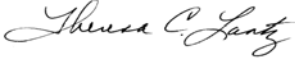
 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 10.4	Effective Date 8/15/2006	Page 1 of 6
	Supersedes Volunteer and Recreation Services, dated 8/3/1998		
Approved By 	Title Volunteer and Recreation Services		

1. Policy. The Department of Correction shall provide opportunities for programs that promote community involvement and support inmate recreational activities.
2. Authority and References.
 - A. Connecticut General Statutes, Section 18-81.
 - B. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standards 2-CO-1G-01 through 2-CO-1G-08 and 2-CO-1G-10.
 - C. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4015 and 4-4114 through 4-4122.
 - D. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2A-66, 4-ALDF-5A-01, 4-ALDF-5C-01 through 4-ALDF-5C-04, 4-ALDF-7D-08 and 4-ALDF-7F-04 through 4-ALDF-7F-06.
 - E. American Correctional Association, Standards for Adult Probation and Parole Field Services, Third Edition, August 1998, Standards 3-3117 through 3-3124.
 - F. Administrative Directives 1.6, Monthly and Annual Reports; 2.7, Training and Staff Development; 3.4, Inventory Control; 5.3, Life and Fire Safety; 5.6, Hazard Communication Protocol; and 9.5, Code of Penal Discipline.
3. Definitions. For the purposes stated herein the following definitions apply:
 - A. Director of Volunteer and Recreation Services. The Department employee responsible for the overall administration and organization of citizen involvement and inmate recreation programs in correctional facilities and field units.
 - B. Recreation Supervisor. A Department employee responsible for developing and implementing structured opportunities for inmate participation in recreation and community service.
 - C. Regular Volunteers, Professional Partners and Interns. An individual from the community contributing time or resources to enhance correctional programs or activities approved by the Director of Volunteer and Recreation Services.
 - D. Unit Volunteer Coordinator. A Department employee designated to coordinate volunteers, professional partners and interns contributing services in a specific facility or field unit.
 - E. Volunteer Program Manager. A Department employee responsible for resource development, recruitment, screening and training to promote citizen involvement in one or more units.
4. Director of Volunteer and Recreation Services. The Director of Volunteer and Recreation Services shall report to the Division Director of Programs and Treatment and shall:

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- A. Authorize citizen involvement and inmate services to promote constructive rehabilitation, recovery, recreation, religious and re-entry activities in correctional facilities and community-based programs.
 - B. Establish written policy and develop organizational materials to maintain uniform program administration.
 - C. Organize and conduct 40 hours of program training annually for the purpose of enhancing the professional development of designated volunteer coordinators and recreation supervisors. The Director of Volunteer and Recreation Services shall serve as the ex-officio staff of an advisory council named the Council for the Involvement of Volunteers in Correction (CIVIC).
 - 1. The CIVIC Council shall be comprised of volunteer coordinators and professional contractors responsible for citizen involvement.
 - 2. This group shall meet regularly and serve to enhance the development of volunteer services within the facility, as well as the community.
 - D. Organize and conduct volunteer and recreation services facility/field unit audits annually, providing a written assessment of program performance and compliance, or corrective actions needed to maintain established standards and policies.
 - E. Review, approve or deny and track volunteers, professional partners and interns. The Office of the Director of Volunteer and Recreation Services shall serve as a central clearinghouse for information relative to service providers, such information shall be proscribed in an inclusive electronic database to facilitate interdepartmental coordination and proper tracking.
 - F. Provide designated volunteer coordinators with training materials and guidance to ensure that volunteers are oriented and supervised appropriately.
 - G. Be responsible for the documentation of accomplishments and problems respective to citizen involvement and shall prepare written reports to the Division Director of Programs and Treatment and to the District Administrators on a monthly basis.
 - H. Serve as liaison to the general public and provide information or technical assistance to promote citizen involvement.
 - I. Prepare monthly reports and other written appraisals of the implementation of volunteer and recreation services programs.
5. Unit Volunteer Coordinator. Each Unit Administrator shall appoint a unit volunteer coordinator in consultation with the Director of Volunteer and Recreation Services or the volunteer program manager. The unit volunteer coordinator shall:
- A. Ensure that authorized photo identification cards and facility visitor passes are completed for all volunteers.
 - B. Promote the development of volunteer positions and inmate program involvement.
 - C. Develop and maintain a monthly calendar of volunteer program activities to be posted in appropriate control, program and housing areas.

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- D. Provide pre-service safety and security orientation and/or site sensitization visit for all volunteers.
 - E. Maintain a list of approved volunteers to facilitate entry into each facility or program.
 - F. Prepare and submit monthly and annual reports to the Director of Volunteer and Recreation Services in accordance with Administrative Directive 1.6, Monthly and Annual Reports.
6. Volunteer Application. Any individual who seeks to volunteer shall complete CN 100401, Application for Volunteer Services and CN 100402, Volunteer Memorandum of Understanding. Applicants shall be screened for suitability and a criminal history background check conducted before any potential volunteer is admitted. Application materials shall be forwarded to the Director of Volunteer and Recreation Services for review and decision regarding approval to participate.
- A. Volunteers, Professional Partners and Interns. Volunteer applicants may be considered for approval on the basis of the individual's maturity, dependability, interest and overall background. In addition, the following shall apply, where applicable:
 - 1. Individuals under the supervision of any criminal justice authority shall be routinely precluded from participation in facility activities.
 - 2. Ex-offenders with a minimum of three years from release of supervision by a criminal justice agency may be allowed to participate in structured and supervised activities upon authorization by the Director of Volunteer and Recreation Services who shall assess the nature and severity of the offense(s) as well as the imposed sentence.
 - B. Suspension. Any volunteer or group may be suspended from any activity by action of the Unit Administrator, Director of Volunteer and Recreation Services or designee, or higher authority. Subsequent to notification of suspension to a volunteer or group, the suspending authority shall notify the Director of Volunteer and Recreation Services who shall investigate the suspension and determine appropriate corrective action(s) within 30 days.
 - C. Review and Decision. A formal letter of decision shall be issued by the Director of Volunteer and Recreation Services and copies of applications, data cards and COLLECT check summaries shall be forwarded to the appropriate volunteer coordinator for action and record keeping.
 - D. Exclusion. The Department reserves the right to approve or deny any volunteer for any purpose.
7. Insurance. The Director of Volunteer and Recreation Services shall ensure that approved volunteers receive insurance coverage as provided by state and agency regulations.

