



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 5.5.4	Subject: HOBBY PROGRAMS FOR ADULT FACILITIES
Chapter 5: INMATE PROGRAMS	Page 1 of
Section 5: Recreation Activities	Effective Date: July 1, 1998
Signature: /s/ Mike Ferriter, Director	Revised: 08/03/11

I. POLICY

The Department of Corrections will establish guidelines for hobby programs to encourage inmates to use leisure time constructively and to ensure the safety and security of the facility.

II. APPLICABILITY

Department-owned and contracted facilities, as specified in contract.

III. DEFINITIONS

Contraband - Any item possessed by an offender or found within the facility that is illegal by law, prohibited by policy or procedure, or unauthorized by those legally charged with the administration and operation of the facility.

Facility/Program - Refers to any division, prison, secure care correctional facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes the facility building or residence, including property and land owned or leased and operated by the Department.

Hobby/Craft Shop - A designated room or area for the creation of hobby/craft items that require close supervision of offenders, tools and chemicals.

Housing Area Hobby - The creation of hobby/craft projects located in a housing area; limited to projects not requiring caustic/toxic/flammable chemicals, and tools or materials with the potential of compromising the safety or security of the facility.

Hobby Supervisor - The person appointed by the administrator to oversee the hobby program in the facility.

Premium Hobby Craft Activities - Designated hobby/craft activities possessing the highest earning potential and requiring large investments; activities generally require workspace in the hobby craft shop.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. Each facility will develop a procedure in accordance with this policy.
2. The administrator, or designee, upon determining the availability of facility-specific hobby/craft activities, will consider:
 - a. inmate custody levels;
 - b. tools and control of the tools;

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- c. availability of adequate space;
 - d. level of staff supervision necessary;
 - e. required chemicals, i.e. caustic, toxic, or flammable in accordance with *DOC Policy 3.2.12, Control and Use of Hazardous Materials*; and
 - f. the safety and security of the facility.
3. The administrator, or designee, will:
- a. designate hobby/craft activities as housing area or premium programs;
 - b. determine locations activities are permitted; and
 - c. select the facility-specific permitted hobby/craft activities from the following options:
 - 1) Basic Art including pencil sketches, charcoal, crayon, or watercolor paints (non-acrylic);
 - 2) Yarn Crafts including crocheting, knitting, or similar crafts utilizing non-metallic needles/hooks;
 - 3) Needle Crafts including embroidery, needlepoint, cross-stitch, or similar crafts;
 - 4) Beading; and
 - 5) Fly-Tying including the fabrication of fishing lures.
 - 6) Advanced Art including acrylics, oils, or other similar paints, hazardous, toxic, or caustic chemicals requiring a MSDS sheet and inventory control;
 - 7) Horsehair including braiding, hitching, weaving, and pressing of horsehair; and
 - 8) Leather-Working.
4. Inmates may create products as gifts for family and friends.
5. Use of a business or company name or mass production manufacturing involving more than one inmate will not be permitted.

B. Eligibility Criteria

1. Inmates are allowed one hobby permit at a time, unless facility procedure specifies an incentive program providing an exception.
2. The hobby supervisor, or designee, will review and process all submitted hobby/craft permits and consider inmates sustaining a clear disciplinary record with no severe or major infractions for a minimum of:
 - a. three months for activities not designated as premium; and
 - b. six months on premium activities.
2. The administrator, or designee, will establish a minimum monetary investment for all approved activities; an inmate must have sufficient funds in his or her trust account and make the minimum investment to obtain a hobby permit.

C. Termination of Hobby/Craft Privileges

1. Participation in the hobby/craft program is a privilege and may be revoked at the discretion of administrator, or designee, for reasons including, but not limited to:
 - a. one severe or three minor disciplinary convictions within a six month period;
 - b. failure to comply with this policy or corresponding facility procedures;
 - c. failure to participate routinely in the hobby/craft program activities.

2. Inmates whose privileges are terminated are not eligible for another permit for ninety (90) days for housing area programs and one-hundred and eighty (180) days for premium programs.
3. When an inmate terminates his or her involvement in a hobby/craft program, the permit must be surrendered to the hobby supervisor, or designee; tools and unused materials will be mailed out at the inmate's expense or disposed of in accordance with *DOC Policy 4.1.3, Offender Personal Property*.
4. An inmate in possession of unauthorized supplies will receive a hobby/craft program suspension for ninety (90) days for housing area programs and one-hundred and eighty (180) days for premium programs and may be subject to additional disciplinary action.

