

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1.1.17
SECTION:	1	General Administration	EFFECTIVE DATE: 3 / 9 / 20
SUBJECT:	17	OFFICER OF THE DAY	
STANDARDS: ACA – 4 – ALDF: <i>None</i>			
APPROVED: _____ Dale Glass COMMISSIONER OF CORRECTIONS			REVIEW DATE: 3 / 8 / 21
			REVISION DATE: 3 / 23 / 21
Rescind: 1.1.17 dated 4 /13 /20 Cancel:			

POLICY

It is the policy of the St. Louis City Division of Corrections to maintain an Officer of the Day program to provide 24-hour, on-call managerial supervision of the facility after normal business hours, including weekends and holidays.

II. PURPOSE

To outline procedures for duty officers, who will be available to give advice, guidance, and decision-making assistance to monitor and resolve problems or issues after normal business hours including holidays and weekends.

III. RESPONSIBILITIES

All Division of Corrections staff assigned the responsibility of a Duty Officer are responsible for adhering to the following procedures.

IV. DEFINITIONS

Emergency Situation: Any situation involving an inmate or staff death, serious injury, escape, riot, disturbance, evacuation, natural disaster or any other major incident which may require notification of the managerial staff.

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Officer of the Day: The Correctional Staff Member designated by the Appointing Authority/designee as the On-call Officer of the Day for a 7-day period beginning at 8:00 a.m. Monday and ending at 7:59 a.m. the following Monday.

V. GENERAL INFORMATION

1. The duty officer will ensure appropriate response and guidance to non-routine or emergency situations during designated tour of duty schedule in accordance with Divisional procedures and work rules.
2. The Officer of the Day schedule includes the Detention Center Superintendent, the Chief of Security, Unit Manager, and any other person designated by the Appointing Authority.
3. The Officer of the Day will inspect random areas of both facilities including key areas listed below:
 - a. Administrative Housing Units,
 - b. Processing Area and Post Admission Housing

VI. PROCEDURES

A. Officer of the Day Assignments

1. The Appointing Authority/designee develops the Officer of the Day Schedule on annual basis and provides a copy of the annual schedule to Master Control Supervisor and other individuals designated to serve as officer of the day, at least one week prior to the start of the year.
2. The Master Control Supervisor posts the Officer of the Day schedule in Master Control.
3. If an Officer of the Day requires a change in the schedule, and mutually agreed to switch assigned days with another officer, the Officer inform Master Control in writing at least three days in advance of the change.
4. The Master Control Supervisor posts the schedule change in Master Control.
5. The Officer of the Day carries voice or data communication which may include a pager, cell phone, institutional issued radio or other communication device used to contact the Officer of the Day.

B. Officer of the Day Routine Assignments

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1. Following the Officer of the Day schedule, the Officer of the Day goes to the facility a minimum of once per weekend or scheduled holiday.
 2. The Officer of the Day reports to the facility and notifies the Shift/Area Supervisor.
 3. The Officer of the Day reviews the Shift Report prior to beginning facility inspection. (See 1.1.4: Staff Communications, and 3.1.19: Facility Permanent Log).
 4. The Officer of the Day inspects the facility and documents all findings in the Officer of the Day Report which may include:
 - a. the overall cleanliness of the facility,
 - b. the overall cleanliness of key areas of the facility, c. staffing levels,
 - d. population,
 - e. status of Daily Activity Logs,
 - f. Segregation Unit Population,
 - g. special documentation requirements in the Segregation Housing Units, h. use of force reports,
 - i. any major incidents.
 - j. suicide watch list, and
 - k. persons in restraints.
 5. The Officer of the Day discusses the inspection findings with the Shift/Area Supervisor on duty, advises the Shift/Area Supervisor of areas which need corrective action immediately, and documents the discussion with the Shift/Area Supervisor in the Officer of the Day Log.
 6. The Officer of Day Log is submitted to the Commissioner/designee by 8:30 AM each Monday.
- C. Emergency Situations**
1. The Shift/Area Supervisor or Master Control Supervisor contacts the Officer of the Day by telephone, pager or cellular telephone and reports that an emergency situation exists or has occurred, and documents the time the call was placed.

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2. The Officer of the Day contacts the Detention Center Superintendent and the Commissioner/designee to advise of the situation.
3. The Officer of the Day reports to the facility.
4. The Officer of the Day instructs the Shift/Area Supervisor to call the Chief of Security, and Unit Managers depending on the nature of the emergency.
5. The Detention Center Superintendent contacts the Appointing Authority by telephone or cellular telephone to advise of any subsequent action or information regarding the emergency situation.
6. The Officer of the Day assembles all of the reports and develops a report describing the entire incident and submits the Report to the Detention Center Superintendent who forwards a copy of the report to the Commissioner.
(See 3.1.10 Incident Report).