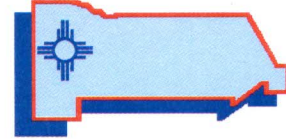


San Miguel County Detention Center Policies and Procedures



SMCDC: 022301
ISSUED: 12/26/2000
EFF: 01/01/2001
REVISED: 12/10/2010

INMATE ADMISSION PROCESS

I. AUTHORITY:

Policy SMCDC 022300

II. PROCEDURE:

- A. All inmates admitted to the custody of the San Miguel County Detention Center are admitted initially through the Booking Area.
1. Admissions of inmates to the Detention Center include, but are not limited to:
 - a. Determining that the individual is legally committed to the institution.
 - b. Conducting thorough search of the individual and his possessions.
 - c. Packing and storing of clothing and personal possessions.
 - d. Showering within 24 hours of reception.
 - e. Issuing of clean laundered clothing.
 - f. Photographing, fingerprinting, notation of tattoos and identifying marks, or other unusual physical characteristics.
 - g. Medical, dental and mental health screening.
 1. The purpose of the policy is to ensure that a receiving screening is performed on all inmates immediately upon arrival at the facility.
 2. The purpose of the policy is that all inmates will be triaged for inclusion into the health care system and

to identify medical or psychiatric needs to ensure continuity of care for the inmate.

3. It is the purpose of the policy to identify and meet any urgent health needs of those being admitted; identify and meet any known or easily identifiable health needs that require medical intervention prior to the health assessment; to identify and isolate inmates who appear potentially contagious and to appropriately obtain a medical clearance when necessary.
4. It is the purpose of the policy that whenever possible the health care professional will do the receiving screening; if medical staff is not available health-trained detention personnel will perform a receiving screening.
5. It is the policy of the San Miguel County Detention Center, that inmates who are unconscious, semi-conscious, bleeding, mentally unstable, or other possible needs that may require medical attention are referred to a local hospital for medical assessment and/or emergency care. If they are referred to a hospital, their admission or return to the facility is predicated upon written medical clearance.
6. It is the policy of the San Miguel County Detention Center that all inmates that are arrested and are under the influence Of intoxicating liquor or drugs; inmates must have a written medical release from a hospital prior to admission to the facility.
 - h. Housing assignment.
 - i. Recording basic personal data and information to be used for mail and visiting list.
 - j. Explanation of mail and visiting procedures.
 - k. Assisting inmates in notifying next of kin and families of admission.
 - l. Assigning inmates a registration number.
 - m. Issue written orientation material to the inmate.
 - n. Documentation of any reception and orientation procedures completed at the Detention Center.

B. Admission Summary:

During an inmate's stay in the Detention Center, an Admission Summary shall be prepared. The Admission summary will include, but will not be limited to:

1. Legal Aspects of the Case
2. Summary of criminal History
3. Social History
4. Medical, Dental and Mental Health History
5. Occupational experience and interests
6. Educational status and interest
7. Vocational status and interests
8. Recreational preference and needs assessment
9. Psychological Evaluation
10. Staff Recommendations
11. Pre-institutional Assessment Information
12. Religious Background and Interests

C. The Shift Supervisor shall accept approved new Inmate(s) or approved transfers from another institution. The Shift Supervisor will conduct an initial intake interview on all inmates arriving at the Detention Center.

1. Classification /Programs personnel will also ensure that all inmates receive a copy of the visiting rules intake information:
 - a. Days and hours of visitation
 - b. Approved dress code and identification requirements for visitors.
 - c. Special rules for children
 - d. Authorized items
 - e. Special Visits
 - f. Initial Visitation List
2. All inmates shall be thoroughly searched upon admittance. (Frisk Search) All searches are conducted in accordance with SMCDC Policy/Procedure #22400/022401, Search of Inmates. Shower and clothing processes, shall be completed within the designated

reception area(s) of the facility, and shall assure privacy. The facility does not condone the practice of automatic (Blankets) strip-searching, showering, or clothing change-outs, of every arrestee held in this facility.

3. Allowable personal property shall be inventoried, and itemized in accordance with policy.
4. Inmates will go through medical, mental health, dental screening, upon receipt.
5. All inmates will be issued personal hygiene items necessary for maintaining proper personal hygiene.
6. The inmates will sign for the above items, which will be placed in the Inmate Record.
7. Inmates records and medical records will be placed for proper safekeeping in accordance with Policy/Procedure governing inmate records.

D. Immigration and Customs Enforcement Intake Process

1. Accept the Detainee from the arresting officer and initiate the booking process.
2. Do not ask the detainee about his/her immigration status or place of birth.
3. If the detainee has charges that are bondable, they may do so at this time.
4. If an ICE Detainer is received for the detainee, either from ICE or from the arresting officer, a determination should be made whether the detainee meets the minimum statutory standard for obtaining reimbursement from ICE for the cost of the additional 48-hour period of detention requested in the Detainer. The governing federal statute (8 U.S. Code S1231(i)) provides that reimbursement will only be available for detainees who have a record of conviction of at least one prior felony or two prior misdemeanors.
5. If the detainee does not meet the minimum standard for obtaining reimbursement from ICE for his/her additional detention (i.e., does not have a record of at least one felony or two misdemeanor convictions), the ICE Detainer shall not be honored.
6. If the detainee does meet the minimum standard for obtaining reimbursement from ICE for his/her additional detention (i.e., has a record of at least one felony or two misdemeanor convictions), receipt of the Detainer shall be noted on the detainee's charge sheet the next business day. ICE officers will have up to 48 hours from the time the

detainee would otherwise be entitled to release to pick up the detainee. If the detainee is not picked up by ICE within the 48-hour period, he/she shall be released.

7. There being no legal basis for the county to obtain reimbursement for the cost of providing additional forms of assistance to ICE in enforcing the civil immigration laws, no county resources shall be expended for this purpose. Unless ICE agents have a criminal warrant or are engaged in a criminal investigation, they shall not be given access to detainees or allowed to use county facilities for detainee interviews or other purposes; and county personnel shall not expend their time responding to ICE inquires or communicating with ICE regarding detainees' incarceration status or release dates.

E. Return from Court Admission: Inmate(s) returning from court shall be processed as follows:

1. Inmates will be strip-searched.
2. Inmate(s) who have been absent from the facility shall be provided the opportunity to shower.
3. Inmate(s) will change into San Miguel County Detention Center Uniform.
4. Classification/Programs Personnel shall review inmate(s) for return to the original program assignment to which they were assigned prior to going to court.

F. Inmate Transfer from Other Institutions:

When an inmate is transferred to SMCDC from another institution, he/she must have a medical/mental health clearance, for transfer.

1. Be escorted to Medical area for an intake screening and review of medical files, follow-up of medication, identification of special needs and work clearance.
2. Mental health evaluation shall include:
 - a. Review of records.
 - b. Make a determination of suicidal tendencies and follow up with appropriate recommendations.
 - c. Explain mental health services available for inmates.
 - d. Complete an initial evaluation that contains at least all of the above.

G. Classification and Orientation will include:

1. Review of all pertinent data to include but not limited to:
 - a. Program prescription
 - b. Classification Material
 - c. Custody designation
2. The making of an initial program assignment.
3. The inmate shall be afforded maximum involvement in his initial classification review.
4. Except in unusual circumstances, initial reception and orientation of inmates is completes within (1) one week after admission.

THIS PROCEDURE WILL BE REVIEWED AT LEAST ANNUALLY AND UPDATED AS NEEDED.

Approved:



Les Montoya, County Manager

12/13/10

Date



Patrick W. Snedeker, Warden

12/10/2010
Date