

POLICY AND PROCEDURES

NUMBER: 138

SUBJECT: Facility Tours

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 10/01, 8/03, 5/08,
11/13



I. POLICY

The St. Louis County Department of Justice Services shall maintain procedures for permitting individuals or groups to tour and/or inspect the facility.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Division Superintendents and all other staff are responsible for the following procedures.

III. DEFINITIONS

Professional Tours: A tour of the facility or specific areas for an individual or group related to corrections, law enforcement or the criminal justice system.

Public Tours: A tour of the facility or specific areas by an individual or group of the general public for special interest purposes.

Inspections: An on-site assessment of existing conditions to determine the facility's compliance by a representative of an agency whose rules and regulations mandate the legal operation of the Justice Center, (e.g., Department of Health, Fire Marshall, Grand Jury).

IV. PROCEDURES

A. All public and professional tours must be prearranged and authorized by a

Division Superintendent/designee. Inspections may be conducted without prior arrangements with the Department.

- B. All tours shall be conducted by a Justice Services' staff member designated by a Division Superintendent/designee.
- C. Section Redacted. Portions of this record are closed pursuant to Section 610.021(19) RSMo and Section 114.020(18) 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 the Grand Jury conduct inspections of the facility, the members will be issued tour passes and will be escorted by the Department staff. When the Fire Department and the Department of Health conduct inspections they will be escorted throughout the facility by Department staff and/or Department of Public Works staff.
- E. Justice Services' Correctional staff shall make efforts to maintain the dignity of inmates and ensure the safety of any individuals or group touring the facility.
- F. Tours will usually be arranged and scheduled at least twenty-four (24) hours in advance and should not consist of more than twelve (12) people per group. The groups may be larger than twelve (12), if approved by the Director, a Superintendent, or designee. Inspections may be conducted without prior notice.
- G. All tour members shall check in at the lobby desk at the scheduled time of the tour. The Lobby Clerk shall notify the staff member conducting the tour.
- H. The Lobby Clerk or staff conducting the tour will issue tour passes to each group member.
- I. The Lobby Clerk will also issue tokens for lockers in which to secure these items. Personal items such as purses, briefcases, coats, keys, cell phones, pagers, food items, etc., are not allowed within the secure perimeter. Cameras, video or tape recorders are prohibited unless prior arrangements were made with a division Superintendent.

- J. Persons entering the facility shall be required to secure all weapons at the security checkpoint or remove the weapon from the facility.
- K. Persons entering the facility may be subjected to a search as deemed necessary for security purposes.
- L. The Roll Call Room/Training Room may be used for an overview of the facility or for a question and answer session, unless the room is in use.
- M. The Watch Commander and Master Control shall be notified of any tour scheduled to take place during their shift.

NOTE: This may not include inspections by the Grand Jury.

- N. Staff assigned to conduct the tour shall make frequent counts of the group as they move throughout the facility.
- O. Staff shall be notified when a public or professional tour is to come through their assigned area and shall inform all inmates in the area before the tour is allowed entrance.

NOTE: This may not include inspections by the Grand Jury.

- P. Appropriate attire is required for admittance. Persons wearing shorts, tank tops, mini skirts, see-through clothing or gang related attire are not allowed to enter the facility and will be excluded from the tour.
- Q. Tours and or inspections shall not be disruptive to normal jail operations.