



**WINDHAM SCHOOL  
DISTRICT**

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# **OPERATING PROCEDURES**

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**SUBJECT: WINDHAM SCHOOL DISTRICT RECREATION PROGRAM PROCEDURES MANUAL**

**AUTHORITY:** TDCJ Administrative Directives AD-07.33, “Organization, Administration, and Responsibilities of the TDCJ Offender Recreation Program”; AD-03.40, “Out of Cell Time for General Population Offenders”; AD-10.64, “Temperature Extremes in the TDCJ” and Security Memorandum, SM-06.07, “Inclement Weather”

Reference: American Correctional Association (ACA) Standards 4-4033, 4-4034, 4-4047, 4-4273, 4-4135, 4-4154, 4-4155, 4-4270, 4-4481, 4-4482, 4-4484, 4-4485, 4-4486, and 4-4510

**APPLICABILITY:** Windham School District (WSD), Texas Department of Criminal Justice (TDCJ) Correctional Institutions Division (CID), Rehabilitation Programs Division, Administrative Review and Risk Management Division, Private Facilities Contract Monitoring/Oversight Division, and Intermediate Sanction Facilities

**POLICY:**

The TDCJ Recreation Program is administratively organized under the WSD through the Department of Operational Support within the Division of Operations. The WSD is responsible for the coordination of financial needs, the development and the issuance of policies and procedures, and technical oversight of the Recreation Program.

The TDCJ and WSD shall establish policies and procedures for the operation of unit recreation programs for general population offenders.

**DEFINITIONS:**

“Arts and Crafts” (Craft Shop) is a program located on some TDCJ facilities where offenders may participate in piddling activities such as art, jewelry making, leather, metal, and wood work.

“Dayroom Games” are required table games that may consist of any combination of chess, checkers, Scrabble®, dominoes, or other approved games.

“Head-In Room” is the location of the cable/satellite connections which tie-in to the distribution system and feed the television signal into the facility.

“Inclement Weather” is extreme weather conditions, such as thunderstorms, hurricanes, tornadoes, dust storms, blizzards, ice, heavy rain, hail, snow, extreme temperatures (hot or cold), or fog that may pose either health, safety, or security risks.

“Inclement Weather Recreation Schedule” is the recreation schedule that is adhered to when weather has been deemed inclement. It shall be posted in dayrooms, gymnasiums, housing areas, or any other common viewing area.

“Intramural Sports” are recreational activities that encourage friendly competition and teamwork between offenders and may include competition between offenders and outside organizations.

“Non-Programmatic Activities” include library, law library, chapel, visitation, recreation, and other similar activities.

“Programmatic Activities” include full-time work, academic and vocational programs, on the job training, supervised intramural opportunities, consecutive multiple or single day religious observance, and treatment programs.

“Recreation Coordinator” is a WSD recreation department employee who assists with assigned unit recreational programs for offenders and provides technical guidance to the TDCJ recreation oversight officer and any other facility employee assigned to work with the Recreation Program.

“Recreational Activities” include dayroom, gym, outdoor recreation yard, and in-shop hobby and craft activities. Activities may include, but are not limited to, television, table games, basketball, handball, volleyball, table tennis, weightlifting, or walking.

“Recreational Facilities” include dayrooms, multi-purpose rooms, gymnasiums, and outdoor recreation yards.

“Recreation Oversight Officer” is a correctional officer that has an educational background in recreation or has attended the Recreation Oversight Officers’ Training. Recreation oversight officers shall be certified by the Recreation Department.

“Recreation Participation Report” is a document which records the beginning and ending time periods that recreation was afforded to general population offenders, the custody levels of those offenders affected, the total number of offenders that participated in or during these time periods, and whether the offenders recreated in the gymnasium or on the outdoor recreation yards. This report documents the TDCJ’s adherence to TDCJ AD-03.40.

“Recreation Program Supervisor” is a WSD employee who supervises assigned recreation and communications administrative personnel and oversees the Recreation Program.

“Recreation Schedule” is a listing of the times and locations where each eligible offender is afforded the opportunity for non-programmatic out of cell recreation. (The Recreation Schedule shall include provisions for inclement weather where a gymnasium is available). The Recreation Schedule shall be posted in dayrooms, gymnasiums, housing areas, or any other common viewing area.

