

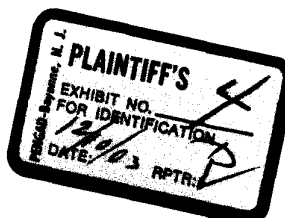
MONTGOMERY COUNTY SHERIFF'S OFFICE CORRECTIONS DIVISION INMATE MANAGEMENT POLICY AND PROCEDURES	NUMBER: CD 04-07-00 SUPERSEDES NUMBER: EFFECTIVE DATE: 07/01/96 PAGE: 1 OF 7 PAGES
SUBJECT ADMISSIONS	DISTRIBUTION ALL AUTHORIZED MANUALS
AUTHORITY R. R. EMERY, SHERIFF	ISSUED BY LT. R.J. EMERY
REFERENCES: ACA# 3-1F-07, 3-1F-08, 3-2C-10, 3-3C-03, 3-4A-01 THRU 3-4A-04, 3-4D-08, 3-4D-12, 3-4D-13 SCOC# 7002, 7005.6 SAS# 151	

POLICY:

THE ADMISSION PROCESS IN A LOCAL CORRECTIONAL FACILITY IS A VERY COMPLEX YET ESSENTIAL FACTOR OF THE FACILITIES OPERATION. THE MONTGOMERY CORRECTIONAL FACILITY HAS A LEGAL OBLIGATION TO PROVIDE THE SAFE AND SECURE DETENTION OF ALL INDIVIDUAL LAWFULLY COMMITTED TO THE CUSTODY OF THE SHERIFF. IN AN EFFORT TO FULFILL THIS LEGAL OBLIGATION, EACH NEWLY ADMITTED INMATE WILL BE SUBJECT TO THE PRESCRIBED ADMISSION PROGRAM UPON THEIR ARRIVAL TO THE FACILITY.

GENERAL INFORMATION:

1. INITIAL INTAKE PROCEDURES WILL BE CARRIED OUT FOR ALL INMATES RECEIVED AT THIS FACILITY, REGARDLESS OF THE LENGTH OF TIME THEY MAY BE DETAINED. INITIAL INTAKE PRACTICES ARE ESSENTIAL FOR DOCUMENTING EACH INTAKE, GATHERING NECESSARY INFORMATION ASSESSING THE CONDITION OF EACH INMATE AND EXPLAIN TO THEM THAT POSITIVE BEHAVIOR IS REWARDED AND THAT NEGATIVE BEHAVIOR WILL NOT BE TOLERATED.
2. TO ENSURE INMATE RIGHTS ARE NOT VIOLATED, OFFICER'S WILL MAKE AN EFFORT WHENEVER POSSIBLE TO LESSEN INMATE ANXIETY BY ANSWERING ALL QUESTIONS AND BY FAMILIARIZING THE INMATE WITH WHAT WILL BE EXPECTED OF THEM.
3. THE INTAKE AND ADMISSIONS PROCESS IS A POTENTIALLY DANGEROUS AND DIFFICULT TIME FOR ALL STAFF.



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PROCEDURES:**A. ADMISSIONS/BOOKING GENERAL:**

1. AFTER VERIFYING THE IDENTITY OF THE TRANSPORTING OFFICER VIA CAMERA, THE CENTRAL CONTROL WILL OPEN THE VEHICLE SALLYPORT DOOR AND SECURE IT ONCE THE VEHICLE IS INSIDE.
2. THE CENTRAL CONTROL WILL INFORM THE BOOKING OFFICER OF A INCOMING INMATE.
3. THE TRANSPORT OFFICER WILL GIVE COMMITMENT PAPERS TO THE BOOKING OFFICER THRU PASS THRU TO VERIFY THE FOLLOWING:
 - A. THE PERSON NAMED ON COMMITMENT IS THE PERSON BEING DETAINED;
 - B. THE PERSON IS THE PROPER AGE FOR ADMISSION. NO ONE UNDER THE AGE OF 16 WILL BE INCARCERATED EXCEPT IN ACCORDANCE WITH CPL-510.15 OR FCA 304;
 - C. CONFIRM THAT THE COMMITMENT IS INTENDED FOR THIS FACILITY AND IS NOT INTENDED FOR ANOTHER FACILITY;
 - D. CONFIRM THAT THE COMMITMENT DOCUMENT IS NOT OTHERWISE DEFECTIVE SO AS TO RENDER THE ADMISSION OF AN INMATE UNLAWFUL;
 1. IF ANY OF THE COMMITTING PAPERWORK IS INACCURATE, WE WILL REFUSE TO TAKE THE INMATE UNTIL SUCH TIME AS ALL DOCUMENTS ARE LAWFUL.
 - E. THE COMMITMENT BEARS APPROPRIATE SIGNATURE OF AUTHORITY;
4. THE TRANSPORT OFFICER(S) WILL SECURE THEIR WEAPONS IN THE LOCKERS PROVIDED, AND ESCORT THE INMATE TO THE VESTIBULE DOOR.
5. THE BOOKING OFFICER WILL NOTIFY CENTRAL CONTROL TO OPEN THE OUTER VESTIBULE DOOR AND SECURE IT ONCE THE INMATE(S) IS/ARE INSIDE.
6. THE BOOKING OFFICER WILL OPEN THE INNER VESTIBULE DOOR AND PAT SEARCH THE INMATE. AFTER THE PAT SEARCH IS COMPLETED, THE BOOKING OFFICER WILL REMOVE ALL RESTRAINTS. IF CONTRABAND IS FOUND REFER TO CONTRABAND CD 05-03-03.

