

POLICY AND PROCEDURES

NUMBER: 1413

SUBJECT: Twenty-Four Hour Holds

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/92 REVISION DATE: 6/98, 10/04, 10/09
11/11



I. POLICY

The St. Louis County Department of Justice Services will ensure a prisoner arrested within St. Louis County on a county ordinance or state charge will be held for a maximum of up to twenty-four hours pending a warrant application.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Intake Service Center employees are responsible for the following procedures.

III. PROCEDURES

- A. When a police officer presents a prisoner to be booked as a twenty-four hour hold (24), the Intake Officer will first check the time and date of arrest to ensure that the twenty-four (24) hour hold has not expired and that sufficient time remains to allow for warrant application. If the Intake Officer has any concerns about accepting the prisoner, that officer will contact the Intake Service Center Shift Supervisor.
- B. If the prisoner is accepted, normal property inventory and booking procedures will apply. (See Policy #1401 Acceptance of Prisoners) If the prisoner cannot be accepted due to the need of a 'Fit for Confinement' (See Policy #1306 Intake Medical Screening) or there is not sufficient time to obtain a warrant application, the prisoner will be released to the police officer.

- C. [Upon booking the prisoner in the Integrated Jail Management System (IJMS), the arrest type will be 'Hold 24'. *Enter and highlight the date and time the 24 hour hold expires and highlight the confinement date.*]

NOTE: If a prisoner is to remain for a 24 Hour hold, the Intake Service Center staff will mark the booking sheet with a "Hold 24" stamp.

- D. [The prisoner will remain in the Intake Service Center while awaiting his/her release. *Under special circumstances (i.e., request made by Corrections Medicine staff, County Police, U.S.S.S., etc.) inmates may be moved to another housing unit. Notifications will be sent to the appropriate Housing Unit Supervisor and Watch Commander to ensure the inmate is not held past the expiration date and time of the 24 hour hold.*]

[NOTE: *Depending on the situation, the approval from the Director/designee may be required prior to the movement of the inmate to another unit.*]

- E. When a warrant is issued, the police officer will serve the warrant to the prisoner and give the paperwork to an Intake Service Center staff. The Intake Service Center staff will change the arrest type from 'Hold 24' to 'warrant issued' and place all pertinent warrant information in the IJMS.
- F. If a warrant is not forthcoming within the twenty-four (24) hour time frame the prisoner will be released without delay. (See Policy #1420 Inmate Release)

[Note: If a telephone call from a police officer or prosecuting attorney is received which indicates that a warrant is definitely being issued, the prisoner may be held past the twenty-four (24) hour deadline. The arrest record will be updated to include this information, as well as who called and when warrants are expected to arrive at the Intake Service Center. The Intake Service Center staff will consult directly with the Prosecuting Attorney's Warrant Office, if any doubt exists regarding the status of a warrant application. *The Intake Service Center Shift Supervisor will set a time limit for the warrant to be issued after the expiration of the 24 hour hold.*]

- G. If a police officer places another twenty-four (24) hour hold on the prisoner, a new field arrest report with a new complaint number is required. The Intake Service Center Officer will use the 'Additional Arrest' function in the IJMS to update the record.

NOTE: This procedure is only to be used for legitimate arrests. The Department of Justice Services will not participate in punitive twenty-four (24) hour holds. If a particular police agency appears to be holding an inordinate number of prisoners as 'Hold 24' without consistently applying for or obtaining warrants, the Intake Service Center Manager will be notified by a Intake Service Center Shift Supervisor.

- H. In any confinement to which the provisions of this section apply, the prisoner will be permitted at any reasonable time to consult with counsel or other persons acting on the prisoner's behalf.