### **DISCUSSION:**

The TDCJ utilizes the Recreation Program as an offender management tool. The program provides offenders with time, space, equipment, and supplies for daily exercise and relaxation on a planned and supervised basis. Recreational activities are available on all TDCJ-CID facilities and facilities contracting with TDCJ.

The Recreation Program allows the TDCJ to fulfill court ordered stipulations by equipping recreational facilities and maintaining current recreational programs.

### **PROCEDURES**

#### **I. Recreation Program Management**

Recreational activities on each facility are organized, coordinated, and supervised by the facility’s recreation oversight officer or designee. The recreation oversight officer or designee shall receive technical supervision, guidance, and support from the recreation coordinators and the Recreation Program supervisor. The Recreation Oversight Officer will report monthly to the appropriate Recreation Coordinator the dates of the month and amount of time allocated to recreational duties and what duties were performed. Additional information regarding this report is included in the Recreation Oversight Officer Manual. Recreation coordinators shall visit all TDCJ facilities assigned to their appropriate area quarterly.

- A. The Recreation Department is under the management of the Recreation Program supervisor. The primary function of the department is to ensure that the TDCJ is in compliance with AD-03.40 as it relates to general population offender out of cell recreation time and AD-07.33 as it relates to the organization, administration, and responsibilities of the TDCJ Recreation Program.
- B. The Radio/TV Communication Department (TV Shop) is also under the management of the Recreation Program. The primary function of the TV Shop is to provide required television programming for eligible general population offenders and to repair television/satellite systems on TDCJ owned facilities.
- C. The unit Craft Shops operate under the compliance oversight of the Recreation Program. The Recreation Program provides compliance oversight of TDCJ Craft Shops, establishes guidelines and procedures for offender piddling, and ensures all craft sales are being conducted in accordance with TDCJ guidelines.

## II. Recreation Department

Any additions, changes, restrictions, or substitutions to recreational equipment for any reason, including security reasons or offender destruction, shall be approved by the appropriate TDCJ Regional Director and the Recreation Program Supervisor. Use attachment F of this operational procedure to make the request. This form will be generated on the unit and signed by the Warden or designee and forwarded to the appropriate Regional Director's Office for approval or disapproval. The Regional Director will then forward the request to the Windham Recreation Program Supervisor. The Recreation Program Supervisor will maintain a copy on file and send the original back to the unit. The unit warden or designee may also complete the form and attach it to an email and document their approval for the request in the email. The Regional Director may also document their decision on the email and forward to the Recreation Program Manager.

### A. Daily Recreation Guidelines

1. Each TDCJ owned facility and each private facility contracting with TDCJ shall adhere to AD-03.40.
2. Written guidelines shall be established regarding staff responsibility for out of cell recreation and provide for ingress and egress during each scheduled recreation period.
  - a. The guidelines shall include the procedures for initiating or canceling recreation and shall be presented on a facility inter-office communication or standard operating procedure document.
  - b. The guidelines shall identify, by position, who has the authority to initiate or cancel recreation.
  - c. The guidelines shall outline procedures for providing hourly ingress and egress to and from recreation yards, gymnasiums, and dayrooms in accordance with the TDCJ CID Security Manual (SM)-06.03, "Offender Cell Ingress-Egress."
  - d. The shift supervisor shall ensure that the approved recreation schedule and guidelines are followed.

### B. Recreation Participation Reports

1. Recreation Participation Reports (Attachment A) serve as documentation that offenders are being afforded required out of cell recreation opportunities, that capacity levels are monitored in the gymnasiums and on recreation yards, and that specific reasons are being provided when recreation has to be modified or cancelled.
2. Recreation Participation Reports shall be properly completed and

maintained on file at the facility for each recreation period in accordance with the *TDCJ Records Retention Schedule*.

3. Visual counts shall be conducted at least every two hours in each gymnasium or outdoor recreation yard being used. These counts shall be recorded on the Recreation Participation Report.
4. The following provides a guideline for mandatory information that is to be provided on the Recreation Participation Report:
  - a. Column 1 shall document all recreation beginning and ending time periods.
  - b. Column 2 shall document the housing location of offenders scheduled to recreate at that time period.
  - c. Column 3 shall document custody levels of offenders scheduled to recreate at that time period.
  - d. Column 4 shall document the number of offenders recreating in the gymnasium and on the outdoor recreation yards. These totals shall be recorded separately.
  - e. Column 5 shall document the total number of offenders who recreated for that time period.
  - f. Column 6 shall document comments in the event that recreation periods are cancelled, modified, or if offenders choose not to participate.
  - g. Supervisors and officers shall sign each report verifying its accuracy and completeness.

