

POLICY AND PROCEDURES

NUMBER: 132

SUBJECT: Staff Breaks/Meals

ACA STANDARDS: 3-ALDF-2F-02

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 2/22/94

REVISION DATE: 1/1/95, 9/97,
3/00, 12/02, 10/04, 3/07, 1/08, 4/11
2/13, 11/13, 11/17, 1/19



I. POLICY

The St. Louis County Department of Justice Services shall maintain a policy that affords staff time away from their work stations for breaks and meals.

II. RESPONSIBILITIES

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

III. PROCEDURES

A. General Information

1. Only soft-side lunch bags, (reusable, see-through or disposal) containing food and snack items will be allowed in the secure perimeter and stored in the unit break rooms. The soft-sided lunch bag will be no larger than a conventional twelve pack of soda.
2. Personal coolers, lunch boxes, thermoses and other hard covered containers used to carry food, snacks or beverages will not be allowed within the secure perimeter. These containers may be stored in staff lockers if an employee wishes to eat outside of the facility.
3. Styrofoam and paper cups will be allowed within the housing units and Unit Control. However, only the Unit Manager and Support staff will be allowed to have non-disposable cups and only within their offices.

4. Section Redacted. Portions of this record are closed pursuant to Section 610.021(19) RSMo and Section 114.020(18) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
5. Break rooms in each unit, equipped with a microwave and a small refrigerator, will be available to staff for breaks.
6. Staff will not be allowed to eat or snack at their work stations with the exception of third shift staff. (See Policy #137 Food and Beverages at Work Stations)
7. Staff will not remove food and beverages from inmate meal carts or trays for their personal use.
8. During meal periods, staff are encouraged to eat their meals in the Staff Dining Room and not the break rooms, enabling staff to gather together and interact.
9. Vending machines will be available in the Staff Dining Room.
10. The St. Louis County Justice Center is a smoke-free facility and smoking will not be allowed inside the building. (See Policy #134 Tobacco Use)

B. Custody Staff

1. Custody staff will work an eight (8) or ten (10) hour day, however, their scheduled day will be 8 1/2 or 10 1/2 hours. Staff will report at least thirty (30) minutes prior to assuming his/her post.
2. A thirty (30) minute meal period will be granted during the shift. If any problems develop which prevent an employee from taking a meal period, the employee will receive overtime pay for thirty (30) minutes.
3. Section Redacted. Portions of this record are closed pursuant to Section 610.021(19) RSMo and Section 114.020(18) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

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5. Every effort shall be made to grant ten (10) minute breaks. Overtime will not be granted if the ten (10) minute breaks cannot be given, due to unforeseeable circumstances.
6. Custody staff working in excess of their normal shift may receive a ten (10) minute break for each four (4) hours beyond their normal shift. If an officer works an additional eight (8) hour shift he/she is also entitled to a thirty (30) minute lunch break, however, he/she will only be paid for 7 1/2 hours.

C. Non-Custody Staff

1. Non-custody staff will work an eight (8) hour day, however, their scheduled day will be either 8 1/2 hours or 9 hours, depending on the length of their scheduled meal period.
2. Non-custody staff may receive two (2) ten (10) minute breaks, one in the morning and one in the afternoon.
3. Non-custody staff work schedules for individuals will be consistent and approved by the respective supervisor. Flex hours are permitted, but not daily flex time.

D. Staff Breaks (10 Minute)

1. Authorized breaks for non-custody staff shall be scheduled by their immediate supervisor.
2. Corrections Medicine staff shall take their breaks as prearranged by the Corrections Medicine Manager.
3. The Watch Commander shall ensure the following officers are relieved for their ten (10) minute break: Master Control, Escort, Laundry and Clinic Officers, when possible. When Watch Commanders and supervisors approve staff breaks, they will ensure adequate staffing remains on duty.

4. The Intake Service Center Shift Supervisor shall ensure that Intake Service Center Security and Property Room Officers are relieved for breaks, when possible.
5. The Transportation Supervisor shall ensure Transportation Officers are relieved for breaks when possible.
6. The Corrections Officer Lead assigned to each direct supervision unit will ensure all posts on his/her unit receive their ten (10) minute breaks, when possible.
7. The Corrections Officer Lead on the eighth floor will ensure officers assigned to the eighth floor are relieved for their ten (10) minute breaks, when possible.

