


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Resident Programming</u> STATEMENT NUMBER <u>7.26</u>
SUBJECT: <b>HOBBY CRAFT</b>  PROPONENT: <u>Michelle Edmark, Warden</u> <i>Name/Title</i> <u>NHSP/M</u> <u>271-8016</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>5/1/2018</u> REVIEW DATE <u>5/1/2020</u> SUPERSEDES PPD# <u>7.26</u> DATED <u>12/01/2005</u>
ISSUING OFFICER:   <i>Helen E. Hanks, Commissioner</i>	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- I. PURPOSE:  
To formulate guidelines for the operation of the Hobby Craft program at all facilities.
- II. APPLICABILITY:  
To all staff involved in the operation of Hobby Craft and inmates enrolled or wishing to enroll in Hobby Craft programs.
- III. POLICY:  
It is the policy of the New Hampshire Department of Corrections that the Hobby Craft program will allow individuals under the care and custody of the New Hampshire Department of Corrections to use their leisure time constructively. Strict controls are necessary to ensure that the security of the institution is not compromised. Hobby Craft must operate in accordance with applicable fire, safety, and health standards.
- IV. PROCEDURES:
  - A. Authority  
Each Warden/Director will determine if a Hobby Craft program is consistent with their program operation. If the determination is made to operate the program, strict controls are necessary to ensure the safety of individuals and institutional security.
  - B. Membership

1. Each Warden/Director will make provisions for individuals in custody to participate in a Hobby Craft program as the physical plant and security level of individuals permit.
2. Individuals who wish to be approved for Hobby Craft must submit a Hobby Craft Participation Application, Attachment 1, to the facility's Hobby Craft supervisor.
3. Individuals must also meet all security sensitive job requirements, as outlined in PPD 7.15 *Individual Work Assignments*, Attachment, 3 and be free of any A-level disciplinary infraction for a period of one year, and any B-level infraction for a period of six months, in order to be eligible for participation in the Hobby Craft program.

C. Operation

1. Hobby Craft will only be allowed in the designated Hobby Craft area.
2. Hobby Craft will be open on a scheduled basis, for those individuals who have completed all the membership requirements.
3. All individuals must successfully fulfill the participation requirements as stated in their facility's Hobby Craft contract.
4. The number of individuals using Hobby Craft at any given time will be limited as required by fire safety and security concerns.
5. All tools will be marked for identification, inventoried and accounted for in accordance with PPD 9.13 *Tool and Equipment Control*. Individuals will sign out tools via an approved system and the individuals who signed out the tools must return them at the end of each Hobby Craft period. Individuals will be held financially responsible for State-owned tools they sign out.
6. All works-in-progress and supplies will be kept in a locker assigned to individuals. This locker will be secured with a combination lock sold through canteen. Staff will have an override key. Any individual wishing to construct a project larger than locker size must receive permission from the Hobby Craft supervisor in writing prior to beginning the project.
7. Hobby Craft supervisors will be responsible for posting the Hobby Craft Guide Book outlining rules, regulations, and approved materials, specific to their area/facility.

D. Acquisition of Materials

Individuals may acquire materials in the following ways:

1. Individuals may purchase materials through vendors approved by the Hobby Craft supervisor Attachment 3 Hobby craft Item Pre-approval Form must be used for any item not on the approved items list. Monetary value of the materials inmates are allowed to have in their possession (lockers) will not exceed \$500. Materials are to be ordered on a project-by-project basis and are not to be stockpiled.
2. Materials may be donated in accordance with PPD 3.30 *Donations to DOC*.
3. Donated materials will not be used to produce and sell a product with profits going to the inmate.
4. Individuals cannot exceed \$13,500.00 in total sales during a calendar year and may be restricted from acquiring additional materials once this limit has been reached.

E. Delivery of Finished Hobby Craft Items

Delivery of Hobby Craft items may be accomplished in one of the following ways, when applicable:

1. Via the U.S. Mail/Property Room for pick up. Attachment 5: Hobby craft Item Disposition Form must accompany a Five Day Notice.
2. Corrections retail store for pick-up and/or sale. Attachment 4: Hobby craft

Correctional Industries Store Shipment Form must be filled out and processed by the Hobby Craft supervisor or designee.

3. Warehouse for pick-up (NNHCF Only-Requires Pre-approval by the Hobby Craft Supervisor).

REFERENCES:

PPD 3.30, 7.15, 9.13

Standards for the Administration of Correctional Agencies  
Second Edition. Standards

Standards for Adult Correctional Institutions  
Fourth Edition. Standards

Standards for Adult Community Residential Services  
Fourth Edition. Standards

Standards for Adult Probation and Parole Field Services

Third Edition. Standards

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Attachments