



# INTERNAL MANAGEMENT POLICY & PROCEDURE


Applicability:  Adult Operation Only  JUVENILE Operations Only  DEPARTMENT-WIDE

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PROGRAMS AND SERVICES: Resident Activities and Recreation Programs

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Approved By: , Secretary Next Scheduled Review: 07/2025

## POLICY

Residents shall be permitted to participate in a variety of activities that constructively occupy their time, including facility-initiated and approved resident-initiated activities carried out under appropriate staff supervision.

## DEFINITIONS

Large-Muscle Activity: Activities such as walking, running, jogging in place, basketball, ping-pong, calisthenics and isometrics which involve the use of a person's large-muscle groups.

## PROCEDURES

### I. Health Education: Physical Fitness Program

- A. Each facility shall provide residents with access to health education programs which includes training in self-care skills regarding physical fitness as a portion of health promotion and disease prevention, wellness, and recovery information.
  - 1. Health education programs may include classes, audio and video tapes, one-on-one instruction, and, the availability of related brochures and pamphlets.
  - 2. Residents shall receive individual health education and instruction in self-care for their health condition.

### II. Resident Activities and Recreation Program Content

- A. Any exercise equipment contained within the designated exercise areas shall be so designed that no individual weight components of the equipment are easily removable from any of the devices.
  - 1. **ADULT**: At maximum and high medium custody facilities (or units of such custodies at multi-custody facilities), any barbells, dumbbells, or similar "free weight" equipment shall have the weights secured via marriage welds between either the weight disks or the disk retention collars and the lifting bars, and no other method of security such disks shall be employed.
- B. Each warden/superintendent shall develop general orders to provide for and govern all facility-initiated and resident-initiated activities, including level of supervision required to implement and maintain the resident activities program, recreation, exercise and athletic activities.

1. Residents shall be provided access to sanctioned self-help awareness groups, religious programs, handicraft programs, library materials, exercise areas and dayrooms.
  2. Residents shall be permitted to participate in available activities based on their level of physical ability, fitness, and acceptable behavior.
  3. All residents shall be provided the opportunity for exercise to maintain physical and mental health.
- C. Recreational programs and activities shall be guided by the following:
1. To the extent practical, each warden/superintendent shall establish recreational programs including in-cell exercise and leisure time activities, compatible with the varying interests, activities, and physical and psychological needs of the resident population.
    - a. All recreational, exercise and leisure time programs and activities shall be commensurate with the security needs and design of the facility.
  2. Unless security or safety considerations dictate otherwise, each resident including those in restrictive housing, shall be permitted an opportunity for large muscle activity outside of his/her cell a minimum of one (1) hour per day, five (5) days per week.
    - a. When such exercise is deprived to a resident in restrictive housing, the reasons for the action shall be documented with copies of such documentation provided to the shift supervisor and the resident's case file.
    - b. Facilities with restrictive housing units shall develop procedures for routine out-of-cell exercise and provide for alternative in-cell exercise programs approved by the Health Services Administrator (adult facilities) or the Recreation Department (juvenile facilities).
      - (1) **ADULT:** In accordance with the provisions of IMPP 20-101A.
      - (2) **JUVENILE:** In accordance with the provisions of IMPP 20-101J.
  3. Under certain conditions, recreational activities may be considered as a program task to be incorporated in a resident's program plan.
- D. Any athletic competition in the facility shall be conducted in accordance with the following guidelines:
1. Facility personnel shall not compete in athletic programs with residents but may serve as instructors or coaches if they are competent and qualified.
  2. Competition between resident teams and outside teams held within a facility shall be at the discretion of the warden/superintendent.
    - a. Such competition shall not interfere with work or training programs and shall not be open to public spectators without the prior approval of the Secretary of Corrections or designee.
    - b. A limited number of athletic events may be held outside the facility annually.
      - (1) These events shall be held only with the warden/superintendent's approval and shall:
        - (a) Take place within the state of Kansas;
        - (b) Be regularly scheduled events;

- (c) **ADULT:** Involve only minimum custody residents; and,
      - (d) Not involve competition between residents and either KDOC personnel or other law enforcement personnel,
    - (2) Travel, subsistence and fee costs associated with outside athletic events shall be paid from the inmate benefit fund.
  - 3. Resident athletes shall not be afforded any special privileges or change in work assignments in order to participate in athletic events.
  - 4. Athletic equipment, including any trophies or prizes awarded, may be purchased in accordance with provisions of IMPP 04-104D.
  - 5. The warden/superintendent shall not permit any games or contests which involve heavy bodily contact with great risk of injury.
    - a. Non-contact activities such as softball, basketball, volleyball and other non-contact activities of interest to residents may be permitted.
  - 6. Facility personnel shall take every reasonable precaution to prevent injuries to resident participants.
- E. Residents at facilities with an appropriate licensure agreement in place may be permitted to view films or videos rated by the Motion Picture Association of America (MPAA) as "G", "PG", or "PG-13".
- 1. No films or videos rated "NC-17" or "X" by the MPAA shall be shown to residents.
  - 2. "R" rated or unrated films or videos may be shown in a treatment, educational or volunteer program if the warden/superintendent has deemed, in writing, that the film or video has value for the program.
  - 3. The only "R" rated or unrated films or videos that may be shown to the general population are those approved in writing by the warden/superintendent.
- F. Equipment and facilities which are utilized for planned recreational activities shall be maintained in good condition and shall be suitable for these activities.

### III. Administration of Resident Activity and Recreation Programs

- A. Unless specifically exempted, each warden/superintendent shall designate a specific qualified individual to administer the recreation programs. In facilities with more than 100 residents this shall be a full-time position.
- 1. **ADULT:** The Deputy Secretary of Facilities Management may authorize an exemption when a warden is able to demonstrate that suitable activities and recreational opportunities are available to residents through a combination of on-site and off-site facilities.
    - a. All requests for an exemption to employ a full-time activities position shall be submitted in writing.
    - b. The Deputy Secretary of Facilities Management shall review the request and justification and provide the warden a written approval or disapproval of the exemption.
  - 2. The individual designated by the warden/superintendent to administer resident recreation

programs shall be responsible for:

- a. The development of the methodology for determining resident recreational needs assessments;
  - b. Recreation Program planning; and,
  - c. Recreation Program evaluations.
- B. When residents are used as activity or recreation program assistants, general orders shall be developed to address the procedures used for their selection and training, and, to detail the resident assistants' responsibilities and/or work assignments.
- C. Reasonable precaution taken to prevent injury to resident recreation, exercise or activity participants shall include, but not be limited to:
1. Basic instruction in both warm up exercises and the safe use of all items of exercise equipment; and,
  2. Close supervision/control of competitive sports and use of equipment.

#### **IV. Approval of Including Food from an Approved Vendor for a Facility Activity or Event**

- A. In conjunction with their participation in sanctioned religious or secular group and/or other program activities, residents may be permitted to have one (1) or more events which include the serving of food as part of the activity.
1. Additionally, and apart from any regularly scheduled religious or secular group activity, outside organizations may, on a case-by-case basis, be approved to sponsor events involving the serving of food when such events are inclusive of the entire resident general population.
  2. All food items to be included in such events, whether conducted in conjunction with regularly scheduled religious or secular group activities or as an additional event sponsored by an outside organization, shall be obtained from vendors pre-approved by the respective facility's administration.
  3. No organization shall be permitted to introduce its own food items to any correctional facility within the Department.
  4. All permissions for such events involving the provision of food by approved vendors shall be reviewed and approved/disapproved by the warden/superintendent.
- B. All organizations, including religious groups, desiring to arrange for the inclusion of food at a facility event or activity shall, not less than 60 days prior to the planned event or activity, provide the warden/superintendent of the affected facility a letter including, at a minimum, the following information:
1. The nature of the event or activity;
  2. The organization sponsoring the event or activity;
  3. The date, time, proposed location, and duration of the event or activity;
  4. The elements of the resident general population who are to be included in the event or activity;
  5. The proposed food items to be included; and,

6. Details of the payment arrangements for the event.
- C. Within 20 days of the receipt of a request for such an event, each warden/superintendent shall respond in writing to the proposing organization, shall indicate whether or not the event and the proposed food items are approved, and shall provide a list of pre-approved vendors for the approved food items.
1. The warden/superintendent's decision shall be based on factors related to:
    - a. The security and orderly operation of the facility; and,
    - b. Whether or not satisfactory payment arrangements have been made.

**NOTE:** The policy and procedures set forth herein are intended to establish directives and guidelines for staff and residents, and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or residents, offenders or an independent duty owed by the Department of Corrections to employees, residents, offenders or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

#### **REPORTS REQUIRED**

None.

#### **HISTORY**

11-04-22 Original

#### **REFERENCES**

KSA 75-5205, 75-5210, 75-5251, 75-5252  
IMPP 04-104D, IMPP 20-101A, 20-101J

#### **ATTACHMENTS**

None.