

POLICY AND PROCEDURES

NUMBER: 802

SUBJECT: Unit Control

ACA STANDARDS: 4-ALDF-2A-03

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97 REVISION DATE: 3/01, 5/08, 3/11,
10/12, 2/13, 3/16, 1/18



I. POLICY

The St. Louis County Department of Justice Services shall control all movement entering and exiting the unit while maintaining the safety and security of staff, inmates and visitors.

II. RESPONSIBILITIES

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

III. PROCEDURES

- A. There is one (1) Unit Control area for each housing floor that is manned twenty-four (24) hours a day, seven (7) days a week.
- B. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.
- C. The Unit Control slider door should remain secure at all times, except to allow authorized persons to enter or exit the area.
- D. The Unit Control Officer is responsible for controlling all movement in the Unit Control area, including:
 1. The Unit Control Officer will control all access to the Unit support area. Inmates will never be permitted in the Unit support area

unless under continuous, direct supervision of a custody staff member and for a specific purpose. Inmates under the supervision of a custody staff member may be in the Unit Support area in order to empty trash, clean the bathroom, vacuum or secure supplies. Inmates will not be in the Unit support area under the supervision of the Unit Manager, Corrections Case Manager, Office specialist or any other staff member without the approval of the Superintendent of Security/designee.

2. Inmates entering and exiting housing units and the multi-purpose rooms adjacent to Unit Control. Security checks must be conducted every hour when inmates or inmate workers are staged in this area.
3. Inmates being escorted to and from the unit for court, clinic appointments, etc.
4. Volunteers entering and exiting the housing floor to conduct classes and/or programs in the multi-purpose rooms.

NOTE: The unit control officer will be responsible for searching all property/equipment the volunteers bring to the floor for contraband in the absence of the Corrections Officer Lead.

5. Criminal Justice professionals conducting business with inmates in the interview room adjacent to Unit Control.

NOTE: The unit control officer will be responsible for searching all property/equipment any Criminal Justice professionals bring to the floor for contraband in the absence of the Corrections Officer Lead.

6. Staff requesting entrance to the unit.

E. Guidelines for Inmates Unsupervised in Multi-Purpose Rooms

1. The Housing Unit Supervisor/designee will conduct a security check of the multi-purpose room prior to inmates having access to these rooms and at the end of the night when the inmates have completed their duties
2. The security checks of all multi-purpose rooms will be conducted once an hour when unsupervised inmates are present and more frequently when possible. Staff are expected to check the room,

screens, doors and windows. All checks will be logged in the Unit Control event log

3. Unsupervised inmates will be placed in a multi-purpose room that does not have access to a pipe chase
4. Inmate workers are not allowed to be in the multi-purpose rooms for more than one (1) hour without having some work to do. If the inmate(s) workers are in the multi-purpose room for more than one (1) hour the inmate(s) will be returned to their assigned housing unit(s)

NOTE: An exception would be the monthly movie nights for the inmate workers.

5. There will be no more than two (2) unsupervised inmate workers allowed in the multi-purpose rooms on the direct supervision unit levels and no more than four (4) inmate workers allowed in the multi-purpose rooms on level 8
6. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.
8. Inmate facility maintenance workers will eat all meals in the kitchen on Level 0.
- F. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.

- [G. Unit Control Officers shall also be responsible for allowing criminal justice professionals into the Unit Control area through visiting, *when escorted by a Housing Unit Supervisor/designee* so they can conduct visits in the interview/exam located in the Unit Control area./
- H. The Unit Control Officer shall stay informed of any disturbances and/or emergency situations in the unit and coordinate corrective measures with the Corrections Officer Lead and/or the Watch Commander.
- I. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.
- [J. The Unit Control Officer shall ensure unauthorized persons do not gain access to, *or depart from*, the Unit Control area.]
- K. The Unit Control Officer shall enter significant events in a post daily activity log.
- L. During the 10:30 PM - 6:00 AM shift, two (2) officers will share the responsibility of manning the Unit Control station and the Housing Units. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.
- (See Policy #810 Security Inspections for further information on Tour Stations)
- M. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.
- N. The Unit Control Officer monitors emergency calls from housing units on the floor during staff meals and breaks and will notify the Corrections Officer Lead and/or Watch Commander of any emergency situations.
- O. The Unit Control Officer shall gather all formal counts from the housing units and call in a unit count to the Watch Commander.