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7. THE BOOKING OFFICER WILL THEN ESCORT THE INMATE INTO THE WAITING AREA FOR AN INITIAL 15 MINUTE PHONE CALL PERIOD.
8. THE BOOKING OFFICER WILL SECURE THE INNER VESTIBULE DOOR. CENTRAL CONTROL WILL BE NOTIFIED TO OPEN OUTER DOOR TO LET TRANSPORT OFFICER(S) BACK TO THEIR VEHICLE AND DEPART THE VEHICLE SALLYPORT.
9. UPON COMPLETION OF THE INITIAL PHONE CALL PERIOD, THE BOOKING OFFICER WILL INSTRUCT THE INMATE TO COME TO THE BOOKING COUNTER TO BEGIN THE BOOKING PROCESS.
10. THE BOOKING OFFICER WILL COMPLETE THE FOLLOWING.
 - A. BOOKING SHEET;
 - B. TUBERCULOSIS SCREENING;
 - C. SUICIDE SCREENING FORM;
 - D. PERSONAL APPEARANCE FORM;
 - E. INTERIM CLASSIFICATION SHEET;
 - F. CLASSIFICATION NOTIFICATION FORM;
 - G. COPY OF CLASSIFICATION NOTIFICATION FORM TO INMATE;
 - H. COMMENT SHEET (INITIAL PHONE CALL);
 - I. PROPERTY SHEET (PLACE IN PROPERTY BAG);
 - J. PROPERTY BAG PLACED IN STORAGE;
 - K. COPY OF PERSONAL PROPERTY SHEET TO INMATE;
 - L. PRINT CARD (IF REQUIRED);
 - M. PICTURE (FRONT/SIDE PROFILE);
 - N. MONEY RECEIPT (PLACE AMOUNT ON LEDGER);
 - O. INMATE RULES AND REGULATION (# ON PROPERTY SHEET);
 - P. FEDERAL INMATE INTAKE FORM (IF NECESSARY)
 1. IF AT ANY TIME AN INMATE REFUSES TO SIGN THE BOOKING PAPERWORK. THE BOOKING OFFICER SHALL OBTAIN ANOTHER OFFICER AS A WITNESS AND BOTH OFFICERS WILL SIGN THE PAPERWORK.
11. IF THE INMATE IS GOING TO BE BAILED OUT AFTER THE BOOKING PROCESS, THE INMATE WILL BE PLACED IN A HOLDING CELL OR THE WAITING AREA (DEPENDING ON BEHAVIOR) FOR A PERIOD OF UP TO, BUT NOT TO EXCEED TWO HOURS TO WAIT FOR BAIL.
12. IF THE INMATE IS NOT BAILED, THE BOOKING OFFICER WILL ESCORT THE INMATE TO THE SHOWER AREA WHERE THE INMATE WILL DISROBE AND PLACE ALL CLOTHES IN THE BAG PROVIDED BY THE OFFICER, AND BE REQUIRED TO TAKE A SHOWER.
 - A. ALL PERSONS AND PERSONAL PROPERTY SHALL BE SEARCHED IN ACCORDANCE TO THE LAW. SOLELY TO PREVENT THE INTRODUCTION OF CONTRABAND TO THE FACILITY. REFER TO (CD 05-03-00).

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B. FOR THE DISPOSAL OF CONTRABAND, REFER TO CD 05-03-03.

