

POLICY AND PROCEDURES

NUMBER: 806

SUBJECT: Post Locations

ACA STANDARDS: 4-ALDF-2A-04

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 12/00, 4/02, 9/06, 5/08,
11/13, 11/17



I. POLICY

The St. Louis County Department of Justice Services shall provide adequate staff to ensure full coverage of designated security posts, surveillance of inmate housing areas and to monitor inmate programs and services.

II. RESPONSIBILITIES

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

III. PROCEDURES

A. Corrections Officer I

1. The following posts will be assigned twenty-four (24) hours, seven (7) days a week:
 - a. Direct Supervision Housing Unit Officer
 - b. Movement Officer
 - c. Unit Control Officer
 - d. Master Control Officer
 - e. Indirect Supervision Housing Unit Control Officer (8th Floor)

- f.** Indirect Supervision Housing Unit Officer (8th Floor)
 - g.** Medical/Mental Health Infirmary Officer
 - h.** Intake Service Center Security Officer
 - i.** Intake Service Center Officer
 - j.** Property Room Officer
 - k.** Suicide Prevention Officer
- 2.** The posts listed below will be assigned according to the following schedule:
- a.** Medical Clinic Officer - flex shift to coincide with inmate Medical Services - Monday through Friday
 - b.** Transportation Officers - 1st and 2nd shift - Monday through Friday
 - c.** Laundry Officer - 1st shift - Monday through Friday
 - d.** Maintenance Officer - 1st shift - five (5) days a week
 - [e.** Kitchen Officer *–4:00am – 12:30pm Seven (7) days a week*
11:00am – 7:30pm Seven (7) days a week]

B. Housing Unit Supervisors/Lieutenants

- 1.** The Housing Unit Supervisors on a specific Housing Unit floor will be assigned to the 1st and 2nd shift seven (7) days a week. The Housing Unit Supervisors assigned to the 3rd shift will have a specific Housing Unit floor but will assist with other Housing Unit floors seven (7) days a week.
- 2.** The Transportation Lieutenant will be assigned to the 1st shift, Monday through Friday.
- 3.** An Intake Service Center Lieutenant will be assigned to the 1st, 2nd, and 3rd shift five (5) days a week.

- C. Watch Commander/Supervisor
1. The Watch Commander will be assigned twenty-four (24) hours, seven (7) days a week.
 2. The Transportation Supervisor will be assigned to the 1st shift, Monday through Friday.
 3. An Intake Service Center Shift Supervisor will be assigned to the 1st, 2nd and 3rd shift five (5) days a week.
- D. Custody staff supervisors will ensure staff review post orders on an annual basis. Reviews will be documented.
- E. Anytime an officer works a post different from his/her normal job duty, that officer is responsible for reading the appropriate "post order". The supervisor of the area will ensure the officer completes the Post Order Signature Sheet. (See Attachment 1) For example, this will occur if a Housing Unit Officer works in the Transportation Department on his/her day off or if a Movement Officer works at a Unit Control. This will not occur if a Housing Unit Officer works on another housing unit floor.
- F. Post Orders will be reviewed annually by the Accreditation Manager and/or Division Supervisors.