

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Recreation Services		
Policy Number: 502.01	Effective Date: 11/06/2017	Page Number: 1 of 11
Authority: Commissioner	Originating Division: Inmate Services Division	Access Listing: Level II: Required Offender Access

I. Introduction and Summary:

This policy shall ensure that all Georgia Department of Corrections (DOC) facilities provide a comprehensive recreational program that includes leisure time activities, incorporating gym and outside activities comparable with those in the community. It is the policy of Georgia Department of Correction (GDC) to provide written procedures governing the implementation and operation of a Recreation and Wellness Program for offenders assigned to all facilities that GDC oversees. GDC policies will provide recreation activities appropriate to the needs of the inmate/juveniles/residents of all custody levels. The agency provides that a comprehensive recreational program will be provided and includes leisure-time activities and outdoor exercise.

II. Authority:

A. GDC Board Rule: 125-4-6-.01 and 125-4-6.02; and

B. ACA Standards: 2CO-5C-01, 4-4481, 4-4484, 4-4485, 4-4154, 4-4270, 4-4273, 4-4482, 4-4483, and 4-4486.

III. Definitions:

A. **Recreation Director/Supervisor** - A full-time qualified person whose education, correctional experience, training in recreation and leisure activities as well as supervisory skills are utilized to oversee an institutional recreation department

B. **Leisure Activities** - A wide range of activities in which offenders may participate when not performing assigned duties. Leisure activities include participation in organized and informal games, sports, physical fitness, table games, hobby-crafts, music programs, intramural sports activities, movies, and stage shows, religious activities, psychological services, and education classes are not included within this definition, except when they are used specifically to encourage knowledge, skills and attitudes related to leisure activity involvement. Leisure activities are designed to attract offender participation regardless of ethnic, racial, age, or sex difference, or handicap considerations.

C. **General Recreation** - A comprehensive program consisting of activities designed to meet the needs of the general population.

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D. **Therapeutic Recreation** - Refers to a program specifically designed to be an active part of rehabilitative programming for offenders, (i.e. goal-oriented programs for mental health offenders or team building activities for general population offenders). Benefits such as building self-esteem, learning cooperation and problem solving, can be derived by offenders.

E. **Organized Activities** - Those activities accounted for by registration or roster of individual participants, and occur at a scheduled time and place Art work includes all paintings and sketches rendered in any of the usual media (oils, pastels, crayons, pencils, inks, and charcoal).

F. **Certified Therapeutic Recreation Director/Supervisor/Recreation Therapist** - One who devises activities involving exercise, crafts, animals, and community outings to help medical patients and people with disabilities maintain or increase their level of mental and physical well-being; This person holds a certification in the field of recreation therapy.

IV. Statement of Policy and Applicable Procedures:

- A. Central Office Staff:
1. Staff will provide technical assistance to facility and center staff regarding recreation matters (i.e. budget, programming, staffing, etc.).
 2. Staff will make appropriate fiscal year budget requests, create start-up budget requests for new facilities, process requests, and manage expenditures from Central Recreation Fund.
 3. Staff will be responsible for the establishment of standards for the delivery of recreation services. This entails appropriate creation and maintenance of recreation SOP's.
 4. Staff will be active in recruitment of professional recreation personnel and interns for facilities and centers through colleges, universities, and professional organizations. To host a Therapeutic Recreation intern, the facility site supervisor must be a Certified Therapeutic Recreation Director and/or Supervisor (CTRS).

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5. Staff will make periodic site visits with facilities (and centers when possible) to monitor recreational programs, review facilities and equipment, and review staffing patterns and any other recreation-related issues. Staff will also assist GDC's Audit Team whenever necessary on recreation-related issues.
6. Staff will participate in any agency projects, committee work, or policy-related meetings related to the evaluation, planning and implementation of recreational services.
7. Staff will coordinate administrative duties related to state offender events.
8. Staff will encourage research and the development of resources in correctional recreation by maintaining academic and community contacts.
9. Staff will review any legal issues that arise relating to recreation with appropriate agency resources.
10. Staff will review periodic reports from facility Recreation Directors and respond to identified needs or issues in the report.
11. Staff will encourage the appropriate use of volunteers in correctional recreation.
12. Staff will participate in the planning and development of recreation programs in new facilities, re-development projects, and other projects where recreation services are indicated and/or affected. Assistance and recommendations will be provided to GDC sections requesting help regarding recreation issues (i.e. Engineering, Budget, Planning, etc.)

B. Staff:

1. The Recreation Director is a full-time employee who is responsible for overall supervision of the Recreation Program. He/she must possess a Bachelor's degree in Physical Education, Recreational Therapy or related field, or the equivalent experience preferably working with an offender population, or in a physical education program. Each state institution will employ a full-time, qualified Recreation Director to supervise all recreation

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programs and will employ enough assistants to implement a comprehensive recreation program.

