

SEMINOLE COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURE CORRECTIONS	NUMBER: 17.02
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I. PURPOSE:

The purpose of this policy is to set forth procedures to achieve both accuracy and efficiency in receiving inmates and to ensure the highest degree of security at all times. This policy shall be reviewed annually and updated as necessary.

II. DEFINITIONS:

- A. *Foreign National:*
Any person not a citizen of the United States of America.
- B. *MARCHMAN ACT (Hal S. Marchman Alcohol and Other Drug Services Act of 1993):*
One who meets criteria for involuntary admission as per F.S.S. 397.675. Persons brought to the Facility for detoxification reasons are housed in areas designed for that purpose and are held only to meet statutory requirements.
- C. *Overnighters:*
Inmates housed at John E. Polk Correctional Facility overnight by transporters contracted with the Seminole County Sheriff's Office or other law enforcement and who are in transit to another facility.
- D. *RBC (Remanded by the Court):*
One whom a judge remands into custody.

- E. *TIBB (Turned in by Bail Bondsman):*
One who is brought to the Facility by a bondsman desiring to nullify a previous surety bond.
- F. *Walk-in:*
One who has been sentenced to serve time and is allowed to report to the Facility on an assigned date, or one who voluntarily comes to the facility to have a warrant served.

III. BOOKING PROCEDURES:

A. *Entrance:*

1. All new inmates, except “Walk-ins and TIBB’s,” must be admitted through the Sally Port gate and must be accompanied by the arresting/committing officer. Walk-ins and T.I.B.B.s will present themselves to the Release Control Room at the Intake/Release building.
2. Upon an officer’s arrival at the Facility with either a newly arrested individual or one who has been remanded to custody by the court:
 - a. The identity of the arresting officer and agency must be immediately established prior to his/her entry into the Sally Port. Proper identification must be established before the prisoner can be received.
 - b. The Sally Port Detention Service Officer shall ensure that the arresting officer secures his/her weapons and ammunition in the officer’s vehicle or in the individual weapon lockers before having the prisoner exit the vehicle. The officer shall not be admitted into the Intake area until all weapons are secured.
3. Certified male staff will be present to admit male inmates and certified female staff will be present to admit female inmates. A certified female Detention Deputy will be on duty at all times when female inmates are housed in the Facility.

B. *Acceptance Factors:*

Prior to accepting custody of an inmate, staff must determine that the inmate is legally committed to the Facility and that the inmate is not in need of immediate medical attention.

1. The arresting officer must either present or complete one of the following documents. Any questions are resolved prior to completion of the admission process.
 - a. Certified court order,
 - b. Arrest warrant, probable cause arrest
 - c. Judgment and/or commitment order, or
 - d. Other equivalent document authorizing commitment.
2. Observe the inmate’s physical condition and determine if he/she is ill or injured:
 - a. The Intake Deputy will notify the on-duty Charge Nurse if the subject complains of being ill or injured, or if the Intake Deputy determines the subject is ill or injured. The Intake Deputy will prohibit admission to the Facility of any unconscious, seriously ill, or seriously injured person unless medically cleared prior to arriving at the Facility and approved by the Charge Nurse.
 - b. If the health services on-duty Charge Nurse determines the inmate needs to be evaluated by a doctor, the arresting officer shall be responsible for taking the inmate to the hospital.

C. *Admission Records:*

An Intake Clerk will interview the inmate and enter the inmate's personal information in the Jail Management System. The inmate will be allowed to remain in the arresting officer's custody until the Sally Port Information Sheet is completed. Admission records compiled and maintained on each inmate will contain, at a minimum:

1. Full name and known alias
2. Age
3. Date of birth
4. Sex (If the gender of the arrestee is questionable, the charge nurse will be contacted to conduct a VISUAL examination to determine the true gender of the arrestee.)
5. Date admitted
6. Race
7. Height
8. Weight
9. Specific reason in custody
10. Name of attorney, if known
11. Signature(s) of person(s) delivering inmate
12. Signature(s) of person(s) receiving inmate
13. Current or last known address
14. Next of kin
15. Marital Status
16. Religion

D. Foreign nationals shall have access to the diplomatic representative of their country of citizenship.

E. The John E. Polk Correctional Facility will not detain individuals solely on the basis of an Immigrations and Customs Enforcement (ICE) detainer, ICE administrative warrant, or ICE administrative orders of removal, unless at a minimum, they are accompanied by a determination of probable cause by a federal magistrate or federal judge.

