

Department of Public Safety / Division of Corrections

CHAPTER:	3	Institutional Operations	3.5.1
SECTION:	5	Inmate Processing In/Out	EFFECTIVE DATE: April 8, 2020
SUBJECT:	1	Pre-Admission	
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APPROVED: _____ Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 24 / 20
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I. POLICY

It is the policy of the Division of Corrections to conduct a pre-admission process for each individual accepted into its custody, and separate pre-admitted detainees from the general population during the pre-admission process.

II. RESPONSIBILITIES

All Divisional staff, Contractor, volunteer and other agencies involved in the management of pre-admission detainees are responsible for adhering to the following procedures.

III. DEFINITIONS

Admission Area Supervisor: Correctional Officer II responsible for supervising the 2nd floor operations and maintaining an accurate facility count.

Arraign: To call an individual before a court to answer to an indictment (charge).

Arrest Register: A formal record of criminal charges and identifying information; generated by the St. Louis Metropolitan Police Department (SLMPD).

Bail Bond Agent: An agent or a company authorized by state Statute and the Court of Jurisdiction; to provide a surety bond for the release of an individual from the custody of the Division of Corrections.

Bond: An order of the Court demanding that an individual be released from custody to the community until the individual’s scheduled Court date.

Bounty Hunter: A person who hunts and apprehends individuals wanted by the court for outstanding or unresolved civil or criminal charges, for a fee.

City Marshal: The agency mandated by City Ordinance to deliver individuals charged with violations of the City Ordinance before the Municipal Court.

Confined Prisoners Report (Docket): A SLMPD computer generated document listing arrestees' charges, pedigree information and photo. The report is generated for state and city arrestees.

Contracted Medical Provider: An agency or a person contracted by the Division of Corrections to provide medical services including mental health services to inmates confined in the Division's facilities.

"Dressing and Showering:" A process in which pre-admitted inmates under admission exchange their street clothing with institutional issued clothing and hygiene items, and are given access to shower.

Escort Officer (2nd Floor): Correctional Officer responsible for escorting pre-admitted inmates and admitted inmates to areas on the 2nd Floor and to housing units on other floors, and assisting in the "dressing and showering" of inmates; and exchanging personal property for facility issued property.

Field Booking Report: A form generated by the St. Louis Metropolitan Police Department's arresting officer describing the complaint, formal criminal charges, the location of arrest, the time of arrest, arrestee identifying information, and an inventory of personal property removed from the arrestee's person by the arresting officer.

Fit for Confinement: The determination by qualified medical staff that an arrestee or a Sheriff's prisoner meets established minimal health status for confinement.

IJMS (Integrated Jail Management System): Automated application that tracks admitted and pre-admitted inmates. Collects, organizes, and stores standard information. The application also documents the activities surrounding inmates, within the Division of Corrections; such activities includes inmate classification, cell history, special reports on inmate, demographic information, property information, grievance reports, medical information, social service chronological notes, program participation, etc.

Imaging Resource Information System (IRIS): Application used to generate mug shots, arm bands and housing unit cards. The application links the inmate's photo with pedigree information. The application database is also used to store images of un-usual scars, marks, and tattoos.

Legal Commitment: A written document authorizing the confinement of an individual signed by a judge or law enforcement official with the authority to authorize such

commitment. The document may be in the form of a direct order of a local, state or federal Court; an order to arrest, or a writ.

Level I Medical Screen: Preliminary medical and mental health examination performed during the pre-admission process by qualified medical staff to determine if an individual is medically fit for confinement. Fitness is documented by medical personnel on the Medical Screening Form.

Pedigree Information: Specific inmate identifiers such as social security number, date of birth, race, color of hair, color of eyes, height, weight, aliases, and physical markers-such as scars and tattoos.

Pre-Admission Housing (PAH): An administrative segregation housing unit located on the 2nd Floor of CJC and is divided into two sub-units-PAH-male and PAH-female, for temporary housing.

Pre--Admission: The first process by which an arrestee is transferred from a law enforcement agency to the Division of Corrections.

Pre-Admission Detainee: An arrestee that has completed the Pre-Admission process and is waiting for a warrant to be issued, to attend an arraignment hearing, to appear in City Court via closed circuit television, or to be picked up by another police department or agency.