D. Hobby/Craft Tools, Materials, and Products (Supplies)

1. The administrator, or designee, will determine which tools are permitted within the housing areas; use and control of tools will be in accordance with *DOC Policy 3.1.14, Tool Control*.
2. Supplies used as a weapon or devise of destruction or insurrection will be permanently confiscated and the violator may be subject to disciplinary action.
3. Inmates are required to keep accurate records of their supplies, including invoices and receipts.
4. Supplies must be mailed out of the facility, disposed of, or taken with the inmate when transferring or discharging; no inmate will receive items from another under any circumstances.
5. In the event an inmate is reclassified to a higher custody level or privileges are terminated, all supplies will be confiscated. If the higher custody level does not allow the supplies they will be mailed out of the facility or disposed of within thirty (30) days of confiscation; authorized supplies may be returned to the inmate after the removal of unauthorized supplies.

E. Ordering Supplies

1. Facility procedure will establish maximum purchase amounts per pay period based on the type of hobby/craft permit and custody level.
2. Inmates will purchase their own supplies through the hobby supervisor, or designee.
3. The administrator, or designee, will approve a hobby/craft supplies vendor; catalogs will be provided through the hobby supervisor, or designee.
4. Catalog order forms will be used when possible; orders must contain a stamped envelope addressed to the vendor with the inmate's return address, order form, and inmate money transfer form. Orders must be prepared; no COD orders will be accepted.
5. The hobby supervisor, or designee, will provide the receptionist, or the designated staff member, updated lists of incoming packages to be accepted.

6. Packages will be documented and inspected for contraband by the mailroom supervisor, or a designated staff member, prior to issuance to the offender.

F. Contracts

1. Prior to work initiation, product sales require a contract between the purchaser and the offender approved by the hobby supervisor, or designee.
2. A hobby counter contract will be utilized for DOC staff members and others who enter in to contract with the hobby store for hobby craft items to be made by a specific offender.
3. An inmate may not initiate work on a hobby contract until MCE has received full payment unless it is a hobby store counter contract.
4. The purchaser and inmate must complete contract and forms before submission to the hobby supervisor and upon down payment; the approved contract will be distributed to the hobby supervisor, or designee, inmate, and purchaser and must include the:
 - a. type of craftwork to be done;
 - b. estimated date of completion;
 - c. price;
 - d. required deposit;
 - e. balance due; and
 - f. signatures of the inmate and purchaser.
5. If an inmate is transferred, discharged, hobby/craft privileges are terminated, or for any other reason the contracted product is not completed the contract will be voided and all money returned to the purchaser.
6. An inmate's failure to deliver according to contract may result in disciplinary action including, but not limited to, revocation of privileges and a hold placed upon the inmate's account until a refund is provided. The Department is not liable for broken contracts though the purchaser may seek legal resolution against the inmate.
7. Delivery of product to purchaser will be complete upon payment in full via the hobby supervisor, or designee; inmates are not permitted to deliver products.
8. Inmates may not enter into contracts with other inmates.

G. Shipping Finished Products

1. Inmates are responsible for packing products for mailing in accordance with U.S. Postal regulations and *DOC Policy 3.3.6, Offender Mail*.
2. Products must be mailed immediately and display in rooms, cells, or the hobby craft shop is not authorized.

H. Visitor Product Pick-Up

1. At the discretion of the hobby supervisor, and with prior approval, visitors may pick-up products.

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I. Outside Sales

1. The facility may provide sites for the sale of products including off-site retail outlets.
2. A surcharge will be assessed for each item sold at the hobby store, by contract, or at another retail outlet to cover the costs associated with the operation of the hobby store. The surcharge will be 25% of the selling price for products sold through the hobby store or other retail outlets, and 10% of the selling price on contracts and counter contracts. Freight charges will be the purchaser's responsibility.
3. Outside sales will be processed by the hobby supervisor, or designee; products will be properly labeled with a description, name of the inmate, and price.

V. CLOSING

Questions concerning this policy should be directed to the appropriate facility administrator.

VI. REFERENCES

- A. [2-15-112](#), MCA, [53-1-203](#), MCA
- B. *DOC Policies* [1.1.3](#), *Organization and Responsibility*; [1.3.2](#), *Employee Performance and Conduct Guidelines*; [1.3.12](#), *Staff Association and Conduct with Offenders*; [3.1.14](#), *Tool Control*; [3.1.17](#), *Searches and Contraband Control*; [4.1.3](#), *Offender Personal Property*
- C. 4-4481; 4-4484; 4-4486; *ACA Standards for Adult Correctional Institutions, 4th Edition*

VII. ATTACHMENTS

None