

POLICY & PROCEDURES

1. All Division of Corrections employees, contracted staff, volunteers and other agency's employees utilizing Divisional facilities must enter and leave the Facility through the appropriate entrance gates and exit doors.
2. At the Medium Security Institution, all persons except the lawful authorized personnel must enter and exit the facility through the front lobby.
3. At the St. Louis City Justice Center (CJC), all persons must enter and exit through the main lobby entrance. Other agency's employees such as the St. Louis Metro Police Dept and the Sheriff Deputies must utilize the entrance and exit doors permanently approved by the Appointing Authority, for their agency's use.
4. All persons entering any Divisional facility are subject to electronic screening and/or frisk search. The lobby screening officer is granted the full authority to inspect and/or search any personal item(s) being brought through the facility entrance gates.
5. Every person, regardless of mission and status, are required to present in the full view of the screening officer, every item in their possession coming through the front entrance.
6. Food items, liquids and coats are never placed on the screening machine; these items are personally inspected or searched by the Screening Officer.
7. All doors and gates within the facility perimeters including entrance and exit doors will remain secured at all times except when in use or as authorized.
8. Administrative staff, Supervisors and Maintenance staff may be granted access on temporary basis to mechanical keys, to override electronic control on certain doors or gates. (See 3.1.13: Key Control).
9. Correctional Staff are not permitted to use the Vehicle Sallyport for entering and exiting the facility, nor are they allowed to park their personal vehicles in the Vehicle Sallyport unless authorized by the Appointing Authority.
10. Staff will not use the Sheriff Bridge as entrance to, or exit from, the City Justice Center without authorization from the Detention Center Superintendent/designee.
11. All disability access to the City Justice Center and the Medium Security Institution are to remain free from obstruction at all times.
12. The Division confers with the City of St. Louis Office on the Disabled for guidance to ensuring compliance with the provisions of the American with Disabilities Act. (See Dept. of Personnel Joint Regulation #2).
13. When an individual entering the facility is found to be introducing contraband or becomes disruptive during processing, or appears to be under the influence of

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alcohol or controlled substance, the Correctional Staff is authorized to defer entry and to immediately confer with the Shift/Area Supervisor.

14. The Supervisor will make a determination to deny entry or whether local law enforcement officials will be called at once, or if additional inquiry by the Supervisor is needed. The Shift/Area Supervisor will provide a written report to the Chief of Security.

B. Public Entrance during Business Hours

1. At the Medium Security Institution (MSI), the Main Entrance Door will be unlocked for business beginning at 4:30 a.m. daily. At CJC, the outer Main Entrance Door to front vestibule remains open 24 hours a day. The second door within the vestibule remains closed at all times, 24 hours a day; and is opened for entrance or exit via electronic remote as appropriate.
2. At MSI the Perimeter Patrol Officer will manually lock the outer Main Entrance doors at 11:30 P.M. daily.
3. At CJC all persons entering through the electronic manned gate will be screened electronically.
4. All Main Entrance Doors to the facility may be locked during regular business hours to deny access if there is an emergency.

C. Identification of Persons and vehicle Entering Secure Area of Facility

1. All persons entering secure area of the facility will:
 - a. Be properly identified and authorized;
 - b. Be required to produce a valid photo ID or official identification card; or
 - c. Be admitted via special authorization;
 - d. Be required to sign the appropriate visitor log; and
 - e. Be directed to pass through electronic detector and frisk searched as appropriate.
2. Inmates' visitors may be subject to additional verification and approval. (See DOC policy #5.7.3: Inmate Visits).
3. At MSI, the Correctional Officer will physically inspect all delivery vehicles entering and leaving the secure perimeters of the facilities.

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4. When an individual is denied entry for any reason, the Supervisor denying entry will submit Information Report to the Chief of Security prior to the end of tour of duty.