

# POLICY AND PROCEDURES

NUMBER: 148

SUBJECT: Director's Committee

ACA STANDARDS: None

INTERIM DIRECTOR: Lt. Col. Troy Doyle

EFFECTIVE DATE: 7/19 REVISION DATE:



## I. POLICY

The St. Louis County Department of Justice Services shall establish a direct line of communication, enhance cooperation, and promote coordination between the Director and the non-supervisory personnel of the Department.

## II. RESPONSIBILITIES

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

## III. GENERAL PROCEDURES

- A. The Director's Committee is not to be interpreted as an instrument of subvert, replace, minimize, or eliminate the existing chain of command.
- B. Within this policy, the term employee shall mean non-supervisory Corrections Officers and non-supervisory professional staff employees.
- C. The Committee will be an open format discussion, eliciting statements from each member in-turn that has attended.

## IV. APPOINTMENT OF MEMBERS

- A. The members of the Committee will be selected to represent the various work elements of Justice Services. They shall be selected by supervisors, and appointed by the Director. These members will represent the fellow employees of their work elements.

- B. The members of the Committee shall be selected from the following work elements:
1. Corrections Officers Intake - one (1) from each shift (Selected by ISC Manager)
  2. Corrections Officers – one (1) from each shift and each floor 4-8 (selected by Unit Managers)
  3. Corrections Officer Infirmery – one (1) officer (selected by the Superintendent of Human Resources/Operations)
  4. Bonding Clerk – one (1) employee (selected by Bonding Supervisor)
  5. Master Control – one (1) officer (selected by the Watch Commanders)
  6. Transportation Officer – one (1) officer (selected by the Transportation Supervisor)
  7. Professional Staff – one (1) employee (selected by the Accounting Manager)
  8. General Services – one (1) employee (selected by the Warehouse Supervisor)
  9. Case Manager – one (1) employee (selected by the Superintendent of Security)
  10. Community Corrections – one (1) employee (selected by the Superintendent of Community Corrections)
  11. Lobby Clerk – one (1) employee (selected by Officer Manager)

**V. TERM OF MEMBERS**

Each member shall serve a period of one (1) year from the date of selection, except in those instances wherein they are transferred to another work element, or are no longer employed by the Department.

- A. Should the position of a member become vacated prior to expiration of the selective term, it shall be immediately filled by a new member.
- B. In the event a selected team member cannot make a meeting, the supervisor will select an employee to attend on behalf of their fellow employees.

## **VI. DUTIES OF MEMBERS**

- A. Members are actively encouraged to voice opinions and pursue any and all comments both constructive and critical of Justice Services, as registered by fellow employees and the bring them to the attention of the Director in open committee discussion.
- B. Personnel matters are not to be submitted via the Director's Committee. This includes transfers, promotions, terminations, suspensions, or hiring of individual employees. Strict guidelines and rules apply to those personnel discussion and it is not appropriate to be held in open forum discussion.
- C. The Director will evaluate all recommendations and comments.
- D. Minutes shall be prepared by the Director's Office on all committee meetings. There will be only one official publication of the Director's Committee minutes distributed throughout the Department.
- E. Members shall actively solicit questions from employees of the work element from which they were selected, prior to the Director's Committee meeting.
- F. The Directors' Committee will meet at regularly scheduled monthly sessions. Members who are on duty are to be excused by their Supervisor in order to attend. Members attending who are off duty will be granted overtime for attendance.