Pre-Trial Release Bond Commissioner: Individual designated by the 22nd Judicial State Court and charged with the following duties:

- 1) Set bond amount for all individuals allegedly committing misdemeanor and felony offenses,
- 2) Authorize release eligible persons on recognizance bond,
- 3) Determine standards for posting bond, and
- 4) Recommend other options for release.

Prisoner Processing Guard Runner: An employee of the St. Louis city Metro Police Dept. responsible for escorting pre-Admit detainees or arrestees to CJC 2nd floor Pre-Admit work Station, for custody transfer and processing.

Assistant Pre-Trial Release Commissioner: The individual responsible for collecting basic information from the pre-admission detainee prior to, or following warrant disposition.

IMN (Inmate Master Number): A unique computer generated inmate identification number. If the individual has been admitted more than once or by another correctional facility, the inmate retains the prior IMN Number.

Release Order: A written order issued by a local, state or federal law enforcement agency or Court, signed by the jurisdiction's legal authority, authorizing the release of an inmate from the custody of the Division of Corrections on the stated charges.

Releasing Authority: Police Departments, Sheriff's Department, Bond Commissioner, Judge, and any other agency or person authorized by law to order the release of an inmate confined by the Division of Corrections.

Sealed Personal Property Bag: A sealed plastic personal property bag with the arrestee's name, date of birth and arresting date labeled on the bag containing the arrestee's personal items seized at the time of arrest.

Sheriff's Area: The physical space located opposite the CJC Transfer Hold Area on the second (2nd) floor, including holding cells with remote control panel leading to the bridge Sally Port of the Carnahan Courthouse.

Sheriff's Department: The law enforcement agency mandated by State law and charged with the responsibility for ensuring the appearance of individuals before the magistrate of the State Court. Also, responsible for securing the transfer and transport of inmates to the hospital, Missouri Department of Corrections, and other agencies as ordered by the Court. They provide the requisite commitment and release information to the Division of Corrections before any temporary or permanent transfers of custody of Sheriff's prisoners may occur.

Straight Release: A term used by the St. Louis Metropolitan Police Department to denote the release of an arrestee due to expiration of 20/24 hour hold, release due to failure to obtain a warrant or other administrative releases.

Surety Surrender: Common term used for individuals apprehended by Bail Bondsmen and/or Bounty Hunters and presented to the St. Louis City Justice Center for admission pending their next court appearance.

Tracking Number: A SLMPD computer generated number assigned to each individual arrest to track charges.

20/ 24-Hour Hold: The statutory standard amount of time an arrestee may be held while a police department attempts to collect enough information and evidence to obtain a warrant to officially charge the arrestee with a crime. The 24-Hour Hold applies to crimes specified in RSMo 544.170.

Video Court Coordinator: The Division of Corrections staff person responsible for entering city court dispositions in IJMS and coordinating all tasks associated with the video arraignment process.

Writ: A written court order commanding the party to whom it is addressed to perform or cease performing a specific act.

IV. PROCEDURES

A. GENERAL INFORMATION

1. The Division will maintain a procedure for inmate population management that includes records on admission, processing and release of inmates assigned to its custody.
2. Every person presented for transfer to the Division of Corrections must be medically “Fit for Confinement” before being escorted to the 2nd Floor for transfer of custody.

The Contracted Medical Provider is responsible for completing the initial medical screening of all arrestees delivered to the Justice Center.

3. Law enforcement officers (including Police and Deputy Sheriffs) must store all weapons (except mace) and other restricted items as defined by the Division of Corrections (see item #4 below) in the key-operated lockers located in the Secured Authorized Storage Room and the Vehicle Sally port, prior to entering the secured perimeter of any Division of Corrections facility.
4. Not by way of limitation, the following weapons and items such as: guns, teasers, cigarettes, ammunition, knives, martial arts weapons, chewing gum, aluminum soda cans, and any other item which may pose threats to the safety and security of the facility are not permitted inside the secure perimeter areas of the facility. Law enforcement agency personnel authorized to carry and use mace may keep one canister of mace on their person while in the secured premises. Police officers are never allowed to carry their service revolver into the holding cell areas of the facility including the 2nd floor Admission of CJC. Violation will be immediately reported to the Detention Center Superintendent.
5. The St. Louis Metropolitan Police Department is responsible for the physical space designated as the Law Enforcement Area and will abide by the Division’s policies and procedure with respect to Division’s staff access to the area.
6. The St. Louis City Sheriff’s Department is responsible for the physical space designated as the Sheriff’s Area and will abide by the Division’s policies and procedure.

