



Department of Corrections

INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: Adult Operation Only JUVENILE Operations Only DEPARTMENT-WIDE

IMPP #: 10-133D

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PROGRAMS AND SERVICES: Resident Handicraft Programs

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Approved By: , Secretary Next Scheduled Review: 11/2025

POLICY

To provide residents some variety for leisure time activities, each warden/superintendent may establish a resident handicraft program, controlled by General Orders issued by the warden/superintendent, which complies with the provisions of this policy and with those applicable provisions of IMPPs 11-101A and 12-120A.

The type of handicraft activities which may be authorized shall be limited and identified for either an individual activity within resident housing areas or general activity in a centralized area of the facility designated for that purpose. Procedures for resident access, consistent with the security requirements of the facility, and appropriate controls of equipment, tools, and materials to ensure the safety of staff and residents shall be developed by each facility prior to implementation of such a program. Provisions shall be made for the acquisition of tools and materials necessary for the activity and for the disposition of the products of the activity in accordance with applicable statutes and/or departmental policies.

Each warden/superintendent establishing such a program shall be responsible to regulate, by General Order, the location, hours of operation and level of supervision required to implement and maintain the handicraft program.

DEFINITIONS

None.

PROCEDURES

I. Authorization for Handicraft Programs

- A. Prior to implementing a handicraft program, the warden/superintendent shall publish a general order which meets the requirements of this IMPP.
- B. No handicraft activities other than those specified in this policy shall be permitted in any correctional facility.
- C. Residents shall be permitted only two (2) in-cell handicraft activities at any one time. The approved activities are:
 1. Bead Craft;
 2. Crocheting;

3. Cross Stitch;
 4. Knitting;
 5. Model Cars;
 6. Needlepoint;
 7. Paper Craft;
 8. Sketching; and,
 9. Water-based Painting.
- D. Approved activities for centralized areas of the facility established for general handicraft programs are:
1. Bead craft;
 2. Ceramics;
 3. Crocheting;
 4. Découpage;
 5. Horticulture;
 6. Knitting;
 7. Lapidary (i.e. stonework);
 8. Leather craft;
 9. Macramé;
 10. Models;
 11. Needle point;
 12. Painting and sketching;
 13. Paper craft;
 14. Scratch Art;
 15. Sewing;
 16. Silversmithing;
 17. Wood kits; and,
 18. Woodworking.
- E. The warden/superintendent shall designate a specific area of the facility, if available, for use as a handicraft area.
1. Facility general orders shall govern the use of the area.

- F. Specific hours shall be designated for use of the handicraft area.
- G. Any general population resident may participate in handicraft activities after having sought and received approval to participate in the handicraft program from the resident's unit team.
 - 1. Participation may be restricted as a part of privilege restriction and/or in accordance with KAR 44-12-1301 through KAR 44-12-1303.
- H. Residents in Administrative Restrictive Housing may be restricted from certain handicraft activities in accordance with IMPP 12-101A and 20-101A.
- I. Residents in Disciplinary Restrictive Housing shall not be allowed to participate in handicraft activities.
- J. Procedures concerning the security of handicraft articles and tools shall be in accordance with the Department's security requirements and such regulations of the Secretary of Corrections or Internal Management Policies and Procedures as may be appropriate.
- K. No resident shall employ another resident in the manufacture of articles, although residents may collaborate on an article if approval is granted by designated personnel.
- L. Resident attendance at organized handicraft exhibits shall not be permitted unless approved by the warden/superintendent.

II. Tools and Equipment

- A. In establishing a resident handicraft program, the warden/superintendent shall prepare a list of tools for use in the program.
- B. The facility warden/superintendent shall establish procedures for the storage, inventory, and control of any supplies which contain flammable, caustic, or toxic materials, in accordance with IMPP 12-112D.
 - 1. Flammable, caustic and toxic materials shall not be permitted for the in-cell handicrafts program.
- C. All tools approved to be used in the in-cell handicraft program (per section I.D.) may be purchased through the canteen via special purchase order or obtained in accordance with facility general orders which govern the acquisition of personal property.
- D. Except for such general handicraft tools as may have been possessed by a resident prior to 11/07/95, all tools approved to be used in the general handicraft program (per section I.E.) shall be purchased and provided by the facility. Any such personally owned general handicraft tools shall be subject to appropriate provisions of IMPP 12-120A, particularly with regard to their transfer and/or replacement. Monies from the Inmate Benefit Fund may be utilized for this purpose but must be approved in accordance with IMPP 04-104D Benefit Funds.
 - 1. Any personally owned general handicraft tools shall be stored and maintained in a manner consistent with that applied to facility owned general handicraft tools.
- E. All tools which meet the definition of or are identified as Class A tools by IMPP 12-109D, Tool Control, shall be used and stored only in the handicraft area unless the facility general order regarding the handicraft program includes specific allowances for specific tools.
 - 1. Under no circumstances shall Class A tools be permitted in maximum custody living areas.
- F. Except as provided in II. E. of this IMPP, handicraft tools shall be subject to tool control procedures established in IMPP 12-109D, Tool Control.

