

# POLICY AND PROCEDURES

NUMBER: 819

SUBJECT: Transportation Staging

ACA STANDARDS: None

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97 REVISION DATE: 5/05, 3/07, 5/08,  
4/12, 5/15, 9/17, 10/18



## I. POLICY

The St. Louis County Department of Justice Services shall establish a Transportation Staging area which is safe for staff and inmates, while maintaining the security and custody of the inmates.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Transportation Officers and Movement Officers are responsible for the following procedures.

## III. DEFINITIONS

**Contraband:** Any item that is not authorized in a specific area.

## IV. PROCEDURES

### A. Inmates/Prisoners Using the Transportation Staging Area

1. Inmates/Prisoners who have court assignments scheduled for that day.
2. Inmates who have been sentenced and are scheduled to be transported to other institutions on that day.
3. Inmates who have appointments at medical or mental health facilities.

4. Inmates who are awaiting to be released to other authorities.
  5. Inmates from other institutions who have been brought to the Justice Center on a Writ of Habeas Corpus.
  6. Defendants who have been taken into custody by the courts, but lack of the necessary court paperwork for processing at Intake.
  7. Inmates who have completed court and are waiting to be escorted to their housing unit.
  8. Other inmates/prisoners as authorized by the Transportation Supervisor.
- B. Placement of Inmates in the Transportation Staging Holding Cells Awaiting Court
1. General population will be placed in holding cells according to court assignment, 'Conflict List' and 'Hot Sheet'. (See Policy #821 Inmate Conflict/Hot Sheet List)
  2. Inmates from Administrative Segregation will be placed in holding cells according to classification, (i.e., Writs, Protective Custody, etc.)
  3. Male and female inmates will not be placed in a holding cell together.
  4. Prisoners from Intake will be placed in a holding cell(s) assigned to them, not necessarily according to court assignment.
  5. All inmates coming to Transportation Staging will be placed in bellychains and leg restraints, double-locked, unless there are medical reasons (e.g., pregnant female will be restrained by handcuffs only) or other restraints as authorized by the Transportation Supervisor/designee.
- C. Movement of Inmates Entering Transportation Staging
1. Upon arrival of an inmate/prisoner to Transportation Staging, the Transportation Officer will assign him/her a holdover cell.
  2. Inmates will remain in belly chains and leg irons when being placed in a holding cell. An officer may remove leg and/or waist restraints, if needed, prior to being placed in the holding cell if

authorized by the Transportation Supervisor/designee. (See Policy #824 Use of Restraints)

3. Inmates who are not in restraints will not be placed in holding cells with inmates in restraints.
4. The inmate/prisoner will be placed in the holdover cell and the door locked.

D. Movement of Inmates/Prisoners Out of the Transportation Staging Area

1. The officer will call the inmate(s)/prisoner(s) to the holdover cell door.
2. With sufficient back-up, the officer will open the holding cell door and the inmate(s)/prisoner(s) will step out, line up and remain quiet. Upon closing the door, ensure the door is locked.
3. The officer will place bellychains and leg irons on the inmate(s)/prisoner(s), and double lock the restraints, if the restraints had been removed with authority of the Transportation Supervisor/designee.
4. The Transportation Supervisor/designee is authorized to have other restraints placed on inmate(s)/prisoner(s) in the following situations:
  - a. When a vehicle is used
  - b. When the inmate is combative, uncooperative or on the 'Hot Sheet'
  - c. Medical reasons.
5. The assigned officer(s) will escort the inmate(s)/prisoner(s) to their proper destination. (See Policy #818 Transport to Court, Policy #820 Transportation of Inmates to Other Agencies/Special Details or Policy #833 Inmate Movement)

E. Disruption in a Holding Cell

1. Identify the disruptive inmate(s)/prisoner(s) by observing inmates through the holding cell window.
2. Enter the holdover cell with sufficient back-up to quell the disturbance. (See Policy #823 Use of Force)

3. Move the inmate(s)/prisoner(s) causing the disruption to another holdover cell. (See Policy #823 Use of Force, Policy #828 Use of Pepper Spray or Policy #817 Taser Policy) The inmate/prisoner shall be placed in an empty holdover cell or in a holdover cell with inmates/prisoners who are in similar restraints.
  4. Assist in placing an inmate/prisoner in a restraint chair, when directed by the Transportation Supervisor. (See Policy #824 Use of Restraints)
  5. Write a detailed Incident Report and submit it to the Transportation Supervisor.
- 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. Weapons allowed in the Transportation Staging Area
1. Pepper Spray/Taser may be carried by authorized personnel in the Transportation Staging area and shall be used for combative or disruptive inmates/prisoners. (See Policy #828 Use of Pepper Spray) or (See Policy #817 Taser Policy)
  2. 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.
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- H. Attorney or Court Approved Visits in the Staging Area
1. No attorney or court approved visit will be conducted in the Staging area.

