

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

<b>CHAPTER:</b>	1	Administration and Management	<b>1.1.9</b>
<b>SECTION:</b>	1	General Administration	<b>EFFECTIVE DATE: 03 / 09 / 2020</b>
<b>SUBJECT:</b>	9	<b>CONTRACT AGENCIES / SERVICES</b>	
<b>STANDARDS: ACA 4 – ALDF: 1A-12, 1C-24</b>			
<b>APPROVED:</b>			<b>REVIEW DATE 2 / 23 / 21</b>
<hr/> <b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE: 3 / 23 / 21</b>
Rescinds: 1.1.9 dated 9/21/05 Cancel:			

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to utilize consultants and contract personnel when necessary.

**II. PURPOSE**

To provide means to identify and monitor tasks requiring implementation for advancement of communication and cooperation with community agencies and other criminal justice systems.

**III. RESPONSIBILITIES**

All Division of Corrections staff are responsible for adhering to the following procedures.

**IV. DEFINITION**

**Consultant:** A person from outside the Division of Corrections with a specialization or area of expertise who is retained (for a fee or as a volunteer) by the Division to give professional advice or assistance.

**Contract Personnel:** A person who is not an employee of the Division, who is contracted to perform specified job function in the facility.

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**V. GENERAL INFORMATION**

- \ A Correctional Staff's proposal for contract, consultant or volunteer personnel includes the project or task assigned, specific part of the task being worked on, type of assistance needed, any recommendations by staff regarding the consultant to be considered, an estimate of how long the consultant's services may be needed and any information that staff making the request may have regarding the cost of the consultant's service.

**VI. PROCEDURES**

**Obtaining Consulting Services**

1. Any Correctional Staff who feels who could benefit from the assistance of an outside consultant issues a proposal in writing to their respective Detention Center Superintendent.
2. If the Detention Center Superintendent agrees that a consultant is needed, the proposal is forwarded to Correctional Center Superintendent. (CCS) for consideration, with recommendations regarding who might be used, how their services might be utilized and the length of time they might be required.
3. If the consultant is needed to provide training, the Correctional Center Superintendent checks with the Training Academy Coordinator to determine if the Academy can provide the same type of training.
4. If they can, the Correctional Center Superintendent coordinates with the Training Academy to schedule the training. (See 1.4.1 Training & Employee Development).
5. If the Training Academy cannot provide the training, the Correctional Center Superintendent finds a consultant who can provide the needed training.
6. If the Commissioner approves, the Correctional Center Superintendent coordinates with Business Office to obtain services. (See DOC #1.2.8: Procurement).
7. The Commissioner must approve any proposal. Business Office will contact City Counselors Office for review prior to extending agreement for services when required.