

POLICY AND PROCEDURES

NUMBER: 1414

SUBJECT: Intermittent Incarceration Program
Processing

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/98 REVISION DATE: 5/00, 12/02, 12/04,
5/05, 10/08, 4/11, 1/15



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 Intermittent Incarceration Program (IIP) inmates.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Intake Service Center (ISC) staff, Bonding staff and Watch Commanders are responsible for the following procedures.

III. DEFINITIONS

Intermittent Incarceration Program (IIP): refers to any sentence of incarceration to be served on certain days or during a certain period of days or both, as specified by the court, (split sentences).

IV. PROCEDURES

A. General Information

1. Persons who are sentenced to serve periods of intermittent

incarceration at the St. Louis County Justice Center will surrender themselves at the Justice Center Bonding window with a copy of their sentencing court order according to the date and time specified by the court order.

Persons who are sentenced to serve split sentences will receive a Letter of Acknowledgment (See Attachment 1) from the courts informing them of the requirements of the Department of Justice Services.

If a person on IIP surrenders himself/herself without a copy of the court order, the Bonding Clerk will check the forthcoming folder to verify the court has forwarded a copy of the sentencing order to the Department of Justice Services.

If no copy is on file, the Bonding Clerk will inform the person on IIP that he/she will not be accepted into custody without a copy of his/her sentencing order. The Bonding Clerk will advise the person on IIP to obtain a copy from the courts or his/her attorney.

The Bonding Clerk will e-mail the ISC Classification Manager/designee with the name(s) and reason(s) of persons on IIP who surrendered themselves but were not accepted.

2. The Bonding Clerk will request photo identification and inspect the sentencing orders to determine if the individual will be accepted for further processing.

The Bonding Clerk can use the Integrated Jail Management System (IJMS) for future verification of identification when the person on IIP surrenders himself/herself to serve the remaining split sentences.

If the IJMS is not working and photo identification cannot be presented, the person on IIP will be fingerprinted to determine his/her identification.

3. The Bonding Clerk will provide the person on IIP with a short form booking sheet to complete (short form completed on the first date the person on IIP is incarcerated only) and instruct the individual to have a seat in the lobby and wait for an Intake Security Officer to escort him/her to the ISC Law Enforcement Lobby.

NOTE: The Bonding Clerk will inform all persons on IIP at the time of surrendering that they must be in the lobby when the assigned ISC Officer comes to escort them into the confinement area or they will forfeit their initial reporting time.

The Bonding Clerk will immediately notify the ISC Shift Supervisor when a person on IIP surrenders and is ready to be escorted into custody.

4. The Bonding Clerk will document the time and date the person on IIP surrendered himself/herself to the bonding window on the short form booking sheet in the "Time and Date of Arrest" section. The time and date of arrest reported on the short form booking sheet will be used to calculate the person on IIP's temporary release date and time.

The Bonding Clerk will stamp "breath test required" (if ordered by court) on the short form booking sheet in the "Location of Arrest" section.

[The Bonding Clerk will inform the person on IIP who is surrendering himself/herself for his/her first weekend that a one time booking fee of \$70.00 and a processing fee of \$50.00 *per day* will be deducted from his/her monies each time he/she surrenders to serve time.]

The processing fee will be accepted by the Bonding Clerks each time the person on IIP appears to turn himself/herself in to the Justice Center. Any additional monies will be accepted and placed on their accounts.

5. The assigned ISC Officer will escort the person on IIP to the Law Enforcement Lobby and verify that the short form booking sheet has been completed.

The assigned ISC Officer will frisk the person on IIP immediately after entering the secure perimeter and prior to escorting the person on IIP into the main secure hallway.

NOTE: When a female on IIP turns herself in and the assigned ISC Officer is not a female, then a female ISC Officer will frisk the female on IIP.

6. The Law Enforcement Lobby Corrections Medicine staff will conduct a medical assessment and determine if the person on IIP is “fit for confinement”. If the person on IIP is not “fit for confinement”, the person on IIP will not be admitted into custody and the ISC Shift Supervisor will e-mail the Intake Classification Manager/designee with the name and medical reason the person on IIP was not admitted. The ISC Classification Manager/designee will notify the courts by phoning the court clerk and sending an E-mail to the judge no later than the next working day.
7. Upon medical approval for confinement, the assigned ISC Officer will escort the person on IIP to the Law Enforcement Lobby Property Room counter. The assigned ISC Officer/Law Enforcement Lobby Property Room Officer will initiate the booking process by administering a breath test (if court ordered) with an hand-held Intoximeter and document the breath test results on the short form booking sheet in the “Location of Arrest” section. If the person on IIP refuses a breath test that information is also documented in the “Location of Arrest” section. Two (2) officers will initial the results of the breath test. The officer initiating the breath test will notify the ISC Classification Manager/designee of the results. The ISC Classification Manager/designee will notify the courts by phoning the court clerk and sending an E-mail to the judge no later than the next working day, if the person on IIP is found to be intoxicated.

The ISC Classification staff will ensure that the names of inmates who must be administered a breath test (court ordered) will be flagged on the weekly roster for persons on IIP.

A person on IIP who is intoxicated will be placed in an ISC holding cell and upon the ISC Shift Supervisor’s discretion sent to the appropriate housing unit.

8. The Bonding Clerk will verify if the person on IIP is current on all fees due, prior to contacting the assigned ISC Officer, (A person on Municipal IIP will not be charged the Booking Fee or Processing Fee).