13. THE BOOKING OFFICER WILL ISSUE THE FOLLOWING ITEMS TO THE NEW INMATE AT THE COMPLETION OF THE SHOWER.

A. THREE (3) SETS OF FACILITY CLOTHING;
B. ONE (1) BATH TOWEL;
C. ONE (1) TOOTHBRUSH AND TOOTHPASTE;
D. ONE (1) SOAP;
E. ONE (1) DRINKING GLASS;
~~F. TWO (2) ROLLS OF TOILET PAPER;~~
G. TWO (2) SHEETS;
H. ONE (1) PILLOW CASE;
I. ONE (1) BLANKET;
~~J. ONE (1) LAUNDRY BAG.~~

14. AFTER BOOKING AND SHOWERING IS COMPLETED, THE INMATE WILL BE REQUIRED TO VIEW A SHORT ORIENTATION FILM ON THE RULES OF WHAT IS REQUIRED OF HIM/HER WHILE INCARCERATED AT THE FACILITY.

15. THE BOOKING OFFICER WILL ESCORT THE INMATE TO THE INTAKE UNIT OF THE FACILITY TO START THE CLASSIFICATION PERIOD.

16. THE BOOKING OFFICER WILL ENSURE ALL PAPER WORK, MONEY, AND PERSONAL PROPERTY BAG IS STORED IN THE APPROPRIATE PLACE BEFORE CONTINUING HIS OTHER DUTIES.

B. NON-COMPLAINT INMATE:

1. CENTRAL CONTROL WILL NOTIFY THE SHIFT SUPERVISOR AND THE BOOKING OFFICER OF A INCOMING NON-COMPLAINT INMATE.
2. THE SHIFT SUPERVISOR WILL REQUEST A ESCORT OFFICER TO COME TO THE BOOKING AREA.
3. THE BOOKING OFFICER AND ESCORT OFFICERS WILL ASSIST THE TRANSPORTING OFFICER IN ADMITTING THE INMATE INTO THE FACILITY.
4. IF IT IS DETERMINED THAT THE INMATE MUST BE KEPT IN RESTRAINTS, THE SHIFT SUPERVISOR WILL REQUEST THAT THE RESTRAINTS BE LEFT ON UNTIL THE INMATE IS SECURED IN A HOLDING CELL.
5. ONCE IN THE HOLDING CELL THE RESTRAINTS WILL BE REMOVED. AT THE DISCRETION OF THE SHIFT SUPERVISOR THE INMATE MAY OR MAY NOT HAVE THE RESTRAINTS REAPPLIED BEFORE THE BOOKING PROCESS BEGINS.

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6. THE TRANSPORT OFFICER(S) WILL THEN EXIT THE FACILITY UNDER THE NORMAL PROCEDURES STATED ABOVE.

C. HANDICAPPED AND PROSTHESIS:

1. FOLLOW NORMAL PROCEDURES 1-16 FOR BOOKING.
2. INMATES WEARING A PROSTHETIC DEVICE WILL BE ASKED TO REMOVE SUCH A DEVICE FOR THE SOLE PURPOSE OF A CONTRABAND SEARCH OF THE DEVICE IF THE INMATE REFUSES TO COMPLY;
 - A. THE INMATE WILL BE PLACED IN A HOLDING CELL;
 - B. MEDICAL PERSONAL AND THE SHIFT SUPERVISOR WILL BE ADVISED OF SITUATION;
 - C. THE PROSTHETIC DEVICE WILL BE REMOVED AT THE DISCRETION OF THE MEDICAL STAFF;
3. CRUTCHES, WHEELCHAIRS AND CANES WILL BE SEARCHED FOR CONTRABAND AND IF AVAILABLE EXCHANGED WITH FACILITY ISSUED DEVICES (IF AVAILABLE).
4. INMATES WEARING CASTS WILL BE SEARCHED WITH HAND HELD SCANNERS AND VISUALLY SEARCHED.

D. DRUG / ALCOHOL:

1. FOLLOW BOOKING PROCEDURES 1-6 FOR NORMAL BOOKING.
2. IF THE BOOKING OFFICER DETERMINES AN INMATE IS TO INTOXICATED TO COMPLETE THE BOOKING PROCESS, THE OFFICER WILL PLACE THE INMATE IN A HOLDING CELL UNTIL AN OFFICER DETERMINES THE INMATE IS ABLE TO CONTINUE THE BOOKING PROCESS.
3. THE BOOKING OFFICER WILL INSURE ALL PROPERTY, BELT, AND SHOE LACES ARE REMOVED FROM THE INMATE BEFORE PLACING HIM/HER IN A HOLDING CELL.

