

POLICY AND PROCEDURES

NUMBER: 102

**SUBJECT: Policy Coding, Formulation,
Revision and Review**

ACA STANDARDS: 4-ALDF-1C-05; 2A-27, 30; 2C-01; 3A-01, 02; 5A-05; 7A-02; 7D-03, 06, 07, 08, 11, 14, 20; 7E-01;

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 4/1/86

**REVISION DATE: 3/1/90,
9/97, 4/99, 3/01, 5/06, 1/08, 11/13,
12/14, 12/17**



I. POLICY

The St. Louis County Department of Justice Services shall develop and maintain a Policy and Procedure Manual expressing Department philosophy, goals, objectives, policies and operational procedures. These written Policies and Procedures shall be made available to all employees as described in the following procedures section.

II. RESPONSIBILITIES

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

III. PROCEDURES

A. Coding

1. All policies shall be numbered.
2. The policy number will designate the general subject section to which the policy applies.
3. The following numbering system will be used:

Section #:

100 Administration/Organization/Personnel/Management

- 200 Fiscal Management
- 300 Training/Staff Development
- 400 Management Information System/Research
- 500 Inmate Records
- 600 Physical Plant
- 700 Facility Safety/Sanitation
- 800 Security/Control/Inmate Discipline
- 900 Special Management Inmates
- 1000 Food Service
- 1100 Laundry
- 1200 Central Supply/Warehouse
- 1300 Medical/Mental Health Care
- 1400 Intake/Property Control/Release
- 1500 Classification/Orientation
- 1600 Inmate Programs and Services
- 1700 Citizen Involvement/Volunteer Records
- 1800 Inmate Rights
- 1900 Emergency Plans
- 2000 Communication/Mail/Visitation

- 4. Policy numbers will be assigned as policies are generated. The policy number will not change if the policy is revised and will not be reissued if the policy is rescinded.

B. Developing and Revising Policies

1. The Accreditation Manager shall be responsible for the development of all Departmental policies and procedures.
2. All Department of Justice Services employees are encouraged to participate in policy and procedure development. Moreover, the Department's stated mission is further assisted by a sense of employee ownership through the development and submission of innovative and creative ideas and suggestions in formulating policies and procedures. The benefits of employee input far outweigh any risks of potentially unsatisfactory results. Therefore, the Department is not discouraged by a suggestion, policy or procedure that falls short of anticipated results and will make needed changes or adjustments in an effort to reach the stated objective.
3. Volunteers may make suggestions concerning the establishment of policies and procedures for the volunteer services program. Any volunteer may contact the Programs Manager or the Volunteer Coordinator with his/her suggestions. The Programs Manager and Volunteer Coordinator will be responsible for sending the suggestions through the proper chain of command.
4. Related community agencies (e.g., Clayton Fire Department, St. Louis County Department of Public Works, St. Louis County Department of Health, law enforcement agencies, etc.) will also be utilized to participate in policy development, coordinated planning and interagency consultation.
5. Department of Justice Services employees may contact the Director or the Department Superintendents in writing via the chain of command with suggestions or problems concerning policies and procedures. Facility personnel may choose to utilize the Department's established procedure for submitting suggestions.
6. All written recommendations will receive a written or verbal response within 30 days, from the Accreditation Manager, detailing the action taken and proposed disposition of the suggestion or recommendation.
- [7. *The Director may suspend the application of or amend any policy or procedure if the Director determines it is advisable*

for the efficient, orderly or suitable operation of the Department or to comply with County ordinances, rules, procedures or operational needs. The Director will notify effected Department staff of any such suspension or revision as soon as practicable. If the Director wishes to permanently suspend or revise a policy or procedure (that is, for longer than 60 days), such suspension or revision shall be implemented pursuant to the procedures set forth herein. Unless otherwise directed by the Director, the suspended or revised policy or procedure shall remain in effect until the applicable review process is completed.]

C. Review

1. The Accreditation Manager will ensure the Policy and Procedure manual is reviewed annually and if needed individual policies and procedures on an as needed basis.
2. The review shall include an assessment of facility operations for compliance with published policies and procedures to determine if any revisions, additions or deletions are necessary.
3. The Accreditation Manager will send a memo out at the beginning of each year to all Department Managers/Superintendents concerning the annual review of policies and procedures. Some managers/superintendents will receive policies and procedures specific to their area (e.g., Training Manager, series 300). Other managers/superintendents (e.g., Unit Managers, Superintendent of Security) will receive a broader spectrum of policies and procedures (series 800, 900, 2000) to review. This group will decide as a team which manager/superintendent will be responsible for each particular policy. As policies are reviewed, the manager/superintendent will sign a review sheet, stating which policy was reviewed and date it was reviewed. Any changes noted during the review will be sent to the Accreditation Manager.

4. Managers and Superintendents will be responsible to review assigned policies and procedures as follows:
 - a. Administrative staff/Fiscal/Human Resource Manager – series 100, 200, 1200
 - b. Unit Managers/Security Manager – series 800, 900, 2000
 - c. Program Manager (Programs) – series 1600, 1700, 1800
 - d. Intake Manager – series 500, 1400, 1500
 - e. Program Manager (Training) – series 300
 - f. Food Services Manager – series 1000
 - g. Accreditation Manager – series 600, 700, 1100, 1300, 1900
5. In an effort to ensure the Department receives staff input for policies and procedures, managers may utilize Watch Commanders, Lieutenants, line staff and/or non-custody staff to assist in reviewing the policies and procedures.

D. Approval

1. Following final review by the Superintendents of the applicable divisions, the proposed document shall be forwarded to the Director of Justice Services or his/her designee for consideration. The Director may approve, disapprove or modify the proposal. Upon approval, the Director shall return the document for publication and distribution.
2. If legal issues dealing with policy and procedures, staff dismissal, contracts, lawsuits, etc. arise, the Director, Superintendents or other staff designated by the Director will contact the County Counselor's Office. The Director/designee may ask for advice and consultation from the County Counselor's office by phone or e-mail. If the Department is seeking a legal opinion by the County

Counselor's Office, the request will be formally written by the Director/designee. Employees other than designated staff will use the chain of command to contact the County Counselor's Office.

3. New policies and procedures and revised policies and procedures shall not take effect until approved by the Director or his/her designee.

NOTE: The changes in the policies and procedures are subject to a 30 day review.

E. Distribution

1. Employees are able to access the policy and procedures manual on every computer used by the Department of Justice Services.
2. The Accreditation Manager will ensure all new or revised policies and procedures are placed in the proper file in the computer system. An e-mail notification informing staff of any new or revised policies and procedures will be sent to all staff. All staff will acknowledge they received and reviewed all policy updates by replying via email to the Accreditation Manager.
3. It is the mandatory responsibility of all employees to read, familiarize and understand all policies and procedures. All employees will read, familiarize and understand all new or revised policies and procedures after the employee has been notified. If an employee has any questions about a policy or procedure, it is that employee's responsibility to direct his/her questions through the chain of command beginning with his/her immediate supervisor.

NOTE: It is the responsibility of all employees who use the computers on a daily basis to check their e-mail at least once a day. Employees who do not use computers on a daily basis will check their e-mail at least once a week.

4. It is the responsibility of all managers and supervisors to ensure through the use of meetings and/or floor specific briefings that new and rewritten policies are discussed with their staff.

F. Master Manual

1. Master manuals shall be maintained in the office of the Accreditation Manager and shall contain the following:
 - a. A complete set of all current policies and procedures
 - b. A record of all policies disapproved or deferred for further action
 - c. A record of all correspondences relating to proposed policy development
 - d. A complete set of all policy and procedure revisions and supplements.

