

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

<b>CHAPTER:</b>	3	Institutional Operations	3.1.3
<b>SECTION:</b>	1	Security Control	<b>EFFECTIVE DATE:</b> 7 / 21 / 2020
<b>SUBJECT:</b>	3	<b>Inmate Housing Supervision</b>	
<b>STANDARDS: ACA – 4 – ALDF: 2A-03, 04, 05; 2A-08, 09; 2A-11, 2A-52</b>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 7 / 21 / 20
<hr/> Dale Glass <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 8 / 18 / 20
Rescind: 3.1.3 dated 3/26/13 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to provide humane housing and maintain a safe and secure living environment for legally confined individuals. The Division endorses the principles of Direct Supervision to facilitate personal contact and interaction between staff and inmates.

**II. RESPONSIBILITIES**

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

**III. DEFINITIONS**

**C.S.U:** Constituent Service Unit-A work unit staffed and designated by the appointing authority to orientate and process inmate and citizens complaints in accordance with the Division of Corrections policies and procedures.

**Direct Supervision:** A method of inmate management that ensures continuing direct contact between inmates and staff by posting an officer (s) inside the inmate housing unit or adjacent to the inmate living area. Officers in general housing units are not separated from inmates by a physical barrier. Officers provide frequent, nonscheduled observation and personal interaction with inmates.

**“Division; Division of Corrections:** Means the St. Louis City Division of Corrections (the City Justice Center and the Medium Security Institution).

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**Facility Administrator:** As noted in the ACA Standard; for the purpose of this policy implies the Commissioner of Corrections or designee.

**Event Log:** A log maintained by the Housing Officer in the Integrated Jail Management System (IJMS) for each inmate including information related to, but not limited to, counseling, discipline, general information, health, visitation, and personal hygiene item exchange. The purpose is to document information encountered by the inmates so patterns can be easily tracked.

**Housing Unit Officer:** A Correctional Officer assigned to a particular housing unit, dormitory or living area.

**Inmate:** Any individual, whether pretrial, unsentenced, or sentenced status, who is legally confined in the City Justice Center or the Medium Security Institution.

**Integrated Jail Management System (IJMS):** Automated system that tracks admitted and pre-admitted inmates; collects, organizes and stores standard information and demand information. The application also documents the activities of inmates within the Division of Corrections, including classification, cell history, incident reports, demographic information, personal property information, grievance reports, medical and social service history, chronological notes, and program participation.

**New Arrival:** For the purpose of this policy the term, “new arrival” implies an inmate that has been newly admitted and arrives in an assigned Housing Unit.

**Security Inspection/rounds:** A watch tour, security round or a physical inspection and visual observation performed to ensure the safety, custody and well-being of inmates, staff and property.

**Sufficient Back-up:** The presence of (3) three or more Correctional staff members with or without a supervisor at the scene of the incident. (See policy #3.1.21: Use of Force).

#### **IV. PROCEDURES**

##### **A. General Information**

1. Inmate housing units at the City Justice Center (CJC) and the Medium Security Institution (MSI) except for large dormitory housing areas are designed with the Housing Officer’s post inside each unit to ensure active and continuous direct supervision of inmates.
2. The supervision of the dormitory housing units at MSI is as provided in the Post Order.
3. The Special Management Housing Units on the 5<sup>th</sup> floor at CJC and the pod at MSI are equipped with intercom systems, visual monitors, and electronic door

control which permit the Housing Officer to ensure active and continuous direct supervision of inmates.

4. The Housing unit/dormitory officers are empowered to make routine decisions that allow for proper management of assigned unit/dormitory, apply direct supervision principles and consult with Supervisor when appropriate.
5. The Area Supervisor provides moral and strategic support to the Housing /Dormitory Officer in the proper supervision and management of the units and is responsible for jointly reviewing the Post Order with the Housing/Dormitory Officer to ensure the officer is thoroughly familiar with the Post Orders and general rules.
6. The caseworkers are responsible for providing orientation regarding how inmates can access facility programs and services.
7. The Shift Supervisor/Area Supervisor is required to assign at least one female Correctional Officer to an area where female inmates are present, at all times.
8. A red line is located on the floor of Housing Units/POD and other designated areas to indicate boundaries or restricted areas for inmates not to cross. A yellow line is located on the floor of Housing Units and other designated areas to indicate boundaries which the inmate may cross with permission from a Correctional staff member.

