

POLICY AND PROCEDURES

NUMBER: 1420

SUBJECT: Inmate Release

ACA STANDARDS: 4-ALDF-2A-16; 5B-13, 18

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/92 REVISION DATE: 6/98, 3/00, 5/01,
12/02, 7/03, 5/05, 7/08, 10/09, 11/11,
11/13, 12/15, 2/19



I. POLICY

The St. Louis County Department of Justice Services shall provide the accurate and expedient release of inmates while ensuring the security of the facility.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' custody staff are responsible for the following procedures.

III. PROCEDURES

A. General Procedures

1. The Intake Service Center (ISC) is responsible for completing all inmate releases from the St. Louis County Jail. Inmates confined at the County Jail will not be released unless a bond, court order or memo authorizing the release is prepared or is received from the appropriate authority, by the Bonding Clerk or by fax/teletype message from another law enforcement agency.
2. There are several methods by which an inmate may be released:
 - Bond
 - Transfer to the Missouri Department of Corrections
 - Expiration of Sentence

- Court Order
- Release to Other Authority
- Expiration of 24 Hour Hold
- Release Pending Application of Warrant
- Release Due to Citation Summons
- Paid Fine and Cost
- Mistaken Identity

3. Once the bond or court ordered release memo has been received by the Bonding Office, the release becomes a 'priority release' and the inmate will be released **Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.** An Intake Service Center Officer will also notify the Fingerprint Unit of the 'priority release', by placing a red ball sticker on the fingerprint pat sheet.

NOTE: If a subject arrives with his/her bond money or a Court memo that subject will also be considered a 'priority release'.

4. The Property Room Officer/Clerk will contact the Intake Service Center Shift Supervisor if any discrepancies are found during the release of an inmate. The Property Room Officer/Clerk may also be required to write an Incident Report of the discrepancy.

B. Release of an Inmate from a Housing Unit

1. After preparing or receiving any of the aforementioned paperwork, the Bonding Clerk will:
 - a. Verify the authenticity of the paperwork (i.e., call Corrections Case Managers, Transportation Clerks, Courts, etc.)
 - b. Check for any outstanding holds/Run wanted check

- c. Update Integrated Jail Management System (IJMS) with the appropriate information
 - d. Print out the Release Approval Report and inmate short profile
 - e. Send the appropriate paperwork to the Intake Service Center Shift Supervisor via pneumatic tube.
2. After receiving the paperwork for an inmate release from the Bonding Clerk, the Intake Service Center Shift Supervisor will:
- a. Review all paperwork for accuracy related to the inmate's release, such as bonds, release dispositions, memos, sentence orders and detainer cancellations. No inmate will be released from the facility without the approval of the ISC Shift Supervisor.
 - b. Sign off on the Release Approval Report
 - c. Runs a wants/warrant check
 - d. Ensure the Property Room Officer/Clerk receives the paperwork.
3. After receiving the paperwork from the Intake Service Center Shift Supervisor, the Property Room Officer/Clerk will:
- a. Use the IJMS to find the:
 - (1) Inmate's housing location
 - (2) Location of the inmate's clothing/property on the carousel
 - (3) Location of any bulk storage.
 - b. Get the inmate's clothing/property from carousel and/or bulk storage
 - c. Place paperwork in the order to be signed
 - d. Inform the staff at specific floor Unit Control Center:
 - (1) Name of inmate to be released

- (2) Inmate's Master Number
- (3) Housing location of the inmate.
- e. Inform the Corrections Medicine staff of the release and receive any medication prior to the inmate's departure.
- f. Collect the inmate's money from the Bonding Clerk, if the inmate is released to other authority

NOTE: Once the officer receives the inmate's money, the officer and the Bonding Clerk will sign the Funds Receipt. The original Funds receipt will be taken with the money to the Facility Property Room and a copy will be made for use by the Bonding Clerk. The officer will place the money in an envelope and attach the envelope. Verify the amount of money in front of the inmate so that he/she can sign the property receipt.

Upon the inmate's arrival at the Facility Property Room

- g. Compare the inmate's wristband, Housing Unit card and/or computer photo, with the inmate
- h. Ask the inmate to recite his/her full name and vary three (3) or more of the following questions:

Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.

- i. Ask the inmate for all jail issued items, (i.e., shoes, underclothes, linens, property box, etc.) with the exception of the uniform he/she is wearing
- j. Give the inmate a plastic bag to place his/her personal items
- k. Explain the paperwork and special instructions to inmate, (i.e., what he/she is signing, special phone numbers, how to receive cash from the commissary fund, etc.)