E. MAJOR INTOXICATION:

1. IF THE BOOKING OFFICER DETERMINES THAT THE INMATES DEGREE OF INTOXICATION IS LIFE THREATENING THE OFFICER WILL;

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- A. NOTIFY A SHIFT SUPERVISOR AND MEDICAL STAFF(IF AVAILABLE);
 - B. THE SHIFT SUPERVISOR OR MEDICAL STAFF WILL DETERMINE THE APPROPRIATE MEDICAL ATTENTION NEEDED;
 - C. IF DEEMED NECESSARY, THE INMATE WILL BE TRANSPORTED TO THE HOSPITAL FOR TREATMENT. FOLLOWING THE RETURN OF THE INMATE NORMAL BOOKING PROCEDURES WILL BE COMPLETED;
 - D. IF THE INMATE IS KEPT IN THE HOSPITAL, THE BOOKING OFFICER WILL GO TO THE HOSPITAL TO BOOK INMATE IN;
- F. INJURY (MINOR):
- 1. WHEN AN INJURY IS DISCOVERED OR THE BOOKING OFFICER IS NOTIFIED OF AN INJURY THE OFFICER WILL;
 - A. DOCUMENT INJURY ON PHYSICAL APPEARANCE FORM AND TAKE PHOTO FOR INMATE FOLDER;
 - B. IF MEDICAL STAFF IS AVAILABLE THE NURSE SHALL TREAT THE INMATE, OR THE OFFICER WILL ADMINISTER FIRST AID;
 - C. WHEN FIRST AID IS COMPLETED RETURN TO NORMAL BOOKING PROCEDURES AND SEE NURSE WHEN AVAILABLE;
- G. MAJOR / LIFE THREATENING INJURY:
- 1. UPON DISCOVERING AN INJURY THE BOOKING OFFICER WILL DIRECT THE TRANSPORT OFFICER TO TRANSPORT THE INMATE TO A HOSPITAL.
 - 2. IF THE TRANSPORT OFFICER REFUSES THE BOOKING OFFICER WILL NOTIFY A SHIFT SUPERVISOR AND MEDICAL STAFF (IF AVAILABLE).
 - 3. THE SHIFT SUPERVISOR WILL ARRANGE FOR THE INMATE TO BE TAKEN TO THE HOSPITAL BY AMBULANCE WITH AN ESCORT OFFICER TO SUPERVISE. THE SHIFT SUPERVISOR WILL DETERMINE IF RESTRAINTS ARE DEEMED NECESSARY.
 - 4. CONTROL WILL BE NOTIFIED TO OPEN GATE AND VEHICLE SALLYPORT TO EXPEDITE THE AMBULANCES ENTRANCE AND EXIT IN THE FACILITY. (REFER TO HOSPITALIZED INMATES.)
 - 5. UPON A DOCTORS EXAMINATION THE ESCORT OFFICER WILL NOTIFY THE SHIFT SUPERVISOR OF THE INMATES CONDITION AND STATUS AS SOON AS POSSIBLE.

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6 THE SHIFT SUPERVISOR WILL ARRANGE FOR TRANSPORTATION BACK TO THE FACILITY IF THE INMATE IS RELEASED OR RELIEF OF A OFFICER IF THE INMATE IS ADMITTED.

7. IF ADMITTED, THE BOOKING OFFICER WILL GO TO THE HOSPITAL TO BOOK THE INMATE IN TO THE FACILITY.

H. WALK-IN / WEEKENDER:

1. THE LOBBY OFFICER VERIFIES COMMITMENT / PAPER WORK ON FILE AND CONTACTS THE SHIFT SUPERVISOR.

2. THE LOBBY OFFICER WILL NOTIFY THE ESCORT OFFICER TO COME TO LOBBY AND THE INMATE WILL BE ESCORTED INTO VISITING VESTIBULE AND THROUGH THE METAL DETECTOR AND PAT SEARCHED.

3. AFTER A PAT SEARCH, THE OFFICER WILL ESCORT THE INMATE TO THE BOOKING AREA.

4. ONCE IN THE BOOKING AREA NORMAL BOOKING PROCEDURES WILL BE COMPLETED AND THE INMATE WILL BE PLACED IN THE INTAKE UNIT OF THE FACILITY.