**B. Inmate Housing Unit Orientation (CJC/MSI)**

1. When new arrivals come to housing /dormitory unit, the housing unit officer will inform the inmates of the housing unit schedules, rules and regulations governing the unit.
2. At CJC & MSI, the housing units/pod officer will jointly inspect the condition of the cell with the inmate when the inmate first arrives in the assigned cell. The inspection will notate any defect found at the time of the inspection. If no defect is found it will be noted as well.
3. The Housing Officer and the Inmate will sign a Cell Inspection Agreement Form to attest to the condition of the cell prior to occupancy. The Housing Officer will give a copy of the signed agreement to the inmates for their own records.
4. The Housing Officer will maintain the signed Cell Inspection Agreement Form in the housing unit until the inmate is released from the unit, accordingly:
  - a. At CJC, the Cell Inspection Agreement form will be maintained in a plastic sleeve with the Inmate Card at the Officer Workstation (Podium).

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- b. At. MSI, the Cell Inspection Agreement form will be maintained in a folder and posted on the inmate's cell door
5. If inmate is a "new arrival," the Housing Unit /Dormitory Officer notify the CSU staff person who conducts video orientation on Inmate Grievance Process.
- C. Housing Unit/Dormitory Supervision – ( CJC & MSI )**
- 1. When employee is first assigned to a housing /dormitory unit, the Officer will read and sign and date an acknowledgment form acknowledging that they have read and understand the post orders pertaining to their assigned areas.
  - 2. The Housing Officer will monitor activities, provide interval and non-predictable security rounds and maintain observation and interaction with inmates.
  - 3. The Housing Officer will not enter an inmate cell, dormitory or open the dormitory entrance gates where hostile activity is suspected without first notifying the supervisor and/or making certain "Sufficient Back-up" is present. (See policy # 3.1.21: Use of Force).
  - 4. The Housing Officer will immediately report all emergency situations to the Area Supervisor and will document and record routine information, emergency situations, and unusual incidents occurring in the housing unit/dormitory (See policy #3.1.10 Incident Reporting).
  - 5. The Housing Officer will maintain control over the housing unit/dormitory keys and unit control panels, and not permit the inmates to have access to any of them. Keys will never be left unattended for any reason. The tossing of keys to another employee during key exchange is strictly prohibited.
  - 6. The Housing Officer will not allow or authorize any inmate or group of inmates to have control, or exert authority, over other inmates.
  - 7. The Housing/Dormitory Unit Officer will not assign inmate to perform the duties of the Correctional Officer.
  - 8. The Housing Officer will supervise, but not limited to the following:
    - a. Inmate meal distribution (See policy #4.1.8: Meal Delivery Service)
    - b. Housekeeping (See policy #2.2.4 Housekeeping)
    - c. Inmate Count (See policy # 3.1.6: Inmate Counts)
    - d. Inmate Movement (See policy #3.1.7 Inmate Movement).

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- e. Laundry Exchange (See policy #4.3.4 Laundry)
- f. Sick Call at CJC only (See policy #4.2.7 Sick Call)
- g. Medication Pass (See policy #4.2.19 Medication)
- h. Showers (See policy #4.3.1 Personal Hygiene)
- i. Commissary at CJC and MSI Housing Units only (See policy #5.2.1 Commissary)
- j. Mail (See policy #5.7.1 Inmate Mail)
- k. Visitations (See policy #5.7.3 Inmate Visits)
- l. Telephone use (See policy #5.7.2 Inmate Telephone Usage)
- m. Inmate Workers (See policy #5.4.1 Inmate Work Program)
- n. Recreation (See policy #5.6.1 Exercise & Recreation)
- o. All other activities within the housing unit/dormitory.