Note: Two officers, regardless of gender, may be assigned to any of the three (3) indirect units or to the Pre-Classification Unit(s). During breaks, lunch and dinner, there may be one officer (either male or female) assigned to the indirect control center or to the Pre-Classification Unit(s).

8. When being relieved for authorized breaks, Custody staff shall:
 - a. Not leave his/her post for break unless properly relieved.
 - b. Begin his/her break as soon as relieved.
 - c. Carry and monitor a two-way radio while on break.
 - d. Return to his/her post on time.
9. When an officer relieves another officer in a housing unit or unit control for a meal, the oncoming officer will enter the time he/she relieved the officer, why the officer is being relieved (e.g., break, meal, etc.) and enter his/her name in the Floor Activity Log. When the officer returns from the meal, the returning officer will enter the time he/she returned in the Floor Activity Log.

E. Staff Meal Period (30 Minutes)

1. Relief for staff who are not required to maintain coverage of their posts during meals will be scheduled by their supervisors.
2. The Corrections Medicine Manager shall establish procedures to relieve Corrections Medicine staff during meal time.

3. The Watch Commander, along with other supervisors, (e.g., Intake, Transportation), shall ensure staff is relieved for meals in a timely manner utilizing all available personnel.
4. The Transportation Supervisor and/or designee shall ensure that all Transportation Officers are relieved for meals.
5. The Watch Commander shall ensure that Master Control, Infirmary, Escort, Laundry and Clinic Officers are relieved for meals.
6. The Intake Supervisor shall ensure that Intake, Property, and Intake Security Officers are relieved for meals.
7. The Corrections Officer Lead on the fourth, fifth, sixth and seventh floors will ensure officers assigned to direct supervision housing units and unit control are relieved for meals, after inmates are placed on lockdown status.

NOTE: The Unit Control and the Pre-Classification Unit(s) will be manned at all times.

8. The Corrections Officer Lead on the eighth floor will ensure officers assigned to the eighth floor housing units and unit control are relieved for meals, after the inmates are placed on lockdown status. The Unit Control and Indirect Control Centers and posts will be manned at all times and one officer will remain in Pre-Classification Unit(s) at all times.

Note: During breaks, lunch and dinner, there may be one officer (either male or female) assigned to the indirect control center and the Pre-Classification Unit(s).

9. When being relieved for meals Custody staff shall:
 - a. Not leave his/her post for meal unless properly relieved.
 - b. Return to his/her post on time.
 - c. Officers are not required to carry their two-way radio during their meal time.
10. Custody staff shall be relieved one half hour for meals during the following time periods:
 - a. Day shift 11:00 AM - Noon

b. Evening shift 6:00 PM - 7:00 PM

- 11.** Relief for meals during the midnight shift shall be at the discretion of the Watch Commander in conjunction with the Corrections Officer Lead.
- 12.** When an officer relieves another officer in a housing unit or unit control for a meal, the oncoming officer will enter the time he/she relieved the officer, why the officer is being relieved (e.g., break, meal, etc.) and enter his/her name in the Floor Activity Log. When the officer returns from the meal, the returning officer will enter the time he/she returned in the Floor Activity Log.
- 13.** When on duty at a hospital post, the hospital will not provide meals. The officers are expected to bring food for their meal and eat the meal in the hospital room.

F. Food Service

- 1.** All uniformed employees of the St. Louis County Department of Justice Services are eligible to receive a meal free of charge during their tour of duty.

[NOTE: Non-uniformed Justice Services staff will have the option to purchase a meal at a set cost.]

- 2.** The Food Service Contractor shall ensure that the Staff Dining Room is open and food available during the following hours.
 - a.** Day Shift 11:00 AM - 2:00 PM (no cook on duty)
 - b.** Evening Shift 6:00 PM - 7:00 PM (no cook on duty)
 - c.** Midnight Shift 1:00 AM - 3:00 AM (no cook on duty)
 - (1)** Custody and uniform staff will receive a meal prepared in the facility kitchen under the direct supervision of kitchen staff. Kitchen staff will prepare and load staff food trays onto the food carts.
- 3.** Daily meal will be similar to the general facility meals.
- 4.** A beverage counter will be available including punch and water.
- 5.** All shifts will be provided with meals that will be kept in a warmer cabinet and/or a refrigerator.

6. Suggestions or concerns regarding meal quality or quantity shall be submitted in writing to the Superintendent of Human Resources/Operations, who will take the appropriate steps to rectify any problems.
7. Be advised that all food items are subject to availability. Menus and service may be periodically affected by staffing shortages.