

POLICY AND PROCEDURES



**ST. LOUIS COUNTY
JUSTICE CENTER**

DEPARTMENT OF JUSTICE SERVICES
ST. LOUIS COUNTY, MISSOURI

NUMBER: 820

SUBJECT: Transportation of Inmates to Other
Agencies/Special Details

ACA STANDARDS: 4-ALDF-1B-06

ACTING DIRECTOR: Julia Childrey

EFFECTIVE DATE: 3/90

REVISION DATE: 9/97, 12/99, 5/05, 1/09,
1/12, 5/15, 2/18, 12/18

I. POLICY

The St. Louis County Department of Justice Services shall ensure the safe and efficient movement of inmates outside the Justice Center, while maintaining the security and custody of the inmates.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Corrections Officers who transport inmates to outside agencies are responsible for the following procedures.

III. PROCEDURES

A. General Duties for Officers Who Transport Inmates Outside of the Institution in Facility Vehicles. (Also see Vehicle Binder for information)

1. The officers will receive the paperwork from the Transportation Dispatch Officer, (i.e., Trip Tickets, [See Attachment #1] Court Orders, etc.).
2. The officer will proceed to the County garage under the Court building to obtain a vehicle:
 - a. Refer to Policy #834 Use of Facility Vehicle for procedures for operating a vehicle.
 - b. The officer will drive the vehicle from the County garage under the Court building and proceed to the Vehicle Sallyport.

3. Upon entering the Vehicle Sally port, the officer will park the vehicle in a parking space. If no parking spaces are available the officer will park the vehicle along the curb.
4. 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.
5. The inmates will be placed in restraints according to destination, security level and/or the discretion of the Transportation Supervisor. (See Policy #824 Use of Restraints)
6. The officer(s) will ensure that the doors to the Vehicle Sally port are closed before escorting an inmate(s) to or from a vehicle.
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. After all inmates are placed in the vehicle, ensure the doors of the vehicle are locked.
9. 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.
10. 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.
11. If necessary, the officers will inform the Transportation Supervisor of problems which occurred by writing an Incident Report.

12. The officers will give any paperwork, (i.e., Court Orders, Writs of Habeas Corpus, Trip Tickets, Sentencing Orders, Enemy Lists, etc.) to the Transportation Dispatch Officer upon their return.
13. After the completion of an assignment the officer will return the vehicle to the garage under the Court building. as soon as possible.

B. Escorting an Inmate to a Funeral Home/Wake

- [1. *All funeral orders are conducted at the discretion of the Superintendent of Security.*]
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.
3. Upon arriving at the location of the funeral home/wake, 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.
 - a. Inform the funeral home's director or the appropriate supervisor of their arrival.
 - 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.

NOTE: If any weapons are found at any time, the visit will be terminated and the inmate will be immediately returned to the Justice Center.

- c. The officer is to ensure there are not other visitors in the area the inmate will be entering. If other visitors are present, the officer will make arrangements with the director of the funeral home or the person in charge, to empty the area of visitors.

- d. If the location of the wake (i.e., at a person's home or a small chapel) prevents the area from being emptied, the officer will have the person in charge of the wake make an announcement for all visitors not to interfere with the officers or the inmate.

NOTE: Section 2-d should only be done if there is no other solution, and at the officers' discretion.

4. The officers will escort the inmate to the casket to pay their respect. Restraints will remain on the inmate at all times.

NOTE: If any visitor or the inmate refuses to adhere to the announcements the visit will be terminated immediately and the inmate returned to the Justice Center.

5. The officers will allow the inmate to sign the register before departing.
6. The inmate will be placed in the vehicle and the doors will be locked.
7. The inmate will be returned to the Justice Center.
8. The officers will conduct a strip search of the inmate upon his/her return to the Justice Center.

C. Movement of Sentenced Inmate(s) to Bonne Terre/Eastern Reception/Diagnostic Correctional Center (ERDCC), Vandalia /Woman's Eastern Reception/Diagnostic Correctional Center, and returning inmates on Writs to original correctional facility.

1. The officers will check all paperwork to ensure the necessary documents are present, (i.e., Court Orders, Judgment and Sentence Orders, which will carry a court seal, copies of a Writ of Habeas Corpus and Trip Tickets).
2. The officers will ensure the inmate's property has been placed in a plastic bag with the inmate's name on the bag. The officers will also ensure that all the property is placed in the vehicle along with any medication.

NOTE: The inmate fund check will be sent to the facility at a later date.

3. 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. One of the escorting officers will ensure that the defibrillator is checked in place.
5. The officers will secure weapons before entering the institution.
6. All inmates will be escorted into the institution according to the rules of that institution.
7. The officers will ensure that all paperwork, along with the inmates' property and medication are given to the proper staff.
8. The officers will ensure that all restraints are removed from the inmates and placed in the vehicle.
9. The officers will gather all the uniforms from the inmates after the inmates have removed their clothing. The uniforms will be placed in the vehicle, (For assignments when the inmate is wearing St. Louis County uniforms).
10. 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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13. 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.

D. Transporting Inmates on Writs and Detainers from Other Institutions

1. Before departing the Justice Center the officers will check all paperwork to ensure all necessary documents are present, (i.e., Writ of Habeas Corpus, which will carry a court seal, a copy of an Official Detainer, a Trip Ticket, etc.).
2. An officer will obtain the proper restraints as authorized by the Transportation Supervisor or his/her designee.
3. Upon arriving at the institution the officers will secure their weapons.
4. The officers will give all necessary paperwork to the proper authority.
5. The officers will follow the instructions of the institution's staff as to where to wait for the inmate.
6. If the inmate is not searched by the institution's staff, the officers will conduct a strip search of the inmate, prior to departing the institution.
7. Receiving Inmate Property
 - a. If the inmate is being transferred due to a Writ, only legal material will be transported with the inmate.
 - b. If the inmate is being transferred due to a detainer, all the inmate's property will be transported with the inmate.
 - c. The officer(s) will ensure any medication is brought with the inmate.
8. The officers will place restraints on the inmates.

9. 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.
10. The Transportation Dispatch Officer will inform the officers as to the location the inmate should be moved.
11. 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.
12. The officers will assist in searching inmates and property, and the movement of these inmates being housed in the Justice Center. (See Policy #1418 Processing Writs)

E. Movement of Inmate(s) to Courts in Other Jurisdictions

1. The officers will pick up the paperwork (i.e., Writ of Habeas Corpus or a Court Order and a Trip Ticket), from the Transportation Dispatch Officer.
2. If necessary, the officers will pick up any required medication from the Corrections Medicine staff and dispense the medication to the inmate(s) at the appropriate times indicated.
3. The officers will give all necessary paperwork to the proper authority.
4. The officers will follow the instructions of the Court staff and/or the Corrections staff.
5. At the conclusion of the proceedings, the officers will obtain any paperwork, (i.e., sentencing papers, Court Orders, etc.)
6. The inmate will be returned to the Justice Center.
7. The officers will conduct a strip search of the inmate upon his/her return to the Justice Center.