

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	1	Administration and Management	<b>1.3.27</b>
<b>SECTION:</b>	3	Personnel	<b>EFFECTIVE DATE:</b> 3 / 18 / 20
<b>SUBJECT:</b>	27	<b>STAFF MEAL/BREAK</b>	
<b>STANDARDS: ACA – 4 – ALDF: 7D-24</b>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 3 / 18 / 20
<hr/> Dale Glass <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 6 / 23/20
Rescind: 1.3.27 dated 12/14/15 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to make provisions for personnel to have non-paid uninterrupted rest periods or meal breaks within the Official Work Schedule in accordance with the City of St. Louis Department of Personnel Administrative Regulation #134.

**II. RESPONSIBILITIES**

All Division of Corrections staff members, volunteers and contractors are responsible for adhering to the following procedures.

**III. DEFINITIONS**

**Break:** An official rest period whereby an employee is permitted to stop performing an assigned job function and is properly relieved so as to have a break.

**Custody Staff:** Refers to employees in the Correctional Officers’ series.

**Correctional Staff Member:** Unless otherwise qualified, shall mean Correctional Officers and support staff personnel.

**Emergency Situation:** Situations as defined in policy #3.1.29, including such situations as inmate revolt, hostage taking, large scale fire, etc., requiring that staff members scheduled for breaks at the time of occurrence be required to assist in bringing the situation under control and maintaining facility security.

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

---

**Point of Sign-in:** The point of sign-in for custody staff at the Medium Security Institution (MSI) and the City Justice Center (CJC) is at the Shift Supervisors office.

**Secure Area of the Facility:** Areas inside the facility where inmates are housed, works, and engages in activity; any gate, door, elevator and areas which, when breached will convey access to inmate freedom to the free community. Any area designated as out-of-bound or restricted area. In each facility, the following areas will further constitute a secure area of the facility:

- a. CJC
  - (1) All housing units and work unit areas,
  - (2) Entrance gate one and two to the Shift Supervisor's office and beyond,
  - (3) Any other facility gate, door or elevator access into areas or proximate areas of inmate housing and as specified under definition above,
  - (4) All floor stairways,
  - (5) Delivery Dock access doors and areas.
- b. MSI
  - (1) All housing units and dormitory housing units and work unit areas,
  - (2) Entrance gates one and two by Master Control beyond the metal screening detector,
  - (3) Any other facility gate, door or elevator access into areas or proximate areas of inmate housing unit or dormitory housing units, and as specified under the definition above,
  - (4) All floor stairways,
  - (5) Delivery Dock access doors and areas.
- c. The Chief of Security may designate additional area as secure areas of the facility.

**Transition Period:** A specified time period which allows staff to freely transition from their work unit to observe their break and return to their duty post on time.

#### **IV. PROCEDURES**

##### **A. General Information**

1. Staff lounges/break rooms are located outside of the secure area of the facility in The City Justice Center (CJC) and The Medium Security Institution (MSI) as follows:
  - a. CJC – front north and south wings outside of the secure area of the facility.
  - b. MSI – front north wing outside of the secure area of the facility and south wing adjacent to the front lobby of the facility.
2. Staff exercise and physical training equipment room, will be available for use by Corrections staff members during their break or at other approved times. The designated room is located as follows:

CJC – Adjacent to female Locker Room.

MSI – Training Academy.
3. Correctional staff members wishing to use the exercise and physical training equipment will sign a waiver. Staff will sign Exercise Log before and after use. The Log is maintained in the Training room.
4. Separate male and female locker rooms are provided for staff to change clothes, maintain personal hygiene and sanitary needs. Each locker room is equipped with toilets, washbasins and showers. Locks and lockers are assigned by the Chief of Security. Locker rooms are located as follows:
  - a. CJC – front north wing outside of the secure area of the facility.
  - b. MSI – front north wing outside of the secure area of the facility and south wing adjacent to the front lobby of the facility and south wing adjacent to the front lobby of the facility. (The locker rooms and rest rooms located on the south wing adjacent to the front lobby is a public restroom and not an area dedicated for staff to change cloths or maintain personal hygiene and sanitary needs).
5. Inmates are not permitted in the staff lounges/break rooms and staff locker rooms.
6. The Division maintains Smoke-Free facilities. Personnel may smoke outside the facility in designated smoking areas (AR No.1.3. 3: Drug-Free Workplace).

