

POLICY AND PROCEDURES

NUMBER: 104

SUBJECT: Annual Review of Facility
Operations and Programs

ACA STANDARDS: 4-ALDF-7D-01, 02, 09, 10

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97 REVISION DATE: 3/01, 5/08, 3/12,
11/13, 12/15, 12/18



I. POLICY

The St. Louis County Department of Justice Services shall conduct an Annual Review, to provide an overview of the facility's Administrative, Security and Operations Divisions. The annual budget, monthly and/or weekly meetings and reports will allow County Administration and Justice Services administration to remain apprised of major developments and budget concerns.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Director, Community Corrections Superintendent, Superintendent of Security, and *Superintendent of Human Resources/Operations* are responsible for the following procedures.

III. PROCEDURES

- A. The Director of the Department or his/her designee shall prepare a written Annual Report of the facility's overall performance to ensure that all operational and program requirements are reviewed and evaluated.
- B. The Annual Review shall include but not be limited to the following:
 - 1. Mission Statement
 - 2. Inmate Populations
 - 3. Intake/Prisoner Processing
 - 4. Inmate Programs

5. Food Services
 6. Technology
 7. Critical Incidents (Use of Force)
 8. Budgets/Revenue Sources of Income
 9. Inmate Movement/Transportation
 10. Overview of Personnel in Training
 11. Inspections
 12. Investigations/Intelligence
 13. Escapes/Assaults/Disturbances/Discipline Problems
 14. Populations Data/Demographics
 15. Division of Community Corrections
- C. The Community Corrections Superintendent, the Superintendent of Security, and the *Superintendent of Human Resources/Operations* will provide information for the Annual Report regarding the overall performance of his/her areas of responsibility.
- D. The Director or his/her designee shall submit a copy of the Annual Review to the parent agency.
- E. The Director will ensure a monthly report is sent to the Department of Administration. This report may include major developments in the Department, major incidents, population data, assessment of staff and morale and/or major problems and plans for solving any problem.
- F. The Director will meet with Division Heads (Community Corrections Superintendent, Superintendent of Security and *Superintendent Human Resources/Operations* as necessary to discuss any needed changes, problem areas, upcoming events or any other issues concerning the facility. The Director, will have meetings as necessary with key staff on issues concerning the facility, problem areas and information discussed in the Division Head meeting.
- G. The Director will be responsible for the fiscal policy, management and control. The management of the fiscal operations may be delegated by the

Director to a designated staff person(s). The Director will also be responsible for preparing the annual budget. Key personnel will be designated by the Director to participate in the preparation of the annual budget. The Department goals and objectives will also be included in the annual budget.

- H. The Director will formulate annual goals for the facility. These goals will be translated into measurable objectives. The goals and objectives will be discussed during Division Head meetings. Division Heads will inform all appropriate staff of the annual goals and objectives. The progress of the goals will also be evaluated as needed.

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