

POLICY AND PROCEDURES

NUMBER: 1614

SUBJECT: Booking Fee Policy

ACA STANDARDS: None

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 7/03

REVISION DATE: 7/08, 3/10, 11/11,
12/18



I. POLICY

The St. Louis County Department of Justice Services shall charge a *booking* fee of \$70.00 for sentenced inmates. As a result of paying these fees, sentenced inmates will be liable for paying some of the costs of their incarceration.

II. RESPONSIBILITIES

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

III. PROCEDURES

- [A. According to St. Louis County Ordinance 24,110 inmates who have been sentenced may be charged a *Booking Fee* for being housed at the St. Louis County Jail.]
- [B. Inmates who have been sentenced to the following institutions or Program will be responsible for paying a \$70.00 *Booking Fee*:
 1. County Jail
 2. Missouri Department of Corrections
 3. Choices Program (in addition to \$200.00 for the Program)
 4. Satellite Inmates
 5. Probation and Parole Violations
 6. Inmates in the Intermittent Weekend Sentencing Program (*in addition to \$50.00 per day for the Program*)

- [C. The following inmates will not be required to pay the *Booking Fee*:]
1. Municipal Contracted inmates
 2. Federal inmates
 3. Writs
 4. Electronic Home Detention Program (EHD)
- [D. Information sheets concerning the *Booking Fee* will be located at the Classification counter in the Intake Service Center and in the housing units. There will also be information in the inmate's handbooks.]
- [E. A sheet containing information of the *Booking Fee*, the Choices Program, and the Intermittent Weekender Sentencing Program will be available in the appropriate Divisions/Court Rooms].
- [F. The Corrections Case Managers on the housing unit floors will explain the *Booking Fee* to the inmates during the Initial Inmate Classification.]
- [G. The Accountant III and/or the Accounting Services Representative in charge of inmate funds will be responsible for deducting the *Booking Fee* from sentenced inmates' commissary accounts.
- NOTE: The inmate's commissary account may only have a negative balance for *Booking Fees*.]
- H. The Integrated Jail Management System (IJMS) will retrieve any negative balance upon the receipt of additional monies placed in the inmate's account. The IJMS will also retrieve any negative balance upon the return of an inmate to the County Jail with a positive balance in the inmate's commissary account.
- I. An additional fee of \$200.00 will be charged for all inmates sentenced to the 90 day Choices Substance Abuse Program.
- J. Inmates sentenced to the Intermittent Weekender Sentencing Program will pay a fee of \$50.00 per day per the St. Louis County Ordinance 24,110 plus a booking fee of \$70.00.