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7. The 22nd Judicial Circuit Pre-Trial Release Bond Commissioner's Office is responsible for the physical space designated as the Pre-Trial Release Office and will abide by the Division's policies and procedure.
8. The St. Louis City Marshal's Office will operate and abide by the Division's policies and procedure.
9. The St. Louis Metropolitan Police, the St. Louis City Sheriff and the St. Louis City Marshal may not place any arrestee, Sheriff's prisoner, or City Marshal Hold directly into any 2nd Floor Holding Cell under the control of the Division without first notifying the Admissions Area Supervisor.
10. Once the St. Louis Metropolitan Police Department, the St. Louis City Sheriff's Department, and the St. Louis City Marshal's Office have completed the process of transferring pre-detainee/arrestee to the Division of Corrections, the welfare of all such persons so transferred becomes the sole responsibility of the Division of Corrections.
11. Divisional staff will make every effort to keep pre-admission arrestees physically separate from individuals already admitted to the Division of Corrections.
12. Divisional staff will not permit Prisoner Processing staff to escort more than four (4) arrestees into the 2nd floor Pre-Admit corridor on 2nd floor, for transfer to the Division of Corrections, at any time. The first group of four (or fewer) arrestees will complete the transfer of custody process before the next group of four (or fewer) arrestees is transferred to Divisional staff.
13. Bail bond agents and bounty hunters will be required to provide proof of identity of the individual being surrendered for confinement. The bail bond agent or bounty hunter will also be required to provide a photocopy of surety license and valid driver's license or Missouri identification card.
14. If any law enforcement agent including Sheriff's Deputy does not provide the necessary documentation to establish the person's eligibility or the person's identity for confinement, the Division of Corrections will not accept the person for transfer to the Division
15. No arrestee is admitted as a resident inmate to the Division prior to disposition of the warrant and no pre-admitted arrestee is admitted to the Division as resident inmate prior to arraignment.
16. Pre-admission arrestees will remain in "pre-admit" status and can not be admitted unless the following occurs:
 - a. A warrant is issued on the charges,

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- b. The pre-admission arrestee is formally arraigned, and
 - c. The pre-admission arrestee is returned to the St. Louis City Justice Center by the Sheriff's Department or City Marshal.
17. Arrestees and Pre-Admission arrestees are scheduled for Court on the following basis:
- a. **State Court:** when arrestees are charged with misdemeanor and/or felony offenses and a warrant are issued up to 23:59 hours of the day before.
 - b. **City Court:** arrestees charged with city ordinance offenses and/or bench warrant(s) up to the time the Confined Prisoners Report is generated by the Police Department.
18. A typical court schedule is as follows:
- a. **State Court:** Monday through Friday, except for State and National Holidays;
 - b. **City Court:** Monday through Friday, except National Holidays.
19. The 20/24 Hour Hold (Arrest Expiration Time) does not apply to any charge with a warrant.
20. Divisional staff is not responsible for completing Wants/Warrants inquiry on SLMPD, Sheriff Dept, and City Marshall agency's respective prisoners. The Division of Corrections is responsible only for verifying the information received from the outside agencies.
21. The City Marshal is responsible for securing the transfer and transport of individuals confined by the Division of Corrections to the Video Court Arraignment Room at the St. Louis City Justice Center and the City of St. Louis Municipal Court for disposition of City ordinance violations.
22. All Release Order whether coming from the Courts, federal, state, or any other law enforcement agency must be signed by the issuing authority, and must indicate the charge(s), warrant number, court case number, and sufficient information for the adequate identification of the individual's identity and reason for release.
23. A bond is not valid unless signed by a Judge from the Court of Jurisdiction or the 22nd Judicial Circuit Court Bond Commissioner/Assistant Bond Commissioner, and the individual being released on bond.

