

INTAKE AND BOOKING

POLICY.

It is the policy of the Deschutes County Adult Jail (DCAJ), and Work Center (WC) to process prisoners in a consistent, legal and safe manner.

PURPOSE.

The purpose of this policy is to establish uniform procedures for accepting and processing prisoners booked into the DCAJ and WC.

OREGON JAIL STANDARDS:

- B-101 Notice to Allied Agencies
- B-102 Restraints
- B-103 Initial Search of Arrestees
- B-104 Authority to Receive
- B-106 Receiving Juveniles
- B-107 Arrestees Requiring Immediate Medical Attention
- B-201 Assistance from Peace Officer
- B-202 Information from Transporting Officer
- B-203 Warrantless Arrests
- B-205 Intake Information
- B-207 Custody File
- B-208 Medical Screening
- B-209 Suicide Risk Screening
- B-210 Mental Health Screening
- B-211 Segregation During Admission
- B-301 Removal
- B-302 Property and Clothing Inventory
- E-105 Security Doors
- E-106 Firearms

REFERENCES.

- ORS 133.360, Arrests on Warrant or Order Transmitted by Telegraph
- ORS 133.797, Confinement of Prisoner
- ORS 137.523, Custody of Person Sentenced to Confinement as Condition of Probation
- ORS 144.341, Procedure Upon Arrest of Violator
- ORS 162.185, Supplying Contraband
- ORS 169.076, Standards for Local Correctional Facilities
- ORS 169.105, Unconscious Person Not to be Admitted to Facility
- ORS 419C.130, Youth May Not Be Detained where Adults are Detained; Exceptions

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- ORS 426.140 Place of Confinement; Attendant (mentally ill persons)
- DCAJ Policy, [CD-5-2, Intake Screening](#)
- DCAJ Policy, [CD-5-4, Inmate Property](#)
- DCAJ Policy, [CD-5-5, Photographs and Fingerprints](#)
- DCAJ Policy, [CD-5-6, Release](#)
- DCAJ Policy, [CD-5-9, Intake and Release of Juveniles](#)
- DCAJ Policy, [CD-5-11, Probable Cause Arrests](#)
- DCAJ Policy, [CD-6-4, Inmate Classification](#)
- DCAJ Policy, [CD-8-7, Inmate Searches](#)
- DCAJ Policy, [CD-9-3, Inmate Clothing, Bedding and Hygiene](#)
- DCAJ Policy, [CD-10-22, Admission](#)

DEFINITIONS.

Automated Fingerprint Identification System (AFIS). A computer system used to electronically store, search, match, retrieve, and maintain fingerprint files. The AFIS is linked to the Western Identification Network (WIN), which consist of seven western states that share an electronic fingerprint database for processing criminal and applicant fingerprint cards. The states that make up the WIN are: Oregon, Alaska, Idaho, Montana, Nevada, Utah, and Wyoming. AFIS can also access the Washington and California Departments of Justice fingerprint systems.

Detention Warrant. A pink half sheet of paper submitted by parole and probation officers, specifying the violation, and listing name, place of confinement and authority under which the arrestee is being held.

Door Override. Having both doors of a two-door security area opened at the same time.

Double-door Security. Having only one door, of a two-door security area, opening at a time to control who enters and leaves the security perimeter.

Frisk Search. Touching a person's outer clothing in various ways to detect contraband in the clothing or on the body. It includes looking in a person's mouth, nose, ears and other visible body cavities. Contact with the genital, anal, or female breast areas is only incidental. Frisk searches are also known as pat-down searches.

Intake Assessment. A determination made by the Health Trained Corrections Deputy as to whether the arrestee or court commitment meets the criteria for admission into DCAJ based on behavioral health and medical considerations.

Mass Arrest. Multiple arrestees for the same event such as a demonstration, or major drug arrest.

Medical Release. A written statement from a physician that the prisoner was examined and does not need emergency medical care or that the prisoner refused treatment and was capable of understanding the consequences of the refusal. The medical release will be reviewed and delivered to medical staff by the shift supervisor to ensure medical follow up is provided.

Noncompliant Prisoner. A person in custody who is combative, non-responsive, disruptive, or fails to comply with orders.

Authority to Receive.. Any deputy, peace officer, probation, parole, corrections, or transport officer bringing a prisoner to the jail with proper documentation for booking or lodging with the authority to do so.

Prisoner. An offender in the custody of a deputy, peace, probation, parole, corrections, or transport officer.

Sanction Report. A form submitted by parole and probation officers which confines the client in jail for a set length of time. The form shall contain the client's name, case numbers, custody beginning and ending dates, and other relevant data.

PROCEDURES.

SECTION A: ENTRY PROCEDURES

- A-1.** Control center deputies will control entry into the secured perimeter and sally port. Law enforcement and transport vehicles will only be admitted once the vehicle is identified and the officer identifies himself. Control center deputies will contact the shift sergeant prior to admitting, if an officer's identification or the markings of a vehicle are uncertain.
- A-2.** Before bringing a prisoner into the intake area, all officers must:
- a. Secure their weapons including; knives, secondary firearms, and ammunition prior to letting their prisoner out of the vehicle. They may use either their vehicle trunk or a sally port gun locker to secure the items.
 - b. Restrain their prisoners with hands cuffed behind the back. If the officer cannot restrain the prisoner this way, the officer will restrain the arrestee in another reasonable manner and inform booking staff of the reason.
 - c. Intake deputies and/or the booking sergeant will respond to the sally port for uncooperative or combative subjects to determine the need for additional assistance and the arrestee's ability to meet intake requirements.
- A-3.** To avoid processing delays, arresting officers should notify booking deputies prior to arriving at the jail. Officers may do this by, telephone, or by having dispatch send the jail a teletype message. When possible, they will give:
- a. The prisoner's name, date of birth, sex, and charges.
 - b. Estimated time of arrival.
 - c. Any special needs or assistance, such as help in controlling a noncompliant prisoner.
 - d. Any need to use an intoxilyzer room. (An intake deputy is not required to meet the officer and prisoner until the arresting officer is done with the intoxilyzer test.)

- A-4.** The Corrections Division will provide law enforcement agencies routinely using the jail for housing their inmates with copies of directives or other information which include:
- a. Explains the pre-admission procedures.
 - b. Provides requirements that must be met for the jail to admit arrestees received at the jail for booking.
 - c. Explains circumstances which may prohibit booking deputies from accepting inmates in jail.
 - d. Explain the importance of the arresting officer providing any information that the inmate may be suicidal to jail staff.

SECTION B: USE OF INTOXILYZER

- B-1.** The intoxilyzer room in the intake area is available on a first-come-first-served basis. Waiting officers will either have their arrestee remain seated in the patrol vehicle or on an intake bench while they wait for the room.
- B-2.** The arrestee will remain restrained and in constant visual observation while in the intoxilyzer room. If an officer needs to remove the restraints, the officer must contact a booking deputy before taking them off. Restraints will be re-applied prior to being seated on the intake bench for processing.

SECTION C: RECEIVING PRISONERS

- C-1.** Officers must keep custody and constant visual contact of their prisoners until relieved by an intake deputy. Intake deputies should try to meet the goal of completing custody transfers within 15 minutes of an officer's entry into the pre-booking area, if the officer gave advance notice of the prisoner's arrival.
- C-2.** The arresting officer must:
- a. Complete a DCAJ Custody Intake Form No. 307 or an approved departmental custody report, listing pertinent information including the ORS statutes for the arrest charge(s). This will ensure inmates receive probable cause reviews within 48 hours after probable cause arrests unless there is a bona fide exigency.
 - b. If an arrestee is lodged between Friday arraignment, and Saturday afternoon, (Sunday afternoon on three day weekends), the arresting officer will complete a *Certification of Probable Cause Form*. Refer to DCAJ Policies, [CD-5-11 Probable Cause Arrests](#) and [CD-5-2 Intake Screening](#).
- C-3.** All arrestees are required be evaluated to determine if the arrestee meets the criteria for lodging. Special attention should be given to the following arrestees:
- a. The booking deputy will specifically ask the transporting officer whether the arrestee or inmate has done or said anything that might indicate thoughts of suicide or self-harm. The officer's response will be documented.

- b. An arrestee who shows signs of mental illness prior, during, or after arrest, or upon entry into the pre-booking area. Arrestees will be admitted or denied in accordance with DCAJ policy, [CD-10-13 Mental Health](#).
 - c. If the arrestee has previously been lodged in the jail, staff should determine whether the inmate previously was at risk to commit suicide or engage in other self-destructive behavior or attempts, if information is readily available.
- C-4.** The intake deputy will complete a *Pre-Booking Questionnaire* in the Jail Management System (JMS) or on *Form No. 500*. The following classes of persons will not be accepted for intake into DCAJ until they have been examined by a medical doctor and have been given a written medical release, with or without a direct medical order. Refer to, *DCAJ Policy*, [CD-10-22 Admission](#).
- a. Persons who are unconscious, or who appear to have possible head injuries.
 - b. Persons who are suffering convulsions or seizures.
 - c. Persons who have serious lacerations, puncture wounds, human or animal bites, significant external bleeding.
 - d. Persons who have obvious swelling, deformities, fractures, or discoloration indicating possible internal injuries or fractures.
 - e. Persons who have signs of head, neck, spine or other severe injury or trauma.
 - f. Persons who have signs of internal bleeding.
 - g. Persons complaining of severe abdominal pain.
 - h. Persons who appear to be severely confused or disoriented.
 - i. A person whose blood alcohol level exceeds .30%, or who is exhibiting symptoms of delirium tremens, or who is exhibiting symptoms of "severe alcohol withdrawal."
 - j. Pregnant women in labor.
 - k. Pregnant women with symptoms of vaginal bleeding, severe headaches associated with blurred vision or cramping.
 - l. Persons having severe difficulty breathing.
 - m. Persons having chest pains.
 - n. Person experiencing severe pain.
 - o. Persons who attempt or speak of attempting suicide.
 - p. Persons with severe burns.
 - q. Persons placed on a Peace Officer Hold.
 - r. Persons with a serious injury or illness and in need of urgent medical care and/or is life threatening.
 - s. Persons that have swallowed or ingested a large quantity of drugs or medication.

Medical or Mental Health staff will be contacted if answers to any of the questions on the Pre-Booking Questionnaire are yes. If Medical or Mental Health staff is not on duty, the booking deputy will notify a booking supervisor. The supervisor must determine the need to contact Medical or Mental Health based on a "reasonable" assessment for the situation.

If the arrestee requires care which cannot be immediately provided at DCAJ, they will be refused admittance until they have been examined by a medical doctor and given a written medical release. The reasons for custody denial will be recorded on the Pre-Booking

Questionnaire. The shift supervisor will authorize all refusals and will ensure an incident report is submitted.

- C-5.** Any arrestee who has been denied acceptance into DCAJ requires an Incident Report stating the reasons why custody was not accepted and must be submitted prior to going off duty. The shift supervisor authorizing the denial will write or direct staff to write a report detailing the reasons.

SECTION D: TYPES OF PRISONERS

- D-1. Noncompliant Arrestee.** The arresting officer may request assistance from the corrections intake deputy with a noncompliant arrestee to help in the transfer of the arrestee. Control center deputies will secure the sally port doors before opening both pre-booking doors.
- D-2. Compliant Arrestee.** For compliant arrestees, officers will seat their arrestee on the intake bench and complete the required custody intake paperwork.
- D-3. Warrant Arrest.** In the case of a warrant arrest, provide a warrant abstract and teletype confirmation of the warrant from the issuing county and/or state (except DCSO warrants), and a complete Custody Intake form or custody report.
- D-4. Court Remand.** In the case of a court remand, the transporting deputy will notify the jail booking they will be bringing in a court remand. The transporting deputy will provide booking staff with the appropriate court documentation and complete Custody Intake form.
- D-5. Court Commitment.** Court commitments reporting to the DCAJ for processing and/or lodging will be directed to the Inmate Services area. Court commitment paperwork will be verified, pocket property removed, frisk searched and the individual will be handcuffed behind the back and escorted to the pre-booking area for processing.
- D-6. Arrestee Turns Self In.** When an arrestee turns themselves in on a warrant, the warrant will be confirmed through the Law Enforcement Data System (LEDS). The deputy will verify identification and age of the arrestee and proceed as follows:
- a. The deputy will complete a Deschutes County Sheriff's Office Warrant Arrest Report and attached a copy of the warrant.
 - b. The deputy will contact 911 to verify and clear the warrant and obtain a case number for the arrest.
 - c. The arrest report will be forwarded through the shift sergeant to Sheriff's Office Records.
 - d. The arresting Deputy will complete a Custody Intake Form No. 307.

- D-7. Parole and Probation Arrestee.** When parole and probation officers arrest and detain an arrestee, they will fill out a Custody Intake Form No. 307. Intake deputies will proceed as follows:
- a. Parole and Probation Detainers will be handled the same as warrant arrests with the exception that the detainer half sheet will act as the warrant confirmation. Refer to; *DCAJ Policy [CD-5-6 Release](#)*.
 - b. In the case of an arrest on a parole or probation sanction, the parole/probation officer will provide a copy of the Deschutes County Adult Parole and Probation Detention Warrant and complete a Custody Intake form. The Parole and Probation Officer will have 36 hours to complete the sanction, and 15 days to complete the sanction on Post Prison Violations.
 - c. In the event of a teletype or CAD notes the probation/parole officer will replace the document with a “hard copy” detainer by 0900 hours the following morning. The CAD notes must contain the following pertinent information:
 1. Name and date of birth of the offender
 2. Whether the detention warrant is for probation or parole violation
 3. For probation cases, the case number on which the offender is being held and whether the offender will be arraigned in court or sanctioned.
 4. For parole violations, the offender’s Oregon SID number.
 5. Responsible Parole and Probation Officer authorizing detention.
- D-8. Incoming Transported Prisoners.** Booking deputies will prepare a custody file for each prisoner.
- a. Control center deputies will notify booking deputies when a transport van or bus arrives in the sally port.
 - b. Booking deputies will:
 1. Place the prisoners’ property bag in an individually numbered property container.
 2. Frisk search each prisoner, remove the restraints and place prisoner in a secure holding area to wait for processing; refer to *DCAJ policy [CD-8-7 Inmate Searches](#), and DCAJ Policy [CD-6-4 Inmate Classifications](#)*.
- D-9. Mass Arrests.** If the jail is notified of a mass arrest leading to the detention of a large number of inmates or other circumstances leading to immediate overcrowding of the jail, the shift sergeant will prioritize intake for efficiency and to decrease potential medical or behavioral issues. Staff will process and house only the amount staff can safely process. The shift supervisor will do the following:
- a. Notify the corrections chain of command of the mass arrest.
 - b. Develop a plan of action.
 - c. Notify dispatch and local law enforcement agencies of the mass arrest and to expect delays at the jail.
 - d. Determine the number of additional deputies needed to process the group.
 - e. Determine if lock down of the housing areas is necessary.

- f. Available deputies may be relocated to booking as necessary.
- g. Process each prisoner as normal. As prisoners are processed, do not mix classified and unclassified arrestees in any area.
- h. Holding cells are available for separation of male and female inmates. All holding cells are available for combative/uncooperative inmates.
- i. Corrections supervisors may authorize the use of the vehicular sally port as a holding/staging area. Prior to the use of the vehicular sally port, the shift supervisor will have the area searched for weapons and contraband. Sufficient deputies will be assigned to supervise these prisoners.
- j. A frisk search will be conducted on all inmates in the vehicular sally port by booking deputies.
- k. In the event the mass arrest leads to an overcrowding situation in the jail, the corrections captain may request arrangements with other jails for temporary housing of excess prisoners if necessary.
- l. Keep the chain of command apprised of the situation.

If the intake area becomes full, the shift supervisor may have officers keep prisoners in their vehicles. At the discretion of the shift supervisor, booking deputies may use the intake area for overflow. An arrestee may use the restroom in intake only with an officer or intake deputy of the same sex observing.

SECTION E: FRISK SEARCH

- E-1.** The arresting officer will notify a booking deputy that the arrestee is ready for processing. The deputy conducting the frisk will ask the arrestee if he has any sharps or contraband on or in his or her body or clothing. The intake deputy will frisk search the prisoner, in accordance with *DCAJ policy CD-8-7 Inmate Searches*, prior to un-cuffing or re-cuffing the individual. The deputy who conducted the frisk search will be documented in JMS. After completing the search the arrestee will then be seated behind the counter.

SECTION F: SCREENING PRISONER'S PROPERTY

- F-1.** The jail will accept custody of a prisoner's personal property if it does not present a health, safety, or security risk and will fit in a property container whose size the jail specifies. The arresting officer is responsible for any property not accepted by corrections deputies. Corrections deputies may refuse to accept any item.
- F-2.** The jail will not accept or store the following property:
- a. Fixed blade knives or knives with blades 4" in length or longer
 - b. Explosive devices
 - c. Mace and pepper spray
 - d. Any weapons or ammunition
 - e. Alcohol
 - f. Marijuana in any form
 - g. Illegal items
 - h. Perishable items such as food, drinks, plants

- i. Hazardous materials
- j. Large, bulky items which cannot be stored in the arrestee's property container
- k. Improperly labeled or unsecured medications
- l. Loose unidentified pills or medications
- m. Medications which do not belong to the arrestee
- n. Liquids

F-3. If an arrestee arrives with a pocket knife or Leatherman like tool, the booking deputies must tape the pocket knife or tool securely shut. The booking deputies will log the items into the JMS property screen and place the items in the arrestee's numbered property container as in accordance with policy [CD-5-4 Inmate Property](#).

SECTION G: PRISONER CLOTHING

G-1. If an arrestee is nude or partially clothed, booking deputies will work with the officer to have the arrestee dress into jail clothing in the pre-booking restroom and out of the view of other inmates.

G-2. The booking deputy may have an arrestee immediately shower and change into jail clothing if the arrestee's hygiene or clothing is offensive or presents a health risk refer to [DCAJ Policy CD-8-7, Inmate Searches](#). The booking deputies will inventory the arrestee's clothing and process the property accordingly.

G-3. If necessary, booking deputies may launder the arrestee's clothing and return it to the appropriate property box; refer to [DCAJ Policy CD 9-3, Inmate Clothing, Bedding and Hygiene](#).

G-4. If during the booking process, the arresting officer identifies any clothing on the arrestee as evidence, the booking deputy may have the arrestee change. The arresting officer should assist in the changing so he can attest to how the evidence was gathered. The arresting officer will complete a receipt of the property collected as evidence and provide a copy to the arrestee and booking deputies for placement in the inmate's property container refer to [DCAJ Policy C-5-4 Inmate Property](#). The arresting officer may request other evidence incident to arrest. If the arrestee agrees to the collection of other evidence from their person, correction deputies will not allow an arrestee to wash or shower before evidence collection is complete. If the arrestee is refused for intake or does not consent to evidence collection efforts, a search warrant will be required from the court to proceed with evidence collection.

SECTION H: JAIL PROCESSING OF ARRESTEE

H-1. Booking deputies will accept as basis of valid booking authority, a completed *Custody Intake form No. 307* or an approved departmental custody report. The booking deputy will check all custody reports for completeness and accuracy.

- H-2.** The custody form/report must include the following information:
- a. Prisoner's full name and any other names used
 - b. Prisoner's current address or last known address
 - c. Prisoner's identification numbers such as social security or driver's license
 - d. Prisoner's age and date of birth. Deputies must make sure the prisoner is an adult over 18 years of age; (unless the court has remanded a juvenile) Refer to [*DCAJ Policy, CD-5-9 Intake and Release of Juveniles*](#)
 - e. Prisoner's sex, race, height, weight, hair and eye colors
 - f. Any other descriptors that identify the prisoner from others such as tattoos and birth marks.
 - g. Name, title, agency and signature of arresting/transporting officer
 - h. A list of all charges, the severity, ORS criminal code and the bail amount
 - i. Date, time, and location of the arrest
 - j. Victim information
 - k. Special custody/release requirements
 - l. Special needs or concerns of prisoner
 - m. Reasonable suspicion the prisoner is carrying or concealing dangerous contraband. Refer to [*DCAJ Policy, CD-8-7 Inmate Searches*](#)
- H-3.** Upon notification of an arrival, booking deputies will prepare a custody file for each prisoner by doing the following:
- a. Conduct a name search in JMS to identify if the arrestee has any prior booking in DCAJ.
 - b. If unable to locate prior bookings or an existing file, create and label a new file folder with the arrestee's full name.
 - c. Run a Law Enforcement Data System (LEDS) query (QWH) check for warrants and criminal history (RR).
 - d. Identify and double check the identity and age of the arrestee and match the criminal history.
 - e. Place a copy of arrestee's complete criminal history in the file.
 - f. Include all admission forms, official commitment papers, and other documents determined to be appropriate by jail command, in the custody file.
 - g. All out of custody files are stored in alphabetical order in the DCAJ Records Room.
- H-4.** Booking deputies must do the actions specified below when booking in a prisoner.
- a. Enter all information from the custody intake form into JMS.
 - b. Update master name information.
 - c. Add charges and any detainer as needed.
 - d. Determine if prisoner is eligible for release.
 - e. Have the prisoner sign and date the Property form, Banking Transaction form and Medical Permission form No.501.

- f. Photograph and fingerprint the prisoner according to procedures in *DCAJ Policy, CD-5-5, Fingerprints and Photographs*.
- g. Place all intake forms and custody documents in the custody file.
- h. Enter all victim and keep-away information in the computerized booking record.
- i. Review the file for completeness and accuracy.
- j. Forward the completed file to the shift sergeant for review.

SECTION I: VERIFYING IDENTIFICATION AND AGE

- I-1.** Positive identification of the arrestee by the arresting agency is required when available. If positive identification cannot be verified, the arrestee will be booked as “John Doe” or “Jane Doe” until a positive identification is made. Jail staff will send out a Law Enforcement Data System (LEDS) teletype to other agencies with descriptors in the event other means of ID cannot be made. Supervisors will require a report to be written for all procedures.
- I-2.** Verification of the inmates’ identification will be established through review of a valid driver’s license or valid identification card. If identification is still in question:
 - a. Corrections deputies will run a check through Law Enforcement Data System (LEDS) to determine identification.
 - b. If remanded to book, release and clear a warrant, the warrant will be confirmed through LEDS.
 - c. The deputy will check jail files and records to determine if the inmate has been processed and booked into the facility before.
 - d. The AFIS System, through the Oregon State Police in Salem, Oregon, may be utilized to identify an inmate from his fingerprints.
- I-3.** If the subject’s identity or age is in question (i.e., he may be a juvenile), staff will segregate the individual in pre-booking or holding room 5, away from any adult inmates, until a determination of whether or not to accept him can be made.

SECTION J: HOLDING AREAS

- J-1.** When it becomes necessary to detain inmates in the booking room’s holding room, the booking deputy will assess the inmate and assign a holding room based on the following criteria:
 - a. Inmates will be segregated by sex.
 - b. Remanded juvenile inmates will be segregated from adult inmates.
 - c. Uncooperative, combative or violent inmates will be segregated from cooperative and non-violent inmates.
 - d. Inmates with special needs (i.e., mental illness, communicable disease) will be segregated from other inmates.
 - e. Inmates who have been dressed-in for housing will be separated from new arrestees.

- J-2.** All detained inmates will be listed on the booking room board according to holding room assignment. Inmates may be detained for 12 hours in a holding room pending booking, intake classification, release or transfer. If it is necessary to detain an inmate for more than 12 hours in holding, the shift sergeant will be notified and an incident report (JMS) will be completed and submitted before the end of the shift. The report will include information regarding special needs and identify the reason the inmate was held in booking and if follow up is required.

SECTION K: *TRAINING*

- K-1.** Search procedures and training should prepare deputies to protect themselves from the risks which result from physical contact.
Risks include:
- a. assaults by inmates
 - b. exposure to contagious disease and vermin infestation
 - c. skin punctures from needles hidden in clothing or other possessions
- K-2.** The Corrections Captain is responsible to ensure all deputies receive this training.

FORMS USED:

- Banking Transaction Form (Jail Information Management System)
- Custody Intake Form No. 307
- Custody Property Sheet Record Form No. 309
- Deschutes County Sheriff's Office Warrant Arrest Report
- Incident Report (JMS)
- [Intake Medical Screening Form No. 501](#)
- Parole and Probation Detainer
- Pre-Booking Form No. 500 Property Form No. 309