- G. Possession or use of any handicraft tool in an unauthorized area shall be considered a violation of the following:
1. **ADULT:** KAR 44-12-901, Dangerous Contraband or KAR 44-12-902, Less Dangerous Contraband.
 2. **JUVENILE:** KAR 123-12-901, Dangerous Contraband or KAR 123-12-902, Less Dangerous Contraband.

III. Supplies and Materials

- A. The purchase of supplies and non-caustic and non-flammable materials shall be the responsibility of the individual resident.
1. All caustic and/or flammable materials shall be purchased and controlled by the facility, per IMPP 12-112D.
- B. Personal supplies and materials purchased by the resident shall be obtained in accordance with facility general orders which govern the acquisition of personal property.
- C. Facility general orders on the handicraft program shall specify which activities are permitted in resident living areas.
1. In establishing such provisions, warden/superintendents shall take into account storage space, flammability and other safety considerations.
 - a. Handicraft activity shall not become a cause for clutter and disarray in the living area.
- D. Residents who are incentive level III or Exempt may purchase handicraft supplies in amounts not to exceed \$150.00 per pay period. This amount shall not count against the amount a resident is allowed for other canteen expenditures.
- E. The materials utilized in the manufacture of handicraft articles may be purchased from the canteen by the resident in accordance with appropriate provisions of IMPP 04-108D.

IV. Disposition of Handicraft Products

- A. Residents shall be permitted to retain possession of completed handicraft articles only if the completed item is an item of personal property permitted by IMPP 12-120A, Control of Resident Personal Property.
- B. Except as provided in IV. C. of this IMPP, completed handicraft articles which are not allowable personal property items shall be removed immediately upon completion in accordance with procedures established in IMPP 12-120A, Control of Resident Personal Property.
- C. Warden/superintendents may establish a resident craft sale area or designate a non-profit group as responsible for the display and sale of resident craft articles to the public.
1. Warden/superintendents shall obtain the written approval of the Deputy Secretary of Facility Management prior to establishing such a sale area.
 2. Upon approval to establish a sale area, the warden/superintendent, or non-profit group responsible for the operation of the resident crafts sale area, shall make application to the Kansas Department of Revenue for Sales Tax Registration status.
 3. The facility shall collect a fee or authorize payment to a non-profit group of ten percent (10%) of the selling price to defray exhibit costs and operation of a craft sale area.

- a. This fee shall be credited to the facility fee fund or paid to the non-profit group.
 - b. The balance shall be credited to the resident's trust fund account.
 4. The warden/superintendent may, by general order, establish a limit on the amount of time an article is offered for sale before it must be removed from the facility or sale area.
 5. All responsibility for the payment of any applicable income tax on profits realized from the sale of resident craft articles shall rest with the resident and not the state.
- D. Handicraft products may be displayed and sold in public buildings or at fairs if approved by the warden/superintendent and the Deputy Secretary of Facility Management.
1. The warden/superintendent shall determine the method by which the items will be transported to and from the display.
 2. Resident attendance at organized handicraft exhibits shall not be permitted unless specifically authorized by the warden/superintendent.
- E. While residents may manufacture gifts for individuals outside the facilities; the sale, exchange, or gift of handicraft articles, tools, materials, or supplies among residents is prohibited.
- F. Unfinished articles or unused supplies and materials may be donated by released residents to the institution for subsequent disposition.
1. Articles or supplies abandoned by a resident upon release shall be considered donated to the institution.

V. Transfer of Residents

- A. Handicraft materials and supplies purchased by residents, at the resident's discretion, may be transferred with the resident at the time of inter-facility transfer; however, the following shall apply:
1. The materials and supplies in question shall fit in the property storage box prescribed by IMPP 12-120A, Control of Resident Personal Property.
 2. Should the resident choose not to transfer the materials and supplies in question, they shall be disposed of in accordance with IMPP 12-120A, Control of Resident Personal Property.
- B. In the event the materials and supplies are for a handicraft activity which is not established at the receiving facility, the resident shall, upon arrival at the receiving facility, be required to remove the items from the facility in accordance with IMPP 12-120A, Control of Resident Personal Property, unless storage in the facility's central property repository is possible.
1. Warden/superintendents shall make a reasonable effort to store such items for the resident.
 2. The cost of removing such items which cannot be reasonably stored in the facility's central property repository shall be borne by the state.
 3. If the resident chooses to have the items removed in lieu of storage in the central property repository, the cost of removal shall be borne by the resident.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff, 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, residents, or 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

None.

REFERENCES

K.A.R 44-12-901, 44-12-902, 44-12-1301, 44-12-1302, 123-12-901, 123-12-902
IMPP 04-104D, 04-108D, 11-101A, 12-109D, 12-112D, 12-120A, 20-101A

HISTORY

08-31-22 Original

ATTACHMENTS

None.