



POLICY AND PROCEDURES

NUMBER: 116

SUBJECT: Employee Rotation

ACA STANDARDS: 4-ALDF-2A-54

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 8/29/91

REVISION DATE: 9/97, 6/99,
11/00, 9/06, 7/08, 9/10

I. POLICY

The St. Louis County Department of Justice Services shall rotate employees within the Department, the Divisions and on the various posts, to increase the level of operational knowledge of staff and to ensure the orderly operation of the facility.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Administrative staff are responsible for the following procedures.

III. PROCEDURES

A. General Information

1. In order to expand the training and experience opportunities for all staff with positions of similar pay classification, the Department shall establish a system of rotation between the Divisions. The Director/designee will be responsible for administering the policy and may alter the rotation procedure at any time to ensure the orderly operation of the facility. All decisions by the Director/designee will be final.
2. Employees who have been assigned to a specific unit for more than

three (3) years will be considered first for rotation. If the unit does not have any personnel that fit this criteria, the employee who has been in the unit for the longest period of time will be considered for rotation.

3. In some cases many of these rotations may be completed through natural attrition, voluntary moves or moves that will assist in the orderly operation of the facility. If this is the case, only the most senior employee assigned to a unit may still be considered for the established rotation.
4. Employees who are subject to rotation may submit three (3) preferences for future assignments. Once assigned to a different division, the employee must remain in that division for one (1) year before he/she may apply for consideration to be transferred to his/her previous division.
5. Consideration will be given to personnel requesting voluntary lateral transfers. The employees, if approved, will be placed in the rotation pool and considered for the position requested. Employees approved for a lateral transfer may replace employees in their respective division in the current rotation.
6. Employee requests, seniority, training or exposure to other areas of operation and facility staffing will be considered prior to approving rotations.
7. To successfully implement the following rotation system, the Department will cross train staff who may be subject to an upcoming rotation, as staffing and time allows.
8. Staff assigned to work directly with inmates in special management units (administrative and disciplinary segregation) are selected based on criteria that includes:
 - a. Completion of probationary period
 - b. Experience
 - c. Suitability for this population.

B. Corrections Officer I Rotation

- 1.** Direct Supervision Housing Unit Officer/Unit Control Officer
 - a.** Direct Supervision Housing Unit Officers and Unit Control Officers will be rotated at the discretion of the Unit Manager or Division Manager.
 - b.** Officers on each housing unit floor will be eligible to be rotated to a different post assignment.

- 2.** Indirect Supervision/Pre-Classification Housing Unit]
 - a.** The Indirect Supervision/Pre-Classification Housing Officers will rotate at the discretion of the Unit Manager or Division Manager.
 - b.** The officers on Unit 8 will work in the Pre-Classification housing unit, an Indirect Supervision housing unit, and Unit Control. He/she may then rotate to another housing unit or Unit Control as determined by the Unit Manager.

- 3.** Three (3) Transportation Officers will be eligible to be rotated annually with three (3) officers from a different post assignment.

- 4.** Master Control Officers, the Health Care Clinic Officer and the Movement Officers will be required to complete the same training since the Movement Officers will be relieving the officers in Master Control and Health Care Clinic for staff breaks and/or meals. Three (3) officers will be eligible to be rotated with officers from different post assignments on an annual basis.

- 5.** The Infirmary Officer and the Suicide Prevention Officer will switch post assignments at the end of four (4) hours of a shift. An Infirmary Officer/Suicide Prevention Officer will be eligible to be rotated every two (2) years with an officer from a different post assignment.

- 6.** One (1) Property Room Officer will be eligible to be rotated annually with an officer from a different post assignment.

- 7.** The Laundry Officer, Maintenance Officer and Kitchen Officer will be eligible to be rotated every two (2) years with an officer from a different post assignment.

8. Two (2) Intake Officers will be eligible to be rotated annually with officers from a different post assignment.

C. Corrections Officer II Rotation

1. The Corrections Officer II's will remain on the same housing floor for at least two (2) years. At least one (1) Corrections Officer II from each housing unit floor will be eligible to be rotated every year.
2. One (1) Corrections Officer II in the Transportation Department will be eligible to be rotated with another Corrections Officer II from the Justice Center every two (2) years.
3. One (1) Corrections Officers II in the Intake Service Center will be eligible to be rotated with another Corrections Officer II every two (2) years.

D. Corrections Officer III Rotation

1. Corrections Officer III's will be assigned to three (3) posts in the Department:
 - a. Watch Commander in the Justice Center (6)
 - b. Supervisor of Transportation (1)
 - c. Intake Service Center Shift Supervisor (3).
2. All transfers or rotations between these three (3) assignments will be at the discretion and direction of the Director/designee.

E. Social Services

1. One (1) Corrections Case Manager in the Justice Center will be eligible to be rotated on an annual basis.
2. One (1) Classification Specialist will be eligible to be rotated on an annual basis.
3. One (1) Program Specialist will be eligible to be rotated on an annual basis.

F. Administrative/Support Staff Rotation

1. All rotations of the support staff and personnel at the administrative level will be at the discretion and direction of the Director/designee.

