

POLICY AND PROCEDURES

NUMBER: 818

SUBJECT: Transport to Court

ACA STANDARDS: 4-ALDF-1B-06; 2A-10

INTERIM DIRECTOR: *Lt. Col. Troy Doyle*

EFFECTIVE DATE: 3/1/90

REVISION DATE: 9/97, 6/98,
12/99, 5/05, 5/06, 1/08, 10/08, 4/12,
5/15, 2/18, 7/19



I. POLICY

The St. Louis County Department of Justice Services shall ensure the safe and efficient movement of inmates to court, to maintain the security and custody of the inmates.

II. RESPONSIBILITIES

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

III. DEFINITIONS

Contraband: Any item that is not authorized in a specific area.

IV. PROCEDURES

A. Use of Restraints during the movement of inmates to and from the courthouse and courtrooms, including the Justice Center

1. Inmates being escorted by officers from the Transportation Staging area to a court will be placed in belly chains, handcuffs and leg restraints, unless otherwise authorized by the Transportation Supervisor. Belly chains, handcuffs and leg restraints will also be placed on the inmate when the inmate is escorted from a housing unit floor to the Transportation Staging area.

2. Due to medical needs, variations of restraints may be used. This decision will be made by the Corrections Medicine staff and authorized by the Transportation Supervisor.
3. When an inmate(s) is placed in a holding cell, all restraints will remain on the inmate until he/she is returned to his/her housing unit. Before transport back to his/her housing unit floor, only the leg restraints will be removed, with the exception of inmates on secure move or hot sheet.

NOTE: Any inmate not in restraints while in a holding cell will be kept separate from inmates in restraints.

4. If inmates are not sent to court within 60 minutes, the Transportation Dispatch Officer will call the court to ensure that inmate is needed for court. Inmates in holdover cells will be checked periodically (at least every 30 minutes).
5. When returning an inmate to the Transportation Staging area from court, the inmate will be restrained in the same manner as they departed, unless otherwise authorized by the Transportation Supervisor.
6. Officers will ensure that restraints are double-locked while on an inmate.
7. Refer to the Use of Restraints Policy #824 for further information.

B. Escorting Inmates to and from Transportation Staging, the Courthouse and Justice Center Courts

1. 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.
2. 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.

3. 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.
4. Use of Transportation Staging Elevator, Courts Building and Skywalk
 - a. 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.
 - b. 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.
 - c. When entering and exiting elevators with two (2) or more officers:
 - (1) An officer will secure the elevator and operate the elevator controls.
 - (2) The inmate(s) will enter the elevator and an officer will direct the inmate(s) to face the side of the elevator.
 - (3) The remaining officer(s) will then enter the elevator and position himself/herself to observe the inmate(s).
 - (4) 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.

- (5) The inmate(s) will then depart the elevator.
- (6) 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. When entering and exiting elevator with one (1) officer:

- (1) The officer will escort the inmate into the elevator.
- (2) The inmate will enter the elevator and be directed by the officer to face the side of the elevator.
- (3) The officer will operate the elevator controls.
- (4) Upon departing the elevator the officer will escort the inmate out of the elevator.

e. See Elevator Use Policy # 832 for further information.

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.

5. When escorting inmates to courtrooms from Transportation Staging or Court holdovers, the officer will:

- a.** Receive Court Action Sheet(s) from the Transportation Dispatch Officer. (See Attachment 1)
- b.** Inform the inmate(s) that he/she is going to court

- c. Escort the inmate(s) to court.
- 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.

NOTE: Take precautions when turning corners and entering doorways, due to limited sight.

- d. Keep the public at a distance, when possible.
- e. Inform the clerk of the inmate(s) name, and seat the inmate in the proper area.
- f. Remain near the inmate(s) and keep the inmate(s) under close supervision.
- g. Keep the inmate(s) from disturbing the court.
- h. Allow the inmate(s) to only visit with their attorney, unless otherwise directed by the Judge.
- i. Ensure inmate(s) is not allowed to accept items from, give items to, or communicate with the public. The inmate may give items to and obtain legal material from his/her attorney.
- j. Search all legal material given to the inmate from the attorney before returning to Transportation Staging.
- k. Write all court dispositions of inmate(s) on the Court Action Sheet(s). Also obtain any paperwork (i.e., court orders, sentence order, etc.) from the Court Clerk and ensure the inmate receives copies of paperwork they are entitled.
- l. Escort the inmate(s) from the courtroom to the proper court holdover or to Transportation Staging. .
- m. Attach the Court Action Sheet with all paperwork from the courts and give paperwork to the Transportation Dispatch Officer in the Transportation Staging area.

