

PS-10.06, "Inmate Hobbycraft Program,"

SCDC POLICY

NUMBER: PS-10.06

TITLE: INMATE HOBBYCRAFT PROGRAM

ISSUE DATE: AUGUST 6, 2018

RESPONSIBLE AUTHORITY: DIVISION OF INMATE SERVICES

OPERATIONS MANUAL: PROGRAMS AND SERVICES

SUPERSEDES: PS-10.06 (JUNE 1, 2008); PS-10.06 (MAY 1, 2005)

RELEVANT SCDC FORMS/SUPPLIES: 15-7 19-2, 19-11, 19-64

ACA/CAC STANDARDS: 4-ACRS-5A-21, 4-ACRS-5A-23, 4-4196, 4-4481, 4-4484, 4-4486

STATE/FEDERAL STATUTES: S.C. Code Ann. 24-3-410 (B) (3)

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PURPOSE: To establish guidelines and responsibility for institutional hobbycraft programs.

POLICY STATEMENT: To promote positive behavior and provide inmates with the opportunity to learn, refine, and expand their interests and skills, the SCDC will permit eligible inmates to participate in approved hobbycraft programs at their respective institutions. (4-ACRS-5A-21, 4-4481)

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### SPECIFIC PROCEDURES:

#### 1. HOBBYCRAFT PROGRAM ACCESS:

1.1 The Warden may authorize a hobbycraft program for inmates at institutions under his/her supervision.

1.2 Wardens that have authorized a hobbycraft program shall designate a Hobbycraft Coordinator to oversee the program at that institution. This is normally the Recreation Coordinator.

1.3 The criteria to be used by Wardens/designees for approving a project or program should include, but not be limited to, the following:

- consideration of security factors;

- hazardous material control issues;
- available space to conduct the program; and
- resources required for inmate participation.

1.4 Upon approval of a hobbycraft program by the Warden/designee, provisions will be made for the space and schedule of hobbycraft activities, including restrictions as to where, when, and under what conditions the hobbycraft program is to take place. All hobbycraft materials and items will be stored in rooms/areas approved by the Warden/designee, and inmates approved for participation in a hobbycraft program will be allowed access to these areas only at times designated by the Warden/designee.(4-ACRS-5A-23, 4-4484)

1.5 The Warden may authorize crocheting, needlepoint or other needle craft arts,and/or embroidering as in-cell hobbycraft activities. The Warden/designee will approve the number of needle sets and the amount and type of thread/yarn allowed to be kept in the inmate's cell or room.

1.6 Drawing by using colored pencils/pens and other drawing materials (colored markers, crayons, oil or chalk pastels, sketching/drawing pencils, charcoal sticks, and calligraphy pens) may be authorized as an in-cell hobbycraft activity in any institution when approved by the Warden designee. Limitations placed on the amount and type of supplies a participant may have in his/her cell will be determined by the Hobbycraft Coordinator with the Warden's/designee's concurrence. (NOTE: The Warden/designee may restrict the use of certain colors and materials if it poses a security risk.) (i.e. Highlighted colors are restricted in some institutions.)

1.7 Inmates desiring to participate in a hobbycraft program must submit their request to their Warden/designee using SCDC Form 19--11, "Request to Staff Member" or via the GTL In-pod Kiosk. (4-4428)

1.8 Inmates participating in a hobbycraft program shall only work on their own projects. Job letting, partnership, or contractual agreements between inmates to complete or assist in completing hobbycraft projects are prohibited. Projects shall not include gang signs or symbols.

1.9 Hobbycraft materials, supplies and projects are subject to inmate property limits set forth below in  
**AUTHORIZED TOOLS/MATERIALS AND SUPPLIES.**

## **2.HOBBYCRAFT COORDINATOR RESPONSIBILITIES:**

2.1 Coordinating and supervising the hobbycraft program;

2.2 Initiating a work activity file on each inmate participant; (The file will minimally contain an approval form for participation in the hobbycraft program [SCDC Form 19-11], or I/M request via the GTL In-pod Kiosk, copies of all approved commercial dealers/vendors orders, description and quantities of items produced, and the disposition of those items.)

