

POLICY AND PROCEDURES

NUMBER: 1405

SUBJECT: Law Enforcement Lobby

ACA STANDARDS: 4-ALDF-2A-20

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97 REVISION DATE: 6/98, 5/05, 9/06,
11/11, 11/13, 11/16, 12/18



I. POLICY

The St. Louis County Department of Justice Services shall ensure that the necessary equipment and supplies are available in the Law Enforcement Lobby (LEL) area of the Intake Service Center for law enforcement agencies to complete their arrest prior to turning the prisoner over to Justice Services.

II. RESPONSIBILITIES

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

III. DEFINITIONS

Fit for Confinement: A form prepared by a local hospital which states that a prisoner, after examination, is medically fit to be confined. The Corrections Medicine staff of the Justice Center may also declare a prisoner 'fit for confinement' without requiring a hospital visit. A prisoner will not be accepted by the Intake Service Center if not 'fit for confinement'.

IV. PROCEDURES

A. General Information

1. The LEL has two (2) prisoner holding cells. The cells will accommodate fifteen (15) prisoners. The door of the holding cell is operated manually after the police officer pushes the button to release the locking mechanism; no key is required. The door will lock automatically when closed by the officer. Inmates who are restrained will not be housed in a cell with unrestrained inmates. Police Officers are responsible for conducting checks on their prisoner(s) to monitor the behavior of the prisoner(s) in the holding cells in the LEL. Corrections Officers will assist police officers in emergency situations.
2. The bench and handcuff rail may also be utilized, depending on the cooperation level of the prisoner. The police officer shall use his or her own handcuffs to secure the prisoner to the rail, when necessary. If the prisoner is quiet and cooperative, the police officer may allow the prisoner to wait on the bench for his or her turn. All prisoners remain in restraints until after the medical screening. There are restrooms available for the prisoners in the holding cells or in the lobby. There is also a restroom for the police officers' use. Police Officers are responsible for monitoring the behavior of the prisoner(s) while the prisoner(s) is waiting on the bench in the Law Enforcement Lobby. Corrections Officers will assist police officers in emergency situations.

NOTE: When a police officer has a combative or uncooperative inmate, the inmate will be considered a top priority to be processed quickly, receive a medical screening from the medical staff in the LEL and then be removed from the LEL.

3. The police officer shall complete his or her Field Arrest Report form at the report writing counter, using the available computer and telephone if necessary. The interview room in the Law Enforcement Lobby also contains a copy machine and table for use by the officer. The evidence refrigerator is also located here for lab samples.
4. Any St. Louis County warrant on file must be obtained from the Fugitive Warrant Office. The arresting officer may either telephone or send his or her Field Arrest Report form through the pneumatic tube system to the Fugitive Warrant Office. The warrant clerk shall return the requested warrants through the tube system to the police officer to serve on the prisoner.
5. When the police officer has completed the required arrest

paperwork, the prisoner(s) will clear the metal detector and immediately be pat searched by a Corrections Officer. After the prisoner(s) clear the metal detector and the pat search is complete, the Corrections Medicine staff will be notified. The Corrections Medicine staff shall ensure that the prisoner is 'fit for confinement'. If not, the conveying police officer must obtain a 'fit for confinement' from a hospital emergency room before continuing the booking process. ([See Policy #1401 Acceptance of Prisoners](#))]

NOTE: Combative or uncooperative inmates and weekenders (inmates on intermittent incarcerations) will have top priority in being moved to the front of the line to be screened by the nurse and to be processed.

6. Upon completion of the medical screening, the Intake staff shall be notified (if not already at the property counter) by telephone that the prisoner is ready to have his or her personal property itemized. The Intake Property Officer will handle each prisoner in the order they arrived, ensuring the Field Arrest Report form, Medical Acceptance form and any warrants are provided and completed by the police officer.
7. If the prisoner is arrested for driving while intoxicated, a breath test shall be conducted by the Intake staff after the property has been itemized and secured. If the officer itemizing property is a certified Type III operator and does not have a line at the property counter, he or she may conduct the breath test. However, if too busy with property duties or not a Type III operator, the officer will call the Intake Center for assistance in administering the breath test.
8. The personal property shall be itemized in the computer, sealed in a bag, if necessary, and a receipt given to the prisoner. The prisoner will then walk through the metal detector before the Intake Property Officer places him/her in the transfer cell. When these steps are completed, the prisoner is in the custody of the Department of Justice Services and the police officer will then be allowed to depart the Law Enforcement Lobby.

[NOTE: The Intake Property Officer may pat search up to three (3) prisoners concurrently. Any property found during this pat search will be given to the police officer in charge of the prisoner and placed with the prisoner's other property.]

9. The Intake Property Officer shall take the police officer's paperwork to the Intake Center for booking. However, if more prisoners are in line and the Property Officer cannot leave the Law Enforcement Lobby, he or she may slip the paperwork through the slot in the door leading to the Intake break room to be picked up by another Intake Officer.
10. The Intake Shift Supervisor or designee will conduct daily tours through the Law Enforcement Lobby. Equipment and supplies shall be checked for replenishing; holding cells and restrooms shall be checked for contraband and cleanliness.

NOTE: The Intake Shift Supervisor will review and sign off on the Property Room Money Log a minimum of three (3) times per month.

11. The Intake staff is responsible for observing the Law Enforcement Lobby through the monitor in the booking area. Any unusual activity observed will be investigated; a large group or arriving prisoners should be noted and assistance sent to the Intake Property Officer by the Intake Shift Supervisor if necessary.

12. The police officers will be responsible for the following:

- a. maintaining control and supervision of the prisoner at all times during the intake process

NOTE: Cell 1 is available for staging large groups or combative prisoners

- b. Obtain all warrants pertaining to the lawful custody of the prisoner to the Department of Justice Services
- c. Place all property in a property bag. The items will be inventoried but the bag will not be sealed. If the prisoner has any money over a total of ten (10) dollars, it will be counted at the property counter along with the ISC Intake Property Officer. If the prisoner has money over a total of one hundred (100) dollars, it will be inventoried by the police officer, placed in an envelope with a property sticker stating the amount and bag number and placed in the locked cabinet. If the prisoner has money over a total of five hundred (500) dollars, it will be inventoried by the police officer and ISC

Officer and a second count will be done by another ISC staff or supervisor. The money will be placed in an envelope with a property sticker stating the amount and bag number and placed in a locked cabinet.

NOTE: The prisoner's personal items are usually placed in a bag prior to the prisoner's arrival to the Law Enforcement Lobby.

- d.** Write the prisoner's name on the bag and place the bag on the Law Enforcement Lobby Property Room's counter
- e.** ensure the prisoner is seen by Corrections Medical Staff

[NOTE: While being screened by Corrections Medical Staff, ensure the prisoner *remains* restrained]

- f.** Obtain the medical acceptance form from the Corrections Medicine staff

[13. *The doors to the Law Enforcement Lobby Property Rooms will remain secure at all times.]*

[14. *Institutional inmate workers are not allowed in the Law Enforcement Lobby Property Room at any time.]*

15. Justice Services staff, Corrections Medicine staff, Public Works staff and Police Officers are not allowed access to the Law Enforcement Lobby Property Room unless they have job related business in that area. Access to the Intake Service Center (open seating area) will be accomplished by using the door that passes from the Law enforcement Lobby to the staff break room.