

POLICY AND PROCEDURES

NUMBER: 1424

SUBJECT: Electronic Home Detention (EHD)
Policy

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 5/06 REVISION DATE: 7/08, 6/09, 11/11,
11/13, 12/14, 4/16, 11/17



I. POLICY

The St. Louis County Department of Justice Services shall ensure that persons who are court ordered to participate in the Electronic Home Detention (EHD) program are properly processed and supervised.

II. RESPONSIBILITIES

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

III. PROCEDURES

A. EHD Arrival Log

1. The EHD Case Managers will be responsible for entering EHD participant information into the "EHD Arrivals" log located in the "I" Drive under Alt. Services. Information will include participant's name, case number, division, date of scheduled reporting for processing, phone number, (if known) and any other pertinent information. This is a scheduling log and the Bonding Window staff will utilize this log for allowing participants to turn themselves in for EHD. If a participant attempts to turn himself/herself in and he/she is not on the log, the Bonding Window staff will contact the EHD Center, for verification to allow the participant to be processed for participation into the program.

2. If a participant arrives at the Bonding Window after 12:00 pm (noon), the Bonding Window Clerk will contact an EHD Case Manager for instructions/clarification if the participant should be processed or directed to report to the EHD Center for another scheduled turn-in date. If the court order states that the participant is to be placed on EHD on the date that the participant reports to the Bonding Window, the participant should be taken into custody and held until the next business day to be placed on the EHD program. Under no circumstances should a participant be released after hours without being placed on the EHD program as directed by court order.
3. If a participant arrives at the Bonding Window after hours (5:00 pm), the Bonding Clerk will determine by reviewing the court paperwork that if the order stipulates that the participant be placed on the EHD program on the date that the participant is turning himself/herself in, the participant should be taken into custody. The participant will remain at the Justice Center until the next business day. Under no circumstances should a participant be released after hours without being placed on the EHD program as directed by court order.

If the court order does not stipulate that the participant must be on the EHD program on that date, the Bonding Clerk will instruct the participant to contact an EHD Case Manager on the next business day to schedule a turn-in date.

B. Initial Process (From the street) are all considered “Red Ball” processing

1. Participants will report to the EHD program center at 100 South Central Avenue, Level Zero of the Buzz Westfall Justice Center, Clayton, MO by 8:00 AM, Monday – Friday.
2. An EHD Case Manager will make a copy of the participant’s court order and place the copy in the participant’s file.

NOTE: If the participant does not have a copy of the court order, the EHD staff will escort the participant to the division to assist in retrieving a copy of the court order.

3. The EHD Case Manager will direct the participant to report immediately to the Justice Center Bonding Window for processing. The Case Manager will inform the participant to take a copy of the court order to the window and leave all other items in their vehicle.

4. The EHD Case Manager will contact the bonding window to inform the appropriate staff of the participant that will be reporting to the Justice Center for processing.
5. The assigned Intake Service Center (ISC) officer will escort the participant to the Law Enforcement Lobby. The officer will frisk the participant prior to entering the secure hallway.
6. The Law Enforcement Lobby Property Room Officer will ensure the “Morpho” system is used with all participants.
7. The ISC Classification staff will interview the participant on the “Pre-Classification” Queue”.
8. The ISC staff will ensure the participant is photographed and fingerprinted.
9. If a participant has a municipal misdemeanor warrant or hold, the participant is eligible for participation in the EHD program. If the participant has a state misdemeanor or satellite case(s)/warrant(s) active, the participant will post bond or be placed on the next available court docket.

NOTE: All St. Louis County warrants and state misdemeanors warrants must be cleared by court disposition or the participant will have to post bond.

- [10. If the participant has a felony warrant, the participant will be required to remain at the Justice Center until the matter is cleared or a court order is obtained to release the participant.

NOTE: If the participant has a felony hold/wanted from another agency, the participant will be temporary released to that agency and instructed to return to the EHD Program Center to have his/her equipment placed.]

[NOTE: Any Court Order to release an offender on the EHD Program supersedes Justice Service’s policy.]

11. The ISC Security Officer will place the participant’s name in the X-module. The Security Officer will also contact the EHD Program Center and inform the staff that the participant is being released from the Justice Center and will be reporting to the EHD Program Center.

NOTE: The ISC staff releasing the participant will direct the participant to report immediately to the EHD Program Center and give the participant any items confiscated when the participant was frisked.

C. Processing from the Justice Center (After participant returns from the Justice Center and reports to the EHD Program Center)

1. An EHD Case Manager will interview the participant to determine if the participant has the proper materials necessary for the installation of the EHD equipment.

NOTE: If the participant does not have a phone line compatible for the EHD equipment, EHD staff will utilize the cellular equipment until a land line has been installed/activated.