- l.** Remove original Property Form from the clothing bag and personal property bag and place with other paperwork
- m.** Have the inmate identify his/her clothing and personal property
- n.** Ensure inmate signs all paperwork properly

NOTE: If the inmate is released to other authority, the inmate will not sign the Funds Receipt at the Facility Property Room.

- o.** Remove the wristband from the inmate's wrist
- p.** Give the inmate all of his/her clothing and allow the inmate to dress in the changing room
- q.** Give the inmate, his/her copies of the paperwork and the wristband, if he/she has money in the commissary fund. The officer will inform the inmate to give the wristband to the Bonding Clerk to receive his/her money.
- r.** Ask the inmate for the jail issued uniform
- s.** Issue a change of clothing to released inmate if the inmate's clothing is torn or soiled beyond cleaning, are too small for the inmate upon release or if the inmate's clothing was confiscated by a law enforcement agency, (Only when extra clothing is available)
- t.** Allow the inmate to use the phone if he/she does not have a ride. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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..
- u.** Perform the final release in the IJMS, unless the inmate is being released to other authority.

NOTE: If the inmate has any questions due to pending actions (e.g., grievances, claims for damages or lost possessions, etc.) inform the inmate to contact the proper authority (e.g., Watch Commander, Unit Manager, etc.), if

known, or to contact the inmate's Caseworker. Give the inmate the phone number to the proper authority or the inmate's Caseworker.

- v. Give the released inmate his/her personal property at the Release Sallyport

NOTE: If the inmate has an object which may be used as a weapon, such as a knife, in his/her property, escort the released inmate to the exit door of the Justice Center and give the inmate the property at that time.

- w. Meet the released inmate at the Release Sallyport. Escort the inmate to the Law Enforcement Lobby, via the ISC transfer cells, if the inmate is being released to other authority and the authority has arrived. Escort the inmate to the Intake Service Center if the inmate is being released to other authority and the authority has not arrived. The Property Room Officer will not escort more than four (4) inmates at one time.

NOTE: No more than four (4) inmates will be released at the Release Sallyport at any given time.

- x. Release inmates at the Release Sallyport by:
 - (1) Taking packets to the Release Sallyport, with photo of inmates visible
 - (2) Counting number of inmates at Release Sallyport and number of packets
 - (3) Comparing photo of inmates with inmates
 - (4) Contacting Master Control to release inmates

NOTE: A two-way radio will be carried by the releasing officer in case of an emergency.

- y. Give the inmate's property to the officer in the Law Enforcement Lobby (LEL) Property Room, if the inmate is released to other authority

NOTE: If the authority has not arrived, the inmate will be placed in open seating of the Intake area until the arrival of the proper authority. The Facility Property Room Officer

will log the inmate's cash amount and date into the Money Log Book. He/she will also log the number of property bags and date into the Property Log Book. This officer and the LEL Property Room Officer will sign the books. The LEL Property Room Officer will place the envelope in the money drawer and place a dollar sign (\$) on the property bag.

- z.** Have the police officer sign the Release Approval Report (LEL Property Room Officer)

NOTE: The LEL Property Room Officer will remove the money from the money drawer and recount the money in front of the inmate and the police officer. The inmate and the Police Officer will sign the Funds Receipt. The officer will then give the inmate's property and money to the proper authority and perform the final release in the IJMS.

- aa.** Return all completed paperwork to the proper location to be sent to the Bonding staff for filing.
- 4.** After being notified of the inmate to be released, by the Unit Control staff, the Housing Unit Officer will:
- a.** Inform the inmate of the release
 - b.** Direct the inmate access to his/her cell to separate his/her personal and jail issued belongings
 - c.** Check the inmate's cell (Prepare an Informational Report if there are any problems)
 - d.** Remove the inmate's Housing Unit card from the file
 - e.** Give the Housing Unit card to the inmate
 - f.** Instruct the inmate out of the housing unit and direct him/her to give the Unit Control Officer the Housing Unit card
 - g.** Place the inmate in the "X" module, which will place the bed back into open status in the IJMS
 - h.** Have an inmate worker clean and prepare the cell, as soon as possible.

