

POLICY AND PROCEDURES

NUMBER: 1509

SUBJECT: Civil Commitments

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 12/03 REVISION DATE:10/04,10/09,11/13



I. POLICY

The St. Louis County Department of Justice Services will house inmates incarcerated due to Court ordered Civil Commitment according to the Court order and 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

Civil Contempt: An order by a Judge that states that an inmate will be taken into custody and placed at the St. Louis County Justice Center for cases, such as, child support, interrupting Court proceedings, etc. These inmates are not sentenced. (If the inmate was sentenced, the case would be a criminal contempt charge.)

IV. PROCEDURES

- A. The Department of Justice Services occasionally will have Civil Contempt of Court cases. These cases involve the involuntary admission of a person that must be committed to the St. Louis County Justice Center. All of these cases are Court ordered by the Judge.

B. The Classification staff will be responsible for determining where the inmate will be housed.

C. Housing at the Justice Center

- 1.** Classification staff will then ask the inmate if he/she will sign the Justice Services' Civil Commitment Waiver (See Attachment 1). If the waiver is signed it will also be notarized by proper authority. The original waiver will be filed in the inmate file in the Bonding area, with a copy filed in the Intake Service Center Administration area. If the inmate signs the waiver, the inmate will be housed in general population per Classification staff in a single cell. A hazard will be marked in the Classification Update Screen of the Integrated Jail Management System (IJMS) by Classification staff to notify staff. The hazard "CIV" is for Civil Commitment. The notification will appear on the move list, Court list and operations status board.

NOTE: The form states that the inmate will enter the Justice Center and he/she understands that he/she will be housed with persons who are charged criminally.

- 2.** If the inmate refuses to sign the waiver, he/she will be housed in Administrative Segregation and segregated from other inmates. A hazard will be marked in the Classification Update Screen of the Integrated Jail Management System by the classification staff to notify staff. The hazard "CIV" is for Civil Commitment. The notification will appear on the move list, Court list and operations status board.

NOTE: If the inmate refuses to sign the waiver, the social worker or Classification staff member will write "refuse to sign" and sign the waiver and have the waiver notarized.

- 3.** The inmate will remain incarcerated until a Court order is received from the Judge ordering the inmate's release.