DEPARTMENT OF CORRECTIONS

Policy Number: **204.047**
Title: **Hobby Craft**
Effective Date: **2/18/20**

PURPOSE: To provide procedures regarding offender participation in a hobby craft program.

APPLICABILITY: All adult facilities

DEFINITIONS:
Hobby craft – a privileged activity offered to offenders using items limited to the approved items list or hobby craft items sold in the canteen.

PROCEDURES:

A. Hobby craft

1. Painting, drawing, needlecraft, leather craft, creative coloring books, and beadwork are approved hobby crafts in all adult facilities.

2. Hobby craft projects/supplies must only be used in authorized areas.

3. Only approved hobby craft materials may be used in completing hobby craft projects.

4. Abuse of hobby craft privileges results in a 60-day suspension of hobby craft purchasing privileges.
   a) Examples of abuse include
      (1) Hobby craft items in excess of $100 in one's possession;
      (2) Misuse of hobby craft items from their intended purpose;
      (3) Possession of finished hobby craft, trading/selling/borrowing or giving away hobby craft (finished or not).
   b) Future violations incur progressive suspensions (see Policy 303.015, "Informal Sanctions").

5. Offenders are prohibited from becoming hobby craft contractors including such examples as:
   a) Organizing assembly lines;
   b) Subcontracting;
   c) Running small businesses; or
   d) Selling hobby craft items, except through MINNCOR's retail store (see also Policy 204.048, "Offender Sale of Artwork").

   Any offender who appears to be engaging in hobby craft for the above purpose must have the offender's hobby craft materials confiscated and is charged with violation of the Offender Discipline Regulations.

B. Materials

1. Special order hobby craft supplies that meet DOC approval must be purchased through the special order process using approved vendors and the voucher system.

2. Hobby craft materials must fit within the two footlocker limit and not exceed limits specified on the Hobby Craft Special Order Items List (attached).

3. All craft needles must be stored in an approved hobby craft container (purchased from canteen).

4. The maximum dollar amount of hobby craft materials and supplies allowed for each offender is $100.00.

5. All incoming packages transferred from another facility or ordered from an approved vendor are checked for contraband by property officers.

C. Disposition of hobby craft items

1. Offenders may not give, trade, loan, display, or sell hobby craft items to other offenders or staff unless authorized by policy.

2. Upon completion, hobby craft items must be shipped out of the facility at the offender's expense, unless sold through the MINNCOR retail store.

3. A processing fee is added when property staff determines what additional packaging is needed.

D. Sale of hobby craft items through the MINNCOR retail store

1. Items are only accepted for sale if made with supplies from the approved hobby craft list (from canteen or vendors).

2. Offenders must complete the Permission to Sell Hobby Craft form (attached) and submit it with the item to the facility property unit or other designated location. MINNCOR makes arrangements to pick up items once or twice per month.

3. Funds received through the sale of hobby craft items are deposited into individual offender accounts within 30 days of the sale. MINNCOR retains 10% of the sale price to cover overhead costs. Any remaining funds are deposited into the offender's account and are processed according to Policy 300.100, "Offender/Resident Accounts."

INTERNAL CONTROLS:

A. Incoming packages are searched for contraband.

ACA STANDARDS: 4-4486

REFERENCES: Minn. Stat. § 241.01
Policy 302.250, "Offender Property"
Policy 303.015, "Informal Sanctions"
Policy 204.048, "Offender Sale of Artwork"
Policy 300.100, "Offender/Resident Accounts"

REPLACES: Policy 204.047, "Hobby Craft," 8/6/19.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Hobby Craft Special Order Items List (204.047A)
Permission to Sell Hobby Craft form (204.047C)

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Organizational Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Office of Strategic Planning, Implementation, and Employee Development