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

---

7. All uniformed and non-uniformed Correctional Staff including contracted staff, volunteers, and vendors are not permitted to bring meals or food items into the secure areas of the facility except as may be authorized:
  - Any employee with special medical diet need may be exempted, provided the employee purchase item from vending machine, and submit:
    - (a) A written request to Detention Center Superintendent/Chief of Security requesting an approval to be exempted and further submits,
    - (b) A verifiable medical documentation from a medical doctor that
      - (1) Clearly specifies reason for the special diet,
      - (2) Clearly specifies the exact nature of the food or snack item (i.e., candy, fruit, crackers, etc.) that the employee is required to have,
      - (3) Clearly specifies the time requirements which the employee could consume the food and/or snack, and
      - (4) Clearly specifies the end date or expected end date of the special medical diet.
8. All medical documentations are subject to verification. The Commissioner of Corrections/designee reserves the right to request additional information. An approved request for exemption is valid for a 12 month period and may be renewed if employee shows continuous need for special medical diet. It will not be necessary for an employee that suffers from a verifiable lifetime condition to re-apply.
9. Anyone that has been approved for special medical diet/snack:
  - a. Only food items that otherwise will not be classified into a full fledged meal, lunch or dinner meals; items such as (Vegetable snacks, crackers, and candy) may be allowed to be taken to the secure area of the facility.
  - b. Meal or meal portions such as pizza; hamburger, cooked/baked or fried chicken, Chinese rice, soul food, Sandwich and other such like items of full fledged meals will not be permitted into the secure area of the facility regardless of doctor's recommendation.

**POLICY & PROCEDURES**

---

- c. Anyone who must consume these types of meals as their recommended medical diet must follow the provision of item #14 and 15 below, and must obtain authorization from their immediate supervisor at such intermittent time as recommended by their doctor, to go to the break room and eat their medical diet meal.
10. The Detention Center Superintendent/designee will issue a list of approved staff on medical diet/snack to Shift/Area Supervisors for proper implementation.
11. Anyone authorized to take medical diet snack into the secure area of the facility is expressly prohibited from:
  - a. Delivering food or snack(s) to other person(s) who do not have similar authorization.
  - b. Taking own food groceries into the secure area of the facility.
  - c. Delivering food groceries to custody staff, or to other person(s) in the secure areas of the facility.
12. Correctional staff members, contractors and volunteers are prohibited from sharing food or snacks with, or giving same to, an inmate(s). Violators will be issued be subject to disciplinary action.
13. Violators will be issued an Employee Action Report and will be subject to disciplinary action. Contractor and volunteer violators will receive an appropriate sanction as determined fit by the Commissioner of Corrections / designee.
14. All meals or lunch bags brought through and into the secure area of the facility is subject to inspection regardless of authorization. Persons refusing command for such inspection will be subject to a disciplinary action. The inspecting officer must document all non-compliant and submits report to Shift/Area Supervisor,
15. Snack items and soft drinks purchased from vender machines located in the staff break room or other approved location in the facility may be permitted in the secure area of the facility. Sealed (20 ounce or less) bottled water or soft drinks purchased from outside the facility may be permitted in the secure area of the facility provided it has not been opened.
16. The following snack items: (chips, soft drinks, water, milk, candy, and popcorn) sold in, and purchased from, the vender machines located in the staff break room or other authorized location of the facility may be permitted in the secure area of the facility.

