

POLICY AND PROCEDURES

NUMBER: 829

SUBJECT: Staff Access Within the Facility

ACA STANDARDS: None

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97 REVISION DATE: 5/05, 4/12, 11/13,
2/16, 12/18



I. POLICY

The St. Louis County Department of Justice Services shall regulate staff access into the secure area of the facility and ensure access into certain areas shall be restricted.

II. RESPONSIBILITIES

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

III. PROCEDURES

A. General Guidelines

1. To gain access to certain areas throughout the facility, uniformed employees must carry their Department picture I.D.'s and non-uniformed personnel must wear their County picture I.D.'s. When wearing a picture I.D., it must be worn above the waist so that Master Control Officers can easily identify the employees.
2. All uniformed staff who are conducting business in the facility, wearing civilian clothes, will wear their County issued picture I.D.'s while in the facility.
3. The following areas are restricted to all staff other than those assigned to work in them or to staff who have business to conduct in these areas:

- a. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (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. Master Control
 - c. Indirect Control
 - d. Property Room
 - e. Medication Room, X-Ray, Lab Rooms
 - f. Warehouse
 - g. Bonding and Cashier Window
 - h. Kitchen
4. No employee except supervisors will enter an area from which they are restricted unless there is an emergency or they are conducting a search of the area.
5. The Watch Commander shall maintain an accurate roster of all staff assigned to the Justice Center.
6. Off duty employees can only enter the secure perimeter after receiving permission from the Watch Commander.
7. Officers are allowed into housing units only when they are assigned to the area or they are conducting jail business in the housing unit.
8. When reporting to work, all staff members not in uniform must walk through the metal detector. Transportation Officers in uniform must wear their plastic pocket badge and Custody staff must be in full uniform in order to bypass the metal detector.
9. Employees who forget their County I.D.'s must be issued a temporary County I.D. in order to gain access to Justice Services' areas. Lobby Clerks shall issue the temporary I.D.'s to those employees who surrender their driver's license. Personal I.D.'s will be returned to employees when the temporary County I.D. is

returned. Employees who do not possess a driver's license must submit a picture state I.D.

10. Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (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. All volunteers entering the secure area of the facility must have proper identification. Volunteers will gain access to the facility by utilizing the same methods as employees once they complete visitor processing. Volunteers are authorized to be in the Program Services area on the Second Floor and their assigned areas of service of the housing levels. Volunteers shall have free access when going to and coming from the housing levels. (See Policy #1701 Volunteer Services/Screening/Orientation)

B. Entrance Into and Exit From the Secure Area

Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (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. Entrance Into and Exit from the Housing Units

Portions of this record are closed pursuant to Section 610.021 (19) or (21) RSMo and Section 114.020 (18) or (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. Vehicle Sally Port

1. The Vehicle Sally port shall be used for Justice Services' personnel to transport inmates.
2. Law enforcement officials shall use the vehicle sally port to deliver and pick up inmates.

- 3.** Staff may not use this area for entering and exiting the facility, nor are they allowed to park their personal vehicles here unless approved by the Director or his/her designee.