2. Attorney or court approved visits will be conducted at the Courthouse holdovers, or at the inmate's housing unit or Intake.

I. Receiving new prisoners into custody from the Courts will include:

1. Officers taking new prisoners into custody with court paperwork, (i.e., sentencing papers, Court orders, etc.) will:

- [a. Take the prisoners into custody in the courtroom, place wrist restraints on him/her *behind the back* and double lock the restraints. Leg restraints may be used for disruptive prisoners.]
- b. Inform the prisoner to give all personal items, i.e., wallet, keys, cigarettes, etc., to his/her attorney before departing the courtroom.
- c. Receive paperwork from the Court Clerk before departing with the prisoner.
- [d. Escort the prisoner to the Transportation Staging area.]
- e. Conduct a search of the prisoner. If the officer has probable cause, a strip search will be conducted. (See Policy #814 Inmate Searches)
- f. Remove dangerous contraband, (i.e., weapons drugs, lighters, etc.)
- g. Place the contraband in a property bag and seal the bag. The officer will place the prisoners name on the property bag.
- h. Move the prisoner in wrist restraints and their property to the Law Enforcement Lobby.
- i. Remain with the prisoner until an Intake Officer moves the prisoner through the metal detector and into a transfer cell. Remove the restraints at the request of the Intake Officer.

**NOTE:** Return all restraints to the Transportation Staging Area

- j. 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. All prisoners will be placed in the holding cells or on the benches until they are needed by the Intake Officer or Corrections Medicine staff.

2. Officers taking defendants into custody without court paperwork, in order to be temporarily held, will follow the same procedure as I-1, a through g with the following exceptions:
  - a. An officer will pick up the court paperwork after the prisoner has been removed from the courtroom.
  - b. These prisoners may be released when the court paperwork arrives. The Transportation Dispatch Officer will read the court paperwork to ensure the continued custody of the prisoner.
  - c. If the defendant is released from custody, the Transportation Dispatch Officer will ensure a Transportation Officer returns the defendant to the Courthouse to be released.

J. Dressing an Inmate for Trial

1. When preparing an inmate for trial who has civilian clothing in the Property Room, the Property Clerk or Property Room Officer will:
  - a. Pick up clothing from the Property Room.
  - b. Search the clothing and remove any contraband.
2. *The Transportation Officer will:*
  - a. Transport the inmate to the Property Room, and place the leg brace on the inmate
  - b. Allow inmate to dress in Property Room, dressing room. Do not give belts or ties to an inmate while in the dressing room or holding cell.
  - c. Observe the inmate in the dressing room, while the inmate is getting dressed. Ensure the inmate does not hide or pass any clothing.

- d. Tag the inmate's uniform with the inmate's name and give to the Property Room staff
  - e. Give the inmate his/her belt and/or tie when the inmate has departed the holdover cell and is being escorted to the courtroom.
  - f. Retrieve the tie and/or belt upon returning to the Transportation Staging area.
  - g. Search the inmate before the inmate is placed in the holdover cell.
  - h. Escort the inmate to the Property Room dressing room
  - i. Give the inmate their facility issued clothing and observe the inmate while getting dressed.
  - j. Remove all civilian clothing from the dressing room.
  - k. Return clothing to the Property Room staff to be placed at the proper location.
3. When preparing an inmate for trial, whose clothing is coming from the Public Defender's office, the officer assigned to the trial will:
- a. 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.
  - b. Receive clothing from the Public Defender.
  - c. Complete a Court Clothing form and ensure the Public Defender signs it. (See Attachment #1)
  - d. Include all of Section J, #1 letters b-m of these procedures.
  - e. Return all clothing to the Public Defender or to the Public Defender's office.

