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WASHINGTON, D.C. 20534

Saint Louis Flight Department Anti-Crime Program

Data Collection Department

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56287

Law Enforcement Assistance Council Region 5

Suite 1032

Saint Louis, Missouri 63101

# Saint Louis High Impact Anti-Crime Program

## Data Collection Questionnaire Summary

NEAR  
ALL  
ACROSS

**Missouri Law Enforcement Assistance Council Region 5**

812 Olive, Suite 1032

Saint Louis, Missouri 63101

## PREFACE

This document represents an important step in the planning process for the City of St. Louis High Impact Anti-Crime Program. The questionnaire was prepared for the Law Enforcement Assistance Administration (LEAA) by the National Institute of Law Enforcement and Criminal Justice. It was specifically designed to assist Impact Program participants. The purpose of the questionnaire is to provide a planning, analysis, and data collection resource document for planners to use in the development of the High Impact Program Plan.

At the February 15, 1972 meeting of the City of St. Louis Impact Program Task Force, the data collection questionnaires were distributed. Respondents included administrators from the police, the courts, correctional agencies as well as community and private agencies related to the criminal justice system. In addition to the distribution of the questionnaire, on site staff visits were made to many of the agencies involved in order to gather additional information. The Region 5 staff read all submissions, consolidated and summarized the information in order to publish it in its present form.

The information contained in this document will be used for three basic purposes. First, it gives a current and relatively accurate picture of the demand for services from the criminal justice system. This applies primarily to the police, courts and correctional institutions. Secondly, it describes the character and extent of the crime problem, especially in the categories of stranger-to-stranger crime and burglary. Finally, the data provides a quantification of existing community resources which are available for the implementation of the High Impact Program.

As indicated above, this document represents one element of the High Impact Program planning process. It constitutes a basis of reference which will make it possible to carefully define the role which each of the criminal justice agencies and community agencies will be called upon to play in order to implement the program and achieve its objectives.



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Section I. PREVENTION AND POST-ADJUDICATION

A. Truants, School Dropouts, and Unemployed Young Men.

1. Number and Percent of truants and days truant for:

a. (Last) Month	<u>Truant*</u>	<u>Illegally Absent*</u>
October, 1971	700	814
	(originals & repeaters)	(originals & repeaters)
b. (Last) Twelve Months		
1970-1971	Truant	Illegally Absent
	5777	8576
	(originals & repeaters)	(originals and repeaters)
c. Pattern for last three years, if available		
	Truant	Illegally Absent
1969-1970		
1968-1969	5122	8679
	(originals & repeaters)	(originals & repeaters)
1967-1968	4144	7901
	(originals & repeaters)	(originals & repeaters)

(These figures were compiled from weekly reports submitted by the School Social Workers based on their investigations of referrals made to them by the schools of absent children, and in no way indicate the total number of children truant and illegally absent.

No complete record kept at this time. Estimated truancy is 1-2% of daily absentees. Daily absentees approximately 10,000, therefore estimated number of truants is from 1,000 - 2,000 daily.

(\*Definitions: Truant - child absent without parent's knowledge.

Illegally Absent - child absent with parent's knowledge but for unacceptable reason (e.g. baby sitting, oversleeping, no clean clothes, had to shop, out of town relative came to visit, help with the cleaning or washing, wait for the mail, (ADC check), school door was locked, just will not attend. In giving information for this report; we will be including both these categories.

2. Number and Percent of truants for last 12 months by age, sex, race, SES, school grade level, academic achievement, etc.
- a. No complete record kept at this time. Some areas have higher number of truants than others. In all cases more boys than girls are truant. In high school more sophomores are truant than the other levels.

3. Number and Percent of dropouts for:

a. Last Month:                    266 males  
     224 females  
     490 Total

$$\% \frac{490}{24,109} = 2.5\%$$

b. Last 12 Months:                1,392 males  
     1,189 females  
     2,581 Total

$$\% \frac{2,581}{23,584} = 10.98\%$$

c. Pattern Last 3 Years:

68-69 - 2,255 males  
           1,574 females % =  $\frac{3,829}{23,500}$  = 16.29  
           3,829 Total

69-70    1,286 males  
           1,092 females % =  $\frac{2,378}{22,337}$  = 10.65  
           2,378 Total

70-71    1,392 males  
           1,189 females % =  $\frac{2,581}{23,584}$  = 10.98  
           2,581 Total

NOTE: Of those children officially withdrawn from school for misconduct, non-attendance, or psychological evaluation during the 1970-1971 school year and referred to the Division of Pupil Personnel Services, 140 did not return to school because of complete disinterest, little or no home cooperation, and the pupils were sixteen years of age.

4. Number and Percent of dropouts by age, sex, race, SES, school grade level, academic achievement, etc. (Availability by sex and grade level only).

a. Last Month:

9th grade	Male	46 = 1.3%
	Female	40 = 1.0%
10th grade	Male	55 = 1.8%
	Female	45 = 1.4%

11th grade	Male	51 = 1.7%
	Female	35 = 1.3%
12th grade	Male	21 = 1.0%
	Female	21 = 1.0%

b. Last 12 Months:

9th grade	Male	453 = 12.6%
	Female	370 = 10.2%
10th grade	Male	397 = 13.0%
	Female	383 = 12.6%
11th grade	Male	375 = 13.6%
	Female	274 = 10.3%
12th grade	Male	165 = 7.7%
	Female	162 = 7.1%

c. Pattern Last 3 Years:

(Not available)

5. Have any studies or evaluations been done to ascertain reasons for truancy and dropouts? (Non-relevance, need to work, etc.) Results?

A study was conducted in 1969 as to reasons for high school students dropping out of school. This study was conducted in connection with an application for a federal project to reduce dropouts. Dropouts, students and teachers were interviewed as to reasons for dropping out of school. Factors identified by the respondents as major reasons were:

- Pregnancy
- Feeling of failure and hopelessness  
resulting from failing grades
- Desire to get a job and have some money
- Failure to see any relevance of curriculum  
to future employment
- Lack of individual or group counseling or  
other supportive services

6. Extent of Crime attributable to truants and dropouts?

Juvenile Court records for the calendar year 1971 reveal that 42% of the bookings for that year, out of 5,933, occurred between the hours of 8:00 a.m. and 4:00 p.m. However, this percentage does not indicate when the actual crime was committed, but would show that a substantial number of apprehensions are being made between the hours of 8:00 a.m. and 4:00 p.m. indicating the large percentage were absent from school.

7. Types of crimes attributable to truants and dropouts?

The majority of the 42% of bookings are for felony type crimes; burglary, auto theft, larceny from persons, etc. since the largest proportion of police bookings at the Juvenile Detention Center are for felony type offenses. Other crimes attributable to truants and dropouts include purse snatching, house breaking with or without burglary, breaking into cars with or without stealing it or parts or contents, riding in stolen cars, strong arming children with possible robbery, (e.g. money from paper boys).

8. What programs are currently available?

The school system has four special programs for students who have difficulty in adjusting to the regular school program. They are Lincoln High School, Work Study High School, Project Stay and work-study programs. Truancy and dropout potential are among the behavioral problems that are the concern of these projects.

Counseling services are provided for all high school students and some elementary students. Social work services are available for all elementary and high school students. These counseling and social work services are not special programs but instead supplementary services in all schools. Counselors and social workers are concerned with many aspects of student behavior. Truancy and a tendency to drop out are among these behaviors.

(a-g) This section will describe the four special programs listed above.

Lincoln High School. Lincoln High School provides a second chance for students who have not been able to adjust to the regular high school curriculum and environment. The basic purpose of the school is to rehabilitate some of the students for return to a regular high school setting and to prepare others for useful vocations and citizenship through a work-study program.

The majority of the students were transferred from a regular high school for a variety of interrelated reasons: repeated academic failures, a long history of attendance irregularities, and behavioral problems. Many of the students are deficient in the basic skills, need more time for learning, and lack motivation. The objectives of Lincoln High School are to increase achievement in the basic skills, to provide competent assistance for students who need more time for learning, to build positive attitudes in each individual student to encourage citizenship, and to prepare some of the students for useful vocations.

Work Study High School. This program is designed to provide the dropout-prone and educationally disadvantaged student an incentive to remain in school to receive his diploma. The incentive is a curriculum that includes work experience and academic subjects that are directly related to work. This curriculum also includes a component which simulates actual business operations in each occupational area, and will give the student on graduation the option of continued education in college or gainful employment in a skill occupation.

The program accepts 256 juniors and seniors from Title I eligible attendance areas and prepares them for employment through shop experiences in one of five major work areas: Food Management, Business Education, Distributive Education, Automotive Repair and Small Engine Repair. When a student has acquired skills for entry level employment, a job replaces his half-day shop experiences. He continues a half-day of the High School for math, English and social studies.

Project support personnel include counselors, social workers, and a work coordinator.

Project Stay. Stay is a demonstration project intended to help prevent dropouts. The project identifies potential dropouts, determines their individual needs, and develops programs to meet their needs. There are six basic components in Stay that help students participate in school in ways that can lead to successful employment and a rewarding adulthood. The components include a work-study program, increased guidance services that involve extensive interaction between students and teachers, continued education opportunities for pregnant girls, social adjustment classes, diversified course offerings and teaching methods, and an extensive after-school program. The program is evaluated continuously, and components are revised, expanded, eliminated, or added as the evaluations indicate the need. Long range plans call for extending the activities to elementary schools.

Work Study Programs. Work study programs are conducted in cooperation with many businesses and institutions in the St. Louis area. Students spend a half-day in academic work taking three high school courses. During the other half-day they have an on-the-job assignment with a cooperating business or institution. For their on-the-job work assignment students receive one high school credit and a modest salary. Academic classes for many of the work study programs are conducted on the premises of the business or institution. Academic subjects are taught within the context of the specific business or industry to which the student is assigned.

Teachers help supervise the work activities of the students and confer with employer on students' progress. The work study programs provide students with meaningful work experiences and develop employable skills. Among the businesses and institutions cooperating in the program are Bell Telephone, Stix, Baer & Fuller, Boyd's, McGraw-Hill, Blue Cross and Blue Shield, Sinclair Oil, Standard Oil, hospitals, banks, city municipal offices, and elementary schools (students work as tutors in ESEA, Title I schools).

Other programs currently available include the following:

a. Special Counseling Programs

Acid Rescue  
Bureau for Men  
Care and Counseling, Inc.  
Catholic Family Service  
Catholic School Office (Office of  
Student Personnel and Guidance)  
Centenary Counseling Service  
Christian Counseling & Guidance Center, Inc.  
Direction  
Dismas House  
Drug Information Center  
Episcopal City Mission  
Family and Children's Service  
Human Development Corporation  
Jewish Community Centers Association  
Jewish Employment and Vocational Service  
Jewish Family and Children's Service  
Legal Aid Society  
Listen Inn  
Lutheran Family and Children's Services  
Magdala Foundation  
Mental Health Association  
Metropolitan Service Association  
Missouri Division of Employment Security  
St. Louis City Juvenile Court  
Juvenile Office, St. Charles  
Malcolm Bliss Mental Health Center  
Missouri Board of Probation and Parole  
St. Louis State Hospital Complex  
Missouri Board of Training Schools  
Missouri Vocational Rehabilitation  
Montgomery-Hyde Park Community Corporation  
Mullanphy Travelers Aid  
Narcotics Service Council  
Pastoral Counseling Institute  
Reen Memorial Lutheran Church  
City of St. Louis Board of Education  
City of St. Louis Department of Health & Hospitals  
City of St. Louis Model City Agency  
St. Louis Police Department (Juvenile Bureau)  
St. Louis City Department of Welfare  
St. Louis County Health Department  
St. Louis County Department of Public Welfare  
St. Louis University (Counseling & Guidance Center)  
St. Louis University Hospitals (Outpatient psychiatric clinic)  
Salvation Army  
Social Health Association of Greater St. Louis  
Stability Association  
Union-Sarah Community Corporation  
Community Services Division, U.S. Bureau of Prisons

Probation Office, U.S. District Court  
Urban League of St. Louis  
Vocational Counseling and Rehabilitation Services  
Women in Community Service  
Yeatman District Community Corporation  
Y.M.C.A.  
Youth Counseling Service  
Youth Emergency Service

b. Remedial Education

Catholic School Office (Reading Centers)  
Council of Jewish Women (Tutorial program in  
city and county schools)  
Edgewood Children's Center  
Epworth School for Girls  
Human Development Corporation  
Junior College District of St. Louis-  
St. Louis County  
New Life Center  
Project: Door  
City of St. Louis Board of Education  
City of St. Louis Model City Agency  
Urban League of St. Louis

c. Youth Work and Study

Human Development Corporation  
Jefferson College  
Jefferson-Franklin Community  
Action Corporation  
Jewish Employment and Vocational Service  
Junior College District of St. Louis -  
St. Louis County  
Missouri Division of Employment Security  
New Life Center  
City of St. Louis Board of Education  
City of St. Louis Model City Agency  
Urban League of St. Louis

d. Special Diagnostic & Treatment

Alexian Brothers Hospital (Neuro-psychiatry Dept.)  
Annie Malone Children's Home (35)  
Archway House (50)  
Barnes Hospital Group (Renard Hospital and  
Wohl-Washington University Clinic)  
Boys Town of Missouri  
Catholic Guidance Center  
Child Center of Our Lady of Grace (18 in residence;  
60 in day care)  
Child Development Clinic



Deaconess Hospital (psychiatric inpatient and mental hygiene  
 outpatient services)  
 Edgewood Children's Center (30 in residence; 8 in day  
 treatment)  
 Edgewood Hospital (23)  
 Epworth School for Girls (34)  
 Evangelical Children's Home (64)  
 Family and Children's Service  
 Father Dunne's Home (30)  
 Girls' Home (16)  
 Jefferson County Health Department  
 (Mental Health Clinic)  
 Jewish Employment and Vocation Service  
 Jewish Hospital of St. Louis (Adult  
 Psychiatry Division)  
 Lutheran Family and Children's Service  
 Lutheran Hospital (Psychiatry Department and  
 Outpatient Mental Health Clinic)  
 Magdala Foundation  
 Marygrove School for Girls (70)  
 Mercita Hall (18)  
 Methodist Children's Home of Missouri (21; also  
 limited non-residential services)  
 Missouri Baptist Children's Home  
 Missouri Baptist Hospital (Psychiatric service)  
 Missouri Girls Town (18)  
 St. Louis City Juvenile Court (incl. Juvenile Detention Center)  
 Juvenile Office, St. Charles  
 Malcolm Bliss Mental Health Center  
 Missouri Board of Probation and Parole  
 St. Louis Hospital Complex  
 Missouri Vocational Rehabilitation  
 Missouri Division of Welfare  
 Narcotics Service Council (32)  
 Presbyterian Home for Children  
 of Missouri (80)  
 Psychoanalytic Foundation  
 St. Joseph's Home for Boys (44)  
 St. Louis Christian Home (48)  
 City of St. Louis Board of Education  
 City of St. Louis Department of Health & Hospitals  
 City of St. Louis Model City Agency  
 St. Louis Police Department (Detoxification Center)  
 St. Louis City Department of Welfare  
 St. Louis Comprehensive Neighborhood Health Center  
 St. Louis County Hospital  
 St. Louis County Health Department  
 Lakeside Center for Boys (32)  
 St. Louis County Department of Public Welfare  
 St. Louis County Special School District  
 St. Louis University (Counseling & Guidance Center)  
 St. Louis University Hospitals (Wohl Memorial Mental  
 Health Institute)

St. Mary's Health Center (Psychiatric service)  
 St. Vincent Home (50)  
 St. Vincent's Hospital (182)  
 Salvation Army  
 Veterans Administration Hospital  
 Vocational Counseling and Rehabilitation Services  
 Washington University (Child Guidance and Evaluation  
 Clinic)  
 Yeatman Distric Community Corporation

e. Public Service Employment & Training

Human Development Corporation  
 Jefferson-Franklin Community Action Corporation  
 Junior College District of St. Louis -  
 St. Louis County  
 Missouri Division of Employment Security  
 City of St. Louis Board of Education  
 City of St. Louis Model City Agency  
 City of St. Louis Department of Personnel  
 St. Louis County Division of Personnel

f. Other

Council on Alcoholism  
 Big Brother Organization  
 David Ranken, Jr. Technical Institute  
 Father Dempsey's Charities, Inc.  
 Goodwill Industries  
 University of Missouri Extension Centers  
 Bureau of Narcotics and Drugs, U.S. Department of Treasury

9. For each program:

a. Current Enrollment	
Lincoln High School	253
Work Study High School	244
Project Stay:	5,324
Work Study Program:	800
b. Total Enrollment for One Year	
Lincoln High School:	350
Work Study High School	280
Project Stay:	5,324
Work Study Program:	800
c. Average Length of Participation	
Lincoln High School:	1 yr.
Work Study High School:	1.5 to 2 yrs.
Project Stay:	Kg. - Gr. 12
Work Study Program	1 yr.

- d. Enrollment Sources  
 Lincoln High School: ESEA, Title I high schools  
 Work Study High School: ESEA, Title I high schools  
 Project Stay: Clark Elementary,  
 Enright Middle and  
 Soldan High School  
 Work Study Program All high schools
- e. Budget Data and Staffing
- |                        | Budget     | Staff |
|------------------------|------------|-------|
| Lincoln High School    | \$ 607,120 | 46    |
| Work Study High School | 524,425    | 41    |
| Project Stay:          | 960,000    | 45    |
| Work Study Programs:   | 533,576    | 31    |
- f. Use of students and volunteers from community. Not Applicable.
- g. Funding Sources  
 Lincoln High School: Title I of ESEA  
 Work Study High School: Title I of ESEA  
 Project Stay: Title VIII of ESEA  
 Work Study Programs: Local, private,  
 Title VIII of ESEA, and  
 Education Professions  
 Development Act.

(See Insert 1 for data on other programs)

10. Extent of community awareness and support of programs and services.

Community awareness and support of the school programs has been a goal of the school system. Information has been disseminated through reports, tours, and addresses to parent and community groups. Project Stay has a citizen advisory group. There is an advisory council, including parent representatives, for all Title I programs. The cooperation and support of businesses and institutions for the work study programs has been outstanding.

Awareness and support for other programs listed varies widely. No attempt is made to quantify.

11. Amount and percent of funds in city budget and school budget for programs.

Project Stay, Lincoln High School, and Work Study High School are supported with federal funds. Work Study programs are funded with federal, public and private funds. The City of St. Louis budget has about \$7,000 budgeted for salaries of work study students. The school system has local funds amounting to \$143,400 for instructional costs of work study programs. Federal funds in the project amount to \$290, 176.

12. Extent of referral mechanisms available and used.

Counseling and social work staff in the high schools have responsibilities for referring students to programs that

REFERRAL RESOURCES FOR TRUANTS, DROPOUTS

& UNEMPLOYED YOUNG MEN (Not exclusively dedicated)

What Programs Are Currently Available?	9 (a) Current Enroll	9 (b) 1 Year Enroll	9 (c) Avg Length of Partic.	9 (d) Scope of Enroll	9 (e) Staff + Budget	9 (f) Students + Volun- teers	9 (g) Funds Source
a. Special Counselling?							
1. Magdala House	11	40	-	CITY	327,351	No	MCA-HUD LEAA
2. Wilson House	17	45	-	CITY			Same
3. Annie Malone Gp Home	11	30	-	CITY	110,375	No	Same
4. Greeley Gp Home	7	N/A	-	CITY			Same
5. Public Defender	231	231	-	CITY	166,038	No	Same
6. Juvenile Legal Def	429	429	-	CITY	116,451	No	MCA-HUD
7. Work-Study HS	70	70	-	CITY	113,508	No	MCA-HUD
8. Youth Development		12-13,000	2mo	CITY & St. L COUNTY	666,129	Yes	HDC-OEO
9. Comprehensive Mpr		12,000	-	Cty & St. L Cnty	740,457	No	Same
10. Neighborhood Youth Corps		5,000+	1-3yr	Cty & St.L Cnty	3,752,342	No	HDC-DOL
11. Concentrated Employment		1,200	3-6mo	CITY	2,175,792	No	HDC-DOL
12. Catholic Family Service		-	-	Cty & Cnty	189,011	-	PVT-UF
13. Salvation Army		665,214	-	Cty & Cnty	(230) 1,542,835	Yes	PVT-UF
14. Volunteers of America		6,136	-	Cty & Cnty	(12) 200,000	Yes	PVT
15. Business-YMCA- Urban League (BYU)		2,375	-	Cty & Cnty	(14) 150,000	Yes Yes	PVT-UR

	9(a) Current Enroll	9(b) 1 Year Enroll	9(c) Avg Length of Partic.	9(d) Scope of Enroll	9(e) Staff+ Budget	9(f) Students + Volun- teers	9(g) Funds Source
16. MO Dept Empl Security		103,185	-	Cty & Cnty	2,888,024	No	State
17. Labor Educ Advancement Prog. LEAP		887	-	Cty & Cnty	118,660	No	Private
18. Big Brothers, Inc		470	-	Cty & Cnty	(4) 39,424	Yes	UF
19. Commission on Human Relations		1,282	-	City	(14) 167,745	No	City
20. St. Louis Bureau for Men		-	-	Cty & Cnty	61,830	Yes	UF
b. Remedial Education?							
1. Community Schools	5,184	5,184	-	City	554,976	Yes	MCA-HUD
2. Adult Basic Educ	432	432	-	City	288,542	Yes	Same
3. Adult Education		2,600	-	Cty & Cnty	182,895	Yes	HDC-OEO
4. School Age Educ	150	150	-	Cty & Cnty	10,058	Yes	HDC-OEO
Also line 8A (9) (11) (17)							
c. Youth Work Study? see line 8A(7) (8) (10) (11) (18)							
d. Special & Diagnostic?							
1. Epworth School	-	200	-	Cty & Cnty	167,282		PVT-UF
2. Girls Home	-	31	-	Cty & Cnty	126,759		PVT-UF
also line 8A(3) (4) (13)							
e. Pub Svc Emp & Tng?							
1. Public Svc Careers	-	45	-	City	24,000		DOL
2. Prac Nurse Prog	-	300	-	Cty & Cnty	(20) 176,000	No	UNK

	9(a)	9(b)	9(c)	9(d)	9(e)	9(f)	9(g)
	Current	1 Year	Avg Length	Scope	Staff+	Studs	Funds
	Enroll	Enroll	of Partic.	of	Budget +	Volun-	Source
						teers	
3. Summer-Youth	660	660	2mo	City	425,392	No	MCA-HUD

also line 8(7)

f. Recreation & Creative  
Arts

also line 8A(8) (18)

SOURCES: Human Development Corporation: Annual Report 1971, and  
Research and Planning Document A-58, August, 1970; Model  
Cities Agency Data Questionnaire Response February, 1972.  
United Fund How to Use UF Agencies 1969-71.

NOTE: Programs were arbitrarily classified as to type.

will meet their individual needs. Counselors and social workers refer student cases to administrators of the regular schools who in turn contact administrators of the special programs. Student cases are reviewed and assigned to special programs on the basis of student needs and availability of enrollment openings.

13. What are the unemployment rates for various age groups? SES groups? Racial groups? Skill groups?

The estimated percentage unemployment insurance covered unemployment of total unemployment is 65.0%. The estimated percentage of registered applicants who are U.I. Claimants is 53.5%. Listed below are estimated percentages of applicants in Region 5 who are:

Under 22	27.2%
Between 22-44	54.9
45 years of age & older	17.9
Female	42.7
Black	32.8
Spanish surname	0.6
Disadvantaged	17.5
7th Grade level or less	4.7
11th Grade level or less	38.5
Handicapped	10.9

<u>Duration of Unemployment</u>	<u>Total</u>	<u>Black</u>
Unemployed 5-10 weeks	8.6	10.2%
Unemployed 11-14 weeks	2.9	3.9
Unemployed 15-26 weeks	5.2	7.1
Unemployed 27 or more weeks	6.2	11.8

<u>Classification by Skill Group</u>		
Professional & Technical	8.9	3.2
Clerical & Sales	25.5	17.2

Classification by Skill Group (Cont.)

	<u>Total</u>	<u>Black</u>
Service	16.1%	31.9%
Agricultural	1.3	0.8
Product Processors	3.3	4.7
Machine Trades	9.0	6.6
Bench Workers	8.0	7.7
Structural Workers	10.6	9.3
Packers, Material Handlers	17.3	18.6
Needing Employability Development	42.2	66.1
Counseled	5.7	9.5
Tested	6.7	9.6
Enrolled in Training	0.8	1.9
Job-Ready Applicants	53.2	30.6

14. Are there any special impediments to employment in the area?

- a. Racial Discrimination. Racial discrimination is not overtly practiced by the great majority of area employers. However, historical practices and conditions have produced built-in problems which militate against minorities in achieving parity in employment. Among these were disparities in quality of education, in opportunities to acquire basic skills, in opportunities to advance from basic skills to higher level skills, and in the development of reasonable aspirations to higher expectations and achievement.
- b. Lack of low-skill jobs. Technological advances and automated processes have drastically reduced the hitherto available job opportunities for workers having limited education and skills. Examples of these are ditch diggers, roadway laborers, track gangs, warehouse and dock material handling laborers to mention a few. Because of wage rates, considered by many applicants to be insufficient to meet workers needs, a number of service type menial jobs are becoming more and more hard to fill.



- c. Excess of Skilled Personnel without Employment. The St. Louis Area has in the past year or so experienced a considerable increase in unemployment in professional and highly technical categories. A larger number of these workers have a considerable number of years experience but also are, as a consequence, in the 45 year and more age bracket. Since the universities are pouring out young prospects with up to date training, many employers chose these people in preference to the older workers with high experience in other, sometimes quite unrelated fields.
- d. Cut-backs in one or more Prime Area Industries. Defense and space spending curtailments have produced cutbacks in employment in ordnance and transportation equipment manufacturing and in the auxiliary machining and processing fields attendant upon these industries. The general decline in manufacturing has prevented the absorption of displaced personnel in other areas. Some opportunities for older workers and minorities to prepare for new careers in science and engineering associated with ecological research under the Presidential Internship Program are now available under the Manpower Administration.

15. To what extent can crime be attributed to the unemployed young man? What types of crime are most prevalent with this population?

