

COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF CORRECTION

103 DOC 472  
INMATE RECREATION AND LEISURE ACTIVITIES

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MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: Program Services
TITLE: Inmate Recreation and Leisure Activities	NUMBER: 103 DOC 472

PURPOSE: The purpose of 103 DOC 472.00 is to establish Department of Correction ("Department") guidelines governing the provision of inmate recreation programs and leisure time activities at all Department institutions.

REFERENCES: MGL, Ch 124, §§ 1 (c),(e) and (q)

APPLICABILITY: Staff/Inmates PUBLIC ACCESS: Yes

LOCATION: Department's Central Policy File Each Institution's Policy File

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:

Deputy Commissioner, Clinical Services and Reentry Division  
Superintendents

Effective DATE: 09/20/2016

CANCELLATION: 103 DOC 472.00 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, and regulations regarding Inmate Recreation and Leisure Time Activities which are inconsistent with this policy.

SEVERABILITY CLAUSE: If any part of 103 DOC 472.00 is for any reason held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

Institutional Supervision of Recreation and Leisure Services

1. The education and experience of the recreation program supervisor is 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 ability to supervise the program. In institutions with more than 100 inmates, the position is full time.
2. Each institution shall assign a staff member as the recreation supervisor to oversee inmate recreation and leisure activities. Each institution shall also assign other staff members to assist in the planning and implementation of recreation and leisure time activities.
3. Each superintendent shall ensure that a Program Application or Special Activity Application is submitted to and approved by the Assistant Deputy Commissioner of Reentry prior to the implementation of the program or activity.
4. Each superintendent shall ensure the following occurs:

Recreational activity movies:

- a. Only those recreational activity movies rated G, PG or PG-13 that are in compliance with the Public Performance Rights Contract shall be shown to inmates. Out-takes and bonus materials from authorized movies, which also may be classified as unrated, shall not be shown.
- b. In accordance with the Motion Picture Association of America ratings are as follows: G - General Audiences All ages admitted; PG - Parental Guidance Suggested Some Material May Not Be Suitable for Children; PG-13 - Parents

Strongly Cautioned Some Material May be Inappropriate for Children Under 13; R - Restricted Under 17 Requires Accompanying Parent or Adult Guardian; NC-17 - No One 17 and Under Admitted; and, X - Persons Under 18 Not Admitted. On September 27, 1990 the X rating ceased from being utilized and was replaced with NC-17. For the purpose of recreational activity movie selection for movies released prior to September 27, 1990 no recreational activity movies rated R or X shall be shown to inmates. For the purpose of recreational activity movie selection for movies released after September 27, 1990, no recreational activity movies rated R, NC-17 or X shall be shown to inmates.

- c. Recreational activity movies shall generally be shown two (2) to three (3) times per week, exclusively on weekends or holidays. Superintendents may establish a schedule to show movies more frequently with written approval of their respective Assistant Deputy Commissioner. Factors impacting the decision to show movies more frequently shall be limited to the size of the viewing area, the degree of inmate idleness and work release schedules.
- d. The same selection process and frequency restrictions shall apply to recreational activity movies available in languages other than English.
- e. The titles of recreational activity movies that have been selected for viewing, but which have no rating due to their release preceding the adoption of the MPAA rating system shall be submitted to the director of program and reentry services for prior approval.

Movies as part of vendor, volunteer or religious programming or special activities:

- a. Therapeutically appropriate movies that are rated R may be shown as part of a vendor facilitated program if the deputy superintendent of treatment and vendor staff together request and receive the approval of the superintendent.
- b. Only those movies rated G, PG or PG-13 shall be shown to inmates as part of a volunteer, vendor or religious program/special activity.
- c. Title and the rating of all movies shown as part of a volunteer or religious program or special activity shall be included in the program or special activity application with an explanation of the value that the movie will contribute to the effectiveness of the program/special activity.
- d. Movies shown as part of vendor, volunteer, religious programs or special activities shall not be subject to the frequency restrictions for recreational activity movies.

Movies as part of Education Programming:

- a. Educational movies shown in the institutional library or as part of education programming generally have no rating.
- b. The titles of educational movies to be shown in the institution library that are unrated shall be submitted to the director of treatment for prior approval and the unrated titles to be used for education programming shall be submitted to the school principal for prior approval.

- c. Movies shown in the institutional library or as part of education programming shall not be subject to the frequency restrictions for recreational activity movies.
4. The duties and responsibilities of each institution's recreation staff shall include, but not be limited to:
- a. Establishing schedules, calendars, postings or other methods to inform both inmates and staff of existing and planned inmate recreation programs and leisure activities;
  - b. Entering enrollment, waiting lists and attendance information into appropriate Inmate Management System ("IMS") screens;
  - c. Ensuring that all recreation and leisure time programs are entered into the designated IMS screens.
  - d. Providing supervision for inmate recreation programs which includes, but is not limited to:
    - i. Providing umpires and referees for athletic events;
    - ii. Utilizing inmate, staff or volunteer coaches and trainers whenever feasible;
    - iii. Utilizing community volunteers to plan, direct and carry out specialized cultural or leisure time activities.
  - e. Notifying the Director of Treatment or the shift commander whenever an inmate recreation program or activity requires additional institutional security resources.

