



STATE OF MONTANA
MONTANA WOMEN'S PRISON
OPERATIONAL PROCEDURES

Procedure No.: MWP 5.5.4	Subject: HOBBY PROGRAM
Reference: DOC Policy No. 5.5.4	Page 1 of 8 and 3 Attachments
Effective Date: September 5, 2001	Revised: 05-24-2018, 5-7-2019
Signature: /s/ Jennie Hansen / Warden	

I PURPOSE

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 DEFINITIONS

Abandoned Hobby – Any hobby craft item left at the hobby store by a Department released inmate, if after 90 days from release the inmate has not requested the item(s).

Clear Conduct- No major infraction convictions within a specified amount of time.

Contraband – Any item possessed by an inmate 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.

Department Identification Number- The unique identification number that is assigned to all inmates in the Department of Corrections (DOC) system, formerly known as the adult offender number (AO#).

Disability – see DOC 3.3.15, Americans with Disabilities Act (ADA) Inmate Accommodations, for the definition and an explanation of disability.

Hobby Program-A designated room or area at MWP that allows for close staff supervision of hobby craft activities, accessories, tools, supplies and materials.

Hobby Permit- A form, which authorizes the inmate to participate in a hobby/craft project and lists all tools, accessories, materials, and supplies required to complete the hobby/craft project and the time period in which to do so.

Hobby Store- A retail outlet located in Deer Lodge at the Old Prison Museum complex. It may also include other designated locations established for the retail sale of inmate hobby products to the public. MCE in Deer Lodge is responsible for the operation of the Hobby Store. Inmates can send completed crafts they wish to sell to the MCE Hobby Coordinator at the store through the MWP Inmate Services Coordinator.

Canteen Hobby- Is a hobby craft activity allowed in the inmates assigned living unit dayroom or cell. Canteen hobby will be ordered from canteen and it does not require the use of the Hobby Room. Allowed activities include: basic art, water paints, crochet and quilling. Projects will be limited to those that do not require caustic/toxic/flammable chemicals, and tools or materials that have potential of compromising the security of the institution or safety of an inmate or others. A hobby permit is not required for Canteen Hobby.

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Inmate Services Coordinator- The MWP staff person appointed to oversee the hobby program.

Inmate Services Lieutenant- The MWP staff person who oversees/supervises the Inmate Services Coordinator.

Property Officer- The MWP staff person appointed to oversee the allowed property and out-going packages.

Material Safety Data Sheet (MSDS)- A sheet with information regarding the properties of a particular substance. It provides procedures for handling or working with the substance in a safe manner and includes physical data and hazard warnings.

III PROCEDURES

A. Restrictions

1. Mass production of hobby craft products for sale to consumers for profit by more than one inmate is not permitted.
2. Inmate use of a business or company name to make or sell hobby craft items is not permitted.
3. Business relationships directly between the inmate and outside individuals or organizations for the sale of hobby items are not permitted. Once items are sent to persons on the inmate's authorized correspondence/visiting list, the sale of the hobby items is out of the control of MWP/MCE.
4. Trading finished hobby items for raw materials is not permitted.

B. Eligibility Criteria

1. Participation in the hobby/craft program is to be considered a privilege and not a right.
2. To be eligible for participation in the hobby program/ hobby permit an inmate must have 30 days clear conduct (on majors).
3. Inmates in detention or temporary lockup are not allowed to participate in the hobby program.
4. Inmates in maximum security may be approved for canteen hobby crafts based on clear conduct, and safety and security considerations.

C. Hobby Program Provisions

1. Permit hobby crafts are to be performed in the hobby program rooms, or a designated area. Community Service hobby craft projects can be approved to take place in other locations within the facility by the Inmate Services Coordinator.
2. The availability of hobby craft tools, accessories, materials, and supplies will be restricted to ensure safety and security. The following will be taken into consideration:
 - a. The custody level of the inmate,
 - b. Tools required for the hobby/craft, including tool control issues,
 - c. Space needed to perform the hobby/craft,
 - d. Staff supervision level required and;
 - e. Chemicals (caustic, toxic or flammable materials require Material Safety Data Sheets (MSDS) and inventory controls).