2.3 Reviewing and approving all raw materials or supplies ordered by the inmate participant;

2.4 Maintaining records, in sufficient detail, on raw materials or hobbycraft supplies purchased to ensure that each inmate is buying and using his/her own materials only;

2.5 Maintaining a record of the type of item(s), the number of items sent, the name(s) of the person(s) or organization(s) to whom they were given or sent, and the date; and

2.6 Establishing and maintaining inventory and tool control directly or in conjunction with other institutional staff: (NOTE: Refer to SCDC Policy OP-22.02, "Tool Control," for information regarding Agency tool control procedures.)

- Complete an initial SCDC Form 19-41, "Tool Utensil Inventory," on each inmate's hobbycraft tools;

- Semi-annual inventory of all tools/utensils will be conducted during the last week of December and June utilizing SCDC Form 19-41;

- All hobbycraft footlockers/boxes will contain an individual inventory of items contained therein with a copy maintained by the hobbycraft supervisor;

- Tools/utensils which are lost, damaged, unserviceable or obsolete will be disposed of and will be removed from the respective inventory.

### 3. INMATE ELIGIBILITY

3.1 Mandatory Criteria for Participation: Inmate participation in any approved hobbycraft program is considered a privilege. Inmates desiring to participate in an institutional hobbycraft program must submit SCDC Form 19-11, "Request to Staff Member" or via the GTL In-pod Kiosk, through their Hobbycraft Coordinator to the Warden/designee. The Hobbycraft Coordinator will review the inmate's record and advise the Warden/designee whether the inmate meets the following mandatory criteria:(4-4486)

3.1.1 The inmate must be assigned to a Level IA or IB institution for at least three (3) consecutive months or a Level II or III institution for at least six (6) consecutive months;

3.1.2 The inmate must have maintained a clear disciplinary record for a period of at least the past 12 months;

3.1.3 The inmate must not be housed in a Restrictive Housing Unit, in the Substantiated Security Risk Unit, or on Death Row/Untried County Safe keeper status;

3.1.4 The inmate must have established a good work record by maintaining continuous employment and/or by attending school for at least three (3) months if housed at a Level IA or IB institution, or six (6) months if housed at a level II or III institution; (NOTE: If an inmate misses work due to legitimate reasons [i.e., medical and/or dental appointments, court and/or parole hearings, and/or transfers not based on disciplinary reasons, etc.], s/he will be given credit for the purposes of meeting eligibility criteria.) and

3.15 the inmate must have sufficient funds in his/her E. H. Cooper Trust Fund Account to make initial purchases of supplies and materials as follows:

- Basic Art - \$30.00
- Crochet/other needlework - \$30.00
- Woodworking - \$30.00,
- Leather Working - \$75.00,
- Other Crafts - \$30.00. (Must be approved by Warden/Designee & Director of Inmate Services/Designee)

#### 4. APPROVAL:

4.1 Inmates approved for Hobbycraft will be able to maintain their Hobbycraft program privileges (approval/permission status) for no more than a 3 year period.

4.2 After a 3 year period, the inmate will be removed from the program and space will be made available for eligible inmates on waiting list.

4.3 At the discretion of the Hobbycraft Coordinator, if there are no inmates on the waiting list, the removed inmate can be reviewed and considered for reinstatement to Hobbycraft program if in good standing.

#### 5. TRANSFER OF INMATES TO ANOTHER INSTITUTION:

NOTE: If an inmate who has been participating in an approved hobbycraft program is transferred for non-punitive reasons to another institution, the receiving Warden may opt to waive the three (3)/six (6) month eligibility criteria if work space is available. The inmate's hobbycraft tools/supplies will be transported with his/her personal property in a box that has been purchased by the inmate. No finished or partially finished hobbycraft items will be authorized to be transported. These items will be mailed home at the inmate's expense or disassembled and disposed of by the Property Control Officer/designee. The losing institution will inventory all tools/supplies being transported to the receiving institution using SCDC Form 19-2, "Inmate Property Inventory," and place the original inventory form in the box. \*A copy of the 19-2 form, "Inmate Property Inventory" will be made for the losing Institution's Hobbycraft Coordinator to be placed in the inmate's file.\* The box will be sealed and a copy of the form will be securely attached to the outside of the box. The inmate's full legal name and SCDC number will be clearly printed on the box. Upon relocation, the box will be delivered to the Hobbycraft Coordinator at the receiving institution. If the receiving institution does not offer or authorize the same hobbycraft program, the inmate who is transferred will have to mail or dispose of the hobbycraft items as outlined in Section 5.1 of this policy:

