



POLICY AND PROCEDURES

NUMBER: 109

SUBJECT: Confinement and Supervision of Friends, Relatives and Adversaries

ACA STANDARDS: 3-ALDF-1C-23

INTERIM DIRECTOR: Lt. Col. Troy Doyle

EFFECTIVE DATE: 6/21/82

REVISION DATE: 12/20/84, 9/97, 5/05, 11/13, 12/14, 10/19

I. POLICY

The St. Louis County Department of Justice Services shall ensure that employees notify the Department whenever a relative, friend or adversary is mandated to the Department of Justice Services for confinement. Notification is necessary for the safety, security and well-being of both staff and inmate.

II. RESPONSIBILITIES

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

III. DEFINITIONS

Adversary: An inmate whose past actions could negatively impact an employee's professional responsibility and judgment. (e.g., inmate is accused of shooting an employee's cousin or robbing an employee's mother)

IV. PROCEDURES

- A. When an employee becomes aware of the confinement of a relative, friend or adversary, he/she is to report this immediately to his/her Supervisor or if not available the next person in the chain-of-command.
- B. All information will be kept confidential and will be used only to ensure the safety and security of employees and inmates.

- C. All necessary action will be taken to ensure the employee is not directly supervising a family member, friend or adversary.
- D. Visiting of confined relatives and friends is allowed, but must be approved by either the employees Unit Manager, the Superintendent of Security, the Superintendent of Human Services/*Operations*, or the Director.
- E. The Unit Manager or his/her designee has the discretion to determine when and where the visit will take place in order to maintain the safety and security of the persons involved.
- F. An employee will not extend nor promise to a confined relative, friend or adversary any personal favors, services or privileges not available to all other similarly classified inmates.
- G. Violation of any of the above procedures may be cause for disciplinary action.