Massachusetts Department of Correction **POLICY**	Effective Date 10/14/2025 Annual Review Date 7/24/2026	Responsible Division Deputy Commissioner, Clinical Services & Reentry
Policy Name 103 DOC 472 RECREATION AND LEISURE ACTIVITIES	Regulation Reference: M.G.L. c. 124, §§ l (c), (e) and (q)	
	DOC Policy Reference: 103 DOC 450; 103 DOC 501; 103 CMR 485; 103 CMR 463; 103 DOC 466	
	ACA/PREA Standards: 2-CO-1G-03; 2-CO-5C-01; 4-ACRS-5A-21 5-ACI-1F-12; 5-ACI-1G-06; 5-ACI-2E-01; 5-ACI-4A-24; 5-ACI-5E-04; 5-ACI-6C-15; 5-ACI-7C-01; 5-ACI-7C-03; 5-ACI-7C-04; 5-ACI-7C-05; 5-ACI-7C-06	
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
Assistant Deputy Commissioner, Reentry
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.

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472.01 INSTITUTIONAL SUPERVISION OF RECREATION AND LEISURE SERVICES

A. Each institution shall assign a staff member as the Institutional Recreation Supervisor (IRS) to oversee incarcerated individual and civil commitment 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.

B. The education and experience of any candidate for the position of IRS should be considered by the appointing authority, including, but not limited to, education, correctional experience, training in recreation and/or leisure activities, and the ability to supervise the program. In institutions with more than one hundred (100) incarcerated individuals and/or civil commitments, the position is full time.

C. Duties and Responsibilities of Recreation Staff

The duties and responsibilities of each institution's recreation staff shall include, but not be limited to the following:

1. Establishing schedules, calendars, postings, and/or other methods to inform incarcerated individuals, civil commitments, and staff of existing and planned recreation and leisure activities.

2. Entering enrollment, waiting lists, and attendance information into appropriate Inmate Management System (IMS) screens.

3. Ensuring that all recreation and leisure activities are entered into the designated IMS screens.

4. Providing supervision for incarcerated individual and civil commitment recreation and leisure activities. Such supervision includes, but is not limited to:

    a. Providing umpires and referees for athletic events;
    b. Utilizing incarcerated individuals, civil commitments, staff, and/or volunteer coaches and trainers whenever feasible;
    c. Utilizing community volunteers to plan, direct, and carry out specialized cultural or leisure time activities.

5. Notifying the DOT or the Shift Commander whenever an recreation or leisure activity requires additional institutional security resources.

    a. Participating in institution staff meetings at the direction of the DOT.

D. Each Superintendent shall ensure that a Recreation and/or Leisure Activity Application or Special Activity Application is submitted to and approved by the Assistant Deputy Commissioner (ADC) of Reentry prior to the implementation of any recreation, leisure, or activity.

E. Each Superintendent shall ensure the following activities occur:

1. Recreational Activity Movies

a. In accordance with the Motion Picture Association of America (MPAA), 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 incarcerated individuals and civil commitments. 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 incarcerated individuals and civil commitments. Out-takes and bonus materials from authorized movies, which also may be classified as unrated, shall not be shown.

b. Recreational Activity Movies shall generally be shown two (2) to three (3) times per week, on weekends or holidays. Superintendents may establish a schedule to show Recreational Activity Movies more frequently with written approval from their respective ADC. Factors impacting the decision to show Recreational Activity Movies more frequently shall be limited to the size of the viewing area, the degree of incarcerated individual and civil commitment idleness and work release schedules.

c. The same selection process and frequency restrictions shall apply to Recreational Activity Movies available in languages other than English.

d. 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 reviewed by the Director of Treatment (DOT) and approved by the Deputy Superintendent of Reentry.

2. Movies as Part of Vendor, Volunteer, Religious Programming, or Special Activities

a. Teachers, chaplains, and volunteers qualify as instructors, as they are providing incarcerated individuals and civil commitments with knowledge of a particular subject and are, therefore, protected by the *EDUCATIONAL EXEMPTION PROVISION OF THE COPYRIGHT ACT, 17 U.S.C. § 110(1).*

b. Any movie to be used as part of a volunteer or religious program, shall be reviewed by the DOT and approved by the Deputy Superintendent of Reentry via the Religious/Volunteer Movie Request Form (Attachment #1). If approved, this will then be forwarded to the Director of Program Services and Reentry to be added to the centralized and standardized list of approved Religious/Volunteer movies.

c. Additionally, the titles of Religious/Volunteer movies that have been denied viewing shall also be forwarded to the Director of Program Services and Reentry, the titles of any denied Religious/Volunteer movies will be added to a centralized and standardized list of denied Religious/Volunteer movies.

d. Movies shown as part of vendor, volunteer, religious programs, shall not be subject to the frequency restrictions for Recreational Activity Movies.

3. 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 institutional library that are not rated shall be submitted to the DOT for prior approval. The titles of educational movies to be used for education programming that are not rated shall be submitted to the institutional 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.

472.02 ACCESS TO RECREATIONAL AND LEISURE ACTIVITIES

A. General

It is the Department's policy to provide incarcerated individuals and civil commitments within its custody equal access to recreational and leisure activities and equipment, including, when weather permits, outdoor exercise. However, such access may be restricted when the security of the staff, incarcerated individuals, civil commitments, or the institution is at risk. All inside exercise areas shall be operated in accordance with 103 DOC 472, Standard Operating Procedure.

