

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

CHAPTER:	1	Institutional Operations	1. 1. 20
SECTION:	1	Security and Control	EFFECTIVE DATE: 3 / 9 / 20
SUBJECT:	20	Administrative Inspections	
STANDARDS: ACA – 4 – ALDF: 2A-06, 2A-12, 2A-13			
APPROVED:			REVIEW DATE: 3 / 9 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 4 / 13 / 20
Rescind: 1.1.20 dated 7/9/10 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to have staff conduct daily facility inspections and weekly administrative inspections, and document findings.

II. RESPONSIBILITIES

All City of St. Louis Division of Corrections employees are responsible for adhering to the following procedures.

III. DEFINITIONS

“Facility Administrator:” As used in the ACA standards above, implies the Commissioner of Corrections/designee unless otherwise noted, for the purpose of this policy.

“Assistant Facility Administrator:” As used in the ACA standards above, implies the following unless otherwise noted, for the purpose of this policy: the Detention Center Superintendent, Chief of Security, Program Manager, Unit Manager, and Training Coordinator.

IV. PROCEDURES

A. General Information

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1. Post logs and the duty officer schedule and log book validates routine administrative inspections/tours of the facilities. An additional process is needed that will serve as additional documentation and reinforcement of a more detail response to facility needs that should be addressed as a result of the administrative inspection/tours.
2. The process as detailed in Procedure A of this policy is designed to improve documentation and compliance with administrative directives and policies regarding the management oversight of the physical plant, security, safety, sanitation and overall compliance to Divisional policies and procedures, and institutional post orders. The process should further reduce the Division's vulnerability to assumptions, misinterpretation and misrepresentation of administrative oversight of the facilities.
3. The Divisional standards consist of Divisional policies and procedures as well as the American Correctional Association (ACA) standards, and other standards such as City of St. Louis Department of Personnel Administrative Regulations, and other standards as may be deemed appropriate by the Appointing Authority.
4. Divisional facilities are required to comply with the established regulations or standards set by the appropriate federal, state, or local authorities in such areas as life, health, fire, and environmental safety, and sanitation.

B. Management Oversight

1. The following process will be followed in ensuring adherence to institutional security, the physical plant, safety, sanitation, Divisional policies and procedures, and institutional post orders:
 - a. An administrative inspection of the facilities will be conducted monthly by designated administrative staff. These inspections will not replace the current mandatory daily inspections that are conducted routinely by custody staff and other Correctional employees.
 - b. The Administrative Inspection Team will be determined by the Commissioner / designee. The Corrections Center Superintendent will issue a monthly inspection schedule identifying the names of staff who will serve as inspectors.
 - c. Each individual will be assigned a specific week to conduct an administrative inspection.
 - d. All inspections will be documented on the appropriate inspection form.
 - e. All emergency/critical discrepancies are to be addressed immediately via work orders and other necessary communication.

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- f. The Detention Center Superintendent and Section heads will review an inspection finding and determine any outstanding deficiencies needing to be corrected.
 - g. The Detention Center Superintendent will direct the resolution of the pending action items.
 - h. The Detention Center Superintendent will provide a summary of the inspection review to the Corrections Center Superintendent. The inspection review will include:
 - (1) A list of all discrepancies discovered.
 - (2) The Action taken to resolve the discrepancies.
 - (3) A listing of all outstanding projects, and
 - (4) A justification for all outstanding projects along with a time frame for anticipated completion.
2. The Detention Center Superintendent will direct the Chief of Security to:
- (1) Conduct daily review of all inspection reports submitted by Shift Supervisor and Correctional Officers,
 - (2) Ensure that all action items noted in these reports are completed in a timely and efficient manner.
 - (3) Review all of these inspections reports meeting with the Shift Supervisors, and
 - (4) Provide a written assessment of the reports reviewed during the meeting to the Detention Center Superintendent who discusses outcome with the Corrections Center Superintendent.

C. Correctional Officer's Daily Inspection

- 1. All Correctional Staff Members inspect their assigned areas each shift and check for security breaches, unsafe, and unsanitary conditions, damaged equipment, and damages to the building facility.
- 2. Any Correctional Staff Member who finds poor conditions and cannot correct the problem contacts their Supervisor by telephone to report the situation.

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3. The Correctional Staff Member documents the problem and the action taken in the IJMS/Daily Activity Log and prepares a Maintenance Order Form for forwarding to the Maintenance Supervisor.

D. Shift Supervisor / Area Supervisor's Daily Inspection

1. During each shift, each Supervisor walks through their area of checking for breaches of security, faulty equipment, unsafe and unsanitary conditions.
2. The Supervisor records the inspection and conditions on the appropriate Security Inspection forms and in the End of Shift Report.
3. For problems that do not pose a threat to safety or security, the Supervisor completes a Maintenance Order (See 2.4.2 Routine and Emergency Repairs).
4. In cases where the problem is an immediate compromise to the safety and security of the facility and /or its occupants, the Supervisor immediately contacts the Shift Supervisor to make arrangement for immediate repair of the item (See DOC #2.4.2 Routine and Emergency Repairs).
5. The Shift Supervisor contacts the Maintenance Supervisor to arrange for immediate repair.
6. The Shift Supervisor or Unit Manager forwards the Security Inspection to the Chief of Security.
7. The Chief of Security files the Security Inspection in a file for a period of three (3) months for the purpose of tracking on-going problems. If the problem is not resolved, the Chief of Security forwards an Incident Report to the Detention Center Superintendent. (See 3.1.10 Incident Report)

E. Administrative Staff Weekly Inspection/Assessment Plan

1. The Chief of Security, Unit Managers, and Institutional Investigator, will visit living and activity areas as well as facility perimeters at least weekly. The following areas may be assessed at each inspection:
 - a. living and working conditions,
 - b. Inmate programs (Rec., Commissary, Library, etc.).
 - c. Safety and sanitation of the facility.

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- d. Master Control/Control Center Area
 - e. Food Services Area
 - f. Medical Unit
2. The specific areas of inspection and assessment may vary from facility to facility as well as from inspection to inspection depending upon current facility's particular areas of concern.