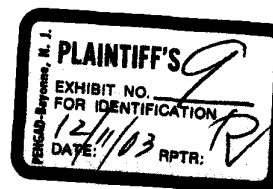
MONTGOMERY COUNTY SHERIFF'S OFFICE CORRECTIONS DIVISION INMATE MANAGEMENT POLICY AND PROCEDURES	NUMBER: CD 04-07-00 SUPERSEDES NUMBER: EFFECTIVE DATE: 05/21/03 PAGE: 1 OF 7 PAGES
SUBJECT ADMISSIONS	DISTRIBUTION ALL AUTHORIZED MANUALS
AUTHORITY MICHAEL J. AMATO, SHERIFF	ISSUED BY JOHN F. PECORA ADMINISTRATOR
REFERENCES: ACA# 3-1F-07, 3-1F-08, 3-2C-10, 3-3C-03, 3-4A-01 THRU 3-4A-04, 3-4D-08, 3-4D-12, 3-4D-13 SCOC# 7002, 7005.6 SAS# 151	

POLICY:

THE ADMISSION PROCESS IN A LOCAL CORRECTIONAL FACILITY IS A VERY COMPLEX YET ESSENTIAL FACTOR OF THE FACILITIES OPERATION. THE MONTGOMERY CORRECTIONAL FACILITY HAS A LEGAL OBLIGATION TO PROVIDE THE SAFE AND SECURE DETENTION OF ALL INDIVIDUAL'S LAWFULLY COMMITTED TO THE CUSTODY OF THE SHERIFF. IN AN EFFORT TO FULFILL THIS LEGAL OBLIGATION, EACH NEWLY ADMITTED INMATE WILL BE SUBJECT TO THE PRESCRIBED ADMISSION PROGRAM UPON THEIR ARRIVAL TO THE FACILITY.

GENERAL INFORMATION:

1. INITIAL INTAKE PROCEDURES WILL BE CARRIED OUT FOR ALL INMATES RECEIVED AT THIS FACILITY, REGARDLESS OF THE LENGTH OF TIME THEY MAY BE DETAINED. INITIAL INTAKE PRACTICES ARE ESSENTIAL FOR DOCUMENTING EACH INTAKE, GATHERING NECESSARY INFORMATION ASSESSING THE CONDITION OF EACH INMATE AND EXPLAIN TO THEM THAT POSITIVE BEHAVIOR IS REWARDED AND THAT NEGATIVE BEHAVIOR WILL NOT BE TOLERATED.
2. TO ENSURE INMATE RIGHTS ARE NOT VIOLATED, OFFICER'S WILL MAKE AN EFFORT WHENEVER POSSIBLE TO LESSEN INMATE ANXIETY BY ANSWERING- ALL QUESTIONS AND BY FAMILIARIZING THE INMATE WITH WHAT WILL BE EXPECTED OF THEM.
3. THE INTAKE AND ADMISSIONS PROCESS IS A POTENTIALLY DANGEROUS AND DIFFICULT TIME FOR ALL STAFF.



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PROCEDURES:

A. ADMISSIONS/BOOKING GENERAL:

1. AFTER VERIFYING THE IDENTITY OF THE TRANSPORTING OFFICER VIA CAMERA, THE CENTRAL CONTROL WILL OPEN THE VEHICLE SALLYPORT DOOR AND SECURE IT ONCE THE VEHICLE IS INSIDE.
2. THE CENTRAL CONTROL WILL INFORM THE BOOKING OFFICER OF AN INCOMING INMATE.
3. THE TRANSPORT OFFICER WILL GIVE COMMITMENT PAPERS TO THE BOOKING OFFICER THRU PASS THRU TO VERIFY THE FOLLOWING:
 - A. THE PERSON NAMED ON COMMITMENT IS THE PERSON BEING DETAINED;
 - B. THE PERSON IS THE PROPER AGE FOR ADMISSION. NO ONE UNDER THE AGE OF 16 WILL BE INCARCERATED EXCEPT IN ACCORDANCE WITH CPL-510.15 OR FCA 304;
 - C. CONFIRM THAT THE COMMITMENT IS INTENDED FOR THIS FACILITY AND IS NOT INTENDED FOR ANOTHER FACILITY;
 - D. CONFIRM THAT THE COMMITMENT DOCUMENT IS NOT OTHERWISE DEFECTIVE SO AS TO RENDER THE ADMISSION OF AN INMATE UNLAWFUL;
 1. IF ANY OF THE COMMITTING PAPERWORK IS INACCURATE. WE WILL REFUSE TO TAKE THE INMATE UNTIL SUCH TIME AS ALL DOCUMENTS ARE LAWFUL.
 - E. THE COMMITMENT BEARS APPROPRIATE SIGNATURE OF AUTHORITY;
4. THE TRANSPORT OFFICER (S) WILL SECURE THEIR WEAPONS IN THE LOCKERS PROVIDED, AND ESCORT THE INMATE TO THE VESTIBULE DOOR.
5. THE BOOKING OFFICER WILL NOTIFY CENTRAL CONTROL TO OPEN THE OUTER VESTIBULE DOOR AND SECURE IT ONCE THE INMATE (S) IS/ARE INSIDE.
6. THE BOOKING OFFICER WILL OPEN THE INNER VESTIBULE DOOR AND PAT SEARCH THE INMATE. AFTER THE PAT SEARCH IS COMPLETED, THE BOOKING OFFICER WILL REMOVE ALL RESTRAINTS. IF CONTRABAND IS FOUND REFER TO CONTRABAND CD 05-03-03.

