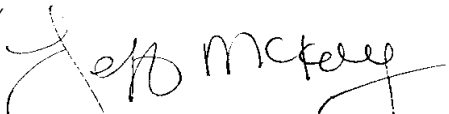
 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE Incarcerated Individual Art & Handicrafts		NO. 4405
			DATE 08/01/2019
SUPERSEDES DIR #4405 Dtd. 04/23/15	DISTRIBUTION A B	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directives #4067, #4752, #4911, #4913, #4930	APPROVING AUTHORITY 		

- I. PURPOSE:** This directive governs the purchase, control, and use of supplies for incarcerated individual arts and handicrafts. The purpose of the Art & Handicrafts program is to encourage incarcerated individuals to engage in creative activities for personal growth and to provide a variety of opportunities for incarcerated individuals to explore interests in a variety of activities.
- II. POLICY**
- A. Each facility shall develop an Incarcerated Individual Art and Handicrafts Program Policy and Procedure to be included in the Facility Operations Manual.
 - B. The possession of Art and Handicraft materials by incarcerated individuals require a local permit in compliance with Directive #4911, "Packages and Articles Sent or Brought to Facilities," Section IV, "Local Permits."
 - C. All supplies and tools for arts and handicrafts shall be evaluated as potentially hazardous materials, Class A or Class B tools (refer to Directives #4930, "Tool Control," and #4067, "Hazardous Materials Program"). Materials which are stored in locations designated by the Superintendent must be secured, controlled, inventoried, and only dispensed for use under the supervision and control of security staff.
 - D. Incarcerated individual art and handicrafts may be displayed within correctional facilities but not at any outside locations. Incarcerated individual art and handicrafts may not be sold by incarcerated individuals to anyone outside or within correctional facilities.
 - E. Incarcerated individual artworks and handicrafts may be given as gifts to family members only, in accordance with the procedures established for processing items through the visiting room and package room.
 - F. With approval of the Superintendent, incarcerated individual artwork and handicrafts may be donated to a not-for-profit organization.
- III. PURCHASE OR DONATION OF ART AND HANDICRAFT MATERIALS**
- A. The Superintendent or designee shall develop a procedure for allowing incarcerated individuals to purchase art and handicraft materials and shall provide them with receipts for proof of purchase.
 1. The purchase of all art and handicraft materials shall be conducted through the commissary, package room, or other acceptable established procedure.
 2. Incarcerated individuals who wish to purchase art and handicraft materials must do so from their own accounts.

3. Approved materials that are not available through the commissary may be purchased through an established art and handicraft vendor and delivered to the package room for incarcerated individual pickup.
 4. No art or handicraft materials will be allowed from home packages. All items purchased by incarcerated individuals must come from the commissary or established vendors.
- B. Community donations of art and handicraft materials/supplies for approved volunteer and/or facility programs shall be processed in compliance with Directive #4752, "Receipt of Donated Materials."

IV. ACCEPTABLE PROJECTS

- A. Drawing
- B. Painting
- C. Yarn for Crochet, Knitting, or Weaving

V. ALLOWABLE MATERIALS

- A. Each facility shall determine the local limit of allowable materials that incarcerated individuals can possess based upon the programmatic and physical plant characteristics of the individual facility. The facility limits shall be included in the Incarcerated Individual Art and Handicrafts Program Policy and Procedure section of the Facility Operations Manual. The maximum limits established by the facility shall not exceed the following:
1. Drawing
 - a. Colored Pencils: Limit of 36;
 - b. Water Color Pencils: Limit of 36;
 - c. Sketch Book: Maximum size 11"x14" (no wire binding);
 - d. Plain Edge Drawing Board: wood, 23"x31" (no metal clips);
 - e. Crayons (wax and non-plastic): limit of 64;
 - f. Charcoal Pencils (in pencil forms, no blocks or sticks): Limit of 64;
 - g. Drawing Pads (glue or plastic binder only): maximum size 23"x29": Limit of 2 pads;
 - h. Tracing and Graph Paper: Not to exceed 23"x29", Limit of 100 sheets;
 - i. Greeting Cards: Limit of 50 cards;
 - j. Magic Markers (non-toxic, water soluble, and non-permanent): Limit of 12; and
 - k. Other drawing materials as determined and approved by the Facility Superintendent for an approved volunteer or facility program.
 2. Painting
 - a. Easel: 18" maximum base;
 - b. Canvas board (square or oval): not to exceed 24"x30", limit of 8;
 - c. Paint brushes (not wider than 1"): limit of 6;

- d. Painting Pad (glue or plastic binder): limit of 2 pads;
 - e. Acrylic Paints (non-flammable, non-toxic, and water soluble): 2 oz. tubes, limit of 12;
 - f. Water Color Paints (non-toxic and water soluble): 2 oz. tubes, limit of 12;
 - g. Plastic Palettes: Maximum size of 9"x5"; and
 - h. Other painting materials as determined and approved by the Facility Superintendent for an approved volunteer or facility program.
3. Crochet, Knitting, Weaving
- a. Yarn (in skeins or spools): No blue, black, orange, or gray. 8 oz. maximum per skein. Limit of 12;
 - b. Plastic Canvas/Mesh: Maximum size 10.5"x13.5" sheets, clear only. Limit of 10;
 - c. Plastic Crochet Hooks: Size B-J: Limit of 6;
 - d. Plastic Knitting Needles: 10" maximum size. Limit of 6;
 - e. Plastic Yarn Weaving Needles: 6" maximum size. Limit of 10; and
 - f. Other crochet, knitting, or weaving materials as determined and approved by the Facility Superintendent for an approved volunteer or facility program.

NOTE: Broken crochet hooks, knitting needles, and weaving needles must be turned in to the facility package room prior to ordering replacements.

4. Materials Not Allowed:
- a. No glass containers, except when approved materials cannot be obtained in plastic containers or cans, then one ounce glass containers may be permitted when received directly from an approved vendor or manufacturer as packaged by them;
 - b. Oil based paints are not permitted;
 - c. Alcohol based cleaning materials are not permitted; and
 - d. Leather-craft, woodworking, clock kits, and string art are not permitted.
5. Facility policy and procedure shall establish the maximum limit of Art and Handicrafts projects that shall be allowed in an incarcerated individual's possession.