

# POLICY AND PROCEDURES

NUMBER: 1407

SUBJECT: Booking of Newly Received Prisoners

ACA STANDARDS: 4-ALDF-2A-16; 2A-19; 2A-21; 7D-19

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/92 REVISION DATE: 7/98, 8/99, 4/06, 7/08,  
12/11, 11/13, 1/15, 12/15, 11/16



## I. POLICY

The St. Louis County Department of Justice Services will establish procedures, which are designed to maximize efficiency and prevent errors during the booking process of newly received prisoners.

## II. RESPONSIBILITIES

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

## III. PROCEDURES

### A. Pre-Booking

- [1. *Upon arrival at the Law Enforcement Lobby (L.E.L.), all prisoners arriving handcuffed in the front will remain handcuffed in front. If a prisoner arrives handcuffed in the back, the transporting Police Officer will move the restraints so the prisoner is handcuffed in the front. If there is not a Justice Services Corrections Officer available for immediate pat search, the transporting Police Officer will place the prisoner(s) in holding cell #1 or #2 in the L.E.L. When a Justice Services Corrections Officer is available, the prisoner(s) will walk through the metal detector, one at a time, with his/her hands raised above his/her head. Once the prisoner clears the metal detector, he/she will be pat searched by the Justice Services Corrections Officer and be seated on the bench. All prisoners will be pat searched by a Corrections Officer prior to the medical screening by the Corrections Medicine staff. The*

Police Officer will escort the handcuffed prisoner to the medical acceptance station. The prisoner will be secured to the chair using the attached handcuffs at all times. (See Policy # 1306 Intake Medical Screening)

2. After the medical acceptance, the Police Officer will then escort the prisoner to the property counter.
3. The Intake Service Center (ISC) Property Officer will:
  - a. Ensure the prisoner is lawfully committed to the St. Louis County Jail by ensuring all warrants, teletypes, commitment forms and the Medical Acceptance form (See Attachment 1) are present.
  - b. If the prisoner is a County Precinct Booking, open the Pre-Admit Navigator in the Integrated Jail Management System (IJMS) and search the queue, find and select the prisoner's name. If the name is not found, the ISC Officer will contact the precinct to request that the record be released so that it will appear in the Pre-Admit Navigator. If the prisoner is not a County Precinct Booking, open the Pre-Admit Navigator in the Integrated Jail Management System (IJMS) and enter the prisoner's first name, last name, race and sex to determine if the prisoner has been previously booked within the IJMS.
  - c. Instruct the IJMS to find a matching record. The officer will then compare demographic details listed in the tabs, such as:
    - (1) Scars marks and tattoos
    - (2) Social Security Numbers
    - (3) Known addresses
    - (4) Known AKA's
    - (5) Fingerprint classification numbers.
  - d. If a match is found, select (Attach to selected IMN and close) in the IJMS

- e. If no match is found, select (Generate new IMN and close) in the IJMS and enter all appropriate information on the Personal Data screen
- f. Inventory the prisoner's property in accordance with the procedures detailed in Policy # 1402 Inmate Property/Personal, once the appropriate information has been added.
- [g. Instruct the prisoner to pass through the metal detector.]
- h. Place any personal property found on the prisoner in the prisoner's personal property and add the found property to the property inventory in IJMS. Illegal contraband (i.e., weapons, drugs, etc.) will be given to the police officer and the L.E.L. Property Room Officer will write an Incident Report.
- i. Place the inmate in a transfer cell.
- j. Place all appropriate paperwork (i.e., warrants, field arrest, commitment forms, Medical Acceptance form, teletypes, etc.) in a plastic sleeve kept in the L.E.L. Property Room and then place the sleeve in the slot of the door leading to the Intake Break room.
- k. If the prisoner may be released quickly, (i.e., has his/her own bond money, is high risk suicide, has a court-ordered release memo, etc.) the prisoner will be pre-booked immediately. After the prisoner is pre-booked, the L.E.L. Property Room Officer will place a red sticker at the top of the booking sheet and will give the Booking Officer the paperwork to begin a 'priority release', also known as a "Red Ball". (See Policy # 1420 Inmate Release and Policy # regarding the assisted release of suicidal inmates.)

