

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 300.00.69	<b>Page</b> 1 of 2
	<b>Original Effective Date:</b> 11/26/12	<b>New Effective Date:</b> 05/01/17
	<b>Supersedes:</b> 300.00.69	<b>Dated:</b> 11/26/12
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Recreation Equipment and Facility Use by Staff		

**POLICY**

The Division of Adult Institutions may allow staff opportunities to utilize recreation equipment and facilities while in non-pay status.

**REFERENCES**

DAI Policy 300.00.58 – Staff Personal Property

**DEFINITIONS, ACRONYMS, AND FORMS**

DOC-2600 – Release of Liability

**PROCEDURE****I. General Guidelines**

- A. The Warden/designee shall determine whether staff may use recreation equipment and facilities.
  1. Facility procedures shall be developed to:
    - a. Specify the times of availability for use of recreational equipment and facilities.
    - b. Specify secure storage of personal clothing/uniforms.
    - c. Hold staff accountable when utilizing the recreation equipment and facilities.
  2. Staff is not permitted to use the recreation equipment or facilities while they are in use by inmates.
  3. Prior to use of recreational equipment or facilities, staff shall complete DOC-2600 and forward to his/her supervisor. The original DOC-2600 shall be stored in the employee personnel file.
- B. Any personal property items brought in to the facility shall be in accordance with DAI Policy 300.00.58.
- C. Recreational clothing shall be appropriate for the correctional environment.
- D. Inmate clothing and footwear shall not be utilized by staff.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b>	<b>DAI Policy Number:</b> 300.00.69	<b>Page</b> 2 of 2
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 300 Administrative		
<b>Subject:</b> Recreation Equipment and Facility Use by Staff		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other