

POLICY AND PROCEDURES

NUMBER: 821 SUBJECT: Inmate "Conflict List"/"Hot Sheet"

ACA STANDARDS: 3-ALDF-3A-15

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97 REVISION DATE: 12/99, 10/04, 6/09,
4/12, 12/12, 12/18



I. POLICY

The St. Louis County Department of Justice Services shall develop and maintain a list of inmates for staff information who have been observed to be in conflict with other inmates or who are considered a high risk for escape.

II. RESPONSIBILITIES

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

III. DEFINITIONS

Secure Move Inmates: Inmates who have displayed a tendency for violent behavior toward the Corrections staff, Corrections Medicine staff and/or toward another inmate. These inmates will be housed only in a segregation housing unit or the Infirmary and will be escorted with at least two (2) officers present. These inmates will be restrained with wrist and leg restraints when exiting their cells.

IV. PROCEDURES

A. General Information for the "Conflict List" and "Hot Sheet"

1. Both lists shall be reviewed by the Classification Team on a

weekly basis. The members of the Classification Team shall ensure they receive input from other staff, especially the Housing Unit Officers and from outside sources, (i.e., police, other institutions, etc.) before completing the review.

2. The Classification Team Manager or his/her designee are authorized to update the names on the "Conflict List" or the "Hot Sheet" at any time, based on information from staff or other sources.
3. All staff shall have the ability and responsibility to access the "Conflict List" on a computer to check for possible conflicts, or the "Hot Sheet" for escape risks.
4. When the Classification Team Manager or his/her designee updates a name on the "Conflict List" or the "Hot Sheet", he/she will also notify the appropriate Housing Unit Supervisor and Unit Manager.

B. Use of the "Conflict List"

1. Criteria to place an inmate's name on a "Conflict List":
 - a. A physical altercation between two (2) or more inmates
 - b. An unresolved verbal altercation between two (2) or more inmates
 - c. Listed on another facility's "Enemy List" or "Conflict List"
 - d. Inmates who are co-defendants
 - e. Conflicts with inmates during prior incarceration
 - f. Inmates accused of harming other inmates' family or friends outside of incarceration
 - g. Discretion of the staff due to an inmate's attitude toward other inmates
 - h. Inmates who are relatives.
2. Criteria to remove an inmate's name from a "Conflict List":

- a.** Affidavit of Non-Conflict (See Attachment #1)
 - (1) A resolution is agreed upon by the conflicting inmates.
 - (2) The Classification Team feels the resolution is in "good faith".
 - (3) The inmates sign an Affidavit of Non-Conflict.
 - (4) The Classification Team shall also receive input from the inmates' Housing Unit Officers and other staff prior to making a final decision.
 - (5) The Affidavit shall be kept on file and the Classification Team shall remove the inmates' names from the "Conflict List"
 - (6) The Classification team must review and approve all removals from the 'Conflict List'.
 - b.** When the Classification team receives & reviews additional or revised information from staff or outside agencies]
 - c.** When one of the inmates has been released from the facility, it will show up that the inmate is still in conflict, but the inmate is not in the facility
 - d.** The reason for removal will be noted in the "Notes" section of the Association Code when inactivated.
- 3.** Inmates who are in conflict with one another shall not be:
- a.** In the same housing unit.
 - b.** Placed together in a holding cell, (i.e., Transportation Staging, Intake, etc.).
 - c.** Escorted together inside the Justice Center or transported together outside of the Justice Center. Note: At the direction of the Judge, inmates on the "Conflict List" may be in the courtroom together.

- d. Sent to the same location, (i.e., Clinic, multi-purpose room, etc.).
 - e. Given the same job at the same time, (i.e., kitchen, laundry, facility maintenance workers, etc.).
- 4. When a computer generated list, (i.e., Court, Clinic, etc.) is sent to Corrections staff, the list shall automatically identify an inmate with a conflict. It is the staff's responsibility to check the "Conflict List" to ensure inmates with conflicts are not placed together.
- 5. When an inmate is placed in a multi-purpose room with other inmates, it is the Corrections staff's responsibility to check the "Conflict List".
- 6. When an inmate is placed in a housing unit, it is the responsibility of the Classification staff to check the "Conflict List".
- 7. When an inmate is moved into a housing unit, it is the responsibility of the Housing Unit Officer to ensure a "pop up" notification does not appear to alert staff of an existing conflict/enemy within that housing unit. These notifications are not to be ignored or overridden by staff. If a "pop up" notification is received upon placing an inmate into a housing unit in IJMS, supervisory staff will be notified.

C. Use of the "Hot Sheet"

- 1. When a computer generated list, (i.e., Court, MDC, hospital, etc.) is sent to the Corrections staff, the list shall automatically identify an inmate who has been placed on the "Hot Sheet". Watch Commanders and Division Supervisors shall ensure all necessary precautions are taken.
- 2. When an inmate is taken to the hospital or other facility due to an emergency, the Watch Commander or Supervisor shall check the "Hot Sheet" before transporting the inmate and ensure all necessary precautions are taken.
- 3. Criteria to place an inmate's name on the "Hot Sheet":
 - a. Prior escapes
 - b. Prior attempted escapes

- c. Extreme security risk, high profile inmates
 - d. Secure move inmate
 - e. Any talk of escape from an inmate
 - f. Information from outside sources, (i.e., police, other facilities, etc.)
 - g. Information from staff, which has been verified by the Classification team
 - h. Information from inmate, which has been verified by the Classification team
 - i. Discretion of the Caseworkers and Unit Managers, based on the attitude and demeanor of the inmate.
4. The reason for the placement on the "Hot Sheet" will be noted in the "Notes" section on the caution code.
 5. An inmate on the "Hot Sheet" shall be escorted according to the Inmate Movement Policy, #833, when the inmate is inside the secure perimeter of the Justice Center.
 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.
 7. 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.
 8. The Watch Commander or the Division Supervisor will inform the Corrections Medicine staff that the inmate is on the "Hot Sheet" and is considered high risk, if the Corrections Medicine staff do not have immediate access to a computer. **821:Page 5 of 7**
 - [9. In the event a medical situation develops, the Corrections Medicine staff shall determine if emergency transportation to a hospital is

needed or if the transportation of the inmate may be delayed until the proper transportation and escort of the inmate can be arranged and not cause risk to the inmate. In life-threatening emergencies, paramedics shall be called and the inmate will immediately be transported to the hospital. (See Policy #1318 Emergency Movement to the Hospital)

Note: Inmates on the "Hot Sheet" *and/or* "Secure Move" should not be transported to a hospital unless *it is a life threatening emergency.*]

10. 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.
11. 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: Justice Services' vehicles shall be parked in the vehicle sally port for emergency use.

12. The Watch Commander has the authority to contact the St. Louis County Police Department and request a police escort when an inmate on the "Hot Sheet" is transported outside of the secure perimeter.
13. All other transportation of inmates on the "Hot Sheet" outside of the perimeter of the Justice Center shall be accomplished by working within the above guidelines. (See Policy #818 Transport to Court, Policy #820 Transportation of Inmates to Other Agencies/Special Details, or Policy #1319 Inmate Transport to Community Clinic)
14. Criteria to remove an inmate's name from the "Hot Sheet":

- a.** When the Classification team receives & reviews additional or revised information from staff or outside agencies
- b.** When the inmate has been released from the facility, the inmate will remain in the IMJS upon the next arrest
- c.** The reason for the removal of an inmate on the “Hot Sheet” will be noted in the “Notes” section on the caution code.