

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Bridge/Booking Procedures

Bureau Policy: 8.120.11 Removing Electronic Monitors

Facility Policy: (34)8.120.11 Removing Electronic Monitors

When an arrestee is booked into custody with an electronic monitor attached to their person, the following procedures shall be adhered to:

- Determine if the arrestee is being booked in for a misdemeanor or felony.
- If the arrestee is being booked for a misdemeanor and will be cite released, the arrestee shall be processed and segregated in the intake area. The arrestee shall be released with their electronic monitor intact.
- If the arrestee is being booked on felony charges, the arrestee shall have their monitor removed by the intake deputy. The intake deputy shall place the monitor in a plastic property bag and affix a pre-printed booking label on the outside of the bag. The bag shall be sealed by a booking officer and placed in the receptacle on the Bridge designated for removed electronic monitors.
- Once an electronic monitor has been removed, the monitor shall remain on the Bridge in the designated receptacle, until the governing agency (Example: Parole, Probation, GHRC Work Release) picks the monitor up. (Refer to Bureau Policy 120.12) If the governing agency has not picked up the monitor, a bridge staff member shall contact the agency and provide a reminder to pick up the monitor.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Bridge/Booking Procedures

Bureau Policy: 8.130.40 Removal of Body Piercing

Facility Policy: (34)8.130.40 Removal of Body Piercing

Inmates with permanent or unremovable body piercings posing potential safety and security concerns shall be subject to housing in Administrative Housing.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Bridge/Booking Procedures

Bureau Policy: 8.140.00 Money Inventory

Facility Policy: (34)8.140.00 Money Inventory

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Bridge/Booking Procedures

Bureau Policy: 8.100.00 Intake Procedures

Facility Policy: (34)8.150.00 Combative Arrestees

There are circumstances in which West Valley Detention Center (WVDC) staff may become aware of the existence of a combative arrestee either on the facility or in route to the facility, including, but not limited to:

- An arresting officer/agency may call ahead to advise the facility a peace officer is in route to WVDC with a combative arrestee and will provide an estimated time of arrival (ETA).
- A deputy or officer may tell the sheriff's custody specialist (SCS) assigned or deputies assigned to intake, there is a combative arrestee in the back of their patrol car and requires assistance.

Upon notification of a combative arrestee in route to, or already on the facility, the following procedures shall be followed:

- The core rover deputy will be notified of the combative arrestee, arresting agency, and ETA.
- The core rover deputy will notify the intake supervisor of the combative arrestee and related details via radio or telephone.
- If the combative arrestee is still in route to the facility, the core rover deputy will notify the deputy assigned to the guard shack and the SCS in intake of the combative arrestee and related details.
- Upon the arresting agency's arrival, the guard shack deputy and/or the intake SCS will notify the core rover via radio of the agency's arrival.
- The core rover will notify the intake area supervisor via radio of the agency's arrival.
- The intake area supervisor will respond to the Intake Yard to provide any needed instruction or direction.
- The core rover will assemble the deputies and will meet the arresting agency in the Intake Yard. The intake area supervisor will be responsible determining whether more or fewer personnel are required. All deputies present will audio record the contact with the arrestee. Generally, female deputies will be present for female combative arrestees.
- The core rover will contact the intake nurse to respond to the Intake Yard. The intake nurse will be responsible for determining if the combative arrestee is medically cleared for booking.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

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Bureau Section: Bridge/Booking Procedures

Bureau Policy: 8.100.00 Intake Procedures

Facility Policy: (34)8.150.00 Combative Arrestees

- The core rover deputy will use a Go Pro camera to memorialize contact with the combative arrestee, from the moment of verbal contact to securing the arrestee in a cell

One intake deputy will attempt to engage the combative arrestee in conversation. This has multiple purposes:

- To explain the situation and booking process to the arrestee
- To attempt to calm the combative arrestee down to reduce the likelihood of the need for force
- To determine the arrestee's intoxication level, comprehension, cooperativeness, and/or ability to follow instructions

If the intake nurse determines the combative arrestee is medically cleared for booking, the arresting officer will escort the combative arrestee into the search & uncuff area of intake. It is the arresting agency's responsibility to provide enough personnel to facilitate moving the arrestee from the vehicle into the search & uncuff area. If it should become necessary, intake deputies may assist the arresting officer if s/he is assaulted or is otherwise unable to restrain the arrestee. Once inside search & uncuff, the combative arrestee will be thoroughly searched for contraband.

- Once the search of the combative arrestee has been completed, the intake deputies will attempt to obtain a print on the IBIS machine to verify the arrestee's identity. (This may or may not be immediately possible depending on the arrestee's cooperativeness).
- If the combative arrestee continues to be uncooperative throughout the intake process, deputies may place the arrestee in a sobering cell, safety cell, or a cell by him/herself as determined by the intake area supervisor.

Generally, the combative arrestee will remain handcuffed throughout the intake process and will only be unhandcuffed upon placement of the arrestee in a cell.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Booking Procedure

Bureau Policy: 8.280.00 Placement of Inmate Holding Cell

Facility Policy: (34)8.280.00 Placement of Inmate Holding Cell

The following cells shall be used to follow arrestees/inmates during the intake/booking process:

- Hold for Booking- New arrestees shall be placed in this cell, pending completion of their booking paperwork
- Hold for I.D.-Newly booked inmates shall be placed in this cell, pending photo and fingerprint processing by the intake deputy
- Hold for Dress-Inmates who have been booked, fingerprinted and photographed, shall be placed in this cell pending dress into jail issued clothing
- Hold for Cite Release-Inmates who have been processed and are pending release from custody shall be placed in this cell
- Hold for Housing/Classification-Inmates who have been processed and dressed out into jail issued clothing shall be placed in this cell, pending interview and housing by the classification deputy

Exceptions can be made for arrestees and inmates who are candidates for a “special classification”, and whose presence around those who are general population may cause a safety concern.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Booking Procedure

Bureau Policy: 8.280.05 Hold for Bail

Facility Policy: (34)8.280.05 Hold for Bail

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Booking Procedure

Bureau Policy: 8.290.07 High Profile Inmates

Facility Policy: (34)8.290.07 High Profile Inmates

Arrestees with bail enhancements of \$1 million or more shall be identified as High-Profile inmates. A Bridge supervisor may designate an inmate with other charges as High Profile, based on crime or circumstances.



## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Booking Procedure

Bureau Policy: 8.295.10 Court Appearances for Absentee Bookings

Facility Policy: (34)8.295.10 Court Appearances for Absentee Bookings

Court appearances shall be updated according to booking procedures and the dummy warrant will be retained in the booking jacket.

A sheriff's custody specialist (SCS) assigned to the court calendar will verify if the inmate is able to attend a scheduled court appearance with the core rover deputy. When the inmate is unable to attend court, the Able/Unable to Transport to Court (ASU #181010) form shall be sent to court on the court date. The court return SCS will update the jacket and JIMSNet with the next scheduled court appearance date. The booking jacket will be retained on duty officer desk one until the inmate is no longer housed at the hospital.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Enroute Bookings

Bureau Policy: 8.330.10 Interstate Fees

Facility Policy: (34)8.330.10 Interstate Fees

Interstate fees are no longer collected at West Valley Detention Center.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Bridge/Booking Concerns

Bureau Policy: 8.420.05 Violation of Probation Procedure

Facility Policy: (34)8.420.05 Violation of Probation Procedure

Any arrestees booked a Violation of Probation booking shall be arraigned according to the Probation Arraignment Calendar. The calendar is located on Starlink in the Bridge Procedures Manual. In the Bridge Procedures Manual, the calendar is located in the Supporting Documents section.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

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Bureau Section: Bridge/Booking Concerns

Bureau Policy: 8.470.20 Out of County Warrant Pick Up

Facility Policy: (34)8.470.20 Out of County Warrant Pick Up

A dummy warrant for those inmates shall be filled out to include:

- Teletype date
- Pick-up date
- Agency name

The dummy warrant is to be placed on a tickler clip at the duty officer's desk. On designated days, the swing shift duty officer shall use the Report Scheduler to create a list of inmates eligible for pickup or transport to other county agencies.