The St. Louis Juvenile Court reports that 24% of the young men they see are out of school and unemployed. It is not possible to quantify the types of crime most prevalent although robbery and burglary seem likely.

16. What identification and "Outread" programs exist?

The school system does not have "Outread" programs.

17. What remedial programs exist?

The remedial programs for truants and dropouts were described in the questions 8 - 12. There are two other major remedial programs: Rooms of 15 and Reading Improvement Teams. These programs, however, operate mainly on the elementary school level with an emphasis on improvement in the basic skills.

- a. Remedial Education.

Rooms of 15. The Rooms of 15 provide remedial instruction in the basic skills areas of reading, arithmetic, and language to disadvantaged elementary students. Children in the Rooms of 15 must have an I.Q. of 80 or above and must be a year or more below grade level in reading, language or arithmetic. Classes are restricted to no more than 15 students per teacher. Teachers are trained in remedial techniques. A wide variety of stimulating materials and equipment is available.

Reading Improvement Teams. Reading Improvement Teams provide remedial reading instruction for elementary and secondary students. Teams consist of reading assistance, remedial reading teachers and reading aides. Assistants coordinate remedial reading programs in Title I schools. Their responsibilities include testing students, conducting inservice activities for teachers, teaching small groups of students, and supervising reading aides. The remedial reading teachers give intensive remedial instruction to a small number of students.

Inservice activities and workshops are held at all levels and in many programs in the school system. Inservice is not established administratively as a separate program.

In addition, the Model Cities Agency conducts the following remedial programs:

a. Remedial Education

1. HEW-4 Community Schools
2. HEW-8 Adult Basic Education

b. Higher Education

1. HEW-4 Community Schools
2. HEW-9 Teacher Aide Program

c. Classroom and workshop training

1. EM-42 Minority Contractor
2. HEW-7 Work Study High School

d. Cooperative School programs

e. On-the-job training

1. EM-5 Summer Youth
2. HEW-7 Work Study High School
3. HEW-9 Teacher Aide Program

f. Placement Services

Job placement is actively pursued at all five Model Neighborhood Stations.

g. Counseling Service

1. HEW-7 Work Study High School
2. HEW-8 Adult Basic Education

18. For each program determine:

- a. Number and type of clientele or given data and during given time period. St. Louis school system enrollment during a year:

Rooms of 15:	1,485
Reading Improvement Teams:	15,220

- b. Average length of participation in program.

Rooms of 15:	1 yr.
Reading Improvement Teams:	1 yr.

- c. Geographical area covered.

Rooms of 15:	All ESEA, Title I schools
Reading Improvement Teams:	All ESEA, Title I schools

- d. Budget and Staffing.

	<u>Staff</u>	<u>Budget</u>
Rooms of 15:	136	\$1,709,341
Reading Improvement Teams:	197	2,367,516

- e. Use of ex-participants and volunteers.

Not applicable

- f. Live-in facilities

Not applicable

- g. Referral sources and procedures.

Students needing services are referred by teachers and administrators of ESEA, Title I schools

- h. Funding Sources

Rooms of 15:	Title I of ESEA
Reading Improvement Teams:	Title I of ESEA

For Model Cities Programs:

- a. Number and type of clientele or given data and during given time period.

1. EM-42 Minority Contractor Clientele will consist of small contractor within Model Neighborhood.

2. HFW-9 Teacher Aide Program. The one hundred and eighteen aides who are employed are all Model Neighborhood residents.

b. Average length of participation in program. N.A.

c. Geographical area covered.

The Model City Area is bounded by the following:

Delmar on the south, Highway 70 on the east, Palm and St. Louis on the north and Grand on the west.

d. Budget and staffing data.

The staff of the above specified projects are racially mixed and paid comparative salaries as others in their respective fields. Where ever new employment is generated the operating agencies are encouraged to employ Model Neighborhood Residence.

e. Use ex-participants and volunteers.

Not Applicable

f. Live-in facilities.

1. CR-2 Community Treatment Centers

2. CR-2 Community Group Homes

g. Referral sources and procedures.

Although there are no formal referrals procedure, all Model City Operating Agencies are encouraged to refer recipients to other appropriate agencies.

19. Extent of community awareness and support of programs and services.

Parents are very familiar with the Rooms of 15 and Reading Improvement Teams. These programs have been in operation for several years, and many students have been enrolled in them. Information also has been widely disseminated through brochures, reports and addresses.

20. Amount and percent of funds in city budget and school budget for programs.

a. The Rooms of 15 and Reading Improvement Teams are supported totally from federal funds.

Rooms of 15:	\$1,709,341
Reading Improvement Teams:	2,367,516

21. Extent of referral mechanisms available and use.

- a. Potential candidates for Rooms of 15 and Reading Improvement Teams are referred by teachers and school principals to administrators and coordinators having responsibilities for the two special programs. The students' cases are reviewed and assigned to the program on the basis of remedial needs and enrollment space available.

B. Probation

22. What are the administrative and/or statutory criteria you use to determine whether a person is considered for action and management purposes a juvenile, a youth, or an adult? Please explain.

According to the Missouri Juvenile Code, an individual is considered a juvenile until his or her seventeenth birthday.

23. Explain the operation of probation (e.g. basically a city function, a county function, a state function, a combination?) and indicate the agency or agencies in the city and give the total number of cases and the average number of cases handled in one month over the past 12 months.

Since the City of St. Louis is legally a county, it is responsible to provide services provided by counties under the Missouri Statutes. The operation of probation in St. Louis is a combination city/county and state function.

The Parole & Probation office in the City of St. Louis (City Courts) interviews, assigns and recommends to Court, possible candidates for the Defensive Driving School. It enforces rules and regulations in the school and is responsible for all statistics and records pertaining thereof. It is further the function of the Parole & Probation office to attend all sessions of the Court, with check names of all confined prisoners brought to Court, with parole office records, interview all prisoners whose names appear on those records, verify their identity and provide the Court with such records. It must also interview the defendant and all witnesses who appear in cases assigned to the parole office for investigation, make recommendations, or dispositions, and counsel the probationer or parolee. The office must arrange and explain the terms and conditions of parole or probation.

	<u>Total Cases</u>	<u>Total Juvenile Cases</u>	<u>Average Monthly Number of Adult Cases</u>	<u>Average Monthly Number of Juvenile Cases</u>
Juvenile Court	7,702	7,702	--	642
Department of Welfare	12,778	--	1,064	--
State Probation/Parole	--	--	1,988	--
U.S. Probation/Parole	--	--	525	--

24. Number of people on probation residing or working in the city if known:

The Juvenile Court reports 350 juveniles on official supervision plus 72 on "unofficial" supervision, the Department of Welfare reports 250 adults on probation, and the State Board of Probation and Parole reports 2,146 adults as of December 31, 1971.

25. Do any of the following levels which handle probation, handle only misdemeanor probation?

The Court of Criminal Corrections handles only misdemeanor probation.

26. Are there set procedures for dealing with overlapping probation jurisdictions, such as a youth or adult placed on probation from both state and county courts?

The Board of Probation and Parole responded affirmative and the Department of Welfare negative.

Please explain below:

As the state handles all adult felon probationers in the Circuit Court there are policies to handle overlapping jurisdictions within the agency. There is a lack of procedures in overlapping jurisdiction between the Courts, Court of Criminal Causes and Municipal probation services.

27. Is there an allocation for probation in the city budget?

Yes, for the Court of Criminal Causes and the Municipal Court.

28. List the number of probation caseworkers at each administrative level and average size of caseload:

Probation and parole services at the misdemeanor level are provided in the City of St. Louis at the Court of Criminal Correction. The City of St. Louis finances the operation which is responsible also for state license cases. Two divisions of the Court of Criminal Correction with two probation officers disposed of some 6,557 misdemeanors in a one year period to June 15, 1971. In view of the volume of cases, probation and parole services are critically limited.

	Number of probation caseworkers	Average size of a caseworker's caseload
Juvenile Court	82	39
Dept. of Welfare	3	100
State Probation/Parole*	23	81
Federal Probation/Parole	6	90

\*Officers assigned to the St. Louis Office.

29. What are the educational requirements for a probation caseworker?

	<u>None</u>	<u>Some H.S.</u>	<u>H.S. Diploma</u>	<u>Some College</u>	<u>College Degree</u>	<u>Graduate Degree</u>
Juvenile Court	[ ]	[ ]	[ ]	[ ]	[X]	[ ]
Dept. of Welfare	[ ]	[ ]	[ ]	[X]	[X]	[ ]
State Probation/Parole	[ ]	[ ]	[ ]	[ ]	[X]	[ ]
Federal	[ ]	[ ]	[ ]	[ ]	[X]	[ ]

30. Indicate the number of probation caseworkers who have completed their education with one of the following:

	<u>None</u>	<u>Some H.S.</u>	<u>H.S. Diploma</u>	<u>Some College</u>	<u>College Degree</u>	<u>Graduate Degree</u>
Juvenile Court			2		62	18
Dept. of Welfare			1	1	1	
State Probation/Parole			2		17	4
Federal					4	2

31. Indicate the number of caseworkers in the following age groups.

	<u>20-25</u>	<u>25-39</u>	<u>40-54</u>	<u>55+</u>
Juvenile Court	28	46	6	2
Dept. of Welfare	-	-	3	-
State Probation/Parole	7	12	3	1
Federal	-	2	5	-

32. What is the starting and maximum annual salary for a probation case worker by education if applicable?

	H.S. Diploma		Some College		College Degree		Grad Degree	
	starting	maximum	starting	maximum	starting	maximum	starting	maximum
Juv. Ct.	--	--	--	--	\$7,500	\$11,124	\$9,825	\$14,360
Welfare	--	--	\$322.50	\$386.05	--	--	--	--
State	--	--	--	--	7,032	9,180	7,500	10,416
Federal	--	--	--	--	--	11,000	--	--

33. What is the average time of service with the city and county state and federal probation office of a caseworker?

Average length of service

Juvenile Court	<u>3</u> yrs.	<u>                    </u>
Dept. of Welfare	<u>12</u> yrs	<u>8</u> months
State*	<u>1</u> yrs.	<u>10 1/2</u> months
Federal	<u>20-25</u> yrs	(Career Service)

\*Officers assigned to St. Louis Office.

34. What percentage of probationers successfully completed probation in the most recent 12-month period for which data are available?

	Percentage successful	Time frame
Juvenile Court	--	--
Dept. of Welfare	85%	One year
State	70.1%	--
Federal	80 to 85%	One year

35. Is there a full-time job developer on the staff of the city probation office? County probation office? State probation office? Federal Probation office?

Juvenile Court, No

Dept. of Welfare, No

State, No

Federal, No



36. Please give a program description of probation which operates in the city indicating the kinds of programs and the number of participants in each at each level of government (City, County, State, Federal)

The Missouri Board of Probation and Parole offers services to the 22nd Circuit of St. Louis City, as well as handling all individuals paroled from the adult penal institutions who are returning to the St. Louis City area. At present some of the clients who reside in the city are handled by our County Office due to the tremendous load placed on the City office.

The St. Louis Department of Welfare reports that the Defensive Driving School has 738 participants. The city also provides in-service training experience to 3 students from St. Louis University. See questions 22 through 35.

37. Is there a probation board at the city, county and/or state level?

On the state level only. The city has a probation committee.

38. Are private citizens included on any of these probation boards? If so, give the % citizen participation on each.

The city probation committee has 50% citizen participation.

39. Are there some probation officers responsible exclusively for juvenile cases?

The Juvenile Court has 82 probation officers.

40. List and describe all probation programs specifically designed for juveniles by each probation office. Also give the number of participants in each program as of December 1, 1971.

Only St. Louis City Juvenile Court. See questions 24 and 28.

41. Has the city, county or state received any Office of Law Enforcement Assistance or LEAA grants for probation?

<u>Grant #</u>	<u>Title</u>	<u>Award Period</u>	<u>Amount</u>	<u>Project Director</u>	<u>Area</u>
VAC-26-72-f2	Probation & Parole	1-1-72 12-31-72	\$40,047	Rudy Dyer	City of St. Louis

C. Parole

42. Does the city have a parole office?

Yes.

43. How many parole officers are employed now by the following:

	<u>Number of parole officers working</u>	<u>Number of vacant positions</u>
City	3	2
State*	23	--

\*Officers assigned to St. Louis City Office work with both probationers and parolees. See Question 28.

44. What is the average monthly caseload of a parole officer and how many people have been paroled over the last 12-month period?

	<u>Average monthly caseload</u>	<u>Number of people paroled</u>
City	—	15
State*	435	—

\*Between January 1, 1971, and December 31, 1971, the average number of parolees living in St. Louis during any given month was 435.

45. What percentage of parolees successfully completed parole for the most recent 12-month period for which data is available?

	<u>Percentage Successful</u>	<u>12-month time period</u>
City	90%	1/71 - 1/72
State	71.5*	—

\*The success rate is based on latest research from Uniform Parole Statistics, for individuals released during 1969 with a one year follow-up.

46. Is there a full-time job developer on the staff of the city parole office? County parole office? State parole office?

City, No

State, No

47. How many people have been paroled to your city during the most recent 12-month period for which data are available? (From city, county, state and Federal parole offices)

The Missouri Board of Probation and Parole reports 261 individuals released to the greater St. Louis area from 1/1/71 to 12/31/71. The U.S. Bureau of Probation and Parole, 250 individuals during the same time period.

48. Please describe any programs which exist in the city to aid parolees. Describe the nature of these programs and give the number of parolees who are involved.

(See question 8a, page 6.)

49. If known, please give the number of parolees now residing in the city.

The Department of Welfare reports 6 adults and the State Board reports 549 as of December 31, 1971.

50. Has the city or county received any Office of Law Enforcement Assistance or Law Enforcement Assistance Administration grants in the area of parole? Please list:

Grant Number	Title	Award Period	Amount	Project Director	City
VAC-26-72-f2	Probation & Parole	1/1/72 12/31/72	\$40,047	Rudy Dyer	St. Louis

D. City/County Corrections

51. Is there a local corrections department?

Yes, city run.

52. How many facilities within the city limits are used to detain offenders or suspected offenders for more than 48 hours?

Number of facilities. 2

53. List these facilities by name and for each fill out the attached Form la.

St. Louis City Jail

St. Louis Medium Security Institution

54. Is there a specified procedure for transferring prisoners between facilities administered by different level of government such as between the city jail and a county or state detention facility?

Yes.

55. Please explain these procedures below:

Prisoners sentenced to the Missouri Department of Corrections transferred by the Sheriff of St. Louis.

56. Is there an agency other than a state agency that periodically collects city correctional data?

No. (Skip to 58)

58. Do you have an alcohol detoxification center which is not part of a correction institution?

(Yes, see Form I.F.2)

59. Do you have narcotics treatment facilities (public and private) in the city which are not part of a correctional institution?

(Yes, see Form I.F.3)

60. Do you have any halfway houses or pre-release guidance centers or community treatment centers in the city?

(Yes, see Form I.F.4)

61. Do you have any other facilities which would be considered alternatives to incarceration?

(Yes, see Form I.F.4)

62. Is there an active ex-offender organization in the city?

No. (Skip to 65)

65. Is there an active volunteer program connected with the jails or other correctional programs within the city?

(Skip to 67)

67. Please give the number and title of any Office of Law Enforcement Assistance or Law Enforcement Assistance Administration grants received by the city or county in the field of corrections:

<u>Grant Number</u>	<u>Title</u>	<u>Award Period</u>	<u>Project Director</u>
VAC-30-72-f3	Detention Facility Administration Info System	1/1/72 12/31/72	Mr. John Bass
*	Vocational Trgn Prog	9/1/72 12/31/72	Mr. John Prindable
*	Recreation Treatment Program	9/1/72 12/31/72	Mr. John Prindable
*	Correctional Officer Training Program	9/1/72 12/31/72	Mr. John Prindable
*	Vocational Training Program-Auto Body	4/1/72 12/31/72	Mr. John Prindable
*	Probation & Parole	1/1/72 12/31/72	Mr. Rudy Dyer
VAC 54-71-f4	Vocational Trng	9/1/71 8/31/72	Mr. John Prindable
VAC 55-71-f4	Correctional Recreation Prog	9/1/71 8/31/72	Mr. John Prindable
VAC 6-70	Rehabilitation for Prisoners	6/30/70 7/31/71	Mr. Arthur Kennedy
VAC 6-70	Vocational Trgn & Rehabilitation	9/1/69 6/30/70	Mr. James Roche

\*Number not yet assigned by SPA.

68. What is the percentage participation in the LEEP program in the corrections department?

0%.

E. State Corrections

69. List all state correctional facilities by type (e.g., maximum security, juvenile detention, women's detention) and give the designed capacity and the actual population of each as of December 1, 1971.

Missouri State Penitentiary 12/31/71 Actual pop. 1632	Maximum Security Capacity - 1800
Church Farm 12/31/71 Actual pop. 393	Minimum Security Capacity - 600
Renz Farm 12/31/71 Actual pop. 172	Minimum Security Capacity - 175
Fordland Honor Camp 12/31/71 Actual pop. 157	Minimum Security Capacity - 175
Missouri Training Center for Men 12/31/71 Actual pop. 801	Medium Security Capacity - 850
Missouri Intermediate Reformatory 12/31/71 Actual pop. 413	Minimum Security Capacity - 500
State Correctional Center for Women 12/31/71 Actual pop. 88	Minimum Security Capacity - 80

70. List and describe all state alternatives to incarceration, giving the number of participants for each.

Probation	5,916
Parole	1,412

71. What kinds of data are available on the state correctional programs and institutions? Please attach reports which give information on the offenders supervised by state corrections.

(Annual Statistical Report-1971, Six Year Review, and listed of rehabilitation and job training programs received and filed.)

72. Give the total number of offenders handled by state corrections over the most recent 12-month period (not including those on probation).

a. 3600	Offenders supervised (Average Population)
b. 2283	New commitments and parole violators

If these can be broken down by age, sex, race, type of supervision, type of institutionalization, please do so.

Not given.

73. Describe all educational, vocational and rehabilitative and therapeutic programs which involve offenders supervised by the state.

FORDLAND HONOR CAMP		No. of Students
Elementary School, grades 1-8 .....		3
High School.....		9
Vocational Education (On-the-Job).....		145

STATE CORRECTIONAL CENTER FOR WOMEN		
Elementary School, grades 1-8.....		5
High School.....		7
College Class; Composition I.....		10
Singing.....		27
Cosmetology.....		9
Business (5 of these students do I.B.M. Key Punch Work) ..		12

MISSOURI STATE PENITENTIARY FOR MEN		
Elementary School, grades 1-8.....		91
High School.....		43
Art Class.....		9
College Classes.....		89
Group Therapy.....		32
Radio and TV.....		4
Refrigeration & Air Conditioning.....		2
Office Machine Repair.....		11
On-the-Job Training.....		279

MISSOURI INTERMEDIATE REFORMATORY		
Elementary School, grades 1-8.....		216
High School.....		226
College Classes.....		38
Linn Technical School.....		8
Auto Mechanics.....		15
Basic Vocational Education.....		96
C.O.E.....		64

MISSOURI TRAINING CENTER FOR MEN		
Elementary School, grades 1-8.....		95
High School.....		120
Music.....		18
College Classes.....		95
Auto Mechanics & Body and Fender.....		29
Machine Shop.....		17
Welding and Small Engine Repair.....		16
Refrigeration and Air Conditioning.....		13
Electronics.....		8

MDTA		
Drafting.....		14
Meatcutting.....		13
Office Machine Repair.....		11
Machine Operations.....		8
Welding.....		15

74. Does the state have an ex-offender program?

No.

Describe and give number of participants as of December 1, 1971.

Not applicable

75. Is work release being used in the state correctional institutions?

Yes.

Describe the extent of its use and the general conditions for participation.

The Department of Corrections works approximately 200 inmates in our State Parks and Conservation area.

76. Does the state have a centralized system for providing job opportunities or job information or training to those released from its supervision or is this handled by each institution separately?

Separated. In the MDTA program at the Missouri Training Center for Men there are two placement officers that seek jobs for the trainees in that program. (Division of Employment Security)

77. Describe the kinds of work done in the institutions by the inmates and indicate the training they receive, the number of participants, the number of hours per day they devote to this and the wages they receive.

In addition to the educational program described in answer to question #73, inmates work in our industries, farms, food service, and perform maintenance necessary to operate the institution. There is not a formalized on-the-job training program. Inmates working in industries may make up to a dollar a day but the average pay is about \$10.00 a month. The average pay is \$5.00 per month for those working other than industries. The normal work day is 7 hours.

F. (1) CORRECTIONAL FACILITIES

78. Facility Name	St. Louis Municipal Jail	St. L Medium Security Inst	Juv Det Center	Mo Hills School for Boys (Juv)
79. Administered by:	City	City	State	City
80. Dept. having jurisdiction	Dept of Welfare	Dept Welfare	22nd Circuit Court	Dept of Welfare

St. Louis      St. L Medium      Juv Det      Mo Hill School  
Municipal Jail      Security Inst      Center      for Boys (Juv)

81. Offenders accepted from				
a. City Courts	X	X		
b. State Courts	X	X	X	X
c. Federal Courts	X	---	---	---
82. No. Detained 1 Dec. 1971	441	284	155	64
Aug. No., last 12 mos	446	357	196	61.2
83. Design capacity	424	500	80	100
84. Arrangement for Overcrowding	Excess to capacity transferred to Medium Security Inst	Room for extra beds in dorms	Gym is converted dorm nightly by putting mattress on floor	None
85. Chronic Overload 12 mos. per year				
86. Construction/Renovation since June, 1970	None	None	Yes	Yes
87. Description, if any construction/renovation since June, 1970	N/A	N/A	Yes	Refurbished Cottage # 4
88.				
89. Plans for rehab (Dec, 71, Dec, 72)	Yes	N/A	Double capacity by March, 1973	Yes
90. Number of cells	29 to be constructed	N/A	84 scheduled	N/A
91. Other construction/renovation plans	3 female dorms (48 total capacity) plus administration space		intake booking 5 additional living units	Refurbish 1 cottage per year, plumbing, wire, etc 50 year old buildings



St. Louis Municipal Jail      St. L Medium Security Inst Center      Juv Det Center      Mo Hill School for Boys (Juv)

92. Is there complete separation for men from women?	Yes	Yes	Yes	Yes
93. Adults from juveniles?	Yes	Yes	Yes	Yes
94. No. of prisoners, by categories on December 1, 1971				
a. Not arraigned or held for others	None	None	155 Juv	
b. Arraigned, not tried	357M, 19F	95M		
c. Sentenced 0-90 days		95M		64M (Juv)
d. Sentenced: 91-364 days	19M, 8F	95M		
e. Sentenced: 365 - 5 years	---	---		
f. Sentenced: over 5 years	---	---		
g. Convicted awaiting further legal action	---	---		
DRUG PROGRAM DESCRIPTION, IF ANY:	No response	No response		
95. Racial composition of inmates of December 1, 1971		N/A		
a. White	15%	15%	12%	12%
b. Black	85%	85%	88%	88%
c. Other	---			
96. Staff Composition: December 1, 1971				
a. Administration	2, 1 vacant	1	14	2, 1 parttime
b. Custodial Officer	61	76	43	0
c. Clerical/Maint	12, 6 vacant	7	43	14

St. Louis Municipal Jail      St. L Medium Security Inst      Juv Det Mo Hill School Center for Boys (Juv)

d. Psychologists	1, 1 Vacant		0	
e. Social Workers	10, 10 Vacant	7	3 pt	3, 1 vacant
f. Academic Teachers	1, 1 Vacant	2	6	9 (Bd of Educ)
g. Voc Teachers		2		
h. Psychiatrists	1Pt, 1Pt Vacant			
i. Medical Doctor	1 (parttime)	1 (part-time)	1pt	Contract
j. Nurse	3, 3 vacant		1, 1pt	
k. Other	1 steward 3 Rec. Leaders (3 Vacant) 2 Cooks	3, 3 Vac	1, 1pt	
97. How many full-time employees are sworn law enforcement officers?	None	None	None	None
98. How many part-time employees are officers or relieved officers	None	None	None	None
99. Is this an alcoholic detention facility, used for detoxification of drug users?	No	No	No	No
100. Is the 'drunk tank' also used for detoxification of drug users?	--	--	--	--
101. Are facilities used for treatment of addiction?	--	Yes	Yes	--
102. Are drug offenders segregated from others?	--	Yes	No	--

St. Louis      St. L Medium    Juv Det    Mo Hill School  
Municipal Jail    Security Inst Center    for Boys (Juv)

103.	How many inmates were placed on addiction programs?	—	15 Sept. 1 15 Oct. 1 20 Nov. 1 25-30 Dec. 1	None " " "	— — — —
104.	How many employees are white? black? other?	16 custodians 45 cust, 1 Adm None	25 cust 51 c, 1Adm None	2Ad, 3C 1Ad, 40C None	2Ad, 14c, 9other 1Ad, 6c, 8 other
105.	Do you have a 'drunk tank'?	No	No	No	
106.	Capacity?				
107.	Drunk tank Furnishings				
	a. Beds/mattress				
	b. Seating space				
	c. Open toilets				
	d. Drinking Water				
	e. Showers				
	f. Heat				
	g. Light				
	h. Vent.				
	i. None of above				
108.	How many cells?				
	a. One-man		56	80	
	b. Two	144	—	—	
	c. 3 or 4 man		—	—	
	d. Dorm	4	4 10-man 4 25-man 8 38-man	—	12
	(1) Cap of ea.	8			8
109.	Is this structure				
	a. Part of a police station, sheriff's office or courthouse?	—	—	Court-house	—

	St. Louis Municipal Jail	St. L Medium Security Inst	Juv Det Center	Mo Hill School for Boys (Juv)
109. Cont.				
b. Separate Structure	Yes	Yes	--	--
c. Other?	--	--	--	Cottages
110. Are meals prepared here?	Yes	Yes	Yes	Yes
Are meals brought in?	--	--	--	--
111. At least 1 hot meal daily?	Yes	Yes	Yes	Yes
112. How many meals per day?	3	3	3	3
113. Do prisoners eat in Dining Room	--	Yes	Yes	Yes
cells	No	No	--	--
Other	Corridor	No	--	--
114. What medical facility available?	Examining Rm	Infirmary w/o o/night beds	Infirm no o/n	Infirmary w/beds
115. Available for inmate use:	radios, TV, magazines, cards, checkers	radios, movies, TV, sports, exercise yard	all	all
116. How are community volunteers used?	Rec. Activ. Social, Cultural	Voc trng educ, soc, cultural, recreational	Educ, Social, Cultural, etc.	Educ, social, etc.
117. Vocational Prog.	None	auto body repair	None	work exper.
118. Does the local or state employment representative regularly visit?	No	No	No	Yes

St. Louis  
Municipal Jail

St. L. Medium Juv Det  
Security Inst Center

Mo Hill School  
for Boys (Juv)

119. Do you have work  
rêlease?  
study release?

No  
No

auth, not used

No  
No

No  
No

120. Number in each?

N/A

N/A

N/A

N/A

121. How long have you  
had them?

N/A

N/A

N/A

N/A

122. Are program  
participants  
kept apart?

N/A

N/A

N/A

N/A

123. Do you have week-  
end sentences?

No

authorized,  
not used

No

N/A

124. Are 1st offenders  
kept apart

No

75%

No

No

125. Are sentenced  
prisoners?

No

75%

N/A

N/A

126. Are drunk/ or  
traffic offenders  
kept apart?

N/A

80%

N/A

N/A

127. Are these manpower  
training support  
programs used for  
referrals? During  
incarceration?  
At release?

a. Adult Basic Ed

--

DrInc,AtRel

--

--

b. Apprenticeships

--

DrInc,AtRel

--

--

c. CAP

--

--

--

DrIncarceration

d. CEP

--

At Release

N/A

DrIncarceration

e. State Employment

--

At Release

--

DrIncarceration

f. Job Corps

--

At Release

--

DrIncarceration

g. NABS

--

--

--

DrIncarceration

MDTA

--

At Release

--

--

	St. Louis Municipal Jail	St. L Medium Security Inst	Juv Det Center	Mo Hill School for Boys (Juv)
g. (Cont.)				
Public Service Careers	--	--	--	--
Mainstr	--	--	--	--
Special Impact	--	--	--	--
Voc Education	--	DrInc,AtRel	--	DrIncarceration
Social Rehab	--	DrInc,AtRel	--	DrIncarceration
Rehab	--	DrInc,AtRel	--	DrIncarceration
WIN	--	At Release		DrIncarceration
Civic Empl	--	DrInc,AtRel	--	--
Magdala House		DrInc,AtRel	--	--
Urban League	--	At Release	--	--
128. No. referrals to above programs during last 12 months?		Not Available	None	19
129. Non federal programs used in rehabilitation			Grp Coun- seling & Rem Educ	Outside Voc trng, job dev & placement

F(2) Alcohol Detoxification Center

130. Name of Center

St. Louis Detoxification  
Diagnostic Evaluation  
Center

Salvation Army  
Rehabilitation  
Center

131. Established: November 18, 1966

1890

132. Administrator Dr. Joseph Kendis

Brigadier John Troutt

St. Louis Detoxification  
Diagnostic Evaluation  
Center

Salvation Army  
Rehabilitation  
Center

133. Center Staff

a. Medical Doctors	2	Private & City Hospitals
b. Psychologists	0	1
c. Social Worker	0	1
d. Other	4 counselors	6 counselors
	17 nurses	
	2 clerks	
	8 parttime externs	

134. No. being treated

a. September 1	24	100
b. November 1	24	110
c. December 1	24	120

135. Brief explanation of programs and operation.

a. St. Louis

The primary function of the St. Louis Detoxification and Diagnostic Evaluation Center is to service the alcoholic in need of emergency treatment with an intensive short term alcoholism treatment program.

