

POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1.3.30
SECTION:	3	Personnel	EFFECTIVE DATE: 7 / 10 / 2020
SUBJECT:	30	EMPLOYEE IDENTIFICATION BADGES AND CUSTODY STAFF SHIELDS	
STANDARDS: ACA – 4 – ALDF: None			
APPROVED: _____			REVIEW DATE: 7 / 10 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 13 / 20
Rescinds: 1.3.30 dated 12/8 04 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to ensure that all employees abide by the City of St. Louis Department of Personnel Administrative Regulation No. 106 on identification badges and will provide Division of Corrections shields to custody staff and require that shields and identification badge be worn by all custody staff while on duty.

II. RESPONSIBILITIES

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

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

1. The picture identification badge and custody staff shield should be worn during working hours or any other time when the employee is on City property, engaged

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in City business or dealing with the public, whether “in the field” or at an office location.

2. The identification badge must be worn on the upper front part of the body so it is clearly visible.
3. Supervisors will ensure that this requirement is enforced in their department.

B. Picture Identification Badges

1. The Payroll Clerk will direct new employees to the Citizens’ Service Bureau on Wednesdays between 9:00 a.m. and 11:30 a.m. to obtain an identification badge.
2. When referring an employee, the Payroll Clerk will complete the authorizing I. D. Badge Form showing the employee’s name, department name and job title. The form is given to the employee who takes it to Citizen Service Bureau at 1520 Market St, to be issued the badge.
3. Employees who lose their picture identification badge must obtain a signed statement from their supervisor authorizing the replacement of the badge which they must provide to the Business Office Manager/designee. Employee may be required to pay for cost of replacement for lost ID.
4. The Business Office Manager/designee will issue employees who lose their identification badge a signed statement from the Correctional Superintendent authorizing the replacement badge. Employees will be charged five (\$5.00) dollars for cost of replacement. The fee for replacement is subject to change without prior notice.
5. If an employee’s badge is damaged, faded or outdated and needs to be replaced, the employee should turn in the old badge to the Business Office Manager/designee who will direct them to the Citizen Service Bureau for a replacement badge at no cost to the employee. Staff will be charged a replacement fee for negligent damage or destruction of I. D. Badge.
6. Employees being separated from the service or transferring out of their present department must turn in their identification badge to the Payroll Section along with any other City property in their possession. Failure to do so will result in withholding of an employee’s paycheck pending compliance with this requirement.

C. Custody Staff Shields

1. The Chief of Security and the Training Academy will secure all custody staff shields not in circulation.

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2. The Chief of Security and/or the Training Academy will record the number on the shield and the name of the custody staff member the shield was issued to.
4. Employees who lose their shield must obtain a signed statement from their supervisor authorizing the replacement of the custody staff shield which they must provide to the Business Office Manager.
5. Custody staff members who lose possession of their shield for any reason will be required to pay for a replacement shield and may be subject to disciplinary action. Employee must first report in writing their missing shield to the Shift Supervisor. When directed by the Chief of Security, the employee will contact the Business Office Manager/designee to arrange for obtaining and paying for a replacement shield.
6. Employees being separated from the service or transferring out of their present department must turn in their shield to the Chief of Security, along with any other City property in their possession. Returned Shield will be forwarded to Payroll Section. Failure to turn in issued items will result in withholding of an employee's paycheck pending compliance with this requirement.