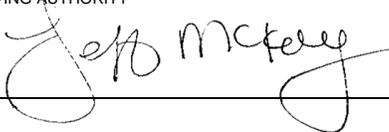


 Corrections and Community Supervision DIRECTIVE	TITLE Special Subjects		NO. 4807
			DATE 3/30/2016
SUPERSEDES DIR #4807 Dtd. 2/23/2015	DISTRIBUTION A B	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) Dir. #4022, #4556, #4760; Special Subjects & Recreation Program Operations Manual	APPROVING AUTHORITY 		

- I. **PURPOSE:** This directive establishes policy, objectives, and procedures for the operation of recreation programs and leisure time activities, and describes the duties and responsibilities of recreation staff in the Department of Corrections and Community Supervision.
- II. **POLICY:** Each general confinement facility must provide a variety of optional recreational and leisure time activities for groups and individuals that are organized and supervised by qualified professional recreation staff members. The Special Subjects Program includes recreational activities, special events, entertainment media, and inmate organizations.
- III. **ORGANIZATION:** The Special Subjects Program operates under the Central Office Division of Education and falls under the jurisdiction of the Deputy Commissioner for Program Services.
 - A. A Special Subjects Coordinator, located in Central Office, has the responsibility to:
 1. Supervise the Statewide programs to ensure:
 - a. Appropriate staffing;
 - b. Funding for purchasing equipment;
 - c. Consistency of program operation;
 - d. Compliance with safety and security regulations; and
 - e. Compliance with applicable Departmental directives.
 2. Provide monthly reporting to the Director of Education to include:
 - a. Participation;
 - b. Significant programs and plans; and
 - c. Major issues.
 - B. Recreation Program Leader-3: located at six correctional facilities as designated by Central Office and one position assigned to Central Office, report to the Central Office Coordinator of Special Subjects. Responsibilities include, but are not limited to:
 1. Serve as a liaison between Central Office and the field;
 2. Serve as the contact person for facilities with regard to Special Subjects Programs;
 3. Conduct quarterly site visits to facilities with regard to Special Subjects Programs and submit reports to the Coordinator of Special Subjects; and
 4. Assist with facilitation of regional special subjects staff trainings and meetings.

- C. Recreation Program Leader-2: under the supervision of the Deputy Superintendent for Program Services, is responsible for directing a multi-faceted recreation program to meet the needs of inmates in a correctional facility. Responsibilities include:
1. Serve as the Facility Coordinator of Special Events;
 2. Serve as the Facility Coordinator of Inmate Organizations;
 3. Provide direction to train, schedule, and coordinate the activities of inmates and personnel who implement athletic, recreational, and special event programs;
 4. Evaluate and make recommendations regarding recreation programs.
 5. Maintain all recreational facilities and equipment; and
 6. Compile data for Special Subjects Program justification process.
- D. Recreation Program Leader-1: under the supervision of the Recreation Program Leader-2, is responsible for planning and coordinating discretionary time activities for inmates in a correctional facility. Responsibilities include:
1. Develop and direct a comprehensive recreational program of athletic and non-athletic activities;
 2. Assess the interests of inmates;
 3. Monitor and develop procedures for activities to ensure compliance with established directives;
 4. Provide instruction in, and officiating activities;
 5. Maintain records of participants, programs, and equipment;
 6. Solicit inmate and community involvement; and
 7. Coordinate tournaments and other events.

IV. RECREATION SERVICES: Recreation staff in the facility provides the following services:

- A. Programmatic
1. Implement and direct athletic contests, such as leagues/all-star games, and evaluate them based on participation and feedback from staff and inmates.
 2. Provide non-athletic contests and sedentary recreational opportunities (e.g., board games, cards) for population inmates and/or inmate's visitors in locations/areas of the facility deemed appropriate by the Superintendent.
 3. Oversee the video entertainment program for movie viewing, in English and Spanish, in accordance with the public viewing laws and the Department's contract with the authorized distributor of copyrighted motion picture videocassettes and DVDs (refer to Directive #4556, "Entertainment Media").
 4. Plan and coordinate all aspects of Special Events, per Directive #4022, "Special Events Program," including submission of the annual Special Events Calendar to the Special Subjects Office.
 5. Ensure recreation areas, gyms, yards, and game rooms are properly prepared and equipped with sufficient supplies available for use. Schedules should be developed by the recreation staff based on planned activities and the needs of the facility, and posted in advance for staff and inmates.

6. Provide organized recreational opportunities to all segments of the population, including mobility impaired, mentally ill, and elderly inmates.
7. Establish local contacts and positive relationships with outside community groups for sporting activities, cultural events, and other forms of entertainment.
8. Train and prepare inmates in the appropriate use of discretionary time that will be available to them upon re-entry to society. This includes voluntary participation in activities designed to produce acceptable behavior, to encourage teamwork and interaction, and to build confidence and self worth.
9. Coordinate Inmate Organizations per Directive #4760, "Inmate Organizations," and the Inmate Organizations Facility Operations Manual.

B. Administrative

1. Submit purchase requests in accordance with the allocated recreation budget.
2. Inventory all equipment daily, if possible, and perform routine safety checks.
3. Complete and send monthly reports to the Division of Education Office for Special Subjects, Media Review, and Inmate Organizations.
4. Submit work orders as necessary and follow-up to ensure safe repairs.
5. Supervise Inmate Program Assistants and Recreation Aides, and complete all evaluations and payroll sheets accurately and in a timely manner.
6. Participate in training classes and professional seminars to maintain and improve recreation programming.

V. **SPECIAL SUBJECTS & RECREATION PROGRAM OPERATIONS MANUAL:** The Special Subjects & Recreation Program Operations Manual is the approved reference source that is to serve as a guide for the Recreation Supervisor in order to ensure the safe and effective delivery of a variety of scheduled activities. The Manual must be available to new recreation staff members as an introduction to the Special Subjects Program.