C. Inclement Weather Recreation

1. The warden or designee shall remain alert for announcements generated by local media, radio, or television as to inclement weather conditions which may require a unit to operate offender recreational activities in the inclement weather mode , in accordance with SM-06.07, "Inclement Weather."
  - a. In addition to announcements made by media and other sources, the warden shall specifically survey the weather conditions surrounding the facility in an effort to determine if inclement weather exists.
  - b. In order to provide a safe and secure environment for staff and offenders during conditions such as iced over recreation yard slabs,

torrential rainfall, hail, snow, dust, lightning, wind, or fog, the warden shall make an independent decision when determining if inclement weather may exist.

- c. Precautions outlined in AD-10.64, "Temperature Extremes in the TDCJ" shall be followed in cases of extreme temperatures (hot or cold).
2. Only a warden or warden's designee shall determine when the inclement weather recreation schedule shall be implemented.
  3. Each facility shall establish and adhere to an inclement weather recreation schedule when weather has been deemed inclement.
    - a. The inclement weather recreation schedule shall be developed separately but in coordination with the unit building schedule.
    - b. The inclement weather recreation schedule shall be posted in dayrooms, gymnasiums, or any other common viewing area.
    - c. The inclement weather recreation schedule shall afford eligible offenders the required minimum amount of hours for out of cell recreation time in accordance with AD-03.40.
    - d. Facility design may not require the warden or warden's designee to invoke the inclement weather recreation schedule for the entire facility if two different procedures are specified. For example, weather conditions that justify suspension of uncovered outdoor recreation yards might not affect outdoor recreation for offenders recreating under covered outdoor recreation yards. Therefore, it is possible that some facilities might be operating in two different inclement weather recreation schedule modes.
  4. When operating in the inclement weather mode, offender recreation shall be conducted in the gymnasium.
    - a. The dayroom shall not substitute for out of cell recreation if a gymnasium is available and if travel to the gymnasium is not threatened by inclement weather.
    - b. If programmatic and non-programmatic activities are occurring, then travel to the gymnasium shall occur as well.
    - c. Gymnasium capacity levels shall be monitored during inclement weather to determine whether any adjustments to facility recreation schedules are warranted.
  5. When a facility is in an emergency preparedness status, recreational

activities shall be suspended.

6. The warden or warden's designee shall determine when the facility is no longer operating under the inclement weather recreation schedule.

D. Recreation for Offenders with Physical Disabilities

1. The Recreation Program shall assist in providing recreational activities and programs for offenders with physical disabilities.
2. Offenders with physical disabilities or other medical problems should consult with a physician before engaging in any physical exercise program.
3. Offenders with physical disabilities shall request special recreation equipment and supplies through the facilities' assistive disabilities services caseworker.
  - a. The caseworker shall contact the facilities recreation oversight officer or designee for ordering of appropriate recreation equipment.
  - b. The recreation oversight officer or designee shall forward these requests to the recreation coordinator.

E. Recreation for Offenders Confined to Their Cells

1. The *Unlock Your Potential with Exercise* pamphlet (I-219) is an exercise pamphlet for offenders who are confined to their cells and unable to meet out of cell time requirements for non-programmatic recreational activities.
2. The pamphlet is available through the TDCJ Prison Store in English and Spanish versions.
3. Offenders may request copies of the pamphlet from their unit administration.

F. Recreation for Administrative Segregation Offenders

1. Dayroom

Dayrooms shall be equipped with one exercise mat, one chinning bar, and one game table.

2. Outdoor

Recreation area shall be equipped with one basketball goal, one basketball, and one chinning bar.

3. Radio

Level 1 administrative segregation offenders are allowed to purchase radios from the commissary as additional personal property in accordance with the TDCJ Administrative Segregation Plan. Offenders shall wear headphones when listening to radios.

G. Dayroom Game Procedures

1. Dayroom table games are required and shall be furnished in accordance with AD-07.33 and shall be made available to all eligible offenders.
2. The recreation oversight officer or designee shall be responsible for equipping each dayroom with table games.
3. The correctional officer monitoring the offender housing area shall be responsible for issuing table games to offenders in each dayroom.
  - a. The correctional officer shall receive the offender's identification card when issuing out games.
  - b. The identification card shall be returned to the appropriate offender when the game is returned.
4. If the game is damaged or missing pieces due to offender negligence, the responsible offender shall receive disciplinary action for damaging or destroying state property in accordance with the Offender Orientation Handbook, Disciplinary Procedures and Rules.
5. The correctional officer assigned to the offender housing area shall utilize a dayroom game log (Attachment C) when checking out, collecting, and inventorying all games if the recreation coordinator has deemed it necessary for loss prevention purposes.
6. Periodic inspections shall be done by the facility recreation oversight officer or designee to ensure that a sufficient number of dayroom games are available and are in good condition.
7. Dayroom games are to be replenished as needed by the recreation oversight officer or designee. The Recreation Oversight Officer shall maintain an adequate inventory of recreational equipment and supplies. Stock record forms are to be used to record the inventory. This stock inventory shall be used to replenish the dayroom supplies. Replenishment of stock inventory shall be ordered through the recreation coordinator. Specific replenishment procedures are provided in the Recreation Oversight Officer Training Manual.



H. Recreational Property Management

1. All fixed assets are assigned a TDCJ property number and shall be marked with a property tag displaying the appropriate property number.
  - a. All recreational fixed assets are assigned to a specific facility.
  - b. A computer listing of all fixed assets shall be maintained on the facility in accordance with the *TDCJ Records Retention Schedule*.
2. When transferring or deleting recreational equipment, the following steps shall be required:
  - a. The recreation oversight officer or designee shall obtain the approval of the recreation coordinator before transferring or deleting any recreational equipment.
  - b. Once the recreational coordinator has approved an item for deletion, a Deletion Request Form shall be completed by the recreation oversight officer or designee and routed to the recreation coordinator for authorization.
  - c. All equipment transferred to the WSD Warehouse shall be accompanied by a Temporary Fixed Asset Transfer form (BU-89). This form is provided by the unit supply officer or designee and shall be filled out completely and signed by the recreation oversight officer or designee.
3. When recreational equipment and supplies are received as a donation, the following procedures shall be required:
  - a. A WSD Personal Property Donation form shall be obtained from the WSD share drive at BUS/Public/GENERAL FORMS, completed, and forwarded to the WSD Business Office for the superintendent's approval.
  - b. Donated items shall be identified, accounted for, maintained, and disposed of in the same manner as all other recreational equipment outlined in this manual.
4. All recreational equipment and supplies shall be properly stored.
  - a. All recreational equipment shall be located in areas designated for offender recreational purposes.
  - b. New and unused recreation supplies shall be secured in a locked storage area and shall be issued under the supervision of the recreation oversight officer or designee. These supplies shall be

inventoried when dispersing and replenishing stock and updated on the Stock Record form.

- c. Recreational supplies for use in the dayroom shall be kept in storage containers which are readily available to the housing area dayrooms. These storage containers shall be secured in a locked storage area located in the dayroom, foyer, hallway, or picket.
  - d. Recreational supplies for the gymnasium shall be stored in containers, on shelving, equipment carts, and/or storage rooms located in the gymnasium.
  - e. Recreational supplies for use on outdoor recreation yards shall be stored in containers on or adjacent to each recreation yard. Storage containers that are adjacent to the yard must be located in such a way that supplies are readily available to offenders during recreation time.
5. Recreation equipment is TDCJ property designated for offender use and shall be maintained in good repair in accordance with AD-10.20, "Identifying and Reporting Facility Maintenance Requirements."
- a. Each facility shall establish a daily preventive maintenance schedule for recreation equipment (Attachment E).
  - b. The facility recreation oversight officer or designee shall be responsible for ensuring that recreation equipment is properly maintained.
    - (1) When necessary, the recreation oversight officer or designee shall submit a work order to unit maintenance for repair of recreation equipment.
    - (2) The work order number shall be listed on the daily inspection sheet.
    - (3) The recreation oversight officer or designee shall make parts available for maintenance repairs.
    - (4) If parts are not available, the recreation oversight officer or designee shall contact the appropriate recreation coordinator to request the purchase of replacement parts.
    - (5) The maintenance supervisor shall determine if repairs can be safely made as per facility department manual guidelines and, if applicable, manufacturer's recommendations. The recreation coordinator shall be contacted by the recreation

oversight officer or designee if unit maintenance cannot make repairs and replacement of equipment is required.

6. Any recreation equipment deemed hazardous, broken, or damaged by the recreation oversight officer or designee shall not be utilized by offenders until repairs have been made. Any offender found violating this requirement is subject to disciplinary action in accordance with the Offender Orientation Handbook page 22, section M, #9.
7. The unit maintenance department shall be responsible for any alterations, repairs or restorations to unit recreational facilities. Examples of repairs may include roof leaks, basic utility service, and plumbing.
8. All property purchased through the recreation department shall be for offender use only.
  - a. Recreational property shall not be utilized by employees for personal reasons.
  - b. Employees found in violation of this requirement shall be subject to disciplinary actions in accordance with TDCJ Human Resources Executive Directive PD-22, "General Rules of Conduct and Disciplinary Action Guidelines for Employees."
9. The Recreation Oversight Officer will maintain an adequate inventory of recreational equipment and supplies. Stock record forms are to be used to record the inventory. This stock inventory shall be used to replenish the unit recreation areas as necessary. Requests to replenish stock inventory equipment and/or supplies shall be made via e-mail or fax to the appropriate recreation coordinator. Additional replenishment procedures are provided in the Recreation Oversight Officer Training Manual.

#### I. Offender Use of Recreation Equipment

1. It shall be the responsibility of each offender to exercise care, cooperation, and common sense while using recreation equipment.
2. Offenders shall use recreation equipment in the manner for which it was designed and according to the manufacturer's specifications. For example, a bench press station shall not be utilized as a leg press station. Offenders found in violation of this requirement shall be subject to disciplinary action.

J. Recreation Program Inventories

1. Expendable Supply Inventory

The recreation oversight officer or designee shall complete an expendable supply inventory annually. (Examples are new and unused basketballs, volleyballs, handballs, dominoes and checkers)

- a. The expendable supply inventory shall not include capital equipment, items that are a part of the facility, or supplies that have been opened.
- b. The recreation oversight officer or designee shall forward the inventory to the appropriate recreation coordinator.
- c. All finalized expendable supply inventories shall be sent to the Recreation Program supervisor for file.

2. Fixed Asset Inventory

The Recreation Department requires that all fixed assets be inventoried annually.

- a. The recreation oversight officer or designee shall be responsible for conducting the fixed assets inventory.
- b. After the inventory is completed, it shall be forwarded to the appropriate recreation coordinator for verification.
- c. All finalized fixed asset inventories shall be sent to the Recreation Program supervisor for file.

K. Intramural Sports

1. Intramural Purpose and Guidelines

- a. The intramural sports program shall serve as a viable offender management tool. The intramural sports program allows an offender to experience the social, moral, and physical benefits of group competition and promotes the constructive use of leisure time.
- b. The intramural sports program shall emphasize advanced knowledge of rules and skills basic to proficient participation in individual, dual, and team activities.
- c. The intramural sports program shall provide for interaction with the community through recreational activities.

- d. Participation in the intramural sports program is available to all eligible general population offenders and participation is a privilege. The regional recreation coordinator shall provide guidance and direction to the recreation oversight officer or designee in conducting an intramural sports program.
  - (1) Certain circumstances such as job assignment, medical status, custody level, disciplinary restrictions, and segregation status may limit an offender's ability to participate.
  - (2) The facility warden, warden's designee, or the recreation oversight officer may, at any time, revoke or suspend an offender's intramural privilege.
- e. Intramural activities shall not interfere with the required out of cell non-programmatic recreational activities.
- f. It is the responsibility of the unit administration to establish a written policy for the types of intramural sports programs that shall be allowed on the facility.
- g. Under the warden's direction, the recreation oversight officer or designee shall supervise and determine the types of participation criteria that shall be implemented for the intramural sports program.
- h. Before involvement in any intramural sports program, each offender must sign a Waiver of Responsibility form (Attachment B) and the facility shall keep these forms on file in accordance with the TDCJ State of Texas *Records Retention Schedule* for programmatic activities.
- i. The intramural sports program options listed below are contingent upon the warden's approval.
  - (1) League play may be scheduled daily, weekly, or monthly over a prescribed period of time.
  - (2) Seasonal tournaments are scheduled during specific times of the year. For instance, volleyball tournaments may be scheduled in the fall, basketball tournaments in the winter, softball tournaments in the summer, etc.
  - (3) Some facilities shall have the flexibility or need to use both options.
- j. The intramural sports program shall allow for sports competition

with outside organizations. The recreation oversight officer or designee, with the warden's approval, shall be responsible for scheduling, organizing, and supervising these sporting events.

