

POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1. 3. 36
SECTION:	3	Personnel	EFFECTIVE DATE: 3 / 18 / 20
SUBJECT:	36	Staff / Inmate Relationship	
STANDARDS: ACA – 4 – ALDF: None			
APPROVED:			REVIEW DATE: 3 / 18 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 3 / 31 / 20
Rescind: 1.3.36 dated 7/27/16 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to maintain a professional relationship with inmates, and that all contacts between staff and inmates are only of a professional nature.

II. RESPONSIBILITIES

All Division of Corrections staff members, contractors, and volunteers are responsible for adhering to the following procedures.

III. DEFINITIONS

Associations: Engaging in relationships of a personal or social nature with an inmate, former inmates, or friends and/or relatives of an inmate.

Correctional Staff Member(s): Unless otherwise qualified the term "Correctional staff or Correctional staff member(s)" includes contracted staff, volunteers and vendors.

Inmate: Any individual that is currently under the lawful custody of the St. Louis City Division of Corrections.

IV. PROCEDURES

A. General Information

City of St. Louis Department of Public Safety / Division of Corrections
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1. Gifts and Favors

Employee will not solicit, engage the services of, accept services or anything in the nature of a gift or promise of a gift or in any manner buy, sell, barter, trade, accept favors from or do favors to any person in the custody of the Division of Corrections.

2. Association

Social contacts are prohibited with inmates and inmate relatives, family, and clearly identifiable close associates of such persons unless written approval is obtained from the Appointing Authority/designee. Examples of social contacts includes but not limited to:

- a. Communication via telephone or letter.
- b. Depositing money in any form into inmate account.
- c. Dating.
- d. Living together.
- e. Lending or borrowing money.
- f. Bonding out an inmate.
- g. Visiting at any correctional facility

3. When an employee is related in any way to an inmate or an inmate's relatives, the employee will report this fact in writing to the Appointing Authority/designee upon employment or when the relationship becomes known to the employee.

4. All requests to visit, contact inmate by letter or telephone, deposit money or conduct any other transaction with an inmate in the custody of the Division of Corrections must be made in writing to the Appointing Authority/designee. The Appointing Authority/designee will provide a written response to the employee indicating approval or denial of the request.

B. Employees will conduct themselves in a professional manner when interacting with inmates.

C. It is the duty of each employee to correct any inmate observed in violation of Division's rules and regulations in a fair, consistent, and impartial manner.

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- D.** Employees may not in any way use their official duty assignment to establish social contact or personal relationships with inmates or former inmates or friends and/or relatives of inmates.
- E.** Conversation with inmates will be limited to that which is necessary in the performance of the employee's duties. Inmate's questions, which can not be answered, will be referred to the immediate supervisor.
- F.** Social relationships with inmates in a correctional facility are prohibited. Examples of social relationships include but not limited to, emotional, sexual, or romantic attachments.
- G.** Contact with the courts, parole and probation or other agency on behalf of an inmate is prohibited.
- H.** Employees will not trade, barter, or enter into any business transaction or maintain any business relationship with inmate's families, nor will employees bear message, carry an item, mail an item, pass along, or throw contraband or any other unauthorized items in or out of the facility on behalf of an inmate, inmate relatives, friends, or close associates:
 - 1. Should an employee have knowledge of any employee engaged in such activities, it is the employee's duty to report such information to their immediate supervisor.
 - 2. Any attempt by an employee to communicate or do business with inmates or their families through their relatives and/or clearly identifiable close associates in an effort to circumvent this policy will be in violation of the policy.
- I.** Exchanges of correspondence or telephone conversation between a staff member and an inmate for the purpose other than related to official duty will be considered a violation of this policy.
- J.** Employees who fail to report a violation of this policy will be subject to a disciplinary action.