



POLICY AND PROCEDURES

NUMBER: 1425 SUBJECT: Pre-Trial Release Supervision Program

ACA STANDARDS: None

INTERIM DIRECTOR: *Lt. Col. Troy Doyle*

EFFECTIVE DATE: 7/11 REVISION DATE: 12/15, 2/17, 12/18,
11/19

I. POLICY

The St. Louis County Department of Justice Services shall ensure that persons who may be eligible to participate in the St. Louis County Pre-Trial Release Supervision Program (PRSP) are properly screened prior to being accepted into the program. Case management is a fundamental part of the classification process of the Pre-Trial Release Supervision program. The following procedures have been developed to explain the role of the PRSP Corrections Case Manager in assessing, recommending and supervising the participant. These procedures also define the role of the staff in Intake Service Center (ISC).

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' ISC staff, Bonding staff and all Corrections Case Managers are responsible for the following procedures.

III. PROCEDURES

[A. *Assessment and Referral Process:*

1. *The Corrections Case Manager will review IJMS 'PSA' tab for referrals daily. The Public Safety Assessment (PSA) will be administered on all new inmates admitted to the Justice Center regardless of charge, with the following exceptions listed. The PSA will be administered by Corrections Case Managers, assigned to ISC and Community Corrections.*

a. The following charges will not be screened using PSA:

1. *Probation violations with no additional new felony or misdemeanor charges;*
 2. *Parole violations;*
 3. *Traffic, satellite, and municipal charges;*
 4. *Federal charges (Hold for US Marshal)*
 5. *Class D misdemeanor charges.*
- b. *The Court may order a defendant with any charge into the PRSP.*
- c. *The following risk factors are used to score PSA:*
1. *Age at current arrest;*
 2. *Current violent offense;*
 3. *Pending charge at the time of offense;*
 4. *Prior misdemeanor conviction;*
 5. *Prior felony conviction;*
 6. *Prior violent conviction;*
 7. *Prior FTA (failure to appear on misdemeanor and felonies only) in the past 2 years;*
 8. *Prior FTA (failure to appear on misdemeanor and felonies only) older than 2 years;*
 9. *Prior sentence to incarceration.]*
- d. If a defendant has a municipal misdemeanor warrant or hold, the defendant is eligible for participation in the PRSP. If the defendant has a state misdemeanor, satellite case(s), or St. Louis County active warrant(s), the defendant must post bond or be placed on the next available court docket.
- [e. If a defendant has a felony warrant, he or she is eligible for PRSP consideration, *however the subject must be released to the jurisdiction with the hold. Subject will begin PRSP upon release from final hold.]*

NOTE: Any Court Order to release an offender on the Pre-Trial Release Supervision Program supersedes Justice Services' policy.

- [f. *No interview with the subject is required, unless a judge requests additional information. The PSA is used to gather information. (The PSA Risk Assessment is located in the 'PSA' tab in IJMS).]*
- [g. *Once the PSA is completed, the Case Manager must save it to a designated folder. The Case Manager must log in to Missouri Case.net, identify the defendant and case associated with the PSA, and upload the PSA report via e-file.*]
- [h. *After a defendant has been assessed, his/her name will be automatically removed from the PSA tab.*]

C. Release Process (from the Justice Center- ISC):

- [1. *The yellow copy of the PRSP court order will be given to the ISC Bonding Supervisor. The pink copy will be given to the Prosecuting Attorney's Office and a copy will be placed in the defendant's file maintained by the PRSP Corrections Case Manager. The Courts will provide a copy for the defense attorney.*]
- [2. *The ISC staff will ensure the defendant is released from the "Morpho" system prior to releasing the defendant. Upon release, defendant's name will be moved to the 'Case Management' tab in IJMS by the ISC Supervisor.*]
- [3. *The ISC Supervisor will also contact the PRSP Corrections Case Manager and inform them that the defendant is being released from the Justice Center. The ISC staff releasing the defendant will direct the defendant to report immediately to the Department of Justice Services Pretrial Release Office, located near the elevator on the third (3rd) floor of the Justice Center.*]
- 4. The PRSP Corrections Case Manager will have the defendant sign the PRSP supervision contract. The defendant will be given:
 - a. A map to the DJS Pretrial Release Office
 - b. The PRSP Case Manager's business card
 - c. An appointment card
 - d. A copy of the PRSP supervision contract.

