

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

CHAPTER:	3	Institutional Operations	3. 5. 2
SECTION:	5	Inmate Processing In / Out	EFFECTIVE DATE: April 8, 2020
SUBJECT:	2	ADMISSIONS	
<p>Revised Missouri Statute: Chapter 221 Sec: 221.050</p> <p>STANDARDS: ACA – 4 – ALDF: 2A-19, 2A-21, 2A-26, 6A-05</p>			
<p>APPROVED:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Dale Glass COMMISSIONER OF CORRECTIONS</p>			<p style="text-align: center;">REVISION DATE 4 / 8 / 20</p>
			<p style="text-align: center;">REVISION DATE: 6 / 24 / 20</p>
<p>Rescind: 3.5.2 dated 9/10/14 Cancel:</p>			

I. POLICY

It is the policy of the St. Louis City Division of Corrections to accept custody of individuals that have been lawfully transferred to its custody and have their identities verified by custody staff before completing the admission process.

II. RESPONSIBILITIES

All custody staff tasked with the responsibility of admission functions are responsible for adhering to the following procedures.

III. DEFINITIONS

Admission: A process by which individuals are lawfully transferred to, and accepted by, the Division of Corrections for legal confinement.

Admission Area Supervisor: The custody staff responsible for supervising the activities of Correctional Officers tasked with the responsibility of completing the admission of individuals; release functions, and inter-jurisdictional acceptance and transfers of individuals.

Admission Officer: The Correctional Officer responsible for maintaining event log and count in the Admission area.

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Admitted Inmate: An individual that has been lawfully transferred and accepted for custody by the Division of Corrections and whose identity has been verified.

Escort Officer: The Correctional Officer responsible for escorting individuals throughout the facility.

Fit for Confinement: The determination by qualified medical staff that individuals for custody meet minimal health status for confinement.

IMN: A unique computer-generated number assigned to admitted inmates; also known as Inmate Master Number.

IRIS: Stands for a law enforcement mug shot application.

Legal Commitment: A written document signed by a judge or a law enforcement official with the authority to authorize the commitment of an individual into a Correctional institution.

IV. PROCEDURES

1. All persons taken into custody and transported to the Division of Corrections for confinement are escorted into the St. Louis City Justice Center via the Vehicle Sally port, the Carnahan Courthouse Bridge, or the Main Lobby. Individuals are separated and confined according to gender.
2. Every person presented to the Division for confinement must be legally transferred and medically cleared; and designated as “Fit for Confinement” on the Medical Screening Form.
3. Admitted Inmates and individuals transferred to the Division under civil process or civil causes are kept separate from Pre-detainees to the degree allowable.
4. The admission process for custody of newly transferred individuals in the Division of Corrections includes but not limited to:
 - a. Recording of basic personal data and information in the *IJMS*,
 - b. Individual's IRIS photos,
 - c. Assignment of Inmate Number to the inmate, (IMN),
 - d. Completion of Level I Medical and mental health screening,
 - e. Screening to detect signs of drug/alcohol abuse,

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- f. Screening for suicide information,
 - g. Inventory of personal property,
 - h. Secure storage of inmate property, including money and other valuables,
 - i. Issuance of a receipt to inmate for all property held until released,
 - j. Issuance of appropriate armband
 - k. Opportunity to shower and be issued clean, laundered clothing
5. All individuals admitted for custody will receive classification and orientation and, be assigned appropriate housing unit.
6. All individuals admitted for custody will be issued the Inmate Handbook.
7. All individuals admitted for custody will be given the opportunity to complete at least one telephone call during the admission process and assisted, as needed, to notify persons of their admission to custody.
8. All individuals admitted will be escorted to their assigned housing units by the Escort Officer.