

POLICY AND PROCEDURES

NUMBER: 1418

SUBJECT: Processing Writs

ACA STANDARDS: None

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/92 REVISION DATE: 9/97, 5/00, 5/05,
6/09, 11/11, 7/18



I. POLICY

The St. Louis County Department of Justice Services shall process writs through the Intake Service Center and to a housing unit as expeditiously as possible in order to avoid any unforeseen problems or disturbances with these maximum security inmates.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Transportation Division, Intake Service Center, Property Room Officers, Watch Commanders, Classification staff and Movement Officers assigned to assist with the processing of writs are responsible for the following procedures.

III. DEFINITIONS

WRIT: A prisoner brought to the St. Louis County Justice Center from the Missouri Department of Corrections or other institution by order of the 21st Judicial Circuit Court to appear for a court proceeding. The term 'Writ' is short for Writ of Habeas Corpus, which translates to "produce the body of".

ORI: A required data element field in the REJIS arrest system which is a unique alphanumeric identifier for the arresting department. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public

interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.

IV. PROCEDURES

- A. The Transportation Supervisor will ensure that the Intake Shift Supervisor is given copies of the court orders on the morning that prisoners will be conveyed from the state penitentiary. The Transportation Supervisor will also notify the Watch Commander of the number and sex of the forthcoming prisoners. If Writs do not return on the day shift, the day shift Watch Commander and Intake Supervisor will pass this information on to the afternoon Watch Commander and Intake Shift Supervisor.
- B. The Intake Center will generate an arrest record in the Integrated Jail Management System (IJMS) on every prisoner from the Missouri Department of Corrections. These prisoners will be booked in the morning as the paperwork is received from the Transportation Division. There is no need for the prisoners to have arrived before being booked.
 1. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (20) SLCRO because public disclosure of such portions would threaten public safety by compromising the safe and secure operation of the Jail, and the public interest in nondisclosure outweighs the public interest in disclosure of the portions of such records.
 2. The arresting officer will be one of the Transportation Officers dispatched to the Missouri Department of Corrections facility.
 3. The charge will be entered as "writ to prosecute"(99105990), "writ to testify" (99100990) or "returned on writ" (99106990) if from another county jail or Federal jurisdiction.
 4. The disposition field will be "writ" (for authorized writ arrest), the cause number will be taken from the court document, the bond field will always be "no bond" and the court date will be assigned as given on the document.
 5. The 'remarks' section will include the cautionary statement "hold for return to Missouri Department of Corrections...do not release" or "Return to _____ County or City Jail".

6. Booking Officers should note that it is not necessary to add any fugitive holds which appear as a result of the automatic record check.
7. The records of arrest will be forwarded to the Pre-Classification Specialist who will coordinate housing with the Caseworkers assigned to indirect supervision.

NOTE: All Writs will be classified maximum security.

8. The Caution Code “Writ” will be added on the inmate’s record.

[C. When the Transportation van arrives at the Justice Center, the officers will secure the prisoners in a holding cell in the Transportation Staging area.]

1. A Transportation Officer will remain posted at the holding cell and begin to search the prisoner's property for contraband.
2. Each prisoner will be examined by the Corrections Medicine staff. During this time, the Transportation officer will deliver any medication and paperwork from the Missouri Department of Corrections to the corrections medicine staff. The officer will also alert the Corrections Medicine staff of any medical problems expressed by the prisoners.
3. Each prisoner will then place the fingerprint(s) in the Morpho system at the Law Enforcement Lobby Property Room.
- [4. The “Writs” will be escorted to the *Intake Service Center* where an Intake officer will then take a mugshot of each prisoner. The prisoners will remain handcuffed and escorted by Transportation during this entire process. At no time will these prisoners be allowed to mingle or have contact with any prisoners waiting in the open seating area.
5. *The “Writs” will be returned to the Law Enforcement Lobby and/or Transportation Staging before being escorted by Transportation Officers down the secure corridor to enter the Facility Property Room from the back door, without passing through intake, for processing.*
6. The prisoners will then be strip searched and dressed out by the Transportation and Movement Officer in the shower/changing room. Their property will also be searched at this time. The Property Room Clerk will itemize the writ's clothing at the Property Room window and generate a receipt for the prisoner.

The Property Room Clerk will then generate a wrist band. The Movement Officer will securely attach it to the prisoner's left wrist.]

NOTE: Only authorized in-cell items and legal work can be kept by the writs. They will be issued a Department of Justice Services' uniform, shoes and an inmate property box with the Department issued items. ([See policy #811 Authorized In-Cell Items](#))

- [7. The officers will notify the *designated* floor by radio of the writs, who will then be moved directly to the *designated* floor to their assigned housing unit.]
8. This procedure will be repeated by the Transportation Officer until all writs are processed and moved to the eighth floor.
9. The Transportation Officer will be responsible for ensuring that the new prisoners are fed if they arrive after a designated meal time. The officer will inform the kitchen of the need for trays or bag lunches.
10. In the event of a female writ or writs, the procedure will remain the same, a female Transportation Officer will complete the search, dress-out and transfer process.

NOTE: One day writs will be booked in the same manner, but when that inmate is complete and ready to be taken back to the agency they were picked up from, the Transportation Supervisor will call the ISC Supervisor to inform them that the inmate is being returned to their destination. The inmate record will then be removed from the x-module.