[e. a list of local resources.]

5. Arrangements will be made for the participant's transportation to their place of residence.
- [6. *The PRSP Corrections Case Manager will enter all supervision chronological notes into the 'Case Management' tab in IJMS.*]
7. If the defendant is required to report to the DJS Pretrial Release Office, the PRSP Corrections Case Manager will contact the Justice Center to inquire if the defendant is still at the Justice Center. If the defendant has been released from the Justice Center, the Corrections Case Manager will contact the defendant at his/her residence and instruct the defendant to report directly to the Pretrial Release Office. If no contact can be made with the defendant, a letter will be sent to the court and prosecuting attorney explaining the situation. The court and prosecuting attorney will be provided with the pertinent information requesting that a capias warrant be issued for failure to report.

D. Supervision Process:

- [1. A level of supervision will be determined by the *St. Louis County DJS Pretrial Supervision Matrix*. The PRSP Corrections Case Manager will supervise the defendant at the level that the *Public Safety Assessment* score indicates on the *Pretrial Supervision Matrix*, unless otherwise specified by a Judge in a Court Order.
 - a. Levels of supervision:
 - (1) **Level 1** – DJS text or email court date reminder through *Missouri Case.net*.
 - (2) **Level 2** – DJS text or email court date reminder through *Missouri Case.net*, plus monthly call in.
 - (3) **Level 3** – DJS text or email court date reminder through *Missouri Case.net*, plus call in every other week, plus monthly report in person.
 - (4) **Level 4** - DJS text or email court date reminder through *Missouri Case.net*, plus weekly call in, report in person every other week.
 - (5) **Level 5** - DJS text or email court date reminder through *Missouri Case.net*, plus weekly call in, plus weekly report in person.

2. Chronological Note – Enter that the defendant has been enrolled into the PRSP. Then enter the:
 - a. Address (*if different from address on booking sheet*)
 - b. Phone number(s) (*if different from address on booking sheet*)
 - c. Contact person *and phone number*
 - d. Email address (*if applicable*)
 - e. Special conditions of the probation and/or bond for the defendant.

NOTE: The PRSP Corrections Case Manager will also enter notes into the IJMS ‘Case Management’ tab after each visit, court appearance and phone communication.]

3. The PRSP Corrections Case Manager will enter pedigree information into the LE WEB-HNS (Hit Notification System) that the participant is actively on the St. Louis County Pretrial Release Supervision Program. This will ensure that if the PRSP defendant is arrested or has an active warrant in the system, County Probation/Community Corrections staff will be notified and corrective action will be taken.
4. The PRSP Corrections Case Manager will register to receive court notifications through Missouri Case.net.
5. The PRSP Corrections Case Manager duties include:
 - [a. *The PRSP Corrections Case Manager will enroll the defendant into Missouri Case.net “Track This Case” either by text or email to make sure the defendant knows dates and times of court appearances. Notice option should be “10 days prior and 2 days prior to scheduled court events”.*]
 - [b. Assisting the defendant in finding locations for GED and or substance abuse treatment (if applicable), *or other court ordered conditions*]
 - c. Making referrals to Options for Justice, (if applicable)
 - d. Contacting the court as necessary, and
 - e. Encouraging the defendants to rectify pending warrants before PRSP is completed.

- [6. The defendant will be instructed to report to the PRSP Corrections Case Manager after each court appearance *and to bring copies or any court memos issued on that date.* Once *the case is adjudicated,* the defendant will bring a copy of the *final court paperwork (whether it be Judgment and Sentence, Failure to Prosecute, etc.)* to the PRSP Corrections Case Manager. The PRSP case manager will make a copy of the *final court paperwork and the copy will then be placed in the PRSP file.*]
- [7. *The PRSP Corrections Case Manager will enter the deposition of the case into the chronological notes in IJMS under the 'Case Management' tab.*]
- [8. *The PRSP Corrections Case Manager will release the defendant from IJMS 'Case Management' tab by entering Program End Date and hitting the save button.*]
9. The PRSP Corrections Case Manager will delete the HNS (Hit Notification System) entry in LE WEB.