- k. Awards are made available through the recreation coordinator for offenders who place first, second, and third in competitive activities.
  - (1) Awards may include ribbons, trophies, plaques, or certificates.
  - (2) Requests for awards must be made prior to the event and must have approval from the recreation coordinator.

## 2. Officials

- a. Offenders who are eligible to participate in the intramural sports program may serve as an official in any intramural sport.
  - (1) The recreation oversight officer or designee shall be the selecting authority for officials.
  - (2) The official shall be reasonably knowledgeable of the sport he or she is officiating.
- b. If free world officials are requested, the Recreation Department may provide professional or certified officials.
  - (1) Officials can volunteer or elect to be paid for officiating any intramural sporting event.
  - (2) Officials are approved by the appropriate recreation coordinator.
  - (3) Officials, whether volunteering or electing to be paid, shall attend the TDCJ Volunteer Services Program training prior to officiating. Current TDCJ employees are exempt from the Volunteer Services Program training.
  - (4) The recreation oversight officer or designee shall contact the recreation coordinator for a Payment Request for Officials Form.
  - (5) The form shall be completed by the official on the day he or she officiates.
  - (6) The recreation oversight officer or designee shall forward the Payment Request for Officials Form to the appropriate

recreation coordinator for verification of proper completion.

- (7) The recreation coordinator shall forward the form to the Recreation Program supervisor for payment.
- c. When an official is currently employed by the state of Texas and elects to be paid for officiating, a Multiple Employment Form shall be properly filled out by the official before he or she can officiate in any intramural sporting event.
- (1) The recreation coordinator shall contact the Recreation Program supervisor for the Multiple Employment Form.
  - (2) The Multiple Employment Form shall be submitted to the appropriate recreation coordinator.
  - (3) The recreation coordinator shall forward the Multiple Employment Form to the official.
  - (4) The official shall forward the approved, finalized form to the Recreation Program supervisor, who shall forward the form to the WSD Department of Human Resources for approval. Once approval has been granted or denied, the official shall be notified by the recreation coordinator.

### III. TV Shop

#### A. Television Guidelines:

1. The TV Shop is responsible for the purchase and repair of all televisions for offender use as well as the installation and programming for satellite, antenna, and cable systems for each TDCJ facility.
2. ABC, CBS, NBC, and FOX networks are required at all facilities except those facilities with deviation approval because of the nature of its mission.
  - a. Additional television programming along with FM radio programming may be provided upon request; however, it is not required by policy.
  - b. The Recreation Program supervisor shall determine any additional television programming, beyond the four required networks, for each TDCJ facility.
3. If a facility would like to request additional channel programming, a different network provider, or the removal of a channel, the warden shall

contact the Recreation Program supervisor.

- a. Each request shall be approved by the Recreation Program supervisor.
  - b. Television network providers shall be determined on a case-by-case basis.
4. When a television is in need of repair, the recreation oversight officer or designee shall complete a BU-89, provided by the unit supply officer or designee. The form shall accompany each television sent to the TV Shop located at the Huntsville Unit for repair. The facility shall maintain a copy of the BU-89 for their records.
- a. If the television needs to be deleted, the Recreation Program supervisor shall sign a Deletion Request and Disposal Verification form provided by the TV Shop manager verifying the deletion is warranted.
  - b. The TV Shop shall not repair personal televisions or personal audiovisual equipment.
  - c. Televisions, audiovisual equipment, and two way radios that are utilized for TDCJ administrative business may be repaired on a case-by-case basis.
5. Destroyed or vandalized televisions shall be reported on an investigation report, in addition to the BU-89, when sent to the TV Shop. This report may be obtained from the unit supply officer or designee and is required before the television can be deleted or replaced.
6. When a dayroom, cellblock, or a housing area needs television or FM equipment repaired, the recreation oversight officer or designee shall contact the TV Shop via telephone, IOC, or email for a work order to be issued.
- a. Repairs requiring work orders may include damaged coax cable, antennae repair, television signal reception, non-availability of required programs, FM radio signal reception, or the installation of the CrimeStoppers DVD player.
  - b. The TV Shop manager shall prioritize all work orders.
  - c. A telecommunications specialist shall visit each facility based on the priority of the work order.
7. Due to federal laws which affect television programming, access to the head-in room shall be limited to trained technicians.