5.1 Any hobbycraft item disapproved for possession by the Hobbycraft Coordinator will be mailed home at the inmate's expense or disposed of/destroyed by the Property Control Officer within 30 days of notification. Any remaining items or supplies will be stored in the Property Control Room until the Warden approves the inmate's participation.)

## 6. REVOCATION OF HOBBYCRAFT PRIVILEGES:

6.1 Inmate participation in any approved hobbycraft program is considered a privilege.

6.2 Revocation/Suspension of Hobbycraft Privileges: The Hobbycraft Coordinator with the concurrence of the Warden/designee reserves the authority to revoke or suspend an inmate's hobbycraft program privilege at any time for any of the following reasons:

6.2.1 Violation of any Agency rule and/or regulation; (In these cases, appropriate disciplinary action may also be taken in addition to revocation or suspension of an inmate's hobbycraft program privilege.)

6.2.2 Failure to participate in hobbycraft program activities for a period of ninety (90) days or more; and/or

6.2.3 Expiration of 3 year Hobbycraft program privilege period.

NOTE: Upon revocation or suspension, all finished or partially finished hobbycraft items, as well as all tools/supplies, will be mailed home at the inmate's expense or disposed of by Property Control within 30 days of suspension. The inmate's suspension will be as follows:

TYPE OF OFFENSE	LENGTH OF SUSPENSION
1st Level 3, 4, or 5	6 months
2nd Level 3, 4, 5	9 months
3rd Level 3, 4, 5	1 year
1st Level 1, 2	1 year
2nd Level 1, 2	Permanent revocation

Upon satisfactory completion of the suspension, the inmate may request reinstatement from the Warden /Designee by submitting SCDC Form 19-11, "Request to Staff Member," or via the GTL In-pod Kiosk.

7. ORDERING RAW MATERIALS AND HOBBYCRAFT SUPPLIES: Raw materials (i.e., clay, leather, wood, etc.) must be ordered from a commercial dealer (not an inmate's relative) or vendor with an authorized business license by inmates approved to participate in the hobbycraft program. (NOTE: The Hobbycraft Coordinator may prohibit orders from a particular company if past experience with the company has been documented as unsatisfactory.) The following procedures must be followed for all inmate orders:

7.1 Each inmate request must be submitted to the Hobbycraft Coordinator for approval prior to being sent by the inmate. The inmate must include, per request, what projects he/she plans to produce with ordered

supplies to be considered for approval of order. The Hobbycraft Coordinator will ensure that the inmate is approved for hobbycraft privileges before approving the request and must also ensure that all raw materials or hobbycraft supplies requested are authorized.

7.2 An individual limit of \$350.00 will be placed on each hobbycraft supply request. No more than one (1) request will be submitted by each inmate during any given calendar month. A monthly request may include up to three (3) different vendors, but the combined total orders will not exceed the monthly limit. If the inmate has been transferred due to punitive reasons or has been released prior to delivery of his/her order(s) to the institution, the order(s) will not be accepted and will be returned to the vendor. If an inmate has been transferred due to non-punitive reasons, the order(s) will be forwarded to the gaining institution. The Warden of the gaining institution will determine whether the inmate may retain the order(s) or whether the order(s) must be mailed home at the inmate's expense.

7.3 Funds to cover the purchase will be encumbered on the individual inmate's E. H. Cooper Trust Fund Account. No inmate will be allowed to order any item in excess of the funds in his/her E. H. Cooper Trust Fund Account or in excess of the \$350.00 per month limit noted in Section 7.2, above.

