

# POLICY AND PROCEDURES

NUMBER: 803

SUBJECT: Indirect Control Center

ACA STANDARDS: 4-ALDF-2A-51, 55

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97 REVISION DATE: 12/99, 5/00, 4/02,  
3/11, 3/16, 12/18



## I. POLICY

The St. Louis County Department of Justice Services shall utilize a control center to control all inmate movement within the indirect housing units, to ensure the safety and security of the staff and inmates.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services ' staff are responsible for the following procedures.

## III. PROCEDURES

- A. There are three (3) Indirect Control Centers located on the 8th Floor.
- B. There are three (3) Indirect Housing Units. Each indirect housing unit has six (6) pods that are controlled by an Indirect Control Center.
- C. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.
- D. The Indirect Control Center will remain secure at all times and only authorized persons (i.e., housing unit officer, Corrections Officer Lead, Administrative personnel, and corrections staff if acting in an official capacity) shall be allowed access to the area. No social visiting from

Corrections staff or Non-corrections staff will be allowed. Corrections Medicine staff may have access to this area in medical emergencies only.

**803:Page 1 of 3**

Public Works staff may be allowed access in this area to repair or install equipment only.

**NOTE:** Persons from a tour conducted by a member of the Department of Justice Services and other persons (e.g., police, firemen, etc.) not connected with the Department of Justice Services but acting in an official capacity may also have access to the Indirect Control Center, with permission from the Corrections Officer Lead.

- E. Inmates will not be allowed to clean the bathroom, steps, or landing at the bottom of the steps of the Indirect Control Center.
- F. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.
- [G. The Indirect Control Center Officer shall notify *the Housing Unit Officer*, the Housing Unit Supervisor and/or the Watch Commander if necessary when alarms or trouble signals occur on the monitoring systems, (e.g., recreation cameras, *intercoms*, etc).]
- H. The Indirect Control Officer works closely with the Indirect Housing Unit Officer, monitoring and controlling the movement of inmates within the housing unit. The Indirect Control Officer and Housing Unit Officer shall rotate their positions within an eight (8) hour shift, working four (4) hours in the control room and four (4) hours as the Indirect Housing Unit Officer.

**803:Page 2 of 3**

- I. The Indirect Control Officer is responsible for assisting the Indirect Housing Unit Officer with any and all observations being completed. If an officer is not observing the inmates as directed, it is the responsibility of the Indirect Control Officer to remind the Indirect Housing Unit Officer to observe the inmates. If any tours are missed, the Indirect Control Officer must document that a tour was missed in the IJMS event log and inform the Watch Commander and the 8th Floor Housing Unit Supervisor of the situation.

- J. The Indirect Control Center Officer, along with the Indirect Housing Unit Officer shall enter all pertinent information (e.g., recreation time, walk times, razor time, medication pass, etc.) in a daily post activity log.
- K. In the event of an emergency, the Indirect Control Center Officer shall coordinate activities with the Corrections Officer Lead and/or the Watch Commander.
- L. The Indirect Control Center Officer is the security back-up to the Housing Unit Officer and shall remain alert at all times, as the Housing Unit Officer moves inmates throughout the unit.
- M. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.
- N. Portions of this record are closed pursuant to Section 610.021 (19) (21) RSMo and Section 114.020 (18) (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.
- O. The Indirect Control Center will remain secure at all times and unauthorized persons shall never be allowed access to this area. The Indirect Control Center Officers shall remain in the control room until properly relieved. The Indirect Control Center Officer may use the restroom located directly under the control room only after being properly relieved by the Housing Unit Officer.