

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1. 3. 29
SECTION:	3	Personnel	EFFECTIVE DATE: 3 / 18 / 20
SUBJECT:	29	Accepting Notice of Lawsuits/ Court Orders	
<p>State of Missouri: RSMO Chapter 221; 575, Sec. 221.515.1; Sec. 575.160 & Sec.575.170</p> <p>STANDARDS: ACA – 4 – ALDF: None</p>			
<p>APPROVED:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Dale Glass COMMISSIONER OF CORRECTIONS</p>			<p>REVIEW DATE: 3 / 18 / 20</p>
			<p>REVISION DATE: 3 / 31 / 20</p>
<p>Rescind: 1.3.29 dated 7/24/18 Cancel:</p>			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to comply with Missouri state statutes, regulations, and directives established by appropriate city officials on acceptance of notices of service of lawsuits/court orders.

II. RESPONSIBILITIES

All Division of Corrections staff are responsible for adhering to the following procedures.

III. DEFINITIONS

“Process”: It includes any writ, summons, subpoena, warrants other than an arrest warrant, or other process or order of a court.

IV. PROCEDURES

A. General Information

The Division adheres to all court orders including, but not limited to writ, summons, subpoena, and warrants other than an arrest warrant, process server, and order of a court.

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B. Process Meant for Employees

1. No employee will accept notice of service of a lawsuit for any employee other than themselves.
2. Employees will only accept notice of a lawsuit for themselves if they are identified by full names. A notice will not be accepted if the employee is only identified by job title or rank.
3. If an employee is served as a result of a job related matter, they must forward the notice to the Record Retention Supervisor on the same day but no later than 24 hours of receipt.
4. The Record Retention Supervisor will immediately forward a copy of the service to the Director of Public Safety and the original to the City Counselor's Office.
5. The Record Retention Supervisor will maintain a log of all notices received.
6. In order to comply with State Statutes Nos. 575.160 and 575.170, when a Process Server requests to serve process on an employee the following will be done:
 - a. If the person to be served is in the facility, they should be summoned to a place of privacy to be served.
 - b. If the person to be served is not at the location, the Record Retention Supervisor will either provide the Process Server with employee's work location and hours of work, or provide the Process Server with a date, time and facility location that the person will be available to be served.
7. The Division will not provide the home address of the employee to be served the process, to the Process Server.

C. Process Meant for Inmates

1. The St. Louis City Sheriff Deputy will serve a Process to an inmate under the custody of the Division of Corrections. Sheriff Deputy is never allowed to enter the Housing Unit.
2. When a Sheriff Deputy informs a custody staff that an inmate is to be served with a Process, the Custody staff notifies the Shift Supervisor.
3. The Shift Supervisor advises the Floor Supervisor to escort the inmate to Sheriffs' section of the Transfer Hold where the inmate could be served.

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4. The Floor Supervisor returns the inmate to Housing Unit. Staff will not discuss the content of the Process or reason why inmate is served.
5. If an inmate is housed in the Infirmary and could not be escorted to Transfer Hold due to severe medical condition, the Sheriff Deputy will be allowed to enter Medical Department to serve the inmate.
6. When a court order is received in the Division, if the order pertains to:
 - a. Inmate release, it is forwarded to Data Central or the Shift Supervisor who verifies and effect the process.
 - b. Official business record of the Division, it is forwarded to Record Retention Supervisor who implements the order.
7. All court orders will be followed immediately. If the order raises security concerns, the Detention Center Superintendent is contacted.