



POLICY AND PROCEDURES

NUMBER: 1425 SUBJECT: Pre-Trial Release Supervision Program

ACA STANDARDS: None

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 7/11 REVISION DATE: 12/15, 2/17, 12/18

I. POLICY

The St. Louis County Department of Justice Services shall ensure that persons who may be eligible to participate in the St. Louis County Pre-Trial Release Supervision Program (PRSP) are properly screened prior to being accepted into the program. Case management is a fundamental part of the classification process of the Pre-Trial Release Supervision program. The following procedures have been developed to explain the role of the PRSP Corrections Case Manager in assessing, recommending and supervising the participant. These procedures also define the role of the staff in Intake Service Center (ISC).

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' ISC staff, Bonding staff and all Corrections Case Managers are responsible for the following procedures.

III. PROCEDURES

A. Referral Process:

1. The PRSP Case Manager will review the Integrated Jail Management System (IJMS) daily booking log for referrals.
2. Referrals are also made by: all of the Corrections Case Managers, court personnel, defense attorneys, public defenders and the general public.
3. The PRSP Case Manager will also review the general population of the Justice Center by searching IJMS for candidates.

B. Assessment Process:

1. The PRSP Case Manager will assess each referral using the following criteria:
 - a. The following charges are not eligible for pre-trial staff recommendations:
 - (1) Assault
 - (2) Class A or B felonies
 - (3) Stalking related charges or violation of victim protection orders
 - (4) Probation or parole violations;
 - (5) Traffic or satellite charges and charges with a cash only bond stipulation.
 - NOTE:** The PRSP Corrections Case Manager will keep track of defendants who are eligible for bond and will review this list on a weekly basis.
 - b. The court may court order a defendant with any of the above charges into the PRSP.
 - c. Criminal arrest history is assessed for:
 - (1) Number of arrests
 - (2) Number of convictions
 - (3) Number of times failing to appear in court; probation and completion status
 - (4) Number of incarcerations in jails including state and federal prison.
 - d. If a defendant has a municipal misdemeanor warrant or hold, the defendant is eligible for participation in the PRSP. If the defendant has a state misdemeanor, satellite case(s), or St. Louis County active warrant(s), the defendant must post bond or be placed on the next available court docket.

- e. If a defendant has a felony warrant he or she is **not** eligible for consideration until the matter is cleared or bond is posted.

NOTE: Any Court Order to release an offender on the Pre-Trial Release Supervision Program supersedes Justice Services' policy.

- f. A defendant with a positive assessment is then interviewed. The Pre-trial Release Supervision Instrument and Risk Instrument are used to gather information. **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.** Information must be verified through a family member or contact person.
- g. If the information cannot be verified or the results are negative, the defendant will be notified in person and not recommended for the PRSP at this time.
- h. After a defendant has been assessed, his/her name will be removed from the Refer to Intake by Staff queue.

- 2. A positive assessment and verification of the information collected will result in a recommendation to the St. Louis County Assistant Prosecuting Attorney. This recommendation can take place at the defendant's initial court appearance. The Risk Instrument is located in the J drive of the computer in the Pre-trial Release assessment folder. If the defendant is referred to PTRS at a later time, an e-mail recommending Pre-Trial Release Supervision is sent with the completed Risk Instrument attached. "CC" will be sent to:

- a. Superintendent of Community Corrections
- b. Program Manager of Community Corrections
- c. Supervisor of Pretrial Release/EHD
- d. Designee of the Assistant Prosecuting Attorney

- (1) If the Prosecuting Attorney's response is agreement, the PRSP Corrections Case Manager will prepare a memo for the court and contact the circuit clerk court file room to have the court file delivered to the appropriate court

division. The PRSP Corrections Case Manager will take the recommendation for PRSP memo to the court for the judge's signature including a copy of the Prosecuting Attorney's agreement to PRSP participation. The recommendation for PRSP memo and the Prosecuting Attorney's email should remain in the court file.

- (2) Any non-agreement responses from the Prosecuting Attorney's Office will be evaluated on a case by case basis to determine if the case manager will approach the court. The decision will be made by the Superintendent of Community Corrections or the Community Corrections Program Manager. If the PRSP Case Manager does not approach the court, the defendant will be notified in person.

C. Release Process (from the Justice Center- ISC):

1. The yellow copy of the PRSP court order will be given to the ISC Bonding Supervisor. The pink copy will be given to the Prosecuting Attorney's Office and a copy will be placed in the defendant's file maintained by the PRSP Corrections Case Manager.
2. The ISC staff will ensure the defendant is released from the "Morpho" system prior to releasing the defendant
3. The ISC Security Officer will place the defendant's name in the X-module. If necessary the Security Officer will also contact the PRSP Corrections Case Manager and inform them that the defendant is being released from the Justice Center. The ISC staff releasing the defendant will direct the defendant to report immediately to the Department of Justice Services Probation Office, (7900 Forsyth Blvd., Room B-10, street level).
4. The PRSP Corrections Case Manager will have the defendant sign the PRSP supervision contract. The defendant will be given:
 - [a. A map to the DJS Probation Office *or Pre-Trial Release Office*]
 - b. The PRSP Case Manager's business card
 - c. An appointment card
 - d. A copy of the PRSP supervision contract.
5. Arrangements will be made for the participant's transportation to their place of residence.

6. The PRSP Corrections Case Manager will remove the participant's name from the **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.**

- [7. If the defendant is required to report to the DJS Probation Office *or the Pre-Trial Release Office* and fails to report, the PRSP Corrections Case Manager will contact the Justice Center to inquire if the defendant is still at the Justice Center. If the defendant has been released from the Justice Center, the Corrections Case Manager will contact the defendant at his/her residence and instruct the defendant to report directly to the DJS Probation Office *or the Pre-Trial Release Office*. If no contact can be made with the defendant, a letter will be sent to the court and prosecuting attorney explaining the situation. The court and prosecuting attorney will be provided with the pertinent information requesting that a *capias* warrant be issued for failure to report. The PRSP Corrections Case Manager will complete an informational report in the IJMS.]

D. Supervision Process:

1. A level of supervision will be determined and placed in the Inmate Floor Status.
 - a. Levels of supervision:
 - (1) Minimum-the participant calls in weekly and reports in after each court appearance. **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) Medium-the participant reports in weekly and after each court appearance. **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.

- (3) Maximum-the participant is supervised on electronic monitoring (EHD, GPS, and/or SCRAM). 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. Chronological Note – Enter that the defendant has been enrolled into the PRSP. Then enter the:
 - a. Address
 - b. Phone number(s)
 - c. Contact person
 - d. Special conditions of the probation and/or bond for the defendant.

NOTE: The PRSP Corrections Case Manager will also enter notes into the IJMS after each visit, court appearance and phone communication.

3. The PRSP Corrections Case Manager will enter pedigree information into the LE WEB-HNS (Hit Notification System) that the participant is actively on the St. Louis County Pre-trial Release Supervision Program. This will ensure that if the PRSP defendant is arrested or has an active warrant in the system, County Probation/Community Corrections staff will be notified and corrective action will be taken.
4. The PRSP Corrections Case Manager will register to receive court notifications through CaseNet.
5. The PRSP Corrections Case Manager duties include:
 - [a. Making sure that the defendant knows dates and times of court appearances *by enrolling defendant into the Textel Text Messaging System. PRSP Corrections Case Manager will follow all protocol of Text Message Reminder Service.*]

- b. Assisting the defendant in finding locations for GED and or substance abuse treatment, (if applicable)
 - c. Making referrals to Options for Justice, (if applicable)
 - d. Contacting the court as necessary, and
 - e. Encouraging the defendants to rectify pending warrants before PRSP is completed.
6. The defendant will be instructed to report to the PRSP Corrections Case Manager after each court appearance. Once sentenced, the defendant will bring a copy of the Judgment and Sentence to the PRSP Corrections Case Manager. If the defendant is placed on DJS probation the defendant will be enrolled. The PRSP case manager will make 2 copies of the Judgment and Sentence. One will be placed in the PRSP file, the other will be faxed to the ISC Bonding Supervisor.
- a. If time permits: the case manager will complete a PRSP release form, remove the defendant's name from 9B housing unit and place defendant's name in the X-module. The Corrections Case Manager will walk the defendant to the DJS intake bonding window for release. The Judgment and Sentence and PRSP release form will be given to the Bonding Supervisor and the defendant will be instructed to wait in the lobby to be released from DJS.
 - b. If PRSP Corrections Case Manager is unable to escort the defendant to the DJS intake bonding window after court or the defendant fails to report to the DJS probation office after being sentenced, a copy of the Judgment and Sentence will be obtained from the criminal file room of the circuit clerk's office. (Located in Room 206 in the St. Louis County Courts Building.) The PRSP Corrections Case Manager will remove the defendant's name from the housing unit queue and place it in the X-module in the IJMS. A copy of the Judgment and Sentence and PRSP release form will be taken to the ISC Bonding Supervisor.
 - c. The PRSP Corrections Case Manager will enter the disposition of the case into the chronological notes in IJMS.
7. The ISC Shift Supervisor will "final release" the defendant from the IJMS system.
8. The PRSP Corrections Case Manager will delete the HNS entry.

9. The PRSP Corrections Case Manager will complete a completion form located in the **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.** in the Pre-trial Assessment Folder.