B. Recreational and Leisure Activity Access for Incarcerated Individuals and Civil Commitments in General Population

Each institution within the Department shall specify time, location, and descriptions for all daily recreation and leisure activities.

C. Recreational and Leisure Activity Access for Incarcerated Individuals and Civil Commitments in a Behavior Assessment Unit (BAU)

Each institution within the Department with a BAU shall ensure incarcerated individuals and civil commitments have a minimum of three (3) hours of out-of-cell daily, of which one (1) hour shall be access to outdoor activity. Such out-of-cell activity may include, but not be limited to, additional recreation and leisure activities.

D. Recreational and Leisure Activity Access for Incarcerated Individuals in a Secure Adjustment Unit (SAU)

Each institution within the Department with a SAU shall ensure incarcerated individuals have a minimum of three (3) hours of out of cell daily, of which one (1) hour shall be access to outdoor activity. Depending on the SAU level, there may be additional recreation time available to the individual to include both recreation and leisure access. The SAU shall

follow the unit schedule to ensure that individuals on the unit have access to the minimum amount of time allowed for the SAU level.

472.03 USE OF INCARCERATED INDIVIDUAL AND CIVIL COMMITMENT RECREATION ASSISTANTS

A. General: It is the Department's policy to utilize Incarcerated Individual and Civil Commitment Recreation Assistants (IRA) to assist in the planning, development, and execution of recreation and leisure time activities.

B. Selection: IRAs shall be selected in accordance with 103 DOC 450, *Institution Work Assignments*. Each institution's recreation staff shall provide selected IRAs with the necessary training to fulfill the requirements of the job assignment.

C. Duties and Responsibilities: Under the supervision of the institution recreation staff, IRAs may be assigned:

1. To act as umpires or referees at athletic events;

2. To act as coaches for athletic activities in which they have specialized knowledge, skills, or experience;

3. To provide clerical assistance in support of the institution's overall recreation program;

4. Any other tasks specified by the IRS which may assist or enhance recreation and leisure activities and do not violate incarcerated individual classification plans or place the security of the institution at risk.

472.04 COMMUNITY INTERACTION WITH INCARCERATED INDIVIDUAL CIVIL COMMITMENT RECREATION AND LEISURE ACTIVITIES

A. General: It is the Department's policy to encourage community participation in the recreation and leisure activities of its institutions.

B. Community Activities: The Superintendent or designee may approve community groups for entering the institution to interact with approved incarcerated individual and civil commitment groups. Authorization to enter shall be approved in accordance with 103 DOC 501, *Institution Security Procedures*.

C. Community Recreation Volunteers: Each institution is encouraged to utilize community recreation and leisure activity volunteers to assist in

planning and operating recreation and leisure activities. Such person(s) must be approved as volunteers. (See 103 CMR 485, *Volunteers and Volunteer Programs*)

D. Incarcerated Individual Participation in the Community: Provided that an incarcerated individual's custodial status permits, they 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 INSTITUTIONS AND COMMUNITY RESIDENTIAL PROGRAMS

Pre-release institutions and community residential programs are not expected to provide the same range of recreation and leisure activities as provided in other Department institutions. However, pre-release institutions and community residential programs should provide some recreation and leisure activities within their premises. In addition, some incarcerated individuals 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 ACTIVITY ASSESSMENT

A. General: It is the Department's policy to monitor all recreation and leisure activities on an ongoing basis, periodically assess the results of such monitoring, and modify recreation and leisure activities based upon the assessment.

B. Recreation and Leisure Activity Monitoring: Each institution shall establish a monitoring system that provides for an ongoing review of recreation and leisure activities. This system shall include but not be limited to:

1. Formal attendance reports of all recreation and leisure activities;

2. A system for soliciting incarcerated individual and civil commitment suggestions, complaints and requests;

3. A system of periodic regular inspections and inventories of all recreation and leisure activities and equipment;

4. Periodic meetings with other institutional staff to solicit their suggestions regarding existing or proposed recreational and leisure activities.

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

C. Activity Assessments: Each Superintendent shall ensure that an annual assessment is completed of the institution's recreation and leisure activities. The annual assessment shall include a review of the institution's recreation and leisure activities, a review of all equipment condition and needs, a review of all proposed recreation and leisure activities, and a review of the progress made towards reducing incarcerated individual and civil commitment idleness. The assessment shall also include suggestions by incarcerated individuals, civil commitments, staff, or community members involved in institution recreation and leisure activities.

472.07 EMERGENCIES

Whenever, in the opinion of the Commissioner or the Superintendent of an 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.

Attachment #1

Religious/Volunteer Movie Request Form

Individual Submitting Request: _____ Date: _____

Select One: ☐ Incarcerated Individual/Civil Commitment ☐ Staff
☐ Volunteer/Guest

Institution: _____

Movie Title: _____ Rating: _____

Brief description of movie and significance:

_____

_____

_____

_____

_____

_____

_____

Deputy Superintendent of Reentry: _____ Date: _____

☐ Approved ☐ Denied

If Denied, reason: _____

_____

_____

Date Program Services Added to Centralized List: _____ Initials: _____