

April 21, 2010

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Fit For Confinement
Medical, Fit For Confinement
Prisoner Pickup
St. Louis County Intake

**FERGUSON MUNICIPAL PRISONER INCARCERATION
PICK UP AT THE ST. LOUIS COUNTY DEPARTMENT OF JUSTICE SERVICES**

472.00 PURPOSE

The purpose of this General Order is to establish procedures for incarcerating and picking up prisoners held in custody by the St. Louis County Department of Justice Services. Further information may be found in General Order 416.00 *Prisoner Conveyance and Holdover Facilities*.

472.01 POLICY

The St. Louis County Department of Justice Services requires all St. Louis County municipalities to pick up prisoners wanted by their respective agencies within a specified time period of being notified the prisoner is ready for release.

472.02 DEFINITIONS

- A. “Intake Service Center” Facility responsible for processing arrested subjects lawfully committed to the Department of Justice Services. It also serves as the central release point for all prisoners.
- B. “Adult Correctional Institution” A facility utilized by the Department of Justice Services to house prisoners for longer than forty-eight (48) hours. The sole facility used for this purpose is the Saint Louis County Jail located at 100 South Central Avenue, Clayton, Missouri.

472.03 PROCEDURE - GENERAL

The following guidelines will be used for transporting or holding prisoners in the St. Louis County Justice Intake Center.

- A. The defendant has warrant(s) issued from a St. Louis County Court;

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- B. The defendant is to be held for extradition out of the state or outside the metropolitan area.

The Ferguson Police Department will be responsible for delivering the inmate to the Justice Center. As in the transportation of any inmate from this department to another facility, the inmate will be forwarded to the center along with all of his personal property; appropriate paper work i.e. certified arrest warrant, copies of the booking sheet. All of the standard and acceptable police practices associated with officer and prisoner safety shall be adhered to.

472.04 PRISONER PICK UP PROCEDURES

- A. Prisoners being held as a fugitive of this department must be picked up from the Intake Service Center within three (3) hours of being notified the prisoner is ready for release. Officers picking up prisoners shall ensure that they sign the written documentation detailing the prisoner transaction.
- B. If the prisoner cannot be picked up within the required time period, notify Intake of the reason for the delay and your anticipated arrival time.
 - 1. Notify Intake by telephone and Teletype message
 - 2. Intake will allow a reasonable amount of additional time for pickup.
 - 3. Failure to follow notification guidelines may result in the release of prisoners being held for municipal ordinance violations or minor offenses.

472.05 PRISONER DROP OFF AND PICK UP ST. LOUIS COUNTY JUSTICE CENTER

The following information is pertinent for all officers of this department who may be involved in picking up or delivering prisoners to the County Justice Center.

- A. Vehicle Entrance
 - 1. Located at 100 South Central Ave., Clayton, MO.
 - 2. Enter one-way eastbound alley off Central Ave. between Justice Center and the Chromalloy Building.
 - 3. Press call button to notify master control of your arrival
 - 4. Enter when doors open
- B. Parking
 - 1. Parking is provided for officers conveying prisoners only
 - 2. Park in marked spaces provided

3. Emergency parking is available at the door for removing combative prisoners only

C. Securing Weapons

Secure weapons in vehicle trunk or secure weapons in lockers provided.

D. Dropping Off Prisoners

Use call button at entrance door, if assistance is needed with uncooperative or combative prisoners; notify the control center through the intercom system. Advise the receiving agency personnel of any potential medical or security hazards.

E. Entering Law Enforcement Lobby

1. You must pass through two doors to gain access to the law enforcement lobby.
2. Use the call button at the side of the door to gain entry
3. Secure your prisoner in the cells or to handcuff rails on benches.

F. Officer's Work Station (available tools)

1. Telephone and facility directory
2. Pneumatic tube for warrant applications
3. Computer
4. Fax machine
5. Applicable forms

G. Notifying Staff (Use telephone at officer's workstation)

1. Notify nurse to provide inmate "Fit for Confinement" form
2. Notify property officer to take inmate property, provide inmate search.
3. Notify intake staff of inmate you are there to pick up
4. Telephone directory contains frequently used phone numbers

H. Metal Detector / Transfer Cells

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1. **Inmates** must pass through the metal detector before entering the transfer cells. Restraining devices are to be removed at the time of transfer.
2. After the inmate enters the transfer cell you are free to leave.

I. Exiting the Facility

1. Use the call button at the side doors to alert control center
2. Remember to retrieve your weapon from the gun locker or vehicle trunk
3. As you approach the exit door a floor sensor will alert Master Control that you are ready to exit.
4. Exit with caution when doors open

472.06 PHONE NUMBERS

1. The Court Services Supervisor can be contacted at 615-5785
2. The Intake Service Center can be contacted at 615-7101
3. The Intake Service Center Fax number is 615-5748
4. The Intake Service Center Facility Nurse can be contacted at 615-5703

By order of:

A handwritten signature in cursive script that reads "Colonel Thomas Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel