

REPORTING FOR DUTY, REST PERIODS AND ENDING A SHIFT

- AUTHORITY:** Memorandum of Understanding
Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-205, dated 12/30/11
- FORMS:** None
- PURPOSE:** To provide institutional staff with guidelines for reporting for shifts, for taking rest periods/coffee breaks, and for ending shifts.

PROCEDURE

- I. Reporting for duty
 - A. Report to your assigned work station on time and be prepared to assume responsibility for the unit.
 - B. Upon arrival at the work station, enter your username and password into the Institutional Management System (IMS) to sign in. You must designate your position.
 - C. Conduct a visual population check and enter the count in IMS. (Know the name and location of each minor who cannot be physically counted.)
 - D. Perform an equipment check making a log entry to verify all applicable equipment (unit equipment, belt, radio, handcuffs, pepper spray, keys, etc). Document any specific equipment #'s assigned to you for the shift.
- II. Rest Periods
 - A. You are permitted one 15-minute rest period during each four consecutive hours of work performed. No rest period may be scheduled within one hour of the beginning or ending of a work shift.
 - B. Rest periods are considered work hours and employees may be required to perform duties. In emergencies, rest periods may not be feasible. If a rest period cannot or is not taken, your work day or work week may not be shortened or otherwise adjusted as compensation.
 - C. Coordinate rest periods with coworkers so that they know where you are in case of an emergency. Under no circumstances leave a unit or work crew unsupervised to take a rest period/coffee break.
 - D. When you leave your area of responsibility for a rest break, sign in and out of IMS under the activity staff in/staff out.

III. Ending a Shift

- A. Conduct a visual population check prior to the end of your shift.
- B. Do not leave the work station until properly relieved. If the relief person has not arrived at the scheduled time, contact the Duty Officer for further direction.
- C. Sign out in IMS to designate the exact time of departure. Include your name and the population count.
- D. Perform an equipment check, making a log entry to verify all applicable equipment (unit equipment, belt, radio, handcuffs, pepper spray, keys, etc). Document any specific equipment #'s assigned to you for the shift. This entry will signify the return of all equipment.

IV. Rest Periods for Deputy Juvenile Correctional Officer I (DJCOI)

- A. If there are no staff on duty to provide relief, the DJCOI may not leave their area of supervision.
- B. Rest periods may not interfere with room checks and assigned responsibilities.

REFERENCES:

Procedures:	3-3-011	Youth Guidance Center Automated Logbook/Logbooks Institutional Management System (IMS)
	3-3-209	10 PM – 6 AM Shift Duties, Deputy Juvenile Correctional Officer I at Youth Guidance Center
	3-4-011	Automated Logbook/Manual Logbook Institutional Management System Joplin Youth Center
Policies:	C-4	Work Schedules, Overtime, Sick/annual Leave and Compensatory Time
	C-16	Employee Conduct-On Duty

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APPROVED BY: David Burnham
Division Director

August 7, 2013
Date