5. After being notified of the inmate's housing location, by the Unit Control staff, the escorting or Movement Officer will:
 - a. Obtain the inmate's Housing Unit card from the Unit Control Officer
 - b. Escort the inmate with his/her property to the Release Waiting area
 - c. Give the Housing Unit card to the Facility Property Room Officer.
- C. Release of a Prisoner from the Intake Service Center
1. After preparing or receiving any of the aforementioned paperwork, the Bonding Clerk will:
 - a. Verify the authenticity of the paperwork, if necessary, (i.e., call Classification Staff, Transportation Clerk, etc.)
 - b. Check for outstanding warrants/Run wanted check
 - c. Update IJMS with the appropriate information
 - d. Send appropriate paperwork to the Intake Service Center Shift Supervisor.
 2. After receiving the paperwork for a prisoner release from the Bonding Clerk or ISC staff, the Intake Service Center Shift Supervisor will:
 - a. Review all paperwork for accuracy related to the prisoner's release, such as, bonds, release dispositions, memos, sentence orders, detainer cancellations, fingerprints, mug shots and charge review. No prisoner will be released without the approval of the ISC Shift Supervisor. The ISC Supervisor should check the warrant book that will be located in the supervisor's office prior to releasing any inmate. This is to ensure that the releasable inmate does not have a warrant that needs to be entered into LEWEB and IJMS.
 3. After checking the paperwork for accuracy the Intake Service Center Shift Supervisor/designee will:

- a. Pull up the prisoner's name and Inmate Master Number in the IJMS
- b. Locate the following items:
 - (1) Prisoner's personal property bag
 - (2) Prisoner's bulk storage
 - (3) Prisoner's money
- c. Inform the Corrections Medicine staff of the release, if the prisoner takes medication.
- d. Place the paperwork in the order to be signed
- e. Perform the final release in the IJMS
- f. Call the prisoner from the seating area to the Intake Service Center release table.

NOTE: If the Intake Service Center Officer Shift Supervisor/designee has any problems with the prisoner, the ISC Shift Supervisor will contact the Watch Commander.

- g. Escort prisoner to the Law Enforcement Lobby, via the Intake Service Center transfer cells, if the prisoner is being released to other authority and the authority has arrived and give the paperwork to the Law Enforcement Lobby Property Room Officer.

NOTE: The officer in the Law Enforcement Lobby Property Room will complete the release of prisoners being released to other authority.

- h. Compare computer photo of prisoner with the prisoner.
- i. Ask the prisoner to recite his/her full name and vary three (3) or more of the following questions:

Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.

j. Explain the paperwork and any special instructions to the prisoner (What he/she is signing, special phone numbers, etc.)

k. The ISC Shift Supervisor/designee will always open the prisoner's property bag in the presence of the prisoner

l. Remove Property Receipt/Arrest Sheet from the prisoner's property bag and place with other paperwork

m. Identify if the prisoner has money as indicated on any paperwork or written record (property receipt/arrest sheet), etc.

n. Compare what is recorded as the money amount and what is present by counting the money in the presence of the inmate

NOTE: If a discrepancy exists between the recorded money and what is actually present in the property bag, the ISC Shift Supervisor will note on the Property Release Form the amount of money the prisoner received at the time of release and have the prisoner sign the form. The prisoner will be given the name and phone number of the Intake Service Center Unit Manager and/or Internal Affairs Officer. The Supervisor will complete an incident report.

o. After the ISC Shift Supervisor and prisoner agree as to the money amount, have the prisoner identify his/her personal property, by looking through his/her property.

NOTE: If a discrepancy exists between the recorded property and what is actually present in the property bag, the ISC Shift Supervisor will note on the Property Release Form the property missing at the time of release and have the prisoner sign the form. The prisoner will be given the name and phone number of the Intake Service Center Unit Manager and/or Internal Affairs Officer. The Supervisor will complete an incident report.

NOTE: If it is believed that a prisoner may have hidden money on his/her person before the ISC Shift Supervisor

has completed all money/property identification, then the supervisor/designee may frisk and/or strip search the prisoner due to reasonable cause in search of the missing funds. The prisoner should be searched prior to release and not in the front lobby. The Supervisor will identify if the prisoner can be stripped searched prior to such action. (See Policy #813 Inmate Searches)

- p.** Ensure the prisoner signs all paperwork, including Property Receipt/Arrest Sheet properly and compare the signatures
- q.** Give the prisoner all of the prisoner's copies of the paperwork
- r.** If the prisoner has any questions due to pending actions (e.g., claims for damages or lost possessions, etc.) inform the prisoner to contact the Intake Supervisor. Give the prisoner the phone number to the Intake Service Center.
- s.** Issue a change of clothing to the released inmate if the inmate's clothing is torn or soiled beyond cleaning or if the inmate's clothing was confiscated by a law enforcement agency, (only when extra clothing is available).
- t.** Issue a bus pass to released inmate if inmate does not have a ride from the facility and does not have the money needed for bus fare.
- u.** Give the released prisoner his/her personal property at the Release table or to the officer in the Law Enforcement Lobby Property Room, if inmate is being released to other authority. At no time will the prisoners who have received their property be left unobserved. If the ISC Shift Supervisor/designee must leave the area for any reason, another officer will be instructed to provide continual observation.

