

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

CHAPTER:	1	Administration & Management	1.5.3
SECTION:	5	Records and Information Management	EFFECTIVE DATE: 3 / 18 / 20
SUBJECT:	3	Inmate Custody Records	
STANDARDS: ACA – 4 – ALDF: 7D-20, 7D-21, 7D-22			
APPROVED: _____			REVIEW DATE: 3 / 18 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 3 / 31 / 20
Rescinds: 1.5.3 dated 4/21/16 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to record, maintain, store, and archive inmate records and disseminate the contents in accordance with legal statutes.

II. RESPONSIBILITIES

All Division of Corrections staff having access to inmate records are responsible for adhering to the following procedures.

III. DEFINITIONS

Active Case File: The electronic custody record or a hard-copy file of an inmate who is currently under the custody of the Division of Corrections.

Authorized Personnel: All persons with authorized access by the Appointing Authority/designee.

Custodian of Records: The individual responsible for securing, maintaining, and storing all Divisional records.

Custody Intake Record: An electronic record or a hard-copy file identified by the inmate’s full name, date of birth, and Inmate Master Number (IMN), containing all

information and documents collected concerning an individual inmate.

Custody Case File: A general record consisting of an electronic record or hard-copy file created or received and maintained for the purpose of record keeping on individual inmates. Hard-copy file contains information not otherwise produced electronically.

Inactive Case File: An electronic record or hard-copy file of an inmate who is no longer under the custody of the Division of Corrections.

Release of Information: A consent form that authorizes the sharing of information contained in the records maintained on inmates, with a third party that includes: name of person and agency or organization requesting information; name of facility releasing information; specific information to be disclosed and purpose of disclosure; signature of inmate and date of signature; signature of employee witnessing the inmate's signature and the employee responsible for releasing the information.

IV. PROCEDURES

A. General Information

1. The Division maintains electronic and/or hard-copy file custody records on all inmates committed or assigned to the facilities to include release and transfers.
2. Medical records are created and maintained separately from custody case files. (See policy #4.2.15: Inmate Health Records).
3. Inmate classroom educational records of attendance are maintained by staff responsible for coordinating inmate education and governed by a retention schedule set forth by the St. Louis City Board of Education.
4. All electronic records or hard-copy files will be kept secured and access shall be limited only to authorized personnel.
5. Unless release of information is required by statute, inmates sign a Release of Information Consent Form that complies with applicable federal and State regulations prior to the release of inmate's information. A copy of the signed form is maintained in the inmate's custody file.
6. Electronic record-keeping systems are to be protected with password to prevent unauthorized access. All authorized staff must take proper training prior to accessing the automated systems.

B. Format of Custody Case File

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1. Custody case file will be created electronically and will contain but not limited to the following information:
 - (1) Record of contact with caseworkers,
 - (2) Present or last place of employment,
 - (3) Health status, including any current medical or mental health needs,
 - (4) Emergency contact (name, relation, address, and phone number),
 - (5) Additional information concerning special custody requirements, service,
 - (6) Information gathered during the Classification interview process,
 - (7) Admission and release dates,
 - (8) Special commitment instructions and legal documents,
 - (9) Chronological record of all facility assignments,
 - (10) Classification, reclassification and review material compiled throughout confinement,
 - (11) Criminal arrest record,
 - (12) Copies of all correspondence completed on behalf of an inmate who is unable to read or write the English Language,
 - (13) Property and cash receipts, including forms authorizing the secondary release of money and property,
 - (14) Reports of disciplinary actions, grievances, incidents, or crime(s) committed while in custody,
 - (15) Record of Informal Resolutions and grievances,
 - (16) Record of inmate written communication with staff and any other correspondence regarding the inmate's case,
 - (17) Work assignments and other program participation,

(18) Visiting records.

2. Access to information contain in these records are made available only to authorized staff.

C. Release of Inmate Records to other Authorities

1. All external requests for inmate records must be forwarded to the Central Records Office of the Division for action by the Custodian of Records. (See DOC #1.1.21: Records Retention and Release of Public Records).
2. Inmate records will be available to appropriate federal, State and other law enforcement agencies provided they present a signed Inmate Release of Information Consent, or court order. (See DOC #1.1.21: Record Retention and Release of Public Records).
3. If the inmate records are subpoenaed, the Records Retention Supervisor maintains all court mandated requests in electronic or paper format in accordance with State statutes for retention.
4. There will be no charge for City's Counselor or other governmental agencies.

D. Inmate Access to Custody Case File

1. Except as provided in item #3 below, inmates may not have access to their custody file while under the custody of the Division of Corrections. Any such request must be forwarded to Custodian of Records for response.
2. An inmate may file a Sunshine Request once they are released from the Custody of the Division of Corrections.
3. Pro-Se inmates requesting for copies of their file record must use the court system. The Inmate will present a court approved Pro-Se status order and submit a request through their Caseworker for forwarding to Custodian of Records.

E. Active and Inactive Case files

1. When an inmate is released, the inmate's active case file will be forwarded to the Custodian of Records. All paper records for the Division created or received but not converted to electronic record are placed in the custody file and are forwarded to the Custodian of Records.
2. Inactive custody files will be destroyed and disposed of consistent with directives

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of the Records Retention Supervisor in accordance with State statutes. Electronic records will be expunged as provided in this procedure and work rules.