

POLICY AND PROCEDURES

NUMBER: 815

SUBJECT: Staff/Visitor Identification

ACA STANDARDS: 4-ALDF-2A-07

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 3/1/90 REVISION DATE: 9/97, 8/99, 1/02,
4/11



I. POLICY

The St. Louis County Department of Justice Services shall require all staff and visitors to verify their identity and wear the appropriate identification when entering the Jail.

II. RESPONSIBILITIES

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

III. PROCEDURES

A. Corrections Staff

1. Uniformed Custody staff shall not be required to wear a Department or County Government identification card when entering the Justice Center or the secure perimeter of the jail, when in full uniform. However, for security reasons, the staff must have the Department identification card in his/her possession at all times.
2. Uniformed and non-uniformed Support staff shall be required to wear the County Government identification card at all times when inside the Justice Center. The identification card must be worn on an upper pocket on the lapel where it is highly visible or on an approved break away lanyard around the neck.

3. If Support staff or uniformed Custody staff, not in uniform, do not have their County Government identification card, they will exchange their driver's license for a Temporary Tour I.D. from the Watch Commander, prior to entering Justice Services. The Temporary I.D. will be returned to the Watch Commander when exiting the jail and the driver's license will be returned.
4. Corrections Medicine staff shall be required to wear the Department of Health identification at all times while inside the secure perimeter of the jail.
5. Staff using the Fitness Center will not be required to wear the County I.D. while they are in the Fitness Center. They will, however, wear the County I.D. if they leave the Fitness Center and remain in the Justice Center.

B. Volunteers/Clergy

1. Clergy visits will take place in the public visiting booths of the housing units, whenever possible. The Lobby Clerk will issue a Visitor Pass to the clergy in exchange for a valid driver's license or picture I.D. and proof of church affiliation. Clergy that are also volunteers within the jail and have been issued a Volunteer Pass will be governed by Policy #1701, Volunteer Services, Screening and Orientation.
2. If a special clergy visit within the secure perimeter of the jail is approved by the Volunteer Coordinator or Program Manager, the clergy will be issued a Visitor Pass with the key attached. The clergy will enter the professional visiting booth from the public visiting area and will be escorted to the Exam/Interview Room or to one of the multi-purpose rooms. When the visit is complete, the clergy will be escorted to the Professional Visiting booth to exit through the public visiting area. Clergy granted entrance into the secure perimeter of the jail will not be allowed to enter the housing units and will be escorted for all movement on the floor.
3. Volunteers administering programs within the secure perimeter of the jail shall be issued a Volunteer ID badge which will be kept with the Lobby Clerk. The volunteer will exchange a valid driver's license or picture ID with the Lobby Clerk for the Volunteer ID. The volunteer ID will be returned to the Lobby Clerk when exiting the Justice Center.

C. Attorneys/Paralegal/Probation and Parole Officers/Corrections Professionals

1. Attorneys requesting an inmate visit shall present a valid American Bar Association card and a valid driver's license or picture identification to the Lobby Clerk. Public Defenders will present their County Government Identification card to the Lobby Clerk.
2. Paralegals shall be allowed to interview inmates if they present a valid picture ID and a current letter of introduction, on a letterhead from the law firm they represent. The Lobby Clerk will call the law firm and confirm the authenticity of each letter received that authorizes a paralegal to interview an inmate.

NOTE: If a paralegal has been incarcerated in this facility, that paralegal will not be able to visit with inmates for one (1) year from their release date from this facility.

3. Probation and Parole Officers shall present a valid State ID card and driver's license, or any other picture identification. If they require the paper pass visitor booth, they will be issued a Visitors Pass with a key attached. All other visits will be conducted in the public visiting booths of the housing units.
4. Attorneys, Paralegals, and Corrections professionals requiring a visit in the paper pass booth shall exchange a valid driver's license or picture ID and bar card with the Lobby Clerk for a Visitors Pass with a key attached. The Lobby Clerk will exchange the valid driver's license for an Intake Visitor Pass for professionals requesting entrance into the Intake area.
5. If the visit is within the secure perimeter of the jail, including Intake, the visitor will be escorted and the Visitor Pass shall be worn on a lanyard around the neck where it is easily visible by Custody staff.

D. Police Officers

1. Due to the unique functions of the St. Louis County Police Fugitive/Warrants Division, and the location of the office in the Justice Center, Fugitive/Warrants Officers will be issued Police Official Passes kept in the Fugitive/Warrants office. This will allow the Fugitive/Warrants Officers to enter the secure perimeter

of the facility through the Release Sally port without reporting to the Lobby Clerk.

2. Police officers shall present their identification badge and number when entering the Justice Center, and secure all weapons in the Weapons Room in the lobby area.
3. Police officers requesting entrance into the Unit Control area of a housing floor will check with the Lobby Clerk. They will exchange the Police Identification Card for a Visitors Pass with the key to one of the paper pass booths. The officer will be escorted to and from the interview room and the Visitors pass will be worn at all times within the secure perimeter of the facility. If both paper pass booths are occupied, the officers will wait for one of the booths to open or will use the non-paper pass booth for the interview.
4. Police Officers requesting entrance into the Intake Service Center (ISC) will be escorted in and out of the area by an ISC Officer.
5. Crime Lab Technicians with the St. Louis County Police Department will be issued Police Official Passes which will be kept in the Crime Lab. These passes will allow the Technicians to enter the secure perimeter of the jail through the Release Sally port off the public lobby.

E. Professional Services

1. Persons contracted by the County for professional services will be issued a Temporary ID by the Watch Commander before entering the secure perimeter of the jail. These visitors will be directed by Justice Services staff to exchange their Drivers License or State ID for the Temporary ID/Medical Temporary ID. When the visitor has completed their business within the secure perimeter and the Temporary ID/Medical Temporary ID is returned, the visitor's ID will be returned to him/her. Persons issued Temporary ID's May need to be escorted or may be visually and electronically monitored by staff as determined by the Watch Commander/designee. These people will include, but may not be limited to:
 - a. Outside Psychologists/Psychiatrists completing court ordered evaluations
 - b. Data Processing personnel

- c. Office machine repair personnel
 - d. Pest control personnel
 - e. Phone installation/maintenance personnel
 - f. Medical specialists/Agency nurses (Medical Temporary ID)
 - g. X-ray technicians
 - h. Department of Health cleaning/maintenance personnel
 - i. Service contractors
 - j. Vendors
 - k. Practicum students.
2. If service contractors enter the secure perimeter through areas such as, Vehicle Sally ports, ninth (9th) floor elevator sally port, etc., the Master Control Officers will ensure the person(s) are directed to wait and be escorted to the Command Center to be issued the Temporary ID. The Master Control Officer will ensure a Public Works staff member or a Movement Officer is sent to escort the person(s) to the Command Center.
- F. Persons touring the jail will be issued a Tour Pass by the Lobby Clerk. Persons issued a Tour Pass must be escorted by Department of Justice Services' staff while inside the secure perimeter of the jail.
- G. If employees verifying the identification of staff/visitors have reasonable doubt about the identity of any person seeking entry into the Justice Center, the Watch Commander, or Superintendent of Security will be notified and he/she will determine if the person will be admitted.