



# POLICY AND PROCEDURES

NUMBER: 106

SUBJECT: Employee Regulations

ACA STANDARDS: 4-ALDF-7C-02

ACTING DIRECTOR: Julia Childrey

EFFECTIVE DATE: 3/1/90

REVISION DATE: 10/15/92,  
9/97, 3/99, 11/00, 1/02, 12/03, 7/07,  
10/08, 6/09, 4/11, 10/12, 12/14, 1/18,  
12/18

## I. POLICY

The St. Louis County Department of Justice Services shall establish employee regulations for the safety and well being of employees and inmates. It is the responsibility of each employee to read and follow all rules and regulations of the facility and the Department.

## II. RESPONSIBILITIES

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

## III. DEFINITIONS

**Show of Force:** When the presence of all available officers who respond to a "call for assistance" during a disturbance suppresses the situation without a physical confrontation.

**Unprofessional Behavior:** Acting in a manner which degrades the employee or diminishes his/her status as a person whose behavior should be followed by co-workers and/or inmates.

**Contraband:** Any prohibited or illegal item whose importation, exportation or possession is in violation of the Department's policies and procedures and/or the laws.

**Personal Relationship:** A relationship which may include dating, shared living accommodations, intimate relationship or sexual relationship.

**Financial Agreement:** An agreement which may include selling/purchasing items, lending money, long term business partnerships, etc.

**Employee:** For the purpose of this policy, the term “employee” or “employees” shall include any St. Louis County Department of Justice Services or Department of Health employee whose principal place or employment is the Buzz Westfall Justice Center or any facility, office or site operated by the Department, including but not limited to, probationary employees, merit employees, volunteers, contract employees, on-call employees, seasonal employees, if any.

#### IV. PROCEDURES

- A. Each employee's conduct shall be consistent with the maintenance of proper security and welfare of the facility and of the inmates under his/her supervision.
- B. Human dignity will always be respected. An empathetic, firm and professional manner is expected. All inmates shall be dealt with honestly, fairly and with due caution.
- C. Employees will be respectful and courteous to all inmates, co-workers, professional visitors and the public. It is unprofessional to use profane, insulting or abusive language in the presence of an inmate, co-worker, professional visitor or the public.
- D. Employees will not strike or lay hands upon an inmate unless in self defense, to prevent injury to another person or to quell a disturbance. Only the amount of force necessary to bring the situation under control should be exercised. A show of force may prevent a physical altercation.
- E. Unprofessional behavior by employees will not be tolerated. All employees are to develop the rapport essential for successfully housing an inmate while in our custody without incident.
- F. Employees will refrain from any behaviors that may be considered sexual harassment or sexual misconduct with other employees, visitors and inmates. This includes, but is not limited to, any sexual advance, requests for sexual favors and other verbal, written electronic communications or physical conduct of a sexual nature. Disciplinary action, including dismissal, as well as a criminal investigation may be taken against employees who, after investigation, have been found to have sexually harassed another person or have been involved in incidents involving staff sexual misconduct with inmates. (See Policy # 141 Sexual Harassment). The Department has a “zero tolerance policy” for sexual harassment.

- [G. Employees are not allowed to take any article from the facility without authorization from the supervisor in charge or his/her designee. Employees are responsible for all property issued to them. (i.e., two-way radios, telephones, restraints, badges, uniforms, pepper spray, keys, etc.) The misuse or mishandling of county property is forbidden and such actions will be subject to disciplinary action. *Employees are responsible for ensuring all property issued to them by the Department is returned to the Department upon the end of employment.*]
- H. Employees shall be alert to detect and prevent escapes and mistaken releases, and will remain conscious of the need for security at all times.
- I. Employees shall be alert to any dangerous practices or hazardous conditions anywhere in the facility. Employees shall immediately report accidents, disturbances and security violations to their supervisor upon occurrence, and will assist and fully cooperate in all investigations and prepare written reports as directed.
- J. It is improper to recommend or furnish any advice concerning the selection of a specific lawyer or bondsmen for an inmate. A phone book for lawyers and an approved bondsmen list should be made available for inmate or the public use.
- K. All information contained in an inmate's jail file is considered an official record. To determine what information may be given to the public (See Policy #501 Release of Public Information). Information may only be given while on duty in your professional capacity.
- L. Employees shall not report for duty or exercise supervision/control over inmates or operate a county vehicle, while under the influence of an intoxicant, narcotic, hallucinogenic drug, central nervous system stimulant or any illegal or non-prescribed medications. It will also be a violation of policy for an employee on duty to have the odor of an intoxicant on his/her breath or clothing.
- M. Random drug testing will be conducted on employees who possess a CDL license, who have regular contact with inmates and/or have frequent uncontrolled access to secure areas. Employees may be required to submit to a drug or alcohol test based on an objective "reasonable suspicion" that they are inhibited by drugs or alcohol while performing their duties.
- N. Employees on medication are responsible for knowing the side effects of these medications. (i.e., drowsiness, no driving, etc.) If the medication could impair one's ability to carry out his/her duties, the immediate supervisor must be informed by the employee. The supervisors should

discuss these situations with administrative personnel and if the situation dictates, assign the employee to a special post.

