Massachusetts Department of Correction **STANDARD OPERATING PROCEDURE**		Effective Date 1/22/2025	Responsible Division Deputy Commissioner, Clinical Services & Reentry
		Annual Review Date 7/24/2026	
Policy Name **STANDARD OPERATING PROCEDURE TO 103 DOC 472, RECREATION AND LEISURE ACTIVITIES**		M.G.L. Reference: M.G.L. c. 124, §§ l (c), (e) and (q)	
		DOC Policy Reference: 103 DOC 450; 103 DOC 501; 103 DOC 485; 103 DOC 463; 103 DOC 466	
		ACA/PREA Standards:	
Attachments Yes ☐ No ☒	Library Yes ☒ No ☐	Applicability: Staff/Incarcerated Individuals/Civil Commitments	
Public Access Yes ☒ No ☐		Location: Department's Central Policy File Each Institution's Policy File	

PURPOSE:
The purpose of 103 DOC 472 is to establish Department of Correction (Department) guidelines governing the provision of incarcerated individual and civil commitment recreation programs and leisure time activities at all Department institutions.

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:
Deputy Commissioner, Clinical Services and Reentry Division
Director, Program Services and Reentry Division
Superintendents

CANCELLATION:
103 DOC 472 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, and regulations regarding Recreation and Leisure Time Activities which are inconsistent with this policy.

SEVERABILITY CLAUSE:
If any part of 103 DOC 472 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.

TABLE OF CONTENTS

I.	Purpose	3
II.	Definitions	3
III.	Exercise Area Set-Up	4
IV.	Procedures for Instruction and Use of the Exercise Area	4
V.	Maintenance	5

I. PURPOSE

A. This Standard Operating Procedure (SOP) establishes internal guidelines consistent with 103 DOC 472, *Recreation and Leisure Activities*, for incarcerated individual and civil commitment fitness programs, with several goals:

1. Limit potential injuries related to physical exercise;

2. Eliminate use of unauthorized equipment;

3. Establish a program with sufficient cardiovascular and resistance training to improve health and conditioning; and

4. Provide a positive outlet for stress relief.

II. DEFINITIONS

Cardio Equipment: Equipment designed to simulate cardiovascular endurance (e.g., cycling, elliptical, rowing, stair climbing, etc.), whether manual or motorized.

Cardiovascular Training: Physical conditioning that exercises the heart, lungs, and associated blood vessels.

Exercise Area: Each institution shall create and/or maintain an indoor exercise area for incarcerated individuals and civil commitments to use for cardiovascular, resistance, and flexibility training.

Flexibility Training: Exercises of a joint or group of joints intended to increase the ability of the joint or group of joints to move through an unrestricted, pain free range of motion.

Multi-Station Weight Machine: A cable weight machine where weights are fixed or tethered/pinned, freestanding with multiple exercise stations.

Resistance Training: A form of physical exercise intended to increase muscular strength and endurance, involving the exercising of muscles using some form of resistance. This resistance could be weights, or even one's own bodyweight working against gravity.

Single-Station Weight Machine: A cable weight machine where weights are fixed or tethered/pinned and free standing to one (1) exercise station.

Stretching: A form of physical exercise in which specific muscles or tendons are deliberately flexed to improve the muscle's felt elasticity and achieve comfortable muscle tone.

III. EXERCISE AREA SET-UP

A. All institutions shall designate an inside area to be used as an exercise area.

B. All designated exercise areas shall have a combination of cardio equipment, multi-station and/or single station weight machines, and a padded area for floor exercise and stretching.

C. All attachments to multi-station and/or single station weight machines shall be permanently fixed to the frame of the machine/weight itself. Free weights or associated equipment pieces (e.g., bars, handles) are not allowed.

D. Dumbbells and kettle bells are not allowed in exercise areas.

E. All pins for machines shall be tethered to the frame of the machine.

F. All removable seats shall be tethered to the frame or permanently fixed to the equipment.

G. All weights shall be permanently fixed to a machine.

H. Each piece of equipment shall have a poster showing what the equipment is, its use and benefits. This shall be posted as close to the specific piece of equipment as possible.

IV. PROCEDURES FOR INSTRUCTION AND USE OF THE EXERCISE AREA

A. Instruction

Incarcerated individuals and civil commitments shall have access to instructional videos and information concerning the exercise area via the tablet platform. In addition, videos shall be run on a continuous loop via a television in the exercise area. This instruction shall consist of:

1. An explanation of how cardio equipment works (e.g., bikes, rowing machines, ellipticals, treadmills);

2. Education on the use of multi-station or single station weight machines.

B. Misuse of Equipment

Incarcerated individuals and civil commitments who misuse any equipment located in an exercise area shall be subject to disciplinary action in accordance with 103 CMR 430, *Inmate Discipline*, and 103 CMR 431, *Observation of Behavior Reports*, which may include the removal of exercise area privileges for a designated period of time.

C. Equipment Check

Prior to and at the end of each movement, institutional staff shall ensure all equipment is accounted for and in proper working order.

V. MAINTENANCE

A. Equipment shall be in proper working order at all times.

B. Any equipment in need of repair shall be marked “off-line” or “out-of-service.” Repairs shall be performed by independent contractors, not by institution staff.

C. Incarcerated individual and civil commitments shall be responsible for cleaning the equipment after each individual use.

D. Each institution’s cleaning plan shall provide details for supplemental cleaning of the exercise area.