2. The EHD Case Manager will interview a participant upon his/her arrival from the Justice Center. If a misdemeanor warrant is discovered, the Case Manager will encourage the EHD participant to rectify the issue before his/her expiration of sentence. All pertinent information will be logged in the Integrated Jail Management System (IJMS), under the Classification Navigator. The interview will include, but is not limited to, the following information:

- a. Enemies in confinement
- b. Medical Observations – Record any known medical issues
- c. Education – enter any information, high school diploma, GED, college degrees, etc.
- d. Skills – Job information that includes: name address, phone number of employer, immediate supervisor’s name, length of employment
- e. Sentence Calculation – Sentence calculation will be completed at this time. EHD staff will schedule all releases for 8:00 a.m. on the day of release. If the scheduled day of release is on a weekend or holiday, the participant will be required to be released from the Department of Justice Services’ custody on the next business day. This will ensure that the EHD equipment is returned to the EHD Center upon release. The EHD Case Manager has the authority to inform the participant that they (the participant) can remove the EHD transmitter on the date of release.

- f. Journal Notes – Enter that the participant has been enrolled into the program and the participant’s address will be entered into the IJMS (under Operations), if the address is different than what is on the booking sheet. Any additional information will be completed in the Journal Notes section.
 - g. Evaluation Update – Complete the section by adding that the participant is participating in the EHD program
 - h. The EHD Case Manager will discuss final release procedures with the EHD participant, including that the participant will be taken into the ISC for the final release procedure. EHD staff will inform the participants to report **directly** to the Justice Center Bonding Window with their EHD equipment on the day of their scheduled release date.
 - i. The EHD Case Manager will enter pedigree information into the LE WEB-HNS (Hit Notification System) that the participant is actively on the ST. Louis County EHD program. This will ensure that if the EHD participant is arrested or has an active warrant in the system, County Probation/Community Corrections staff will be notified and corrective action can be taken
 - j. If the EHD participant is assigned to the St Louis County Probation, the EHD Case Manager will be responsible for updating all pertinent information into the WINTAKE system (i.e., updating conditions of probation and entering information into the notes section of the WINTAKE system).
- 3. The EHD Case Manager will have the participant review and sign the EHD contract.
 - 4. The EHD Case Manager will move the participant from the X-module to the appropriate dorm and change their floor status to EHD. If the participant is not in the x-module, call the booking desk at in order to have an ISC Security Officer place the participant in the X-module.

D. Enrollment of Participant in the Sentinel System or Omnilink System for GPS

- 1. The EHD Case Manager will enroll the participant into the system

2. The EHD Case Manager will place the participant's schedule into the Web Patrol system (for EHD only) or the Omnilink System (for GPS monitoring).
3. The EHD Case Manager will place the bracelet on the participant's ankle and enroll the HMU. (Follow the procedures from the HMU/Transmitter box). (The bracelet will be placed on the ankle, unless there is a medical reason that prohibits the placement on the ankle.)
4. The EHD Case Manager will give the participant and review a copy of the EHD contract (4pages), a copy of the EHD rules and regulation handbook, the HMU unit, and the power and telephone cords. The Case Manager will instruct the participant to report directly back home and plug in all of the equipment.

E. Initial Process (When inmate is housed in population at the Justice Center)

1. When the court order is received by the ISC staff, the ISC staff will fax a copy of the court order to the EHD Center and give a copy of the court memo to the ISC Shift Supervisor. The ISC staff will also e-mail or call the EHD Program Manager at or his/her designee to inform him/her of the incoming fax.

NOTE: If a participant posts bond or a court order is received after normal business hours, the defendant will remain at the Justice Center until the next business day. Bonding staff will notify the EHD staff by phone, fax or email regarding the participant's court order or posting of the bond.

2. When the faxed court order has been received at the EHD Center, an EHD Case Manager will interview the inmate at the Justice Center to determine if the participant has the proper materials necessary for the installation of the EHD equipment. (This interview can also be completed by a telephone interview by the EHD Case Manager. The interview will be completed the day the court order is received.)
3. The EHD Case Manager will give the inmate verbal instructions where to report. A review will also be conducted at the time the information is placed in the IJMS Classification Navigator to ensure all information was included.
4. If it is determined by the EHD Case Manager that the inmate meets the necessary qualifications of the EHD program, the Case Manager will contact the ISC Shift Supervisor/ designee and

inform him/her that the inmate will be released to the EHD Program. Instructions will be faxed to the ISC Shift Supervisor with instructions as to time and how the inmate is to be released. If it is determined that the inmate does not have the necessary qualifications for participation in the EHD Program, the Case Manager will contact the ISC shift Supervisor/designee and inform him/her that the inmate will not be released. This information will be logged in the IJMS journal notes, by the EHD Case Manager. This information must also be logged on the booking sheet under charge notes, of the inmate's ineligibility to participate in the EHD program.