- O. Annual want/warrant checks will be performed on all employees by the IJMS Systems Analyst. If an employee is found to have an active want and/or warrant, that information will be forwarded to the Director or his/her designee.
- P. Employees shall never leave their assigned post without being properly relieved or without permission from their immediate supervisor. Inmates will never be left unsupervised in an inmate housing unit, unless specified per policy.
- Q. An employee is not allowed to carry any firearms, batons, blackjacks, chemical agents or any kind of weapon into the Justice Center unless it is issued to them in the line of duty and it is permitted per policy.
- R. An employee is not allowed to possess or use his/her own personal weapon while on duty, during training or on the Justice Center property.

**NOTE:** It is prohibited by law to bring a firearm, other than a County issued firearm (See Policy #822 Firearms/Armory/Weapons Storage), into a County facility. Violation of any of these rules, regulations, directives, orders or policies and procedures may be cause for disciplinary action, which may include termination.

- S. Officers shall not use their Department of Justice Services' badge or Department of Justice Services ID in conjunction with carrying a personal firearm. Employees of the Department do not have police authority and shall not represent themselves as such with a Department's badge or Department's ID. Employees shall comply with all federal, state and county laws regarding firearms while off duty.
- T. Employees are not to possess keys to any area of the Justice Center which have not been issued to them in the line of duty, nor will they carry a personal handcuff key while on duty. All personal keys must be locked in the employee's locker. Only authorized staff may carry a handcuff key while on duty.
- U. Employees shall not introduce contraband within the facility, which includes but is not limited to the following materials: cell phones, alcoholic beverages, cigarettes, marijuana, cocaine or any other controlled substance or drug paraphernalia as defined by state or federal regulations; any weapon of any description or any article or substance which may be fashioned into or used as a weapon unless issued to the individual by the Department in the line of duty.

- V. Employees will not have in their possession newspapers, magazines, books, cell phones, cameras, video devices, radios or other listening devices, etc. while on post or on duty. Full attention is to be devoted to the responsibilities of the post or duty assignment.

**NOTE:** A staff member is only allowed to carry a cell phone on their person in the secure perimeter if authorization was given by the Director and/or the Superintendent of Security.

- W. Employees will not solicit nor accept any personal favors or service from an inmate. No requests are to be made of an inmate beyond the requirements of their authorized work assignments. Employees will not extend nor promise to any inmate, privileges not available to all other inmates within the same classification.

- X. Employees shall not give or receive from an inmate anything in the nature of a gift, promise of a gift or in any manner buy, sell or barter an article with an inmate.

- Y. Employees shall not in any way use their official duty assignment to establish social contacts with inmates or friends and relatives of inmates. There is clearly an inherent danger of compromising the employee's reputation in establishing relationships of this nature.

- Z. Financial agreements or any other non-work related transactions between or among Department employees shall not be conducted while on duty and shall not in any manner interfere with or delay the performance of an employee's duties. Financial agreements between direct reports are strongly discouraged.

**NOTE:** Charitable activities are allowed with permission of the Director.

- AA. Employees shall not be employed in positions that place them under the direct supervision of their spouse, cohabitant, parent, child or sibling, or their spouse's parent, child or sibling, or any of their family members or with a supervisor the employee is involved with in a personal relationship.

- BB. Supervisors at all levels shall not be allowed to write or sign the performance evaluation of a spouse, cohabitant, parent, child or sibling, or their spouse's parent, child or sibling, or any of their family members or with any employee the supervisor is involved with in a personal relationship.

- CC. Supervisors at all levels shall not be allowed on a promotional board which will decide a promotion opportunity for a spouse, cohabitant,

parent, child or sibling, or their spouse's parent, child or sibling, or any of their family members or with a supervisor the employee is involved with in a personal relationship.

- DD. Supervisors at all levels shall not have a personal relationship with subordinates that are direct reports to that supervisor. If there is a personal relationship between a supervisor and an employee who reports directly to that supervisor, it is the responsibility of the supervisor and the employee to report the situation immediately to the appropriate supervisor.
- EE. Employees who are absent from duty without authorized leave for three (3) consecutive work days and without notifying the appropriate supervisor(s) shall be considered to have resigned, provided that the failure to give such notice was not caused by unavoidable circumstances.
- FF. Employees are only to possess their Department issued badges while on duty. Employees who are not in uniform will be required to wear/display the County issued ID badge at all times while on duty or present at any County facility/building. Uniformed employees are required to wear their County badges when they are on duty, but not in uniform. Department issued ID badges will not be displayed, but each employee will keep it on their person for identification purposes. All other forms of ID are prohibited.
- GG. Being in an off duty status does not relieve you of all responsibility to the Department. As an employee of the Department of Justice Services, you shall always conduct yourself in such a manner that no personal action could bring discredit or criticism upon you, the Department or County Government. A specific example would be that, employees are not to wear their uniform and/or badges/I.D.'s in public when consuming alcohol. An employee that is involved in any incident involving a law enforcement agency will fully cooperate with the law enforcement agency and immediately notify his/her supervisor of the situation.
- HH. Each employee shall be responsible for making any of the following changes in the St. Louis County Employee Self-Service system:
  - 1. Change of address
  - 2. Change of telephone number
  - 3. Change of emergency contact person(s)

Each employee is also responsible for notifying his/her immediate supervisor of this information.

- II. It is the responsibility of all employees to be familiar and understand all policies and procedures of the posts which they are assigned.
- JJ. When any question or doubt arises regarding policy, procedure or situation (whether or not covered in this manual), employees are to consult with their immediate supervisor.
- KK. Violation of any of these rules, regulations, directives, orders or policies may be cause for disciplinary action, which may include termination.