**D. Security Inspection/Round – General Housing (CJC & MSI)**

1. The Housing unit /dormitory officer will conduct security inspection and make security round as provided in policy to ensure the safety, custody and well-being of inmates, staff and property.
2. The housing unit officer will ensure that inmates do not obstruct view inside the cell units with any material. No defacing and posting or taping of any material on the cell wall is allowed.
3. The Housing unit/dormitory officer will physically check and ensure that all cell doors and housing unit access doors and gates are closed and secure as appropriate.
4. All security inspections will be documented in the IJMS/Event Logs and in the Housing Unit Inspection Form. Where applicable, security rounds will be documented in the Security Round Log Sheet. All defects found during security inspection will be reported as provided in policy # 2.4.2 Routine and Emergency Repairs).
5. At CJC, the Housing Officer assigned to general population housing units and Pre-Admission Housing Male & Female will:
  - a. Conduct security rounds at least every one hour on an irregular basis,

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- b. Engage the Watch Tour Button & Card Reader at designated locations in the Housing Unit at the time of each security round,
  - c. Physically observe and communicate with the inmates to assure they are alive and well.
  - d. Immediately report significant issues discovered during the security rounds to the Area Supervisor and/or Shift Supervisor and record the information in the IJMS/Event Log.
6. At MSI, the Housing Officer assigned to the dormitories will initiate and maintain a Security Round Log Sheet at the rear of the catwalk at the beginning of the shift, and will:
- a. Conduct security rounds at least every 30 minutes on an irregular basis,
  - b. Engage the Security Check Points at designated locations around the post at the time of each security round,
  - c. Physically observe and communicate with the inmates to assure they are alive and well.
  - d. Record the time of each security round and sign the Security Round Log Sheet,
  - e. Notate on the back of the Security Round Log Sheet if for any reason the Officer fail to make round within the specified 30 minutes interval.
  - f. Immediately report significant issues discovered during the security round to Area Supervisor or the Shift Supervisor.
- E. Security Inspection/Round –Special Management Housing (CJC/MSI-pod)**
- 1. The Housing Officer assigned to the Special Management Housing Units will conduct security inspection and make security round as provided in policy and post order to ensure the safety, custody and well-being of inmates, staff and property.
  - 2. All security inspections will be documented in the IJMS/Event Logs and in the Housing Unit Inspection Form. All defects found during security inspection will be reported as provided in policy # 2.4.2 Routine and Emergency Repairs).
  - 3. The Housing Unit Officer will:
    - a. Maintain a folder on the wall outside of the cell door that is occupied by an inmate.

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- b. Keep the completed Cell Inspection Agreement form inside the folder until the inmate is reassigned or released,
  - c. Maintain a Crisis Watch Suicide Assessment/Reassessment Form and Suicide Watch Observation Sheet if the inmate is on Crisis Watch status (i.e. Full Suicide Watch or Close Observation), and
  - d. Review policy #4.2.13 Suicide Prevention/Intervention for familiarity.
4. The Housing Unit Officer will conduct security rounds and make entry in the Security Round Log Sheet. Rounds will be conducted as follows:
  - a. At least every 30 minutes on an irregular basis for inmates on Administrative Segregation, Protective Custody & Disciplinary Segregation status.
  - b. At least every 15 minutes on an irregular basis for inmates on Close Observation (modified crisis watch), and
  - c. At least every 10 minutes on an irregular basis for inmates assigned on Full Suicide Watch (crisis watch).
5. At MSI, the Officer will:
  - a. Initiate and maintain a Security Round Log Sheet at the officer's workstation (podium) at the beginning of the shift.
  - b. Record the time of each security round and sign the Security Round Log Sheet at the time round is made.
  - c. Physically observe and communicate with the inmates to assure they are alive and well.
  - d. Engage the Security Check Points at designated locations in the Housing Unit at the time of each security round.
  - e. Immediately report significant issues discovered during the security round to the Special Management Housing Unit Supervisor and/or the Shift Supervisor.
6. At CJC, the Officer will engage the Watch Tour Button & Card Reader to record the security rounds, and will:
  - a. Physically observe and communicate with the inmates to assure they are alive and well.

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- b. Immediately report significant issues discovered during the security round to the Special Management Housing Unit Supervisor and/or the Shift Supervisor