

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	3	Institutional Operations	<b>3.2.8</b>
<b>SECTION:</b>	2	Safety and Emergency Procedures	<b>EFFECTIVE DATE:</b> 7 / 21 / 2020
<b>SUBJECT:</b>	8	<b>Employee Work Stoppage</b>	
<b>STANDARDS: ACA – 4 – ALDF: 1C-06</b>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 7 / 21 / 20
_____ Dale Glass <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 7 / 30 / 20
Rescind: 3.2.8 dated 11/1/10 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to maintain operational readiness by implementing procedures that will enable continued facility operations notwithstanding any organized work stoppage on the part of employees.

**II. RESPONSIBILITIES**

All Divisional facilities assigned staff are responsible for adhering to the following procedures.

**III. DEFINITIONS**

None

**IV. PROCEDURES**

**A. Plan Development**

1. The Detention Center Superintendent of each facility will develop a facility specific emergency plan to ensure adequate staff coverage in the event of an employee work stoppage.
2. The plan will be made available to executive management staff and other appropriate staff personnel.

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**B. Content of the Plan**

1. Each facility plan will include notification process to executive management personnel.
2. Notification will be in accordance with Divisional policy #3.1.30: Incident Reporting.
3. The plan will identify critical or essential posts that will be filled or shut down to maintain security, order, and safety for inmates and staff. Plan will be made in accordance with Divisional policy #1.2.10: Overtime; 1.3.14: Employee Vacation/Compensatory Time; 1.3.27: Staff Meal Breaks; and #1.3.8: Attendance and Work Schedule.
4. The plan will identify staff that will be involved in and/or responsible for the implementation of these plans.

**C. Communication with other Law Enforcement Agencies**

Each facility plan will address how to contact other agencies if necessary, to provide security and inmate supervision. Possible agencies may include the St. Louis City Metro Police Dept., the St. Louis City Sheriff Dept., and other nearby facilities.

**D. Plan Distribution**

1. Each facility emergency plan will be provided to the appropriate executive management staff, Shift Commanders, and the Internal Affairs administrator.
2. The plan will be communicated to other supervisory staff or personnel who may be directly involved in the implementation of the plan.