**POLICY & PROCEDURES**

---

17. Unless granted authorization by the appropriate authority, (see item #9 (a) (b) above) the rest of the snack items sold in the vender machine such as: fruits, hamburger, salad, sandwich, hot dog, pizza, Burrito, etc., must be consumed in the break room. Individuals must consult with the Shift/Area Supervisor when un-sure about what item(s) may be taken to a secure area of the facility.
18. Correctional staff members, contractors and volunteers are prohibited from consuming food designated for inmates or soliciting and accepting food, commissary items or snacks from inmates. Staff violators will be issued an EAR and will be subject to disciplinary action including and up to termination. Contractor and volunteer violators will receive an appropriate sanction as deemed fit by the Commissioner of Corrections/designee.
19. Correctional staff members, contractors and volunteers may purchase meal from the facility's food service provider at a specified cost and must pay for the purchase (plus meal tax if applicable) prior to consumption of the food. Staff needing to purchase institutional meal must coordinate with their supervisor to effect the purchase.
20. Staff may place order for food or may have food delivered to them in the facility, from outside of the facility. Other than as otherwise stipulated in item #9 of this General information, meals purchased from the facility's food service provider, or meals brought from home, and meals purchased from outside of the facility will be consumed in the Staff Break Room.
21. Contractors and volunteers working in the facility are permitted to use staff lounge/break room for their meal breaks and will clean behind themselves after use.
22. Only food utensils made of plastic such as: plastic spoon or fork may be allowed inside the facility. Other utensils such as: metal or steel knives, forks, non-rubber or plastic plates, bottles, non-plastic cups and other utensils made of glass, etc., are expressly prohibited unless a written waiver has been obtained from the Detention Center Superintendent or the Chief of Security. Violators will be subject to a disciplinary action.
23. Uniformed Security Staff are scheduled one thirty (30) minute break period during the eight (8) hour shift or ten (10) hour work schedule.
24. Administrative and support staff are scheduled a sixty (60) minute break period during a regular shift of 8:00 a.m. to 5:00 p.m.
25. Custody staff members are scheduled and entitled to uninterrupted break periods and are required to report back to their posts on time. During institutional

**POLICY & PROCEDURES**

---

emergencies those scheduled for breaks at the time of occurrence will be required to assist in bringing the situation under control and maintaining facility security. Breaks will resume once control has been regained.

26. Custody staff members will receive make-up time for any missed scheduled break periods or break periods that were interrupted due to facility emergency in which the employee responded. The Supervisor of the affected staff members will coordinate the make-up time as soon as possible. If as a result of the emergency staff is unable to receive break by the end of tour of duty, the Chief of Security will confirm the situation and the employee will receive an overtime pay. The employee will be directed to complete an Off-Time Adjustment accordingly. (See Policy #1.2.10: Overtime).
27. Correctional staff members who work four (4) hours of mandatory overtime are entitled to a fifteen (15) minutes break. If they work over five (5) hours of mandatory overtime, they are entitled to a thirty (30) minutes break. Compensation for overtime hours worked will be as stipulated in policy #1.2.10: Overtime.
28. Correctional staff members are not allowed to refuse scheduled break periods and will not be compensated for deliberately failing to take their scheduled breaks. Employees are not allowed to split their break time. Break time is taken in one block. Break starts immediately upon signing in at the Point- of Sign-in.
29. No employee will sign/clock in or out for break periods on behalf of another employee.

**B. Custody Staff Breaks**

1. The Shift/Area Supervisor will designate appropriate number of uniformed staff to provide relief for the shift.
2. Custody staff will not leave their assigned posts without proper relief.
3. All breaks for custody staff will end no later than one (1) hour before the end of tour of duty unless otherwise authorized by the Chief of Security / designee.
4. Custody staff may observe their 30 minutes break outside of the facility and are required to return to the point of sign in/out on time.
5. Prior to custody staff arriving at the Point of Sign-in for their breaks, the Shift Supervisor or a designated Supervisor, or the Supervisor assigned to the floor being relieved will station at the Point of Sign-in to monitor staff signing out/in for their breaks.

**POLICY & PROCEDURES**

---

6. When custody staff is relieved for break, the staff will:
  - a. Stop performing their job functions and be ready to exit their duty post,
  - b. Brief the relieving Officer,
  - c. Immediately transition off the floor and arrive at the Point of Sign-in, and
  - d. Legibly write-in the time of arrival in the Sign-in Roster.
7. Custody staff members are granted a total of five minutes of transition time from their floor of post assignment to the Point of Sign-in for their meal break and to return from break to their assignment post. Break starts on time and at the point of sign-in. Staff who returns from break must write the actual time of return. It is the monitoring Supervisor's responsibility to ensure that the correct time of return is written in the Sign-in Roster.
8. No break period will be observed in a staff assigned post.
9. Custody staff members will not visit co-workers' area of assignment while on break or at any other time.
10. Custody staff members eating in the staff lounge will clean behind themselves before leaving the staff break room.
11. Custody staff members will sign the Sign-in Roster to end the scheduled break period and return to their assigned post on time.

**C. Non-Custody Staff Breaks**

1. Unit Heads will coordinate and designate break periods for subordinate staff based on the need and activities in the unit.
2. Non-custody staff members will sign the Sign-in Roster or clock in/out at the beginning and at the end of the scheduled break period.
3. Staff members eating in the staff lounge will clean behind themselves before leaving the break room.