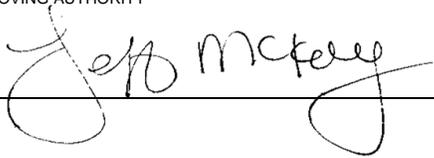


|   |   |                      |                   |
|---|---|----------------------|-------------------|
|  <p><b>Corrections and<br/>Community Supervision</b></p> <p><b>DIRECTIVE</b></p> | TITLE   |                      | NO.<br>4405       |
|   | <b>Inmate Art &amp; Handicrafts</b>   |                      | DATE<br>4/23/2015 |
| SUPERSEDES<br>DIR #4405 Dtd. 7/30/2014  | DISTRIBUTION<br>A B   | PAGES<br>PAGE 1 OF 1 | DATE LAST REVISED |
| REFERENCES (Include but are not limited to)<br>Directives #4067, #4911, #4930   | APPROVING AUTHORITY<br> |                      |                   |

- I. PURPOSE:** This directive governs the purchase, control, and use of supplies for inmate arts and handicrafts.
- II. POLICY**
- A. All supplies and tools for arts and handicrafts shall be evaluated as potentially hazardous materials, Class “A,” or Class “B” tools (refer to Directives #4930, “Tool Control,” and #4067, “Hazardous Materials Program”). Materials which are stored in the hobby shop or other locations designated by the Superintendent must be secured, controlled, inventoried, and only dispensed for use under the supervision and control of security staff.
  - B. Inmate art and handicrafts may be displayed within correctional facilities but not at any outside locations. Inmate art and handicrafts may not be sold by inmates to anyone or within correctional facilities.
  - C. Inmate artworks and handicrafts may be given as gifts to family members in accordance with the procedures established for processing items through the visiting room and package room, or with the approval of the Superintendent, they may be donated to a not-for-profit organization.
  - D. Inmates who wish to purchase art and handicraft materials must do so from their own accounts.
- III. PURCHASE OF ART AND HANDICRAFT MATERIALS**
- A. Facilities Which Have a Hobby Shop
    1. The purchase of all art and handicraft materials shall be conducted through the hobby shop, commissary, or other acceptable established procedure;
    2. The inmate shall fill out a disbursement form to allow the deduction of the cost from his or her account; and
    3. A copy of the disbursement form shall be given to the inmate as proof of purchase.
  - B. Facilities Which Do Not Have a Hobby Shop
    1. In those facilities which do not have a hobby shop, the Superintendent or designee shall develop a procedure allowing inmates to purchase art and handicraft materials, and providing them with receipts for proof of ownership.