7.4 All raw materials to be received by an inmate must be ordered by the inmate and paid by check from his/her E. H. Cooper Trust Fund Account prior to receiving. No collect on delivery (COD) orders will be authorized. Inmates are NOT permitted to receive raw materials or hobbycraft supplies from other inmates, employees, visitors, volunteers, or organizations. \*Inmates need to maintain a copy of all records/receipts of supplies ordered;

Inmates are NOT permitted to receive raw materials or hobbycraft supplies from other inmates, employees, visitors, volunteers, or organizations.

7.5 Inmates approved for participation in a hobbycraft program must purchase a footlocker or other approved storage unit (for females only) to store their tools/supplies if their institution does not provide storage containers. The footlockers or other approved storage unit (for females only) must be purchased from an approved vendor. (Warden/designee must approve size of footlocker or storage container before purchasing). At those institutions that do provide storage containers, inmates will be required to purchase a lock from their institutional canteen (if permissible). The hobbycraft coordinator must be provided a duplicate key for any locking device used on a footlocker or approved storage unit. SCDC will not be liable for any inmate's hobbycraft tools and/or supplies.

## 8. AUTHORIZED TOOLS/MATERIALS AND SUPPLIES:

8.1 Level III Institutions: Approved inmates assigned to Level III institutions may order the following materials from a commercial vendor who has been cleared for the purpose of participating in an authorized hobbycraft program: (NOTE: Requests for items not on this list must be sent through the Hobbycraft Coordinator to the respective Warden/designee for approval.) NOTE: Per Inst. = Limit Approved per

Warden/Designee at Institution. (See Below)

APPROVED ITEMS	LIMIT
Sandpaper; (sheets)	10
Large box of crayons, non-toxic;	36
Sticks of charcoal;	12
Set of oil or chalk pastels; (Set of 12)	1
Sketch pads;	4
Ruler, plastic, 12 inches in length;	1
Erasers;	3
Smudge stumps (cardboard);	Per Inst.
Drawing/sketching pencils;	8
Set of colored pencils/pens or markers;	36
Set of calligraphy pens or markers;	4
Set of acrylic paints or watercolors, nontoxic; (Bottles)	10
Palette;	1
Pre-made canvasses; (small)	4
Small artist detail brushes;	12



Elmers white glue (16oz. or smaller);	1
Elmers carpenters wood glue (16oz. or smaller);	1
Art paper (construction, card stock, etc.) Must be approved by the Warden/Designee;	1 pack
Craft sticks;	Per Inst.
Manila folders;	1 pack
Craft books;	6
Felt pieces (1 ft. sq. piece);	10
Wood pieces (no larger than 30" in length);	10
Clay, modeling, non-toxic;	1 tube
Wood putty;	1 can
Clay, ceramic;	1 can
Plexi-glass (thin-not to exceed 1/16 of an inch);	5
Clock kit (hands and motor);	10
Small brass hinges and screws (for jewelry boxes);	Per Inst.
Stain (non-toxic), one (1) quart cans;	2
Polyurethane (non-toxic), one (1) quart can;	1
Box of toothpicks;	1
Box of finishing nails (finishing nails not to exceed one (1") inch in length);	1 box

Box of screws (screws not to exceed two (2") inches in length);	1 box
Kit of Exacto knives (no greater than two [2] handles with five [5] blades) (to be used under the direct supervision of the Hobbycraft Coordinator/designee);	Per Inst.
Drill bits, wooden,	Per Inst.
Clamps, (not to exceed 3");	6
Square (plastic);	3
Stencil Sets	4
Scroll blades (to be used under the direct supervision of the Hobbycraft Coordinator only);	10
Tack hammer,	1
Screw driver kit (small, no longer than four [4] inches overall	6 items
Pantograph, wooden or plastic (for copying pictures);	1
Cup hooks;	3
Wood burner kit;	1
Pre-cut carving blanks with accessories (eyes and legs); and	6

Authorized leather craft items as described below.

(NOTE: Requests for items not on this list must be sent through the Hobbycraft Coordinator to the respective Warden/designee for approval.)

