

# POLICY AND PROCEDURES

NUMBER: 1505

SUBJECT: Housing Assignments

ACA STANDARDS: 3-ALDF-4B-01

ACTING DIRECTOR: Julia Childrey

EFFECTIVE DATE: 11/98

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11/13, 12/15, 7/18, 12/18



## I. POLICY

The St. Louis County Department of Justice Services will assign inmates to housing units according to the inmate's custody and/or medical/mental health status to ensure the safety and security of the staff and inmates.

## II. RESPONSIBILITIES

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

## III. DEFINITIONS

**Administrative Segregation:** Housing unit for inmates who are not able to live in the general population due to the need of special management. Types of special management inmates include, but is not limited to, high risk, mentally deficient, protective custody, vulnerable, inmates from other corrections facilities (writs), etc.

**Choices Program:** Housing area for inmates sentenced by the court for alternative drug treatment program.

**Disciplinary Segregation:** Housing unit for inmates who have been found guilty of violating the rules of the Justice Center or for pre-hearing detention.

**General Housing:** Direct Supervision Housing Units which house pretrial and sentenced inmates. These housing units are separated into male and female housing units as well as minimum, medium and maximum custody levels.

**Infirmary:** Housing unit for inmates who have serious medical and/or mental health problems and need to be observed by the medical staff on a twenty-four (24) a day basis.

**Pre-Classification Housing Unit:** A Direct Supervision Housing Unit in which the general housing male inmates are housed prior to being classified to a general housing unit. This unit gives the custody staff and classification specialists additional observation time to correctly classify the inmates.

#### **IV. PROCEDURES**

- A. Upon completion of the booking process, inmates will be moved to one of the following areas:
  - 1. Administrative Segregation
  - 2. Choices Program
  - 3. Disciplinary Segregation
  - 4. General Housing
  - 5. Infirmary
  - 6. Pre-Classification Housing Unit.
- B. Upon completion of the male inmate's classification, the inmate will be moved from the Pre-Classification Housing Unit to a General Housing Unit or other housing location after *five (5) days* or as bed space permits.
- C. Inmates may be reclassified and/or reassigned to a different housing unit due to:
  - 1. Receiving a facility job (e.g., kitchen, laundry, maintenance, etc.)
  - 2. Being placed in a drug treatment program
  - 3. Being involved in a fight or other illegal activity
  - 4. Displaying continuous aggressive behavior or noncompliance to the rules

5. Having medical/mental health problems
  6. Receiving new information on the inmate history (e.g., prior escapes/escape attempts, conviction in another jurisdiction for an aggressive crime, etc.)
  7. Being sentenced to the Choices Program or a state facility
  8. Other reasons as deemed necessary by the Unit Manager/designee.
- D. There will be a morning and if needed, afternoon move list for inmates moving from housing unit to housing unit. The Classification Specialist will ensure the move lists are complete prior to the scheduled time. The Watch Commander will have the Movement Officers in cooperation with the Housing Unit Supervisor and Unit Control Officer on each floor will ensure the moves are made in a timely manner. Each Housing Unit Officer will check the move list to ensure the correct inmates have packed their personal and jail issued items prior to the actual move. Depending on the number of moves involved, the Watch Commander may consult with other supervisors (i.e., Intake Service Center, Transportation) who may direct their officers to assist with the moves.

**NOTE:** Inmates who are moving to another housing unit on the same housing unit floor do not have to be placed on the move list. The Corrections Case Manager will inform the Housing Unit Supervisor of the move and the Housing Unit Supervisor will ensure the move is completed.

- E. Inmates who have committed a serious rule infraction or who need to be moved from a housing unit for their own or other's protection will be moved expeditiously.
- F. There will not be any specific times to move new inmates from Intake to the housing unit floors, due to the volume of new inmates to be moved. The Classification staff will produce an on-going move list of new inmates to be moved from the Intake Service Center (ISC). The Watch Commander will be responsible for checking the move list and ensuring the Movement Officers are sent to the ISC to prepare (strip or pat search, shower, etc.) and transport the new inmates to their assigned housing units. The ISC Shift Supervisor will consult with the Watch Commander if a new inmate must be moved immediately from the ISC or if no moves have been made for an excessive period of time.

**[NOTE:** Inmates in ISC shall remain in open seating no longer than *forty-eight (48)* hours from the time of booking. The ISC Shift Supervisor may direct ISC Officers and/or Property Room Officers to assist in preparing new inmates for transfer to housing unit floors.]

- G. Most male inmates will receive their orientation while in the Pre-Classification Housing Unit. All other inmates will receive their orientation while they are housed in their originally assigned housing unit, with the exception of inmates assigned to Disciplinary Segregation directly from ISC. These inmates in Disciplinary Segregation will receive their orientation upon being moved to the Pre-Classification Housing Unit or other housing unit. (See Policy # 1507 Inmate Orientation)

**NOTE:** Inmates assigned to the Choices Program will be given an orientation which is directly related to that area.