2. The Recreation Director and/or Supervisor is responsible for maintaining regular contact with the offender population to assess their interests and changing recreational needs, in response to which he/she shall formulate or revise recreational programs. Proposals for program changes or development shall be submitted to the Deputy Warden of Care and Treatment, who is responsible for review, evaluation, and recommendation. Prior to implementation, recommendations from Deputy Warden of Care and Treatment must be sent to the Warden for final approval.
3. By means of a year-round well-planned and maintained program that includes leisure-time activities and outdoor exercise, the Recreation Director and/or Supervisor will pursue the goal of maximizing appropriate offender involvement in the following:
 - a. Team or Individual Sports and Activities;
 - b. Quiet Game; and
 - c. Spectator Opportunities.
4. The Recreation Director and/or Supervisor will ensure that equipment is suitable and available in proportion to the offender population and maintained in good condition.
5. The Recreation program shall provide appropriate activities for all custody levels.
6. It is the responsibility of the Recreation Director and/or Supervisor to ensure that offenders, who participate in organized recreational programs have appropriate medical clearance.

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7. Offenders who have medical restrictions such as indoors only, light duty, no work, or no outside work period passes, shall only be allowed to play quiet games or be spectators for the sport games.
8. Selected offenders at the facility serve as recreation program orderlies. Each Facility Recreation Director will recruit, select, train, and utilize offenders as program assistants in the capacity of assistant coaches, administrative clerks, equipment clerks, equipment maintenance and grounds maintenance personnel, and as officials in games and contests. Written job descriptions for program assistants are to be on file and available to offenders assigned to these positions.
9. The Recreation Director and/or Supervisor will select, train and use recreation orderlies in all procedures of the Recreation Department. Each orderly will be required to read and sign the appropriate training documentation. Offenders will also be trained and utilized as coaches and sports officials.
10. Intramural sports are played in season, with emphasis on abiding by the rules of various organizations, slightly modified for purposes of offender safety and prison security. Generally, all intramural program activities are governed by the National Recreation and Park Association Rules. When appropriately authorized by memorandum, intramural leagues may play by rules of various other organizations, i.e., softball played by Amateur Softball Association (ASA) Rules. No forms of football-related activities are authorized at this facility, to include but is not limited to, tackle, touch, flag, Frisbee, etc.
11. The Recreation Director and/or Supervisor will conduct a survey of the offender population on an annual basis to assess interest level for various sports activities. The site will provide for activities that are initiated by offenders and carried out under staff supervision. Whenever possible, this survey will be utilized to develop the program for the following year.
12. Regarding the general recreation program, community interaction is encouraged. Various community leaders, athletes, etc. are invited to speak and participate in various activities. The site will provide for interaction with

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the community through various activities. Appropriate waivers of liability will be obtained prior to a community team participating in a contact sport.

13. The Recreation Director and/or Supervisor is responsible for developing and updating a recreation schedule. The schedule will be approved by the Deputy Warden of Care and Treatment and the Warden.
14. Recreation program activities will be scheduled to allow maximum offender participation.
15. The current activity and event schedule will be posted at each recreation office and on offender bulletin boards.
16. Hours will be extended as necessary during daylight savings time. The Recreation Director and/or Supervisor will notify the offender population of changes in hours during off duty hours, weekends, and holidays within the security requirements of the facility.
17. Offenders will be required to provide their offender ID badge to the Recreation Director and/or Supervisor or designee to use recreation equipment.
18. Offenders housed in the Special Management Unit will receive a minimum of one hour of exercise per day outside their cells, five (5) days per week, unless security or safety considerations dictate otherwise.
19. State Facilities that house mental health and/or mentally retardation (MH/MR) units will employ full-time, qualified Activity Therapists to provide appropriate therapeutic activities for those offenders with limitations/special needs.
20. The Warden is to ensure, to the extent possible, that leisure activities are provided to meet social, physical, psychological and overall wellness needs of offenders.