5. The ISC Shift Supervisor will ensure a record check is conducted, prior to the release of the inmate from the Justice Center. A copy of the court order will be included in the release paperwork.
 6. The ISC staff will direct the inmate to the EHD Program Center located at 100 South Central Avenue, Level Zero of the Buzz Westfall Justice Center, Clayton, MO, upon release. The Facility Property Room Officer will contact the EHD Program Center to inform a Case Manager that the inmate is being released and has been directed to report immediately to the EHD Program Center.
 7. If the inmate fails to report to the EHD Center, the EHD Case Manager will contact the Justice Center Bonding Window to inquire if the inmate is still at the Justice Center. If the participant is no longer an inmate at the Justice Center, the EHD Case Manager will contact the participant at his/her residence and instruct the participant to report directly to the EHD Center. If no contact can be made with the participant, a letter will be generated to the court and prosecuting attorney. The court and prosecuting attorney will be notified with the pertinent information requesting that a *capias* warrant be issued for failure to report. The Case Manager will complete a report in the IJMS.
- F. Processing an Inmate from the Justice Center (After an inmate has been released from the Justice Center)
1. The EHD Case Manager will interview a participant upon his/her arrival from the Justice Center. If a misdemeanor warrant is discovered, the Case Manager will encourage the EHD participant to rectify the issue before his/her expiration of sentence. All pertinent information will be logged in the Integrated Jail Management System (IJMS) under the Classification Navigator. The interview will include, but is not limited to, the following information:

- a. Enemies in confinement
- b. Medical Observations – Record any known medical issues
- c. Education – enter any information, high school diploma, GED, college degrees, etc.
- d. Skills – Job information that includes: name address, phone number of employer, immediate supervisor’s name, length of employment
- e. Sentence Calculation – Sentence calculation will be completed at this time. EHD staff will schedule all releases for 8 a.m. on the day of release. If the scheduled day of release is on a weekend or a holiday, the participant will be required to be released from The Department of Justice Services’ custody on the next business day. This will ensure that the EHD equipment is returned to the EHD Center upon release. The EHD Case Manager has the authority to inform the participant that they (the participant) can remove the EHD transmitter on the date of release.
- f. Chronological Notes – Enter that the participant has been enrolled into the program and the participant’s address. Any additional information will be completed in the Chronological Notes section.
- g. Evaluation Update – Complete the section by adding that the participant is participating in the EHD Program
- h. The EHD Case Manager will discuss final release procedures with the EHD participant, including that the participant will be taken into the ISC for the final release procedure. EHD staff will inform the participants to report **directly** to the Justice Center with their EHD equipment on the day of their scheduled release date.
- i. The EHD Case Manager will enter pedigree information into the LE WEB-HNS (Hit Notification System) that the participant is actively on the ST. Louis County EHD Program. This will ensure that if the EHD participant is arrested or has an active warrant in the system, County Probation/Community Corrections staff will be notified and corrective action can be taken

- j. If the EHD participant is assigned to the St Louis County Probation, the EHD Case Manager will be responsible for updating all pertinent information into the WINTAKE system (i.e., updating conditions of probation and entering information into the notes section of the WINTAKE system).
 3. The EHD Case Manager will have the participant review and sign the EHD contract.
 4. The EHD Case Manager will move the participant from the X-module to the appropriate dorm (9A) and change their floor status to EHD. If the participant is not in the x-module, call the booking desk at in order to have an ISC Security Officer place the participant in the X-module.
- G. Enrollment of an Inmate (After an inmate has been released from the Justice Center) in the EMS/Securicor System
 1. The EHD Case Manager will enroll the participant into the system.
 2. The EHD Case Manager will place the participant's schedule into the Web Patrol system.
 3. The EHD Case Manager will place the bracelet on the participant and enroll the HMU. (Follow the procedures from the HMU/Transmitter box)
 4. The EHD Case Manager will give the participant and review a copy of the EHD contract (4 pages), a copy of the EHD rules and regulations, the HMU unit, and the power and telephone cords. The Case Manager will instruct the participant to report directly home and plug in all of the equipment.
- H. Release Process for an EHD Participant
 1. The EHD Case Manager will conduct a warrant/record check one (1) week prior to the release of participant in the program. The EHD Case Manager will instruct the participant to report directly to the Justice Center with their equipment on their scheduled release date. If the scheduled day of release is on a weekend or a holiday, the participant will be required to be released from the Department of Justice Services custody on the next business day. This will ensure that the EHD equipment is returned to the EHD Center upon release. The EHD Case Manager has the authority to

inform the participant that they (the participant) can remove the EHD transmitter on the scheduled date of release.

