

POLICY & PROCEDURES

CHAPTER:	3	Institutional Operations	3.3.2
SECTION:	3	Rules, Discipline, and Rights	EFFECTIVE DATE: 7/ 21 / 2020
SUBJECT:	2	Inmate Rights	
STANDARDS: ACA – 4 – ALDF: 6A-01, 02, 03, 04, 05, 06, 6A-07 (M), 08, 09			
APPROVED:			REVIEW DATE: 7 / 21 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 3.3.2 dated 6/15/07 Cancel:			

I. POLICY

The St. Louis City Division of Corrections protects the safety and the constitutional rights of inmates, and balances these rights with the need to preserve facility order.

II. RESPONSIBILITIES

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

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

1. Inmates in the St. Louis City Division of Corrections have the right to:
 - a. Be free from discrimination based on race, religion, sex, handicap, political beliefs, or favoritism and nepotism.
 - b. Equal access to programs and work assignments.

POLICY & PROCEDURES

- c. Protection from personal abuse, corporal punishment, personal injury, disease, property damage and harassment, including sexual harassment by either staff or inmates.
- d. Due process in disciplinary procedures.
- e. Receive information on grievance procedures.
- f. Be free from reprisals or penalties as a result of questioning or appealing decisions.
- g. Be treated with respect, dignity, and fairness.
- h. Be housed in a clean and healthy environment.
- i. Adequate toilet, bathing and laundry facilities.
- j. Adequate lighting, heating and ventilation.
- k. Reasonable access to courts, legal counsel, and governmental authorities.
- l. Reasonable medical, mental health, dental and substance abuse treatment and services, including the use of traditional practitioners.
- m. Properly prepared, nutritionally balanced diet.
- n. Clean and seasonable clothing.
- o. Recreational opportunities and equipment.
- p. Religious, spiritual, or ceremonial practices, subject only to the facility's need for institutional security and order.
- q. Send and receive mail.
- r. Visitation with family members, diplomatic representative of foreign inmates' country of citizenship in an area designated by the facility, limited only by facility needs to maintain institutional order and security.
- s. Wear own hair as personal preference, subject only to health and safety limitations.

POLICY & PROCEDURES

- t. Be informed of all rules affecting their stay in the facility.
2. New inmates have the right of opportunity to complete at least one telephone call during the admission process and are assisted, as needed, to notify persons of their admission to custody. (See policy # 3.5.2: Admission).
3. Inmate Responsibilities with these rights require inmates to:
- a. Obey staff directions and follow rules in the Inmate Handbook.
 - b. Treat all staff, other inmates, visitors, and themselves with respect, dignity, courtesy, and fairness.
 - c. Follow the rules and regulations of the facility.
 - d. Cooperate fully to maintain both a clean, healthy environment, and a clean, neat personal appearance.
 - e. Respect the facility's property and the personal property of others.
 - f. Not use loud, abusive, profane, or insulting language or gestures.
 - g. Respect the privacy, beliefs, and feelings of others.
 - h. Let staff know if there are questions or if needing help.
 - i. Not gossip or judge others.
 - j. Participate in programs and activities as deemed appropriate.
4. Staff Responsibility:
- a. Staff is expected to exhibit professionalism at all times.
 - b. Staff is expected to be consistent, fair and firm in managing the inmates and in the application of rules.

B. Inmate Rights

1. Inmates wishing to contact the courts, legal representation, or family and friends are given access to a telephone, the postal system, and visitation on a regular basis. (See policy # 3.1.3: Housing Unit Supervision, 5.7.1 Mail,

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

5.7.2 Inmate Telephone Use, 5.7.3 Social, Professional, and Special Visits).

2. Inmate foreign nationals wishing to contact the diplomatic representative of their country of citizenship are given access to a telephone, the postal system, and visitation on a regular basis. Inmate foreign nationals may request and obtains further assistance by submitting Inmate Request Form to their Caseworker through the Housing Unit Officer.
3. Inmate access to counsel is assured. Inmates needing assistance in making confidential contact with attorneys and their authorized representatives may request and obtains such assistance by submitting Inmate Request Form to their Caseworker, through the Housing Unit Officer.
4. Inmates needing legal materials may obtain them directly from the facility's law library, or may submit a request to the Housing Unit Officer for any material when the inmate cannot leave assigned Housing Unit to go to the library or when it is not available in the facility law library. (See policy # 5.8.1: Library).
5. Inmates needing paper, a typewriter, or any other supplies and services related to legal matters obtain them by submitting an Inmate Request form to their Housing Unit Officer. Typewriters are available for inmate use in the law library.
6. The Divisional Appointing Authority will investigate, address and correct any incidence or act of discrimination against inmates based on race, religion, national origin, sex, handicap, or political beliefs.
7. Inmates are given and will receive equal access to programs and work assignments; and will have equal consideration during the inmate classification process. (See policy# 3.6.1: Classification; 5.4.1: Inmate Work Programs; 5.4.4 Community Service).
8. The Division allows inmates to practice their religion in any way that does not threaten the security of the facility. (See policy #4.1.5 Special Diets; 5.7.4 Professional Visits; 5.9.1 Religious Programs)
9. The Division protects inmates from personal abuse, corporal punishment, personal injury, disease, property damage and harassment. (See policy # 3.1.3: Housing Unit Supervision; 3.1.11: Inmate Searches).

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

10. The Division routinely searches inmates, their possessions and spaces they occupy/use according to established procedures in order to maintain security and order of the facility. When an inmate is suspected of concealing or possessing contraband, staff searches the inmate with approval of a supervisor and preserves evidence discovered according to established procedures. (See Policy # 3.1.11: Inmate Searches; 3.1.12 Control of Contraband; 3.1.19 Crime Scene)
11. The Division gives inmates freedom in personal grooming choices as long as their appearance does not conflict with the facility's requirements for safety, security, identification and hygiene. (See policy# 4.3.1: Personal Hygiene Items).
12. The Division provides equal access to inmate health care. Inmates are not refused treatment due to inability to pay. (See policy #4.2.25: Inmate Medical Fees).