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7. THE BOOKING OFFICER WILL THEN ESCORT THE INMATE INTO THE WAITING AREA FOR AN INITIAL 15 MINUTE PHONE CALL PERIOD AND GIVE THE RESTRAINTS TO THE TRANSPORT OFFICER.
 - A. A INITIAL PHONE CALL WILL ALSO BE OFFERED AT THE BOOKING DESK.
 1. LOCAL PHONE CALLS AT FACILITY EXPENSE;
 2. LONG DISTANCE CALLS WILL BE MADE COLLECT EXCEPT WHEN AUTHORIZED BY A SHIFT SUPERVISOR.
8. THE BOOKING OFFICER WILL SECURE THE INNER VESTIBULE DOOR. CENTRAL CONTROL WILL BE NOTIFIED TO OPEN OUTER DOOR TO LET TRANSPORT OFFICER(S) BACK TO THEIR VEHICLE AND DEPART THE VEHICLE SALLYPORT.
9. UPON COMPLETION OF THE INITIAL PHONE CALL PERIOD, THE BOOKING OFFICER WILL INSTRUCT THE INMATE TO COME TO THE BOOKING COUNTER TO BEGIN THE BOOKING PROCESS.
10. THE BOOKING OFFICER WILL COMPLETE THE FOLLOWING.
 - A. BOOKING SHEET;
 - B. TUBERCULOSIS SCREENING;
 - C. SUICIDE SCREENING FORM;
 - D. PERSONAL APPEARANCE FORM;
 - E. INTERIM CLASSIFICATION SHEET;
 - F. CLASSIFICATION NOTIFICATION FORM;
 - G. COPY OF CLASSIFICATION NOTIFICATION FORM TO INMATE;
 - H. COMMENT SHEET (INITIAL PHONE CALL);
 - I. PROPERTY SHEET (PLACE IN PROPERTY BAG);
 - J. PROPERTY BAG PLACED IN STORAGE;
 - K. COPY OF PERSONAL PROPERTY SHEET TO INMATE;
 - L. PRINT CARD (IF REQUIRED);
 - M. PICTURE (FRONT/SIDE PROFILE);
 - N. MONEY RECEIPT (PLACE AMOUNT ON LEDGER);
 - O. INMATE RULES AND REGULATION # (ON PROPERTY SHEET);
 - P. FEDERAL INMATE INTAKE FORM (IF NECESSARY).
 1. IF AT ANY TIME AN INMATE REFUSES TO SIGN THE BOOKING PAPERWORK . THE BOOKING OFFICER SHALL OBTAIN ANOTHER OFFICER AS A WITNESS AND BOTH OFFICERS WILL SIGN THE PAPERWORK.
11. IF THE INMATE IS GOING TO BE BAILED OUT AFTER THE BOOKING PROCESS, THE INMATE WILL BE PLACED IN A HOLDING CELL OR THE WAITING AREA (DEPENDING ON BEHAVIOR) FOR A PERIOD OF UP TO, BUT NOT TO EXCEED TWO HOURS TO WAIT FOR BAIL.

