

# POLICY AND PROCEDURES

NUMBER: 907

SUBJECT: Use of Special Needs Cell

ACA STANDARDS: 3-ALDF-3D-02; 08

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97

REVISION DATE: 3/00, 8/03, 4/09,  
4/12, 11/13



## I. POLICY

The St. Louis County Department of Justice Services shall provide a Special Needs Cell in order to protect inmates who demonstrate a self-destructive behavior or to temporarily house inmates who have become excessively violent or agitated.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Corrections, Corrections Case Managers, Corrections Medicine and Mental Health staff are responsible for the following procedures.

## III. PROCEDURES

### A. General Information

1. The Special Needs cells will not be used for general housing nor for disciplinary purposes.
2. The Special Needs Cell is only to protect an inmate from himself/herself or to protect others from the inmate. It is not to be used for disciplinary purposes nor for the convenience of staff.
3. Inmates who may be placed in the Special Needs Cell include those who are:

Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (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. No personal or jail issued items will be allowed in the Special Needs Cell with the exception of the clothes the inmate is wearing and the food that is served at meals.

[NOTE: Inmates at risk of using clothing to injure/kill themselves may be placed in a *suicide smock*.]

- [5. Food will consist of a *meal on a styrofoam plate* and a beverage in a Styrofoam cup.]

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7. Inmates placed in the Special Needs Cell may receive privileges (i.e, phone calls, visits, etc.) based on current mental status and behavior. Decisions regarding privileges for the inmates in the Special Needs Cell will be made by the Mental Health staff in consultation with the Superintendent of Security, Watch Commander and Infirmary Correctional staff.

8. Both the Correctional Medical Director (medical provider) and the psychiatrist on call to the Infirmary are to be paged immediately by the Corrections Medicine staff when an inmate is placed in the Special Needs Cell to provide any appropriate medical/psychiatric medication orders.

B. Duties of the Infirmary Officer

1. Ensure the inmate is logged in on the status board of the Integrated Jail Management System (IJMS) upon arrival to the Infirmary.

2. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (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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4. Ensure the inmate's property box is placed in the Infirmary Property Room
5. Flush the toilet of the Special Needs Cell by pushing the button outside of the cell at least once an hour, while conducting tour or upon request by inmate, if reasonable.
6. Inform the Superintendent of Security, Watch commander, the Corrections Medicine staff, the Corrections Case Manager, assigned Mental Health team member and on-coming Corrections staff of any unusual behavior by Incident Report, in the IJMS Activity Log and verbally.
7. Feed the inmate by passing food through the food port.  
**NOTE:** Retrieve bags, wrappers, trash and cup immediately after inmate has completed his/her meal.
8. Contact the Watch Commander and inform him/her of the need for sufficient backup to enter the Special Needs Cell.
9. Escort and remain with, if needed, any appropriate staff members who visit with the inmate in the Special Needs Cell.
10. The Special Needs Cell will be cleaned on a daily basis by the 1<sup>st</sup> and/or 2<sup>nd</sup> shift. The cell will also be cleaned by an inmate worker when an inmate is reclassified and moved from the cell. The Corrections Medicine staff may request a special cleaning detail from the contracted maintenance company or from the Department of Health.  
**NOTE:** A spigot and hose are in the Infirmary to aid in cleaning the cell.

C. Duties of the Watch Commander

1. Move the inmate to the Special Needs Cell in an emergency situation (i.e., actively suicidal, extremely combative, etc). The Watch Commander will also have inmates moved to the Special Needs Cell if recommended by Unit Managers, Corrections Case Managers, Mental Health staff or Health Care staff or Corrections Medicine staff.
2. Inform the Infirmary Officer to prepare the Special Needs Cell.
3. The Watch Commander will inform the Corrections Medicine staff and the Superintendent of Security of the movement of an inmate into the Special Needs Cell, the time the inmate was placed in the cell and check to ensure the inmate has no medical restrictions placed in his/her medical file.
- [4. Notify Movement Officers of the need to move an inmate to the Special Needs Cell. He/she will also inform the officers if they should remove the inmate's clothing, due to being actively suicidal and give the inmate a *suicide smock* to wear.]
5. Inform the inmate in person, as to the reason he/she is being placed in the Special Needs Cell.
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7. Ensure the correct staff member(s) is responsible for writing an Incident Report, stating specifically why the inmate was placed in the Special Needs Cell. Supplemental reports may also be needed from Corrections Medicine staff, Mental Health staff Corrections staff, etc.
8. Conduct a tour of the Infirmary Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (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. Observe the inmate in the special needs Cell

- b. Check for significant problems
  - c. Review the IJMS Activity Log
  - d. Apply check or removed restraints, if restraints are necessary.
  - e. Make an assessment as to whether the inmate needs to remain in the Special Needs Cell. This assessment is made in conjunction with information from the Housing Unit staff, Corrections Medicine staff, Mental Health staff, the Superintendent of Security, Corrections Case Managers and Classification staff, the Correctional Medical Director (medical provider) and the psychiatrist.
9. Ensure sufficient backup is present before staff enters the Special Needs Cell.
  10. Ensure that a Movement Officer moves an inmate's property to the Infirmary property room after the inmate has been moved to the Special Needs Cell.
  11. Document the incident in the Watch Commander's Shift Report.
  12. Review all reports written on the incident.
  13. Complete a Suicide Attempt Inquiry if the inmate made a suicide attempt and forward to the psychologist providing treatment in the Infirmary (See Policy #906 Suicide Prevention and Intervention)
- D. Duties of Movement Officer
1. Escort the inmate to the Special Needs Cell. (See Policy #833 Inmate Movement)
  2. Move the inmate's property to the Infirmary Property Room after the inmate has been moved to the Special Needs Cell.
  3. Enter the Special Needs Cell as backup officers under the direction of the Watch commander.
  4. Restrain or remove restraints from the inmate in the Special Needs Cell as directed by the Watch Commander, when restraints are necessary, (See Policy #824 Use of Restraints)

5. Escort the inmate to another housing location when the inmate has been reclassified. Ensure that the inmate's property box accompanies the inmate when the inmate is transferred out of the Infirmary.

E. Duties of the Corrections Medicine Staff (Infirmary Nursing Staff)

1. Examine the inmate as soon as the inmate is moved to the Special Needs Cell for medical clearance and document findings in the medical record. Restraints may be used if necessary to allow for a safe medical examination.

**NOTE:** This is to ensure the inmate has no life threatening conditions that need to be closely monitored (i.e., alcohol or other substance withdrawal, etc).

2. Evaluate the inmate's mental status using the Mental Health assessment form, as soon as the inmate is moved to the Special Needs Cell.
3. Immediately page both of the Correctional Medical Director (medical provider) and the psychiatrist on call to the Infirmary to notify them of the placement of the inmate in the cell, the results of medical and mental health assessments and to obtain any orders for medical and/or psychiatric treatment.
4. Immediately inform the Watch Commander of any serious medical conditions or concerns.

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if inmate is on high or medium suicide watch and report his/her findings in writing in the medical reports. This report will be passed on to the on-coming Corrections Medicine staff.

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7. Ensure all medication is given to the inmate at the correct times. The nurse will observe the inmate take the medicine, give the inmate water in a cup and reasonably confirm the inmate swallowed the medication by conducting both a hand and mouth check. Notify Corrections staff if the inmate hides medication in mouth, hand or elsewhere. Notify the Correctional Medical Director (medical provider) or the psychiatrist if the medication is refused.
8. Inform the Corrections Case Manager of the need to reclassify an inmate, after receiving discharge orders from the Correctional Medical Director (medical provider) or the psychiatrist.

F. Duties of the Mental Health Staff

1. Inform the Superintendent of Security, Watch Commander and the Classification staff of the need to reclassify an inmate to the Special Needs Cell.
2. Evaluate any inmate placed in the Special Needs Cell **Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (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.** If the inmate is placed in the cell on a weekend or holiday, consult with the Infirmary nurses regarding the inmate's status, medication and precautions.
3. Counsel the inmate during his/her confinement in the Special Needs Cell.
4. Provide an order to the Corrections Medicine staff to discharge an inmate from the Special Needs Cell and reclassify either into the Infirmary cell or other housing unit floor
5. Provide follow-up services to the inmate after transfer out of the Special Needs Cell, when appropriate.
6. Complete a Mental Health Provider Suicide Attempt report if the inmate made a suicide attempt and forward to the Superintendent of Security (See Policy #906 suicide Prevention and Intervention)

G. Duties of the Corrections medicine staff and Classification Staff

1. Recommend the movement of an inmate to the Special Needs Cell and coordinate the movement to the cell with both the Watch Commander and Infirmery Nursing staff.
2. Provide written documentation for the Infirmery Nursing staff of the inmate's behavior or symptoms requiring placement in the Special Needs Cell.

H. Duties of the Housing Unit Supervisor

1. Advise the Watch Commander of their recommendations to move an inmate to the Special Needs Cell.
2. Ensure all necessary personnel are informed verbally or in writing, of any inmate being reclassified into or out of the Special Needs Cell.

I. Duties of the Corrections Case Manager

1. Determine when and where the inmate will be reclassified through consulting medical/mental health staff and Unit Managers.
2. Provide a copy of any disciplinary write up to the inmate if a violation occurred during the incident which led to the temporary placement of the inmate in the Special Needs Cell.
3. Coordinate with the Mental Health staff, Correctional staff and Corrections Medicine staff in providing services to any inmate in the Special Needs Cell.

J. Duties of the Superintendent of Security

1. Ensure all policies and procedures are followed when an inmate is placed in the Special Needs Cell.