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8. Volunteer Training and Orientation. An active volunteer shall be trained in accordance with Administrative Directive 2.7, Training and Staff Development. Additional training may be offered at the discretion of the Director of Volunteer and Recreation Services. Volunteer coordinators shall conduct a safety and security orientation for each new volunteer. Volunteers shall receive annual training organized by the Director of Volunteer and Recreation Services.
9. Volunteer Identification Cards. Each approved volunteer shall be provided an identification card authorized by the Director of Volunteer Services. Such cards shall permit the volunteer to participate in any approved volunteer program at any Department of Correction location with the prior approval of the Unit Administrator. The identification card shall include the volunteer's:
 - A. Name;
 - B. Photograph;
 - C. Social security number;
 - D. Date of birth; and,
 - E. Expiration date five (5) years after the date of each volunteer's completion of required training.
10. Volunteer Handbook. A new volunteer shall be provided a copy of the Volunteer Handbook which shall contain, at a minimum:
 - A. The Department's Mission Statement and functions of the Volunteer and Recreation Services Unit.
 - B. Guidelines for risk-management, safety and security of volunteers.
 - C. Information about the roles of volunteers and opportunities for service.
11. Volunteer Activity Schedule. Volunteer program managers and unit volunteer coordinators shall post a schedule of volunteer activities at each facility as appropriate.
12. Recreation Program Organization. The Director of Volunteer and Recreation Services shall maintain responsibility for the organization and administration of recreation services conducted by recreation supervisors. The facility Deputy Warden/Major of Programs and Treatment shall have daily oversight of the recreation program
13. Correctional Recreation Supervisor. The correctional recreation supervisor shall:
 - A. Establish, coordinate and supervise recreation programs at an assigned facility.
 - B. Develop written guidelines and procedures for inmate enrollment and participation in recreational activities.
 - C. Procure recreational supplies within established program and budgetary guidelines, and maintain appropriate inventory and records.
 - D. Develop a comprehensive facility annual recreation program calendar with breakouts for monthly activity schedules including

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recommendations for the expenditure of general inmate welfare funds to the Unit Administrator.

Recreation plans/calendars shall include programs and/or schedules to coordinate the use of gymnasiums and other recreation areas. Activities may include intramural sports (e.g., basketball, handball, soccer, softball, volleyball, flag football, etc.), group activities (e.g., aerobics, calisthenics, fitness/movement training, weight/muscle care, etc.), visual arts and hobby craft production, band/music programs, community services (i.e., conservation, beautification, and restoration projects), gardening projects, special events, talent shows, table game tournaments (cards, checkers, chess, etc.), and inmate fundraisers.

- E. Supervise and develop training resources for recreation program assistants.
 - F. Prepare and submit monthly reports to the Director of Volunteer and Recreation Services in accordance with Administrative Directive 1.6, Monthly and Annual Reports.
14. Recreational Activities. Recreation supervisors shall develop activities consistent with the security level and unique needs of each facility. Activities shall be conducted in an orderly manner and shall promote physical education, fitness and wellness, as well as security within the correctional facility. A calendar or schedule of monthly activities shall be developed and posted by the recreation supervisor.
15. Activity Approval Process. Any staff member may propose a new activity. Each proposal shall include:
- A. Activities which help inmates implement positive lifestyle habits to improve the quality of life, prolong life, and reduce health care costs while incarcerated.
 - B. Physical and passive activities designed to facilitate the many components of health and fitness. These components include, but are not limited to: cardiovascular risk reduction, nutrition, stress management, addictive behavior control, physical coordination, spirituality, positive mental health, cancer prevention and safety.
 - C. A full description of the proposed activity, including: a designated area, a proposal for the purchase of supplies, materials and equipment, provision for the secure storage of such supplies, and controls for inventory in accordance with Administrative Directives 3.4, Inventory Control, 5.3, Life and Fire Safety and 5.6, Hazard Communication Protocol.
16. Behavior Continuum. Inmate participation in recreation programs shall be a privilege. In accordance with Administrative Directive 9.5, Code of Penal Discipline, access to recreational programs with limited admission shall be offered to inmates who have maintained positive behavior and obedience to rules, regulations and staff direction.

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17. Recreation Program Evaluation. The Director of Volunteer and Recreation Services shall audit each facility's recreation program on an annual basis and develop a facility-specific action plan.
18. Reports. Each recreation supervisor shall submit a written monthly report to include relevant statistics to the Unit Administrator or designee and to the Director of Volunteer and Recreation Services in accordance with Administrative Directive 1.6, Monthly and Annual Reports.
19. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized for the intended function:
 - A. CN 100401, Application for Volunteer Services; and,
 - B. CN 100402, Volunteer Memorandum of Understanding.
20. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.