During the seven day period of hospitalization, patients are detoxified, physically rebuilt and directed towards social rehabilitation. There are associated physical facilities and supportive medical, social and rehabilitative services available to the patient.

Admissions are accepted 24 hours a day, seven days weekly if beds are available. At present the unit has 28 beds. It is anticipated that in the near future the unit will be expanded to accomodate 40 patients.

Patients are eligible for admission if they are found drunk on the street by the Metropolitan Police Department or if they present themselves to the S.L.S.H. Admissions Office and request voluntary admission.

b. Salvation Army

The Salvation Army Men's Social is a treatment center dealing primarily with alcoholics. Our intake is primarily self-referrals, welfare referrals, hospitals, law enforcement agencies, churches, social agencies. The extending programs from private and city hospitals accept our referrals and we in turn accept referrals from them, the hospitals that represent detoxification centers and ours.

Our program includes work therapy, counseling, recreation social guidance, on the job training and employment counseling.

F(3) Narcotic Addiction Treatment

136.	Name of facility:	Archway House	NARA (Narcotic Addiction Rehabilitation Act]	NASCO: [Narcotics Service Council]	St. Louis State Hospital
137.	Administered by whom?	R. Raymond Knowles, M.D.	Jon Buis	William Harvey, Ph.D.	R. Raymond Knowles, M.D.
	Organization:	Mo Inst. of Psych. State (Mo Div. of Mental Hlth)	Natl Inst. of Mental Health Federal	Narcotics Service Council, Inc. Private	Mo Institute of Psychiatry State (Mo Div. of Mental Hlth)
138.	Does facility house people?	Yes	Yes	Yes	Yes
	Capacity:	80	20	25	28
	Out-patients per day:	13	15	250	350
139.	Persons treated.				
	Average living in per month:	70	26	18	14
	Average treated per month:	83	26	125	365
	Number living in 9/1/71	55	0	14	10
	12/1/71	95	16	20	10



	Archway House	NARA (Narcotic Addiction Rehabilitation Act]	NASCO [Narcotics Service Council].	St. Louis State Hospital
139. (Cont)				
Outpatients				
9/1/71	6	18	618	351
12/1/71	11	21	776	341
140. Does facility house people who would otherwise be incarcerated?	Yes	Yes	Yes	Yes
141. Are people free to leave?	Yes	Yes	Yes	Yes
142. First contact with facility by regular patients as of 12/1/71				
a. Referred by court:	14	0	21	53
b. Referred by Probation Department:	28	14	278	105
c. Other public agency:	1	0	167	3
d. Private agency:	1	0	14	3
e. On own:	46	4	136	168
f. Other	5	0	2	19
143. Staff				
a. M.D.s	2	3	0	4
b. Nurses & Aides:	0	12	0	10
c. Psychologists & Psychiatrists:	1	4	4	3
d. Social workers:	1	3	1	2
e. Custodial:	0	N/A	3	0
f. Other	0	7	1	0

	Archway House	NARA (Narcotic Addiction Rehabilitation Act)	NASCO [Narcotics Service Council]	St. Louis State Hospital
144. Does facility hold people who are:				
a. Charged with drug offense:	Yes	Yes	Yes	Yes
b. Charged with other offense but known drug user:	Yes	Yes	Yes	Yes
c. Not charged but referred by CJ agency:	Yes	Yes	Yes	Yes
d. Referred by public agency:	Yes	Yes	Yes	Yes
e. Private referral or self committed:	Yes	Yes	Yes	Yes

145. Explain the nature of this facility and its programs both for live-ins and out-patients where applicable.

a. Archway House

Residency center of the Narcotics Addiction Treatment Program of the Missouri Institute of Psychiatry. For persons of any age with severe drug abuse or addiction problems. A therapeutic community providing a live in, work in environment for 4-6 months before resident may seek outside employment; usual duration in program 12-18 months.

b. NARA and St. Louis State Hospital

Programs operated in conjunction with other agencies; provides inpatient and outpatient treatment including chemotherapy (methadone maintenance), individual/group psychotherapy, rehabilitation services; ex-addicts used as part of treatment team.

c. NASCO

Provides short-term residential program for narcotic addicts; also outpatient services. Individual and group therapy, education program, job placement and sheltered employment. Clients usually 19 or over. Referrals accepted from any source. Professional and ex-addict staff members. Approach is one of on-the-street rehabilitation; self-respect.

146. Number of persons arrested for drug violations during 1971:

See Insert I-2.

147. Number of persons convicted for drug violations during 1971:

Warrants Sought      1433

Warrants Issued      585

Convictions            499

148. Disposition of convicted drug law violators:

Information not available.

149. Estimation of current crime due to drugs (exclude drug law violations):

Police estimate that approximately 50% of current crime is due to drugs.

150. Number of overdose deaths? Records kept by police? Medical boards, others?

Although coordinated recording does not exist, it is estimated that 17 overdose deaths occurred in St. Louis in 1971; of these, 11 are thought to be accidental and 6 suicide.

151. Number of known addicts? Records kept by police, medical boards, others?

Police report 4,500 known addicts.

152. Estimated number of addicts? (from police, hospital and treatment facility records)

Estimated 6,000 addicts.

153. Does the police department have a separate narcotics or dangerous drug enforcement unit? If so, what is the budget and personnel allocation? If not, who is responsible for narcotics and dangerous drug enforcement? Budget and personnel denoted to task?

The Police Department has a separate narcotics unit, which consists of eleven detectives, two sergeants and one captain.

The Narcotics Division receives \$300.00 per month for buys and expense money.

Insert I-2

CLASSIFICATION OF DRUG OFFENSE BY AGE IN 1971\*

	SEX	AGE																TOTAL	Race	
		18	19	20	21	22	23	24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65 & over		White	Black
Narcotic Drug	Male	103	148	160	174	172	121	111	343	165	140	90	21	3	8	1	1	1761		
Law Offense	Female	37	23	25	32	14	14	9	30	24	9	9	3	-	1	-	1	231	551	1441
Opium or Cocaine & Their Derivatives (Morphine, Heroin, Codeine)	Male	13	19	17	20	28	11	17	43	26	25	14	6	2	-	-	-	241		
	Female	6	2	-	5	2	2	-	5	3	1	1	2	-	-	-	-	29	68	202
Marijuana	Male	40	48	54	46	33	36	24	63	18	14	2	-	-	-	-	-	378		
	Female	7	5	3	8	2	2	-	4	1	-	-	-	-	-	-	-	32	140	270
Synthetic Narcotics - Manufactured Narcotics Which Can Cause True Drug Addiction (Demerol, Methadones)	Male	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Female	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other-Dangerous Non-Narcotics Drugs (Barbiturates, Benzedrine)	Male	10	11	9	12	9	2	12	22	17	12	10	2	-	1	1	1	131		
	Female	6	2	4	4	-	-	-	4	6	-	2	-	-	-	-	-	28	82	77

\* Includes those released without having been formally charged.

Source: St. Louis Metropolitan Police Department, March, 1972.

154. Special prosecutorial unit for narcotics and dangerous drug offenses? Budget and personnel? If no unit, percentage of resources devoted to drug offenses.

No.

155. Are courts aware of available treatment programs? Are they using them?

Yes.

156. What amount and percentage of city budget has been allocated to drug abuse prevention, law enforcement, prosecution, and treatment for last 3 years? Not available.

What is the extent of community support for treatment programs and general level of concern with the drug problem? Reaction mixed, but generally constructive.

157. What methadone maintenance programs currently exist? Narcotics Addiction Treatment Program.

For each:

a. How many addicts currently on active rolls?

430

b. Total number of addicts treated during 1971.

570

c. Average length of treatment period.

Three (3) years (Archway House, 10 months).

d. What services other than methadone offered? (e.g. counseling, job placement, etc.)

Counseling, vocational rehabilitation, job placement, medical, dental, psychological, etc.

e. Geographical area covered.

St. Louis and St. Louis County.

f. Current and 1971 budget data:

Boyle Clinic	71,529
Archway House	144,757
G5 (Detox-State Hospital)	205,524
5West (Adolescents)	67,270
Other Services	132,875
Epidemeology	72,000

g. Staffing

See question 143.

h. Use of ex-addicts and volunteers

Just ex-addicts.

i. Live-in facilities?

N/A

j. Custodial facilities?

N/A

k. Preferral (from whom?) or Court Commitments:  
numbers and percentages

N/A

l. Organization

State and federal.

158. What abstinence programs currently exist?

Archway and NASCO. See questions 136-145.

159. Extent of Correctional Institution narcotic treatment services.

Methadone treatment at Medium Security Correctional Institution.

160. What facilities (jails, hospitals, alcoholic units) are used  
for detoxification of drug users? State Hospital.

How many drug users in each facility:

On December 1, 1971?

During December?

During 1971?

F(4) Half-way Houses & Other Community Correctional Facilities.

161. Names of houses or centers: MAGDALA DISMAS COMMUNITY GROUP HOMES-5

162. Sponsoring organization(s)	Magdala Founda- tion MLEAC grant & other sources  (2 houses operated)	Fr Dismas Clark Founda- tion. MLEAC grant & other sources	1. Annie Malone Children's Home 2. Arc House 3. Father Dunn's Home 4. Greeley House 5. Providence House Juv. Div.-22nd Circuit Court by MLEAC grant & other sources.
---------------------------------	--	--	--

	MAGDALA	DISMAS	COMMUNITY GROUP HOMES-5	
			(EA)	(TOTAL)
163. a. Capacity;	23F, 18M	40	12	60
b. Average residency;	14F, 7M	35	10	50
164. No. of Residents:				
Probation	4F, 6M		All juveniles are placed by court order	
Parole	5F, 4M	all		
Serving Sect	7F			
Work-Release	0			
Flat-time	2F, 1M	rare		
165. Referrals from:				
City Jail	Yes	—	City St. Louis Juvenile Court Only	
County Jail	Yes	—		
State Prison	Yes	—		
County prob.	Yes	—		
State prob.	Yes	Yes		
County parole	Yes	—		
State prob.	Yes	Yes		
Federal Bureau Pris.	Yes	Yes		
166. No. of offenders				
a. Felony	16F, 11M	All	Runaways, truants vandals, petty larceny	
b. Misdemeanor	2F	None		
167. Are juveniles housed?	No	No	Yes	
168. How many?	N/A	N/A	All	
169. Kinds of programs and treatment.				
a. Magdala and Dismas				

Treatment programs available are intensive individual and group counseling, employment and vocational testing, counseling and placement, psychological testing, psychotherapy and psychological consultation.

In addition, room, board, clothing, and financial advances are available to all residents. Considered an integral part of the treatment program are other community resources which our staff harness and utilize for the benefit of our clientele; e.g., G.E.D. Programs through Neighborhood V.I.P. Centers, medical care through our City Hospital or through Neighborhood Health Clinics, vocational training such public agencies as Vocational Rehabilitation, psychiatric assistance through Malcolm Bliss Mental Health Center and its Neighborhood Clinics, use of Neighborhood Recreational facilities, etc.

b. Group Homes

Similar treatments except greater emphasis on education and family adjustment, less on drug rehabilitation, psychotherapy, and immediate employment.

	<u>MAGDALA</u>	<u>DISMAS</u>	<u>COMMUNITY GROUP HOMES-5</u>
170. Staffing pattern			
Administrative personnel	3	1	5
Custodial	*	*	20
Treatment	19	7	3 plus consultants
Support	8	10	5 parttime

\*Night staff, desk men, etc., are included in 'treatment' personnel. About 1/3 to 1/4 of 'treatment' staff are professional sociologists or psychologists.

171. Volunteers:

Vocational Guidance Assistant	NONE	Vocational & educational tutors.
-------------------------------	------	----------------------------------



## Section II. DETERRENCE, DETECTION AND APPREHENSION - COMMUNITY

### A. Community Relations

1. Does the department have a community relations unit?

Yes

2. Explain the community relations programs operating as of December 1, 1971.

It is organized with a central staff and field staff of one or more officers in each district. The P-CR staff operates store-front information centers; cooperates with district citizens' committees; businessmen's committees and associations; conducts block-watcher training; coordinates the Officer-in-Schools program; works with the Police Athletic League; and provides liaison between the department, district and groups or individual citizens.

3. Are there any programs operating to educate (1) people in personal security, (2) businesses in security, (3) other parties in security.

Programs operating to educate civilians are outlined in paragraph 2 above.

- a. The Blockwatcher Program has about 4,600 participants. Recruitment is accomplished by news media announcements, stories, personal contact between P-CR officers and citizens, and 'walk-in' requests. Each prospective block-watcher is interviewed and trained by the P-CR officers before 'certification' and issuance of the block-watcher number.
- b. The Burglary Prevention Advisory Section consists of 1 lieutenant, 1 sergeant and 3 officers. Their mission is to assure wide dissemination of printed brochures, to address business groups and to prepare target surveys with recommendations for physical, plant and procedure improvements. This is a recently activated unit which is planned to produce 7 to 10 surveys per day. Initially, the concentration is on business.

### B. Tenant Patrols

4. Are there any low-rent housing projects in the city that pose significant crime problems?

Yes



9. (Cont)

4th Police District covers Cochran, Pruitt-Igoe, Carr Square, Vaughn

2-2 man cars	on shift 1	<u>7</u> to <u>3</u>	shift hours
"	" " 2	<u>3</u> to <u>11</u>	shift hours
"	" " 3	<u>11</u> to <u>7</u>	shift hours

Note: Pruitt-Igoe does have been two to six beat men per shift

9th Police District covers Blumeyer

1-1 man car	on shift 1	<u>7</u> to <u>3</u>	shift hours
"	" " 2	<u>3</u> to <u>11</u>	shift hours
"	" " 3	<u>11</u> to <u>7</u>	shift hours

Note: Two man cars are used depending on manpower availability.

10. Are there non-police tenant patrols for these projects?

Yes

11. Who pays the non-police tenant patrols?

Housing Authority.

12. How many people are deployed at what hours on what days in these projects?

Blumeyer

	<u># of people</u>	<u>Hours</u>
Monday-Thursday		
Shift 1	7	8
" 2	5	8
" 3	5	8
Friday-Sunday		
Shift 1	4	8
" 2	4	8
" 3	4	8

Cochran

Monday-Thursday		
Shift 1	2	8
" 2	2	8
" 3	2	8
Friday-Sunday		
Shift 1	2	8
" 2	2	8
" 3	2	8

12. (Cont)	<u># of people</u>	<u>Hours</u>
<u>Darst Webbe Peabody</u>		
Monday-Thursday		
Shift 1	4	8
"    2	4	8
Shift 3	4	8
Friday-Sunday		
Shift 1	4	8
"    2	4	8
Shift 3	4	8
<u>Pruitt-Igoe</u>		
Monday-Thursday		
Shift 1	8	8
"    2	8	8
"    3	1	8
Friday-Sunday		
Shift 1	5	8
"    2	4	8
"    3	1	8
<u>Carr Square Vaughn</u>		
Monday-Thursday		
Shift 1	4	8
"    2	5	8
"    3	6	8
Friday-Sunday		
Shift 1	4	8
"    2	5	8
"    3	7	8

C. Emergency Assistance

13. How many different emergency calling numbers exist?

In the area:	43 Emergency Police Numbers
	31 Fire Department Numbers
	(36) Ambulance Services
	(64) Hospitals in Yellow Pages
	1. Suicide Prevention
	1. Poison Center
	1. Tornado reporting number
	1. Coast Guard Number
	<u>(178)</u>
	78

14. How many emergency calls per day are received by all the affected agencies?

Calls for Police Service:		Calls for Fire Service:	
City	1625/day	City	37.9/day phone
			30.9/day Alarm Box
Est. Other	1100/day	Est. Other	27/day phone

15. Is the area multijurisdictional?

Extremely. The 74 emergency police and fire numbers serve 147 separate municipal or unincorporated jurisdictions.

16. Have you been in touch with the telephone company with regard to installation of a 911 system?

Yes. The St. Louis region has been actively pursuing an automatic 911 system (ANI/ALI, etc.) since 1968, as the only feasible method of surmounting our extreme jurisdictional fragmentation.

17. Has a 911 installation been considered and if so, what planning has been done?

Yes. With regard to ANI/911, considerable planning has been done. St. Louis has offered itself to LEAA and the phone company as a test site.

18. What are expected problems, and costs of implementing a 911 response system?

a. With regard to conventional 911, the costs are relatively low and the jurisdictional and operational problems preclude its feasibility.

b. With regard to automated 911, the developmental costs are much greater, the operating costs higher (\$.80/number/year), the acceptability assured, and the operational benefits enormous.

19. If city has an emergency police number (911) where does 911 terminate?

The city doesn't have 911, but the city terminations under ANI/911 would terminate at the correct police dispatching position with the facility to relay to the correct fire dispatching position at the press of a "fire" button.

20. What are the priorities and dispatch procedures for 911 calls?

Crimes in progress are transferred directly to the dispatcher from the administrative switchboard. Lesser priority calls such as disturbance, prowler, are switched to a complaint evaluator (turret operator) who transmits directly to the correct dispatcher by electrowriter. Lower priority calls may be handled by the evaluator with referral, preparation of a report, etc. without dispatching police presence.

21. Is the area multijurisdictional and what are the procedures for cooperation between jurisdictions.

The present police number (CE1-1212) serves only and all of the City of St. Louis. People calling that number for police service from the surrounding area are given the proper number to call or if the call is of extreme emergency, a region wide point to point radio channel is used to communicate the accident etc. to the correct dispatcher.

22. Who pays for the 911 answering facility?

None presently exists.

23. What agencies are tied into the 911 number?

None presently exists.

24. How many 911 calls are received per day on the average?

N/A

25. Have you considered what changes are necessary to take full advantage of Automatic Location Identification (ALI) when installed?

Yes!

26. What percentage of 911 calls are false alarms?

N/A

27. What is average response time to 911 calls?

N/A

28. What are your additional costs (if any) for monitoring a 911 service?

Automated 911 would not require additional manning over present dispatching positions. Monitoring would be an automated function.

D. Civilian Review Board

29. Is there a civilian review board for police matters?

No, skip to \*

\*What is the grievance procedures within the Police Department? Explain. (See Insert III-1)

E. Stolen Property

31. Is there a community program for marking personal property items?

At this writing there is no program for marking personal property items. However, within the next 30 days it is hoped that "Operation Ident" will be implemented in the City of St. Louis by the Police-Community Relations Division in cooperation with the Women's Crusade on Crime. In essence, personal property of people stored in their homes will have the model or serial number permanently marked on it for easy identification in the event of theft.

32. What percentage of stolen property is recovered?

Find attached Table 7 of Annual Report 1970-1971, indicating Auto Thefts and Recoveries, and Values of Property Stolen and Recovered, also percentages included.

Insert III-1  
METROPOLITAN POLICE DEPARTMENT -- CITY OF ST. LOUIS  
OFFICE OF THE CHIEF OF POLICE  
SPECIAL ORDER

Date Issued February 26, 1970 Order No. 70-S-7  
Effective Date March 1, 1970 Expiration Indefinite  
Reference 68-G-9  
Cancelled Publication 68-S-41  
Subject PERSONNEL RELATIONS REPRESENTATIVE

TO: ALL BUREAUS, DISTRICTS AND DIVISIONS:

PURPOSE: To describe the duties of the Personnel Relations Representative, make provisions for his election and develop pertinent guidelines for the operation of the position.

I. DESCRIPTION OF DUTIES

- A. Entertain the complaints and/or problems of Department members.
- B. Matters brought to the attention of the Personnel Relations Representative shall be treated as confidential, unless permission is granted by the individual to use his name.
- C. Obtain relevant background information.
- D. Take action to rectify conditions commensurate with his responsibilities. In matters beyond his authority, he will make appropriate recommendations to the Chief of Police.
- E. Advise the Chief of Police of the nature of complaints or problems received.
- F. Periodically publish reports for Department personnel on the operations of his position.

II. ELECTION OF PERSONNEL RELATIONS REPRESENTATIVE

The election will be conducted by the Personnel Division, however, a certified public accounting firm will tally the ballots.

A. Eligibility to Vote

1. All Department members with the exception of:
  - a. Commissioned officers of the rank of Lieutenant and above.
  - b. Civilian Management Personnel -- Civilian Bureau Commanders, Directors, Assistant Directors, Managers, and Superintendents.

B. Election

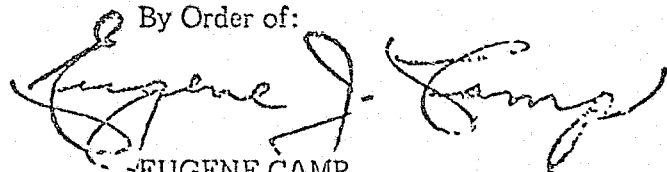
1. Ballots will be prepared listing the names of all Captains with the exception of the incumbent who will not be permitted to succeed himself.
2. Eligible voters will receive a ballot, a letter of explanation, and a return envelope with their bi-weekly pay check.

3. The marked ballots are to be returned directly to the accounting firm within allotted time limit to be tallied.
4. The Captain receiving the most votes will become the Personnel Relations Representative.
5. The Captain receiving the second highest number of votes becomes the alternate Personnel Relations Representative to serve only in case of sickness, retirement or promotion of the primary representative.

III. Elections shall be held during the month of March. The Personnel Relations Representative shall serve for one year, commencing April 1st.

IV. The Department shall provide Code-A-Phone equipment at the home of the elected representative to insure his availability and the privacy of complaining officers.

By Order of:



-EUGENE CAMP

Colonel

Chief of Police

EC/ps



TABLE 7: AUTO THEFTS AND RECOVERIES, VALUE OF PROPERTY STOLEN AND RECOVERED,  
January 1, 1970 to December 31, 1970

AUTO THEFTS AND RECOVERIES:					VALUE OF PROPERTY STOLEN AND RECOVERED:						
1970 Compared With 1969 (1)	1970		1969		1970 Compared with 1969 (1)	1970			1969		
	Units (2)	Per Cent (3)	Units (4)	Per Cent (5)		Amount Stolen (2)	Amount Recovered (3)	Per Cent Recovered (4)	Amount Stolen (5)	Amount Recovered (6)	Per Cent Recovered (7)
TOTAL ALL RECOVERIES	11,922		13,113		GRAND TOTAL	\$21,693,726	\$11,853,220	54.6	\$21,171,102	\$12,288,736	58.0
Automobiles Stolen in City	13,025	91.5	14,434	90.8	Currency Notes, Etc.	\$ 1,143,560	\$ 92,024	8.0	\$ 1,062,536	\$ 38,148	3.6
Recovered Automobiles					Jewelry and Precious Metals	794,535	79,280	10.0	676,804	22,652	3.3
a. Automobiles Reported Stolen in City and Recovered in City	9,431	79.1	10,905	83.2	Furs	97,761	8,651	8.8	190,700	8,245	4.3
b. Automobiles Stolen Locally and Recovered By Other Jurisdictions	1,227	10.3	1,114	8.5	Clothing	688,711	58,555	8.5	811,455	53,877	6.6
Recovered of Local Thefts	10,658	89.4	12,019	91.7	Miscellaneous	4,870,629	733,875	15.1	4,931,938	768,340	15.6
Automobiles Recovered Locally and Stolen in Other Jurisdictions	1,264		1,094		Sub-Total	\$ 7,595,196	\$ 972,385	12.8	\$ 7,673,433	\$ 891,262	11.6
					Locally Stolen Autos	\$14,098,530	\$10,880,835	77.2	\$13,497,669	\$11,397,474	84.4

33. Does the police department have a public education campaign to guard against burglaries?

Yes, the Department has a Burglary Prevention Advisory Unit under the direction of Lieutenant George Nintemann, Office of the Chief of Police.