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12. IF THE INMATE IS NOT BAILED, THE BOOKING OFFICER WILL ESCORT THE INMATE TO THE SHOWER AREA WHERE THE INMATE WILL DISROBE AND PLACE ALL CLOTHES IN THE BAG PROVIDED BY THE OFFICER, AND BE REQUIRED TO TAKE A SHOWER.
 - A. ALL PERSONS AND PERSONAL PROPERTY SHALL BE SEARCHED IN ACCORDANCE TO THE LAW. SOLELY TO PREVENT THE INTRODUCTION OF CONTRABAND TO THE FACILITY. REFER TO (CD 05-03-00).
 - B. FOR THE DISPOSAL OF CONTRABAND, REFER TO CD 05-03-03.
13. THE BOOKING OFFICER WILL ISSUE THE FOLLOWING ITEMS TO THE NEW INMATE AT THE COMPLETION OF THE SHOWER.
 - A. THREE (3) SETS OF FACILITY CLOTHING;
 - B. ONE (1) BATH TOWEL;
 - C. ONE (1) TOOTHBRUSH AND TOOTHPASTE;
 - D. ONE (1) SOAP;
 - E. ONE (1) DRINKING CUP;
 - F. ONE (1) ROLL OF TOILET PAPER;
 - G. TWO (2) SHEETS;
 - H. ONE (1) PILLOW CASE;
 - I. ONE (1) BLANKET;
 - J. ONE (1) LAUNDRY BAG;
 - K. ONE (1) PROPERTY BOX;
 - L. ONE (1) INMATE HANDBOOK;
 - M. ONE (1) PAIR OF SHORTS;
 - N. ONE (1) MATTRESS;
 - O. ONE (1) PILLOW;
 - R. ONE (1) PAIR OF FACILITY FOOTWEAR (AS APPLICABLE).
14. AFTER BOOKING AND SHOWERING IS COMPLETED, THE INMATE WILL BE REQUIRED TO VIEW A SHORT ORIENTATION FILM ON THE RULES OF WHAT IS REQUIRED OF HIM/HER WHILE INCARCERATED AT THIS FACILITY.
15. THE BOOKING OFFICER WILL ESCORT THE INMATE TO THE INTAKE UNIT OF THE FACILITY TO START THE CLASSIFICATION PERIOD.
16. THE BOOKING OFFICER WILL ENSURE ALL PAPER WORK, MONEY, AND PERSONAL PROPERTY BAG IS STORED IN THE APPROPRIATE PLACE BEFORE CONTINUING HIS OTHER DUTIES.

B. NON-COMPLAINT INMATE:

1. CENTRAL CONTROL WILL NOTIFY THE SHIFT SUPERVISOR AND THE BOOKING OFFICER OF AN INCOMING NON-COMPLAINT INMATE.

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2. THE SHIFT SUPERVISOR WILL REQUEST AN ESCORT OFFICER TO COME TO THE BOOKING AREA.
3. THE BOOKING OFFICER AND ESCORT OFFICERS WILL ASSIST THE TRANSPORTING OFFICER IN ADMITTING THE INMATE INTO THE FACILITY.
4. IF IT IS DETERMINED THAT THE INMATE MUST BE KEPT IN RESTRAINTS, THE SHIFT SUPERVISOR WILL REQUEST THAT THE RESTRAINTS BE LEFT ON UNTIL THE INMATE IS SECURED IN A HOLDING CELL.
5. ONCE IN THE HOLDING CELL THE RESTRAINTS WILL BE REMOVED. AT THE DISCRETION OF THE SHIFT SUPERVISOR THE INMATE MAY OR MAY NOT HAVE THE RESTRAINTS REAPPLIED BEFORE THE BOOKING PROCESS BEGINS.
6. THE TRANSPORT OFFICER (S) WILL THEN EXIT THE FACILITY UNDER THE NORMAL PROCEDURES STATED ABOVE.

C. HANDICAPPED AND PROSTHESIS:

1. FOLLOW NORMAL PROCEDURES 1-16 FOR BOOKING.
2. INMATES WEARING A PROSTHETIC DEVICE WILL BE ASKED TO REMOVE SUCH A DEVICE FOR THE SOLE PURPOSE OF A CONTRABAND SEARCH OF THE DEVICE IF THE INMATE REFUSES TO COMPLY;
 - A. THE INMATE WILL BE PLACED IN A HOLDING CELL;
 - B. MEDICAL PERSONAL AND THE SHIFT SUPERVISOR WILL BE ADVISED OF SITUATION;
 - C. THE PROSTHETIC DEVICE WILL BE REMOVED AT THE DISCRETION OF THE MEDICAL STAFF;
3. CRUTCHES, WHEELCHAIRS AND CANES WILL BE SEARCHED FOR CONTRABAND AND IF AVAILABLE EXCHANGED WITH FACILITY ISSUED DEVICES (IF AVAILABLE).
4. INMATES WEARING CASTS WILL BE SEARCHED WITH HAND HELD SCANNERS AND VISUALLY SEARCHED.

D. DRUG / ALCOHOL:

1. FOLLOW BOOKING PROCEDURES 1-6 FOR NORMAL BOOKING.
2. IF THE BOOKING OFFICER DETERMINES AN INMATE IS TO INTOXICATED TO COMPLETE THE BOOKING PROCESS, THE OFFICER WILL PLACE THE INMATE IN A HOLDING CELL UNTIL AN OFFICER DETERMINES THE INMATE IS ABLE TO CONTINUE THE BOOKING PROCESS.

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3. THE BOOKING OFFICER WILL INSURE ALL PROPERTY, BELT, AND SHOE LACES ARE REMOVED FROM THE INMATE BEFORE PLACING HIM/HER IN A HOLDING CELL.

E. MAJOR INTOXICATION:

1. IF THE BOOKING OFFICER DETERMINES THAT THE INMATES DEGREE OF INTOXICATION IS LIFE THREATENING THE OFFICER WILL;
 - A. NOTIFY A SHIFT SUPERVISOR AND MEDICAL STAFF (IF AVAILABLE);
 - B. THE SHIFT SUPERVISOR OR MEDICAL STAFF WILL DETERMINE THE APPROPRIATE MEDICAL ATTENTION NEEDED;
 - C. IF DEEMED NECESSARY, THE INMATE WILL BE TRANSPORTED TO THE HOSPITAL FOR TREATMENT. FOLLOWING THE RETURN OF THE INMATE NORMAL BOOKING PROCEDURES WILL BE COMPLETED;
 - D. IF THE INMATE IS KEPT IN THE HOSPITAL, THE BOOKING OFFICER WILL GO TO THE HOSPITAL TO BOOK INMATE IN.

F. INJURY (MINOR):

1. WHEN AN INJURY IS DISCOVERED OR THE BOOKING OFFICER IS NOTIFIED OF AN INJURY THE OFFICER WILL;
 - A. DOCUMENT INJURY ON PHYSICAL APPEARANCE FORM AND TAKE PHOTO FOR THE INMATE CUSTODY FILE;
 - B. ADMINISTER BASIC FIRST AID OR IF MEDICAL STAFF IS AVAILABLE. THE NURSE SHALL TREAT THE INMATE;
 - C. WHEN THE INMATE IS ABLE, RETURN TO NORMAL BOOKING PROCEDURES AND SEE NURSE WHEN AVAILABLE;

G. MAJOR / LIFE THREATENING INJURY:

1. UPON DISCOVERING AN INJURY THE BOOKING OFFICER WILL DIRECT THE TRANSPORT OFFICER TO TRANSPORT THE INMATE TO A HOSPITAL.
2. IF THE TRANSPORT OFFICER REFUSES THE BOOKING OFFICER WILL NOTIFY A SHIFT SUPERVISOR AND MEDICAL STAFF (IF AVAILABLE).
3. THE SHIFT SUPERVISOR WILL ARRANGE FOR THE INMATE TO BE TAKEN TO THE HOSPITAL BY AMBULANCE WITH AN OFFICER TO SUPERVISE. THE SHIFT SUPERVISOR WILL DETERMINE IF RESTRAINTS ARE DEEMED NECESSARY.

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4. CENTRAL CONTROL WILL BE NOTIFIED TO OPEN THE VEHICLE SALLYPORT TO EXPEDITE THE AMBULANCES ENTRANCE AND EXIT IN THE FACILITY. (REFER TO HOSPITALIZED INMATES.)
5. UPON A DOCTORS EXAMINATION THE OFFICER WILL NOTIFY THE SHIFT SUPERVISOR OF THE INMATES CONDITION AND STATUS AS SOON AS POSSIBLE.
6. THE SHIFT SUPERVISOR WILL ARRANGE FOR TRANSPORTATION BACK TO THE FACILITY IF THE INMATE IS RELEASED OR RELIEF OF THE OFFICER IF THE INMATE IS ADMITTED.
7. IF ADMITTED, THE BOOKING OFFICER WILL GO TO THE HOSPITAL TO COMPLETE THE BOOKING PAPERWORK.

H. WALK-IN / WEEKENDER:

1. THE BOOKING OFFICER VERIFIES COMMITMENT / PAPER WORK ON FILE.
2. THE CENTRAL CONTROL OFFICER WILL NOTIFY THE ESCORT OFFICER TO COME TO LOBBY AND THE INMATE WILL BE ESCORTED THROUGH THE METAL DETECTOR AND INTO VISITING VESTIBULE TO BE PAT SEARCHED.
3. AFTER A PAT SEARCH, THE OFFICER WILL ESCORT THE INMATE TO THE BOOKING AREA.
4. ONCE IN THE BOOKING AREA NORMAL BOOKING PROCEDURES WILL BE COMPLETED AND THE INMATE WILL BE PLACED IN THE INTAKE UNIT OF THE FACILITY.