

# POLICY AND PROCEDURES

NUMBER: 1422

SUBJECT: Acceptance of Municipal/St. Louis  
City/Federal Inmates

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 6/98, 12/98, 6/99,  
5/05, 12/11, 1/15



## I. POLICY

The St. Louis County Department of Justice Services will establish criteria for the allocation of bed space to St. Louis County Municipalities, St. Louis City and Federal agencies to assist in their inmate housing needs and promote inter-agency cooperation.

## II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Court Services Supervisor, Intake Service Center staff and all other staff are responsible for the following procedures.

## III. PROCEDURES

- A. The St. Louis County Department of Justice Services has designated at least fifty (50) beds to incarcerate pretrial inmates and inmates sentenced on municipal ordinances and minor traffic violations in an effort to assist municipalities within St. Louis County with their inmate housing needs.
- B. The number of beds available for federal agencies and St. Louis City will be determined by the Director with the assistance of the Superintendent of Security, the Transportation Supervisor and the Billing Clerk.
- C. The Municipal Court Liaison (MCL) will serve as the contact person with the municipalities and St. Louis City regarding available bed space. The Transportation Supervisor, Director or the Superintendent of Security will serve as contact person with federal agencies regarding available bed space.

- D. Municipal and federal agencies will be required to pay a per diem for bed space.
- E. A written contractual agreement, based on the needs and any specific conditions of the individual municipality, St. Louis City and/or a Federal agency, will be prearranged with the Department of Justice Services.
- F. Contracts will be arranged by the Director of the Department of Justice Services, the County Counselor's Office, as well as the various municipalities, St. Louis City or federal agencies and will be approved by the Director of Justice Services.
- G. Available bed space for municipal inmates will be determined on a first come, first serve basis. The municipal authorities may be asked to contact the MCL in advance to ensure the availability of bed space for an inmate.
- H. Department of Justice Services' employees will refer all requests for available beds space for municipal and city inmates to the Billing Clerk/designee. All requests for available bed space for federal inmates will be referred to the Transportation Supervisor, Director or Superintendent of Security.
- I. The MCL will be responsible for tracking and maintaining an accurate count of available beds for municipal and city inmates.

NOTE: The MCL who is responsible for the tracking and billing of inmates from other jurisdictions will use the St. Louis County Justice Services Inmates held for other Agencies Report in the Jail Management System (JMS). (See Attachment 1)

- J. The MCL will notify the municipal agency by fax/mail/phone of a sentenced inmate's arrival date and time, who turned himself/herself in at the Bonding Window.
- K. If a federal inmate is designated to turn himself/herself in, the federal authorities will contact the Transportation Supervisor, Director or Superintendent of Security as soon as possible prior to the inmate reporting to the Justice Center. Certified copies of the U.S. Magistrate Sentencing Orders will also be forwarded. Paperwork on pretrial inmates will accompany the inmate upon his/her arrival.
- L. The municipal courts may be asked to fax copies of the municipal court commitment papers (See attachment 2) to the Intake Service Center prior to the arrival of the inmate. Commitment papers will be kept at the Bonding Window.

- M. Municipalities and St. Louis City will be responsible for transporting inmates to the Intake Service Center or directing the inmates to turn themselves in. The Department of Justice Services will be responsible for transporting federal inmates to the Justice Center, unless other arrangements are made with the federal agency.
- N. When municipal or St. Louis City inmates are transported, the law enforcement officers will bring certified copies of municipal or city court commitment papers or the courts sealed warrant with them to the Law Enforcement Lobby. Inmates allowed to turn themselves in must present certified copies of the municipal court commitment papers upon arrival at the Bonding Window.
- O. When municipal inmates turn themselves in at the Bonding Window, the Bonding Clerk will inform the Intake Service Center Shift Supervisor. The Intake Service Center Shift Supervisor will send an Intake Security Officer to the Bonding Window to escort the inmate to the Law Enforcement Lobby and ensure the inmate is processed.
- P. Sentenced inmates including weekenders turning themselves in will report to the Bonding Window. The inmates will be released per the requirements of the court order.
- Q. The municipal authorities will notify the Billing Clerk/designee regarding inmates allowed to report at a later date.
- R. Municipal, city and federal inmates will be processed into the facility according to the Department of Justice Services' policy.
- S. When booking a municipal prisoner on a contract booking (whether pretrial or sentenced), if the Intake Service Center (ISC) Officer discovers a County felony warrant, the ISC Officer will have that warrant and any additional warrants executed and that warrant will be booked as Arrest #2. Once the felony warrant has been executed, the municipality will temporarily lose access to the prisoner, (e.g. court) since prisoners held on County warrants cannot be removed

from the jail without an order from the St. Louis County Presiding Judge. The Justice Services Billing Clerk will notify the municipality of this fact, as well as when the County case(s) have been disposed of or when the inmate has made bond.

