

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

CHAPTER:	3	Institutional Operations	3. 5. 5
SECTION:	5	Inmate Processing In / Out	EFFECTIVE DATE: 4 / 8 / 2020
SUBJECT:	5	INMATE RELEASE	
STANDARDS: ACA – 4 – ALDF: 5B-13, 5B-18			
APPROVED:			REVIEW DATE: 4 / 8 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 24 / 20
Rescind: 3.5.5 dated 1/5/17 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to timely release admitted individuals and pre-detainees from its custody as required and authorized by Local, State and Federal law.

II. RESPONSIBILITIES

All Division of Corrections custody staff having daily contact with or supervision and release of, individuals transferred to the custody of the Division are responsible for adhering to the following procedures.

III. DEFINITIONS

Bail or Bond: Money or other security given to guarantee that an individual will appear in court as scheduled until the final disposition of the charges pending is reached. The signature of the Judge and the seal of the court are paramount to officially issued bond release authorization.

Detainer: A detainer is a hold order filed against an incarcerated person by another jurisdiction. Upon release from current confinement, this individual is released to that other jurisdiction.

Inmate Card: A card with a photograph of the inmate and pedigree information.

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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).

Release Order: A written order issued by a local, state, federal law enforcement agency, and/or court signed by the jurisdiction's legal authority to release an inmate from the custody of the Division of Corrections. The Release Order must indicate the charges, warrant number (if valid), court case number (if valid), and sufficient information for the adequate identification of the individual's identity and reason for requesting release.

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 from confinement.

Writ: A court document signed by a judge authorizing the release, transfer or disposition of an inmate in confinement at another jurisdiction.

IV. PROCEDURES

A. General Information

1. All Inmates are released from the Division of Corrections at the St. Louis City Justice Center located at 200 S. Tucker Blvd. St. Louis, Missouri 63102.
2. The Division complies with local, state and federal statutes with respect to pretrial intervention services or other release programs as applicable.
3. All official requests to release an inmate is forwarded to Data Central who ensures a Wants and Warrant check is conducted and verified within the last two (2) hours prior to forwarding release packet to the Staging Release Supervisor/Officer.
4. Inmates due for release to the community are issued Community Resource Information upon request, at no charge.
5. Inmates are promptly released from custody provided they met established criteria for official release from the Division. The releasing authority must provide the original or an approved copy of the release order to City Justice Center's Releasing Supervisor.
6. The following types of release are performed by the Division:

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- a. Release of pre-admit inmates, via Multi-Jurisdictional Prisoner Status Card, (Staging Release).
 - b. Permanent transfer to Sheriff's Dept, via Transfer Hold Area.
 - c. Temporary Transfer to the Sheriff's Dept, via Transfer Hold.
 - d. Permanent transfer to other releasing authorities via, Transfer Hold.
7. The following are reasons for Release:
- a. Posting Bail – An inmate may be released from custody prior to the trial date because of bail or bond being posted.
 - b. Completion of Sentence – Upon an inmate having served the number of months or days ordered by the court, the inmate will be released from custody.
 - c. Transfer to another Facility/Jurisdiction –
 - (1) The inmate has been sentenced to a state or federal prison, mental hospital, etc., and custody is transferred to the proper authority.
 - (2) The inmate may be temporarily transferred due to space limitations to another jurisdiction or while pending disposition from another jurisdiction.
 - d. Dismissal of charges or inmate found not guilty – The Circuit Attorney authorizes the release of inmates usually because of insufficient evidence to warrant prosecution (nolle-prosse). The court will authorize the release of the inmate found not guilty.
 - e. Release on a Detainer – An inmate who has completed the present sentence must be released to any jurisdiction which has a detainer existing against the inmate. If other detainers exist, the Division will inform that releasing authority.
 - f. A writ issued by a judge authorizing release of an inmate.
8. Transfer to a Hospital – Those inmates admitted to hospital will be placed on the facility out count, with bed space held in total count, (See DOC #3.1.8: Inmate Transport for Medical Treatment; and 3.1.6: Inmate Count).

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9. Release to Probation and/or Parole Officer – The inmate may not have to complete the entire sentence but may be released on parole or probation upon authorization from the court. Upon release by a Court Order for probation or parole status, the inmate may be released from the facility.

B. Certifying Names of Inmates Scheduled for Release

1. Staff from Data Central will retrieve the list of names of inmates scheduled to be released, from the Sheriff's Office and other releasing authorities.
2. Staff from Data Central verifies all the release orders coming from any source, and completes a Wants and Warrant check to ensure no detainer exists.
3. All reports of a Wants and Warrant check on an inmate will be attached to the releasing packet and are passed-on to the Releasing Supervisor who coordinates the release with assigned Release Officer.
4. If an inmate has a Wants or there is a detainer but is scheduled for release to the community, the Data Central staff or Releasing Supervisor informs the St. Louis Metro Police Department. The inmate is not released by the Division until properly authorized.
5. When an inmate will be released, the Data Central Staff/Supervisor verifies inmate account for a balance. If the inmate has account balance, staff prepares a Debit Card for the amount, and it is issued to the inmate upon release. (See DOC # 1.2.3: Inmate Funds).
6. When an inmate is released without a refund of account balance, a check is prepared by the Business Office staff for the amount. Inmate is advised to report to City Justice Center's Business Office window within thirty (30) days of release, to receive their refund.

C. Preparing and Releasing the Inmate

1. Prior to releasing an inmate either to the Sheriff, another releasing authority, or to the community the Correctional Officer will :
 - a. Verify that institutional items issued to the inmate has been accounted for, and returned. All discrepancies will be documented and report forwarded to the Business Office for appropriate deductions from inmate(s) account.
 - b. Review the report of the Wants and Warrant check to verify that a record check was completed within the last two (2) hours and that there is no

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- outstanding Warrant, Wants, or detainers. If there is, report it to the Supervisor who notifies the St. Louis Metro Police Dept.
- c. Verify the identity of an inmate including pedigree information, inmate picture card, armband, and other methods approved for the purpose of properly identifying inmates prior to release.
 - d. Verify the release papers to ensure the nature of release is specified and that the appropriate signatures are present. If all release criteria are met, staff completes the releasing arrangement.
 - e. Remind the inmate that they have 30 days from the date of release to reclaim any personal property and/or account refund held in their name by the Division, (See DOC #3.2.13: Inmate Property).
2. The Release Officer will enter all release information into the Log Book/IJMS and ensure that all entries are accurate.
 3. If the inmate has any complaints about the return of their property, a written statement is required indicating the discrepancy and description of any item not returned. The complaint is forwarded to the Detention Center Superintendent. (See DOC #3.2.13: Inmate Property).
 4. If the inmate is released to Community, the Release Officer directs the inmate to appropriate exit door. Inmates released to other releasing authorities in the Transfer Hold are permitted to leave with the law enforcement officer of the agency.