STATE OF MONTANA

MONTANA WOMEN’S PRISON

OPERATIONAL PROCEDURES

|  |  |
| --- | --- |
| Procedure No.: MWP 5.5.4a | Subject: **COMMUNITY SERVICE HOBBY CRAFTS PROGRAM** |
| Reference: DOC Policy No. 5.5.4 | Page 1of 4 and 2 attachments |
| Effective Date: 04-14-2014 | Revised:  |
| Signature: Joan Daly Warden |  |

1. **PURPOSE**

To encourage offenders to develop constructive use of their leisure time, ensure safety and security considerations are maintained and provide a means by which authorized craft items are used as a community service project.

1. **DEFINITIONS**

Contraband: Any item found in the possession or control of an offender who is not authorized to possess such item, or any item(s) found in excess of levels permitted by policy. Including but not limited to: items listed on expired/invalid hobby permit; excess tools, accessories, materials, supplies, partially finished or finished projects not listed on a hobby permit or property file; misused, modified or broken tools.

Community Service Project: Any activity or project that has been authorized by the Warden or designee to be done by offenders free of charge as a service to the community.

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

Hobby Permit: A form, which authorizes the offender to participate in a hobby/craft project and lists all tools, accessories, materials, and supplies required to complete the hobby/craft project.

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

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.

1. **PROCEDURES**
	1. **Restrictions**
		1. Mass production of community service hobby craft products for sale to consumers for profit is not permitted.
		2. Inmate use of a business or company name to make or sell community service hobby craft items is not permitted.
		3. Business relationships with outside individuals or organizations for the sale of community service hobby craft items are not permitted.

.

 4. This will not count for any restitution that is owed by an inmate

* 1. **Eligibility Criteria**
		1. Participation in the community service hobby program is to be considered a privilege and not a right.
		2. To be eligible for participation in community service hobby program an offender must have 1 year clear conduct (no majors). Once an offender has a hobby permit and if found guilty of a major infraction she will lose her community service hobby craft privileges for 1 year.
		3. Offenders in detention, temporary lockup, or Ad-Seg are not allowed to participate in the community service hobby crafts program. Only offenders in general population are allowed to have a community service hobby permit.
		4. Offenders must be Minimum custody level to participate in a community service hobby.
		5. Community service hobby is limited to crochet and quilting projects only.
		6. There is a limit of five (5) community service permits available throughout MWP. These will be issued on a first come first serve basis. When an offender has completed a community service hobby she will be placed on the bottom of the waiting list.
		7. Community service hobby permits are valid for 90 days. After 90 days offenders must turn in all community service hobby material, to include completed and unfinished projects. Offenders may apply for another community service hobby permit however they will be placed on the bottom of the waiting list.
		8. Community service hobby waiting list will be maintained by Inmate Services Coordinator.
	2. **Hobby Craft Provisions**
		1. Community service hobby crafts are designed to give back to the local community by making items for those in needs or to benefit local charities.

* + 1. Offenders must purchase their own tools for community service hobby.
		2. Offenders will not be allowed to purchase their own material for use in community service hobby.
		3. Gifting, transferring or trading of tools, accessories, materials, supplies or competed projects between offenders is prohibited.
		4. Finished community service hobby items must be turned in to the Inmate Services Coordinator as soon as they are completed.
		5. In the event an offender’s community service hobby craft privileges have been revoked, or the offender no longer has a valid community service hobby permit the offender will be required to mail their tools out within 30 days of the revocation; otherwise, tools will be disposed of in accordance with the MWP Contraband Policy.
		6. Offenders are responsible for the care and control of hobby craft 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.
		7. Offenders are responsible for keeping accurate records on all their hobby craft transactions (including invoices and receipts, for all their accessories, materials and transactions) or face possible confiscation of materials, accessories, and items.

9. Offenders are responsible for keeping their crafting areas clean and neat.

10. All tools, accessories, materials, supplies and partially finished projects must be stored in the offender’s hobby container box when not being worked on.

11. Offenders are responsible for reporting missing, damaged, or broken tools to the staff on duty and the Inmate Services Coordinator immediately upon discovery. Failure to report may result in loss of hobby privileges and a disciplinary write-up.

* 1. **Hobby Permits**
		1. Offenders are allowed one (1) hobby permit.
		2. All community service hobby craft projects require a hobby permit (attachment 1).
		3. Community service hobby permits count toward the number of permits allowed by offenders.
		4. A copy of the community service permit issued will be maintained by the Inmate Service Coordinator according to the facility record retention schedule.
		5. A valid community service hobby permit lists all tools, accessories, materials and supplies required for the project along with a detailed description of the hobby item.
		6. All community service hobby craft permits have an expiration date.
		7. Permits must be renewed or hobby craft tools, accessories, materials and supplies along with the hobby craft must be turned in to the Inmate Services Coordinator prior to the expiration date of the permit.
		8. Hobby tools, accessories, materials and supplies not currently on an active hobby permit will be disposed of in accordance with MWP Contraband Policy.
		9. 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, they shall be confiscated and not returned. The hobby permit to use the tool, product, and/or material will be deemed invalid.
		10. When an offender finishes or terminates a community services hobby project she must surrender the permit and all related craft items;
			1. Place the permit in the hobby box in the Dining Hall**.**
			2. The permit will be collected by the Inmate Services Coordinator.
			3. The Inmate Services Coordinator will call the offender down to hobby.
			4. 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.
1. **CLOSING:** Any questions concerning this procedure need to be addressed to the Inmate Service Coordinator, Associate Warden of Security, Associate Warden of Operations, or Community Relations Manager.

**V. ATTACHMENTS**

Hobby permit (attachment 1)

Hobby order form (attachment 2)

|  |
| --- |
| **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: |
| [ ]  Renewal [ ]  Housing Unit/Cell [ ]  Hobby Room [ ]  Community Service Project |
| **HOBBY ITEM (description, size, pattern, quantity)** |
|  |
| **MATERIALS REQUIRED (description, color, etc.)** |
|  |
| **TOOLS REQUIRED (scissors, hooks, needles, etc.)** |
|  |
| **MATERIALS/TOOLS NEEDED FROM STORAGE** |
|  |
| **For Office Use Only:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­ Approved Denied Hobby Supervisor/Designee Date**Permit expires on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Remarks:** |
| **DISPOSITION OF HOBBY ITEM****(To be filled out at completion of project)** |
| **Sent Out** Through Mail  Through Visiting Hobby Store Deer Lodge  Other Retail Outlet Community Service | Approved Visitor Mailing AddressOther Retail Outlet Address/PhoneCommunity Service Project Rep. Address/Phone |  Staff Signature Date |

**MWP 5.5.4**  Attachment 1

|  |
| --- |
| HOBBY ORDER FORM**Name:** **Pod:** **AO# : Date:** |
| **QTY** | **Description of item**(Brand name, item name, etc.) | **Catalog** | **Catalog Item #****(Notions Barcode #)** | **Page #** | **Color** | **Size** | Price | Total |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| * Order forms must be placed in “HOBBY” box in Dining Room. **NO EXCEPTIONS!**
* One (1) Money Transfer Request should be used per week for all orders.
* Orders not filled out properly will be returned through the mail.
* Blue/black ink or pencil only.
 |
| Order Receipt Block I have received the above items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Don’t sign until you receive the items!)** |
| **DO NOT WRITE IN THIS AREA** INVOICE NO: TOTAL: $ |

 **MWP 5.5.4**  Attachment 2