**[NOTE:** This procedure does not apply to Federal prisoners or to St. Louis City Sheriffs' prisoners. It also does not apply to municipal prisoners on whom an ISC Officer discovers only non-felony County warrants. On these bookings, the ISG Officer will indicate that the

prisoner has unexecuted County warrants in the "Notes" field of the booking. *If an inmate completes a DJS sentence, or is discharged by the Court, and has a detainer from the U.S. Marshals, they will be released 'ADR' (Administrative Release) from IJMS and re-booked in IJMS only. This is done so the subject is removed from VineLink. At this point, the U.S. Marshals will be notified that the inmate is being held for them and billing will begin. All property will be re-inventoried and assigned the same bag number from the previous booking. The inmate will need to be brought to ISC to have a new picture taken and given a new picture card, new arm band, and new booking numer.]*

- T. Sentenced inmates, with the exception of federal inmates, will be required to participate in all court-ordered programs and the inmate work programs.
- U. Inmates will be classified, orientated and housed according to established policies and procedures of the Department of Justice Services.
- V. Any municipal pretrial inmate released for court will depart Release to Other Authority and will be released from the Justice Center. If the municipal inmate is sentenced to additional time the inmate will be re-booked into the Justice Center. For municipalities with County Policy contracts, the inmates will be returned to the Justice Center for final release.
- W. The municipality will contact the MCL at least two (2) hours prior to picking up the municipal inmate for court. Upon arrival, the police officer will complete a Pick Up for Court form (See Attachment 3). The police officer will give the completed form to the releasing officer. The releasing officer will give the form to the Property Room Officer.
- X. The MCL will conduct billing on the last day of each month. If a municipality or the city is in arrears for more than two (2) months, no more inmates from that municipality or the city will be accepted until the total amount due is received. The MCL will inform the Director if the city or any municipality is in arrears by more than two (2) months.
- Y. At the time of booking, a registered nurse will determine if a medical 'fit for confinement' is necessary. Inmates requiring a 'fit for confinement' will either be seen by a doctor employed by the Department of Health, if available, or transported to a local hospital by the municipal or city agency, prior to being accepted into the Justice Center. The municipality or city agency is responsible for the cost of all medical 'fit for confinements'. The Department of Health will bill the municipal or city agency for any medical costs incurred by the county for medical 'fit for confinements'. If there is a question as to an inmate needing a 'fit for

confinement' the police officer will contact the Intake Facility nurse, prior to his/her arrival at the Justice Center.

- Z. Basic and emergency health care will be provided to all municipal inmates at no cost to the municipality, in accordance with the County's Department of Justice Services [Inmate Medical Fee Policy #1320](#). Inmates may be charged co-payments for certain basic medical costs. The municipality shall be responsible for the cost of extraordinary medical costs and transportation of inmates to clinic appointments (such as dialysis).

**NOTE:** Federal inmates' basic medical care will be provided by the federal agency's per diem amount, no co-payment will be required.

- AA. In the event the County determines that infirmary care or hospitalization will be required for municipality inmate, all expenses incurred for the inmate's continued medical care shall become the municipalities responsibility; however by signing the contract the Municipality authorizes the release of the municipal inmates rather than becoming responsible for the cost of infirmary care or hospitalization, except, however, that if the municipality wishes for a particular inmate to be held despite the need for infirmary or hospital care the municipality shall so indicate in writing on the warrant at the time of booking. If an inmate is released under this provision, the municipality will be notified and the inmate shall be instructed to contact the municipality as to the next court appearance, if any. If an inmate cannot be released immediately from the infirmary due to the inmate's mental condition, the municipality will incur the costs of the infirmary until the inmate can be released.
- BB. Notwithstanding the provisions of section AA of this policy (paragraph 2.2 of the contract) acceptance and housing of municipality inmates who require infirmary or other extraordinary medical care shall be at the County's sole discretion. Bed space in the Justice Center infirmary will be made available to non-county inmates separate from the minimum number of beds referenced in paragraph 1.1 in the contract.
- CC. If the inmate has a regular clinic appointment, i.e., dialysis, etc.) the municipality or city agency will either transport the inmate to the clinic or allow the Department of Justice Services to release the inmate in order to allow the inmate to make his/her own arrangements for the clinic appointment. The inmate will be given a new court date.
- DD. A separate per diem will be charged to municipalities, city and/or other counties agencies who transport inmates to the St. Louis County Justice Center for the explicit purpose of housing the inmates in the Infirmary.

The MCL is responsible for conducting this billing on the last day of each month.

- EE. If any questions arise concerning these procedures staff will contact the Director or the MCL.