

POLICY AND PROCEDURES

NUMBER: 1401

SUBJECT: Acceptance of Prisoners

ACA STANDARDS: 4-ALDF-7D-19

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/92 REVISION DATE: 9/97, 9/98, 2/99,
7/04, 9/11, 1/15, 12/18



I. POLICY

The St. Louis County Department of Justice Services shall ensure that the Intake Service Center only accepts those prisoners who are accompanied by the appropriate paperwork committing them to jail, and who are deemed medically 'fit for confinement'.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Intake Service Center and Corrections Medicine staff are responsible for the following procedures.

III. DEFINITIONS

'Fit for Confinement': A form prepared by a local hospital which states that a prisoner, after examination, is medically fit to be confined. The Corrections Medicine staff of the jail, after questioning and examining the prisoner, may also declare a person 'fit for confinement' without requiring a hospital visit. A prisoner is not accepted by the Intake Service Center if not 'fit for confinement'.

IV. PROCEDURES

A. The Department of Justice Services will not accept custody of any prisoner until the prisoner has been examined by the Corrections Medicine staff. If the Corrections Medicine staff determines a prisoner requires a

“fit for confinement”, it is the responsibility of the conveying officer to transport the prisoner to a hospital. If a prisoner is displaying mental health problems the Corrections Medicine staff may refer the prisoner to the Department of Health’s psychiatrist or psychologist.

When an officer comes to the LEL with an inmate in RPAW status and the nurse indicates a fit for confinement will be needed the officer will move to the LEL officer. The LEL officer will run warrant checks to determine if the inmate would in fact be released or if the inmate has other warrants pending. If the inmate does not have warrants, the LEL officer will notify the intake supervisor and the supervisor will confer with the nurse to ensure that the inmate’s medical problems are not life threatening. If the nurse agrees that the inmate can go to the hospital on their own, the inmate will be treated as a “red ball release” and the officer will be allowed to leave. Be advised that the police watch commanders may call from the precinct to alert the intake supervisor to the fact that an RPAW inmate with minor medical issues is in route. The supervisor can then have the LEL officer run the inmate warrant check in advance and if the nurse agrees the procedure outlined above will be followed.

- B.** If the prisoner arrives with an appropriately completed ‘fit for confinement’ form from a hospital, the Corrections Medicine staff will still examine the prisoner prior to the departure of the conveying officer.
- C.** Any pregnant female prisoner actively using, addicted to or is under the influence of illegal substances may require hospitalization for a period of time. The conveying officer will transport the female prisoner to the hospital. The Watch Commander will be notified if the female prisoner is being admitted to the hospital. The Watch Commander will dispatch Corrections Officers to the hospital to relieve the conveying Police Officer when the female prisoner has been admitted and assigned a hospital room. (See Policy #1317 Hospital Post)
- D.** In order for a prisoner to be booked, he or she must be physically present in the Intake Service Center. The only exceptions to this rule are:
 - 1.** Prisoners admitted to a hospital who are arrested on a warrant (See Policy #1317 Hospital Post)
 - 2.** Prisoners returning from the Missouri Department of Corrections on a Writ of Habeas Corpus. (See Policy #1418 Processing Writs)

3. Large groups of inmates transferred from St. Louis City or Federal authorities. (See Policy # 1422 Acceptance of Municipal/St. Louis City/Federal Inmates)
- E. The conveying officer will provide a copy of a Field Arrest Report on each prisoner. This report will include the prisoner's name and pedigree information, the charges on which he or she is to be booked and the disposition of those charges, (e.g., process and release, hold for warrant application, warrant issued, etc.). (See Policy #1407 Booking of Newly Received Prisoners)
- F. The Intake Officer is required to sign the Field Arrest Report form presented by the conveying officer as acceptance of the prisoner. Once this Field Arrest Report form is signed, the prisoner becomes the responsibility of the Intake Service Center. If there is any doubt on the part of the Intake Officer about accepting the prisoner, the Intake Shift Supervisor will be notified. Intake Shift Supervisor will be advised of the questionable situation and make a final decision.
- G. It is the conveying officer's responsibility to serve any outstanding warrants that are kept on file in the St. Louis County Police Fugitive Warrant office on the prisoner(s) that he or she conveyed. The conveying officer can either call with the names of the prisoners or send their Field Arrest Report through the pneumatic tube system to the Warrant office. Warrants will then be sent through the pneumatic tube where the officer will sign and date them.
- H. The officer will then inform the prisoner of the charges against him or her and the bond amount on the warrant. One (1) copy of the warrant is given to the Intake staff along with the Field Arrest Report and the other copy is sent back to the Warrant office.
- I. The conveying officer may only leave after the following has been completed:
 1. The prisoner has passed medical screening and is determined to not need a 'fit for confinement'
 2. The Field Arrest Report form and any served warrants are given to the Intake staff

- [3. The property has been itemized by the Intake staff (only required if the property does not arrive in a sealed *St. Louis County Police* plastic bag) (See Policy #1402 Inmate Property/Personal)]
 4. A breath test is conducted if the prisoner is arrested for DWI
 5. The prisoner has been searched by the Intake staff and passed through the metal detector.
- J.** Some police agencies, such as the Missouri State Highway Patrol and various Federal agencies, do not provide copies of the Field Arrest Reports. Intake staff will provide these agencies with a standardized 'short form' arrest report to be completed by the conveying officer. (See Attachment #1) These short form arrest reports will also be used by the Department of Justice Services' staff when a prisoner is taken into custody in court or surrenders himself/herself to the jail to serve a sentence.
- K.** The Intake Service Center does not accept prisoners with municipal ordinance or traffic violation warrants. The exceptions to this rule are as follows:
1. Municipalities which contract with the St. Louis County Police to patrol their cities.
 2. Municipalities which contract or have a contract pending with the St. Louis County Department of Justice Services to hold accused municipal ordinance violators who are awaiting court dates and persons who are found guilty and sentenced for a municipal ordinance violation.
- L.** The St. Louis County Department of Justice Services will ensure that only juvenile prisoners with the appropriate paperwork certifying him/her as an adult will be accepted into custody. (See Policy 1411 Juvenile Processing)