

# POLICY AND PROCEDURES

NUMBER: 1408

SUBJECT: Use of Holding Cells/Open Seating

ACA STANDARDS: 4-ALDF-2A-22

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 5/00, 7/03, 10/04,  
5/06, 1/08, 6/09 , 11/13



## I. POLICY

The St. Louis County Department of Justice Services shall maintain order and security in the Intake Service Center open seating area by utilizing the holding cells for those prisoners requiring separation and isolation.

## II. RESPONSIBILITIES

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

## III. PROCEDURES

A. The open seating area of the Intake Service Center is equipped with eighty-two seats in a circular configuration around three televisions. Prisoners will be allowed to remain in the open seating area as long as they are not disruptive or pose a threat to the security of the Intake Service Center.

B. The Intake Service Center has nine holding cells which can be utilized for any of the following reasons:

When a prisoner:

1. Is a security threat.
2. Wishes to lay down to sleep.
3. Needs to be isolated from other prisoners, for any reason.

- C. The holding cells will also be used when the open seating area becomes too crowded or is being cleaned. Males and females shall never be housed in the same holding cell.
- D. The holding cell doors are operated manually by key which will be carried at all times by the Intake Security Officer. An additional key will be kept on a ring carried by a lieutenant/designee.
- E. The holding cells are labeled '1' through '9', with '1' being closest to the transfer cells and the medical exam room, and '9' being closest to the Classification counter. The maximum capacity of the holding cells is seventy-five, with each cell's capacity as follows:

'1' 17 prisoners

'2' 18 prisoners\*

'3' 3 prisoners

'4' 3 prisoners

'5' 4 prisoners

'6' 10 prisoners

'7' 13 prisoners

'8' 3 prisoners

'9' 4 prisoners

\* cell number '2' is designated as a handicapped cell and contains 'grab' bars by the toilet.

- F. The Intake Security Officer will be responsible for placing prisoners in the holding cells and keeping a running log of who is placed in each cell. When prisoners are removed from the cells or the open seating area for any event which requires them to be gone from the Intake Service Center (e.g., court, clinic, attorney interview, etc.), the Intake Security Officer will log the event, along with the departure and return time, in the Jail Management System. The Intake Security Officer will use a computer located at the Booking counter for this purpose.
- G. The Intake Service Center (ISC) Security Officer will complete and document a tour of the assigned area at least every thirty (30) minutes. The tour will include the following areas:

1. Open seating
2. Inmate restrooms
3. Classification counter area
4. All secure holding cells
5. Nurses' station
6. Prisoner transfer cells.

**H.** The ISC Security Officer will log each tour using the hand-held pipe.

**NOTE:** The third shift ISC Shift Supervisor will download the report daily. The third shift supervisor will also review the reports to ensure 15 minute and/or 30 minute tours are properly being completed and documented. The third Shift Supervisor will write "Reviewed" on the hardcopy, along with the date, his/her name and DSN.

**I.** When the ISC Security Officer is required to be away from the Security officer's post or is on break, the officer will notify the ISC Shift Supervisor and log the reason or activity in the post report. The ISC Security Officer will conduct a tour prior to departing the ISC area and then again upon returning to the area if the thirty (30) minutes has transpired. The ISC Shift Supervisor will always be cognizant of the ISC Security Officer's activity and assign another officer to complete a tour at least every thirty (30) minutes if the ISC Security Officer is unable to do so, using the hand-held pipe.

**J.** ISC secure holding cells and transfer cells will only be used when necessary and prisoner time in these areas will be kept to a minimum.

**[K.** *Any inmate that is secured within the holding cells, either to the rail or in the restraint chair, will be handled according to Policy 823 (Use of Force) and Policy 824 (Use of Restraints).]*

**L.** Prisoners who are considered "High risk" for suicide will be observed at least every fifteen (15) minutes and be handled according to Policy 906.

**[NOTE:** *Policy 906 requires inmates that are considered "Medium or High Risk" for suicide be moved to the infirmary within two (2) hours, or upon completion of the Mental Health Assessment. The only exception being inmates who are priority processing, also known as a "Red Ball". These inmates will remain in Intake. Inmates who are 24 hour holds or*

*fugitive only and considered "Medium or High Risk" for suicide will be placed in the infirmary until release.]*

- M.** The Intake Security Officer will be responsible for monitoring the use of the telephones. During particularly busy times, each prisoner shall be limited to ten minutes on the telephone. Failure to comply with the Intake Security Officer's request to share the phone shall result in the prisoner being placed in a holding cell.
- N.** The televisions in the open seating area shall be monitored and controlled by the Intake staff. Volume shall not disrupt, or be intrusive to, the work flow of the Intake staff. Program selection shall be at the discretion of the Intake Shift Supervisor.
- O.** The prisoners in the Intake Service Center shall be fed with bag lunches at: 7:00 a.m., 12:00 p.m., 6:00 p.m., 12:00 a.m. At the beginning of each shift, the Intake Security Officer shall check the supply of bag lunches kept in the refrigerator in the storage room. If bag lunches are needed, the kitchen shall be notified.

NOTE: The Corrections Medicine staff also has in between meal snacks for diabetic and/or pregnant inmates.

- P.** The doors at the following locations will be locked at all times except when entering and exiting the area or being cleaned, if necessary:
  - 1.** Classification Counter and Classification Offices
  - 2.** Showers
  - 3.** Transfer cells
  - 4.** Holding cells
  - 5.** Security door to the Intake Service Center offices
  - 6.** Security door to the secure hallway
  - 7.** Property Room.