24. The Pre-Trial Release Bond Commissioner's main office is located in the Carnahan Courthouse. The Bond Commissioner maintains a satellite office on the 2nd Floor of the St. Louis City Justice Center adjacent to the Classification Office, and operates a bond window in the police pre-booking area on the 1st Floor of the St. Louis City Justice Center.

B. Transfer from Police Department to Pre-Admission Corridor

1. Prior to being escorted to 2nd floor Pre-Admission Corridor, detainees will receive Level I medical screening from the Division's contracted medical provider, at the Law Enforcement Area.
2. The contracted medical provider will conduct the Level I medical screening in accordance with policy #4.2.5: Level I/II Medical Screens.
3. Prior to any escort from the Law enforcement area, the Prisoner Processing Unit staff notifies the Pre-Admission Officer via radio or Telephone that the Prisoner Processing Guard Runner is proceeding to the Prisoner Processing Elevator with new arrivals en-route to the 2nd Floor for transfer of custody.
4. The Prisoner Processing Guard Runner escorts a maximum of four (4) arrestees into the Prisoner Processing Elevator with a set of the following information on each arrestee en-route:
 - a) The Field Booking Report or Arrest Register
 - b) Identification in the form of a police-issued white wristband attached to the arrestee's right wrist with full name and booking number.
5. The Pre-Admission Officer directs each arrestee to stand under a separate number located on the wall so that there is not two arrestees standing underneath the same number sign. The arrestees are searched thereafter.
6. The Correctional Officer advises the Prisoner Processing Guard Runner to standby until the Pre-Admission Officer completes arrestee identification to ensure that the armband information matches the Arrest Register for each arrestee in the group.
7. The Pre-Admission Officer transfers arrests' information into IJMS and returns the committing documents to the Prisoner Processing Guard Runner; and thoroughly frisk searches each arrestee, and instructs arrestee to pass through the metal detector if available.
8. The Pre-Admission Officer advises the Prisoner Processing Guard Runner that

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Arrestees are ready for placement in the holding cell. The Prisoner Processing Guard Runner escorts and secures the arrestees in the designated SLMPD holding cell.

9. If the Pre-Admission Officer observes any deficiency (such as: no wristband or wristband is attached to the left wrist, or there is evidence of tampering with the wristband, etc.) or objects to accepting an arrestee during the transfer process, for any other reason, the Pre-Admission Officer stop the process and immediately notifies the Area Supervisor. The Prisoner Processing Guard Runner remains with the group while problem is being resolved.
10. The Area Supervisor will review the situation and makes decision to either accept or reject the arrestee and prepare the necessary reports. If the arrestee is accepted, the Pre-Admission Officer begins the entire transfer of custody process from the beginning, and not from the point at which the arrestee was refused.
11. If the Pre-Admission Officer finds any items which should have been previously confiscated and removed from the arrestee's person at the time of pre-booking, the Pre-Admission Officer will secure the confiscated items and immediately notifies the Area Supervisor.
12. The Area Supervisor returns the confiscated items to SLMPD Supervisor on duty, and prepares an Incident Report.
13. The "arrestee" is now pre-admitted if all objections have been resolved and no further objection is raised.
14. The Pre-Admission Officer repeats steps 1-10 for each of the remaining arrestees.
15. The Pre-admission Officer will be responsible for updating the pre-admitted arrestee's housing location in the IJMS and on the manual log.

C. Using the IJMS

1. The Pre-Admission Officer at the desk in the Pre-Admission Corridor opens the Pre-Admit module in IJMS.
2. The Officer Locates one arrestee at a time from the list of arrestees indicated in the Pre-Admit module.
3. The Pre-Admission Officer asks the arrestee their names, date of birth and Social Security Number and ensures that information matches the information in IJMS.
4. The Pre-Admission Officer asks all City Marshal detainees (one at a time) to provide their pedigree information, and manually enter the same information into IJMS. (City Marshall detainee names do not appear on the list of SLMPD

arrestees). City Marshal detainees will have to provide all required information when asked, for a manual entry to take place.

