

**Directive 308.01 Pro-Social Activities Program**

**STATE OF VERMONT  
AGENCY OF HUMAN SERVICES  
DEPARTMENT OF CORRECTIONS**

**Directive: 308.01**

**Subject:** Pro-Social Activities Program  
**Effective Date:** December 10, 2001 **Review and Re-Issue Date:**  
**Supersedes:** 309.01 8/15/95 **APA Rule Number:**

<b>Recommended for approval by:</b>		<b>Authorized By:</b>	
_____	_____	_____	_____
<b>Signature</b>	<b>Date</b>	<b>Signature</b>	<b>Date</b>

**1. Authority:**

Authority for this directive is derived from Policy 308, "Pro-Social Skills".

**2. Purpose:**

The purpose of this directive is to establish a pro-social activities program in each correctional facility which includes an educational component and enhances the leisure skills of inmates.

**3. Applicability/Accessibility**

All staff, volunteers, and inmates of the Department are affected by this directive. Anyone may have a copy of this directive.

**4. Directive**

The Director or Correctional Services is responsible for developing an evaluation process to assess the Pro-Social Skills (PSS) Program and; is responsible for developing a close working relationship with the other departments.

The Superintendent must assure that 1) a PSS Program exists in each facility to meet the objectives as defined in Policy 308; 2) a budget is developed to support the program; 3) a community presence is developed and maintained in the program; 4) an evaluation of the program is done annually; and 5) annual program goals and objectives are Written into the overall facility goals and objectives.

The Coordinator of Volunteer Services (CVS) has responsibility for (1) the volunteers services program; (2) overall program development for the PSS Program; (3) chairing the Inmate Recreation Fund Committee; (4) assists in the recruitment of volunteers who work in programs and with offenders to promote goals for the PSS

## **Directive 308.01 Pro-Social Activities Program**

Program; and (5) supervises the Recreation Services Coordinator, and monitors activities and implementation of the recreation and leisure services program.

Superintendent of Correctional Ed and Facility Ed. Staff are responsible for integrating recreation and leisure skills classes into the education program and monitoring inmate participation/credit in these classes.

Security and Operations Supervisor must assure that all activities associated with pro-social skills can occur as planned; is responsible for ensuring that recreation and leisure programs are appropriately supervised; inmate supervision during pro-social activities by security staff; and must assure that volunteers are able to participate as scheduled.

Recreation Services Coordinator (RSC) develops and delivers leisure programs which meet policy and directive requirements, monitors equipment, develops budgets for the program needs sits on Inmate Recreation Fund Committee, and is a member of the staff team to ensure that the goals of leisure education are met. In the absence of the CVS, the RSC chairs the Inmate Recreation Fund committee.

### **PROGRAM GUIDELINES**

1. The Pro-Social Skill Development Program will be a collaborative effort of Volunteer Services, Education, Security and Program staff and the PSA Coordinator.
2. Pro-Social Skills Programs will include both activities and organized classes. Activities may include, but are not limited to: visual arts, sports (individual and team), reading, crafts, music, dance, theater, nature, and social activities. Organized classes will have a curriculum and be taught through the Pro-Social Skills Program in collaboration with the education program where appropriate. They may include the subjects above, as well as the constructive use of leisure time.
3. An Inmate Recreation Fund Committee will be established 1) to represent all inmates' needs and interests in this area; 2) to give inmates leadership skills, opportunities to learn and practice responsible decision-making, group interaction; and 3) to choose how the allocation of resources is made by selecting and/or advising staff on recreational and leisure services needs.
4. The following goals regarding constructive use of free time should be pursued:
  - A. To assess each inmate's leisure knowledge, attitudes, skills and participation.
  - B. To develop reporting procedures which reflect offenders participation.
  - C. To provide opportunities for learning constructive uses of one's free time.
  - D. To allow and encourage offenders to participate in activities on a volunteer basis.

## **Directive 308.01 Pro-Social Activities Program**

E. To encourage constructive use of leisure time.

F. To give offenders opportunities to have hands-on experiences planning and implementing recreation programs.

G. To teach offenders leisure skills through leadership and examples.

H. To encourage the transition of leisure skills and knowledge learned at correctional facilities to their families and community.

I. To involve facility staff in program development, delivery, supervision, and evaluation of offender participation, as well as programs.