B. Booking

1. Once the prisoner has been placed in the transfer cell, the ISC Security Officer will escort the prisoner to open seating or a holding cell in Intake.
2. The Intake Service Center Officer will:
  - a. Retrieve the plastic sleeve and remove the paperwork

- b.** Determine if the arrest needs to be entered into LEWEB or straight into IJMS
  - (1)** If the arrest record is entered straight into the IJMS, complete the booking of the prisoner by picking the prisoner's name off the Admit Queue and enter the information from the field arrest and warrants onto the IJMS Task List Item field
  - (2)** If County Police (except Precinct Bookings), Department of Justice Services, University or other type of arrest that needs a tracking number drawn, enter information into LEWEB then transfer to IJMS.
- c.** Perform a wanted check to identify any additional hold or warrant information and place that information in the Arrest Record.
- d.** List any and all charge information in the Arrest Charges or Sentenced Charges screen in the IJMS and conduct any needed OCN research. When a County warrant, fugitive charge or probation violation is on the field arrest report but is not found at the time of booking, the ISC Officer will inform the ISC Shift Supervisor. The ISC Shift Supervisor will make every reasonable effort to determine the validity of the information, including calling the arresting officer. If the validity still has not been determined, contact someone in the arresting officer's high command and determine if the necessary documentation can be provided. If not, determine if the arresting officer's high command still wants the subject booked on that charge. If the arresting officer's high command still insists on booking the subject on that charge, book the subject. Whether the subject is booked or not, complete an Incident Report, which will include the names of all persons who authorized whether or not the subject was booked. Ensure the ISC Manager/designee and the Classification Supervisor receive a copy of the Incident Report. (For Sentenced Charges, include e, f, g, h, i and NOTE).
- e.** List how much time the prisoner was sentenced to serve in the St. Louis county facilities within the sentenced years, months, or days field

- f.** List the sentencing date as listed on the sentencing memo within the 'SENT START DT' field
- g.** Enter the current date in the 'Start DT' field
- h.** List the court which sentenced the prisoner in the 'Notes' field

**NOTE:** All other computation of sentencing will be performed by social services.

- i.** List any and all additional information on the demographic detail screen, which may include:
  - (1) Additional AKA's
  - (2) Additional DOB'S
  - (3) Additional Social Security Numbers
  - (4) All scars, marks and tattoos.
- j.** Assign the prisoner to the ISC housing area

**NOTE:** If the prisoner is housed in open seating any open seating assignment may be used. If the prisoner is in one of the holding cells, the ISC Officer will assign that prisoner to the correct holding cell in the IJMS.

- k.** If a County Police Precinct Booking, close out and go to IJMS Operations-Pedigree Maintenance and change the booking officer name from the County Police Officer to the Intake Officer that completed the booking.
- l.** Print a copy of the booking report and, if required, a fingerprint pat sheet.
- m.** The Booking Officer will initial the bottom of the printed booking sheet. The initialing of the booking sheet denotes the booking officer has reviewed the booking for accuracy.

#### C. Charge Review

- 1.** All bookings, to include additional arrests and bookings with newly issued warrants, will be 'Charge Reviewed' by the ISC Supervisors/designee to verify the validity of all information.

2. Prisoners booked as 'HOLD' for another agency will not appear on the Charge Review screen, but will be checked by the ISC staff.

D. Booking Maintenance

1. Additional information, including fingerprint identification information may be added by using the Booking Maintenance screen. The booking sheet shall be stamped "Processed" by Intake staff when fingerprints have cleared. The OCN shall be handwritten on the booking sheet and also entered into the IJMS.
2. When warrants are issued on a 'Hold 24' prisoner, the Hold 24 charges will be changed to a disposition of "ADR". An additional arrest will be created in LEWEB and released to IJMS the warrant information will be added to the Booking Maintenance screen, as well as LEWEB

E. Additional Charges

1. When new warrants are served on an inmate in a housing unit, information will be added by using the 'Additional Charge' menu option. This information will be processed as a new arrest.
2. After the Arrest Information Screen is completed, the information will be saved by clicking the 'Save' button. This will allow the officer to enter all information related to the charge.

**NOTE:** All new warrants served on inmates housed on the floors will be added as a second arrest. These warrants will be booked immediately and entered into the warrant book. The warrant book shall remain in the ISC Supervisor's office. The warrant book shall be checked before releasing prisoners to ensure a warrant has not been served and pending booking.

**NOTE:** If a County Police Officer wants to add a new Hold 24 or PAW arrest to a booking, they must provide a completed field arrest form. This will be entered as an additional arrest into LEWEB and transferred to IJMS.