

Office of the Chief of Custody  
St. Louis County Jail

Insert 5

Johnson v. O'Brien



JC-MO-010-061

COUNTY JAIL DIRECTIVE 304  
4 August 1977  
WHB/jh

SUBJECT: MAIL REGULATIONS

Re: U. S. Postal Service Regulations

Purpose: To promulgate instructions in the handling of resident mail.

Background: Mail addressed to inmates at the County Jail, unless otherwise directed by the addressee, is delivered to the jail authorities, who in turn will deliver the mail to the addressee, under the jail's rules and regulations.

Policy: It shall be the policy of the County Jail to mail and deliver letters from and to inmates of the County Jail in accordance with the basic instructions contained herein.

1. Pick-up: The first shift supervisor (12:00 - 8:00 a.m.) will pick up all outgoing mail and inspect, seal and mail by 7:00 a.m. daily, except Sunday.

2. Delivery of Mail: The second shift supervisor will insure that the mail is picked up by 11:00 a.m. daily from the mail box. Mail will be opened, inspected, and delivered daily, except Saturday and Sunday.

Action: Employees of the St. Louis County Jail will be guided in the performance of their duties in handling resident mail by the following:

1. Censorship: Censorship of both incoming and outgoing inmate mail is strictly forbidden.

2. Inspection: In lieu of censorship all inmate mail will be inspected for contraband by:

- a. Opening the letter and extracting the contents.
- b. Shaking the envelope to cause any contraband that might be inside to fall free.
- c. Shaking the pages of the letter to insure no contraband is attached to the pages of the letter.
- d. Remove stamp and sealing portion of the envelope (flap) and dispose of properly.
- e. Pictures will be inspected closely. No polaroid pictures with backing.

INSERT 5.

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3. Quantity: Inmates of the St. Louis County Jail will be permitted to write a reasonable amount of letters per week.

4. Address: All inmates will use the following return address:

a. Name  
Box 11417  
Clayton, Mo. - 63105

5. Routine Mail: Routine mail is defined as that mail that an inmate receives or sends to family, friends, or other than a legal, public official. Envelopes must not be sealed, in order that they may be conveniently inspected.

6. Official Mail: Official mail is defined as that mail an inmate receives or sends to or from attorney, courts, public official. Envelopes will remain sealed and inspection of contents will not be made.

5. Applicability: This instruction is applicable to all employees and inmates of the St. Louis County Jail. Absolutely no changes in the aforementioned procedures will be authorized without consent of the Superintendent or the Chief of Custody.

Director of Welfare 12-19-78

*William Breeding*  
William Breeding  
Chief of Custody

18. The Visiting Zone Officer will, at all times, be familiar with, and be prepared to put into effect any applicable emergency plans.

The Correctional Officer assigned to visiting areas has therefore, a two-fold responsibility; first, the maintenance of custodial standard; second, a courteous reception and treatment of all visitors.

Every effort should be made to minimize delay between the appearance of the visitor and actual beginning of the visit. To this end, the Correctional Officer should, after a reasonable amount of time has elapsed, check on the non-appearance of the inmate. He should carefully explain to the visitor the reason for the delay.

The Correctional Officer must make every effort to ensure that all inmates receive the amount of time authorized for their visits. This will avoid any injustice, not only to the inmate and his visitor, but to the County Jail as well. The policies of St. Louis County Jail must be uniformly administered.

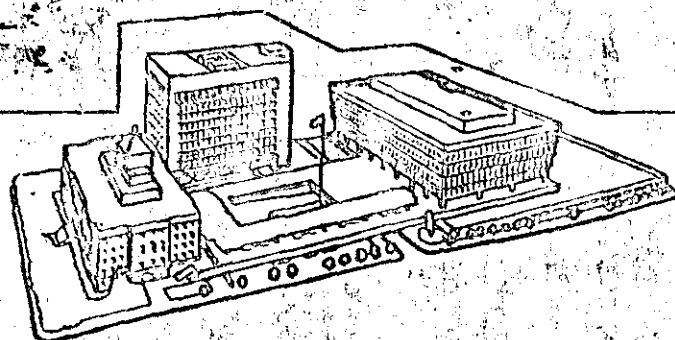
This appendix supersedes CJD 301, Appendix I, dated 7/21/77.

