

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

CHAPTER:	1	Administration and Management	1. 3. 35
SECTION:	3	Personnel	EFFECTIVE DATE: 3 / 18 / 20
SUBJECT:	35	Staff Work Rules	
STANDARDS: ACA – 4 – ALDF: 7C-02, 7C-03, 7E-01, 7E-04			
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Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 24 / 20
Rescind: 1.3.35 dated 11/21/14 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Correction to provide employees with facility work rules that include statement on ethics, regulations, condition of employment, and related documents that enables them to function effectively in the performance of their duties.

II. RESPONSIBILITIES

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

III. DEFINITIONS

Commissioner: The Commissioner of Corrections is the appointing authority.

Contraband: Any item, whether nuisance or dangerous, which is possessed by, or found on any individual within the facility that is illegal by law or expressly prohibited by the Division.

Correctional Staff Members: As used in this policy includes volunteers, contractors, vendors, and other support personnel working on behalf of the Division of Corrections or within the facilities and agencies operated by the Division.

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Dangerous Contraband: Illegal or prohibited items that would aid in the escape from the facility or could be used as a weapon; or otherwise poses a serious threat to institutional security.

Dangerous Weapon: (See “Dangerous Contraband”).

Designee: Unless explicitly stated otherwise, the designees for the Commissioner of Corrections are the Correctional Center Superintendent and the Detention Center Superintendent.

Employee Action Report (E.A.R.): An internal DOC document used to charge an employee with a violation of Divisional or City of St. Louis policy and procedure, an act of misconduct, an act of non-compliance, or a performance deficiency. The E.A.R. includes a description of the specific violation, the date, time and location of the violation, written description of the conduct and a recommendation for disciplinary review.

Employees: See Correctional staff members.

Favor/Favoritism: Unfair treatment of a person or group based upon favor shown to a certain other person or group; granting special favors not available to all members of the group.

Misconduct: Including, but not limited to violations of law, administrative code, regulation, policy, and/or procedure.

Nuisance Contraband: Contraband that is considered less dangerous but can in some ways endangers the safety or security of the Division or its occupants. This includes such items as cigarette lighters, cigarettes, tobacco, and other such prohibited items.

Professional: Exhibiting a courteous, conscientious, and generally businesslike manner in the workplace.

“Reasonable Suspicion:” A suspicion based on specific, objective facts and rational inferences based on those facts. The following factors should be considered in issues of reasonable suspicion: 1) the nature of the tip or information; 2) the reliability of the informant or information; 3) the degree of corroboration and 4) other factors contributing to the suspicion or lack thereof.

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:

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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 the 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 staircase 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.

IV. PROCEDURES

A. General Information

1. The Division adheres to City of St. Louis Employee Code of Conduct which outlines professional behavior for staff, contractors and volunteers, in addition to the provisions of this Staff Work Rules.
2. The Division adheres to City of St. Louis Dept. of Personnel Administrative Regulation (A.R.). No. 117: Employee Discipline and its provisions for suspension, demotion and termination, and an appeal process for permanent employees. Divisional Supervisors are further referred to Procedure D of this Staff Work Rules for added internal process on staff discipline in addition to the above referenced A.R.

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3. Employees are strictly prohibited from introducing into the institution any item(s) that could be considered contraband including but not limited to illegal drugs, weapon or items that might be used for weapons, etc.
4. Consistent with Department of Justice 5.12.1.1, Correctional staff members will be subject to criminal background checks at the beginning and during the course of their employment with the Division. All criminal background checks can only be authorized by the Commissioner of Corrections or the Director of Public Safety.
5. Off duty employees are not to enter the security area of the facility unless authorized to do so, in advance, by the Shift Supervisor/Area Supervisor.
6. Correctional staff members may request a locker. Staff Members are not allowed to bring belongings into the secure area of the facility unless authorized otherwise by the Detention Center Superintendent.
7. Employee lockers are property of the Division and are subject to search at any time. The Division may issue lock to employees to secure their assigned personal locker. All keys will be returned to the Chief of Security or designee if employee resigns or is terminated. Employees must unlock their locker for search when required. Failure to follow directive may lead to disciplinary action.
8. Female employees may bring their sanitary items into the security area of the facility.
9. Employees may be cited against the provisions of the city's Employee Code of Conduct jointly with any provisions of the Staff Work Rules or one of the other depending on the nature of violation.
10. Except as specified in Procedure and Work Rule #1.1.18: News Media, and # 1.1.24: Release of Public Information, employees are not to give out any information to any sources including the news media, or make public appearances related to Divisional business without prior approval of the Commissioner of Corrections.
11. The Division will comply with U.S. Homeland Security minimum requirements to screening individuals requiring or having access to Criminal Justice Information (CJI); and will verify identification, a state of residency and national fingerprint-base record checks which shall be conducted within 30 days of assignment for all personnel who have direct access to CJI.

B. Carrying of Firearms

1. Employees are not authorized to carry personal weapons on or off duty unless licensed to do so. No weapons, other than facility weapons, are to

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be brought into the premises unless authorized by the Commissioner of Corrections.

2. Employees will comply with all restrictions on the possession of firearms while on duty. Employees will not bring weapons of any kind, concealed or otherwise, onto Division's property. No firearms, other weapons, drugs, or intoxicants are to be left in employees' vehicles parked on the Division's facility ground or property. The Division reserves the right to search employees' property found on Division's facility ground including the parking lot.

C. Court Orders/Jury duty

1. Employees must observe and follow all lawfully issued Court Orders and Federal Mandates.
2. Employees who are summoned for jury duty or subpoenaed as a witness must, consistent with Department of Personnel Administrative Regulation #125 report such fact within three days or seventy-two (72) hours to their immediate supervisor and display to the supervisor the summons or subpoena.
3. Employees who served on jury duty or as part of grand jury procedure or trial are required to submit to their immediate supervisor a written statement from Jury Supervisor setting forth the time and date served, upon being excused for serving as a juror or upon return to work. The Supervisor will forward the statement to the Division's Payroll Clerk for processing.
4. Employees who served in a Court other than a St. Louis Circuit Court (e.g., the Federal District Court) after receiving a check for jury service must sign the back of the check and turn it over to the Division's Payroll Clerk for processing into City of St. Louis' account.
5. Employees who served on jury duty on their regular scheduled days off will have their off-days adjusted temporarily by their Shift Supervisor/Unit Head to make up for serving on the jury on their days off.

D. Employee Discipline (Investigation and Documentation)

1. When a supervisor or Unit Head becomes aware of an alleged rule violation or misconduct on the part of an employee, which might lead to discipline, the Unit Head/Supervisor will notify the employee of the allegation and establish a time to meet with the employee to discuss the allegations. Employee will be advised of their right to have a representative present.
2. The Unit Head/Supervisor will give the employee an opportunity to discuss the allegations and to present the employee's version of relevant events and circumstances, including any mitigating circumstances, orally and in writing.

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Information supplied by the employee will be considered prior to recommending any action.

3. If after initial discussion of the incident, the supervisor believes the incident requires formal disciplinary action, an Employee Action Report (E.A.R.) is prepared.
4. The Employee Action Report will include:
 - a. The alleged violation(s),
 - b. A description of specific allegations including the date, time, and location of the alleged violation,
 - c. Identify the rules violated,
 - d. Witness statements and/or documentation used to determine that formal disciplinary action may be required.
5. The Unit Head/Supervisor will review the E.A.R with the employee, ensure that all pertinent documentation has been attached, and explain what procedure will follow the issuance of the E.A.R.
6. The E.A.R. will be signed by the employee. *The Supervisor will provide a copy of document to the employee once they sign.* If the employee refuses to sign, the Supervisor/Unit Head will note on the document "employee refused to sign," in the presence of another Supervisor. An employee who refuses to sign for an acknowledgement of receipt will be subject to a charge of insubordination.
7. The E.A.R. is reviewed by the Chief of Security and is forwarded to the Detention Center Superintendent. If the Detention Center Superintendent determines that a pre-disciplinary or a pre-termination hearing will be conducted, the employee will be notified in writing by the Detention Center Superintendent, of the date, time, and location for the hearing.
8. Pre-discipline and pre-termination hearings will be conducted in accordance with AR # 117.

E. Employee Searches

1. All personnel are subject to frisk search each time they enter the security area of the facility.

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2. When “reasonable suspicion” exists that an employee is smuggling contraband” into the facility, the employee may be strip searched. (See policy #3.1.34: Employee Searches).
3. Employees refusing to submit to a strip search following proper authorization will be ordered to leave the facility and will be prohibited from re-entering the facility unless authorized by the Commissioner of Corrections. The employee will be subject to other disciplinary action including and up to termination of employment.