K. Transportation Dispatch Duties

1. Coordinate holdover cell assignments.
2. Correspond with Court Clerks, Public Defender's office, Prosecuting Attorney's office, etc.
3. Coordinate officer's assignments, (i.e., court, medical, etc.).
4. Contact officers on assignments in vehicles.
5. Contact Unit Managers and Unit Control officers to control inmate/prisoner movement or inform them of inmate disturbances.
6. Distribute Court Action Sheets to appropriate officers. (See Attachment 2)
7. Gather completed Court Action Sheets and court paperwork and ensure appropriate officers receive new court dates, Court Orders, Writs of Habeas Corpus, Sentencing Orders, etc.

**Note:** It is important that bond memos, court releases, etc. are given to the Court Services Manager as quickly as possible. This will allow the Court Services Manager to expedite inmate/prisoner releases.

- [8. *Official counts are maintained on the floors. Due to the amount of inmates moving to and from court, the count in transportation staging changes constantly and keeping an accurate count is difficult. Picture cards will be utilized to maintain a general count of inmates in transportation staging. ]*
9. Ensure all holding cells and the Transportation staging area are cleaned and in order.
10. Ensure all other holding areas on the 3rd Level and in the Courthouse are cleaned and in order.
11. Assist in releasing inmates/prisoners to other authorities.
12. Ensure Public Works are notified of any maintenance problems.
13. Notify Corrections Medicine staff of needed medical attention. The Dispatch Officer will then inform the Staging or holdover officer of any instructions from Corrections Medicine

**Note:** If Corrections Medicine staff cannot be notified by the usual means, the Dispatch Officer will use the Corrections



Medicine staff's pager number and/or have Master Control call 9-1-1 if the situation is an emergency.

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L. Restraints

1. All wrist, waist and leg restraints needed for the Transportation Department will be stored in the restraint closet or cabinet.
- [2. A *weekly* inventory will be kept on all restraints in the staging area.]
3. All inmates will be in restraints when entering and departing the Transportation Staging area.

M. Juvenile Inmates Entering Secure Perimeter via the Sky Bridge

1. Prior to Juvenile custody staff escorting juvenile inmates into the secure perimeter, they will first notify Master Control via landline. Juvenile staff will inform Master Control of the following:
  - a. Staff are preparing to escort juveniles to the Justice Center
  - b. the number of juveniles being escorted
  - c. the reason for juveniles being escorted to the Justice Center.
2. After Master Control is contacted, Master Control will inform the Watch Commander and the 301 Transportation Desk, if during normal business hours.
3. After being contacted by Master Control, the 301 Transportation Desk Officer will:
  - a. Check the transportation staging area to ensure it is secure and there will be limited to no contact between Juvenile inmates and Justice Services inmates.

- b.** Inform Juvenile staff that they are clear to proceed once the area has been determined to be secure.
- 4.** Juvenile staff will proceed through the sky bridge to the Justice Center and will press the intercom button located at the door on the Justice Center end of the sky bridge.
  - 5.** Master Control will open the door using the touch screen to allow Juvenile staff and inmates to enter the elevator area. Master Control will also inform the 301 Transportation Desk Officer who will then standby near the elevator in Transportation Staging.

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- 6.** The 301 Transportation Desk Officer will unlock and open the door from the elevator and escort Juvenile staff to the transportation slider door to open the door via the card reader.
- 7.** Juvenile inmates will then be escorted to medical by Juvenile staff.
- 8.** If Juvenile inmates need to be transported to the Justice Center after normal business hours, the Watch Commander should be notified so arrangements can be made.

**N. Juvenile Inmates Returning Back to Juvenile via the Sky Bridge**

- 1.** Juvenile staff will use the phone located in the clinic to inform Master Control via landline that they are ready to return.
- 2.** Master Control will then:
  - a.** Contact the 301 Transportation Desk Officer and get clearance for the juvenile inmates and staff to proceed.
  - b.** After receiving clearance from the 301 Transportation Desk Officer, inform Juvenile staff that they are clear to proceed by contacting them via landline on the phone located in the clinic.
- 3.** The 301 Transportation Desk Officer will standby near the transportation slider door to open the door via the card reader,

escort the Juvenile staff and inmates to the elevator area, and unlock the door to allow access to the elevator.

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.

4. Upon arrival at the sky bridge secure door, Juvenile staff will press the intercom button located outside of the door to alert Master Control they are ready to proceed. Master Control will open the door using the touch screen and Juvenile staff will proceed across the sky bridge.
5. If Juvenile inmates need to be transported back to the Juvenile Detention Center after normal business hours, the Watch Commander should be notified so arrangements can be made.