids of any kind may be used on NDCS grounds.
- C. All chemical SDS must be approved through hobby workgroup review and safety and sanitation specialist.
- D. Incarcerated individuals will not be allowed to paint on nor alter any clothing of any kind, including personal property, using hobby materials.

XII. RETENTION OF CUSTOM-MADE HOBBY ITEMS

- A. Incarcerated individuals may not retain any custom-made items as personal property following completion. Incarcerated individuals must arrange to transfer the item(s) out of the facility within seven days after completion. Hobby items remaining after seven days will be considered contraband.
- B. Any hobby projects released out of the facility, will not be allowed back to the incarcerated individual under any circumstances.
- C. NDCS and its representatives will not be responsible for lost or stolen articles being released.
- D. No hobby projects may contain depictions which advocate or are likely to incite violent or illegal activity, including images which advocate or depict violent or illegal sexual activity. Nor any materials or images deemed a threat to the safety, security, or good order of the facility.

XIII. DISCIPLINE

- A. Incarcerated individuals who participate in hobby are expected to act in accordance with the constraints of this Policy.
- B. Incarcerated individuals may be subject to disciplinary action arising from an alleged violation of this Policy. The hobby supervisor/designee may suspend an incarcerated individual from all hobby privileges. A copy of the suspension form will be given to the incarcerated individual. The length of the suspension is determined by each facility.

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XIV. HOBBY PROGRAM RECORDS

A. Hobby Purchases Orders – Ordering

1. Hobby orders, submitted on an inmate direct order form, will be sent to the hobby supervisor/designee for review before being approved or denied. All approved orders will be processed via direct order and sent to canteen. Designated hobby team members will have a list of authorized items to purchase, authorized vendors, and allowed amount totals.
2. All incarcerated individual hobby direct orders must comply with Policy 113.23 *Incarcerated Individual Orders*.

B. Hobby Purchases Orders – Receiving

1. Canteen team members will communicate with the hobby supervisor/designee upon receiving hobby orders. team members and the hobby supervisor/designee will determine the best practice to deliver the packages to the incarcerated individual based on facility needs. For more information review Policy 113.23 *Incarcerated Individual Orders*.

XV. SALE OF HOBBY CRAFTS

Incarcerated individuals are not permitted to sell their hobby crafts.

XVI. RELEASE OF HOBBY CRAFTS


A. Any approved hobby craft item may be released from the institution by following these guidelines:

1. An approved *Notice of Excess Property/Property Release* form (Attachment B) must be filled out and witnessed.
2. Incarcerated individuals may release hobby property pursuant to Policy 204.01 *Incarcerated Individual Property Control*.
3. Ensure the craft item is completed (i.e., no wet paint).

B. Hobby property not picked up at the front entrance within 30 calendar days must be sent out of the institution at the incarcerated individual's expense or may be disposed in accordance with Policy 204.01 *Incarcerated Individual Property Control*.

C. Any approved hobby item authorized to be mailed out must be in accordance with Policy 205.01 *Incarcerated Individual Mail*.

D. Each facility will develop operating procedures governing when incarcerated individual hobby property will be stored, the length of such storage, the types of property which may be stored and the specific conditions of storage (area of packaging).

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REFERENCE

- I. STATUTORY REFERENCE AND OTHER AUTHORITY– None noted
- II. NDCS POLICIES – None noted
- III. ATTACHMENTS
  - A. Possession Limit for Hobby Materials list
  - B. Notice of Excess Property/Property Release
- IV. AMERICAN COASSOCIATION (ACA)SSOCIATION (ACA)
  - A. Expected Practices for Adult Correctional Institutions (ACI) (5<sup>th</sup> edition): 5-ACI-7C-01, 5-ACI-7C-02, 5-ACI-7C-03, 5-ACI-7C-04, 5-ACI-7C-05, 5-ACI-7C-06
  - B. Standards for Adult Community Residential Services (ACRS) (4<sup>th</sup> edition): 4-ACRS-5A-21