

## **8.100. INTAKE PROCEDURES**

**110.00. SEARCHES:** Safety staff shall search arrestees brought into the facility. Arrestees' shoelaces and/or shoes shall be removed along with belts and any other item which could be used to aid in suicide. These items shall be tagged with the arrestee's name and booking number in accordance with Facility Specific Procedures Manual. (Rev. 04/2020)

**120.02. BIOMETRIC IDENTIFICATION SYSTEM PROCEDURES:** Detention and Corrections Bureau policy shall be followed without amendment. (Rev. 05/2019)

**120.04. HEALTH SCREENING:** Health screenings at Type I facilities are accomplished by members of jail staff who have been trained in accordance with Title 15, Section 1207.

The threshold for requiring a pre-booking medical check at Type I facilities are considerably lower than at Type II facilities because Health Services staff are not assigned to Type I facilities. A decision to accept or not accept an arrestee for booking may often be based on when the next scheduled transport to an approved Type II booking facility is scheduled to occur. This information should be conveyed to a registered nurse at the approved Type II booking facility when calling for advice. It is helpful to put the arrestee on the telephone to answer the registered nurse's questions directly.

Type I facility staff shall use the guidelines listed below as a basis for making the decision to accept a booking, require a pre-booking medical check [REDACTED]

[REDACTED] the supervisor/watch commander shall review the decision prior to sending the officer away.

### Drug Influence:

Arrestees who are under the influence of drugs shall receive a pre-booking check [REDACTED]

[REDACTED]:

- The arrestee is under the influence of PCP or a hallucinogen
- The arrestee cannot maintain consciousness
- The arrestee cannot maintain balance without assistance
- The arrestee cannot follow verbal instructions
- Jail staff suspect the arrestee has ingested a large amount of drugs

### Alcohol Influence:

## **8.100. INTAKE PROCEDURES**

Arrestees who are under the influence of alcohol shall receive a pre-booking check [REDACTED]

- The arrestee cannot maintain consciousness
- The arrestee cannot maintain balance without assistance
- The arrestee does not/cannot follow verbal instructions
- The arrestee claims a history of alcohol withdrawal seizures

### Signs of Trauma:

Arrestees who show signs of trauma shall receive a pre-booking check [REDACTED]

- The arrestee has seeping, open sores that appear infected
- The arrestee has wounds that appear to require stitches
- The arrestee has injuries with more than slight bleeding
- Internal injuries or fractures are suspected
- The arrestee claims a head injury with a loss of consciousness in the past 72 hours

### Heart Disease:

Arrestees who show signs of heart disease shall receive a pre-booking check [REDACTED]

- The arrestee is in obvious pain
- The arrestee has difficulty walking, speaking, breathing and claims a history of cardiac disease

NOTE: A history of cardiac problems, prior heart attack, surgery, or is currently taking medications does not automatically mean that a pre-booking check is required. Call an approved Type II booking facility registered nurse for advice. Arrestees who take nitroglycerin for chest pain shall be allowed to keep this on their person for use as needed.

### High Blood Pressure:

Arrestees who show signs of high blood pressure shall receive a pre-booking check [REDACTED]

- The arrestee claims a history of high blood pressure, is on medication and is experiencing pain

## **8.100. INTAKE PROCEDURES**

NOTE: If the arrestee has a history of high blood pressure and medications are not available, call an approved Type II booking facility registered nurse for advice. [REDACTED]

### **Seizures:**

Arrestees who show signs of high blood pressure shall receive a pre-booking and be transported to an approved Type II booking facility if:

- The arrestee claims a seizure problem and cannot supply medication for jail staff to dispense
- Call an approved Type II booking facility registered nurse for advice

Contagious disease (measles, mumps, meningitis, chickenpox, TB) or any other airborne contagious disease:

These arrestees shall not be accepted for booking at any Type I facility [REDACTED]

### **HIV/AIDS:**

These arrestees do not normally require a pre-booking medical check or special housing unless they are experiencing physical symptoms of deteriorating health.

Common symptoms are fevers, sweats (particularly at night), swollen glands, chills, weakness, and weight loss.

Certain HIV medications will produce severe medical problems if they are not continued as prescribed. If the arrestee has their own prescription medications at the time of booking and the medications are packaged in accordance with the guidelines for accepting prescription medications (see prescription medications below), then accept the medications for continued use. Call an approved Type II booking facility registered nurse for further advice.

### **Pregnancy:**

Most pregnant arrestees do not require a pre-booking medical check except in the following cases:

- The arrestee is experiencing pain
- The arrestee is complaining of vaginal bleeding
- The arrestee is under the influence of drugs or alcohol
- The arrestee is taking methadone treatment

## **8.100. INTAKE PROCEDURES**

NOTE: If the arrestee is in their third trimester, an approved Type II booking facility registered nurse shall be notified.

Pregnant inmates in their third trimester may be booked, but shall not be housed overnight at a Type I facility.

### **Mental Health Illnesses:**

Arrestees who claim to have problems with mood swings, depression, hearing voices, or who are currently under psychiatric care may require evaluation by a Mental Health staff member. If the arrestee appears calm and behaves appropriately to the situation,

### **Suicidal/Combative Inmates:**

Suicidal or combative arrestees shall not be booked at a Type I facility.

### **Asthma:**

If an arrestee is currently taking prescription medication or a prescription inhaler, they may be accepted and allowed to continue their medications. Arrestees shall be allowed to keep their inhaler on their person for use as needed.

### **Physical Disabilities:**

Arrestees with physical disabilities (amputations, prosthesis, etc.) do not routinely require a pre-booking medical check. Their condition may require special or restricted housing. If the housing needs are such that they cannot be provided by the Type I facility, the arrestee shall be booked at a Type II facility.

### **Prescription Medications:**

Arrestees who arrive for booking in possession of prescription medications shall be allowed to continue use of their personal medications, as long as they are current, in original pharmacy packaging, and prescribed to the individual being booked. Medications may only be administered according to the package instructions and the dispensing of the medication shall be documented on the inmate's booking jacket.

No prescription medication shall be accepted unless it can be identified.

Accepting medication is subject to approval by the watch commander.

## **8.100. INTAKE PROCEDURES**

The above criteria are subject to interpretation by jail staff and supervisors, based on the history of the arrestee, inmate population levels and jail staffing levels.

The watch commander/supervisor shall be notified of any arrestee who requests or demands medical attention prior to booking.

(Rev. 04/2020)

**120.18. REMOVAL OF RELIGIOUS HEAD COVERINGS:** Safety staff shall escort an arrestee requiring modesty to an area of privacy, instruct them to remove their head covering, and after reasonably ensuring the arrestee's hair is free of contraband, weapons and drugs, allow them to retain their personal head covering until they are transported and housed at a Type II facility.

To ensure modesty when head coverings are removed, staff requesting removal shall be of the same gender as the arrestee. Only the minimum number of staff shall be present while the arrestee's head is uncovered.

(Rev. 05/2019)

**120.19. PHOTOGRAPHING INMATES WEARING RELIGIOUS HEAD COVERINGS:** Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 04/2020)

**130.15. BULK PROPERTY:** Unless approved by the watch commander, bulk property will not be accepted into a Type I facility.

(Rev. 04/2020)

**140.15. MONEY INVENTORY:** Money collected from arrestees shall be documented on the intake report form. The arresting officer and the arrestee shall sign the form, verifying the amount collected. The money shall be placed into a small manila-style envelope and placed in the arrestee's property bag. At the time of booking, the booking officer shall verify the amount and enter the amount into JIMSnet.

(Rev. 05/2019)

## **8.200. BOOKING PROCEDURES**

**280.00. PLACEMENT OF ARRESTEES IN HOLDING CELLS:** During the booking process, arrestees may be placed in holding cells to facilitate the movement of others already in the facility. Additionally, these cells may be used to separate arrestees/inmates of different genders to prevent the comingling of arrestees/inmates.

Staff shall confirm the arrestee's shoelaces and/or shoes have been removed along with belts and any other items which could be used to aid in suicide. These items shall be tagged with the inmate's name and booking number in accordance with Facility Specific Policy.

(Rev. 05/2019)

**280.05. HOLD FOR BAIL:** Generally, arrestees who claim they are going to post bail should not be transported to another facility for a minimum of two hours, so the arrestee has time to arrange for the posting of bail. Similarly, arrestees that claim they are going to post bail should not be housed in a Type I facility cell block prior to the two hour minimum. Deviation from these general guidelines may be justified based on jail population, inmate special housing needs, and/or the transportation schedule.

(Rev. 05/2019)

**290.07. HIGH PROFILE INMATES:** Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

**290.10. INTAKE CITATION RELEASE (PC 853.6):** Detention and Corrections Bureau policy shall be followed without amendment.

(Add. 05/2019)

**295.05. ABSENTEE BOOKING RELEASE FROM HOSPITAL:** Detention and Corrections Bureau policy shall be followed without amendment.

(Add. 05/2019)

## **8.400. BRIDGE/BOOKING CONCERNS**

### **460.00. BOOKING OR DETENTION OF FOREIGN BORN INMATES:**

Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

**470.20. OUT-OF-COUNTY WARRANT PICKUP:** All arrestees that are booked for out-of-county warrants, and who cannot be released on citation or bail, shall be transferred to a Type II facility to await pickup. On rare occasions, an out-of-county agency may request a pickup from a Type I facility. In these instances, the inmate shall be held at the Type I facility no longer than 96 hours.

(Rev. 05/2019)

## **8.600. BOOKING JACKET WORKUP**

**610.00. BOOKING JACKET CONTENTS:** The booking jacket will contain the following:

- Booking application, health screen, property/money inventory sheet, Probable Cause Declaration on all open charges
- One booking sheet for each bookable charge. All felony on-site arrests shall be on one sheet and all misdemeanor on-site arrests shall be on one sheet; bail to be set at the amount of the highest listed charge on each booking

Warrants are booked separately and bail set according to the warrant.  
(Rev. 05/2019)

### **630.00. ARRANGEMENT OF INMATE BOOKING JACKET CONTENTS:**

- Each court document is folded and stapled to the back of the booking sheet that it refers to
- All out-of-county "holds" are placed inside a small manila envelope. The booking jacket, envelope and dummy warrant are stamped with the "hold" stamp
- Property inventory/money printouts and health screen paperwork is stapled to the back of the original booking application
- The court information is verified and transcribed to the dummy warrant(s). Each case has a separate dummy warrant
- Citations shall be stapled to the outside of the booking jacket by booking staff for citation releases
- When a citation has been issued to an arrestee who is also being booked on additional charges requiring bail or court appearance, booking staff shall attach the inmate copy of the citation to the booking record. The original citation and attachments will be forwarded in the usual manner
- Attach photographs to the upper left-hand corner of the original arrest/booking application

(Rev. 05/2019)

**640.00. DUMMY WARRANT PROCEDURE:** A properly completed dummy warrant shall be sent with each inmate going to court. The dummy warrant shall contain the following:

- The supplemental indicator is written on the top left corner
- The case number, not the file number
- The booking number
- The court of jurisdiction
- The date and time of arrest
- The inmate's housing location

## **8.600. BOOKING JACKET WORKUP**

- The arresting agency, inmate's name, charge, bail, and arraignment date

Court dates are not to be erased from dummy warrants. The dummy warrant should reflect a complete record of all court appearances on a specified charge.

Dummy warrants are not thrown away. They are filed in the inmate's booking jacket.

(Rev. 05/2019)