8.2 Level I and II Institutions: Approved inmates assigned to Level I and Level II institutions may order the following materials, as well as items listed in Section 8.1, above, from a commercial vendor who has been cleared for the sole purpose of participating in an authorized hobbycraft program:

APPROVED ITEMS	LIMIT
Rolls of string (cotton only);	2
Dozen small accessories (knobs, hinges, etc.);	Per Inst.
Fabric/lace;	Per Inst.
Spools of sewing thread;	Per Inst.
Set of non-toxic fabric paints	10
Tweezers;	1
Nail clippers;	1
Sewing needles (no longer than 1 1/2");	Per Inst.
Strips unfinished genuine leather;	Per Inst.
Pieces leather (no larger than 25 square feet each);	Per Inst.
Spools of lace;	Per Inst.
Set of setter attachments (various fasteners, snaps, grommets, eyelets, rapid rivets);	Per Inst.
Set of stamps (various designs, 3-D and tool type);	Per Inst.
Bottles of leather dye (labeled "Institutional Use Only")	Per Inst.
Dye brushes;	Per Inst.
Daubers;	Per Inst.
Pre-cut, unfinished leather kits (visors, pocketbooks, lighter cases, billfolds, etc.) w/attachments;	Per Inst.

Pair blunt-end scissors;	1
Dozen acrylic Craft aids (patterns);	12
Dozen custom design patterns;	12
Quart leather craft cement (non-flammable/non-toxic);	Per Inst.
Yarn (must be approved by the Warden/designee);	Per Inst.
Crochet needles (plastic only, must be approved by the Warden/designee);	Per Inst.
Plastic doll shells or forms;	Per Inst.
Cross stitch kit;	Per Inst.
Saw blades (ten (10)) (to be used under the direct supervision of the Hobbycraft Coordinator/designee.);	10
Clamps (four (4), 12" long);	4
Safety glasses (1 pair); and	1
Stencil Sets	4

•Authorized leather craft items as described below.

8.3 Leathercraft Activity: The following items are authorized to be purchased from commercial vendors by approved inmates assigned to Level I, II, and III institutions who are participating in an authorized leathercraft activity:

APPROVED ITEMS	LIMIT
Rotary punch (three (3) different sizes);	3
Oblong punch (four (4) different sizes);	4

Round drive punches (12 different sizes);	12
Chisel Set	3
Saddle stitching punch (eight (8) different sizes);	8
Strap end cutter;	Per Inst.
Swivel knives (used for outlining);	Per Inst.
Exacto craft knives (no greater than 2 handles/5 blades) (to be used under the direct supervision of the Hobbycraft Coordinator/designee);	Per Inst.
Mallets, no heavier than 11 ounces;	Per Inst.
Scratch awls (two [2]);	2
Assorted decorative hardware, i.e., buckles, clips, metal figures, etc.;	Per Inst.
Tool slab (one [1]);	1
Air brush (one [1]);	1
Small compressor (one [1]);	1
Bottle of leather dye (brown);	2
Bottle of leather dye (black);	2
Bottle of leather dye (blue);	2
Bottle of leather dye (red);	2
Craft tool stamps;	Per Inst.
Letter head stamps;	Per Inst.
Modeling tools (1 small and 1 large - no longer than six (6") inches);	2
Craft tool edge bevellers;	Per Inst.
Circle edge slicker and glycerine;	Per Inst.
Strap cutter (for cutting belt straps) (to be used under the direct supervision of the Hobbycraft Coordinator/designee);	Per Inst.
Adjustable "V" gauge;	Per Inst.
Leather super shears;	Per Inst.
Dyes, finishers, and conditioners (all non-toxic) (16 oz.);	Per Inst.
Leathercraft cement (16 oz.);	Per Inst.

Over-stitch wheel;	Per Inst.
Protecto boards;	Per Inst.
Craft tool adjustable creaser;	Per Inst.
Strips unfinished genuine leather;	Per Inst.
Pieces leather (no larger than 25 square feet each);	Per Inst.
Spools of lace;	Per Inst.
Set of setter attachments (various fasteners, snaps, grommets, eyelets, rapid rivets);	Per Inst.
Set of stamps (various designs, 3-D and tool type);	Per Inst.
Bottles of leather dye (labeled "Institutional Use Only");	Per Inst.
Dye brushes;	Per Inst.
Daubers;	Per Inst.
Pre-cut, unfinished leather kits (visors, pocketbooks, lighter cases, billfords, etc.) with attachments;	Per Inst.
Quart leather craft cement (Magique - non-flammable/non-toxic); and	Per Inst.
Stencil Sets.	4

\*\*Any combination of six (6) dyes and non-toxic conditioner.

