

POLICY AND PROCEDURES

NUMBER: 131

SUBJECT: Staff Roll Call

ACA STANDARDS: None

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97 REVISION DATE: 12/99, 4/02, 4/09,
11/13, 12/18



I. POLICY

The St. Louis County Department of Justice Services shall conduct roll call on a daily basis prior to all shifts to establish staff coverage and to pass on all pertinent facility information and to conduct training.

II. RESPONSIBILITY

All St. Louis County Department of Justice Services' Watch Commanders, Custody, Transportation and Intake staff are responsible for the following procedures.

III. PROCEDURES

- A. Roll call will take place in the Roll Call Room or at the staffs' work area (housing unit floors, Intake, etc.) at the beginning of each shift; 6:00 AM day shift, 2:00 PM evening shift, 10:00 PM midnight shift. Roll call shall be conducted by the Watch Commander or area supervisors.
- B. All staff are encouraged to be at work at least 5 to 10 minutes prior to the staff roll call. This will allow staff the opportunity to exchange greetings with co-workers, discuss issues pertinent to the operation of the facility and to develop a positive work environment between staff from various areas of the facility.
- [C. *Staff may begin clocking in on Nova Time two (2) minutes prior to the start of their shift up to three (3) minutes after the start of their shift. Clocking in more than three (3) minutes after the start of their shift will result in a tardy.*]

- D. Staff shall report to the Roll Call Room or staffs' work area in full uniform and ready for duty. All coats, keys, purses, bags etc., should be stored in the officer's lockers prior to reporting to the Roll Call Room. Eating is prohibited in the Roll Call Room.
- E. During roll call, the Watch Commander or area supervisors shall:
 - 1. Discuss information relating to any special duties for that date.
 - 2. Review special incidents that may have occurred in the facility during the past forty-eight (48) hours, (This facilitates the passing of information to officers who may have been off duty the past (48) hours).
 - 3. Discuss information relating to "special" or "problem" inmates.
 - 4. Discuss Departmental or County Government topics and memos.
 - 5. Assign officers to duty posts.
 - 6. Inspect officer's uniforms.
- F. Time will also be allotted for training purposes, (i.e, suicide prevention, unit specific issues, etc.)

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