- n. Inform the Transportation Dispatch Officer of any disturbances, by the most appropriate means and write an Incident Report.
6. Special Instructions for Officers During Jury Trials, Pleas, Hearings and Sentencing
- a. Dress an inmate in civilian clothes for a jury trial. The officers will ensure an inmate is dressed prior to escorting the inmate to the courtroom. Officers will place a leg brace on the inmate prior to the inmate dressing in civilian clothes.
 - b. Remove the restraints from an inmate prior to entering his/her jury trial, unless otherwise authorized by the Transportation Supervisor. The leg brace will remain on the inmate during the trial.
 - c. One officer will position him/herself behind the inmate when the inmate is placed on the witness stand during a jury trial for that inmate. The other officer(s) will remain in the courtroom.
 - d. Escort the inmate in front of the Judge's bench when he/she is receiving a sentence or making a plea. The officer will step behind and to the side of the inmate.
 - e. Escort the inmate to the witness stand and position himself/herself behind the witness during a hearing or if the inmate is a witness in another inmate's trial. After completing their testimony, escort the inmate to his/her seat or return the inmate to the court holdover cell or Transportation Staging.
 - 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. *Transportation Officers will not have any contact or speak with members of any jury at any time.*]

C. Duties for an Officer on a Court Holdover

1. A court holdover will only be used when:
 - a. The court takes a brief recess
 - b. The inmate will be needed for court within ten (10) minutes
 - c. Additional officers are needed to return an inmate to the Transportation Staging area
 - d. An attorney needs a brief conversation with an inmate, after departing a courtroom or prior to entering a courtroom
 - e. Authorized by the Transportation Supervisor.
2. When an officer places an inmate in a court holdover, he/she will remain on that post until he/she is properly relieved.
3. The officer(s) will remain alert and constantly check the safety and security of the inmate(s) in his/her charge.
4. No visiting by the public will be allowed without a judge's written order and authorization of the Transportation Supervisor.
5. When an attorney visits an inmate(s), the following will occur:
 - a. Check the attorney's Bar card and driver's license.
 - b. 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.
 - c. Inform the inmate of his/her legal visit.

NOTE: One of the Court Holdovers in the Justice Center has a paper pass. The inmate does not have to be removed from that Court Holdover to visit his/her attorney.
 - d. Remain outside the entrance of the room, if available, to supervise the visit.
 - e. Search legal work given to the inmate and frisk the inmate.

- f. Return the inmate to the Court Holdover or remove the leg restraints and escort the inmate to Transportation Staging.
6. The officer will ensure all inmates in his/her charge receive a meal for lunch and/or dinner, if necessary.
7. The officer will report any disturbances to the Transportation Dispatch Officer by the most appropriate means.
8. The officer will write an Incident Report of any disturbances or incidents.

D. Weapons

1. 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.
2. 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.
3. 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.
4. See the Firearms/Armory/Weapons Storage Policy #822 for further information.

E. Controlling Court Ordered Visits

1. 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.

NOTE: The Transportation Supervisor or the Transportation Dispatch Officer will try to discourage any contact visits and suggest a secure visit at the inmate's housing unit.

2. In the event of a visit, the visitors will be informed to secure their personal property, (i.e., purses, bags, coats, etc.) with a Transportation Officer. This officer will place the items in a secured area.
3. Visitors and the inmate will be informed of the following guidelines and rules:
 - a. Approximate amount of visiting time allowed
 - b. No physical contact between the inmate and the visitor(s).
 - c. No items shall be passed to or received from the inmate.
 - d. Any violation of the rules shall result in disciplinary action being taken against the inmate and the immediate termination of the visit.
 - e. The inmate will be stripped searched in the holdover cell immediately after the visit, due to the possibility of contraband.
4. The inmate will be escorted to the room assigned for the visit and will be seated. The visitor(s) will then proceed into the room and be seated. No more than three (3) visitors allowed.
5. An officer shall supervise from the hallway. At no time will the door be closed during the visit. The officer will maintain visual contact with the inmate at all times.
6. At the completion of the visit, the visitors will depart first, picking up their property from one of the Transportation Officers.
7. The other officer supervising the visit will strip search the inmate in the room that was used for the visit to prevent the introduction of contraband.
8. The inmate will be returned to the Court Holdover or escorted to Transportation Staging.

9. The Transportation Officer will give the Judge's order/memo to the Transportation Dispatch Officer.

F. Medical Care

1. 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.
2. The Transportation Dispatch Officer will then notify the Corrections Medicine staff.
3. After the Corrections Medicine staff are notified, the Transportation Dispatch Officer or the Corrections Medicine staff will inform the court holdover officer of any instructions.
 - a. Ensure the inmate is transported to the Transportation Staging area, to be seen by a Corrections Medicine staff.
 - b. Continue to monitor the inmate's symptoms until a Corrections Medicine staff arrives at the court holdover.
 - c. Inform the inmate of the instructions issued by the Corrections Medicine staff.
4. If the Corrections Medicine staff cannot be notified by the usual means, the Transportation Dispatch Officer will use the Nurse's pager number. In the case of an emergency situation, when the inmate cannot be moved, the Transportation Dispatch Officer will have Master Control call 911.

G. Searches of Inmates and Court Holdovers

1. If an inmate has obtained contraband or an officer is suspicious of an inmate having contraband and officer will frisk the inmate and/or conduct a strip search of the inmate.
2. Court holdovers shall be searched before all officers depart for the day, prior to placing an inmate in an empty holdover and/or if an officer has a suspicion of contraband in a court holdover.

NOTE: All inmates shall be moved to another court holdover cell and stripped searched when a search of a court holdover cell is conducted.

3. Any inmate receiving a legal visit (e.g., attorney, probation officer, etc.) in the Courts Building will be frisked. Any inmate receiving a court ordered visit from a member of the public in the Courts Building will be stripped searched.
4. Any legal material given to an inmate from his/her attorney will be searched for contraband.
5. Refer to Inmate Searches Policy #813 and Facility Shakedown Policy #812 for further information.

H. Evacuation from the Courthouse

1. See Policy #1909 Evacuation for Staff/Inmates.