



# POLICY AND PROCEDURES

**NUMBER:** 107

**SUBJECT:** Staff/Inmate Communications  
and Professional Relationships

**ACA STANDARDS:** None

**DIRECTOR:** Herbert Bernsen

**EFFECTIVE DATE:** 10/14/91

**REVISION DATE:** 9/97, 5/06, 10/08,  
11/13, 12/14

## I. POLICY

The St. Louis County Department of Justice Services shall establish guidelines for professional staff/inmate relationships, communications and associations, to prevent the inherent dangers of compromising relationships and to maintain the security and integrity of the Department. This policy is not intended to violate any freedom of association guaranteed by the U.S. Constitution, Constitution of the State of Missouri, or as otherwise guaranteed by law, including but not limited to entering into marriage.

## II. RESPONSIBILITIES

All employees are responsible for the following procedures.

## III. DEFINITIONS

**Department:** St. Louis Department of Justice Services.

**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’s employees whose principal place of 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, non-merit employees, volunteers, contract employees, on-call employees, seasonal employees, if any.

**Inmate(s):** Any person in the custody of, or under the supervision of or any person who has escaped from the custody of the Department.

## **IV. PROCEDURES**

### **A. Gifts and Favors**

1. An employee shall not knowingly solicit, engage the services of, accept services of anything in the nature of a gift or promise of a gift or in any manner, buy, sell, barter, trade, accept favors from, or do favors for any inmate, or an inmate's spouse or person with whom the inmate cohabits in an intimate relationship, father, son, mother, daughter, stepson, stepdaughter, uncle, aunt, niece, nephew, cousin, or other person related to the inmate by blood, marriage, or by law where doing so would create a conflict of interest, would compromise security, would erode the public's confidence in the Department's reputation in the community, impugn the credibility of the Department or of the employee or other employees, or otherwise create an appearance of impropriety.
2. An employee shall not knowingly solicit, engage the services of, accept services of anything in the nature of a gift or promise of a gift, or in any manner buy, sell, barter, trade, accept favors from, or do favors for, any person who is known to be or holds himself or herself out to be a friend, agent, associate, attorney, or business partner of the inmate or for any other reason is known to or holds himself or herself out as someone who has a close relationship with an inmate based on a friendship and not by blood or marriage where doing so would create a conflict of interest, would compromise security, would erode the public's confidence in the Department's reputation in the community, impugn the credibility of the Department or of the employee or other employees, or otherwise create an appearance of impropriety.

### **B. Association**

1. Employees shall not in any way use their official duty assignment to establish social contacts or personal relationships with inmates, or knowingly show partiality

toward or against, become emotionally, physically or financially involved with an inmate's spouse or person with whom the inmate cohabits in an intimate relationship, father, son, mother, daughter, stepson, stepdaughter, uncle, aunt, niece, nephew, cousin, or other person related to the inmate by blood, marriage, or by law where doing so would create a conflict of interest, would compromise security, would erode the public's confidence in the Department's reputation in the community, impugn the credibility of the Department or of the employee or other employees, or otherwise create an appearance of impropriety.

- [2. Employees shall not correspond with inmates through the telephone, the use of the internal mail or via email except where required by law, *or through any social media outlet (i.e. FaceBook, Instagram, Twitter, etc)*. Employees are not prohibited from corresponding with inmates through the US Mail or visiting in accord with visiting procedures with a member of their immediate family who is in custody. (See Policy #109 Confinement/Supervision of Friends, Relatives and Adversaries)]
3. While off duty, employees are prohibited from knowingly establishing social contacts or personal relationships with inmates, or showing partiality toward or against inmates, becoming emotionally, physically or financially involved with an inmate's spouse or person with whom the inmate cohabits in an intimate relationship, father, son, mother, daughter, stepson, stepdaughter, uncle, aunt, niece, nephew, cousin, or other person related to the inmate by blood, marriage, or by law where doing so would create a conflict of interest, would compromise security, would erode the public's confidence in the Department's reputation in the community, impugn the credibility of the Department or of the employee or other employees, or otherwise create an appearance of impropriety.
4. Social contacts and personal relationships would include, but not be limited to:
  - [a. Communications via telephone, email, letter, *or any social media outlet (i.e. FaceBook, Instagram, Twitter, etc)*]
  - b. Sending money orders

- c. Dating
  - d. Living together
  - e. Loaning/borrowing money
  - f. Visiting at any correctional institution or jail
  - g. Any activity that attempts to violate the spirit of this policy.
5. Any employee contacted by, or on behalf of, an inmate shall immediately report the contact, via the chain-of-command, to the Division Superintendent.
- [6. If an employee has any concerns how this policy affects his/her personal contact with others, the employee should contact his/her *Supervisor, Watch Commander, Unit Manager, or the Superintendent of Security or Fiscal/Human Services.*]
7. Employees shall not knowingly engage in or develop any relationships with inmates or ex-inmates without the knowledge and approval of the Director/designee.
8. For information concerning confinement and supervision of friends, relatives adversaries, see Policy 109 Confinement and Supervision of Friends, Relatives and Adversaries.

**C. Violations**

1. Violations of this policy may result in severe disciplinary action, up to and including termination.



