

	State of Alaska Department of Corrections Policies and Procedures	Index #: 815.04	Page 1 of 2	
		Effective: 8/12/2014	Reviewed:	
		Distribution: Public	Due for Rev:	7/2018
Chapter:	Recreation and Prisoner Activities			
Subject:	Programs regarding Arts and Crafts			

I. 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.

II. References

Alaska Statutes
AS 33.30.030

III. Purpose

To establish procedures for the administration of prisoner art and craft programs.

IV. Application

To all employees.

V. Definitions

As used in this policy, the following definitions shall apply:

Arts and Crafts

Activities such as model building, leatherwork, ceramics, mosaics, crocheting, knitting, woodwork, art work, macramé, silverwork, carving, string art, wire art, sculpture and similar craft pursuits.

VI. Policy

It is the policy of the Department to afford prisoners the opportunity to participate in approved art and craft programs, where available within institutions.

VII. Procedure

A. Each Superintendent shall evaluate space available, funding, security requirements, prisoner needs and staffing requirements prior to the establishment of a prisoner Arts and Crafts Program. If it is determined that a viable program can be developed, then it will be the Superintendent's responsibility to establish local procedures for the programs implementation and operation.

B. Program Operations

Each Superintendent will determine the availability and scope of services as they relate to their facility. Developed programs need to be accessible to as many participants as possible. An institutional arts and crafts program must include:

1. The Superintendent shall designate an employee to coordinate the overall operations of the program.
2. Special conditions for use of the area must be posted;

3. A list of items not authorized for manufacture must be posted;
 4. Eligibility criteria for prisoners who may be permitted to participate, including the process for approval for participation, must be established;
 5. Provisions for purchase, use and accountability of raw material and tools must be established and posted;
 6. Provisions established for tool control to include tools purchased by prisoners and tools purchased by the State;
 7. Procedures for reporting and investigating lost or stolen arts and crafts materials, tools or finished products;
 8. Provisions for inventory of products and handling of the finished goods and the process for disbursement of finished products;
 9. Provision for use of tools and materials for creation of plaques and memorials for Department of Corrections employees according to policy and procedures established in P&P 202.17.
- C. Disposition of Finished Products
All finished arts and craft products must be disposed of by one of the following means:
1. The producing prisoner must disburse the product to a family member or person approved by the Superintendent at the request of the prisoner, or charitable organization of the prisoner's choosing, with the prisoner paying the postage cost of shipping the parcel.
 2. In order to reduce fire hazards and to conserve space, all arts and craft items not disbursed under C. 1 are subject to storage and/or disposal in accordance with 811.05 [Prisoner Personal Property].
- D. Material in Cell or Living Areas
Arts and Craft projects approved for work in the cell or living areas are limited to those approved by the Superintendents or designee and which can be contained or stored in designated personal property containers.

VII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager 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.

8/12/2014

Date

SIGNATURE ON FILE

Joseph D. Schmidt, Commissioner
Department of Corrections