NOTE: If the prisoner has a weapon (i.e., pocket knife, etc.) and is released from the Release Sally port, that prisoner will be escorted, by a Corrections Officer, to the exit door by the lobby checkpoint and will then be given his/her property bag.

- v.** Escort the released prisoner to the Release Sallyport if the prisoner is not released to other authority

- w. Release prisoners at the Release Sallyport by:
 - (1) Taking packets to the Release Sallyport, with photo of prisoners visible
 - (2) Counting number of prisoners at Release Sallyport and number of packets
 - (3) Comparing photo of prisoners with prisoners
 - (4) Contacting Master Control to release prisoners

NOTE: A two-way radio will be carried by the releasing ISC Shift Supervisor/designee in case of an emergency.

- x. Give all completed paperwork to the Intake Service Center Shift Supervisor to be sent to the Bonding staff for filing.
- y. If a prisoner is released without his/her money, see [Policy 1402 Inmate Property/Personal](#)

D. Release of an Inmate Transferred to the Missouri Department of Corrections

- 1. After receiving the aforementioned paperwork from the Transportation Department, the Bonding Clerk will:
 - a. Verify the authenticity of the paperwork by calling the Transportation Clerk
 - b. Update the IJMS with the appropriate information
 - c. Print out the Release Approval Report
 - d. Send the appropriate paperwork to the Intake Service Center Shift Supervisor, via the pneumatic tube.
- 2. After receiving the paperwork from the Bonding Clerk, the Intake Service Center Shift Supervisor will:
 - a. Sign off on the Release Approval Report
 - b. Ensure the Property Room Officer receives the appropriate paperwork.

3. After receiving the paperwork from the Intake Service Center Shift Supervisor, the Property Officer will:

- a. Use the IJMS to locate:
 - (1) The inmate's clothing/property on the carousel
 - (2) The inmate's property in bulk storage
- b. Gather the inmate's property from the carousel and bulk storage, place the property in plastic bags and tag the bags
- c. List number of released, sign his/her name and write his/her D.S.N. legibly as the "Releasing Officer" in the Property Release Book.

NOTE: The Facility Property Room staff will list the exact number of bags being released in the Property Release Book. Do not write a general statement, such as, "all property".

- d. Give the Transportation Officers all of the inmates' property
- e. Perform the final release in the IJMS
- f. Place the jail issued items in the proper areas
- g. Return the paperwork to the Intake Service Center designated location.

4. After receiving the list of inmates to be transferred to MDC, the Transportation Supervisor will:

- a. Designate the officers to escort the inmates to MDC
- b. Ensure the third shift Watch Commander is given a list of inmates to be transferred the night prior to the inmates' departure
- c. Ensure the Corrections Medicine staff is given a list of inmates to be transferred the night prior to the inmates' departure.

5. After receiving the paperwork for the inmates who are to be transferred to MDC, the Transportation Officers will:

- a. Inform the Watch Commander to have the Housing Unit Officers prepare the inmates for transfer
 - b. Contact the Corrections Medicine staff and gather any medication and paperwork for inmates being transferred
 - c. Search and places restraints on inmates to be transferred in the housing unit sally port
 - d. Pick up the inmate's housing unit card from the Unit Control Officer
 - e. Compare photo (i.e., wristband and/or housing unit card) of inmate with the inmate
 - f. Escort the inmate to be transferred from the housing unit to Transportation Staging
 - g. Give the Housing Unit card to the Property Room Officer
 - h. Follow the instructions in [Policy # 820 Transportation of Inmates to Other Agencies/Special details.](#)
6. After being given the list of inmates to be transferred, the Watch Commander will:
 - a. Inform the Unit Control Officers on the third (3rd) shift to have the inmates being transferred separate their personal items from the jail issued items
 - b. Inform the Unit control Officers on the third (3rd) shift to have inmates to be transferred prepare themselves
 - c. Inform the Movement Officers to assist the Transportation Officers in the movement of the inmate's property being transferred to MDC to Transportation Staging.
7. After being informed of the inmates to be transferred, by the Watch Commander, the Housing Unit/Unit Control Officer will:
 - a. Inform the inmate to get dressed prepare his/her property
 - b. Allow the inmate to place his/her personal property in a plastic bag

- c. Release the inmate's personal property to the Movement Officer
 - d. Check the inmate's cell (prepare an Incident Report if there are any problems)
 - e. Remove the inmate's Housing Unit card from the file and place the Cell Inspection card with the Housing Unit card
 - f. Ensure the inmate is allowed to eat before being escorted out of the housing unit
 - g. Give the Housing Unit card and release the inmate to the Transportation Officers
 - h. Place the bed back in open status in the IJMS
 - i. Have an inmate worker clean the cell as soon as possible.
8. After being informed to assist the Transportation Officers, by the Watch Commander, the Movement Officers will:
- a. Check the inmate's property to ensure the inmate has properly separated jail issued items from his/her personal items
 - b. Seal the inmate's property bag and tag the property bag with the inmate's name
 - c. Ensure the inmate's property is taken to Transportation Staging and the jail issued items are taken to the Intake Property Room.