34. How does the police department handle recovery of stolen goods? How does it deal with fences? (Such as Investigation, licensing, etc.) Describe:

Property recovered is either held as evidence or held awaiting an owner. If not claimed within a year, property is sold at public auction, proceeds go to Police Relief Association.

Salvage and Junk Yards are checked by Freight & Junk Squad, Pawnshops are checked and Auto Theft Section checks Salvage and Parts Companies, New and Used Auto Companies. If not properly licensed, summons are issued for court appearances. Subjects who are found buying and receiving stolen property are arrested and charged accordingly.

Section III. DETERRENCE, DETECTION AND APPREHENSION - POLICE

A. Police Organization

1. How many people are employed by the police department?

<u>2,222</u>	# of sworn personnel
<u>614</u>	# of civilian personnel

2. Give the racial and sex composition of the police department.

	<u>Male</u>	<u>Female</u>
<u>Sworn:</u>		
White	1869	16
Black	334	3
Other	--	--
 <u>Civilian:</u>		
White	293	169
Black	57	95
Other	--	--

3. Give the age composition of sworn personnel.

Number of--	between ages:								
	0-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60+
ranks up to corporal (not incl. corporal)	208	593	363	200	152	111	77	107	74
ranks up to sergeant (not incl. sergeant)	208	593	363	200	152	111	79	124	85
ranks up to lieutenant (not incl. lieutenant)	208	593	369	228	189	159	117	166	112
rank up to captain (not incl. captain)	208	593	375	230	196	169	131	178	116
captains	0	0	0	0	2	4	4	9	2

4. Give the number of each type of sworn and un-sworn personnel with the following education:

	<u>Less than H. S. diploma</u>	<u>H. S. diploma</u>	<u>Some College</u>	<u>College degree</u>	<u>Graduate degree</u>
Un-sworn	120	437	5	43	9
Sworn:					
ranks up to corporal (not incl. corporal)	132	1657	63	33	0
ranks up to sergeant (not incl. sergeant)	140	1679	63	33	0
ranks up to lieutenant (not incl. lieutenant)	177	1857	66	40	1
rank up to captain (not incl. captain)	182	1899	67	41	1
captains	4	15	2	0	0

5. Explain all career ladders giving salary and fringe benefits for each rank and average length of time between ranks (sworn and un-sworn)

<u>RANK</u>	<u>ANNUAL</u>
Chief of Police	\$22,178
Assistant Chief	17,290
Lieutenant Colonel	16,380
Major	14,404
Captain	12,818
Lieutenant	12,220
Sergeant (6yr. & over)	11,674
Sergeant (1 yr. - 5 yr.)	11,206
Corporal	10,582
Patrolman (21 yr. & over)	10,504
Patrolman (16 yr. - 20 yr.)	10,270
Patrolman (11 yr. - 15 yr.)	10,114
Patrolman (6 yr. - 10 yr.)	9,984
Patrolman (5 year)	9,464
Patrolman (4 year)	9,126

5. Career Ladders Cont'd.

<u>RANK</u>	<u>ANNUAL</u>
Patrolman (3 year)	8,814
Patrolman (2 year)	8,502
Patrolman (1 year)	8,190
Probationary Patrolman	7,878
Turnkey	6,630

Following fringe benefits available to all ranks:

- 1) LIFE INSURANCE - \$10,000 initial; \$1,000 increments every (6) years - furnished.
- MEDICAL CARE - The Department relieves the Officer and his family of financial headaches connected with medical costs by providing comprehensive coverage for the member and his dependents through the Blue Cross Blue Shield program at a nominal cost to the individual. In addition, the Department has a staff of physicians and surgeons to provide medical services for the Officer.
- 2) SICK LEAVE - 20 days per year, 180 days maximum accumulated.
- 3) UNIFORMS & EQUIPMENT - furnished.
- 4) VACATION - 14 working days per year.
- 5) HOLIDAYS - 7 paid holidays.
- 6) MILITARY LEAVE (For Reservists) - 10 days paid.
- 7) COLLEGE INCENTIVE PAY - \$416 per year for 60 hours or Associate Degree, \$806 per year for four year Degree.
- 8) COLLEGE SCHOLARSHIPS - awarded to Officers on a part-time basis.

6. Detail the entrance and promotion requirements of the sworn personnel (eg., education, height, examination, yrs. experience etc.)

## OUTLINE OF THE PROCESSING AND CRITERIA FOR SELECTING POLICE OFFICER

### Basic Requirements:

Age - 21 to 33 years inclusive.

Residence - must reside in St. Louis City or County at the time of appointment to the Department.

Height - minimum 5 feet 7 inches.

Weight - must be proportionate to height.

Vision - must meet minimum standards, correctible to 20-20.

Police Record - cannot have been convicted of a felony nor have an unfavorable police record.

Education - must possess a high school diploma or equivalency certificate.

Draft Status - cannot be classified 4-F.

Military Service - must have an Honorable Discharge. Veterans with up to four years of Honorable service may deduct this time from their age to meet the age requirement if they are over 33 years of age.

If the above basic requirements are met, the applicant is then scheduled for a written aptitude examination, an Oral Interview Board, psychological testing, and, if warranted, a psychiatric evaluation, a physical examination, and a complete background investigation. A summary of each step is presented as follows:

Police Aptitude Test - This Department with its consultants from Washington University in St. Louis developed a selection battery of tests for Police Recruits in the late 1940's and early 1950's. From these test results the original battery was developed with the inclusion of many original item types developed by the consultants. The battery was validated against performance in the St. Louis Police Academy and on the street evaluations. The test through the years has been refined and adapted to meet the changing needs of the Department. The most recent forms of the Police Aptitude Test were developed in the mid-1960's, eliminating some of the verbal content and increasing the item types which have less cultural attachment. The new forms of the test have been validated against a limited sample of performance ratings (the criterion used to validate a test of this nature is very difficult to establish, but we have used available data in the form of performance ratings). The three forms of the test have very good reliability coefficients (Kuder Richardson 20 and split-half methods both yield values above .95).

Presently in use, are three separate forms of the Police Aptitude Test; Form A, B, and C. The qualifying score for Form A is 104, Form B is 92, and Form C is 100. Total Score possible for all three tests is 210 questions. The qualifying scores for the three forms of the Police Aptitude Test were established from original validation studies and revised in 1968 based on the total population of several thousand applicants. Any candidate failing the Police Aptitude Test may retake an alternate form two additional times by waiting 30 days between tests.

Oral Interview Board - Applicants appear before a review board of Supervisory and Command Officers so that they may have the opportunity to present themselves personally and discuss or explain their background and their future goals as policemen. The interview is designed to evaluate each applicant's appearance, voice and speech, ability to present his ideas, poise and bearing, and judgment of various situations. If in the opinion of the raters, the applicant does not appear suited to police work, they may disqualify the applicant at this stage of processing.

Psychological Testing - All applicants for further consideration are given the Minnesota Multiphasic Personality Inventory (MMPI). The MMPI is useful in identifying psychopathology and the attitudes of the individual taking the test. The results of this test are evaluated by Department Psychiatric consultants who determine whether the applicant requires further psychiatric study. The test itself does not disqualify any candidate, but obviously, it can lead to a disqualification if further study by the Psychiatrist warrants an unacceptable rating.

Physical Examination - A complete physical examination is given to each candidate including any prior records of any medical history that can be made available to Department physicians.

Background Investigation - An investigation is conducted on each applicant who has met all of the above standards. This investigation determines specific information concerning each candidates educational status and achievement, employment history, military record, character and reputation, police record, financial status, and all other data that would be relevant to making a meaningful judgment concerning suitability for the position of Police Officer.

Employment - Appointments to the Department as Probationary Patrolment must be approved by the Chief of Police and the Board of Police Commissioners.

OUTLINE OF REQUIREMENTS AND PROCEDURES FOR PROMOTIONS TO EACH RANK

Probationary Patrolman - upon appointment to the Department, a recruit officer enters the St. Louis Metropolitan Police Academy for a sixteen week formal training program. Throughout this period of training, recruits are tested and evaluated by counselors and instructors concerning their progress and deficiencies. Those recruits not achieving the level of proficiency required for further employment are not retained.

Upon completion of the Academy training, Probationary Patrolmen are assigned to the field to spend additional time for training with experienced Officers. At various intervals each individual is carefully evaluated by supervisors and commanders for promotion to Patrolman. If serious deficiencies exist that do not appear correctible or desirable, the individual is not retained. Those individuals receiving acceptable ratings are promoted to Patrolman. The minimum probationary period is ten (10) months.

Patrolman through Lieutenant - for promotion to a higher rank, each Officer participates in a written test and is evaluated by his supervisor. These variables are considered in arriving at an overall evaluation.

The written examination consists of multiple choice questions covering a wide range of the knowledge and skills required in effective police service and the methods and practices used in supervising subordinates.

The promotional evaluation score is obtained by an overall rating on seven traits, and the supervisor's estimate of the promotional potential of the candidate.

Scores for written tests and evaluations and points for seniority are developed in rank order to indicate those achieving the highest total scores. These promotional rosters cannot and do not assess final or absolute suitability for promotion to a higher rank. They do, however, summarize concisely important information regarding each man's qualifications for new and enlarged responsibility.

7. What is the percentage turnover of the actual number of the sworn police employees in the most recent 12 month period?

M/Y M/Y

6.6 % turnover 1/71 to 12/71 12 month period

8. Please provide a chart showing the assignments by rank of sworn and unknown personnel. If not available, please create a chart below showing this information.

(See Attachment III--1)

9. Please attach an organizational chart of the police department annotated with the actual complement of personnel in each section. Also give a statement of responsibilities and functions of each organization element.

COMMISSIONED - CIVILIAN STRENGTH

<u>Unit</u>	<u>Actual Commissioned Strength</u>	<u>Actual Civilian Strength</u>
Board of Police Commisioners	3	10
Purchasing	0	2
Budget & Finance	0	5
Medical Division	0	9
Office of the Chief of Police	27	11
Intelligence Unit	23	4
Community Relations Division	0	87
Planning & Research	5	7
Systems Development	0	17
Identification Division	18	20
Records Division	1	66
Crime Classification	7	9
Bureau of Field Operations	28	3
First District	107	0
Second District	131	1
Third District	229	0
Fourth District	255	1
Fifth District	122	0
Sixth District	123	0
Seventh District	224	1
Eighth District	144	1
Ninth District	176	1
Tactical Deployment	132	2
Prisoner Processing Division	53	11
Juvenile Division	69	2
Communications Operations	45	44
Crime & Traffic Analysis	2	3



Attachment III-I

DISTRIBUTION OF COMMISSIONED PERSONNEL BY RANK  
 METROPOLITAN POLICE DEPARTMENT - CITY OF ST. LOUIS  
 (02/10/72)

	BRD COM	CHF OFF	BUR INS	CMD STF	**AREA ST	1** 2ND	**AREA 3RD	2** 4TH	**AREA 5TH	3** 6TH	JUV DIV	PSN PRO	CMD STF	MOB RES	DEP	CAN	BUR SRV	BUR INV	REC TNG	COM		
CHIEF OF POLICE			1																			
ASST CHIEF																						
INSPECTOR																						
LTN COLONEL			1	1													1	1				
ASST CHIEF DET																						
MAJOR				1	4														1			
CAPTAIN		1	2	5	1	1	1	1	1	1	1	1	1	1					3			
LIEUTENANT		3	5	1	3	4	4	4	4	4	4	4	1	1				1	2	1		
SERGEANT		9	18	3	10	11	21	20	13	18	10	18	19	9	6	3	5	3	4	23	5	
CORPORAL		4	2		3	3	2	3	1	2		1	2	2	1				1	2	2	
PATROLMAN																						
OVER 21 YEARS		35	8	6	21	17	20	21	13	11	22	11	5	10	10	10	4	6	10	22	22	
16 - 20 YEARS		7	4		16	9	6	8	3	3	10	8	2	9	6	2	3	8	10	21	5	
11 - 15 YEARS		25	7	1	11	22	27	10	9	10	3	13	9	6	1	11	14	10	5	27	7	
6 - 10 YEARS	1	19	2	1	19	26	45	58	28	41	33	45	28	25		12	23	6	9	31	5	
5 YEARS		1			3	4	17	9	6	11	16	13	13	8		2	2	2	2	2	1	
4 YEARS		1				1	19	35	8	20	5	23	17	1	1		2	2	1			
3 YEARS				1		3	30	40	13	25	2	40	17			1						
2 YEARS						6	32	35	18	31	11	37	26									
BEGIN 1ST YR						1	2	2		2	1											
PROB PATROLMAN			5		17	23	1	10	1	3	8	6	3							31		
TURNKEY	1	1	1				3	1	2	2		5	3		29							
TOTAL	2	108	55	23	104	131	230	257	120	184	126	225	147	70	57	43	54	35	43	136	31	48

Commissioned - Civilian Strength (Cont'd.)

<u>Unit</u>	<u>Actual Commissioned Strength</u>	<u>Actual Civilian Strength</u>
Bureau of Investigation	8	2
Homicide-Arson Division	41	7
Special Services	23	3
Vice Division	19	2
Narcotics Division	13	2
Robbery-Burglary Division	34	1
Bureau of Services	11	2
Communications Support	0	8
Property Custody	0	3
Buildings Division	0	61
Motor Services Division	0	79
Supply Division	1	14
Laboratory Division	26	10
K-9 Service	3	0
Bureau of Inspections	22	4
Watchman Division	6	2
Personnel Division	6	12
Police Academy	21	10

B. Police Patrol

10. Give the average number of patrol units deployed daily: (patrolmen only)

	<u>for Patrol</u>				<u>for Traffic</u>
Foot patrols					
one-man			20		--
two-man			6		--
other					12 fixed post
Vehicle patrols					
one-man	(1) 82	(2) 84	(3) 89	6P/2	4 Vascar
two-man	50	62	52	50	8 Radar
other				7	12 motorcycles 28 tri cars

11. Does the police force deploy tactical units?

Yes

3 Number of tactical units 86 average number of patrolmen in a tactical unit.  
 Mobile Reserves 47  
 Omni Patrol 6  
 K-9 33

12. Explain the use of these tactical units.

High crime areas, daily basis

What is the daily average\* number of field supervisors for patrols and tactical units?

38 average number of sergeants  
10 average number of lieutenants

\*If there is a great variation (such as weekend evening patrols) give average minimum and average maximum.

13. How many cars are available and used by the police force by the following times and types?

	<u>Marked</u>				<u>Unmarked</u>
	7-3	3-11	11-9	6P/2	
Number of cars available	198	173	173	198	64
Number of cars used	157	148	140	198	64

By what unit(s)

Number of cars used at night

	Patrol	Dets.	Tactical
Marked	216		35
Unmarked		30	

Number of cars used during day

	Patrol	Dets.
Marked	241	
Unmarked		88

14. What method is used to schedule police (three 1st tours, overlays, etc.)? Explain.

Number of patrol car positions distributed among the nine districts based upon average of following three workload factors:

- 1) Weighted Workload (different weights assigned for crimes, traffic accidents and arrests, based upon severity).
- 2) Directed Incident Radio Calls.
- 3) Elapsed time spent on Radio-Dispatched Incidents.

See following Attachments for complete summary:

- \*Attachment #1 - Patrol Manpower Vs. Workload - 1970.
- \*Attachment #2 - Number of Traffic Accidents, Crimes and Arrests, by District - Actual and Weighted (1970).

See \*Attachment #3 (Authorized District Commissioned Positions) for District Manning Tables.

Also see following attachments for procedures governing the scheduling of manpower at the district level:

- \*Attachment #4 - Special Order 71-S-33, "Vacation, Recreation, and Three-Week Rotation - 1972."
- \*Attachment #5 - District Line Platoon Recreation Schedules - 1972.

15. How are police beats assigned?

Beats primarily constructed on the basis of called-for-service workload. Number and size of beats vary by time of day and day and week, dependent upon workload. See \*Attachments #6 and #7 for complete details (Volumes I and II of Report entitled "Allocation of Patrol Manpower Resources in the St. Louis Police Department.")

16. Is there overlapping of patrol beats? What is the specific rationale for this?

Centralized Mobile Reserve Section, which operates on a City-wide basis, is deployed to high crime areas during the hours of greatest need. District overlay cars also used in same fashion, manpower permitting.

\*Note: All attachments referred to above are separately filed at MLEAC - Region 5 and The St. Louis Metropolitan Police Department.

17. What aids are used for patrol (tape recorder, portable radios, etc.) and what types of patrols are equipped with what)?

Mobile and personalized radio. Portable radios assigned only to patrol supervisors, some footbeat officers and officers on special details - officers assigned to area patrol car duty do not presently have portable radios.

18. Does the Police Department use team policing?

No. The team policing plan has never been experimented with by this Department.

19. Describe the dispatch procedure giving type of personnel used as complaint clerks, dispatchers?

Type

Complaint clerks      22 Patrolmen, 13 Civilians

Dispatchers            23 Patrolmen, 28 Cadets, 6 Civilians

20. Does the police department have specific procedures for reducing response time? Explain these procedures.

Yes. The Complaint Evaluation Program Procedures Manual, St. Louis Metropolitan Police Department, April 6, 1970, sets forth the method used to screen-out non-emergency calls for service. Its use allows dedication of patrol units to emergency-response service. Additionally special units, such as Mobile Reserve, Canine Unit, and Special Operational Deployments are on-call for emergency overflow. Initial daily patrol assignment is computer assisted to optimize deployment with anticipated needs.

C. Records and Communications

21. What records and forms are used by the Records and Identification Section? Please attach sample copies.

The combination forms index and Metropolitan Police Department Internal Requisition (following 14 pages) indicates 72 'Records-Forms' (#290-1 thru 290-72, pages 7 & 8) and 22 'Identification-Forms' (#280-1 thru 280-22, page 7). These forms are stored and issued by the Supply Division. Copies are available on request.

DISTRICT/DIVISION	(DUTY CODE)	BUREAU COMMANDER OR DIRECTOR
UNIT COMMANDER	RECEIVED BY	DATE

METROPOLITAN POLICE DEPARTMENT  
CITY OF ST. LOUIS  
INTERNAL REQUISITION  
MPD Form 30 (R-5)

FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT	FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT
	ORDERED	RECEIVED				ORDERED	RECEIVED		
1*			Uniform Police Report	Set	38*			Juvenile Conf. History Form (R-4)	Pad
2			Animal Bite Report	Pad	39			Public Accommodation Reference	Pad
3 *			Missouri Uniform Accident Report	Set	40			Preliminary Homicide Report (R-1)	Pad
3 A *			Missouri Uniform Accident Report	Set	41			Cigarette Theft Report	Pad
4			Missing Person Report	Pad	42			Intoxicated Person Report (R-1)	Pad
5			Worthless Document Report (R-1)	Pad	43			Trouble Spot Form	Pad
6					44			Investigation Form	Pad
7			Vehicle Report	Pad	45			Warrant Information - Supp. Report (R-1)	Pad
8			Bicycl. Report	Pad					
9			Death Report	Pad					
10			Injury & Sick Report	Pad	100-1			Receipt	Pad
11					100-2			Continuation of Hearing By Board (R-1)	Pad
14					100-3			Memorandum (Small)	Pad
15			Supplementary Report (Unlined) (R-2)	Pad	100-4			Vehicular Accident Index (R-1)	Pad
15*			Supplementary Report (Unlined) (R-2)	Set	100-5			Monthly Affidavit of Bondsman	Pad
16			Continuation Report (Unlined) (R-2)	Pad	100-6*			Board Letterhead - Bond or Onionskin	Sht.
16*			Continuation Report (Unlined) (R-2)	Set	100-7			Certification	Pad
17			Supplementary Report (Lined) (R-2)	Pad	100-8			Board Envelope (Not Embossed)	Ea.
17*			Supplementary Report (Lined) (R-2)	Set	100-9			Weekly Bulletin (Specify A or B)	Sht.
18			Continuation Report (Lined) (R-2)	Pad	100-10			Memorandum (Large)	Pad
18*			Continuation Report (Lined) (R-2)	Set	100-11			Board Envelope (Embossed)	Ea.
21			Auto Tow Notice (R-2)	Pad	100-12			Patrolman & Turnkey Badge No. Card	Ea.
22*			Field Interrogation Notice (R-5)	Bx.	100-13			Lt. & Above Badge No. Card	Ea.
23			Internal Letterhead (Unlined)	Pad	100-14			Covenant Not To Sue	Pad
24			Internal Letterhead (Lined)	Pad	100-15*			Board Envelope (Embossed) Lg.	Ea.
25			Communication Letterhead (R-1)	Pad	100-16*			Project Memo - Board	Ea.
28			Weed Notice (R-2)	Pad	100-17			Cpl. and Det. Cpl. Badge No. Card	Ea.
29					100-18			Sgt. Badge Number Card	Ea.
30*			Arrest Register (R-7)	Pad	100-19			Det. Badge Number Card	Ea.
31			Bond for Appearance	Pad	100-20			Collection Letter	Pad
33			Arrest Register (District) (R-9)	Pad	100-21			Verification of Employment	Pad
34			Arrest Register (Holdover) (R-9)	Pad	110-1			Press Release Letterhead	Rm.
37			Field Booking Form (R-1)	Pad	110-2			Vehicle Card - Photographer (R-1)	Ea.

DISTRICT/DIVISION	(DUTY CODE)	BUREAU COMMANDER OR DIRECTOR
UNIT COMMANDER	RECEIVED BY	DATE

METROPOLITAN POLICE DEPARTMENT  
 CITY OF ST. LOUIS  
 INTERNAL REQUISITION  
 MPD Form 39 (R-5)

FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT	FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT
	ORDERED	RECEIVED				ORDERED	RECEIVED		
110-3			Speaker's Approval Card	Ea.	140-17			Budget Coding Form (R-1)	Pad
110-4			Application for Press Pass (R-1)	Pad	140-19			Accounts Code Form	Pad
110-5			Request for Speaker	Pad	140-20			Time Lost Due to Illness	Pad
110-6			Community Service Announcement	Sht.	140-21				
110-7			Press Pass	Ea.	140-24			Property Inventory Control	Pad
					140-25			Payroll Record	Pad
					140-26			Inventory Receipt	Pad
130-1			Proposal	Pad					
130-2			Item Card	Ea.	170-1				
130-3*			Purchase Order	Cs.	170-2			E.K.G. Form	Pad
130-4*			Purchasing Envelope (Window)	Ea.	170-3			Recommendation for Limited Duty (R-1)	Pad
130-4*			Purchasing Envelope (W/O Window)	Ea.	170-4			Annual Medical Examination Record	Pad
130-5			Salesman Pass	Ea.	170-5				
					170-6			Applicant Exam. Check List	Pad
					170-7			Sick Report (R-3)	Pad
140-1			Summary of Civilian Salary Request	Sht.	170-8				
140-2			Detailed Request for Civilian Salary	Sht.	170-9				
140-3			Material & Supply Budget Request(R-2)	Sht.	170-10			Report of Medical Examination	Pad
140-4			Justification for Civ. Personnel Inc.	Sht.	170-11			Sick Report (R-1)	Pad
140-5			Equipment Budget Request (R-2)	Sht.	170-13			Monthly Activity Report (R-1)	Pad
140-6			Contractual Service Budget Request (R-2)	Sht.	170-15			Prescription Blank	Pad
140-7			Fixed & Misc. Charge Budget Request (R-2)	Sht.	170-17			Monthly Schedule	Pad
140-8			New Employee Information	Pad	170-18			Pregnancy	Pad
140-9*			Disbursement Voucher	Ea.	170-19			Clinical Progress Record	Pad
140-10			Payroll Identification Card	Ea.	170-20			Request for Exam. and/or Treatment (R-1)	Pad
140-11			Payroll Receipt	Pad	170-21			Request for X-Ray Report	Pad
140-12			Inventory Receipt	Pad	170-22			Annual Examination (R-1)	Pad
140-13*			Inventory Record Envelope	Ea.	170-26			Physical Fitness of Applicant	Pad
140-14			Comparison of Allotments & Expend. (R-1)	Pad					
140-15			Treasurer's & Sec. Accounts - Receipts	Pad					
140-16			Balance Sheet	Pad					

DISTRICT/DIVISION	(DUTY CODE)	BUREAU COMMANDER OR DIRECTOR
UNIT COMMANDER	RECEIVED BY	DATE

METROPOLITAN POLICE DEPARTMENT  
CITY OF ST. LOUIS  
INTERNAL REQUISITION

MPD Form 3F (R-5)

FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT	FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT
	ORDERED	RECEIVED				ORDERED	RECEIVED		
200-1			Notification Recov. Stolen Vehicle	Pad	200-34			Release Order	Pad
200-2			Request for Transfer (R-1)	Pad	200-35			Application for Records Search (R-2)	Pad
200-3			Request for Assistance	Pad	200-36			Waiver of Board Trial (R-1)	Pad
200-4			Chief's Letterhead	Pad	200-37			Car Pool Request Form (R-1)	Pad
200-5*			Envelope - Chief's Office	Ea.	200-38			Traffic Transmittal Envelope (R-2)	Ea.
200-6			Visual Hand Gun Brochure	Ea.	200-39			Penalties for Traffic Violations (R-3)	Ea.
200-7			Report Receipt (R-2)	Pad	200-40*			Cartridge Envelope	Ea.
200-8					200-41			Sick Accounting Sheet	Pad
200-9			Suggestion Form (R-1)	Pad	200-42			Telephone Call Sheet	Pad
200-10*			Envelope - Chief's Office (Window)	Ea.	200-43*			Gas & Oil Report Envelope	Ea.
200-11			Field Inspection Activity Log	Pad	200-44			Holdover Listing for Police Court	Pad
200-12			Unit Inspection Form	Pad	200-45			Civilian Personnel Request (R-1)	Pad
200-13			Wanted Description Form	Pad	200-46			Business File	Ea.
200-14			Transmittal Sheet (R-1)	Pad	200-47A*			City Court Summons	Pad
200-15			Property Voucher (R-1)	Pad	200-48			Complaint - City Court	Pad
200-16			Terminal Payment Release (R-3)	Pad	200-49			Subpoena to Testify	Pad
200-17			Radio Incident Code (R-2)	Pad	200-50			Appearance Bond (R-2)	Pad
200-18			Cov. Not To Sue - Dart Gun	Pad	200-51A			Affadavit of Qualified Bondsman	Pad
200-19			Miranda Warning Card	Ea.	200-51B			Affadavit - Continuation	Pad
200-20			Request for Detainer	Pad	200-52*			Evidence Envelope (R-2)	Ea.
200-21			Personnel Time Schedule	Pad	200-53			Request for Payments of Clothing All.	Pad
200-22			Region V Vehicle File Work Sheet	Pad	200-54*			Refuse Warning Notice	Ea.
200-23			Letterhead Memo	Pad	200-55			Command Directory (R-1)	Pad
200-24			Property Evidence Tag	Ea.	200-56*			Bond Envelope	Ea.
200-25					200-57			Request for Form	Pad
200-26*			Prepaid Return Envelope	Ea.	200-58*			Evidence Label	Bk.
200-27*			Departmental Requisition (R-1)	Pad	200-59*			Bond Receipt	Bk.
200-28			Vehicle Registration - Police Char.	Pad	200-60			Telephone Message Pad	Pad
200-29			Arrest Register Index	Pad	200-61*			Evidence Bag (Small)	Ea.
200-30			Standard Description of Persons	Ea.	200-63*			Evidence Bag (Large)	Ea.
200-31			Personnel Information (R-3)	Pad	200-64*			Evidence Seal	Ea.
200-32			Hold Order	Pad	200-65*			Caution Label	Ea.
200-33			Telephone Directory (R-6)	Ea.	200-67*			Evidence Envelope (Pistol)	Ea.