2. The Case Manager will also conduct a warrant/record check on the day of release.

NOTE: Both warrant/record checks will be logged into the IJMS “Chronological Notes” for verification by the EHD Case Manager.

3. If the participant has an active felony warrant, the EHD staff will contact the ST Louis County Warrants Division and request a copy of the warrant be faxed to ISC. Once the fax from EHD with the hold information is received and the participant arrives at the EHD office, the participant will be taken into custody by the ISC staff or Transportation staff, depending on availability. EHD staff will cut the bracelet off of the individual and retrieve all other EHD equipment.

- a. The EHD participant will be notified of the pending felony warrant at the EHD Case Manager’s office. The EHD Case Manager will instruct the participant of the pending warrant and instruct the participant to wait for arrival of the DJS Transportation custody staff to retrieve the participant for transfer into custody at the Justice Center. EHD staff must contact the DJS Transportation staff. If DJS Transportation staff is not available, EHD staff should contact the Intake Service Center at 615-5769 for the participant to be taken into custody.

- b. In addition, if the offender attempts to leave/run from the EHD office, EHD staff should contact the Justice Center Court Security at and report that the EHD participant is attempting to escape from the premises and that there is an active felony warrant for their arrest.

- c. EHD staff should NOT attempt to apprehend/restrain the escaping subject.

- d. If the subject leaves/runs from the Justice Center, EHD staff will be responsible for informing the court about the incident.

4. If the participant has either no holds or misdemeanor/municipal holds, the Bonding Clerk will conduct the standard operating procedures to release the participant from the IJMS system.

5. The ISC Shift Supervisor will final release the participant from the system.
6. Upon release for the ISC Bonding, the EHD Case Manager will check for damages to the equipment.
7. If the EHD participant fails to show for final release, the EHD Case Manager will generate a letter that will be faxed to the ISC Shift Supervisor requesting that the EHD participant be released from the IJMS as an Administrative Release as AWOL (absent without leave). The ISC Shift Supervisor will release the EHD participant as AWOL Release per the Department of Justice Services (DJS) Community Corrections Superintendent/Program Manager. The EHD Case Manager will make a disposition note on the booking sheet that the EHD participant is “AWOL from EHD, released from custody on administrative release” with AWOL as disposition.

I. Band Tamperers and Notifications to the Courts

1. The EHD Case Management staff are notified of a band tamper via email from Sentinel. EHD staff will contact the participant and instruct the subject to report to the EHD office immediately for inspection of his/her band. Participant must report to the EHD office within two (2) business days. All information will be logged into the IJMS journal notes.
 - a. If an EHD participant is unable to be contacted directly, the EHD staff will call the participants’ emergency contact number or any contact number available in participants’ file. All information will be logged into the IJMS journal notes.
 - b. If a band tamper occurs and the EHD participant is “AWOL” or becomes “AWOL” from EHD, a violation letter is emailed to the assigned Judge and Assistant Prosecuting Attorney no later than the next business day. All information will be logged into the IJMS journal notes.

NOTE: An inmate is considered AWOL after seven (7) days of no contact with the Case Manager. EHD Case Management staff will be responsible for logging all information into the IJMS journal notes and changing the status on the operations board in IJMS to “AWOL”.

2. Upon Arrival, the EHD Case Manager will conduct a thorough inspection of the band.
 - a. After the inspection, if it is determined that the band has a false tamper, no action will be taken. All information will be logged into the IJMS journal notes.
 - b. If inspection shows an actual tamper, an EHD violation letter is emailed to the assigned Judge and Assistant Prosecuting Attorney the same day. All information will be logged into the IJMS journal notes.
 - c. If the EHD participant is sentenced to the Department of Justice Services- EHD authorized (i.e. EHD is a condition of the sentence), the EHD inmate will be taken into custody and a violation report will be entered into IJMS and a hearing will be conducted. All information will be logged into the IJMS journal notes.

[J. *Non-Support Re-entry Program*

1. *Non-Support Re-entry (NSR)* is a program for offenders with criminal non-support charges only. Offenders may be placed on MWR as a condition of pre-trial bond, as a condition of probation, or as a condition of a County jail sentence. All policies and procedures that apply to offenders on EHD also apply to those offenders placed on *NSR*. Most offenders placed on *NSR* are also on EHD. Some Judges do order offenders to *NSR* without EHD. This allows DJS Case Managers to assist offenders with job searching, track child support payments, and to refer offenders to appropriate programs, but without the restrictions of house arrest. Offenders on *NSR* ONLY still report to EHD Case Managers as if they were on EHD and follow all other rules of the EHD program, but home detention is not required.]