

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	1	Administration and Management	<b>1.3.19</b>
<b>SECTION:</b>	3	Personnel	<b>EFFECTIVE DATE:</b> 3 / 18 / 20
<b>SUBJECT:</b>	19	<b>Shift Briefing/Reporting to Work</b>	
<b>STANDARDS: ACA – 4 – ALDF: 7D-24</b>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 2 / 23 / 21
<hr/> Dale Glass <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 3 / 23 / 21
Rescind: 1.3.19 dated 3/31/20 Cancel:			

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to conduct daily shift change and post briefings.

**II. PURPOSE**

The purpose is to share information pertinent to daily shift operations and job activities that assists staff to effectively perform daily routine job functions.

**III. RESPONSIBILITIES**

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

**IV. DEFINITIONS**

None

**V. GENERAL INFORMATION**

1. Shift Briefings are conducted at the beginning of each shift by the Shift Supervisor or Area Supervisor.
2. The Division maintains a twenty-four (24) hour facility operations based on eight (8) hours shift and ten (10) hours work schedules. Shift briefing is conducted on

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each of the shifts, for custody staff at the beginning of the shift. The briefings occur at the following times:

1 <sup>st</sup> Shift	6:30 a.m.
2 <sup>nd</sup> Shift	2:30 p.m.
3 <sup>rd</sup> Shift	10:30 p.m.

3. Custody employees assigned to the 10 hours work schedule are briefed by the Shift Supervisor and/or the Area Supervisor prior to, or upon reporting at, assigned post.
4. Information for Shift briefing may consist of items including, but not limited to: overtime, inmate scheduled releases, classification moves, procedure and work rule changes, major/minor incidents, inmate head count, new arrivals, any deficiencies with any security devices, sanitation/maintenance issues, and other information necessary for staff to safely and effectively perform their jobs.
5. The Incident Management System's "A" and "B" response team members are designated at the beginning of each shift by the Shift Supervisor. (See policy #3.1.21: Use of Force).
6. Shift Supervisors are encouraged to limit general shift change briefings to fifteen (15) minutes to allow a minimum of ten (10) minutes post briefing at assigned work units between the out-going staff and the relieving personnel.
7. As necessary, non-custody staff receives their job assignments and briefing directly from their supervisors. Non-custody staff (i.e., Caseworkers, Maintenance, Classification, etc.) may be briefed by the Chief of Security or Shift Supervisor/Area Supervisor in the absence of their supervisors.

## **VI. PROCEDURE**

### **A. Routine Shift Briefing (Custody Staff)**

1. The out going Supervisor will brief the relieving Supervisor of all events occurring prior to shift change and gives a written copy of Shift Report to the relieving Supervisor. The relieving Shift Supervisor will ensure to pass on relevant information to on coming staff during briefing.
2. Prior to briefing, the Relieving Supervisor reviews the Sign-in Roster for absences and ensures that those present have signed in.

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3. The Supervisor reads the events of the day as contained in the Shift Report, clarifies any confusion and, answer questions as necessary.
4. If applicable, the Supervisor distributes and discusses the highlights of newly published Procedure and Work Rule, Post Orders, Administrative Directives, etc.
5. The Supervisor takes and answers questions from staff members and concludes briefing.
6. The Supervisor conducts staff uniform inspection assuring:
  - a. Proper grooming, attire and appearance;
  - b. Those officers are in possession of issued security equipment such as: hand cuffs, hand cuff keys, pepper spray, identification badge, etc.
  - c. That staff falling short of proper dress code is cited as appropriate.
7. The Supervisor completes inspection, dismisses, and directs staff to report to unit of assignment for post briefing.
8. Employees are prohibited from going to the locker room and/or to the vender machine immediately following the end of shift briefing without authorization from the Supervisor. Violators may be subject to disciplinary action.

**B. Routine Post Briefing (Custody Staff)**

1. The Correctional Staff Members report to assigned posts and the out-going Correctional Staff Member verbally briefs the relieving officer.
2. When Custody staff arrives at assigned post, the relieving Correctional Staff Member:
  - a. Receives and counts Post Keys from the out-going staff,
  - b. Receives the radio from the out-going staff, if applicable,
  - c. Inspects the area with the out-going staff or alone if there is no out-going staff, to include the cleanliness of immediate work station,
  - d. Conducts an official count with the out-going Staff (see Policy #3.1.6 Inmate Counts), if appropriate,

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- e. Reviews the IJMS/Daily Activity Log,
  - f. Initiates the IJMS/Daily Activity Log for current shift,
  - g. Documents the information received at the post briefing in the Daily IJMS/Daily Activity Log.
3. If the area is not acceptable, the relieving staff documents the condition and submits the report to Area Supervisor who discusses it with the out-going Supervisor.