5. The Pre-Admission Officer asks each arrestee whether arrestee was previously confined with St. Louis City Division of Corrections. This will determine whether new confinement will be Attached” to the previous existing record or whether it will have to be “generated” as a new commitment.
6. The Pre-Admission Officer saves the record and complete steps 1-4 on each arrestee until all arrestees have been entered.

D. Pre-Trial Release—Initial Interview of Pre-Admitted Arrestee with State Charges

1. The Pre-Trial Release Office interviews pre-admitted arrestees with misdemeanor and pending felony charges. If a warrant is attached to the Arrest Register or Field Booking Report, then the Pre-Trial Release Office will interview the arrestee after the pre-admission process is completed.
2. The Pre-Trial Release staff notifies the Admission Officer via telephone that the Pre-Trial Release Interviewer is ready to interview arrestees.
3. The Pre-Trial Release staff sends the list of arrestees to be interviewed, via fax or pneumatic tube, to the SLMPD prisoner processing staff. The SLMPD prisoner processing staff will give the list to the Admission Officer.
4. The Admission Officer utilizes the Operations Module in IJMS to verify the location of the arrestees scheduled for interview, writes the location on the list and gives the list to an Escort Officer.
5. If the Pre-Admission Arrestee is located in a holding cell for disciplinary or medical reasons, then the Admission Officer notifies the Pre-Trial Release staff that the arrestee is unavailable for escort at this time.
6. The Escort Officer goes to the designated holding cell, unlocks and opens the door, calls the name of each arrestee and verifies the identity of each arrestee by checking the pedigree information on the arrestee’s armband as they exit the holding cell. When the Escort Officer has verified the identity of the arrestees, the Escort Officer notifies the Pre-Admit officer of the moves and escorts the group to the Pre-Trial Release Office.
7. The Escort Officer will direct the arrestees to the first available cubicle, repeating the process until all cubicles are occupied. If more than four arrestees are scheduled for interviews, the remaining arrestees will sit on the bench located to the right of the Pre-Trial Release Office until directed by the Escort Officer to the next available cubicle.

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8. If the Bond Commissioner needs to speak with a Pre-Admission Arrestee again, then the Bond Commissioner follows steps 1-10 to have the arrestee escorted to the Pre-Trial Release Office.
9. If a bond has been posted for the pre-admission arrestee, then the Pre-Admission Arrestee signs the bond.
10. The Bond Commissioner makes a photocopy of the bond.
11. The Bond Commissioner sends the Pre-Admission Arrestee's copy and the Division's photocopy to the Admissions Officer, via fax or tube.
12. The Admission Officer places the photocopy of the bond inside the Plastic Sleeved packet as the face sheet.
13. The Escort Officer escorts the pre-admission arrestees back to the designated Holding Cell to wait until the SLMPD forwards release authorization.
14. The pre-admission arrestee is ready for release once a release authorization is received and other Divisional verifications have been completed.

E. Transferring Pre-Admission Arrestees to Sheriff's Area for State Court

1. Pre-admission arrestees listed on the (State) Confined Prisoner Report, scheduled to make an initial appearance in Division 25 or Division 26 are staged in the Sheriff's Area Holding Cells by 5:00 a.m. (Monday-Friday). A Correctional Officer is assigned by the supervisor to monitor inmates until properly relieved.
2. Utilizing the IJMS, the Admission Officer will, on a routine basis, Monday thru Friday verifies the location of each arrestee and write down each arrestee's location on the Confined Prisoner Report; and:
 - a. Copy the Confined Prisoner Report, and make ready to be given to the Escort Officer by 4:30 a.m. each day
 - b. Contact the Escort Officer via radio to come to the Admission Counter,
 - c. Gives the Escort Officer(s) the copy of the Confined Prisoner Report.
3. The Escort Officer goes to the holding cells indicated on the Confined Prisoner Report and:
 - a. Calls the first and last name of each arrestee.