No vinyl or vinyl based substances or upholstery material other than material used to lace will be allowed. Other than lacing material, only genuine leather will be permitted in any SCDC institution.

## 9. MAINTENANCE OF RAW MATERIALS:

9.1 OSHA Hazard Communication Standard, (HCS) (29 CFR 1910.1200(g)), revised in 2012, will be complied with concerning hobbycraft chemicals or supplies (e.g., leather dye, wood stain, etc.). Safety Data Sheets (SDS) must be maintained on all applicable items. At least one (1) copy should be maintained in the hobbycraft room; one (1) copy with the master set; and one (1) copy in the Medical area of the institution. (Refer to SCDC policies related to OSHA hazard communication standards for further information.)

9.2 Unless noted otherwise in this paragraph, toxic, caustic, or flammable materials will not be used by inmates for any hobbycraft program in any institution. An exception will be made at Level I and II institution's woodworking areas for Minwax Brand ®and/or other Institutional authorized stains and finishes only, and leathercraft areas for Fiebing's Brand ®and/or other Institutional authorized dyes only.

9.3 All issue, use, and storage of flammable material will be in compliance with related SCDC policies regarding the use of flammable, toxic, and caustic materials.

## 10. DISPOSITION OF FINISHED HOBBYCRAFT ITEMS:

### 10.1 Gift Giving:

10.1.1 Inmates may send finished items to their family members or friends. Inmates will be responsible for postage. The number of small hobbycraft items (i.e. bracelets, key chains, greeting cards, wristbands, etc.) that can be sent should not exceed twenty (20) per month. The number of medium items such as (billfolds, wallets, ladies' clutch purses or wristlets, etc.) should not exceed ten (10) per month. Larger items such as ladies' handbags, lamps, ships, toys, etc., should not exceed three (3) per month. Hobbycraft items should not be crafted larger than what can fit into a box purchased from the Canteen. However, the Warden/designee may allow an inmate to craft a larger item. This exception must be approved by the Warden/designee prior to the item being crafted. The item may be picked up by an inmate's authorized visitor. The Warden/designee may place restrictions on the quantity and frequency of this practice. \*\*\*Only prior approved Hobbycraft items and Hobbycraft participants are to be considered for this exception. (No carpentry, vocational, non-Hobbycraft participants/items, etc.)\*\*\*

10.1.2 Inmates are prohibited from sending or giving products to other inmates and/or other inmates' relatives.

10.2 Inmate-to-Employee and/or Others Sales: Transactions with employees and/or others will be made as follow:

10.2.1 Sale of finished items between inmates and employees and/or others will be processed by the Hobbycraft Coordinator and documented on SCDC Form 19-64, "Hobbycraft Sales Agreement Between Inmate and Staff Member and/or Others." SCDC Form 19-64 must be completed and approved by the Warden/designee in advance of the sale. The sale of items \$50.00 and over must be approved by the appropriate member of the Agency Director's staff or other higher authority. The profits will be split 75/25 between the inmate and the Recreation Special Fund. (See the following example:

\$26.00 (price of item)

+ (material cost included in selling price)

\$26.00 (sub total profit)

$\$26.00 / 25\% (.25) = \$6.50$  or 25% of Sub Total Profit.  $\$19.50$  (total profit) for the inmate and  $\$6.50$  for the Recreation Special Fund Account or 75/25.

10.2.2 Payments made by employees or others for hobbycraft items will be deposited into the Recreation Special Fund Account by the staff member designated by the Warden to process such transactions. Items \$49.99 and under may be paid by cash, money order, or cashier's check. Items \$50.00 and over will be paid by money order or cashier's check. Amounts due to the inmate will be transferred from the Recreation Special Fund Account to the inmate's E.H. Cooper Trust Fund Account using SCDC Form 15-7, "Special Funds Withdrawal."