Medical care is provided daily by nurse and regularly 3 times a week by doctor, or daily when necessary. Mental health is provided by County Hospital at any time, and on order of Infirmary doctor. Mental care is done at County Hospital 2 times per week, for pulling of teeth only. Medical care for teeth is done by staff personnel daily as requested.

Nurse & doctor have to be licensed. Nurses at County Jail are Licensed Practical Nurses by state of Missouri. Nurses are on duty daily & live per day and doctor visits 3 x or more often and the nurse also visit the jail on weekends & holidays whenever necessary. Any medical person after 4pm weekends and holidays are provided by County Hospital with supervision of Supervisors. Includes, Emergency, Medical & Surgery. Supervisors should be notified if person ill and they will call nurse and or doctor at home for directions & procedure. Emergencies are taken directly to County Hospital Emergency Room for treatment and or long term care.

Mental health services are available at County Hospital after Infirmary doctor sees person & evaluation is done. Recommendation by infirmary doctor is made to supervisor for a Court order to transport pt to mental institution if person is psychiatric. The doctor visits 3 times a week regularly and when necessary.

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ST. LOUIS COUNTY, MISSOURI  
GENE McNARY, SUPERVISOR

DEPARTMENT OF PUBLIC WORKS  
ROBERT J. HAGEL, P.E., DIRECTOR

November 28, 1979

MEMORANDUM TO: William H. Breeding, Chief of Custody  
St. Louis County Jail

SUBJECT: Information on Jail for Legal Purposes

I have got the answers to your questions for use by your attorneys.

The air conditioning and heating information is contained in the attached memorandum and calculation sheets dated November 27 and prepared by Harold Richter of my staff. The control system is local for each confinement area by individual thermostats. The thermostats can be set for any temperature within the range but we have designed for dry bulb temperatures in the 70's with outside conditions between 0 and 95°. The ventilation systems provide the code-required six changes of air per hour; this can be increased to ten changes per hour by using the smoke exhaust fans.

I attach three prints of the floor plan of the jail; as many more as you need are available upon request.

The sizes of the individual facilities are a) family visiting = 112½ sq. ft., b) inmate visiting booth = 9 sq. ft. each, c) family visiting booth = 9 sq. ft. each, d) hall behind the nine family booths = 195 sq. ft. and e) visitors' sallyport = 115½ sq. ft.

If there is any other assistance we can offer you or the attorneys, ask.

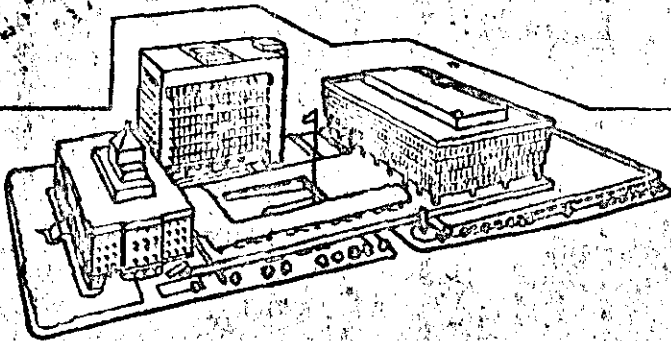
*R.C. Lincoln*

Robert C. Lincoln  
Deputy Director for Operations

RCL/jh  
Enc.

cc: Louis Stoppelman

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**ST. LOUIS COUNTY, MISSOURI**

**GENE McNARY, SUPERVISOR**

DEPARTMENT OF PUBLIC WORKS

ROBERT J. HAGEL, P.E., DIRECTOR

November 27, 1979

MEMORANDUM TO: ~~Robert C. Lincoln~~  
Deputy Director for Operations

*for 11/27/79 to W. Breeding*

SUBJECT: Information on Jail for Legal Aid

In response to your memorandum of November 26, 1979 and of the same subject, the following material pertaining to HVAC is submitted for your perusal:

1. The jail, which occupies the entire 4th floor of the Administration Annex Building, is heated and cooled via three major modification projects. The first and most extensive renovation was accomplished during 1973-1974. In addition to numerous changes in occupancy areas, this renovation included the installation of 14 fan coil units systems which provide cooled air distribution, coupled with fresh air supply, to all areas. Each fan coil unit is controlled by a room thermostat. This renovation also included new toilet exhaust systems in conformity with area changes. Hot water wall convectors, controlled by room thermostats, were installed, replacing the original steam radiators. The above renovations were in accord with Winkler-Thompson & Assoc. architectural and Willard Given & Assoc. engineering drawings and specifications dated March 15, 1973.

The second renovation was accomplished mid-1977. This consisted of the installation of a combination heating and cooling make up air system for the jail kitchen. Since the range hood exhausts 6800 cu. ft. per min. when operating, the make up air system provides an equivalent volume of conditioned air and provides ventilation capability during off season periods. The make up air unit is controlled by pre-set thermostats which compensate for winter and summer conditions. This renovation also included exhaust systems for an additional exhaust hood and dishwasher. This project was designed by Operations Division of St. Louis County Public Works per drawings and specifications dated March 7, 1977.

The third and most recent renovation is the Jail Cell Block Improvement which was recently completed. Although the work primarily represents architectural and structural modifications, the existing heating and cooling systems were removed and replaced with new to satisfy the new requirements. Two air handling units,

JAIL 4TH FLOOR  
ANNEX BUILDING

SHEET 1 of 8  
H.C. RICHTER  
11-26-79

AIR DISTRIBUTION:  
AIR SUPPLY  
OUTSIDE AIR SUPPLY  
EXHAUST AIR

REFERENCE DESIGNS:  
GIVEN & ASSOC. SHEET M-11 MAR. 15, 1971  
OPER. DIV. PUBLIC WORKS  
SHEETS M-1, -2, -3 MAY 16, 1971

CELL BLOCK IMPROVEMENT AREA (AREA: 5000 SQ. FT. ; VOLUME: 49,600 CU. FT.)

<u>SUPPLY AIR (HEATING &amp; COOLING)</u>	11.6 AIR CHG'S. PER HOUR (NOTE 1)
AHU #1 10.5 TONS - COOLING ;	209,300 BTUH HEATING 4800 CFM
AHU #2 10.5 TONS - COOLING ;	209,300 BTUH HEATING 4800 "
TOTAL 21 TONS "	418,600 " " 9600 " (NOTE 1)

SHOWER/TOILET EXHAUST

12 CELLS @ 75 CFM EA. = 900 CFM (CU. FT. PER MIN.)  
(NOTE 4)

TEAR GAS EXHAUST (EMERGENCY ALSO FOR SMOKE EVACUATION)

EXH. FAN #3	3000 CFM
EXH. FAN #4	3000 CFM
TOTAL	6000 "

OUTSIDE AIR (ADMITTED TO AIR HANDLERS)

AHU #2	WITH O.A. DAMPER SET AT 1000 FPM - 660 CFM ADMITTED	} NOTE 2
AHU #1	" " " " " " 300 (45% x 660)	
TOTAL		960 CFM

NOTES: 1. BOCA CODE REQUIREMENTS FOR PENAL INSTITUTIONS:  
6 AIR CHANGES PER HR. = 4960 CFM

2. OUTSIDE AIR, IE, 960 CFM REPRESENTS 19% OF  
BOCA REQUIRED TOTAL AIR DISTRIBUTION

3. BOCA CODE REQUIRES  $7\frac{1}{2}$  CFM PER PERSON OUTSIDE  
AIR SUPPLY, IE,  $96 \times 7\frac{1}{2} = 720$  CFM

4. BOCA CODE REQUIRED 40 CFM EXHAUST PER EACH  
TOILET FIXTURE, IE, 12 FIXTURES  $\times$  12 = 450 CFM

5. IF BOTH TEAR GAS FANS ARE OPERATED SIMULTANEOUSLY,  
THE TOTAL EXHAUST CAPACITY WOULD BE 6000 CFM

JAIL 4TH FLOOR  
ANNEX BUILDING

SHEET 2 of 8  
H. C. RICHTER  
11-27-79

WOMEN'S DETENTION AREA (AREA: 1375 SQ. FT. ; VOLUME: 13640 CU. FT.)

SUPPLY AIR (COOLING & RECIRCULATION) 7.0 AIR CHGS. PER HOUR  
(NOTE 1)

FCU #12 SUPPLY AIR 50% UNIT CAP. 55000 BTUH 1600 CFM  
(NOTE 1)

OCCUPANTS - 12

TOILET EXHAUST

EXH. FAN #8 1750 CFM CAP.

ASSUME  $\frac{1}{2}$  OF ASSUMED 30% CAP. OF SYSTEM

$.5 \times .30 \times 1750 = 263 \text{ CFM}$  (NOTE 2)

TEAR GAS EXHAUST (EMERGENCY - ALSO FOR SMOKE EVACUATION)

EXH. FAN #5 3000 CFM CAP.

$64\% \times 3000 = 1920 \text{ CFM}$  (ONE AIR CHG. EVERY 7.1 MINUTES)

OUTSIDE AIR

WITH O.A. DAMPER SET AT 1000 FPM - 660 CFM ADMITTED

$\frac{1}{2}$  OF 55% OF AVAILABLE ADMITTED

$.50 \times .55 \times 660 = 180 \text{ CFM}$  (NOTE 3)

NOTE 1. BOCA CODE REQUIRES 6 AIR CHG. PER HR = 1364 CFM

2. " " " 40 CFM PER FIXTURE  $3 \times 40 = 120 \text{ CFM}$

3. " " "  $7\frac{1}{2} \text{ CFM PER PERSON OUTSIDE AIR,}$   
 $12 \times 7.5 = 90 \text{ CFM}$



JAIL 4<sup>TH</sup> FLOOR  
ANNEX BUILDING

SHEET 4 of 8  
H.C. RICHTER  
11-27-79

ISOLATION CELLS & ADJOINING PASSAGEWAYS

(AREA: 915 SQ. FT.; 9150 CU. FT.)

SUPPLY AIR (COOLING & RECIRCULATION)

13.1 AIR CHG'S PER HOUR

FCU #13 Supply Air 58000 BTUH

2000 CFM (NOTE 1)

OCCUPANTS - 7

TOILET EXHAUST

EXH. FAN #9 1830 CFM CAP.

Assume 35% OF SYSTEM CAP.

$.35 \times 1830 = 640 \text{ CFM}$  (NOTE 2)

TEAR GAS EXHAUST (EMERGENCY - ALSO FOR SMOKE EVACUATION)

EXH. FAN #6 1000 CFM CAP.

Assume 90% OF SYSTEM

$9 \times 1000 = 900 \text{ CFM}$  (ONE AIR CHG. EVERY 10.1 MINUTES)

OUTSIDE AIR

WITH O.A. DAMPER SET AT 1000 FPM - 660 CFM ADMITTED.  
(NOTE 3)

NOTE 1. BOCA CODE REQUIRES 6 AIR CHG'S PER HOUR - 915 CFM

2. " " " 40 CFM PER FIXTURE =  $8 \times 40 = 320 \text{ CFM}$

3. " " "  $7\frac{1}{2} \text{ CFM PER PERSON OUTSIDE AIR,}$   
 $7 \times 7.5 = 52.5 \text{ CFM}$

JAIL 4TH FLOOR  
ANNEX BUILDING

SHEET 5 of 8  
H.C. RICHTER  
11-27-79

INTAKE CELLS (AREA: 1410 SQFT ; VOLUME: 14100 CU.FT.)

12.8 AIR CHG'S PER HOUR  
(NOTE 1)

SUPPLY AIR (COOLING & RECIRCULATION)

FCU #10 SUPPLY AIR 89000 BTUH 3000 CFM (NOTE 1)

OCCUPANTS - 12

TOILET EXHAUST

EXH. FAN #9 1830 CFM CAP.

ASSUME 65% OF SYSTEM

$.65 \times 1830 = 1190 \text{ CFM}$  (NOTE 2)

TOILET GAS EXHAUST (EMERGENCY - ALSO FOR SMOKE EVACUATION)

EXH. FAN #7 1800 CFM (ONE AIR CHG EVERY 7.83 MINUTES)

ASSUME 100% OF SYSTEM

OUTSIDE AIR

WITH O.A. DAMPER SET AT 1000 FPM - 660 CFM

ASSUME 50% ADMITTED TO FAN COIL UNIT - BALANCE TO FCU #11

$.5 \times 660 = 330 \text{ CFM}$  (NOTE 3)

NOTE 1. BOCA CODE REQUIRES 6 AIR CHG'S PER HR. = 1410 CFM

2. " " " 40 CFM PER FIXTURE =  $15 \times 40 = 600 \text{ CFM}$

3. " " "  $7\frac{1}{2} \text{ CFM PER PERSON OUTSIDE AIR,}$   
 $12 \times 7.5 = 90 \text{ CFM}$

JAIL 4TH FLOOR  
ANNEX BUILDING

SHEET 6 of 8  
H.C. RICHTER  
11-27-79

SECURE VISITING AREA (AREA: 3155 SQ. FT.; VOLUME: 3150 CU. FT.)

24 AIR CHG PER HR.  
(NOTE 1)

SUPPLY AIR (COOLING & RECIRCULATION)

FCU # 11 Supply Air 51000 BTUH

1270 CFM (NOTE 1)

OCCUPANTS - 20

TOILET EXHAUST

NO TOILET INVOLVED

TEAR GAS EXHAUST

NOT APPLICABLE

OUTSIDE AIR

ASSUME 50% ADMITTED TO FAN COIL UNIT - BALANCE TO FCU # 10  
 $15 \times 660 = 330 \text{ CFM}$  (NOTE 2)

NOTE 1. BOCA CODE REQUIRES 6 AIR CHG'S PER HR. = 315 CFM

2. " " " " 7 1/2 CFM PER PERSON OUTSIDE AIR,  
 $20 \times 7.5 = 150 \text{ CFM}$

JAIL 4TH FLOOR  
ANNEX BUILDING

SHEET 7 of 8  
H.C. RICHTER  
11-27-79

SOUTH MODULE (AREA: 1710 SQ. FT.; VOLUME: 17100 CU. FT.)

SUPPLY AIR (COOLING & RECIRCULATION)

10.5 AIR CHG. PER HR  
(NOTE 1)

FCU # 2 SUPPLY AIR 82000 BTUH 3000 CFM (NOTE 1)

OCCUPANTS - 10

TOILET EXHAUST

EXH. FAN # 1 1200 CFM CAP.

10 CELLS EXHAUSTED AT 50 CFM = 500 CFM (NOTE 2)

TEAR GAS EXHAUST

EXH. FAN # 2 3000 CFM CAP.

ASSUME 45% OF SYSTEM

$45 \times 3000 = 1350$  CFM (ONE AIR CHG. EVERY 12 MINUTES)

OUTSIDE AIR

WITH OUTSIDE AIR DAMPER SET AT 1000 FPM - 660 CFM ADMITTED.  
(NOTE 3)

NOTE 1. BOCA CODE REQUIRES 6 AIR CHG. PER HOUR = 1710 CFM

2. " " " 40 CFM PER FIXTURE =  $10 \times 40 = 400$  CFM

3. " " "  $7\frac{1}{2}$  CFM PER PERSON OUTSIDE AIR,  
 $10 \times 7.5 = 75$  CFM

JAIL 4TH FLOOR  
ANNEX BUILDING

SHEET 8 of 8  
H.C. RICHTER  
11-27-79

NORTH MODULE (AREA: 1620 SQ. FT ; VOLUME: 16200 CU. FT)

11.1 AIR CHG'S PER HOUR  
(NOTE 1)

SUPPLY AIR (COOLING & RECIRCULATION)

FCU # 3 Supply AIR 83000 BTUH 3000 CFM (NOTE 1)

OCCUPANTS - 10

TOILET EXHAUST

EXH. FAN # 1 1200 CFM CAP.

9 CELLS EXHAUSTED AT 50 CFM = 450 CFM (NOTE 2)

TEAR GAS EXHAUST (EMERGENCY - ALSO FOR SMOKE EVACUATION)

EXH. FAN # 2 3000 CFM CAP.

ASSUME 45% OF SYSTEM

$.45 \times 3000 = 1350 \text{ CFM}$  (ONE AIR CHG. EVERY 12. MINUTE.)

OUTSIDE AIR

WITH O.A. DAMPER SET AT 1000 FPM - 660 CFM ADMITTED  
(NOTE 3)

NOTE 1. BOCA CODE REQUIRES 6 AIR CHG'S PER HOUR = 1620 CFM

2. " " " 40 CFM PER FIXTURE =  $9 \times 40 = 360 \text{ CFM}$

3. " " "  $7\frac{1}{2} \text{ CFM PER PERSON OUTSIDE AIR,}$   
 $10 \times 7.5 = 75 \text{ CFM}$