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21. Recreation Director must:

- a. Develop and post a monthly activity schedule in recreation departments and housing units. The Recreation Director is to retain these activity schedules for three years. This is to include activities for juvenile offenders and residents of all custody levels.
- b. Complete a quarterly narrative report when one or more of the following applies:
 - i. Summary of any innovative programs;
 - ii. An explanation of any deviations from the monthly activity schedule; and
 - iii. Any areas of concern.
- c. When required, the narrative report will be completed by the tenth (10th) of the month following the previous quarter and copies will be sent to the following:
 - i. Deputy Warden of Care and Treatment;
 - ii. Warden; and
 - iii. Risk Reduction Director.
- d. Ensure that wellness and leisure activities are entered into SCRIBE data system accurately. Fiscal Year totals and other relevant information are to be included in the annual programs report. Wellness and leisure activities may be entered into SCRIBE only if the following exist:
 - i. The program or course has a curriculum;
 - ii. Attendance records are maintained;

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iii. The program or course has completion criteria; and

iv. The program is instructional in nature; and ordinarily.

e. Participate in monthly staff meetings with Counseling and Care and Treatment staff. The Recreation Director will be a vital part of these meetings to provide updates and concerns that arise in the Recreation Department. The minutes from these meetings will be forwarded to the Warden, Deputy Warden of Care and Treatment. These minutes will be available for review during site visits and Audits/Assessments.

f. Coordinate housing unit activities with Unit Managers.

g. Develop a written plan for meeting the needs of "at-risk offenders," to ensure that all those who are referred to recreation are interviewed, counseled, and recommended to participate in the appropriate structured or unstructured leisure, wellness, or recreation activities.

h. Assign staff members to inspect recreation equipment and jogging areas weekly and hobby-craft equipment daily. Refer to the Occupational Safety and Environmental Health Manual for safety requirements concerning recreation. The Recreation Director will develop a form (or forms) to document the inspection of recreation equipment, jogging areas, and hobby-craft equipment (grinders, saws, lathes, etc.). Such forms will include:

i. A list of equipment:

ii. Date inspected:

iii. Findings; and

iv. Any corrective action taken.

C. Program:

The recreation program will include athletic, leisure, and cultural

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activities. The program will stimulate a wide range of interests for the athletic, non-athletic, and special needs population through such activities as music, drama, art, writing, handcrafts, movies, and sports. Each facility will have written local operating procedures describing their specific recreational program.

Any facility or center that houses disabled offenders will offer equal access to programs for these offenders. Reasonable accommodation must be made to include them in all recreational opportunities. Examples of modifications that might need to be made to accomplish equal opportunity are: providing a sign language interpreter for the hearing impaired, providing accessible paths to recreation yards, installing ramps where steps or elevations must be negotiated, installing offset hinges to widen doorways, repositioning shelves, etc.

D. General Recreation:

1. Recreation is conducted throughout the week and weekends. A minimum of seven (7) hours per week, one (1) hour per day, will be programmed for the unrestricted offender population for exercise, preferably outdoors. Indoor activities may be substituted during periods of inclement weather.
2. Programs will be structured to include individual and group instruction. Intramural and intramural activities will be available to meet the needs and custody levels of the offenders.
3. Outside sports and entertainment groups/programs will be scheduled and brought into the institution whenever possible.
4. Schedules of all recreational activities will be developed by staff each month and posted in living units and in multi-purpose areas.
5. A plan should be in place to ensure that activities initiated by offenders are included in the comprehensive program. (i.e., leisure interest survey, offender advisory council).

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E. Therapeutic Recreation:

1. Structured activities will be available to MH/MR offenders, elderly and physically disabled offenders. These activities will usually be conducted by Activity Therapists.
2. MH/MR offenders will be assessed to determine their specific recreational needs and will have individualized Treatment Plans developed that identify the goals and objectives of their activity therapy involvement.
3. Activity Therapists will maintain files on each MH/MR offender to include the Assessment, Treatment Plan, and progress notes.

F. Orientation of New Offenders:

1. It is the responsibility of the Supervisor/ Recreation Director to develop a procedure to orient new offenders.
2. The Supervisor/Recreation Director will coordinate the Recreation Orientation program with other orientation procedures within the facility.
3. The Orientation will outline the recreation program, to include program offerings, times and locations, and directions on how to access the services.
4. Develop and provide a presentation for the Admission and Orientation program that encourages participation in physical and/or leisure activities, and explains consequences such as suspensions from programs that can result from offender behavior that violates established rules.
5. Staff will make every effort to assure that offenders are aware of program rules before beginning the program. Additionally, the Admission and Orientation lecture by staff will include an explanation of the consequence of program rule violations, including actions such as suspension from a program. When applicable, suspensions will be made in progressive increments for repeated violations.

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V: Attachments:

Attachment 1, Equipment Inventory Sheet;

Attachment 2, Recreation Aide Job Description and Responsibilities;

Attachment 3, Monthly Recreation Report;

Attachment 4, Recreation Aide Work Sign-In Sheet;

Attachment 5, Orientation Presentation Template;

Attachment 6, Leisure Activity Survey;

Attachment 7, Weekly Safety & Sanitation Inspection Form; and

Attachment 8, Maintenance Work Request (Recreation).

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1, 3, 4, 5, 6, 7, and 8 shall be maintained for three (3) years and then destroyed. Attachment 2 shall be maintained until revised and replaced.