



POLICY AND PROCEDURES

NUMBER: 109

SUBJECT: Confinement and Supervision
of Friends, Relatives and Adversaries

ACA STANDARDS: 3-ALDF-1C-23

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 6/21/82

REVISION DATE: 12/20/84,
9/97, 5/05, 11/13, 12/14

I. POLICY

The St. Louis County Department of Justice Services shall ensure that employees notify the Department whenever a relative, friend or adversary is mandated to the Department of Justice Services for confinement. Notification is necessary for the safety, security and well-being of both staff and inmate.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff are responsible for the following procedures.

III. DEFINITIONS

Adversary: An inmate whose past actions could negatively impact an employee's professional responsibility and judgment. (e.g., inmate is accused of shooting an employee's cousin or robbing an employee's mother)

IV. PROCEDURES

A. When an employee becomes aware of the confinement of a relative, friend or adversary, he/she is to report this immediately to his/her Supervisor or if not available the next person in the chain-of-command.

- B. All information will be kept confidential and will be used only to ensure the safety and security of employees and inmates.
- C. All necessary action will be taken to ensure the employee is not directly supervising a family member, friend or adversary.
- [D. Visiting of confined relatives and friends is allowed, but must be approved by *either the employees Unit Manager, the Superintendent of Security, the Superintendent of Fiscal/Human Services, or the Director.*]
- E. The Unit Manager or his/her designee has the discretion to determine when and where the visit will take place in order to maintain the safety and security of the persons involved.
- F. An employee will not extend nor promise to a confined relative, friend or adversary any personal favors, services or privileges not available to all other similarly classified inmates.
- G. Violation of any of the above procedures may be cause for disciplinary action.

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