

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

|  |   |                               |  |
|--|---|-------------------------------|--|
| <b>CHAPTER:</b>  | 1 | Administration and Management | <b>1.3.6</b>                             |
| <b>SECTION:</b>  | 3 | Personnel                     | <b>EFFECTIVE DATE:</b><br>3 / 9 / 20     |
| <b>SUBJECT:</b>  | 6 | <b>Staff Selection</b>        |  |
| <b>STANDARDS: ACA – 4 – ALDF: 7B-03, 7B-04, 4D-06, 4D-07</b>               |   |                               |  |
| <b>APPROVED:</b><br><br>_____<br>Dale Glass<br>COMMISSIONER OF CORRECTIONS |   |                               | <b>REVIEW DATE</b><br>3 / 9 / 20         |
|  |   |                               | <b>REVISION DATE:</b><br><br>4 / 13 / 20 |
| Rescinds: 1.3.6 dated 10/26/12<br>Cancel:                                  |   |                               |  |

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to adhere to City of St. Louis Personnel Administrative Regulations pertaining to employment application, recruitment and examination procedures.

**II. RESPONSIBILITIES**

All Division of Corrections staff assigned to interview, qualify and recruit applicants for employment with the Division of Corrections.

**III. DEFINITIONS**

None

**IV. PROCEDURES**

1. Staff will adhere to City of St. Louis Department of Personnel Administrative Regulation No. 121: Application, Recruitment & Examination Procedures in meeting the Division’s staffing needs.
  
2. The Commissioner/designee in compliance with ACA Standards will ensure that newly hired Custody employees and other employees having daily inmate contact are tested for tuberculosis and, are administered the hepatitis B vaccines series prior to job assignment. Additional provision for periodic testing for tuberculosis is made by the appointing authority/designee.