

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Arts and Crafts Activities	PAGE <u> 1 </u> OF <u> 3 </u> NUMBER: 77-REC-05
RULE/CODE REFERENCE:	SUPERSEDES: 77-REC-05 dated 6/6/06
RELATED ACA STANDARDS:	EFFECTIVE DATE: October 27, 2011
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to provide guidelines for institutions concerning the desired and required levels of recreational, therapeutic and leisure time programming in arts, crafts, and related activities for inmates in the Department's institutions.

III. APPLICABILITY

This policy applies to all Department of Rehabilitation and Correction institutional employees involved in the provision and direction of arts, crafts, and related activities for institutional inmates.

IV. DEFINITIONS

Art Club – Any inmate group, limited in number of participants according to available space and sufficient supervision, that focuses on arts, crafts, and related activities, and complies with institution guidelines and which is approved by the Managing Officer.

Art Group – An inmate group organized under Department Policy 73-GRP-01, Inmate Groups, which has its focus on arts, crafts, and related activities. Such groups shall be limited in number of participants according to available space and sufficient supervision, must comply with institution's guidelines, and must be approved by the Managing Officer.

Centralized Art – Arts, crafts, and related programs, activities and classes which are designed and organized to take place within a designated room or rooms where issuance, use and storage of approved supplies, tools, equipment, and art and craft projects are controlled and secured. This centralized space may be located in the institution's recreation area or any other location designated and approved by the Managing Officer.

Leisure Art – Any arts or crafts activity taking place within a housing unit at or near the inmate’s sleeping location utilizing supplies which are allowed. May also refer to arts and crafts activities which may take place in a designated room within a housing unit.

V. **POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction that each institution establish arts and crafts programming for inmates.

VI. **PROCEDURES**

- A. The Managing Officer shall designate a staff person to coordinate an arts and crafts program that will provide opportunities for interested inmates to learn and improve their skills in selected types of arts and crafts. Program activities may include, but are not limited to, wood projects, painting, sketches, pastels, air brushing, and silk screening.
- B. Arts and crafts activities shall be designed so as to provide ample opportunity for participating inmates to develop and broaden their interests and skills in such areas of arts and crafts programming as can be provided for them within the limits of their respective security levels.
- C. Each institution shall maximize the range and scope of arts, crafts, and related activities for all interested and eligible inmates.
- D. Supplies and equipment suitable for the planned arts and crafts activities shall be available in proportion to the inmate population. Control over the storage and use of these items shall be the responsibility of the staff person designated to develop and administer arts and crafts programs. Supplies may be purchased either by the designated staff person using I&E funds, by the inmates from approved catalogue sources, from the commissary or by other method as directed and approved by the Managing Officer. Safety and security standards shall be an essential consideration in choosing and controlling the provision, use, and storage of arts and crafts supplies and equipment.
- E. Inmates working as program aides in the arts and crafts area should be selected, trained, and utilized as determined by the institution recreation director or his/her designee. Inmates selected should demonstrate an interest in arts and crafts programs and receive appropriate training in the activities with which they will be assisting.
- F. A system of rules for admitting inmates to the arts and crafts program, requirements for maintaining active status, and disciplinary consequences of rule violations shall be established and communicated to inmates in clear and unmistakable language.
- G. The staff person designated by the Managing Officer to administer the arts and crafts program shall establish the procedures by which arts and crafts supplies and equipment are purchased, maintained, stored, and secured. A determination as to whether, to whom, and under what rules and guidelines inmates may sell arts and crafts items they have created shall be made subject to the approval of the Managing Officer. The Managing Officer designee shall be responsible for the collection of monies for items sold, including state sales tax. That designee shall also be responsible for submitting, no later than five (5) working days prior to payroll posting date, an

Arts and Crafts sales report including the date of sale item(s), inmate name and number, selling price, tax, 80/20 breakdown, and name of buyer to the Cashier's Office.

- H. Control and storage of arts and crafts materials and equipment shall be carried out in accordance with Department Policies 310-SEC-36, Tool Control, and 10-SAF-12, Hazardous Communications and Chemical Control Guidelines.
- I. Any tools utilized for the arts and crafts program shall follow Department Policy 310-SEC-36, Tool Control.
- J. All chemical supplies and products must bear the Approved Product (AP) symbol from the Art and Creative Materials Institute or the American Society for Testing and Materials (ASTM) 4236 non-toxic seal.
- K. All products for sale by inmates to staff, inmate visitors, and others shall be regulated by Administrative Regulation 5120-5-06, Industrial Arts.