

POLICY AND PROCEDURES

NUMBER: 503

SUBJECT: Detainers

ACA STANDARDS: None

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/92 REVISION DATE: 9/97, 12/02, 2/12,
11/13, 12/14, 12/18



I. POLICY

The St. Louis County Department of Justice Services shall maintain a system of lodging/deleting Detainers to ensure enhanced communications between this Department and other criminal justice agencies to prevent errors in inmate releases.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Bonding Supervisor or his/her designee are responsible for the following procedures.

III. DEFINITIONS

Detainer: A formal request, by an agency to an institution, to hold a prisoner and notify the agency when release is imminent because the prisoner must face pending charges. (See Attachment #1)

IV. PROCEDURES

A. A Detainer shall be issued for the following:

1. All inmates released by this Department to the Missouri Department of Corrections that have pending charges in St. Louis County for which bond has not been posted.

2. All inmates released to other jurisdictions who must still be remanded to the custody of the Missouri Department of Corrections or the Department of Justice Services, based on a sentence imposed by the 21st Judicial Circuit Court of Missouri.
- B. When an inmate is released from our custody, under the circumstances described in A1 or A2, the Bonding Supervisor or his/her designee will initiate the Detainer. A copy of the Certified Warrant or Judgment and Sentence must be attached to the Detainer. Both documents must accompany the inmate to the holding jurisdiction.
 - C. A separate paper file will be maintained on all persons for which a Detainer has been placed. This file shall include a copy of the Detainer and a copy of all paperwork which necessitated the action, such as a Warrant or Judgment and Sentence. This separate file will be kept in the office of the Bonding Supervisor and maintained by the Bonding *Office Supervisors*. The Bonding Coordinators will keep a log book on all Detainers.
 - D. The Bonding Supervisor or the Bonding *Office Supervisor* will check the detainer for accuracy.
 - E. When our Department receives a letter, computer or telephone inquiry to confirm the Detainer, the file shall be examined to verify the Detainer.
 - F. Computer inquiries and confirmation of detention from the holding authority will be directed to the Bonding *Office Supervisors* or Intake Shift Supervisor. This printer will be monitored (24) hours per day to ensure timely confirmation.
- [NOTE: All requests for confirmation will need to be answered by the Intake Shift Supervisor if the Bonding Office Supervisor is not on duty.]*
- G. The Bonding *Office Supervisors* or Intake Shift Supervisor will route a computer message to the holding authority to confirm the Detainer and to advise the approximate time our department will assume custody.
 - H. A copy of all messages sent will be left for the Bonding *Office Supervisors* if he/she is not on duty to handle the transaction.
 - I. The holding authority will send a letter and the Detainer to the Bonding

Supervisor notifying our department when they received the Judgment and Sentence. The Detainer is then canceled.

J. The Bonding *Office Supervisor* is responsible for canceling all Detainers when appropriate. The paper file will be removed from the office of the Bonding Supervisor and the log book will be updated to reflect cancellation.

K. Lodging Detainers

1. The Transportation Clerk will e-mail the Bonding Supervisor/Bonding *Office Supervisors* on the day prior to the Missouri Department of Corrections (MDC) run. The e-mail will be sent prior to 12:00 noon.

2. The Bonding Supervisor/Bonding *Office Supervisors* will post the e-mail for the MDC run at the Bonding window for the 3rd shift Bonding Specialist.

3. The Bonding Supervisor/Bonding *Office Supervisors* will then:

a. Enter a Missouri Uniform Law Enforcement Systems (MULES) wanted record for those subjects with pending County Charges

b. Prepare paper detainers for those inmates sentenced to County time

c. IJMS detainers have to be certified effective Feb., 2011

d. Log the inmates in the logbook provided for detainers

e. Give detainers and logbook to the Transportation staff.

4. The Transportation staff will take the detainers to a clerk in the County courthouse in order to have the official seal affixed.

5. The Transportation staff escorting inmates to MDC will obtain the signature of the MDC staff, accepting the detainers, in the logbook.

6. The Transportation Supervisor will ensure the logbook is returned to the Bonding Supervisor/Bonding *Office Supervisors* upon the officer's return from MDC.

7. The 3rd shift Bonding Specialist will prepare a Release Approval Report, entering a disposition of “Release To Other Authority” (RTA) for the charges that the inmate is being sent to MDC. Any additional pending County charges will have the disposition entered as “Detainer” (DET).
8. The third shift Intake Service Center (ISC) Supervisor will review the Release Approval Reports.

NOTE: Any charge with a disposition of RTA will have sentencing information. If not, the ISC Supervisor will contact the Bonding Specialist, who prepared the Release Approval Report, for a reason.

9. The third shift Intake Service Center (ISC) Supervisor will sign off on the Release Approval Reports and then take the reports to the Facility Property Room Officer. **NOTE:** The Release Approval Reports will be contained in a red folder, clearly marked as the MDC run.
10. When the MDC run departs in the morning, the Facility Property Room Officer releases the Integrated Jail Management System (IJMS) records of the inmates released to MDC.
11. The Facility Property Room Officer will then take the red folder with the Release Approval Reports and place it on the Bonding Supervisor’s desk or Bonding *Office Supervisor’s* desk, if the Bonding Supervisor’s office is locked.

NOTE: This red folder is not to be removed by any staff other than the Bonding Supervisor or Bonding *Office Supervisors*, and is so marked.

12. Each morning there is a MDC run, the Bonding Supervisor or Bonding *Office Supervisor*, will review each Release Approval Report to check if any need a detainer lodged. This is intentional redundancy.
13. As a backup to checking for detainers, both the Bonding Supervisor and Bonding *Office Supervisor* run the Detainer Report. This report consists of all inmates released in the last seven (7) days with any charge with the disposition of DET.