Authority
In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

Purpose
To establish guidelines for staff supervision of Recreational Programs.

Application
To all employees and prisoners.

Definitions:
As used in this policy, the following definition shall apply:
Volunteer:
Citizens from the community who donate time and effort to enhance the activities of an institutional program in accordance with 819.01, Volunteer Services Program; off-duty staff or employees not employed at the institution who volunteer time and effort.

Policy:
The Superintendent shall assign personnel to supervise recreational programs based upon available staff and resources.

Procedures:
A. Determining Requirements:
The Superintendent shall review staffing patterns for the recreation program during April of each year. This evaluation will include a review of the following:
1. Major program revisions affecting staffing needs;
2. Number of staff assigned to supervise the recreational program; and
3. Number of time share staff involved or necessary which may include:
   a. Loans from security staff for supervision;
   b. Volunteers; and
   c. Other staff approved by the Superintendent or designee.
B. Reporting:
A status report on the staffing needs for the Recreational Program shall be prepared by the designated program coordinator during April of each year and forward to the Superintendent for review. The Superintendent shall review, comment and provide the report to the Regional Director during the spring quarter Director's inspection.
C. Prisoner Program Assistants:
Prisoners may serve as recreation program assistants and shall be selected by the Superintendent or designee after consideration of:
1. Education and experience;
2. Institutional record;
3. Aptitude for recreational programs; and
4. Special recreation program skills.
D. IMPLEMENTATION:
This policy and procedure is effective as of the date signed by the Commissioner. The Manager of each facility shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this ent must be approved in writing by the Commissioner or designee.

October 15, 1985
Roger V. Endel, Commissioner
Department of Corrections