E. Temporary Release Procedures

- 1. Temporary releases are defined as any authorization per court order for an inmate to temporarily leave the facility. For example, funeral passes, medical appointment, hospitals, such as, Biggs, Metropolitan Psychiatric Center (MPC), etc. Another example would be an inmate who has a split sentence.
 - a. All temporary release court orders will be reviewed and filed by the Bonding Supervisor or Office Coordinator in the Bonding Supervisor's absence.

- b.** Any staff (e.g., Transportation staff, Corrections Case Managers, Bonding Clerks, ISC staff, etc.) that receives a temporary release court order will be responsible to ensure that the ISC Shift Supervisor and the Housing Unit Supervisor on the respective inmate's floor are made aware of the temporary release and receive a copy of those orders.
- c.** Once notified by Transportation staff of admission to a medical/mental health facility, the ISC Shift Supervisor will temporarily release the inmate in the IJMS. The

temporary release entry will include the specific name of the medical/mental health facility.

- d.** The ISC Supervisor is responsible to ensure that all other temporary releases, such as, funeral passes, medical appointment, weekenders, etc., are entered into the IJMS.
- e.** The Office Specialist in Transportation will make weekly checks to track the status of all hospital temporary releases. The specialist will maintain a log of these weekly checks.
- f.** The Housing Unit Supervisor on each housing unit floor is responsible for maintaining a complete list of all temporary releases (excluding inmates in a hospital) which will include a copy of the temporary release and a copy of the inmate's picture card which will be kept at the Unit Control. The contents of the file will be part of the daily pass down log on each housing unit floor.
- g.** If the inmate does not return per the date on the court order, the Housing Unit Supervisor is responsible for notifying the Watch Commander.
- h.** The Watch Commander is responsible for notifying the Clayton Police (via phone) and the Bonding Supervisor (via e-mail) that the inmate has failed to return. The Bonding Supervisor will be responsible for notifying the court.
- i.** When the court is notified and a warrant has been issued, the Bonding Supervisor is responsible for removing the inmate from the temporary release status and final releasing the record from the IJMS.

- j. The User Support Specialist will send a spreadsheet of all inmates in temporary release to the Court Administrator on a quarterly basis.
- k. When an inmate on temporary release status does return to the jail, the ISC Supervisor will be responsible to ensure that the inmate is returned from temporary release status in the IJMS.

[F. *Releasing an Inmate as a Writ to Another Agency*

- 1. *When a Writ is received from another agency, it will be forwarded to the Office Manager in charge of billing to determine if the inmate is in the custody of the Department of Justice Services.*
- 2. *If the inmate is in the custody of the Department of Justice Services, the Officer Manager in charge of billing will ensure the inmate does not have a St. Louis County court date that is less than two (2) weeks away from the other agency's court date.*

***NOTE:** If the St. Louis County court date is less than two (2) weeks away but more than five (5) days away from the other agency's court date, the Writ will be executed for St. Louis City, St. Charles County, and Jefferson County ONLY.*

- 3. *If the St. Louis County court date is less than two (2) weeks away from the other agency's court date, the agency will be notified that they cannot execute the Writ at this time. The agency will send a new Writ at a later date.*
- 4. *If the St. Louis County court date is more than two (2) weeks away from the other agency's court date, the Writ will be forwarded to the "Forthcoming Writs" Box in the LEL Property Room.*
- 5. *When the agency arrives to pick up the inmate on the Writ, the Writ is pulled from the "Forthcoming Writs" box and the housing unit floor the inmate is housed on is notified to escort inmate to the LEL.*
- 6. *The inmate will not be allowed to bring any property with him/her. All property will remain in his/her assigned cell.*

7. *The Housing Unit Officer will be responsible for changing the inmate's status on the IJMS status board to "OVCT" (overnight court).*
8. *The LEL Officer will verify the identity of the inmate and have the transporting officer sign the Writ to verify pick-up of the inmate before allowing the agency to depart with the inmate.]*