3. The Inmate Service Coordinator or designee will be responsible for approving or denying hobby permits.
 - a. An inmate can be denied a hobby permit based on a disciplinary infraction conviction.
 - b. Denial of hobby permits must be approved or denied by Administrative Review. Denial of a hobby permit can be up to and including life time denial.
4. Gifting, transferring or trading of tools, accessories, materials, supplies or completed projects between inmates is prohibited.
5. Inmates may not keep finished hobby items. Finished hobby items must be mailed out as gifts, sent to the Hobby Store(s) for sale within one week of completion in compliance with the procedure outlined in this operational procedure.
6. Inmates may have up to three (3) crocheted blankets of their own creation added to their property file.
7. All tools, accessories, materials, supplies and partially finished projects must be stored in the inmate's hobby container when not being worked on.
8. Inmates are responsible for reporting missing, damaged, or broken tools to the staff on duty and the Inmate Services Coordinator or designee immediately upon discovery. Failure to report may result in loss of hobby privileges and a disciplinary write-up.
9. Community Service projects tools, accessories, materials, and supplies will come from the charitable organization making the request or be provided from items donated to MWP from the local community.
10. When available hobby classes are offered by volunteers. Sign-ups are done through the Community Relations Manager. Any associated class fees are designed to cover the cost of items used in the class. Classes are paid for using monies in an inmate's trust banking account. When class sizes are limited to those who have not previously participated will be considered for the next available class when several classes are offered.
11. Hobby tools, accessories, materials, supplies and finished projects that are sent out through visiting or the mail may not be sent back into the facility.
12. Inmates are responsible for the care and control of their own hobby permits, tools, accessories, materials, and supplies. MWP is not liable for any loss or damage to any hobby craft item, unless negligence on the part of staff has been proven to be the cause.
13. Inmates are responsible for keeping their crafting areas clean and neat.

D. Hobby Room Permit

1. All hobby program projects require a hobby permit (attachment 1). Only 1 hobby permit is allowed at a time.
2. The inmate will complete the Hobby Permit form (Attachment 1) and submit to the hobby permit box in the dining hall.
3. The Inmate Services Coordinator or designee will approve or deny the permit and return to the inmate.

4. A copy of every permit issued will be maintained by the Inmate Service Coordinator according to the facility record retention schedule and a copy will be kept in the hobby room.
5. A valid hobby permit lists all tools, accessories, materials and supplies required for the project along with a detailed description of the hobby item.
6. All hobby permits must be renewed with each new project.
7. A limited amount of storage space is available in the hobby room to store tools, accessories, materials and supplies. Inmates may have one (1) storage box for storage of hobby room only hobbies. This storage box is to remain in the hobby room. Hobby project listing of all tools, accessories, materials and supplies not currently on an active hobby permit will be disposed of in accordance with MWP Contraband Policy.
8. If any hobby tool, product, or material is used for a purpose it was not designed for or as a weapon/device of destruction/insurrection, it shall be confiscated and not returned. The hobby permit to use the tool, product, and/or material will be deemed invalid.
9. When an inmate finishes or terminates a hobby project, and wants to start a new project, she must surrender the permit and all related craft items;
 - a. The offender must bring all tools, accessories, supplies, materials and the craft project for that permit to the location specified when called by the Inmates Services Coordinator.
 - b. Turn in her current permit and apply for a new permit.
10. In the event an inmate's hobby craft privileges have been revoked, or the inmate no longer has a valid hobby permit, the inmate will be required to mail their craft materials out within 30 days of the revocation; otherwise, craft materials will be disposed of in accordance with the MWP Contraband Policy.

E. Hobby Materials, Tools, and Accessories

1. There is no limit on the amount of hobby program items one can purchase other than inmates must have a valid permit, not exceed the hobby property limits. An inmate cannot make purchases for other inmates and it must fit in your allotted storage container.
2. There is no limit on the amount of canteen hobby items one can purchase other that it must fit in their issued property box.
3. Inmates will use Commissary order forms to order Canteen hobby or hobby program items.
 - a. Prior to forwarding the order to Canteen to fill, the Inmate Services Coordinator will screen and review all inmate orders to:
 - 1) Determine if the inmate has a valid hobby permit.
 - 2) Determine if the materials and accessories ordered are authorized for their specific permit. The Inmate Services Coordinator may disapprove all or parts of an order if the inmate doesn't have a valid hobby permit.
4. An inmate must pay for hobby accessories and materials with funds from her inmate account.