B. Television Inventory

1. An annual television inventory shall be conducted on all TDCJ owned facilities.
2. The TV Shop is responsible for generating and scheduling the television inventory.
3. The recreation coordinator shall be responsible for forwarding the inventories to each facility's recreation oversight officer or designee.
4. The recreation oversight officer or designee shall be responsible for inventorying all televisions purchased through the recreation department for offender use.
5. The recreation oversight officer or designee shall forward the completed inventory to the appropriate recreation coordinator.
6. The recreation coordinator shall then forward the completed television inventory to the TV Shop. The TV Shop shall update the master inventory and shall forward the finalized inventory to the Recreation Program supervisor.

C. Remote Control Loss Prevention/Repair/Replacement Guidelines

1. A remote control log (Attachment D) shall be utilized to track the checkout of remote controls in order to alleviate loss.
2. When a remote control is no longer functional, the recreation oversight officer or designee shall ship the remote control via truck mail to the TV Shop for repair or replacement.
  - a. Each truck mail envelope shall contain a properly completed BU-89 and investigation report if a remote control has been damaged.
  - b. If more than one remote control is sent in for repairs from the same facility, only one BU-89 is needed.
3. To receive replacements for lost or stolen remote controls, the facility shall send an IOC signed by the building major or warden requesting the number of remote controls needed.

D. Headphones and Earbuds Guidelines

1. The TV Shop shall be responsible for providing, replacing, and repairing headphones and earbuds on TDCJ facilities with in-cell televisions that are equipped with headphone jacks.

NOTE: This does not include headphones and earbuds utilized by the TDCJ Gang Renouncement and Disassociation Program.

2. All headphones and earbuds issued by the TV Shop shall be assigned to individual offenders incarcerated on TDCJ facilities with in-cell televisions that are equipped with headphone jacks.
3. When the recreation oversight officer or designee has determined that a pair of headphones or earbuds is no longer functional, the headphones or earbuds shall be mailed to the TV Shop for repair or replacement.
  - a. Each truck mail envelope shall contain a properly completed BU-89 and investigation report if the pair of headphones or /earbuds has been damaged.
  - b. If more than one pair of headphones or earbuds is sent in for repair, only one BU-89 is required.
4. The repair or replacement of each pair of headphones or earbuds shall be determined by the TV Shop manager.

#### IV. Craft Shop

##### A. Craft Shop Guidelines

The Craft Shop (where available) operates under the compliance oversight of the WSD Recreation Program.

1. The WSD shall audit unit Craft Shops to ensure compliance with all applicable policies.
2. The recreation coordinator shall provide technical support and training for the Craft Shop supervisor.
3. The recreation oversight officer or designee shall contact the appropriate recreation coordinator to request the purchase of supplies and minor equipment for the Craft Shop.

##### B. Participation in the Craft Shop

1. Participation in the Craft Shop is a privilege.
2. The Craft Shop is available to those offenders who meet the selection criteria established in AD-14.59, "Offender Craft Shop Participation and Craft Sales."
3. Offenders shall submit an I-60, Inmate Request to Official, to request participation in the unit Craft Shop. This form is obtained from and

returned to the Craft Shop supervisor.

4. The warden or designee shall approve offenders for Craft Shop participation and may establish and approve a waiting list for the Craft Shop on his/her facility.
5. The warden or designee may, at any time revoke, or suspend an offender's Craft Shop privileges for violation of TDCJ's rules and regulations or failure to routinely participate in the Craft Shop for a period of 30 days or more.
6. Refer to AD-14.59 for additional information.

All sales and transactions must adhere to guidelines established in AD-14.58, "Deposit Procedures for the Unit Clearing Account," AD-14.59, and AD-14.60, "TDCJ Weekly Unit Craft Sales Report."

V. Recreation Coordinators Duties and Responsibilities

A. The recreation coordinator shall:

1. Develop specifications and assist with procurement and distribution of all recreation and communication supplies, equipment, and materials;
2. Prepare and submit all recreation and television communications equipment orders and craft shop orders;
3. Indirectly supervise and provide technical assistance to unit personnel assigned to recreation and craft shops in coordination with the warden;
4. Monitor all unit recreational programs in an assigned area;
5. Assist in the preparation of program guidelines, procedures, policies, and regulations;
6. Assist in the preparation of recreation program budget requests;
7. Coordinate the reporting and retention of proper records and the filing of necessary reports connected with the various TDCJ units assigned;
8. Coordinate the training of unit personnel assigned to recreation and craft shop programs;
9. Maintain confidentiality in handling sensitive information received in the performance of the job duties;
10. Perform duties in a professional manner through daily punctual attendance at location of work assignment;

11. Follow WSD policies and procedures in completing assigned job duties;
  12. Serve as a source of information concerning various sports rules and tournament planning implementation.
- B. In addition to the above duties and responsibilities the recreation coordinators will:
1. Meet with unit administration;
  2. Inspect all recreation areas;
  3. Inspect all games and equipment;
  4. Meet with the oversight officer where available;
  5. Review supply inventory and compare with last inventory received and ensure supplies are adequate and in their proper place;
  6. Conduct audits, using the Operational Review Checklist; and
  7. Follow up after Division Level Review Audits.
- C. These duties will be performed quarterly by each coordinator in their assigned area. The coordinators will document their audits in the database provided. They will also document their travels in the provided database.

Signature on file \_\_\_\_\_  
Paul D. Brown, Director  
Division of Operations



## WAIVER OF RESPONSIBILITY AGREEMENT

I, \_\_\_\_\_, T.D.C.J. # \_\_\_\_\_, in consideration of and as a prerequisite to my participation in athletic events and activities organized by the Texas Department of Criminal Justice for offenders, and more particularly in consideration of my participation in the sport of \_\_\_\_\_, do hereby release and save harmless the Texas Department of Criminal Justice, its agents and employees, the State of Texas, its agents and employees and political subdivision thereof, from any responsibility of liability for any injuries, illness or other disability that may arise, directly or indirectly, from my participation in the sport of \_\_\_\_\_, while I am confined within the Texas Department of Criminal Justice as an offender.

It is expressly understood and agreed that my participation in the sport of \_\_\_\_\_ is conditioned upon execution of this release and that I do so freely and voluntarily and with full knowledge and understanding of the matter herein above stated.

\_\_\_\_\_  
Offender

\_\_\_\_\_  
T.D.C.J. #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date







Date: \_\_\_\_\_

Unit: \_\_\_\_\_

**DAILY RECREATION EQUIPMENT CHECKLIST**

Daily inspections are to be conducted on the following recreation equipment. A checkmark in each appropriate slot shall suffice, thus ensuring that preventive maintenance procedures are in place for the daily upkeep of recreation equipment. When deficiencies are noted, an "X" shall be marked in the appropriate slot until repairs/replacements are made.

| <b>WEIGHT MACHINES</b> | <b>YARD</b> | <b>GYM</b> | <b>YARD</b> | <b>GYM</b> | <b>Expansions</b> |
|------------------------|-------------|------------|-------------|------------|-------------------|
| CABLES                 |             |            |             |            |                   |
| FOAM ROLLERS           |             |            |             |            |                   |
| LIFT ARMS              |             |            |             |            |                   |
| CURL/LAT BAR           |             |            |             |            |                   |
| WEIGHT PINS            |             |            |             |            |                   |
| PULLEYS                |             |            |             |            |                   |
| OIL/GREASE             |             |            |             |            |                   |
| <b>ACTIVITY LINES</b>  |             |            |             |            |                   |
| BASKETBALL             |             |            |             |            |                   |
| VOLLEYBALL             |             |            |             |            |                   |
| HANDBALL               |             |            |             |            |                   |
| <b>MISCELLANEOUS</b>   |             |            |             |            |                   |
| NETS                   |             |            |             |            |                   |
| BACKBOARDS             |             |            |             |            |                   |
| GOALS                  |             |            |             |            |                   |
| V-BALL POLES           |             |            |             |            |                   |
| FOUNDATIONS            |             |            |             |            |                   |
| RIMS                   |             |            |             |            |                   |

Unit \_\_\_\_\_  
Date \_\_\_\_\_

Document the change, restriction or substitution to recreational equipment requirements below:

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Justification/Reason:

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Request shall be approved through the appropriate Regional Director and Recreation Program Supervisor

Wardens Signature:  Approve  Disapprove \_\_\_\_\_

Date: \_\_\_\_\_

Regional Director:  Approve  Disapprove \_\_\_\_\_

Date: \_\_\_\_\_

Recreation Program  Approve  Disapprove  
Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Note: This form shall be routed through the Unit Warden to the appropriate Regional Director then forwarded to the Recreation Program Supervisor, who will then send a copy to the Unit for filing.