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- b. Verify the identity of each arrestee by looking at the photograph, and matching the arrestee's face with the photograph.
 - c. Verify that the pedigree information on the arrestee's armband matches the information on the Confined Prisoner Report, and
 - d. Frisk Searches the arrestees.
4. The Escort Officer escorts the group of arrestees to the designated holding cell and repeats the process until all arrestees are secured in the designated holding cells.
 5. The Escort Officer signs the completed Confined Prisoner Report and gives the report to the Pre-Admission Officer.
 6. The Pre-Admission Officer makes necessary changes on the location of each arrestee in the IJMS.
- F. Transferring Pre-Admission Arrestees to the Video Court Staging Room for City Court**
1. City Court arrestees scheduled for video court arraignment will be staged in the Pre-Admission Housing Unit. The Video Court Coordinator will verify the location of each arrestee by 8:00 a.m. daily; in the event that a City Court arrestee is housed in a different location, i.e. infirmary, isolation cell etc., the Coordinator will write the location on the Confined Prisoner Report and the prefix "City" next to the arrestee's name.
 2. The Video Court Coordinator will:
 - a. Copy the completed (City) Confined Prisoner Report, and
 - b. Prepare a Movement Sheet listing the pre-Admission arrestees' names, IMN information and date.
 - c. Give the prepared Movement Sheet to the Area Supervisor who reviews the list to ensure compliance and returns the list to the Video Court Coordinator.
 - d. Copy the movement sheet(s) and give a copy each to the Escort Officer and the Area Supervisor by 8:30 a.m. Monday thru Friday.
 3. The Escort Officer will go to the Pre-Admission Housing Unit and verify the identity of each arrestee on the list by calling the first and last name of each arrestee, and matching the photograph and pedigree information on the arrestee's armband.

4. If the Escort Officer is unable to ascertain the true identity of an arrestee, the Escort Office will direct the arrestee to return to assigned cell, notates the arrestee, and moves on to verify the next arrestee on the list. (See item #7 of this procedure).
5. The Escort Officer will continue the process until all arrestees on the list have been identified. The Escort Officer will initial and write the time in the designated space on the movement sheet for each arrestee escorted to the video court room.
6. The Escort Officer will escort the City Court Pre-Admission arrestees to the Video Court Arraignment Room in groups of eight (8), in accordance with Policy # 3.1.7: Inmate Movement. The Area Supervisor will assign one Correctional Officer to monitor and supervise the arrestees awaiting Video Arraignment. This Correctional Officer will remain in the Video Courtroom until all cases are disposed of.
7. When all positively identified arrestees are staged in the Video Courtroom, the Escort Officer will notify the Area Supervisor of any arrestee that cannot be positively identified via the normal process. The Area Supervisor will be responsible for completing and verifying the arrestee's identification.
8. The City Marshal calls its docket and collects and escorts the arrestees to the designated release area upon the disposition of their charges. If a detainee is sentenced to the Medium Security Institution, the City Marshal must provide a valid court order committing a detainee to the division and must escort the detainee to the Transfer Hold area and completes the transfer of custody forms. The City Marshal will not be permitted to leave any detainee for safekeeping.
9. The Video Court Coordinator will enter the disposition of each arrestee in IJMS.
10. The completed signed docket and the completed escort list will be reviewed and signed by the Area Supervisor. All completed documents will be forwarded to the Chief of Security or designee at the end of the shift.

G. Pre-Admission Housing Unit Supervision

The Pre-Admission Housing Unit Officer is responsible for conducting all duties, to include, the enforcement of all rules and supervision of all activities, e.g. counts, recreation, medical call, etc, in accordance with the Division of Corrections Post Order Manual and in accordance with policy #3.1.3: Housing Unit Supervision.

V. FORMS

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The following forms are referenced and/or attached to this procedure and work rule:

Arrest Register (AR)	(Police Dept. Form)
Bona Fide Court Order	(Court-produced Form)
Confined Prisoners Report-City	(Generated by Police Dept.)
Confined Prisoners Report-State	(Generated by Police Dept)
IRIS Photo Sheet	(Police Dept. Form)
Incident Report	
Field Booking Report	
Movement Sheet	
Referral Form	

VI. TRAINING

This procedure and work rule will be included in the First-Year and subsequent In-Service Training for staff, contractors and volunteers having direct contact with the inmate population.