10.2.3 The Warden/designee may place restrictions on the quantity and frequency of sales.

NOTE: Employees ordering personalized or customized items (Initials, Pictures, Birthdays, etc.) will be required to make a 20% down payment before item is crafted by inmate. The Hobbycraft Coordinator will process payment and give authorization to craft item per agreement Between Inmate and Staff Member and/others on SCDC Form 19-64.

10.2.4 Employees and their relatives are prohibited from accepting hobbycraft items as gifts or at discounted prices.

10.3 Inmate Donations of Finished Products: An inmate may donate products to a non-profit organization. There is no limit on the number of items donated to a non-profit organization. The Hobbycraft Coordinator will be responsible for verifying the non-profit status of such organizations and for coordinating the transfer of items to the non-profit organization for the inmate. Hobbycraft Coordinator will keep & file records of all such transactions. \*\*\*It must be understood that donated items cannot be sold for profit by the non-profit organization.\*\*\*

## 11. SPECIAL HOBBYCRAFT SALES:

11.1 Special Hobbycraft Sales Programs are established to sell hobbycraft items in locations authorized and designated by the Deputy Director of Programs and Services. (Spring/Fall Hobbycraft/Plant Sales, Institutional Hobbycraft Showcase, etc.)

11.2 All items sold in the Special Hobbycraft Sales Programs must be within guidelines of this policy.

11.3 Inmates who have hobbycraft privileges are eligible to participate in the Hobbycraft Sales Program.

11.4 Participating inmates must be in good standing with all current eligibility/participating standards of Hobbycraft programs.

11.5 Items made and sold must fall within the Hobbycraft program guidelines. (ex. Woodcraft, Leathercraft, Needlework or In-Cell Art)

11.6 Any other services do not fall within the Hobbycraft guidelines or policy. For example, the following services are not Hobbycraft (mending upholstery, welding, repairing/refinishing furniture, etc.)\*\*\*\*Please



see SCDC Policy PS-08-05 Vocational Education for assistance with these services.\*\*\*\*

11.7 All hobbycraft sales are final and without warranty of any kind. Negotiations of sale prices may be allowed for sale of item if agreed upon by seller (inmate) and Hobbycraft Coordinator prior to sale. Final sales price will be indicated on SCDC Form 19-64, "Hobbycraft Sales Agreement between Inmate and Staff Member and/or Others," and/or documented with numbered sales receipts. No refunds, changes, or exchanges will be made to the hobbycraft item.

11.8 The Agency Director may authorize Special Hobbycraft Sales not outlined in this policy.

## 12. PROGRAM LIMITATIONS:

12.1 The Hobbycraft Coordinator reserves the right to deny an inmate possession of any tool/supply s/he deems to be unnecessary.

12.2 Repairs for hobbycraft equipment, tools, supplies, and/or purchases of additional equipment and/or tools, will be paid for by the inmate participant subsequent to the Hobbycraft Coordinator's approval.

12.3 No employee, visitor, or volunteer of the Agency may financially, or otherwise, benefit directly or indirectly from inmate labor to include business ventures.

12.4 Agency employees and volunteers may not sell inmate hobbycraft products or render services to inmates except as provided in the performance of his/her job requirements or volunteer services.

12.5 Agency employees and volunteers may not enter into a contractual agreement, either verbal or written, with inmates for the purpose of establishing a business venture.

12.6 An inmate's employment of or use of other inmates to make or assist in making hobbycraft products for sale will be considered a violation of the disciplinary policy prohibiting business activity while incarcerated. If any one inmate supplies leather or other materials to another inmate in exchange for money, goods, or services, such action will be considered a violation of the Agency's disciplinary regulations concerning bartering and trading.

12.7 The Agency or institution will not be liable for lost, stolen, damaged, or abandoned hobbycraft items. This includes items left in hobbycraft areas as a result of an inmate being transferred to Restrictive Housing Unit housing, to other housing, or to another institution, due to an inmate's release, or due to an inmate's escape. In such cases, the Hobbycraft Coordinator will be responsible for ensuring that hobbycraft items left remaining at an institution by any inmate beyond 30 days are donated to a non-profit organization or disposed of in accordance with SCDC Policy OP-22.03.

13. DEFINITION(S): None

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

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Date of Signature

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