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METROPOLITAN POLICE DEPARTMENT  
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MPD Form 36 (R-5)

FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT	FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT
	ORDERED	RECEIVED				ORDERED	RECEIVED		
200-68			Personnel Index Card (R-2)	Ea.	200-84*			Parking Violation Notice	Pkg.
200-69			Suppl. to Non Support Arrest Rept. (R-1)	Pad	200-85A			Teletype Message (Original) (R-1)	Pad
200-70			Medical Directory	Ea.	200-85B			Teletype Message (Reference)	Pad
200-71			Command Transfer Form (R-1)	Pad	200-85C			Teletype Message (Death Notice)	Pad
200-72			Intra Dept. Report & Corres. Sheet	Pad	200-85D			Teletype Message (Command Order)	Pad
200-73			Information Card	Ea.	200-86*			Property Envelope	Ea.
200-74			Property Receipt	Pad	200-87			TELEPHONE CALL REQUESTED BY PRISONER	Pad
200-75			Missing Person Letterhead	Pad	200-88			Request for Return of Firearm (R-3)	Pad
200-76			Standard Invoice	Pad	200-89*			Evidence Container Seal	Bk.
200-77A			Carr Square Village	Sht.	200-91			Request for Absence (R-4)	Pad
200-77B			Clinton Peabody Terrace	Sht.	200-92			Part Time Employee Work Log	Pad
200-77C			John J. Cochran Gardens	Sht.	200-93			Permission to Leave City (R-2)	Pad
200-77D			Joseph M. Darst Apartments	Sht.	200-94			Applicant Referral Card (R-3)	Ea.
200-77E			William L. Igoe Apartments	Sht.	200-95			Criminal Information Record (R-1)	Pad
200-77F			Wendell O. Pruitt Apartments	Sht.	200-96			Towing Provision (R-4)	Pad
200-77G			Wendell O. Pruitt Apartments	Sht.	200-97			Overtime Record and Payment Request	Pad
200-77H			Vaughn - Pruitt - Igoe	Sht.	200-98			Gas and Electricity Reading	Pad
200-77I			George L. Vaughn Apartments	Sht.	200-99			Charge Out Slip	Pad
200-77J			Anthony M. Webbe Apartments	Sht.	200-100			Dummy Sheet	Pad
200-78			Supply Division Work Order (R-4)	Pad	200-101			Juvenile Supervision Record (R-2)	Pad
200-79A			District Map - First (R-2)	Sht.	200-102			Daily Vehicle Log	Pad
200-79B			District Map - Second (R-2)	Sht.	200-103			Personnel Name Card	Ea.
200-79C			District Map - Third (R-2)	Sht.	200-104			Partial Shipment Receiving Report	Pad
200-79D			District Map - Fourth (R-2)	Sht.	200-105				
200-79E			District Map - Fifth (R-2)	Sht.	200-106			Court Time - Overtime Record (R-1)	Pad
200-79F			District Map - Sixth (R-2)	Sht.	200-107			Organizational Chart (R-3)	Ea.
200-79G			District Map - Seventh (R-2)	Sht.	200-108			Request for Forwarding Address	Pad
200-79H			District Map - Eighth (R-2)	Sht.	200-109			Expense Record	Pad
200-79I			District Map - Ninth (R-2)	Sht.	200-110			Transfer Check List	Pad
200-80			Parking Warning Notice	Pad	200-111*			First District Map 30 x 40	Ea.
200-81			Addressograph Transmittal Card (R-1)	Ea.	200-112*			Second District Map 30 x 40	Ea.
200-82			Request for Police Report Copy	Pad	200-113*			Third District Map 30 x 40	Ea.
200-83*			Uniform Traffic Ticket	Cs.	200-114*			Fourth District Map 30 x 40	Ea.

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FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT	FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT
	ORDERED	RECEIVED				ORDERED	RECEIVED		
200-115*			Fifth District Map 30 x 40	Ea.	201-1			Letter: Reference to Other Agencies	Pad
200-116*			Sixth District Map 30 x 40	Ea.	201-2			Informal Communication Reply	Pad
200-117*			Seventh District Map 30 x 40	Ea.	201-3			Coroner Notification Request	Pad
200-118*			Eighth District Map 30 x 40	Ea.	201-4			Circuit Court Stand-by Notif. List	Pad
200-119*			Ninth District Map 30 x 40	Ea.	201-5				
200-120			Receiving Report	Pad	201-6			Investigation and Report Card (R-1)	Ea.
200-121*			Transmittal Envelope	Ea.	201-7				
200-122*			Towing Notice	Ea.	201-8*			Chief Letterhead Bond or Onionskin	Sht.
200-123			Police Reserve Application	Pad	201-9				
200-124			Police Reserve Medical Form	Pad	201-10			Investigations Ordered	Pad
200-125			Request Fingerprint & Photo - Juv.	Pad	201-11				
200-126			Quarterly Detective Summary (R-1)	Pad	201-14			Consent to Search & Seize (R-1)	Pad
200-127			Bench Warrant Transmittal Report	Pad	201-17*			Project Memo for the Chief	Ea.
200-128			MSHP - LETS - Message Form	Pad	201-19*			Notification of Suspension	Ea.
200-129			Line Up Form	Pad	201-20			Report of Sickness & Injury	Pad
200-130			Report of Replevin Action	Pad	201-21			Personnel Report Back to Duty	Pad
200-131									
200-132			Field Interview Check Sheet	Pad					
200-133			Secondary Employment Application	Pad					
200-134			Near Hits Inter Vehicle	Pad					
200-135			NCIC Wanted Hit Information	Pad					
200-136			Memo Routing Slip	Pad	220-1			Identification Card	Ea.
200-137			Secondary Employment Information	Ea.	220-2			Say "Hi" Club Card (R-1)	Ea.
200-138			Travel Expense Report	Pad	220-3			In Case of A Holdup (R-1)	Sht.
200-139			Travel Advance Request	Pad	220-4			Locks Do Make A Difference (R-1)	Sht.
200-140			Application for Lost Time Allowance	Pad	220-5			What's Wrong With This Picture (R-1)	Sht.
200-141			Master Card for Sick Time	Ea.	220-6			I Want to report a Suspicious Person (R-1)	Sht.
					220-7			CE 1-1212	Sht.
					220-8			Don't Invite Theft (R-2)	Sht.
					220-9			Community Relations Bulk Rate Env.	Ea.
					220-10			Glue Shiffing Ordinance Summary	Pad
					220-11			Block Home Unit Application	Pad
					220-12			Block Home Identification Sign	Ea.

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FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT	FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT
	ORDERED	RECEIVED				ORDERED	RECEIVED		
220-13			Check Cashing Application	Pad	240-43			Consolidated Report	Pad
220-14			P.C.R. District Letterheads	Sht.	240-48			Personnel Change Slip (R-1)	Pad
220-15			Sanitation of Streets	Pad	240-57			Monthly Report of Stolen & Rec. Auto (R-1)	Pad
220-16			Confirmation of Tour	Pad	240-110*			Request for Summons	Cs.
					240-111*			City Bench Warrant	Cs.
					240-112*			State Bench Warrant	Cs.
240-1*			Curfew Violation Notice	Ea.					
240-2					251-1			M.T.S.R. Paper	Sht.
240-3			Auto Clerk Work Sheet A-G	Pad	251-2			Approval Draft (R-2)	Pad
240-4					251-3			Order Form	Pad
240-5			Utilization Card	Ea.	251-4			Assignment Sheet	Pad
240-6					251-4A			Assignment Card	Ea.
240-7			Tape Status	Pad	251-5				
240-8*					251-6				
240-9			Computer Tape Record Card	Ea.	251-18			Approval of Cancellation	Pad
240-10			Shift Turnover Control (R-1)	Pad					
240-11									
240-16*			Duty Roster	Cs.					
240-17			Arrest Reg. /Circuit Attorney	Pad					
240-18			Computer Center Log #1	Pad	252-1			Arrest Location Code Form (R-1)	Pad
240-19			Computer Center Log #2	Pad	252-2			Assembly Sheets	Pad
240-21			Check Vehicle Log	Pad	252-3			Production Procedures	Pad
240-22			Production Sheet	Pad	252-4			IBM Card Layout Form	Pad
240-23			Batch Processing Information	Pad	252-5			Data Set Up	Pad
240-24			Auto Clerk License - Serial Check	Pad	252-6			Tape Record Layout	Pad
240-25			Shipping Advice	Pad	252-7			Tape Record Layout Continuation	Pad
240-27			Missing Traffic Items (R-2)	Pad	252-8			Tape/Disc. Record Layout	Pad
240-40*			Demand Order	Cs.	252-9			Tape/Record Layout Continuation	Pad
240-41			Murder & Non Negligent Manslaughter	Pad	252-10				
240-42			Monthly Return of Offenses Known	Pad	252-26			360 Production Procedures	Pad

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FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT	FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT
	ORDERED	RECEIVED				ORDERED	RECEIVED		
280-1			Pedigree Form (R-1)	Pad	290-8			Re-file Clerk's Daily Tally	Pad
280-2			Intra Department Memo: Records to ID	Pad	290-9			Credit Slip	Pad
280-3*			ID - Evidence Receipt	Set	290-10			Application for Name Check (R-4)	Pad
280-4			Riot Arrest Card	Pad	290-11			Notice of Impounded Vehicle (R-4)	Pad
280-5			Indexing and Fingerprint Form	Pad	290-12			Worthless Document Notice	Pad
280-6			Record of Additional Arrest	Pad	290-13			Receipt for Bench Warrants (R-1)	Pad
280-7			Fingerprint Card	Ea.	290-14			Debit Slip	Pad
280-8			Photo Transmittal Memo	Pad	290-15			Operation and Inspection Form	Pad
280-9			Fingerprint Card (Contributor)	Ea.	290-16			Req. Assistance in Tracing (R-1)	Pad
280-10			Memo: Highway Patrol - FBI	Pad	290-17			Declaration of Intent and Purpose	Pad
280-11			Processing Record (R-1)	Pad	290-18			Correspondence Reply	Pad
280-12			New Subjects Recorded	Pad	290-19			Cashier's Cash Refund Slip	Pad
280-13*			Identification Crime Scene Reports	Set	290-20			Two Hour Time Study	Pad
280-14			File Card	Ea.	290-21			Missing File Number	Pad
280-15			Wanted Card (R-1)	Ea.	290-22			Microdex Arrangement Guide	Pad
280-16			Photo Index & Information Card (R-1)	Ea.	290-23*			Type of Item Card	Ea.
280-17					290-24			Instructions for Preparation-Checks	Pad
280-18			Photo Description Card	Ea.	290-25			File Card	Ea.
280-19					290-26			Certificate of Authenticity	Pad
280-20					290-27			Removal of Property	Pad
280-21			Work Order	Pad	290-28			Charge Out Log	Pad
280-22			Bath House Check	Pad	290-29			Bench Warrant Cancellation	Pad
					290-30			Microdex Flash	Pad
					290-31			Report Form Correction	Pad
					290-32A			Request for Vehicle Tracing (R-2)	Pad
290-1			Statement of Policy	Pad	290-33			Request for Re-check of Towed Veh.	Pad
290-2			Index Clerk Assignment Sheet	Pad	290-34*			Cash Invoice	Cs.
290-3					290-35			Supplementary Index Numbers	Pad
290-4			Notice	Pad	290-36			Arrest Register Card - Adult (R-1)	Ea.
290-5			Record of Arrest (R-3)	Pad	290-37			Arrest Register Card - Juv.	Ea.
290-6			Schedule Control Sheet	Pad	290-38			Missing Person Record	Pad
290-7*			Statement of Account	Cs.	290-39			Receiving Desk Daily Report	Pad

*Identification 280*

*Records 290*

*Con't*

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METROPOLITAN POLICE DEPARTMENT  
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FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT	FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT
	ORDERED	RECEIVED				ORDERED	RECEIVED		
290-40			Return from Sick Leave	Pad					
290-41			Index Clerk's Daily Tally	Pad					
290-42			Hold Order (R-1)	Pad					
290-43*			Charge Invoice	Gs.	291-1*			Crime Code Card (IBM)	Gs.
290-44			Payment Register	Pad	291-1			Crime Code Card (Paper)	Pad
290-45			Charge Card (R-1)	Ea.	291-2			Crime Code Work Sheet	Pad
290-46			Bench Warrants Removed from File	Pad	291-3			Report Review Form (R-1)	Pad
290-47			Microdex Arrangement Guide	Pad	291-4			Assault on Policeman	Pad
290-48			Tracing Blanks	Pad	291-5			Report Distribution Sheet	Ea.
290-49			Microdex Title Guide	Pad	291-6			Weekly Summary	Pad
290-50			Charge Account Batch Corr. Rept.	Pad					
290-51			Batch Identification Slip	Pad					
290-52									
290-53			Adjustment Register	Pad	300-1			Line Inspection Summary (R-1)	Pad
290-54			Microdex Arrangement Guide - Number	Pad	300-2			Accident Location Card	Ea.
290-55			Record Billing Address Form	Pad	300-3*			Insecure Building Report	Ea.
290-56			Arrest Dispositions	Pad	300-4			Daily Traffic Report (R-3)	Pad
290-57			Report of Sickness and Injury	Pad	300-5*			Assignment Log	Ea.
290-58			End of Watch Totals (R-2)	Pad	300-6			Radio Disposition Codes (R-2)	Pad
290-59			Outside Agencies - Work Record	Pad	300-7			B.F.O. Daily Strength Report	Pad
290-60			Counter Work Sheet (R-2)	Pad	300-8			Accidents Involving Pedestrians	Pad
290-61			Appl. for Certificate - Good Conduct	Pad	300-9			Emergency Police Pass	Ea.
290-62			Watch Supervisors Daily Report	Pad	300-10			IDMO Information	Pad
290-63			Auto Tracing Control Card	Ea.	300-11			Log Book	Pad
290-64			Duplicating Machine Log Sheet	Pad	300-12			M.O. Log Book	Pad
290-65			Microdex Appendix Certificate	Pad					
290-66			Microfilm Daily Work Report	Pad					
290-67			Daily Transaction Report	Pad					
290-68			Auto Tracing Clk's Daily Report	Ea.	310-1			Complaint Referral Card (R-2)	Ea.
290-69			Tracing Desk Daily Report	Pad	310-2			District Work Sheet	Pad
290-70			Teletype Message	Pad	310-3			S-Arrest Register (R-2)	Pad
290-71			Teletype Messages To & From County	Pad	310-4			Breath Analysis Test	Pad
290-72			Microdex Arrangement Guide	Pad					

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FORM NO.	ORDERED	RECEIVED	DESCRIPTION	ORDER UNIT	FORM NO.	ORDERED	RECEIVED	DESCRIPTION	ORDER UNIT
310-6			Notice of Court Appearance	Pad	330-5			Weekly Detail Hours	Pad
310-7			Animal Bite Report (Hospital)	Pad	330-6			Supplement to Stolen Auto Report	Pad
310-8			Sanitation Report	Pad	330-7			Check Sheet	Pad
310-9			Refusal Notice	Pad	330-8			Assignment Sheet	Pad
310-10			Business Index	Ea.					
310-13			(R-1) Liquor Application Investigation Rept.	Pad	331-1			Mobile Reserve Deployment Summary	Pad
310-14			(R-1) Liquor Business: Change of Status	Pad	331-2			Radio Call Sheet	Pad
310-18			Prisoner Forwarding Form	Pad					
310-19			Bench Warrant Control	Pad	333-1			Canine Deployment Daily Work Sht.	Pad
310-20			Department Vehicle Accident Form	Pad	333-2			Canine Deployment Division Summary	Pad
310-21			Report File Folder Form	Pad					
310-22			Crime Ledger	Pad					
310-23			Preventative Patrol Activity	Pad					
310-24			School Visitation Program	Pad	340-1			Detainer for City Jail	Pad
310-25			Juvenile Detention Form	Pad	340-2			Juvenile Detention Form	Pad
310-26			Hospitalized Prisoner History	Pad	340-3			Prisoner Take-Out Slip	Pad
310-27			Hospital Detail Activity Log	Pad	340-4			Prisoner Visit (R-1)	Pad
310-28			Fixed Post Assignments (R-1)	Pad	340-5			Show-Up Prisoner Transfer	Pad
					340-6			Confined Prisoner Meal Ticket	Pad
					340-7			Waiver of Extradition	Pad
					340-8			Prisoner Processing Card	Ea.
320-1			Special Operative Deployment Div. Summ	Pad	340-9			Cruiser Activity Sheet	Pad
320-2			S.O.D.D. Activity Report	Pad	340-10			Prisoner Category Form	Pad
					340-11			Confined Holdover Log	Pad
					340-12			(R-1) Prisoners Delivered to City Marshal	Pad
					340-13			Detainer - Medium Security	Pad
330-1			Daily Radar Test Results	Pad	340-14			Prisoner Index	Pad
330-2			Tactical Deployment Activity Report	Pad	340-15			Holdover Sick & Injury Report	Pad
330-3			Traffic Report	Pad	340-16			Men's Holdover Count	Pad
330-4			Arrest Report	Pad					

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MPD Form 3A (R-5)

FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT	FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT	
	ORDERED	RECEIVED				ORDERED	RECEIVED			
350-1			Missing Juveniles Reported	Pad	391-1C			Business Burglary & Res. Burglary	Pad	
350-2			Juvenile Court Letter (R-1)	Pad	391-1D			Auto Theft	Pad	
350-3			Juvenile Custody Record	Pad	391-2			Daily Accumulated Increase Rept.	Pad	
350-4			Juvenile Procedure Log (R-1)	Pad	391-3			Crime Comparison Report	Pad	
350-5			Responsibility of Parent	Pad						
350-6			Juvenile Detention Affidavit	Pad						
350-7			Police Notification of Appearance	Pad						
350-9			Children Placed in Foster Homes (R-1)	Pad	392-1			Vehicle Accident Statistics	Pad	
350-10			Supplementary Memo on Missing Persons	Pad	392-2			Traffic Accident Report Control Sht.	Pad	
350-11			Group FIR Weekly Report (R-2)	Pad						
			<i>Communications 370</i>							
					400-2			Request for Assistance or Info.	Pad	
370-1			Theft Issue or Wanted Check (R-1)	Pad	400-5			Conveyed Prisoner Information	Pad	
370-2			Request for Service	Pad	400-6			Modus Operandi	Pad	
370-3			Complaint Referrals to District	Pad	400-8			Notification of Panned Item	Pad	
370-4			Complaint Ticket	Cs.	400-9			Intelligence Information	Pad	
370-5			Cars Not Answering Dispatcher (R-1)	Pad						
370-6			Cars Not in Operation (R-1)	Pad						
370-7			Long Distance Messages	Pad						
370-8			Radio Call Backlog Report	Pad	420-1			Non Support Interview Sheet	Pad	
370-9			Cars Not Answering Dispatcher	Pad	420-2			Homicide Scene Check Sheet	Pad	
370-10			Radiogram	Pad	420-3			File Envelope	Ea.	
370-11			Hundred System Report	Pad	420-4			Release of Responsibility - Explo.	Pad	
370-12			Dispatcher 1,000 System Report	Pad						
370-12A			Thousand Code Report	Pad						
370-13			Station Transmitter Meter Readings (R-1)	Pad						
370-14			Air Time	Pad	431-1			Motor Verification	Pad	
					431-2			Identification of Ownership	Pad	
					431-3			Verification of Theft Report	Pad	
					431-4			Request for Information	Pad	
391-1A			Highway Robbery	Pad	431-5			Auto Theft Assignment Register	Pad	
391-1B			Business Robbery	Pad						

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FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT	FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT
	ORDERED	RECEIVED				ORDERED	RECEIVED		
441-1			Notice of Seizure of Gambling Dev.	Pad	555-4			Job Assignment Schedule	Pad
					555-5			Supervision Control Sheet	Pad
441-3			Court and Warrant Disposition	Pad	560-1			Daily Available Man Hour Study	Pad
					560-2			Dept. Vehicle Accident Information	Pad
					560-3			Emergency Equipment Order (R-2)	Pad
443-8			User of Drugs (R-1)	Pad	560-4			Service Call Form (R-4)	Pad
					560-5			Vehicle Record (R-2)	Pad
					560-6			Preventive Maintenance Schedule	Pad
					560-7			Repair Order Blank	Pad
500-1*			Bill of Sale	Cs.	560-8			Vehicle Re-Assignment Form (R-1)	Pad
500-2			Certificate-Paying Tow & Storage	Pad	560-9			Emergency Equipment Inquiry (R-2)	Pad
500-3			Car Pool Reservation List	Pad	560-10			Parts and Material	Pad
					560-11			Preventative Maint. Report (R-1)	Pad
					560-12			Sick Report (R-3)	Pad
					560-13			Preventative Maint. Inspection (R-1)	Pad
510-1			Maintenance Work Sheet	Pad	560-14			Dept. Vehicle Accident Inv. Card	Ea.
510-2			Communications - Property Tag	Ea.	560-15			Gas and Oil Control Card	Ea.
510-3			Charge-Out Slip (Miniature Radio)	Pad	560-16			Garage Extra In & Out Card (R-2)	Ea.
510-4			Equipment Charge-Out Slip	Pad	560-17			New Car Check and Assignment (R-1)	Pad
510-5			Equipment Service History	Pad	560-18			Material Requisition	Pad
					560-19			Motor Vehicle Record (R-2)	Pad
					560-20			Part Inventory Card	Ea.
					560-21			Service Completion Notification (R-1)	Pad
522-1			Letter: Retention or Disposal - Prop.	Pad	560-22			Date Sheets for Trade Ins	Pad
522-3			Property Clerk's Index	Ea.	560-23			Equipment Installation Data	Pad
522-4					560-24			Order Blank	Pad
522-5			Letter: Req. for Recovery- Property	Pad	560-25*			Employee Daily Time Card (Red)	Cs.
					560-25*			Employee Daily Time Card (Green)	Cs.
					560-26				
					560-27*			No Parking Sign	Ea.
550-3			Job Ticket (R-1)	Pad	560-28			Speedometer Test Card	Ea.
550-4			Inventory Card	Ea.	560-29			Electrical Part Repair Card	Ea.
550-5			Custodians Activity Sheet	Pad	560-30			Invoice	Pad



DISTRICT/DIVISION	(DUTY CODE)	BUREAU COMMANDER OR DIRECTOR
UNIT COMMANDER	RECEIVED BY	DATE

METROPOLITAN POLICE DEPARTMENT  
CITY OF ST. LOUIS  
INTERNAL REQUISITION

MPD Form 36 (R-5)