F. Law Violation

1. Employee behavior that may be a violation of the law will be forwarded to the appropriate authorities in addition to possible disciplinary action.
2. Conviction of a felony, misdemeanor, or ordinance violation under any federal or state statute or city ordinance may result in immediate termination or suspension.
3. Any employee arrested for any reason must report same in writing, to the Appointing Authority/designee through the established chain of command, within twenty-four (24) hours after said arrest.
4. If the employee is unable to give an official notification in writing, the employee is to assure that a notification be provided to the Appointing Authority/designee via telephone either personally or by friend or family member. Specific charges must be indicated.
5. Employees are required to submit written notification to the appointing authority regarding the disposition of their case.

G. Maintenance of Work Area

1. Employees are required to keep their assigned work area clean and in order, this includes making sure that inmate cells are kept clean daily. (See Procedure and Work Rule # 2.2.4: House Keeping).
2. Except as noted in Policy # 1.3 27, employees are not to bring food into the security areas of the facility without the approval of the Detention Center Superintendent/ Chief of Security. No items of entertainment (newspaper, TV’s, radios, magazines, etc.) are allowed into the security areas of the facility without proper authorization. News Papers and magazines designated for inmates are permitted.

H. Professional Attitude

1. Employees are prohibited from illegal drugs use, possession of illegal drugs or drug paraphernalia, on or off duty, or attempt to introduce same or any other contraband into the institution. Staff will be disciplined up to and including termination for violation.
2. Employees will not violate the City of St. Louis Code of Conduct or breach the provisions of the Division of Corrections Staff Work Rules.
3. Employees may report any concern to the Commissioner or the Detention Center Superintendent directly. The employee may be advised to follow the chain of command. Such action will not result in disciplinary action.
4. Employees are expected to be courteous to the public and to co-workers.
5. Employees will not willfully fail to carry out their assigned duties, nor willfully misrepresent actual work performed, hours worked, or their whereabouts while on duty. Employees will not perform any work or activities not directly related to their assigned departmental duties while on work time.
6. Employees must develop and maintain a professional attitude about their occupation and carry them in such a manner as not to reflect negatively upon the image of the facility and/or its operations.
7. Employees will not use excessive force to control inmates or use physical force as punishment. Once an inmate is placed in handcuffs, no further use of force is necessary, (see DOC policy #3.1.21: Use of Force).
8. Employees are responsible for reading, understanding, and applying all procedures and work rules. Staff members are responsible for accessing available resources to obtain the most current versions of procedures and work rules and City Regulations.
9. Employees will not compromise the confidentiality of inmate's affairs as they relate to legal matters, medical information, religious matters, etc. Dissemination of confidential information will be limited to individuals who have both a right and a need to know.
10. Employees will not fail to complete and submit all required reports as directed and in accordance with Divisional procedures.
11. Employees will not engage in an act, on or off duty, that affect the reputation of the Division in the community, nor engage in any act that would assist any

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- individual to escape arrest, detention and/or punishment, or enables any individual to improperly dispose of or hide evidence.
12. Employees will not withhold information or conceal suspected criminal activity to shield individuals from detection, arrest, detention or punishment.
 13. Employees will not secretly tape other employees unless pursuant to an authorized Department/Division Investigation.
 14. Any employee found to be asleep, dozing, reclining in an inattentive position, watching television or using the telephone, for anything other than facility business, while on duty, will be deemed guilty of a violation of work rules and may be subject to disciplinary action.
 15. Only authorized reading materials will be allowed while on post and in the performance of one's duty.
 16. Employees must not negligently or maliciously handle the property of the facility or the inmates. Any abuse of facility property or inmates' property must be reported to the supervisor.
 17. Employees must remember that when supervising inmates, they are in a supervisory position and must therefore take action to reflect positive supervision rather than punitive measures.
 18. Employees must not entertain inmates anywhere including offices and outside the secured section of the facility. All contacts with inmates must be of an official nature.
 19. Employees must maintain control of temper, not use profane or abusive language towards inmates, not threaten inmates and, avoid all physical contact with inmates unless in the performance of duty consistent with the use of force continuum.
 20. Employees must not use profane, loud, or abusive language in giving instruction and direction to fellow workers-whether supervisor to subordinate, subordinate to supervisor, or employee to the public.
 21. Employees are not to enter inmate cell units, dormitory housing units, or open the cell entrance gates or enter into any area where hostile activity is suspected without first notifying the supervisor and/or making certain that there is adequate backup as provided in DOC policy # 3.1.21: Use of Force, and 3.1.27: Cell Extractions).
 22. Employees are not to accept money, gifts or asks inmate for commissary; or accept favors from inmates or any person(s) with interest in the inmates for any reason.

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23. No employee is to place any money on an inmate's account without the express written consent of the Commissioner of Corrections/Detention Center Superintendent.
23. Employees are not to deliver or accept any unauthorized services, on or off duty, for any inmates, such as telephone calls, home visits, etc.
24. Employees will not offer food, drink or any other items of consumption to inmate when such food, drink or any such other items of consumption was not authorized as provided in DOC policy # 4.1.8: Meal Delivery Service.
25. Employees are not to utilize inmates to accomplish tasks which are the employee responsibility.
26. Employees are not to leave their post of assignment or work area without proper relief and/or permission from the supervisor.
27. Employees will not fail to assure factual accounting and record-keeping to prohibit falsification, unauthorized alteration or destruction of documents, log books, and other records, including job application.
28. Employees will not give legal advice to, or act as attorney for, the inmates; nor advocate for the inmates beyond what is officially prescribed.

I. Post assignments, Favors, Job Duties and Supervision

1. Staff supervisors will not supervise spouse, family member(s) or relatives; or cause to favorably assign specific position, shift, post, job duties, or worksite locations to such person(s).
2. Staff Supervisors will not assign job duties, job post, or shift to any employee on the basis of fraternity, favor, close ties, or social relationships. Unless prohibited by regulation, all employees will have equal opportunity to work all duty posts which shall rotate to ensure efficiency, fairness, and smooth operation of the Division.
3. Any employee who observes or receives assignment contrary to the provisions of this policy will report same to appropriate chain of command or directly to Detention Center Superintendent, verbally and in writing.

J. Residency Requirement

1. Consistent with A.R. No. 114, if at any time a Divisional employee fails to maintain residency in the City of St. Louis, the employee will be subject to disciplinary action including and up to dismissal. All employees must reside in the City of St. Louis on or before 120 days have elapsed after appointment, or, if

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the officer or employee serves in a working test period then 120 days after the end of an initial working test period, not to exceed one year.

2. City employees are required to pay personal property taxes in the City of St. Louis. Failure to comply may subject employee to disciplinary action up to and including dismissal in accordance to Administrative Regulation No. 114 and 137.

K. Safety and Security Rules

1. Employees are required to report any accident and/or injury, verbally and in writing no matter how minor, in an Incident Report to their immediate supervisor on the day of the accident or injury. Procedures for filing accident and injury reports may be obtained from the supervisor.
2. Employees are prohibited from taking pictures of the secure areas of the facility or posting same in electronic or social media, or print media. Cell phones and cameras are prohibited in the secure areas of the facility unless authorized by the Commissioner or the Detention Center Superintendent. (See policy #2.5.7: Employee Safety, for additional information).

L. Family Medical Leave

Staff on Family and Medical Leave must follow Divisional proper call-in procedures. (See policy #1.3.8: Attendance and Work Schedule). Staff is further required to inform the Shift Supervisor/Unit Head at the time of call in that the call is for FML, without giving detail. Other information pertaining to use and applying for Family Medical Leave is as provided in Dept. of Personnel Administrative Regulation No. 133: Family/Medical Leave.

M. Use of Medication

1. Employees who are on any type of medication that could hamper or impair their work performance must report this to their Shift Supervisor or immediate supervisor prior to being assigned to any duty.
2. No personal medication will be brought into the security zone of the facility unless authorized. Employees must secure their authorized personal medication in their assigned staff locker, in the staff locker room. Employees must notify their Supervisor if they must go to the locker room for their medication/snack.
3. If employee is required by the physician to take medication while on duty, the medication must be in a lawful container, and properly marked. Employees must arrange with their supervisor for proper relief when they have to take their medication. If employees must keep the medication on their person, they must submit documentation from their medical provider.

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4. The use of controlled substances, not medically prescribed, is ground for disciplinary action including and up to termination. For detail information, see A.R. 120B: Drug-Free Work Place.