

POLICY AND PROCEDURES

NUMBER: 1508

SUBJECT: Pre-Classification Housing Unit

ACA STANDARDS: 3-ALDF-4B-01

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 11/98

REVISION DATE: 9/06, 6/09, 11/13,
1/15, 11/17



I. POLICY

The St. Louis County Department of Justice Services will incorporate the principles of Direct Supervision in the Pre-Classification Housing Unit to assist in orientating and correctly classifying new male inmates.

II. RESPONSIBILITIES

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

III. PROCEDURES

- [A. Male inmates will be assigned to the Pre-Classification Housing Unit for approximately *five (5) days*, depending on available bed space and/or the number of prisoners in the Intake Service Center.]
- B. The Pre-Classification Housing Unit is a Direct Supervision Housing Unit. (See Policy # 830 Housing Unit Supervision) The inmates in the Pre-Classification Housing Unit do receive commissary and social/legal visits, but do not attend programs.
- C. 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.

- [D. *Inmates confined to their cells in Pre-Classification Direct Supervision Unit(s) will be* 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.
- [E. The officers staffing the Pre-Classification Housing Unit will note if they observe any aggressive, bizarre or unusual behavior by an inmate and report that behavior to the Classification Specialist on duty. The officers will also write any necessary incident reports *or place any pertinent information in the inmate's journal notes in IJMS.*]
- F. The Pre-Classification Officers will ensure the new inmates receive their orientation to the County Jail. (See Policy # 1507 Inmate Orientation)
- G. The Classification Specialists are the Corrections Case Managers assigned to the Pre-Classification Housing Unit. A Classification Specialist will visit the Pre-Classification Housing Unit at least twice a week and will:
1. Answer questions concerning (court appearances, bonds, inmate property, orientation, etc.) that the officers are unable to answer
 2. Talk with the Housing Unit Officers regarding the behavior of inmates to be moved to other housing units
 3. Review inmate's charge history and present classification
 4. Make any necessary changes to the inmate's classification and complete the move list of inmates to be moved out of the Pre-Classification Housing Unit.
- H. There will be one move list in the morning and one move list in the evening for inmates to be moved out of the Pre-Classification Housing. New male inmates may be placed on the move list for the Pre-Classification Housing Unit at any time, unless the Pre-Classification Housing Unit is filled.