FORM NO.	ORDERED	RECEIVED	DESCRIPTION	ORDER UNIT	FORM NO.	ORDERED	RECEIVED	DESCRIPTION	ORDER UNIT
560-31			Daily Parking Log	Pad	590-15			Cleaning & Laundry Mark Quest.	Pad
560-32			Daily Tire Run Log	Pad	590-16			Polygraph Log Sheet	Pad
560-33			Cost of Repairs	Pad	590-17			Evidence Control	Pad
					590-18			Evidence File (Victim)	Ea.
					590-19			Evidence File (Suspect)	Ea.
					590-20			Driving While Intoxicated	Pad
584-1			Progress Card	Ea.	590-21			Request for Evidence Analysis	Pad
584-2			Dog Pick-Up Sheet	Pad					
584-3			History of Dogs	Pad					
584-4			Dog Handler Training Certificate	Ea.					
584-5			Agreement	Pad	600-1			Daily Recap Report	Pad
584-6			Veterinarians Medical Report	Pad	600-2				
584-7			Refresher Training Report	Pad	600-3A			Weekly Summary Report (R-1)	Pad
584-8			Field Training Report	Pad	600-3B			Inspection Observation (R-1)	Pad
584-9					600-4				
584-10			Evaluation Sheet	Pad	600-6			Summary of Conduct Report	Pad
590-1			Polygraph Work Sheet	Pad	610-1			Complaints	Pad
590-2			Laboratory Work Sheet	Pad					
590-3			Laboratory Report	Pad					
590-4			Bullet - Shell Work Sheet	Pad	650-1			Private Watchman ID Card (R-2)	Ea.
590-5			Monthly Statistical Report (R-2)	Pad	650-1A			Private Watchman ID Card	Ea.
590-6			Alcoholic Influence Report (R-1)	Pad	650-2			Licensed Watchman Background Inv.	Pad
590-7			Weapon Work Sheet	Pad	650-3			Private Watchman Receipt	Pad
590-8			Work Sheet (Non-Criminalistic)	Pad	650-4			Private Watchman Record	Pad
590-9			Subject Reference Card	Ea.	650-5			License of Private Watchman	Pad
590-10			Stolen/Missing Gun Check Sheet	Pad	650-5A			License of Private Watchman	Pad
590-11*			Police Laboratory Card & Sticker	Ea.	650-6			Private Watchman Registration Card	Ea.
590-12*			Fatal Bullet Envelope	Ea.	650-7			Notification-Completion of Course	Pad
590-13*			Evidence Receipt	Ea.	650-8			(Individual) Notification of Expired License	Pad
590-14*			Blood Sample Seal	Ea.	650-8A			(Agency) Notification of Expired License	Pad

DISTRICT/DIVISION	(DUTY CODE)	BUREAU COMMANDER OR DIRECTOR
UNIT COMMANDER	RECEIVED BY	DATE

METROPOLITAN POLICE DEPARTMENT  
CITY OF ST. LOUIS  
INTERNAL REQUISITION  
MPO Form 38 (R-5)

FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT	FORM NO.	AMOUNT		DESCRIPTION	ORDER UNIT
	ORDERED	RECEIVED				ORDERED	RECEIVED		
650-9			Notification - Pick Up Temp. License	Pad	660-26				
650-9A			Training Schedule Notice-Agencies	Pad	660-27			Evaluation Report (R-1)	Pad
650-10			Temp. Watchman License (Agency)	Pad	660-28			Clerical Test Results (R-1)	Pad
650-11			Temp. Watchman License (Non Agency)	Pad	660-29				
650-12			Private Watchman Data Sheet	Pad	660-30			List of Required Documents (R-1)	Pad
650-13			Private Watchman Change in Status	Pad	660-32			Instruction Sheet for Appointment (R-1)	Pad
650-14			Personal History Statement	Pad	660-33*			Application (Blue) (R-2)	Ea.
650-15			Cancellation Notice	Pad	660-35			Release of Military & Medical Info.	Pad
					660-37*			Personnel Card White or Blue	Ea.
					660-38			Applicant Fingerprint Card	Ea.
					660-39			Pension Information	Pad
660-1			Applicant Identification Check	Pad	660-40			Personnel Card	Ea.
660-2			Applicant Interview Referral	Pad	660-41			DSN Card	Ea.
660-3*			Applicant Request Card	Ea.	660-42			Item Analysis Card	Ea.
660-4			Rating Form for Oral Interview (R-1)	Pad	660-43			Recruiting Questionnaire (R-2)	Pad
660-5			Ophthalmologist Examination Report	Pad	660-45			Civilian Testing	Pad
660-6			Personnel Reference Letter	Sht.	660-46*			Personnel Action Order	Pad
660-7			Personnel Investigation Letter	Sht.	660-48			Officer Evaluation Report (R-2)	Pad
660-8*			Identification Card	Ea.	660-49			Application (White) (R-2)	Ea.
660-9			Request for Background Information	Pad	660-51			Personnel Termination Report	Pad
660-10			Request for Academic Information	Pad	660-52			Monthly Termination Summary	Pad
660-11			Personnel Interview Sheet	Pad	660-53			Applicant Processing Card	Ea.
660-12			Position Applied for: Cadet	Pad	660-54			Exit Interview	Pad
660-13			Oral Interview Data Sheet	Pad	660-55			Interview Rating Summary	Pad
660-14			Request for Charge Account Information	Pad	660-56			Personal Injury Data	Pad
660-15			Project Card	Ea.	660-57			Job Questionnaire	Pad
660-16					660-58			Police Cadet Test Results	Pad
660-17					660-59			Number of Civilian Persons Auth.	Pad
660-18			Personnel Jacket	Ea.	660-60			Civilian Pay Card	Ea.
660-19			Statement of Medical History (R-1)	Pad	660-61			Police Reserve ID Card	Ea.
660-20			Cadet Rating Report (R-1)	Pad	660-63			Promissory Note	Pad
660-21			Letter: Missouri Highway Patrol	Pad	660-64			Rotation Information	Pad
660-22			Auth. Release of Juvenile Information	Pad					



22. What records and forms are used by the Communication Section?  
Attach sample copies.

Refer to item 21, above. The Communications Section uses 14 forms (#370-1 thru 370-14, page 10) for operations and records.

23. Does the police department have its own computer or exclusive use of one? What are its applications?

Yes. The St. Louis Police Department owns two Second Generation Computers (IBM 7040 and 7740) and participates with MLEAC - Region 5 in the lease of an IBM 360/50. This system is currently being used by the St. Louis Police, St. Louis County Police, 23 Municipal Police Departments, and the St. Louis & St. Louis County Juvenile Courts.

The St. Louis Police applicators include Five on-line files (Arrest History, Stolen Automobiles, Bench Warrants, Field Interrogator Reports, and Personnel Reports).

There are approximately 146 Reports processed in Batch form in a regular basis by the Department.

Among the most important reports are:

- Crime Reports and Map
- Calls for Service Reports
- Traffic Accidents & Enforcement Reports
- Known Police Character Reports
- Police Activity Reports
- Arrested Person Reports
- Commissioned Strength & Assignment Reports
- Juvenile Apprehension Reports
- Private Watchmen Reports

24. Are city radio channels crowded or overloaded?

Yes.

What are you doing to improve this situation?

The five presently assigned frequencies are overloaded. Plans to increase to 24 frequencies are underway--present status: transmitters are installed; mobile units bids have been solicited. When in place, the existing five radio-dispatcher zones will be increased to six and three new channels will be dedicated to inquiries.

25. If there are any special features of your record system or communications units, please describe below or attach description.
- 'Electro writers' are used as an alternative to radio-dispatch for non-emergency or routine calls.
26. Is the city considering the use of digital communication?
- Yes. Exploratory survey is underway.
27. What is average time for license plate checks during busy hours (e. g. Friday night 8-12 p. m.)?
- two minutes
28. How many police radio channels are there?
- See item 24. above.
29. Describe the uses of personal portable radios.
- Command and control, surveillance, crowd control at special events.
30. List any problems with the city police radio network such as dead spots, frequent breakdowns, interference, etc.
- No special problems at present nor anticipated.
31. To what degree is the dispatcher function automated?
- None.
32. Do you maintain local fingerprint files?
- Yes.
33. What is your retrieval method for such files?
- Manual.
34. Are you planning to purchase telecommunications equipment in the next year?
- Yes. To expand utilization of The Regional on-line computer service. New hardware is in the bid-stage.

35. Do you have regular or emergency exchanges of information with other adjoining jurisdictions?

Yes.

D. Criminal Investigation

36. Describe the number and type of police personnel composing the detective or investigation division.

The following comprises the Bureau of Investigation:

- 1 - Lieutenant Colonel
- 1 - Major
- 3 - Captains
- 2 - Lieutenants
- 22 - Sergeants
- 2 - Corporals
- 105 - Detectives
- 136 - Commissioned Assigned
- + 18 - Narcotic Trainees (Patrolmen) -- 6 week program
- + 5 - Probationary Patrolmen (Vice Training) -- 16 week program
- + 7 - Arson Trainees (1-sgt. & 6-Ptn.) -- 6 week program
- 166 - TOTAL

37. Once officers are assigned to the detective division, do they receive advanced investigative training? If Yes, please describe the instructional program.

Yes. Upon assignment to a unit, they work with a seasoned officer who is well versed in his particular speciality. They attend both local and national seminars pertaining to their specialized field, and information obtained is disseminated to other members of the unit upon their return in order to update investigative methods and approaches which are constantly being refined. They are also required to attend a yearly In-Service Training Program.

38. How is the detective division organized? (Include such information as: basic detective divisions, any decentralization of units, schedules, etc.).

The Bureau of Investigation is comprised of five individual Divisions, with each Division further divided into specialized units that handle investigations pertaining to their speciality on a city-wide basis. It should be noted, however, that each District has a detective unit assigned under the command of the District Captain-- they handle investigations within their District boundaries. A liaison is maintained between the Bureau of Investigation and these units, and assistance is furnished to them when required.

The following comprises the Divisional structure of the Bureau:

Narcotics Division

Narcotics Section  
Narcotics Training Program

Homicide-Arson Division

Homicide Section  
Bombing-Arson Section  
Non-Support--Missing Persons Section

Special Services Division

Auto Theft Section  
Pawnshop Section  
Freight-Junk Section  
Check Section  
Mercantile Section  
Hotel Section

Vice Division

Gambling Section  
Liquor Section  
Morality Section

Robbery-Burglary Division

Robbery Section  
Burglary Section\*

\*(the Decoy Unit is comprised of men of this Section)

Also, the Bureau of Investigation maintains its own radio channel on a 24-hour basis, with all radio calls dispatched from the Bureau Staff Office. This means greater mobility for the cars with instant communication between the Bureau Dispatcher and Bureau cars, and the added feature that the cars while on surveillance can talk direct from car to car without the necessity of contacting the Bureau dispatcher.

39. Briefly explain the supervision and evaluation procedures used in the local detective units. Include, for example, if records are maintained on individual detective's arrests, clearances, etc.

Each Division is headed by a commander, and each Section is

supervised by a Sergeant, with all men assigned to a Section directly under his supervision.

Performance records of individual officers are maintained in the Computer. In addition, records of the number of arrests, clearances, hours in court, etc., are maintained by each Section, and are compiled into an overall Division report on a weekly basis. These reports and existing conditions are discussed at a weekly Staff Meeting conducted by the Chief of Detectives with the Assistant Chief of Detectives and the Division Commanders in attendance.

Duty hours for personnel are scheduled as required.

40. Are all serious crimes, not resulting in an on-scene arrest, referred to the detective division for review?

Yes.

41. Are patrol officers given a large or small amount of investigative responsibility? For example, may a patrolman "close" a case if he feels such action is appropriate, or must he refer the case to an investigator?

Investigative responsibility of patrol officers is restricted in that he has patrol guide lines set down for him to follow, however, he may exercise his own judgment to "close" a case if he feels such action is appropriate.

42. Do detectives collect physical evidence from the scenes of crimes and transport it to the crime laboratory?

No.

43. Does the department maintain a special "evidence technician" unit which is responsible for recovering evidence from crime scenes?

Yes.

If Yes, please provide information relating to its size, organizational position, and responsibilities.

See item 46, et seq.

44. Do detectives handle their own administrative requirements, such as report preparation?

Yes.



Please include other information relating to availability of tape recorders, stenographers, and other support provisions.

None.

E. Criminalistics

45. Does the police department have its own full-service criminalistics laboratory?

Yes.

If No, please identify the principle laboratory facility(ies) utilized by the police.

46. Describe the personnel who staff the laboratory. Please include both scientific and support staff, their areas of expertise, any training prerequisites, and salary schedules.

Laboratory Staff:

Commander: Commissioned member of police department with current rank of Sergeant.

Salary: \$11,800.00

one (1) Chief Criminalist: Civilian employee, has control of Criminalistics Section of Laboratory. Requires minimum of B.S. degree (prefer M.S.) with 5 years experience in criminalistics work.

Salary: \$13,312 to \$16,094

one (1) Criminalist II: Civilian employee. Does advanced work, handling all areas in criminalistics field. Requires minimum of B.S. degree

Salary: \$11,518 to \$13,962

three (3) Criminalist I: Civilian employees. Engages in general work within the Criminalistics Section. Requires B.S. degree.

Salary: \$8,684 to \$12,688

one (1) Serologist: Civilian employee. Handles blood and body fluid examinations. Minimum requirements are graduation from a medical technology school recognized by the AMA or ASCP.

Salary: \$9,100 to \$10,998

two (2) Firearms Examiners: Commissioned officers with rank of Patrolman who are preceptor trained in firearms identification, bullet and shell compressors, and tollmark examinations.

Salary: \$8,190 to \$10,504

two (2) Technical Artists: Commissioned officers with rank of Patrolman, who prepare scaled plots of crime scenes and other art exhibits for court trials. Requires college level training in art and mechanical drawing.

Salary: \$8,190 to \$10,504

one (1) Polygraphis: Commissioned officer with rank of Patrolman. Examines subject with the polygraph to determine truthfulness of statements. Requires college degree plus full time attendance at a Polygraph School endorsed by the American Polygraph Association.

Salary: \$8,190 to \$10,504

twenty (20) Evidence Technicians: Commissioned officers with rank of Patrolman who are charged with the complete evidentiary processing of crime scenes. Requires high school diploma plus some college training. The present technicians receive 80 hours of on-the-job training.

Salary: \$8,190 to \$10,504

one (1) Property Clerk: Civilian employee who is charged with the complete control of receiving, maintaining and returning evidence received by the Laboratory.

Salary: \$5,200 to \$6,240

four (4) Evidence Technician Clerks: Civilian employees who engage in general office work.

Salary: \$4,966 to \$5,954

one (1) Typist: Civilian employee who types laboratory reports.

Salary: \$5,200 to \$6,240

one (1) Part time Laboratory Helper: Civilian employee who maintains an adequate supply of clean laboratory glassware.

Salary: \$2.00 per hour for maximum of 25 hours weekly.

one (1) Cadet: Civilian employee in training for police force who does general office work.

Salary: \$5,694 to \$6,864

47. Is data maintained on utilization of particular instruments?

No.

If Yes, please provide any available information.

48. Using the laboratory's basic output measure (cases, examinations, tests), please provide information on the lab's involvement in all relevant crime categories. (If possible use 1971 records)

LABORATORY STATISTICAL REPORT - 1971

EXAMINATION	TOTAL
Firearm . . . . .	2885
Bullets & Shells . . . . .	587
Comparison . . . . .	1323
Tool Mark . . . . .	8
Powder & Shot Pattern . . . . .	85
Folygraph . . . . .	214
Technical Arts . . . . .	219
Documents . . . . .	103
Latent Prints . . . . .	125
Liquor . . . . .	142
Beer . . . . .	193
D. W. I. . . . .	333
Blood Alcohol . . . . .	374
Blood . . . . .	616
Semen . . . . .	545
Hard Narcotics . . . . .	349
Potent Drugs . . . . .	440
Hallucinogenics . . . . .	65
Marijuana . . . . .	1187
Other Drugs . . . . .	881
Power Residues & TMD . . . . .	6
Chemical (All Other) . . . . .	142
Microscopy (All Other) . . . . .	182
Instrumental (All Other) . . . . .	63
Misc. . . . .	0
Clothing:	
Homicide & Rape . . . . .	90
Burglary . . . . .	335
Narcotics . . . . .	205
Paint:	
Microscopic . . . . .	1148
Instrumental . . . . .	17

48. Laboratory Statistical Report - 1971 (cont'd.)

EXAMINATION	TOTAL
Glass:	
Microscopic	156
Instrumental	59
Hair & Fibers:	
Microscopic	8
Instrumental	0
Soil:	
Microscopic	3
Instrumental	0
Chemical	0
Arson:	
Chemical	10
Instrumental	<u>3</u>
TOTAL	12,112

49. Is the laboratory involved in the training of police personnel in physical evidence recognition, preservation, and utilization?

Yes.

If Yes, please describe all programs.

Curriculum and schedule for Evidence Technician's School, a joint FBI-Police 11-day course, is on file at MLEAC - Region 5 and the St. Louis Missouri Police Department.

50. What are the principle problem areas deterring the optimal utilization of criminalistics techniques? Provide both general headings (equipment, personnel, etc.) and specifics (I need a forensic chemist, administrative secretary, etc.).

Space in this office is #1 problem. We now have 6500 square feet of Laboratory space which was designed for the use of 6 Laboratory personnel. Current requirements are for 12,500 square feet and 16,000 square feet are needed if future requirements are considered.

Training: While the Technical Staff is adequate in number at this time, it is apparent that additional training in certain aspects of forensic sciences is necessary for the growth of our Laboratory.

F. Planning and Research

51. Does the police department have a planning and research unit?

Yes.

Does this unit have a:

	<u>Yes</u>	<u>No</u>
Statistics section		x
Report forms control section	x	
Crime analysis section	x	

Explain its major functions and responsibilities (if not already done).

52. Give the number of adults and juveniles arrested in the city for the most recent 12 month period for which data are available:

<u>35,425</u>	number of adults
<u>6,368</u>	number of juveniles
<u>1971</u>	12 month period

53. For the same 12 month period, give the number of the above who at the time of arrest were recorded as residing outside of the jurisdiction:

<u>unknown</u>	number of adults
<u>unknown</u>	number of juveniles

54. What kinds of research and planning do the various operational and staff elements of the police department engage in?

Tactical planning.

55. What reports are products of the research and planning that takes place? Please attach recent reports.

Procedures are issued in the form of Special Orders.

G. Inspection and Review

56. Does the department have an internal audit unit?

Yes.

Explain its functions and responsibilities.

**CONTINUED**

**1 OF 2**

(Excerpt from Police Manual)

Rule 6.300 - Annual Inspections Division - The Annual Inspections Division shall be commanded by an officer of command rank and shall inspect, at least once annually, each unit of the Department. The annual inspection of each unit will be thorough and intensive, encompassing personnel, equipment, supplies, physical facilities, housekeeping, records, and compliance with rules, regulations, orders and existing procedures. A thorough and complete report of the results and findings of each annual inspection will be made to the Chief of Police, with a copy to the Board and to the commander of the bureau of the inspected unit. Selected members of the Department from bureaus other than the bureau being inspected will be chosen to assist in the inspection.

57. Does the department have an inspection and review unit?

Yes.

Explain its functions and responsibilities.

(Excerpt from Police Manual)

Rule 6.200 - Inspection and Evaluation Division - The Division shall be commanded by an officer of command rank. The Division shall inspect the appearance, conduct, and duty performance of Department personnel, and their degree of compliance with Department procedures and methods. Shall further secure and assess the reaction of Department methods of operations, newly instituted programs and procedures, reporting the success or failure, as well as acceptance and use by operating personnel, with recommendations. The Division shall submit a weekly report, through channels, to the Chief of Police with a copy to the Board.

58. Does the department have an internal investigation (affairs) unit?

Yes.

Explain its functions and responsibilities.

(Excerpt from Police Manual)

Rule 6.100 - Internal Affairs Division - The Division shall be commanded by an officer of command rank. The Internal Affairs Division, upon assignment, shall conduct investigations of a confidential nature into matters involving deficiencies of, and accusations made against Department personnel; initiate investigations into areas of possible internal deficiencies in order

to avoid or remedy adverse situations; and control and coordinate the Department's disciplinary procedures. A daily written report shall be made to the Chief of Police, with a copy to the Board on the number and types of investigation currently being conducted. A permanent complaint investigation assignment sheet shall be maintained by the Commander of the Internal Affairs Division.

59. What amount and what percentage of the city budget goes for law enforcement purposes?

\$31,139,180 amount  
23.98% percentage of city budget

60. Please attach a budget breakdown, (i.e., operating management, capital investment, etc.) for the latest 12 month period for which this information is available.

Total Budget-Police Department  
(71/72)

SALARIES

Police	\$22,056,195
Civilians	4,952,460
Special Services	175,300
Supplies	944,200
Material	124,550
Equipment	282,760
Contractual Services	1,121,300
Pension & fringes	1,302,940
Filed & misc. charges	<u>179,475</u>

TOTAL            \$31,139,180

H. Narcotics

61. Please explain specifically any training programs for police in the area of recognition of narcotics and dangerous drugs and for acquainting police with alternatives to arrest for drug abuse. Please indicate the purpose, scope and number and kinds of participants in any such drug abuse training programs.

The Narcotics Training and Identification for Police Officers project (MLEAC Project VAC10-71-A1) is presently in operation. The termination date is September 15, 1972. Project objective





Narcotics Division (cont'd.)

(d) provide specialized assistance to the districts for the apprehension of violators of narcotic drug laws when such assistance is requested by district commanders and is agreed to by the Bureau Commander;

(e) Handle all correspondence from foreign jurisdictions relating to violations of narcotics laws, and perform such investigations as are required in connection therewith;

(f) maintain special files on known and suspected users, addicts, peddlers, and illegal suppliers of narcotics on known and suspected places or locations where narcotics illegally are used, sold, or processed, and on locations where contacts to purchase illegally can be made.

4.601 Personnel of the Narcotics Division may be comprised, in part, of probationary patrolmen who have recently completed the recruit course in the Police Academy. Probationary patrolmen assigned to the Narcotic Section shall serve on detached duty with the section, and their service thereon shall terminate when they become too widely known as police officers.

66. Does the police department keep records of:

A. Drug arrests - by type of offense:

Drug Possession	Yes <u>X</u>	No <u>      </u>
Drug Use	Yes <u>X</u>	No <u>      </u>
Drug Trafficking	Yes <u>X</u>	No <u>      </u>

B. Deaths due to drug overdose? Yes        No X

C. Known Addicts? Yes        No X

67. Please attach recent police department reports incorporating as many of the above items as possible. If the police department does not maintain records of these items please indicate where such records are maintained and attach recent reports from these sources incorporating as many of the above items as possible.

(See Insert I-2, Page 43)

Does the police department employ informants and/or undercover agents to engage in narcotics and/or dangerous drug purchases?

Yes.

If yes, describe briefly, the nature, extent and findings of these activities.

Briefly describe the activities of the police department and of narcotics and dangerous drug enforcement.

Narcotic squad officers are provided with funds for the payment of informers and the purchase of drugs from pushers and suppliers. Actual purchases combined with the use of recording devices is subsequently used to aid in the prosecution of the parties engaged in the drug traffic.

#### I. Sheriff

68. Do you have a local sheriff?

Yes.

69. For what is he responsible and in what jurisdiction? (i. e., issuing warrants in entire county including city, misdemeanant detention in county but not city, etc.)

Missouri State Statues 57.470. The Sheriff of the City of St. Louis is to execute all processed of the Circuit Courts, Courts of Criminal Correction and the Probate Court of the City of St. Louis.

The Sheriff of the City of St. Louis conveys any person in custody and is named in a criminal warrant to the appropriate courts for arraignments, hearings or trials, etc.

The Sheriff of the City of St. Louis is not in charge of any penal institution, however he does have the responsibility of transporting the prisoners from our City Workhouse, City Jail, or Police Headquarters to the appropriate courts and returning them to the institution as directed by Court Orders. This may also necessitate transporting of prisoners to various mental institutions if directed by court order.

70. Explain the interaction between the police chief and the sheriff.

It is the duty of the Sheriff of the City of St. Louis to assist the Police Department when called upon by the Board of Police Commissioners to maintain the public peace and the Sheriff and his deputies shall be under the Board, per Missouri State Statues 84.200.

J. Training and Recruitment

71. Please explain some of the training programs for police indicating the purpose, scope and number and kinds of participants in each.

Greater St. Louis Police Training Academy provides a comprehensive Law Enforcement Training Program covering the areas of regular recruit training, special In-Service training, and specialized training in technical areas. Training in each of these areas is provided to offices of the City of St. Louis, St. Louis County, and other smaller municipalities within the St. Louis County. Most recently, 734 men received recruit training; 62 percent were City offices; 18 percent were County offices; and 20 percent were offices from small county municipalities. At the same time, In-Service Training was provided to 1137 officers; 78 percent from the City; 15 percent from the County; and 70 percent from small municipalities. Specialized courses such as criminology are provided on a continuing basis. Most recently, 44 officers from each of the above named governmental units were graduated.

72. What is the percentage participation of police personnel in the Law Enforcement Program (LEEP)?

Not available.

73. Does the police department have any special recruitment programs?

Yes.

Please explain nature of program (s) and indicate measures of success.

#### RECRUITING TECHNIQUES

In order to compete with Industry and other Governmental Agencies, the Personnel Division is utilizing the following techniques in a continuing Recruitment Program:

Recruitment Incentive Program (Officers through rank of Sergeant receive five (5) days off for each recruit appointed to Academy).

High School Career Days - Local and Outstate College Placement Centers.

Billboards in front of each District Station.

Recruiting Techniques (cont'd.)

Liaison with State Employment Offices in Missouri and Illinois (Interview and test applicants at Employment Offices).

Liaison with Urban League, C. O. R. E. and N. A. A. C. P.

Urban League Industrial Fair (Maintain a booth).

Industrial Relations Club Career Day (Maintain a booth).

Missouri State Fair.

Police Circus.

Visit Military Installations (Interview and test).

Military newspaper ads (Army, Navy, and Air Force Times, Stars and Stripes).

Radio and T. V. Spot announcements (Local and Outstate).

Classified Ads and Press Releases (Post-Dispatch, Globe Democrat, St. Louis American, Argus, Sentinel, Crusader and outstate Missouri and Illinois newspapers).

Storefront Centers.

Open House Sponsored by Community Relations Division.

Military Early Release Program.

Veterans Education Assistance Program.

K. General

74. Does city have ordinances requiring minimum security construction including types of lock, building materials, etc.?

No.

75. List any Office of Law Enforcement Assistance and Law Enforcement Assistance Administration grants received by the police department and give the following information for each:

75.

<u>Grant Number</u>	<u>Title</u>	<u>Amount</u>	<u>Award Period</u>	<u>Police Department Project Director</u>
VAC-5-70	Police Information Syst., Ph. I	\$ 13,100	9/1/69 - 6/30/70	Eston Randolph, Jr.
VAC-2-70	Greater St. L. Police Trng.	\$ 16,800	9/1/69 - 6/30/70	" " "
VAC-4-70	Police Laboratory, Phase I	\$ 9,800	9/1/69 - 6/30/70	Donald Brocksmith
VAC-1A-70	Greater St. L. Police Trng.	\$125,000	6/30/70 - 7/31/71	Eston Randolph, Jr.
VAC-2A-70	Police Laboratory Ph. II	\$ 71,800	9/1/70 - 6/30/72	Donald Brocksmith
VAC-10A-70	Police Info. Syst. Phase II	\$545,000	6/30/70 - 7/31/71	Alan Hamilton
VAC12-71-D2	Intelligence Equipment	\$ 15,000	5/1/71 - 4/30/72	Capt. Earl Halveland
VAC13-71-D2	X-Ray Equipment	\$ 7,000	5/1/71 - 10/31/71	Lt. Norman F. Jacobsmeyer
VAC3-71-D3	Police Inf. Syst. Phase III	\$150,000	10/1/71 - 9/30/72	Alan Hamilton
VAC5-71-A3	Greater St. L. Police Trng.	\$130,864	9/1/71 - 8/30/72	Lt. Paul Herman
VAC-85-A-72-A3	Greater St. L. Pol. Ac. Ph. IV	\$213,666	4/1/72 - 12/31/72	Lt. Paul Herman
VAC-43-A-72-D2	Regional Crime Lab., Ph. IV	\$ 37,483	3/1/72 - 12/31/72	Donald Brocksmith
VAC-84-A-72-D3	Police Info. Syst. Phase IV	\$476,851	3/1/72 - 1/31/73	Alan Hamilton

Section IV. ADJUDICATION

A. Prosecution

1. Who handles the criminal prosecution of felonies and misdemeanors and ordinance violations at the local level? If more than one office, explain the division of responsibility.

Circuit Attorney handles felonies; Prosecuting Attorney handles misdemeanors.

2. How many are employed in the prosecutor's office, excluding the chief prosecutor?

	<u>Circuit Attorney</u>		<u>Prosecuting Attorney</u>	
	Full time	Part time	Full time	Part time
Attorneys	24	5	9	
Law students (interns)	---	10	---	---
Support Staff	47		6	---

3. Is the chief prosecutor elected, appointed or serving under civil service?

<u>Circuit</u>	<u>Prosecuting</u>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Elected
<input type="checkbox"/>	<input type="checkbox"/>	Appointed
<input type="checkbox"/>	<input type="checkbox"/>	Civil service
<input type="checkbox"/>	<input type="checkbox"/>	Other - Specify _____

If appointed, at whose discretion does he serve? N/A

4. Explain the qualifications for the position, and his tenure in office.

CIRCUIT: Missouri lawyer, 21 years old, resident of city for 12 months, tenure is 4 years.

PROSECUTING: Missouri lawyer, 21 years old, resident of city for 12 months, tenure is 4 years.

5. How are the other attorneys selected? (Check one)

<u>Circuit</u>	<u>Prosecuting</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Election
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Appointment
<input type="checkbox"/>	<input type="checkbox"/>	Civil Service
<input type="checkbox"/>	<input type="checkbox"/>	Other - Specify _____

If appointed, at whose discretion do they service?

Circuit Attorney and Prosecuting Attorney, respectively.

6. Explain the qualification necessary for these positions.

Circuit: Missouri lawyer

Prosecuting: Qualified lawyer

7. What % of the assistant prosecutor's time is spent on duties which could be done by non-lawyers?

Circuit 10-15%

Prosecuting.....About 20%

8. What % of time of the assistant prosecutors is spent in the following:

	<u>Circuit</u>	<u>Prosecuting</u>
a. % of time spent in <u>court</u>	40%	40%
1. % of <u>court time</u> spent arguing cases		5
2. % of <u>court time</u> spent waiting for proceedings to start		0
3. Other - specify _____		
b. % of time spent in <u>Office</u>	20	60
1. % of office time spent drafting documents		40
2. % of office time spent answering inquiries		20
3. % of office time spent plea bargaining with attorneys		10
4. % of office time spent advising police		10
5. % of office time spent deciding whether to issue criminal charges or what charges should be issued		15
6. Other - specify _____		
c. % of time spent in library	15	1
d. % of time spent on other duties	25	4

Specify

Advise  
Police,  
hear  
warrant  
applica-  
tions

Public  
Relations





13. How many of your cases were awaiting trial on the following dates:

Number of cases awaiting trial: (Indicate estimate with asterisk)

	<u>Circuit</u>	<u>Prosecuting</u>
September 1, 1971	1,295	350
November 1, 1971	1,340	360
December 1, 1971	1,223	340

14. Is there a person working in the prosecutor's office whose primary function is planning?

Circuit: No, skip to 16

Prosecuting: No, skip to 16

16. Do you have a special unit devoted to organized crime?

Circuit: No

Prosecuting: No

17. Do you have a special unit for consumer fraud?

Circuit: No

Prosecuting: No

18. Please list any other like special units of the prosecutor's office. (e.g. Robbery, Assault, Burglary cases.)

N/A

19. Is there an attorney engaged full time in providing training for prosecutors?

Circuit: No

Prosecuting: No

20. Does the prosecutor have a formalized pre-trial or plea bargaining system?

Circuit: No

Prosecuting: No

21. How many attorneys in the prosecutors office have attended a training course in the last 12 months?

	Number of attorneys
Circuit	20
Prosecuting	4

22. Are law students used as interns in the prosecutor's office?

Circuit: Yes                    9    As of July 1, 1972  
   0    As of December 1, 1971

Prosecuting: No                    As of July 1, 1971  
   As of December 1, 1971

23. Do prosecutors participate in police training programs?

Circuit: Yes

Prosecuting: Yes

24. Is special training given to those attorneys who prosecute juvenile cases?

Circuit: No

Prosecuting: No

25. Do some attorneys handle only juvenile cases?

Circuit: Yes

Prosecuting: Yes

26. Is the chief prosecutor in favor of mandatory plea bargaining conferences?

Circuit: Yes

Prosecuting: Yes

27. Are they mandatory in actuality?

Circuit: Yes, by custom and practice

Prosecuting: Yes

28. Please explain any programs which are working to improve the management and operation of the prosecutor's office.

Circuit: Bi-weekly in-service training for all attorneys

Prosecuting:

29. Does the prosecutor routinely appear at the preliminary hearing.

Circuit: Yes

Prosecuting: No, N/A

30. Is the prosecutor's approval needed before an application for a search or arrest warrant can be presented to a judge?

Circuit: No

Prosecuting: No

31. Do prosecutors assist in training police officers in the city?

Circuit: Yes

Prosecuting: Yes

32. Does the municipal police department have police legal advisors?

Yes

Explain the relationship between the city police legal advisors and the city and county prosecutor's office.

Procedural matters are discussed, particularly the impact of new rulings, or new laws.

33. Again over the last 12 month period, how many persons were charged with a felony and how many of these were prosecuted on the following? (Indicate estimates with asterisk)

	<u>Circuit</u>	<u>Prosecuting</u>
Number of persons charged with a felony	10,402	
Of those charged with a felony		
a. Number prosecuted on a felony	4,357	
b. Number prosecuted on a misdemeanor		7,925
c. Number not prosecuted	6,047	7,500
d. Other (Specify)		

34. At what point or points in a felony prosecution is the charge evaluated by a prosecutor?

Circuit Attorney: Warrant office, preliminary hearing, Grand Jury, pre-arraignment, pre-trial

Prosecuting Attorney: N/A.

35. Can an arrest or search warrant be issued without a prosecutor's approval?

	<u>Circuit</u>		<u>Prosecuting</u>	
Arrest Warrant	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Search Warrant	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

36. What % of arrest and search warrants are issued without prosecutor's approval?

<u>Circuit</u>		<u>Prosecuting</u>
N/A	% of arrest warrants	100%
75%	% of search warrants	100%

37. Do you have a special unit for narcotics and dangerous drug offenses?

Two members of the Circuit Attorney's staff and two police officers, while not constituted formally as a special unit, are assigned the majority of narcotic cases.

38. Does the prosecutor's office keep records of

a. Total number of drug law violation cases over the last 12 months?

No

b. Total number of drug law violation cases over the last 12 months resulting in probation?

No

c. Total number of drug law violation cases over the last 12 months resulting in fines?

No

d. Total number of drug law violation cases over the last 12 months resulting in commitment to a correctional facility?

No

All records are kept by individual cases and are not tabulated as to type of offense nor are they readily cross-referenced to the original charge made by the arresting officer. The police department classifies charges according to the Uniform Crime Reporting categories--the prosecutors and the courts keep case records which reflect the charges according to State or local laws. The charges entered in the prosecutor's court's records are the result of preliminary hearings, negotiations, and judicial action.

Misdemeanor and city code violations tend to be adjudicated, or otherwise disposed of, shortly after arrest. The process, technically at least, resembles that required in felony cases. For this study, it seems desirable to describe only the system as it applies in typical felony cases. No attempt has been made to indicate the procedure in exceptional situations or cases. The explanation which follows is a general description of the normal procedures in most felony cases.

Step 1 -- Arrest

A. In most cases, the accused is taken by the arresting officer to the District Station where his "booking" consists of a notation on the arrest register of the District of the name of the accused, the grounds for his arrest, and the number assigned to this arrest by the Department. This number is used throughout the police process. (The first digit of this arrest number is the number of the District in which the arrest "booking" is made. For an arrest in the 9th District, for example, the first digit in the arrest number will be 9.) At this level, District officials may (for insufficiency of evidence, for example) decide to release the prisoner. If not, the accused is sent to Headquarters Station for "processing."

B. Processing consists of such steps as photographing, fingerprinting, and such other steps as may be necessary to identify the accused and to verify his previous arrest record. At this stage, also, the arresting officer must complete his written report, including details of the alleged criminal act, the charges under which the arrest was made, and, as available, the names of victim and witnesses. By law, police officers must complete their examinations, investigations, and search for witnesses, and be prepared to proceed to the Circuit Attorney for his approval of the arrest warrant within 20 hours after the arrest.

During this entire period, the accused is physically detained and, normally, after processing, will be held in the "Lock-up" in Police Headquarters. At or shortly after his arrest, the accused is notified of his rights (each officer is supposed to carry a printed statement on this subject from which he can read to the accused.) The accused may telephone an attorney, a bondsman, or a friend or relative; and, in some cases, arrangements will be made for release on bond pending application for the warrant. If indigent he may (and frequently does) request aid from the Public Defender. In August, 1971, the Chief of Police ordered that all arrested persons be made aware of the availability of release on "nominal bond" and of the mechanics of that program.

Step 2 -- Warrant for Arrest

Step 2 ultimately certifies judicially that there is (in the opinion of the Circuit Attorney and of a Judge) sufficient evidence to bring the accused to trial on specific charges.<sup>1</sup>

Usually the morning after the arrest, the arresting officer comes to the Warrant Office of the Circuit Attorney's Office, bringing with him his arrest report, the victims and witnesses, where such exist, and a list of the charges which he wishes to press against the accused. The accused is not present, nor is he represented by counsel at this step.

By law the Circuit Attorney is supposed to analyze the facts as presented to make a determination as to whether the State is willing to proceed. From his knowledge of the law and from experiences with previous similar situations, he may decide that no case exists -- and he so notes on the Police list of proposed charges. If this is done, the Police must release the accused from custody.<sup>2</sup>

More typically, since most crimes involve violations of several sections of the criminal code, the Circuit Attorney will decide that some charges apply while others do not. He may even change the charge from, for example, "auto theft" (which seems to be very difficult to prove in court) to the charge of "operating an automobile without the owner's consent" -- also a felony under Missouri law. An offense against a group of individuals (for example, robbing six people in one room), which the arresting officer may have designated as six separate offenses and six separate charges may well be reduced by the Circuit Attorney to a single charge.

At the conclusion of this informal session between the Circuit Attorney and the police officer (possibly with victims and witnesses), the Circuit Attorney will draw a line through the charges he has eliminated, insert new or substitute charges agreed upon, initial those approved, and return a copy of the now-initialed or signed application to the officer for Police Department files. At this point, the Police Department is "out of the case" except to provide witnesses in later proceedings. On the basis of this

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1

Not included here are such arrests made on warrants previously issued or actions relating to indictments by Grand Jury since these tend to be involved in a relatively small proportion of the total cases.

2

On occasion, where the Circuit Attorney indicates that no felony exists, he may suggest that the police officer carry the case to the Prosecuting Attorney or City Counselor on misdemeanor or city ordinance violations, respectively. Or the officer may so proceed on his own initiative.

proceeding, the Sheriff is authorized to move the accused from Police Headquarters (unless he is already out on bail) to the City Jail.

Normally the day after the warrant hearing, the Circuit Attorney files with the Clerk of the 3-C Court an "information" which indicates the State's intention to proceed toward trial on specific charges.

### Step 3 -- Pre-trial hearings

These pre-trial hearings consist of two hearings before the 3-C court:

A. Arraignment hearing -- This is the moment at which the accused is notified officially of the State's charges against him, of the amount of bond applying in his case, and of the date of "preliminary hearing." He is brought to the 3-C Court from the City Jail and, unless bond is provided, is returned to the Jail shortly thereafter. If he is already out on bail, no such appearance is necessary since, at the time of issuance of the bond, he has already been apprised of the date for his appearance at the preliminary hearing.

B. Preliminary hearing -- This is the step at which there is judicial determination that the evidence against the accused is sufficient to certify him for trial before the Circuit Court and, where necessary (lacking release on bond, nominal bond, or recognizance), to hold the accused in the City Jail until that trial.

Present for this hearing are the Circuit Attorney, the arresting officer, the victim, and witnesses -- and the accused and his counsel. The State, at this hearing, must be able to indicate a prima facie case, while the defense may present testimony and legal motions aimed at nullifying that case.

The accused, if he chooses, may enter a guilty plea at this stage. There is reason to believe that, in many cases, the State and the defense may well have at least begun the process called "plea bargaining" by which the accused pleads guilty to lesser or to fewer charges in return for assurances by the Circuit Attorney of lesser penalties than might normally apply.

Unless the judge decides against the State, he certifies the case for trial in the Circuit Court. The amount of bond is set (or re-set) or the judge may decide to release pending trial on nominal bond or recognizance.

### Step 4 -- Pre-trial activity in the Circuit Court

Arraignment in the Circuit Court is roughly two weeks after the preliminary hearing in the 3-C Court. As in the previous arraignment, this is the occasion for the Court to notify the



accused of the charge or charges against him and, again, to set or alter the amount of bail bond. The court then sets a date for the trial (though this date is rarely even close to the date when the trial will begin.)

As in the previous appearances of the accused in court, a sizeable number of arraignments are handled at one sitting of the Circuit Court. The accused, in sizeable groups, are delivered to the Court to wait, in a detention point near the courtroom, for their own cases to be called.

By this time, negotiations between defense counsel and the Circuit Attorney have certainly been conducted. "Plea bargaining" is an accepted and well understood part of the process, and the accused may have pleaded guilty as early as the preliminary hearing. If such a plea has not already been made, the pre-trial arraignment becomes, in a very real sense, the point at which "plea bargaining" is apt to be most effective. Knowledgeable attorneys indicate that this is the moment when the accused must be convinced that this is the best time for him to give in if he is to give in at all -- that if he pleads guilty now he has the best chance to get a favorable recommendation on sentence from the Circuit Attorney.

To add to the pressure on the accused, this seems to be the moment when bail bondsmen tend to appear in Court with the request that they be released from their bail commitment.<sup>3</sup>

And there seems to be reason to believe reports that, at this stage especially, the Sheriff's deputies (whose responsibility is to transport accused persons between the Jail and the Court exercise a kind of misguided "personal privilege" of taunting their charges with reminders that if they don't plead guilty, the penalties will be most severe. Such indelicacy, especially with men and women, most of them indigent and lacking funds for paid counsel or bail bond, but experienced in long waits in the City Jail (where their companions are often similar individuals waiting even longer for trial) must be regarded as an added burden for persons who, under the American system, are presumed innocent until proven guilty.

#### Step 5 -- The trial

The trial date set at pre-trial arraignment is not normally the date on which the trial begins. Cases are set up on the court docket for that date in the order of their arraignment. In actual operations, a large number of cases are scheduled for a particular date and, obviously, only the first of the group can be begun on that date. Delays in the beginning of a trial may be sought by both defense and prosecutor for such necessary purposes as further investigations of the facts and the law.<sup>4</sup>

3

This statement, like the following one, is based on conversations with a number of knowledgeable attorneys and other observers. Verification might well form the basis for a detailed separate study.

4

"A delay always favors the defendant." This is a generally accepted maxim. Witnesses, for example, may die, become unavailable, become discouraged, or change their minds.

There are occasions when the Court, at one sitting, disposes of a number of cases of persons who have already entered guilty pleas (or indicate a desire to do so in court) and on which the Circuit Attorney is prepared to make his recommendation of sentence. Generally, however, there is substantial delay between pre-trial arraignment and the trial.<sup>5</sup>

General Comment — from arrest to trial

1. There is a substantial time span between arrest and trial. The basic constitutional right of the accused to a speedy trial is obliterated by a system of criminal justice which does not provide speed.

2. The accused, if unable to provide bail, is detained in the City Jail (or in the City Workhouse when the Jail is fully occupied) for whatever time it takes from issuance of the warrant until the trial is completed.

3. The arresting officer who, shortly after the arrest, must complete the reports including the identification of witnesses, and see to it that these details and the prisoner get to Police Headquarters, must then -- on off-duty hours -- be present the following morning for the session with the Circuit Attorney's Warrant Office. Somewhat later, as witness, he must be at the preliminary hearing in the 3-C Court, and then again at the Circuit Court on the date set for trial.<sup>6</sup>

4. The witnesses (and victim, where such exists) must excuse themselves from jobs or businesses on at least two occasions before the trial: the warrant hearing and the preliminary hearing. Besides, he may be called on by the Police Department to come to Headquarters to assist, before the warrant hearing, in the identification of the accused. He must be available, before the trial, to both the prosecution and defense counsel.

5. Defense Counsel, whether private or the Public Defender, not only makes his necessary appearances but must also consult

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5

The causes for this delay and the various elements in the actual trial are beyond the scope of this study. Results of judicial proceedings are summarized and quantified in a later section of this study.

6

A frequent occurrence, especially "painful" to police officers, is the arrest late in the 2nd watch -- 3 to 11 p.m. -- which means that the officer completes his work well into the morning hours, then must return, on off-duty hours, for a morning session with the Warrant office. His appearances in the 3-C and Circuit courts are also off-duty obligations.

with his client from time to time. He may very well need to launch his own investigations for legal points or witnesses who may be helpful at the preliminary hearing, for evidence which may be useful in his conferences or "plea bargaining" with the Circuit Attorney, or for whatever will help his client at the trial.<sup>7</sup>

6. The Circuit Attorney is involved at the certification of the warrant, at the arraignment for preliminary hearing, and at the preliminary hearing, as well as at the arraignment for trial and the trial itself. He is concerned with moves toward bail bond or legal steps or motions by defense counsel, some of which may require conferences with counsel or even judicial proceedings other than the ones mentioned. Documents and files must be prepared and, especially at the early state of preliminary hearing, the Circuit Attorney must be totally aware of the facts in the case and of the law which applies. Since it is normal for a large number of preliminary hearings to be held on one day, this preparation is a herculean task for the prosecutor.

7. In the typical situation (accused not out on bail), the accused, detained in the City Jail since his move there from Police Headquarters by the Sheriff, must be brought by the latter to the 3-C Court for the arraignment and the preliminary hearing, and then later to the Circuit Court for the pre-trial arraignment and the trial itself.

8. One observation about the pre-trial proceedings merits attention: the numbers of times when discretionary decisions are made by the various parties in the system. Some of these may be based on the law which applies, but a number of them are based on some individual's judgment or sense of justice.

The police officer may arrest or choose not to arrest. The Police Department selects the charges, which may be greater or lesser than the situation seems to suggest, or may decide not to press any charges. The Circuit Attorney may accept, reduce, or refuse to certify any and all charges (and, in the latter instance, the Police may press charges with the Prosecuting Attorney and/or the City Counselor.) The 3-C Court has discretion in certifying charges to the Circuit Court, and the Circuit Court itself uses discretion in many areas, including allowing of continuances, the quashing of an indictment, and the nature of the penalty for a person convicted of a crime.

In a similar sense, witnesses may decide, within their own discretion, not to appear at one of the steps where he should or even to refuse to

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7

The easily-maligned defense counsel, it must be recalled, is defending, under our system, an innocent man. He is obligated to do everything he can to protect his client.

testify for the State. When months have passed from the time when a criminal act occurred, witnesses may find it difficult, and sometimes impossible, to recall accurately details essential to the "making of a case." (Police officers, with some training and experience in precise observation and reporting, have this same difficulty in court at trial.)

Each of these discretionary judgments may have a basis in objective legal fact -- but it is just as possible that the decision may be based on personal or subjective factors as, for example, a prosecutor's hunch (based on previous experience in similar cases or on "common sense") that the case will be difficult to make, that a lesser charge has a better chance of being upheld in the courts or in achieving disposition through "plea bargaining" before formal trial.

\*Extract taken from The System of Criminal Justice in St. Louis: A Preliminary Description by Harry G. Mellman, Ph.D.  
Produced by Administration of Justice Program, University of Missouri-St. Louis, August 31, 1971.

	<u>CCC</u>	<u>Circuit</u>	<u>City</u>
40. Who handles the following functions?			
a. Assignment of Judges	Fixed	By agreement in general terms	Mayor
b. Control of Calendar	Chief Clerk	Chief Clerk	Chief Clerk
c. Preparation of budget	Chief	Court Admin. & Chief Clerk	Chief Clerk
d. Keeping records & doing reports	Ch Clerk & Prob/Parole Officer	Chief Clerk	Chief Clerk

41. Please list and describe all training programs which are presently operating that involve judicial and non-judicial personnel in the court system mentioning the number and kinds of people who are presently taking part in these training programs.

Not really any in operation.

	<u>CCC</u>	<u>Circuit</u>	<u>City</u>
42. What programs are now under way to improve the mgt. of any of the ct. systems operating in the city?	None	Court Mgt. Study by mgt consultant (contract). Circuit Comm. on Cts by businessmen, lawyers & citizen groups.	None
43. In what kinds of criminal cases are indigent defendants given court appointed counsel?	Some Misdemeanors	All	Prostitution, Resisting Arrest
44. How many indigent defendants were provided counsel over the most recent 12-month period for which data are available?	Est. 1,200	1971--700	1971--10
45. Does the city and/or county or any agency conduct special investigations in connection with setting of bail for defendants? (e.g. Vera Institute ROR)	No	Yes. State Probation & Parole conducts investigations and recommends release on nominal bond-recognizance.	No
46. What is the average daily hours spent on matters conducted in <u>open court</u> (not chambers)?	4	Not recorded	4
47. Is there a "night court" which serves the city?	No	No	Yes. Mon-Wednesday, 4 Monday: 270 Wednesday: 20
48. Please attach a completed case jacket for both a misdemeanor and a felony case for city & cnty courts, with all identifiers deleted.	—	Filed, MLEAC Region 5	—

	<u>CCC</u>	<u>Circuit</u>	<u>City</u>
49. Do any of the courts make use of computers in their operations?	No	Yes	Yes
50. What listings does the computer operation provide?	--	Calendar, spec purpose, & defendant notification lists	--
51. Does the same judge hear all aspects of a single case? (All purpose parts calendaring)	Yes	When possible	Always
52. Please attach copies of routine daily reports and routine monthly reports for city & cnty lower & felony courts. (e.g. assignments of judges and cases to ct room daily list of defendants in jail pending trial, no. of cases heard, no. of cases pending)	See Inserts IV-1 & IV-2, Pages 117 & 118.	See Insert IV-3, Page 119.	--
53. What is the type of court reporting done for each ct?	Steno-type	Stenotype, shorthand	None
54. Are there any legal requirements governing the method of court reporting at any level? (e.g. law that all reporting be done in shorthand)	No	No	No
55. For whom do the court reporters work at each level; how many are there?	Appointing judge	Appointing Judge; 9	N/A
56. What are the qualifications requirements of court reporters (WPM, steno, etc.)?		R.S. Mo 485. 040 -- well skilled in art of court reporting & have at least 2 yrs actual prac. & be not less than 21 yrs old.	N/A

Insert IV-1

STATISTICAL REPORT TO JUDICIAL CONFERENCE OF MISSOURI  
FOR PERIOD June 16, 1970-June 15, 1971

From The St. Louis Court of Criminal Correction  
Divisions No. 1 and No. 2 Combined

A. FELONY PRELIMINARIES, CITY APPEALS, AND MISCELLANEOUS

1. Matters pending at beginning of period - - - - -		.. 176
2. Matters added during period - - - - -		.. 4805
(a) Preliminary examinations - - - - -	.. 4512	
(b) City appeals - - - - -	.. 215	
(c) Fugative writs - - - - -	.. 58	
(d) Petitions - - - - -	.. 3	
(e) Writs - - - - -	.. 14	
3. Total matters for court action - - - - -		.. 4981
4. Matters disposed of during period - - - - -		.....
a. Preliminary examinations:		
(1) Hearings waived by defendants - - - - -	.. 148	
(2) Hearings completed (resulting in) - - - - -	.....	
(a) Defendants held for trial - - - - -	2697	
(b) Defendants released - - - - -	1169	
b. Nolle prosqui, dismissals, fugative writs, and city appeals - - - - -	.. 738	4752
5. Remaining at end of period - - - - -		.. 229

B. MISDEMEANORS AND MISCELLANEOUS

1. Matters pending at beginning of period - - - - -		.. 3199
2. Matters added during period - - - - -		.. 8579
(a) Misdemeanors - - - - -	.. 1984	
(b) License cases - - - - -	.. 6565	
(c) Search warrants - - - - -	.. 35	
(d) Writs of habeas corpus - - - - -	.....	
3. Total matters for court action - - - - -		.. 11778
4. Matters disposed of during period - - - - -		.. 7967
a. Misdemeanors disposed of by:		
(1) Plea of guilty - - - - -	.. 6313	
(2) Trial (resulting in) - - - - -	.. 254	
(a) Convictions - - - - -	.. 244	
(b) Acquittals - - - - -	.. 40	
(3) Nolle prosqui or dismissal - - - - -	.. 1340	
b. Writs of habeas corpus - - - - -	.. 39	
c. Search warrants - - - - -	.. 39	
5. Remaining at end of period - - - - -		.. 3811

COMPILED BY: JAMES P. LAVIN, COURT OF CRIMINAL CORRECTION  
CLERK

*James P. Lavin*  
JAMES P. LAVIN, CLERK

APPROVED:

*Richard J. Brown*  
JUDGE: DIV.#1

*Don't Sell*  
JUDGE: DIV.#2

Insert IV-2

CASELOAD FOR BOTH DIVISIONS OF THE ST. LOUIS COURT OF CRIMINAL CORRECTION

JUNE 16, 1970 to JUNE 15, 1971

		<u>TOTAL CASES</u>	<u>MISD.</u>	<u>FEL.</u>	<u>WRITS</u>	<u>CITY ORD.</u>	<u>FUG.</u>	<u>PET.</u>	<u>SW</u>	<u>LICENSE</u>
June	1970	498	85	209	1	5	1	2	1	194
July		1,016	134	426	1	28	2	2	1	422
August		1,097	179	460	1	19	6	0	1	431
September		1,319	185	511	0	0	8	0	6	609
October		1,234	168	439	2	21	5	1	2	596
November		1,053	165	315	2	4	3	1	3	560
December		1,133	172	399	2	13	3	1	3	540
January	1971	1,012	140	326	0	6	7	0	1	532
February		996	150	316	1	9	4	1	4	511
March		1,205	162	331	1	17	4	0	5	685
April		1,177	174	373	2	15	6	0	0	607
May		991	164	244	1	16	3	0	3	560
June	1971	653	106	163	0	62	4	0	0	318
<b>TOTAL</b>		<b>13,384</b>	<b>1,984</b>	<b>4,512</b>	<b>14</b>	<b>215</b>	<b>56</b>	<b>8</b>	<b>30</b>	<b>6,565</b>
			<u>6,565</u>	License						
			8,549							



Insert IV-3

Circuit Court for Criminal Causes  
Weekly/Cumulative Case Report

AS OF FRIDAY, December 31, 1972

C. C. C. G. J. Circuit Court for Criminal Causes

	Total Appl.	Total Ref.	Total Iss.	Ref. this week	Iss. this week	Disp. this week	Total Disp. C.C.C.	NTB this week	Total NTB	New Cases filed	Total cases filed	Disp. this week	Total cases disp.	Cases Pending C.C.
SEX OFFENSES	471	235	236	5	1		5	1	98	3	138		169	50
ROBBERY inc. ASSAULT TO ROB	856	347	509	3	8		60	2	45	8	419		504	139
BURGLARIES	1292	724	568	23	15	3	68		4	9	501	1	543	174
CRIMINAL HOMICIDE inc. MANSLAUGHTER	240	63	177		7		2	1	40		145	2	177	97
ASSAULTS - TO KILL or BODILY HARM	1619	1194	425	27	15		58	1	103	5	272	2	318	170
ALL STEALING EXCEPT M/VEHICLE	1032	513	519	15	7		82	2	15	6	432		449	169
AUTO THEFT - DRIVING W/O CONSENT & TAMPERING	772	411	361	7	4	3	66	3	4	3	295	1	319	63
CHECKS & EMBEZZLEMENT	241	111	130	1	2	2	21		3		111		115	14
WEAPON CASES	1864	1177	687	27	6	1	171		28	10	503	3	568	176
NARCOTICS	1433	848	585	6	8		111		11	3	499		622	134
GAMBLING	44	15	29			1	9				25		32	12
LIQUOR	71	39	32				7			2	23		17	8
OTHER CRIMES	468	369	99	10			16		23		73		103	49
TOTALS:	10403	6046	4357	124	73	10	676	10	374	49	3436	9	3936	1,255

Source: St. Louis Circuit Attorney, March, 1972

-611-

	<u>CCC</u>	<u>Circuit</u>	<u>City</u>
57. Give the no. of cases pending as of a specific date in which a judgment of guilt has not yet been entered and also the number of cases commenced throughout the year.	See Annual Report, Item 52 above	1,257 cases pending 2/12/72. 3,936 cases 1/1/71 to 12/31/71	Approximately 700 cases per day. Approximately 200,000 per year. Dockets prepared about 1 week in advance.
58. How many court rooms are used for criminal cases at each level?	2 full-time	9 full-time	2 full-time
59. Do you have the same jury panel for both civil and criminal cases? For which courts?			

No. The Jury Commissioner maintains a list of qualified jurors, selected by lottery. From the current pool of active jurors, panels are selected by the judges concerned. -- This selection is also by lottery.

60. Explain the jury system at each level - city lower and felony, county lower and felony - and give the size of panel, length of time required to serve and other data available on the jury system. Also, if available, provide sample records kept on juries.

Panel size ranges from 20 to 72 as specified by the judge concerned. Average length of service is 3 to 5 days. Normally jurors are exempt for at least 2-4 years after serving.

61. What kinds of data are kept on witnesses at the various court levels? For those levels where data are available, give the average number of appearances for a witness and a witnesses' average waiting time for a case:

Data is not kept on this subject. Witnesses are summoned to warrant application hearings, the preliminary hearing, and the trial. Thus, at least three appearances are the probable minimum.

One appearance,  
One hour waiting

62. Please complete one schedule for each city and county criminal court. Report on the most recent 12 month period for which data are available and indicate that 12 month period in answering the 1st question on each schedule.

N O R E S P O N S E R E Q U I R E D

	<u>CCC</u>	<u>Circuit</u>	<u>City</u>
63. What arrangements exist at all levels providing for the commitment of persons to drug addiction treatment programs?	NO FORMAL ARRANGEMENTS		N/A
64. Indicate the number of persons in Federal drug addiction treatment programs by reason of court commitment.	None	Not Available	None
65. Indicate the number of persons in State drug addiction treatment programs by reason of court commitment.	None	Not Available	None
66. No response required.			
67. No response required.			
68. <u>Lower Criminal Courts</u>		Name of Court: <u>Court of Criminal Corrections</u>	
		Government Level: <u>State</u>	
		Geographic Jurisdiction: <u>City of St. Louis</u>	
		Name of Contact: <u>James P. Lavin, Clerk</u>	
		Telephone Number: <u>(314) 453-4548</u>	

This court's function in felony cases is limited to conducting preliminary hearings on matters brought before it by the Circuit Attorney. In other criminal cases (misdemeanors) the court processes the cases to completion.

69. How many criminal cases were commenced for the most recent 12-month period for which data are available.

4,805 felony preliminaries/city appeals  
 8,579 misdemeanor/miscellaneous  
 June 16, 1970 - June 15, 1971

70. How many defendants were handled in the criminal court cases for the same period?

No separate "defendant count" is maintained.

71. Is there a separate traffic court?

Yes.

72. What percent of the criminal cases are traffic cases?

N/A

73. What is the number of cases in this court prosecuted by police officers?

Majority (Nearly all)

74. Number of cases and/or number of defendants for the following at initial appearance:

Not separately tabulated.

75. Number of cases and/or number of defendants by type of charge at initial appearance.

Felony charges	4,512
Misdemeanors	1,984
License cases	<u>6,565</u>
Total	13,061

76. Give number of cases and/or number of defendants by type of trial.

Non-Jury: 2,055 felony cases, 7,683 misdemeanors

Jury: 284 cases

77. Give number of cases and/or defendants by type of plea:

Not guilty: 284

Guilty: 6,313

6,597

78. Give number of cases and/or number of defendants by type of final disposition.

Bound over/held to answer	2,845 felonies	8,549 misdemeanors
Dismissed/Nolle	1,907 felonies	1,340 misdemeanors
Acquitted	None*	40 Misdemeanors
Convicted	None*	6,557**

\* Referral to Circuit Court for trial

\*\*6313 plea of guilty plus 244 convictions.

79. Give the number of cases and/or defendants by sentence of lower court.

Not available.

80. Give the number of cases and/or defendants by type of counsel:

Not available.

81. How many persons charged with a misdemeanor were released on bail at arraignment?

Not available.

82. How many persons charged with a misdemeanor were convicted of a misdemeanor, acquitted and dismissed?

6,557 convicted

40 acquitted

1,340 dismissed

83. Of those convicted of a misdemeanor how many had the following types of counsel: Private, Public-appointed, Public Defender, Self or other?

Not available.

84. For all criminal cases commenced in the lower court what was the average time between the following actions: Explain special circumstances.

14 days if on bail----- 7 or less if in jail.

1 1/2 days trial to disposition.

85. As of section December 1, 1971 how many judges are authorized by law for this court? Two.

a. How many of these are part-time judges? None

b. How many are also judges of another court? None

c. How many of the authorized positions for judges are presently vacant? None

d. Give total number of days spent by visiting judges over the past 12 month period. N/A

86. Felony Trial Court

Name of Court	<u>Circuit Court for Criminal Causes</u>		
Government Level	<u>State</u>		
Geographical Jurisdiction	<u>City of St. Louis</u>		
Name of Contact	<u>John S. Wilson, James McAteer, James Roche</u>		
Telephone number	<u>453-4426</u>	<u>453-4485</u>	<u>453-4121</u>
	<u>621-8320</u>		

87. How many criminal cases were commenced for the most recent 12-month period for which data are available?

3,436 cases from January, 1971 to December, 1971.

88. How many defendants were handled in the criminal court cases for the same period?

3,932

89. Give the number of cases and/or defendants by preliminary hearing process. 4,357.

90. Give the number of cases and/or defendants by the following filing actions:

	<u>No. of cases</u>
Indictment/Accusation	3,936
Information	
No bill	-----
Refer to lower court/ reduce charge	9
Dismissed	595
Other - specify Nolle prosequi, no true bill, abated by death	<u>390</u>
TOTAL	4,986

91. Give the number of cases and/or defendants by type of release after initial appearance.

Release on own recognizance: 259

Bail	} Tabulation not available, individual records on file at Circuit Attorney's office
Committed in Default	
Committed w/out Bail	
Other - specify	

TOTAL 3,936

92. Give the number of cases and/or defendants by plea and trial type.

Guilty pleas as charged	2,196
Guilty pleas to lesser charge	573
Trial by jury, defendant found guilty as charged	110
Trial by jury, defendant found not guilty	58
Trial by jury, hung jury	
Trial by jury, defendant found guilty of a lesser charge	20

92. Continued

Trial by judge, defendant found guilty as charged	115
Trial by judge, defendant found not guilty	89
Trial by judge, defendant found guilty of a lesser charge	28
Nolle (dismissal by prosc.)	703
Referred to medical care	17
Civil commitment	
No bill by grand jury	
Unavailable	12
Other - specify	
Quashed, transfer to other jurisdiction	<u>15</u>
TOTAL	3,936

93. Give the number of cases and/or defendants with charges of the following:

Felony charges	3,436
Misdemeanor charges	
Other - specify	
Total	3,436

94. Give the number of cases and/or defendants by sentence type.

Not available in tabulated form. Individual case records on file at Circuit Attorney's office.

95. Give the number of cases and/or defendants by type of counsel:

Private

Public - appointed 703

Public Defender(10  
months only) 1,702  
Self

Other - specify: 2,535  
Private and est. 2  
month Public Defender

TOTAL 3,930

96. How many persons charged with a felony were released on bail at arraignment?

Not available.

97. How many persons charged with a felony were convicted of a felony, dismissed and acquitted?

3,059 convicted

83 dismissed

165 acquitted

98. How many persons convicted of a felony were sentenced to:

Not available in tabulation form. Individual records on file at Circuit Attorney's office.

99. Of those convicted of a felony how many were represented by the following counsel?

Not available in tabulated form.

100. For all criminal cases in felony court what was the average time between the following actions:

	<u>Average # of days</u>	<u>Range shortest to longest</u>
Date of felony court filing to date of felony court arraignment	7-10 days	1-3 weeks
Date of felony court arraignment to date of felony trial commencement	90-120 days	3-12 months
Date of felony trial commencement to date of disposition (date trial ends)	3 1/2 days	1-7 days
Date of felony trial end to date of sentencing	60 days	40-75 days

101. As of December 1, 1971, how many judges are authorized by law for this court?

Nine (9) authorized judges.

15a. How many of these are part-time judges? NONE

15b. How many are also judges of another court? NONE

15c. How many of the authorized positions for judges are vacant? NONE

15d. Give total # of days spent by visiting judges over the past 12 month period NONE



## Section V. CRIMINAL JUSTICE COORDINATION

1. Do you have any programs for the exchange of information among or between the agencies of criminal justice and/or non-criminal justice agencies with jurisdiction in the city through such things as conferences, exchange programs, joint training programs, etc.?

Yes.

2. For each program explain the objectives and scope of the program indicating the agencies involved, the number of participants from each agency, the kinds of participants and the amount of time devoted to this effort by the participants.

### Commission on Crime and Law Enforcement\*

The St. Louis Commission on Crime and Law Enforcement was created by City Ordinance Nos. 55-455 and 55-456 enacted by the Board of Aldermen on December 29, 1969. Its general purpose is to promote coordination and cooperation among the agencies involved in law enforcement and administration of justice in the City. Some of the specific functions assigned to the Commission by ordinance are: coordination of activities in the law enforcement field; inquiry into the status of criminal activity and development of improved means of cataloging crime; study and recommendations concerning existing methods and practices used in the law enforcement field; development of citizen interest and participation in improved law enforcement; and development of means and procedures for improvement of law enforcement and administration of justice.

The Commission on Crime and Law Enforcement is composed of two parts--an Executive Committee and a Citizens Committee. There is also a small staff headed by an Executive Director.

The Executive Committee, which began functioning officially in January 1970, is composed of 10 officials: Mayor of St. Louis; Presiding Judge of the Juvenile Division of the 22nd Circuit Court; an additional judge of the Circuit Court; Prosecuting Attorney; Circuit Attorney; Superintendent of the St. Louis Public Schools; President of the Board of Police Commissioners; and President, Vice-President, and Chairman of the Public Safety Committee of the Board of Aldermen.

The Citizens Committee is composed of 10 citizen members, first appointed by the Mayor in January, 1970. One member serves as Chairman

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\*"An Evaluation of the St. Louis Commission on Crime and Law Enforcement--Its Operations and Funded Research," Governmental Research Institute, November, 1971.

## Commission on Crime and Law Enforcement (cont'd.)

of the Commission on Crime and Law Enforcement. Each of the remaining members is chairman of a subcommittee and is responsible for recruiting members of his subcommittee. These subcommittees presently cover the following functional areas: Narcotics, Schools, Juvenile Delinquency, Courts, Legislation, Police, Research, Community Involvement, and Auto Theft.

According to the ordinance creating the Commission, the Citizens Committee has responsibility for the achievement of functions and goals, while the Executive Committee advises the Mayor on prospective operations and makes recommendations to him on suggestions generated by the Citizens Committee. As envisioned by the ordinance, the Commission on Crime and Law Enforcement operates in the following way: (1) study and development of recommendations and suggestions by the Citizens Committee and its subcommittees, (2) review and coordination of Citizens Committee and subcommittee activity by the Commission staff, and (3) subsequent staff referral of Citizens Committee proposals to the Executive Committee for its evaluation and possible recommendations to the Mayor for their implementation.

In practice, the Executive Committee studies and generates proposals and recommendations on its own, acting in more than an advisory capacity. Thus, both the Citizens Committee and the Executive Committee work on their own ideas, with support from the staff. The staff coordinates and briefs each committee on activities of the other.

The staff consists of an Executive Director, and administrative assistant, and a secretary. In the past nine months, positions for two additional research associates and a research assistant were funded by a grant from the Law Enforcement Assistance Administration.

### Activities of the Commission

The Commission on Crime and Law Enforcement has brought about substantially increased contact between the public officials who head agencies involved in the criminal justice system in the City and who can take direct action to improve that system. Through membership on the Executive Committee, these officials have discussed, at regularly scheduled meetings, problems and programs of the criminal justice system. The meetings have improved opportunities for developing cooperative approaches to solution of problems of the system.

The meetings have also increased each official's awareness of how his agency is involved in the overall administration of criminal justice in the City. While this increased awareness has not yet resulted in fully coordinated action or planning on a large scale, it has produced increased cooperation among the agencies and forms a base for expanded effort in the future.

## Activities of the Commission (cont'd.)

Executive Committee discussion of the problem of truancy in the public schools and its link to juvenile crime provides an illustration of this process. The problem was originally brought to the attention of the Executive Committee by the member representing the Board of Education. In discussion, the Prosecuting Attorney and the police and Juvenile Court representatives presented their duties and outlined problems encountered in carrying out these duties. This process provided an opportunity for each agency involved with truancy to present its own problems, and to acquire an awareness and understanding of problems encountered by others who have responsibilities in this area. A Task Force on Truancy was formed, which included representatives of the agencies. Through Task Force meetings, the police agreed to hold truants until a parent or guardian picks them up and to send a list of truants to the School Board; the Board of Education agreed to refer selected cases to the Prosecuting Attorney for action and to be more active in referring truancy cases to the Juvenile Court; the Prosecuting Attorney indicated that steps would be taken to prosecute those parents permitting children to be truant; and the Juvenile Court promised to place greater efforts on cases dealing with truancy. Thus, instead of each agency carrying out duties in isolation from others with related responsibilities, the officials discussed the total process, and developed a coordinated program for possible solution of problems.

Through cooperative effort of the Prosecuting and Circuit Attorneys and the Juvenile Court, the Juvenile Court secured additional prosecutive services from the Prosecuting and Circuit Attorneys. Reports from Executive Committee members resulted in the endorsement of additional staff for the Public Defender and Circuit Courts, and proposals for a nominal bond program. The Executive Committee also examined and made suggestions for improvement of procedures for transporting prisoners from the City Jail to Jefferson City and administering psychiatric examinations to prisoners.

Several steps could be taken which might improve the development of full cooperation and coordination of the agencies involved in the criminal justice system. The first is to include in membership of the Executive Committee those officials responsible for the correction, probation, and parole agencies. Although it is important to keep the size of the committee from becoming too large, inclusion of representatives of these important parts of the criminal justice system on the Executive Committee would strengthen the Committee's ability to produce cooperative action affecting those areas.

Improved member attendance at Executive Committee meetings also should lead to more cooperation and coordination among agencies. The busy officials making up the Committee membership found it difficult to attend regularly the two meetings scheduled each month during the first 18 months

Activities of the Commission (cont'd.)

of the Commission's operations. Some members frequently sent substitutes from their staffs, but these substitutes lacked the stature of the official members and were understandably more hesitant to commit their superiors or agencies to specific actions. A recent decision of the Executive Committee to schedule only one meeting each month should result in more regular attendance by official members. It is likely that one well-organized monthly meeting, with most official members present, will be more productive.

As another technique for increasing Executive Committee effectiveness, consideration should be given to holding meetings among representatives of the Committee members prior to regular committee meetings. This would allow Committee members to be generally informed of proposals in advance of their meetings, and it would provide a method of working out details. It would leave commitments to the official members of the Committee and permit them to concentrate on major matters.

An additional step to facilitate coordination and cooperation among the agencies of the criminal justice system would be the development of a comprehensive plan to achieve that goal. With its limited staff and funding, the Commission has not yet been able to prepare an adequate plan. Such a plan would include consideration of exactly what areas should be designated for Commission involvement, the extent and nature of such involvement, and the priorities which should be assigned to each area. Development of the plan and establishment of priorities would allow the Commission to operate with more definite direction, and to react to individual areas of concern in relation to the criminal justice system as a whole.

Missouri Law Enforcement Assistance Council Region 5\*

Region 5 Council is one of 19 regional councils in the State of Missouri established to coordinate the attack upon crime and delinquency initiated by the Safe Streets Act and Omnibus Crime Bill of 1968. The Region 5 Council serves the Missouri portion of the St. Louis Metropolitan area which comprises the City of St. Louis, St. Louis, Franklin, Jefferson and St. Charles counties. The Council is made up of fifteen members who are appointed by the elected officials within the five county region: seven from the City of St. Louis, five from St. Louis County, and one each from Franklin, Jefferson and St. Charles counties. For federal fiscal year 1972 the Region 5 Council allocated more than \$3.1 million for projects designed to combat crime and delinquency, and to upgrade the criminal justice system in the region. During the prior three years the Council funded 65 programs which totalled in excess of \$4.6 million.

\*"Region 5 Report," Vol. 1, No. 1, September-October, 1971.

## Missouri Law Enforcement Assistance Council Region 5 (cont'd.)

On August 19, 1968, Gov. Warren E. Hearnes signed an executive order establishing the Missouri Law Enforcement Assistance Council as the state planning agency to administer and implement the provisions of the Crime Control and Safe Streets Act of 1968 (Public Law 90-351). The Safe Streets Act had been enacted by the Congress of the United States on June 19, 1968. The Missouri Law Enforcement Assistance Council was established as a part of the Department of Community Affairs. The governor appointed a council of 19 members with a wide range of experience in the criminal justice field to supervise the newly established agency.

In order to establish a system whereby local units of government might participate in comprehensive planning for crime control and upgrading of criminal justice, the state was divided into regions. Each region is governed by a law enforcement planning council which supervises and formulates policies for the region. The councils identify local needs and problems, guide local planning efforts and supervise action programs funded through The Missouri Law Enforcement Assistance Council. One of the primary functions of the regional law enforcement assistance councils is to foster cooperation among units of government in the regions they serve.

Upon establishment, the regional council has the authority to conduct the research and analysis necessary to determine its law enforcement needs, to make plans for the improvement and upgrading of criminal justice, and to implement those plans with action programs. Attorney General John C. Danforth has issued the opinion that regional law enforcement councils are local governments and political subdivisions as defined in the state statutes.

The Region 5 Law Enforcement Assistance Council first met in March, 1969. Six weeks after this initial meeting, the Council submitted a proposal consisting of seven programs with a funding of \$175,266. The seven funded programs involved all elements of the criminal justice system, including law enforcement, the courts, corrections and rehabilitation. The initial plan was submitted to the state and approved. By January, 1970 the first monies had been received and a number of the projects were under way.

While the first year program was modest compared to the following years it included programs basic to improved criminal justice. The FY1969 program included a vocational training and rehabilitation project for prisoners in St. Louis and St. Louis County jails, technical assistance to design a police information system, and televised courses for police cadets.

In the second funding cycle, for FY1970, Region 5 was allocated nearly \$1.5 million by the State Council. With the increase in funds and its concern to carry out a systematic and coordinated improvement of the entire criminal justice system, the Region 5 Council called in experts from

Missouri Law Enforcement Assistance Council Region 5 (cont'd.)

various fields in the criminal justice system to present new projects and ideas which the council could discuss and consider. The Region 5 plan was due at the state council in March, 1970. Projects amounting to a total of more than \$3,000,000 were submitted for the available \$1.5 million. After considerable debate and evaluation, the Council made its decision on which projects to fund.

With funds from FY1970, the Council continued its support of the prisoner vocational training and rehabilitation project, the computerized court docketing system and the police training. It also allocated over a half million dollars to projects for the prevention and control of juvenile delinquency. Some of the major juvenile projects included the establishment of eight regional group homes, the purchase of improved data storage and retrieval units for the city and county juvenile courts and a project to assist parents of juveniles referred to the Juvenile Court for drug-related violations.

In the next funding cycle for FY1971, the Council was allocated nearly \$3 million while in the present funding cycle, FY1972, the regional allocation is \$3.1 million. With FY1971 funds the Council expanded its support to various corrections and juvenile projects, funded a public defender project, a police community relations project, and a number of projects to curb drug abuse, especially as it effects juveniles.

The Council has funded a broad range of programs effecting all aspects of the criminal justice system. Some of these projects, such as the police information system and the prisoner vocational training program, are ongoing and have been refunded from FY1969. The Council is now in a position to begin to evaluate the effectiveness of the programs which it has funded during the past few years. In its short history, the Region 5 Council helped the various elements of the criminal justice system to recognize that they must upgrade to improve their services in a coordinated manner. It has stimulated communication between diverse political jurisdictions making them recognize that they must work together for mutual benefit. With this basic groundwork, the Council can look forward to succeeding in its primary objective, to improve the criminal justice system, and thereby reduce crime in the community.

Technical Advisory Committees, Missouri Law Enforcement Assistance Council, Region 5. In the areas of Juvenile, Corrections, Drug Abuse, Judicial, Regional Justice Information System (REJIS), and Law Enforcement. Membership is comprised of Region 5 Council Members and administrators as well as technical experts from each field who meet periodically to consider matters affecting their area of specialization.

Board of Education/Juvenile Court Coordinating Group. Five school social workers (one from each district), and the Chief Deputy Juvenile Officer, plus five Unit Supervisors meet periodically to improve working relations and maintain better inter-agency communication.

4. For each program identify and describe the objectives and scope of the programs mentioning especially the agencies and kinds of people involved, the extent of this involvement.

Team Counseling: a joint Police and Juvenile Court counselling effort designed to deliver intensive counselling to offenders against the Juvenile Code. Youth peer groups having members with multiple offense records are the particular target of the team.

5. Are there any agencies or groups which are concerned with the general area of criminal justice and whose concerns cross agency lines such as a criminal justice planning group or criminal justice coordination group?

Yes

6. Name and explain each briefly giving the authority with which it is charged, of what organization it is a part, the responsibilities and functions, etc.
1. Commission on Crime and Law Enforcement, See Question 2 above.
  2. Missouri Law Enforcement Assistance Council Region 5, See Question 2 above.
  3. Circuit Committee on Courts. Established to study the entire justice system and recommend changes for improvement.

7. Are there any non-criminal justice agencies in the city which engage in activities specifically aimed at reducing the incidence of crime and delinquency?

Yes

8. Name and describe the programs or activities of each which are relevant.

Women's Crusade Against Crime. Develops and implements publicity and citizen activity programs to deter crime.

Women for City Living. Similar to above.

9. Are there any other programs operating in the city which you feel are having or will have an direct, significant impact on the amount, extent and character of crime in the city?

Yes

10. Name and explain each briefly indicating the organization which handles the program, the time frame and the coverage.

There are approximately 70 LEAA funded projects in the city involving police, courts, corrections and community organizations.

11. Has this city been selected for special consideration in terms of federal funding support? (e.g., designated as Planned Variation City, Model City, etc.)

Yes

12. What is the name of the program or programs for which it has been selected and when was it selected?

<u>Name of Program</u>	<u>When Selected</u>
Model Cities	1968
Community Action Program	1966

13. What amount and what percentage of the city budget has been allocated to drug abuse treatment and prevention functions for the most recent 3 years for which data are available?

None Reported.



**END**