F. Hobby Gifts

1. An inmate may only send hobby items to those persons listed on her approved correspondence/visiting list. As soon as the inmate finishes making an item intended as a gift she must mail it out or send it out through visiting in accordance with the following guidelines:
 - a. The inmate must package the item for mailing and deliver it to the Inmate Services Coordinator or designee.
 - b. It is the inmate's responsibility to package the item for shipping (in accordance with U.S. Postal Regulations) and pay all shipping related expenses. The Inmate Services Coordinator or designee will ensure the inmate has completed the following:
 - 1) Properly addressed on the shipping container, clearly indicating the inmate's full name, ID number, MWP address, and the full name and address of the recipient; and
 - 2) Attach a contents list to the package that clearly indicates its contents. For example: *1 pair beaded earrings, 1 beaded necklace, 1 crocheted queen size blanket*. The description must not be generic, such as *artwork, hobby, beadwork, blanket*. Inmates are encouraged to assess the dollar amount of the item being shipped in the event that the package is lost or damaged in the mail.
 - c. The Inmate Services Coordinator or designee must review the insured value to ensure that the insured value is appropriate to the actual value of the hobby item. If the insured value is excessive, the Inmate Services Coordinator will make the appropriate corrections;
 - d. The Property Officer will maintain a detailed shipping log of all completed hobby items mailed out. Details must include the inmate's name, DOC ID#, product description, number of items, value of the product, date shipped, any tracking numbers and who the item is mailed to (including address).
 - e. Items going out through visiting will have the same packing requirements except for no postage.

G. Hobby Craft Contract Sales

1. Inmates may contract for the sale of a specific hobby item in accordance with the following guidelines:
 - a. All contracts must be reviewed and approved by the MCE Hobby Coordinator and the Inmate Services Coordinator;
 - b. Previous hobby sales that require repair will also be placed on a hobby contract and the Inmate Services Coordinator and MCE Hobby Director will coordinate the cost and the inmate to complete the repairs;
 - c. All non-hobby store customers, including Department staff, must utilize the hobby contract process to purchase hobby items:
 - 1) The MCE Administrator will develop a procedure for selecting inmates for a designated contract sales pool that will be available for Hobby Contract Sales. The MCE Hobby Coordinator will select an inmate from the designated contract sales pool to make the hobby item for the staff member.
 - d. All approved contracts will define the work to be performed and the compensation for the finished product. The selling price of hobby contract items must be equivalent to the average retail selling price for similar items on sale at the Hobby Store in Deer Lodge;

- e. The purchaser of hobby contract items must submit full payment to the MCE accounting office prior to receiving the hobby product;
- f. Inmates may not enter into a contract with another inmate or inmates;
- g. Contract sales, counter contract sales, and sales of items at the Hobby Store will have a surcharge deducted from the sales price as outlined in H.8. This surcharge will cover operation of the Hobby Store;
- h. An inmate may not initiate work on a hobby contract until MCE accounting has received full payment on the contract;
- i. MCE Accounting staff will deposit the payments for contracts but hold the payment to the inmate until the product is forwarded to the MCE Hobby Coordinator for delivery to the customer. All transactions must be documented by each party;
- j. On a weekly basis, payment for hobby items received by the customer will be made to the MSP Accounting Department for deposit into the inmate account. The amount of the payment will be the inmate set price, less the MCE surcharge;
- k. At the time the inmate payment is made, sales receipts will be sent to the MCE Hobby Director and the Inmate Services Coordinator; and
- l. If for any reason the terms of a contract are not met, the contract will be void, and all money will be returned to the purchaser.

H. Hobby Store Sales

1. Finished hobby craft items that are not sent out as gifts must be immediately delivered to the Inmate Services Coordinator to be sold at the Hobby Store in Deer Lodge.
2. The Inmate Service Coordinator will process all items to be sold at the store and deliver them to the MCE Hobby Coordinator or designee. Documentation must be kept by all parties when an exchange of product is made.
3. MCE may market inmate hobby products through the Hobby Store, internet web sites, and retail outlets.
4. The inmate must complete an identification tag for each item she submits for sale at the store. It is the inmates' responsibility to set the sale price of the item. The Inmate Services Coordinator will review the sales price, and if he/she feels it is out of line, they will work with the inmate to adjust the price based on prevailing market price for that item.
5. The Inmate Services Coordinator will ensure the inmate is given a receipt for each item she sends to the store.
6. The MCE Hobby Coordinator will keep records of all submissions and sales. Inmates should maintain a record of the items they have at the store and all sales.
7. MCE will perform a quarterly inventory of all hobby items in their possession. This inventory will be reconciled to the perpetual inventory on the Point of Sale computer system. A copy of the quarterly inventory will be forwarded to the MCE Accounting Office, the Inmate Services Coordinator and the Operations Manager when women have sale items in the inventory at the store. On an annual basis individual inventory listing will be provided to each inmate who has a product(s) in the possession of MCE.