IV. INTAKE PROCEDURES:

A. *Searches of Inmates and Personal Property:*

1. The Intake Deputy will conduct an initial pat down before removing handcuffs.
2. The Intake Deputy will then advise the arrestee that the restraints will be removed and the expected behavior at this point. The Intake Deputy will conduct a thorough search of the inmate for contraband and take his/her property that would be deemed a security threat. Inmates are searched by certified Detention Deputies upon admission and in accordance with applicable Florida statutes.
3. The Intake Deputy will X-ray all shoes. In situations involving strip searches, clothing as well as miscellaneous items that may hide weapons and drug paraphernalia shall be X-rayed.
4. Inmate personal property will be inventoried and securely stored. The inmate will receive an itemized receipt.
5. Inmate searches shall be in accordance with P&P # 09.13, *Frisk, Strip and Body Cavity Searches*. Procedures for handling inmate property shall be in accordance with P&P #17.03, *Processing Inmate Property*.

B. *Officer Initiated Screening:*

Upon the arrival into the Facility, the Intake Deputy, utilizing the *Officer Initiated Screening Questionnaire*, will ask the new arrestee if he/she has any injuries, or is under the influence of drugs or alcohol (or appears to be impaired), or is currently taking prescription medication, or is infected with vermin/infestation (or has obvious signs) or is currently suicidal/homicidal (by actions or comments). The questionnaire, when completed and signed, will be personally delivered to the initial intake medical screening staff.

C. *Intake Area:*

1. Newly admitted inmates shall remain separate from General Population inmates.
2. When the pat search and removal of excess, contraband and/or potential dangerous property is completed and x-rayed, the Deputy will advise the inmate of the following:

“As you enter the intake processing area you will be seated and remain quiet; When your name is called you will step up to the appropriate counter; When the initial intake process is completed you will be medically screened by the nurse, then you will be allowed to register on the inmate phone system to make your phone call. During this process you will be required to observe the monitors which are illustrating the facility rules and regulations. When receiving your meals you will be allotted approximately 20 minutes to eat. Meals will only be allowed in the seating area, once you are done, all trash will be disposed of.”
3. The inmate will be given the opportunity to use the collect telephone to contact next of kin, family, friends, attorney, or employer. The inmate must register on the phone system prior to making phone calls.

D. *Photographing and Fingerprinting:*

Persons criminally or civilly charged are photographed, and finger printed via Live Scan. The Intake Detention Deputy shall complete the process, provided the inmate is cooperating fully. Inmates requiring Live Scan fingerprints include:

1. Felony arrests
2. Misdemeanor arrests
3. Added charges

E. *DNA Sampling:*

A DNA sample is collected from each qualifying offender booked into the jail in accordance with Florida Statute.

F. *Health Screening:*

All inmates, including intra-system transfers, undergo a health screening during the intake process. Health screenings will be performed by qualified health services personnel and will consist of visual observation by staff and the completion of the health screening form. The screening categories include, but are not limited to, medical, dental, mental health, and suicide prevention. This must be completed on each inmate before being moved to the orientation cell, being bonded out, or released on own recognizance.

G. *Sexual Assault Prevention and Reporting:*

During the admission process, information is provided to inmates about sexual abuse/assault. The information will be communicated **orally and in writing**, in a language clearly understood by newly arrested inmates.

H. *Belligerent, Unruly, or High Risk Inmates:*

1. If an inmate is belligerent or unruly to the point of being unmanageable, notify a supervisor immediately for assistance. The inmate shall be placed in a holding cell until he/she has calmed down enough to be processed. If after a few hours the inmate continues to refuse to cooperate with the booking process, the Intake floor shall be cleared and secured for the inmate to be processed and relocated to Administrative Confinement.
2. Careful consideration must be given to High-Risk inmates before moving to the orientation cell to keep separated from inmates of a lesser booking charge.

V. MOVEMENT PROCEDURES:

- A. Inmates awaiting bond may be exempt from moving to Orientation within a reasonable amount of time.
- B. After the Booking Process is complete, an inmate who has not bonded can be placed in a holding cell up to **six hours** before being moved to Orientation.
- C. *Health care hygiene and protocol procedures:*
 1. Upon completion of the Intake Process, all inmates will undergo health care hygiene and protocol procedures prior to being moved to an orientation cell or any other housing location. They will be escorted to the showers and treated with an over-the-counter medication. Health services staff will be notified for possible follow up with the physician-ordered medication.
 2. If an inmate refuses to undergo these procedures, he/she will be quarantined until the shift and medical supervisors determine a proper course of action.
 3. If suspected of having an infestation upon entering the Facility, Intake Staff will refer the inmate to Health Care Services for evaluation.
 4. Inmates will also be permitted to bathe in the orientation cells until moved into general population.
- D. *Query Person Check and Custody Card:*

All of the paperwork will be given to the Booking Staff to be processed. The Intake Clerk shall:

1. Run a Query Person (QP) check through the Florida Crime Information Center (FCIC) and through the National Crime Information Center (NCIC).
2. Enter the arrest information into the Booking computer. The custody card shall contain the following information:
 - a. Name and aliases (if indicated) of the inmate.
 - b. Current home address and present or last place of employment.
 - c. Sex, race, age, date of birth, and place of birth.
 - d. Emergency contact (name, relation, address, and phone number).
 - e. Driver license and Social Security numbers.
 - f. Additional information concerning special custody requirements, service needs, or other identifying information such as birthmark(s) or tattoo(s).
 - g. Picture and booking number.
 - h. Name, title, and signature of the arresting officer, and specific charges.

VI. DRIVING UNDER THE INFLUENCE (DUI) PROCEDURES:

- A. The arresting officer should notify the jail and request an Intoxilyzer (10-32) prior to his/her arrival at the

jail in order that the test equipment may be turned on and warmed up.

- B. The 10-32 operators who are assigned to conduct the test will begin the required observation period when the subject arrives at the facility. If the operator is not immediately available, the zone sergeant or designee shall notify the arresting officer upon arrival at the facility. The arresting officer must then become the observer for the required time period.
- C. After the observation period is complete, the operator may assist the arresting officer in making a videotape of the defendant if not previously accomplished by the arresting officer.
- D. The inmate shall then be given the Intoxilyzer, depending on his/her acceptance or refusal of the test. All results shall be properly recorded and all paperwork completed. Should the inmate request an attorney, a phone and phone book will be made available to the inmate to call his/her attorney, but not prior to the breath test or refusal of such test.
- E. After the inmate has submitted to a breath test and provided **two** valid samples, he/she may request a blood test. A phone and phone book will be made available to the inmate to call and arrange an independent blood test at his/her own expense. The inmate must have the means to pay for such test. Should the inmate secure someone to conduct an independent test, the inmate must be made available to the tester within a reasonable amount of time.
- F. The inmate will then be returned to the Intake area to complete the Intake and Booking process.
- G. If inmate breathalyzer test results are **.24 or above**, the inmate is to be referred to ER for a medical clearance. The charge nurse on duty shall be notified.

VII. MARCHMAN ACT PROCEDURES:

A. *Criteria:*

The following criteria must be met prior to accepting a person for temporary detention based on the *Marchman Act*:

- 1. If it is determined that the detainee has a valid local address, an attempt should be made by the arresting officer to transport the intoxicated/impaired person to his address before detention.
- 2. The intoxicated/impaired person must be **at least 18 years old**. Juveniles will not be accepted for detention under the *Marchman Act*.
- 3. Prior to accepting an individual for detention, the Intake/Release supervisor will contact the nearest detoxification center to confirm that there are no beds available. In the event there are beds available, the arresting officer will be referred to the nearest detoxification center and informed that the intoxicated person will not be accepted for protective custody at this facility.
- 4. Prior to acceptance, the Intake/Release supervisor will consult with the on-duty health services staff to determine acceptability based on health risk.
- 5. Prior to housing the individual, the person will be thoroughly searched and all personal property will be removed, inventoried. *Marchman Act* individuals must be housed separately from inmates charged with a criminal offense.

B. *Supervision:*

- 1. Once the *Marchman Act* person has been accepted, such detention is not considered an arrest for any purpose and no entry or other record may be made to indicate that the person has been detained or charged with any crime.

2. Within the first **eight hours** of detention, the Intake/Release supervisor will notify the nearest detoxification center of the detention of the individual. It will be the duty of the Intake/Release supervisor to arrange for the transportation of the intoxicated individual from the facility to an appropriate treatment facility if bed space is available.
3. Any individual who comes into the Facility under the influence of alcohol, drugs, or as a Marchman Act will be placed on a **15 minute watch** for a minimum period of **two hours** and a maximum period of time not to exceed **four hours**.
4. After the initial two hours, the individual will be examined by health services staff and, based on their recommendation, the watch commander or designee will decide whether to continue the watch hourly or extend the 15 minute check to four hours.
5. Watch Sheets shall be used for this documentation and filed under miscellaneous in the Records Department.

C. *Release:*

1. *Marchman Act* detainees shall be released only when the Intake/Release supervisor and health services staff determine the person is no longer impaired. At the time of release, health services staff will screen the individual. If the individual exhibits impaired behavior and the health services staff determine not to authorize the release, the screening nurse will notify the appropriate medical/mental health staff to evaluate and diagnose the individual.
2. If it is determined the *Marchman Act* detainee has regained his/her faculties, the individual will be screened by health services staff and released using standard procedures.
3. At no time will a *Marchman Act* detainee be held in protective custody for more than **72 hours**.

VIII. WALK-IN ARREST/RBC/TIBB PROCESSING:

- A. When an individual comes into the facility to have a warrant served on him/her or to report for sentenced jail time, the following procedures will be followed:
 1. Walk-ins will present themselves to the Release Control Room at the Intake Release Building with a photo ID.
 2. An Intake Deputy will take custody of the individual, conduct a pat-down search, and escort him/her to the Intake Floor. The process previously described for other arrests will be followed.
 3. A deputized Deputy will then serve the warrant and complete the required paperwork on the individual. If a deputized detention deputy is not available, QA supervisor or designee shall notify Telecommunications to dispatch either a warrants deputy or a deputy sheriff to serve the warrant.
- B. If the inmate is remanded by the court (RBC), the process previously described for other arrests will be followed.
- C. If the inmate is turned in by a bail bondsman (TIBB), the process previously described for other arrests will be followed.

IX. INMATE DISPUTE OF IDENTITY ON A WARRANT:

When an arrestee is brought into the Facility on a warrant and it is brought to the Intake supervisor or designee's attention that the wrong person may be in custody, the following steps will be followed to clarify the problem:

- A. Check all paperwork carefully. This includes the warrant information, such as eye and hair color, date of birth, height, weight, address, Social Security number, charges, and case numbers. Also check the confirmation fax authorizing the officer to take the person into custody.
- B. Verify Live Scan results with information provided by the arresting officer.
- C. Once it has been determined that reasonable doubt exists, the Booking Clerk will contact the county that issued the warrant and ask for additional information on the subject, explaining to them that the person in custody claims not to be the person wanted out of their county. The Intake/Release clerk must also provide them with the general description, address, Social Security number, date of birth, hair and eye color, weight, and height of the subject in custody at this facility, and how it differs from the person they have described on their warrant.
- D. At this point, the responsibility is with the county issuing the warrant. Their county staff must provide this information either by sending a photo or having a fingerprint classification card sent over for comparison.
- E. If the issuing county does not have any additional information to send, the Intake/Release staff must fax them again, asking if they want their hold placed. At this point, the county that placed the hold/issued the warrant must make the determination whether or not this person is to remain in custody on their charges.
- F. If the issuing county decides to keep the hold in force, the Intake/Release staff will continue to detain the inmate until he/she bonds or they come to take custody of the inmate. All paperwork submitted for initial appearance shall be stamped with "SUBJECT CLAIMS WRONG PERSON".
- G. If the issuing county decides the hold needs to be dropped, and barring additional charges obtained through FCIC/NCIC wanted checks, the inmate shall be released from the facility.

X. JUVENILE PROCESSING:

- A. According to the *Juvenile Justice and Delinquency Prevention (JJDP) Act*, whenever a juvenile is brought into the Facility to be processed and then taken to the Juvenile Justice Center, he/she must be kept completely separated from the sight and sound of adult inmates. Juveniles are prohibited from being transferred to an adult system unless by direct file, waiver, or grand jury indictment. Those who have not been found to commit a criminal offense as an adult are only held in temporary custody if release is not possible. Juveniles are also prohibited from being admitted to the facility unless all appropriate and legal documents are present. All documents remain part of the juvenile's permanent file. The following precautions will be taken:
 1. All adult inmates in the Sally Port and Intake areas will be placed in the holding cells. All adult incoming arrests will be immediately placed in a holding cell after they have been searched.
 2. No adult inmates will be processed during this time.
 3. No adult inmates will be allowed to use either the collect phone or the bondsman phone during this time.
 4. Once the juvenile has been processed, Live scanned/photographed, and held in temporary custody, he/she will be placed in the viewing room until transportation to the appropriate juvenile facility has arrived and the juvenile is ready to be released. There shall be adequate staffing to supervise and monitor juveniles at all times. A **15 minute Watch Sheet** will be started on the juvenile and will end when he/she leaves the facility. This time should not exceed **six hours**.

- B. Unless wanted in another jurisdiction as an adult, juveniles are not housed in an adult jail unless:
 - 1. The juvenile has been indicted.
 - 2. The juvenile has waived.
 - 3. The juvenile was direct filed.
 - 4. Adult sanctions were imposed on the juvenile by a court.
- C. Juveniles taken to an adult facility for criminal traffic violations can demand to be taken before a magistrate. If the demand is not made, the facility immediately notifies the parents, responsible adult, or guardian of the juvenile. Juveniles are prohibited, unless charged with a traffic offense involving death or injury, from being placed with adults under any circumstances.

XI. OVERNIGHTER PROCEDURES:

- A. Any agency or contracted transport company will provide a *Medical Transfer Summary* for each inmate housed as an “overnighter,” in addition to a 24-hour emergency call back number in case an inmate has to be removed from the facility for security or emergency medical reasons.
- B. Upon arrival into the safety vestibule, a Sally Port Deputy, utilizing the *Officer Initiated Screening Questionnaire*, will ask the overnighiter if he/she has any injuries, is under the influence of drugs or alcohol (or appears to be impaired), is currently taking prescription medication, is infected with vermin/infestation (or has obvious signs), or is currently suicidal/homicidal (by actions or comments). The questionnaire, when completed and signed, will be personally delivered to the initial intake medical screening staff. Overnighiters in urgent need of care will be evaluated by the charge nurse and, if warranted, will be referred to the emergency room and refused admittance into the facility.
- C. An Intake medical screening will be performed by qualified health services personnel on all overnighiters and documented in EMR under Overnighiter Initial Screening.
- D. The *Officer Initiated Screening Questionnaire* will be scanned into the overnighiter’s medical record.
- E. If any overnighiter requires urgent but non-emergent medical care, he/she will be treated according to the current protocol at JEPCF. Billing or collection of any fees incurred by an overnighiter for in-house services while at the facility will be under the direction of the health care administrator and forwarded to the agency requesting the original transport.
- F. In the event of a medical emergency involving any overnighiter, standard emergency procedures will be performed both by Inmate Health Care Services and Security staff. All incurred clinical and security costs will be billed to the agency requesting the original transport of the inmate.
- G. The Intake Deputy will:
 - 1. Conduct a search for contraband.
 - 2. Remove restraining devices.
 - 3. Enter the overnighiter into the Jail Management system as a “New Arrest in order for the inmate to be on the inmate count.
 - 4. Take a photo for accountability purposes only.
 - 5. Accept only the following property:
 - a. Shoes.
 - b. *Medical Transfer Summary* and medications, unless transferring from one vehicle to another.

6. House the inmate in Control 1 or other designated areas. *No overnights will be housed in the Intake Area.*
 7. When releasing the inmate, put “overnighter” in the narrative.
 8. Accept only those overnights brought to the facility by an authorized, contracted transporting company.
- H. The on-duty Intake Lieutenant will notify the transporting company via a 24-hour contact number in the event of an emergency situation involving any overnights.
- I. The approval to house inmates in the Facility as “overnights” rests with the Deputy Director of Intake/Release Services or designee (Intake Lieutenant or Security Watch Commander).
- J. Inmates housed as “overnights” will be limited to a maximum of **eight hours** unless approved by the Deputy Director of Intake/Release Services or designee.