

# POLICY AND PROCEDURES

NUMBER: 1611

SUBJECT: Use of Multi-Purpose Rooms

ACA STANDARDS: 3-ALDF-2E-04

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97 REVISION DATE: 8/06, 10/08, 11/13,  
12/15, 12/18



## I. POLICY

The St. Louis County Department of Justice Services shall establish specific areas that offer sufficient space for educational, vocational and program activities.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Program and Corrections staff are responsible for the following procedures.

## III. PROCEDURES

- A. Each housing unit floor will contain four (4) multi-purpose rooms, with the exception of the 8th floor which will contain two (2).
- B. The larger multi-purpose room on the 7th floor will have expandable partitions with the capabilities to accommodate larger groups of inmates or divide to make two separate areas.
- C. All educational and vocational classes will be held in the multi-purpose rooms.
- D. Religious services and other program activities will be held in designated multi-purpose rooms.
- [E. The *designated member of the Program Staff* or designee will determine which rooms will be used based on the type of programs and number of participants.]

- F. A class or program activity may be moved to an alternate multi-purpose room with the approval of the Unit Manager, his/her designee and/or Watch Commander in their absence.
- G. Use of the multi-purpose rooms for non-scheduled organized activities shall be determined by the Unit Manager.
- H. The Unit Control Officer will electronically operate all doors and monitor inmate movement to and from the multi-purpose rooms.
- I. Periodic checks will be made by the Housing Unit Supervisor while the multi-purpose rooms are in use.
- J. No eating or drinking will be allowed in the multi-purpose rooms, except for graduation ceremonies or with approval of the Unit Manager/designee.
- K. Upon completion of classes and/or program services, the multi-purpose rooms will be cleared of all debris and trash.
- L. The Housing Unit Supervisor will be responsible for conducting searches of the multi-purpose rooms before and after use for the purpose of detecting altered or damaged equipment, contraband and security breaches.