8. A surcharge will be assessed on the proceeds from each item sold at the Hobby Store or other approved retail outlet. These funds will be used 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 approved retail outlets. Freight charges will be the purchaser's responsibility.
9. If an item is not selling, an inmate may reduce the sale price of the item or agree to a percentage discount. To reduce a price, or agree to a percentage discount, the inmate must submit a signed communication slip to the MCE Hobby Coordinator through the Inmate Services Coordinator. The Slip must contain full information on the items such as the offender's name and AO number, the exact item number and description, the original sales price, and the new sales price or discount percentage.
10. Hobby craft items recalled from the Hobby Store by an inmate must be mailed out in accordance with mailing procedures outlined in this procedure. The MCE Hobby Coordinator will give the recalled items to the Inmate Services Coordinator, who will make arrangements with the inmate to ship the hobby craft item out. The items may not be taken back to the inmate's housing unit.
11. MCE will be solely responsible for the operation of the Hobby store.
12. Items that are stolen, damaged or missing from the Hobby Store will be reimbursed to the producing inmate at a rate of 50% of the documented asking price, not to exceed \$500.
13. The Hobby Store may accept inmate hobby products from all DOC owned and contracted facilities.
14. Hobby items may be displayed for 18 months. If an item has not sold after 12 months, the inmate will be notified that they have an additional 6 months for the item to sell. At that time the inmate may send in a request to offer a discount on the item or reduce the price. After 18 months the MCE Hobby Coordinator will notify the inmate that her unsold hobby craft item must be recalled. At that time the inmate must make arrangements with the Inmate Services Coordinator to have the item returned to the facility, to be shipped out at her expense. The inmate will have 30 days to respond from the time of the initial request to recall from the MCE Hobby Coordinator. If an offender does not respond to the recall, the hobby items will be turned over to the Hobby Store for sale or disposal. Proceeds from any sales of these items will be deposited in the Inmate Welfare Fund account.
15. When an inmate discharges or is released from the facility the inmate is responsible for notifying the Inmate Services Coordinator who will notify the MCE Hobby Coordinator that she wishes to recall all items at the Hobby Store. If the inmate does not initiate a recall of her hobby craft items prior to her release, and the items are not claimed within a reasonable time period after her release, the items will become property of the Hobby Store and sold. Proceeds from the sale of these items will be deposited in to the Inmate Welfare Fund account.

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IV CLOSING

Any questions concerning this procedure need to be addressed to the Associate Warden of Programing, Associate Warden of Security, MCE Hobby Coordinator, Inmate Service Lieutenant or designee.

V ATTACHMENTS

HOBBY PERMIT	(ATTACHMENT A)
HOBBY CONTRACT SALES FORM AND PERMIT	(ATTACHMENT B)
HOBBY STORE CONSIGNMENT FORM FROM MWP	(ATTACHMENT C)

HOBBY PERMIT

(Permit must be kept with the hobby craft items and stored in your hobby container when not being worked on)

Name: _____ AO#: _____ Pod: _____ Date: _____

Hobby Room _____

Hobby Permit Request:

Materials Required:

Tools Required:

For Office Use Only:

_____ Approved Denied
Hobby Supervisor/Designee Date

Permit expires on: _____

Remarks:

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HOBBY CONTRACT SALES FORM AND PERMIT

Permit must be kept with the hobby item and stored in your hobby container)

Name: _____ AO#: _____ Pod: _____ Date: _____

Renewal In Cell Hobby Room

HOBBY ITEM (description, size, pattern, quantity)

MATERIALS REQUIRED (description, color, etc.) – annotate if an item is in hobby storage with an asterisk

TOOLS REQUIRED (scissors, hooks, needles, etc.) – annotate if an item is in hobby storage an asterisk

For Office Use Only:

Denied Approved

_____ Hobby Supervisor/Designee _____ Date

Permit expires on: _____

PROJECT AGREEMENT:

Date Project is to be completed by: _____

Price (based on standard cost): _____

Surcharge (10% of Price): _____

Subtotal: _____

Materials Costs: _____

(will be deducted if materials were provided by the customer)

Total Amount Due: _____

Above to be completed before contract is signed.

Offender Signature

Date

Contract Payments:

Are to be made by the customer directly to the MWP Inmate Accounting Technician, 701 S. 27th Street, Billings, MT 59101

Customers Address/Phone

Hobby craft projects will not be delivered to the customer until total amount due has been received and verified by the accounting technician. The Inmate Services Coordinator will contact the customer upon receiving verification from the accounting technician.

DELIVERY CONFIRMATION: *(To be filled out upon delivery of the completed project)*

Customer Signature

Date

HOBBY STORE CONSIGNMENT FORM FROM MWP

Name:

Pod:

AO#:

Date:

Description of item	Color	Price

Inmate Signature: _____ Date: _____

Hobby Use only.

Sent to Hobby Store Deer Lodge _____

Recalled from Hobby Store Deer Lodge _____

Attach Blue tag to hobby craft.

MWP

AO#:

Price: