



DRESS-IN AND LODGING

POLICY.

It is the policy of the Deschutes County Adult Jail (DCAJ) including the Work Center (WC) to use a standard process to prepare inmates for a stay in custody. The process will meet initial hygiene and clothing needs for the inmates in the jail or work center, further account for inmate and jail property, and search inmates to prevent the introduction of contraband into the DCAJ or WC that pose a security or health risk.

PURPOSE.

The purpose of this policy is to give staff guidelines the process for preparing inmates for housing.

OREGON JAIL STANDARDS:

- B-306 Shower and Clothing Exchange
- B-308 Jail-Issued Items
- F-402 Laundering Personal Clothing of Newly Admitted Inmates

REFERENCES:

- ORS 133.455, Receipt for Property Taken From Person in Custody; Penalty
- ORS 169.076, Standards for Local Correctional Facilities
- DCAJ Policy: [CD-5-4 Inmate Property](#)
- DCAJ Policy: [CD-6-4 Inmate Classification](#)
- DCAJ Policy: [CD-6-6 Segregation Housing](#)
- DCAJ Policy: [CD-8-7 Inmate Searches](#)
- DCAJ Policy: [CD-9-3 Inmate Clothing, Bedding and Hygiene](#)

DEFINITIONS.

Dangerous contraband. An item that is or can be used as a weapon, explosive, intoxicant, tobacco, escape or fire-starting device, money, controlled substance, tattooing paraphernalia, gambling device, or is an unauthorized medication or medication of another person.

Dress-in. To physically prepare an inmate for jail lodging. It includes showering, changing into jail clothing, accounting for property, and an unclothed search if the inmate meets criteria based on *DCAJ Policy [CD-8-7 Inmate Searches](#)*.

Personal property. Anything the inmate was wearing or carrying at intake.

PROCEDURES.

SECTION A: LODGING PREPARATION

- A-1. Initial Lodging Criteria.** Corrections deputies will lodge an inmate when normal booking processes are complete and the inmate is not able to post security or otherwise secure release. Deputies will dress the inmate in for lodging as soon as reasonably possible.
- A-2. Lodging Assignment.** The booking deputy will complete the booking process, identify/assess any medical or hazard issues, assign a cell and complete cell assignment entry in the Jail Management System (JMS).
- A-3. Initial Classification and Hazard Identification.** The booking deputy will initially classify based on a review of the intake assessment, and other classification and segregation criteria found in *DCAJ policies [CD-6-4 Inmate Classification](#)*, and *[CD-6-6 Segregation Housing](#)*.
- A-4. Inmate Returned for Relodging.** When an inmate is returned from the Work Center, transitional leave, or unauthorized departure or escape status for relodging, classification staff will re-classify.

SECTION B: DRESS-IN

- B-1. Dress-In.** An inmate should shower and change into jail clothing before a deputy takes the inmate into housing. A deputy will escort the inmate from the holding cell to a dress-in room and perform an unclothed search. A deputy that is the same gender as the inmate will perform the unclothed search.
- B-2. Documenting the Dress-In.** The booking deputy will document the Unclothed Search Form No. 470 and /or using the, “Unclothed Search” function in the JMS.
- B-3. Noncompliant Inmates.** If an inmate does not comply with dress-in procedures, a shift supervisor may have deputies use reasonable force if necessary to gain compliance.
- B-4. Identifying Body and Skin Conditions.** During dress-in, the deputy will verify the inmate’s record of identified scars, marks and tattoos (SMT) and other characteristics against noticeable body and skin conditions on the inmate. The deputy will also look for unreported health care conditions, such as vermin, cuts, bruises, and rashes that show a

need for possible health care. The deputy will note any previously unidentified SMT and unreported medical conditions on the medical intake form and/or the Booking Info tab of the inmate's JMS record. The deputy will also photograph any unidentified, significant SMT.

- B-5. Delousing.** If there is an indication of vermin, inmates must undergo delousing procedures that includes: detection and recognition; temporary quarantine; delousing procedures for inmate and the quarantine area; documentation of the infestation and action taken; use of delousing agents approved by the Facility Physician. Refer to *Medical Treatment Protocol Head Lice, Body Lice or Crabs, Scabies P-613*
- B-6. Unclothed Search.** The inmate will receive an unclothed search before showering (if necessary) prior to lodging. Refer to *DCAJ Policy [CD-8-7 Inmate Searches](#)*. The deputy will document the unclothed search in the JMS.
- B-7. Shower.** All inmates should shower as part of dress-in, unless a medical condition makes showering impractical and a sponge bath more appropriate. Soap will be provided for the hot or warm water shower.
- B-8. Disabled Inmates.** Deputies and nurses will help disabled inmates shower (or take a sponge bath) and change clothes as appropriate if a shower is needed.
- B-9. Change into Jail Clothing.** The deputy will provide the inmate a complete set of clothing to include, 1- shirt, 1- pair of pants, 1-pair of socks, and 1- pair of sandals. Refer to *DCAJ Policy No. [CD- 9-3 Inmate Clothing, Bedding and Hygiene](#)* for contents of the set and issue procedures.
- B-10. Wristband.** The booking deputy will attach an identification wristband to the inmate's left arm as part of dress-in.
- B-11. Verification of Health Care Screening.** The booking deputy will confirm if the inmate has received the inmate health-care screening before taking the inmate to the assigned housing area.

SECTION C: HANDLING PROPERTY AT DRESS-IN

- C-1. Search of Disrobed Clothing.** The booking deputy will do an in-depth search of the inmate's disrobed clothing to identify items and conditions not found during the intake search. They will search for the following:
- a. Weapons
 - b. Hazardous materials
 - a. Signs of a health conditions not yet detected
 - b. Proof of identity, if still needed
 - c. Perishable food
 - d. Sharp objects that can injure someone that handles the property
 - e. Valuable items such as money or jewelry

- C-2. Clothing Condition Check and Laundering.** The booking deputy will check the clothing for conditions that could present a health or safety risk or cause damage if stored for an extended period, like bloodstains, foul odors, lice, or dampness. (Staff will use universal precautions when handling dirty clothing.)
- a. Booking deputies may have problem clothing washed (using biohazard procedures if necessary).
 - b. Booking deputies will contact a shift supervisor if they suspect washing the clothes may destroy possible evidence of a crime.
- C-3. Found Property.** Booking deputies will take the appropriate steps to store or otherwise handle property they find during a condition check.
- a. Deputies will contact a shift supervisor if they find:
 - 1) Dangerous contraband
 - 2) Any illegal item
 - 3) Property that appears to belong to someone else
 - 4) A possible criminal tool
 - 5) Possible evidence of a crime
 - 6) Questionable property that in any way or is a health or safety hazard
 - 7) Items that need to be disposed of if the inmate requests it and it is not valuable or possible evidence.
- C-4. Bagging Disrobed Clothes and Found Property.** Booking deputies will bag and store disrobed clothing and any found property according to procedures in policy [CD-5-4 Inmate Property](#).
- C-5. Hygiene Pack.** Booking deputies will issue every inmate being dressed in, a hygiene pack that includes 1- roll of toilet paper, 1- bar of soap, 1-tooth brush, 1-tube of toothpaste, 1-comb, 1- pen, 1- stamped envelope, and 4- sheets of paper. Inmates will receive a hygiene pack whether they have money on the books or not. Deputies will charge the inmate for the pack immediately after depositing the inmate's cash, if any, in the inmate's account. Deputies will still charge the inmate's account for the pack even if they do not have sufficient funds.
- C-6. Bedding and Towel.** Inmates will receive one laundered bedroll when housed. This includes 1 mattress, 2-blankets, 1 mattress cover and a towel.

SECTION D: LODGING

- D-1.** A deputy will escort the inmate to his housing assignment after the unclothed search is completed. Lodging delays may occur for reasons like cease movement. If delayed, dressed-in inmates must remain separate from those not dressed in to avoid contraband passing. Deputies should place dressed-in inmates as a group in a holding cell. Deputies

will take the inmate's hygiene packs away from them when placing them in a holding area.

D-2. Special Lodging Needs. The booking deputy will brief the control center deputies and the floor deputy on any special needs or disabilities of the inmate identified to that point. The shift supervisor will place the information on the "red" spreadsheet in the sergeant's office. The shift supervisor may approve non-issued items such as prosthetic devices, and will log the approval in the attachments section of the inmate's JMS record. The shift supervisor will ensure the inmate receives an ADA compliant cell if required.

D-3. Location Update. The booking deputy will enter the cell and bunk assigned in the JMS prior to the inmate being lodged.

FORMS USED:

- Frisk and Rub Search Computer Entry-Form No. 473 (JMS)
- Unclothed Search Booking Process Form No. 470 (JMS)
- Unclothed Search for General Population Form No. 472
- Property Form (JMS)
- Additional Property Form No. 304