- f. Participating in institution staff meetings at the direction of the director of treatment.

472.02      Inmate Access to Recreational Programs and Leisure Activities

1. General - It is the department's policy to provide inmates within its custody equal access to recreational and leisure time opportunities and equipment, including, when weather permits, outdoor exercise. However, such access may be restricted when the security of the staff, inmates or institution is threatened.
2. Program Access for Inmates in General Population - Each institution within the Department shall specify time, location and descriptions for all daily recreation and leisure activities.
3. Program Access for Inmates in a Department Disciplinary or Special Management Unit - Each institution which contains a disciplinary detention or special management unit shall specify the times, locations and descriptions of recreation and leisure time activities available to inmates confined in each such unit. All inmates in such units shall receive a minimum of one hour per day, five days per week of exercise outside their cells, unless security or safety considerations dictate otherwise.

472.03      Use of Inmate Recreation Assistants

1. General - It is the Department's policy to utilize inmate recreation assistants to assist in the planning, development and execution of inmate recreation and leisure time activities.
2. Selection - Inmate recreation assistants shall be selected in accordance with 103 DOC 450, Institution Work Assignments. Each institution's recreation staff shall provide

selected inmate recreation assistants with the necessary training to fulfill the requirements of the job assignment.

3. Duties and Responsibilities - Under the supervision of the institution recreation staff, inmate recreation assistants may be assigned:
  - a. to act as umpires or referees at athletic events;
  - b. to act as coaches for athletic activities in which they have specialized knowledge, skills or experience;
  - c. to provide clerical assistance in support of the institution's overall recreation program;
  - d. any other tasks specified by the recreation supervisor which may assist or enhance recreation programs and activities and, does not violate inmate classification plans or threaten the security of the institution.

472.04

Community Interaction with Inmate Recreation and Leisure Activities.

1. General - It is the Department's policy to encourage community participation in the recreation and leisure activities of its institutions.
2. Community Athletic Teams - The superintendent or a designee may approve community athletic teams to enter the correctional institution to compete with inmate teams. Authorization to enter shall be approved in accordance with 103 DOC 501, Institution Security Procedures.
3. Community Recreation Volunteers - Each correctional institution is encouraged to utilize community recreation volunteers to

assist in planning and operating recreation and leisure activities. Such persons must be approved as volunteers (see 103 CMR 485, Volunteers and Volunteer Programs);

4. Inmate Participation in the Community - Provided that an inmate's custodial status permits, he/she may be permitted to participate in community recreation events and cultural activities as specified and provided for under M.G.L. c. 127 § 90A and 103 CMR 463, Furloughs.

472.05      Application to Pre-Release Facilities and Community Residential Programs

General - Pre-release facilities and community residential programs are not expected to provide the same range of recreation programs and leisure activities as provided in other correctional institutions. However, those facilities should provide some recreation and leisure time activities within the premises. In addition, some inmates may be permitted to participate in community recreation events and cultural activities. (See 103 CMR 463, Furloughs, and 103 DOC 466, Program Related Activity.)

472.06      Program Assessment

1. General - Pursuant to 103 CMR 111 Management Analysis And Evaluation, it is the Department's policy to monitor all institution functions, services and programs on an on-going basis and to periodically assess the results of such monitoring to modify or eliminate existing programs or services.
2. Program Monitoring - Each institution shall establish a monitoring system that provides an on-going review of recreation and leisure activities. This system shall include but not be limited to:
  - a. formal attendance reports of all recreation and leisure activities;

- b. a system for soliciting inmate suggestions, complaints and requests;
- c. a system of periodic regular inspections and inventories of all recreation and leisure time activity and equipment;
- d. periodic meetings with other institutional staff to solicit their suggestions regarding existing or proposed recreational programs and leisure activities.

The information obtained from this monitoring system shall be recorded and utilized to formulate the annual program assessment.

- 3. Program Assessments - In accordance with the provisions of 103 DOC 111, Management Analysis and Evaluation each Superintendent shall ensure that an annual program assessment is completed of the institution's recreation and leisure time program. The annual program assessment shall include a review of the institution's recreation and leisure time programs and activities, equipment condition and needs, proposed programs and progress towards reducing inmate idleness. The assessment shall also include suggestions by inmates, staff or community members involved in institution recreation and leisure time activities. The Superintendent shall ensure that the annual program assessment is forwarded to the Assistant Deputy Commissioner, of Reentry

472.07      Emergencies

Whenever, in the opinion of the Commissioner or the superintendent of a state correctional institution., an emergency exists which requires suspension of all or part of this policy, the superintendent may order such suspension. However, any such suspension lasting beyond

forty-eight (48) hours shall be authorized by the  
Commissioner.