The assigned ISC Officer will stamp the short form booking sheet with the IIP stamp.

The assigned ISC Officer booking the person on IIP will notify

the Bonding Clerk that the money is in the ISC Law Enforcement Lobby Property room to be picked up. The Bonding Clerk will generate two (2) receipts, one for the person on IIP and one for the ISC Classification Manager/designee.

The Intake Transfer Ledger in the Law Enforcement Lobby Property Room will be used as documentation of IIP monies being transferred from the ISC Law Enforcement Lobby to the Bonding area.

The ISC Law Enforcement Lobby Officer will inform the person on IIP who has not brought money for the Booking Fee and/or Processing Fee that he/she will be accepted the first week, but for all future weeks the person on IIP must pay the fees or he/she will not be accepted.

9. The IIP Booking Sheet will be stamped as a “IIP” which places the person on IIP in priority booking status. Priority booking status increases the opportunity of the person on IIP receiving a classification interview before the ISC Classification staff departs for the day.
10. The assigned ISC Officer will be responsible for completing the “IIP Roster”. The following information will be entered into the “IIP Roster”:
 - a. Reporting time and Date (received from Bonding Clerk)
 - b. Release Time and Date
 - c. Hazards, Breath Tests Weekly (Court Ordered), Breath Test Results, etc.
 - d. Name and required information for the person on IIP surrendering themselves for the first day of incarceration
 - e. Pre-classification interview (for the person on IIP first day of incarceration only)
11. The ISC Classification staff will only conduct a classification interview for the person on IIP when the person on IIP surrenders for the first initial day of incarceration. The ISC Classification staff will not conduct a classification interview for the person on IIP each weekend thereafter,

The ISC Classification staff who conducts interviews on Friday will give the assigned ISC Officer the names of the new persons on IIP who have been interviewed by the Classification staff. This process will assist the ISC staff in determining which persons on IIP reported after the ISC Classification staff departed duty and will still need to be interviewed by the ISC Classification staff on Saturday.

The ISC Classification staff who conducts interviews on Saturday will review the "IIP Roster" located in the IJMS and determine if the assigned ISC Officer has indicated that a classification interview needs to be conducted on a person on IIP and will conduct the pre-classification interview.

The ISC Classification Manager will calculate the person on IIP's projected outdate and then place that information in the "Notes" section of the IJMS booking sheet. If the person on IIP is sentenced to serve only one (1) weekend, the ISC Classification staff will calculate the outdate and enter that information in the IJMS as the final release date.

The ISC Classification staff will place the person on IIP who reports for his/her first day of incarceration on the movement list to be housed in an area designated by the Superintendent II. If there is no room in the designated area, the Intake Classification staff will place the person on IIP in a secondary area, designated by the Superintendent II-. If there is no bed space at the Justice Center, the person on IIP will remain in the ISC area until space becomes available.

The ISC Classification staff will place the "IIP Hazard" on the person on IIP's name in the IJMS so the person on IIP will be identified as a priority move and appear on the "IIP Roster".

Persons on IIP will become priority moves when they are placed on the movement list. Available bed space will be first assigned to a person on IIP, unless an inmate needs to be moved due to charges or actions in the ISC area or the Law Enforcement Lobby Corrections Medical staff identifies another inmate other than a person on IIP needing to be moved to population due to medical reasons.

The ISC Classification Manager/designee will notify the courts and other appropriate judicial personnel by letter within five (5)

working days, when a person on IIP has failed to report for two (2) weekends and has been terminated from the program.

12. The ISC Shift Supervisor will notify Master Control as to when a person on IIP is ready to be escorted to their housing units.

The assigned ISC Officer will inform the Movement Officers of any special conditions, e.g., hazards, that may apply to a person on IIP that is being escorted to a housing unit.

13. The person on IIP will be final released in the following manner:

The Bonding Clerk will send a release approval report to the ISC Shift Supervisor via pneumatic tube one (1) hour prior to the calculated release time noted in the IJMS.

The ISC Shift Supervisor will check the paperwork for accuracy and determine if the person on IIP may be released or picked up by another law enforcement agency.

The ISC Shift Supervisor will conduct a wanted check each time the person on IIP surrenders. If an active traffic warrant, county ordinance violation or municipal ordinance violation exists, the person on IIP will be released. The person on IIP will be instructed to resolve the traffic warrant, county/municipal ordinance violation prior to their final release date. Municipalities and counties will not be notified for a traffic warrant, county ordinance violation or municipal ordinance violation until the person on IIP's final release date.

A person on IIP and a person on IIP "Temp Release" will not be released if they have an active felony or misdemeanor warrant.

A person on IIP serving the last day of incarceration who have pending active warrants will not be released unless authorized by the agency who issued the active warrant.

14. The ISC Shift Supervisor will review the "IIP Roster" in the IJMS and notify the Property Room Officer one (1) hour prior to the scheduled release of the person on IIP.

The ISC Shift Supervisor will follow the same procedure listed under section 13 paragraph 3, then "temp release" the person on IIP with a "Due Back Date".

15. The appropriate Housing Unit Supervisor(s) and Housing Unit Officer assigned to the person on IIP's housing unit will review the "IIP Roster" in the IJMS when confirming the release date and time of a person on IIP.
16. A person on IIP will not be given PIN's and therefore will be allowed limited access to the free phones in the housing unit.