J. To provide training for both paid staff and volunteers working with this program.

5. A variety of leisure activities shall be offered as an integral part of this program. Activities can be categorized three ways:

### **A. ACTIVITIES PROVIDED BY THE FACILITY**

1. Personnel shall be scheduled in such a way as to facilitate seven-day-a-week activities, morning, afternoon, and evening.

2. Each facility shall have written procedures reflecting efforts to provide a variety of activities appropriate to offender needs, to include:

a. The minimum number of hours of leisure education activities that will be available;

b. Guidelines for guest or family participation in specific Leisure Education activities when feasible;

c. The type of activities available (a master and monthly schedule of pro-social skills activities shall be developed and accessible to staff, offenders, and volunteers);

d. A needs assessment and interest inventory process whereby inmates establish appropriate activities;

3. Each facility shall provide program space and equipment in proportion to the size of the facility and number of inmates served. Equipment shall be maintained in working order which promotes safety and security.

a. Recreation Services Coordinator (and other involved staff) shall be responsible for issuance & control of supplies & equipment in a specific activity.

b. Inmates will be held accountable for responsible use of equipment & supplies.

## **Directive 308.01 Pro-Social Activities Program**

### **B. ACTIVITIES AVAILABLE IN THE COMMUNITY**

Interaction with the community is an integral part of preparing offenders for return to the community and should be encouraged. Opportunities for interaction for eligible inmates shall be made available through:

1. Participation with volunteers in their recreational activities.
2. Games with local sports teams and organizations.
3. Participation in community special events.
4. Identification & utilization of community leisure resources.
5. Written guidelines and procedures covering these areas of community interaction.
6. Furnishing transportation to community activities using staff & volunteers.

### **C. ACTIVITIES INVOLVING THE COMMUNITY IN THE FACILITY**

1. The PSS Program shall include entertainment & special events brought in by the community (e.g. a jazz band during the local Jazz Festival).
2. Specific programs should be taught by, supervised by, or co-facilitated by volunteers and/or adjunct faculty, including student interns.
3. Teams should be recruited to come into the facility for sports.
4. Activities, which involve families, should be arranged on a regular basis.

### **D. TRANSITION PLANNING**

Recreation Services Coordinator shall work with Correctional Services Specialists (caseworkers) to ensure inmates have a well balanced recreational program plan upon release to the community. Components of the plan are social interaction, creative expression, physical exercise, spectator appreciation, intellectual stimulation, and solitary relaxation.

Field Correctional Services Specialists (Probation Officers) shall consult with Recreation Service Coordinators to ensure a well balanced recreational program plan is in place for offenders on their case load.

### **E. TRAINING**

The volunteer services and pro-social skills staff, in cooperation with local training coordinators, will develop and regularly administer training for Department of Corrections staff for the purpose of:

## **Directive 308.01 Pro-Social Activities Program**

Acquainting them with the goals, practices, and availability of the Pro-Social Skills Program, and Staff to be trained include but no limited to: Superintendents-field and facilities, Facility business Managers, Court and Reparative Service Unit Supervisors (Central Office meeting process), Casework Supervisors (Central Office meeting process), Correctional Services Specialists, Correctional Officers, Security and Operations Supervisors, and administrative staff.

### **F. EVALUATION**

The Pro-Social Skills Program shall be evaluated annually against the program guidelines and goals as outlined herein. Staff involved in the evaluation are but not limited to facility Superintendents, CVS, and RSC.

### **5. Training Method**

5.1.

### **6. Quality Assurance Processes**

6.1.

### **7. Financial Impact:**

Salaries for staff are derived from Inmate Recreation Funds and General Funds. During FY2002 no changes in financial resource allocations are anticipated.

### **References**

7.1.

### **8. Responsible Director and Draft Participants**

Richard A. Smith, Assistant Director of Program Services  
Joan Kersey, Volunteer Coordinator  
Kit Andrews, Volunteer Coordinator  
Kelly Mangan, Volunteer Coordinator  
Mark Prest, Recreation Coordinator  
Brent Mott, Recreation Coordinator  
John Cassarino, Recreation Coordinator  
Larry Ruffing, Recreation Coordinator  
Rebecca Lesnik, CTRS, Recreation Coordinator  
Jeff Poginy, Recreation Coordinator  
Doug Bresette, Recreation Coordinator  
Joe Hammond, Recreation Coordinator