

POLICY AND PROCEDURES

NUMBER: 1423

SUBJECT: Probation/Parole Violator Population

ACA STANDARDS: None

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 7/03

REVISION DATE: 7/08, 6/09, 11/13,
12/16, 12/18



I. POLICY

The St. Louis County Department of Justice Services requires that Classification staff and Corrections Case Managers be aggressive in quickly moving the probation/parole violators' cases through the system and ensuring probation/parole officers are aware of violators in the St. Louis County Jail.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Classification Specialists, Corrections Case Managers and Transportation staff are responsible for the following procedures.

III. DEFINITIONS

Hit: An automatic notification received at a Probation office that occurs when certain transactions are performed in the LEWEB Arrest System. The resulting MULES response at the terminal where the transaction was performed includes the Probation/Parole office/officer information.

Interstate Compact: An agreement between two states for the supervision of adult offenders. The Interstate Compact Unit of the Missouri Department of Corrections, Board of Probation and Parole is responsible for monitoring the activities of both probation and parole status clients. This includes Missouri Clients residing in other states, as well as clients from other states residing in Missouri. The Interstate Compact Unit is also responsible for monitoring the status of Missouri clients housed in the Federal Bureau of Prisons, as well as in other state correctional facilities.

ICOTS: The Interstate Compact Offender Tracking System is a web-based system that facilitates the transfer of supervision for probationers and parolees from one state to another.

IV. PROCEDURES

A. General Information

- 1.** Aggressive population control ensures that inmates are not being lost in the “system”.
- 2.** Classification Specialists are responsible for notifying Probation and/or Parole Officers by phone or email upon the inmate’s placement into the facility.
- 3.** Corrections Case Managers will ensure corrective action is taken, if necessary, once an inmate who is a probation or parole violator is transferred to a housing unit. The Corrections Case Manager will ensure the Probation and Parole Board is not failing to take action against an inmate under their supervision and allowing an inmate to stay at the St. Louis County Jail longer than necessary.

B. Notification of Probation/Parole Officers at the Intake Service Center

- 1.** When an inmate, identified as being on probation/parole, is processed and assessed by the Classification staff, that staff member will make an attempt to notify the Probation or Parole Officer at that time by phone or email. (This will be done during normal business hours.) An e-mail will also be sent to the designated court clerk.
- 2.** During the assessment, the Classification staff will conduct a record check on the inmate via the LEWEB system. A “hit” will be confirmed by LEWEB and the Probation or Parole Officer will be notified.

NOTE: Inmates do not always give the proper information to the police and the “hit” may not be confirmed, due to false information given to the police and/or Intake Service Center staff.

- 3.** The Classification staff will state in the Initial Screening section of the “Intake Classification” navigator of the IJMS as to when the Probation or Parole Officer was notified. The following information will be included:

- a. Probation or Parole Officer's name
 - b. Probation or Parole Officer's phone number
 - c. Date Probation or Parole Officer was notified
 - d. Initial of the reporting Classification staff member.
- [4. A report (See Attachment 1) was developed to track inmates who have answered 'Yes' to either of the questions "Are you on probation?" or "Are you on parole?" in the Question Update section of the "Ready for Housing" navigator.
- a. The Probation Violator report will be generated weekly by the *Corrections Information Specialist* and sent to the State of Missouri Probation and Parole Office
 - b. The Parole Violator report will be generated and reviewed twice a week by the *Office Manager*.]

C. Corrections Case Manager Follow Up for Probation Violators

- 1. The Corrections Case Manager will utilize the Case Net system to inquire about court dates, dispositions and other progress with the probation revocation cases. Any changes in the cases will be noted in the "Journal Notes" of the IJMS.
- 2. The Corrections Case Manager will also inform the inmate(s) identified as being on probation that they should keep in contact with their Probation Officer by using the collect phones in the housing unit.

NOTE: A list of telephone numbers for Probation and Parole offices will be posted in each housing unit.

- 3. A Probation Violators Only report (See Attachment 2) has been developed to track probation violators. The Corrections Case Manager on each housing unit floor will review this report on a weekly basis. This report states the following:
 - a. Inmate's booking number
 - b. Inmate's name
 - c. Inmate's housing unit,

- d. Inmate's book date
 - e. Violation Charge
 - f. Disposition of the charge, if any.
4. The Corrections Case Manager will be observant of the 'book date'. It can be determined if the inmate's case is moving from this date.

NOTE: Normal probation violation cases usually go to court within four (4) to six (6) weeks of the book date.

5. The Corrections Case Manager will investigate any case in which the inmate has been incarcerated in the St. Louis County Jail longer than six (6) weeks. This will include checking with the probation officer, courts and the Case Net system as to the reason the cases may not be moving. Any pertinent information will be placed in the inmate's chronological notes.
6. When the Corrections Case Manager does not receive a direct answer to the issue of the case not moving, the Corrections Case Manager will notify the appropriate Unit Manager and inform him/her of the situation.
7. The Unit Manager will contact the Superintendent of Security, who will immediately inform the Director.
8. The Corrections Case Manager will document all stages of this notification in the inmate's "Journal Notes" in IJMS.

[D. *Office Manager's* Follow up for Parole Violators

1. The *Office Manager*/designee will be responsible for tracking inmates booked on parole violations.
2. A Parole Violators Only report (See Attachment 3) has been developed and will be utilized to track parole violators. This report states the following:
- a. Inmate's booking number
 - b. Inmate's name
 - c. Inmate's housing unit,

- d. Inmate's book date
 - e. Charge/Parole Violation
 - f. Disposition of the charge, if any.
3. The *Office Manager*/designee will review this report on a weekly basis and ensure that Parole Officers have been notified and detainers are on file.
 4. The *Office Manager*/designee will be observant of the 'book date'. If an inmate on parole has been incarcerated in the St. Louis County Jail longer than two (2) weeks, the Classification Manager/designee will place all necessary documentation in the inmate's chronological notes.
 5. The *Office Manager* will compile a list of parole violators who have been incarcerated in the St. Louis County Jail longer than two (2) weeks.
 6. The *Office Manager* will notify the Transportation Supervisor and Transportation Secretary by e-mail of any inmate who should be scheduled to be returned to the Missouri Department of Corrections, unless instructions are received from the Parole Officer to do otherwise.]

E. Interstate Compact

1. During the booking and charge review process, an inmate being supervised on an Interstate Compact will be indicated by the abbreviation "ICOTS" (Interstate Compact Offender Tracking System), which will appear in the body of a MULES/NCIC hit. These offenders were convicted in a state other than Missouri but are being supervised by the Missouri Department of Corrections Board of Probation and Parole on either probation and/or parole.
2. During the booking process, the ISC Booking Officer will call the Missouri Probation and Parole command number in order to obtain a detainer.
3. The ISC Booking Officer will book the probation or parole violation the same as other Missouri probation/parole violations, using the disposition of "PPD".
- [4. The Missouri Probation and Parole Officer will maintain communication with the Justice Services Bonding Supervisor *or*

designee. If the originating state issues a warrant on the probation violation or the originating state's Department of Corrections revokes the offender's parole, the Missouri Probation and Parole Officer will notify the Justice Services Bonding Supervisor. At that time, the Justice Services Bonding Supervisor will change the disposition to "RTA" and the inmate will now become an "Out of State Fugitive."]