

DATE:	DECEMBER 18, 2019
NUMBER:	Q.7
SUBJECT:	INMATE PROCESSING
RELATED SECTIONS:	Q.1 , Q.5 , Q.55 , J.5 , I.45 , I.52 , M.9

PURPOSE

To ensure the processing of inmates entering the detention system is consistent, legal, and accurate.

POLICY

To receive and process arrestees efficiently, in accordance with established state and federal laws. The Sheriff's Department recognizes the responsibility of effectively working with an interpreter when processing individuals that do not speak English. Sheriff's employees should first seek a bilingual employee to assist with interpreting information. If one is not available, Sheriff's employees may utilize the United Language Group for telephonic interpreting services.

PROCEDURE

I. INTAKE SCREENING

- A. All arrestees will complete the intake process. The arresting officer (AO) will complete a Booking Intake/Personal Property Inventory (J-15) form and provide it to the detention processing technician (DPT). The DPT will verify the arrest is acceptable based on the established departmental booking acceptance criteria and will create a record in the Jail Information Management System (JIMS). The DPT will record the inmate's booking number on the J-15 form and on all other documentation and capture the inmate's mugshot photograph. The DPT will verify if the AO/transporting deputy marked the 'DO NOT RELEASE MUGSHOT' box. If they marked the corresponding box, the DPT will ensure the flag in the mugshot system is changed to 'NO' before proceeding with the process. Detainees transferred from work furlough, CPAC and Fire Camp do not require a new mugshot photograph, unless their appearance has changed.
- B. Prior to acceptance into the facility, all incoming inmates shall be evaluated to assess medical or mental health problems. All inmates shall be screened in accordance with Detention Services Bureau Policies and Procedures (DSB P&P) M.9. Licensed health staff shall document the responses in the inmate's health record.
- C. Once the inmate is determined to be "fit for jail," the pre-book process will be completed by the assigned DPT. The accuracy and completeness of the J-15 form will be verified in the presence of the AO/transporting officer before the arrest information is entered in the JIMS.
- D. The AO/transporting officer will itemize all personal items (e.g., jewelry, etc.) on the J-15 form. The AO/transporting officer and inmate will sign the J-15 form. If the inmate refuses to sign the J-15 form, the AO will write "refused." All U.S. currency will be processed in accordance with DSB P&P Q.55. The AO/transporting officer will heat-seal

the property in a plastic bag. Using a black pen, the officer will print the inmate's name and date of birth (DOB) on a white label. The officer will place the label on the upper left-hand corner of the sealed property bag. The AO/transporting officer will give the J-15 form, all required documentation, and the sealed property bag to the intake/pre-book DPT. The DPT will record the inmate's booking number on the sealed property bag. The inmate's clothing and sealed property bag will be forwarded to property for processing.

- E. The inmate shall be wrist-banded by a deputy and will be provided instructions on the use of the phones. The inmate will be placed into a holding area and given the opportunity to use the telephone per section 851.5 of the California Penal Code.
- F. After being given the prescribed legal time limit in which to make phone calls, the inmate shall continue through the booking process.
- G. During the booking process, the information entered at the pre-book stage will be verified for accuracy. The inmate will be interviewed, and their personal information will be entered in JIMS.
- H. All searches shall be in compliance with section 4030 of the California Penal Code and DSB P&P section I.52.
- I. After the booking process is complete, the inmate will be taken to the designated holding area to await the classification process. The Jail Population Management Unit (JPMU) will determine the appropriate housing assignment for each inmate.
- J. Inmates who post bail or are in custody on solely a "Book and Release" charge will not be sent to a housing unit.

II. HANDLING OF ADDITIONAL PROPERTY

Any additional property found on an inmate after they have been accepted into custody will be inventoried on an Incoming Property Receipt (J-53) form. The deputy will place all items in a plastic property bag and heat-seal it. The deputy and the inmate will sign the J-53 form. The pink copy of the J-53 form will be given to the inmate. The deputy will record the inmate's name and DOB on the sealed property bag and attach the white and canary copies of the J-53 form to the bag. The deputy will give the sealed property bag to the stock clerk for processing.

III. INCOMING OUT OF COUNTY/PRISON TRANSFERS

- A. The transporting officer will itemize all valuables (e.g., jewelry, personal items, etc.) and complete a J-15 form. If the inmate has an out of county/prison check it will also be itemized in their property. All U.S. currency will be processed per DSB P&P Q.55. The transporting officer and the inmate will sign the J-15 form and the officer will heat-seal the property bag. The inmate can later request the check be cashed and placed in their inmate funds account.
- B. The receiving deputy will conduct a security search of all other property items received (e.g., clothing, module property, etc.). Acceptable module property will be given to the inmate. All other items will be appropriately labeled and forwarded to the property room.

IV. INTER-FACILITY TRANSFERS

- A. The transporting officer and/or receiving deputy will forward the inmate's personal clothing and sealed property bag items to the property room.
- B. The receiving deputy will conduct a security search of the inmate's module property. Acceptable items will be given to the inmate. All other items will be itemized on a J-53 form and will be processed per facility guidelines.

V. ARRESTS FROM SAN DIEGO COUNTY PSYCHIATRIC HOSPITAL (SDCPH)

- A. Arrests by San Diego Sheriff's deputies assigned to SDCPH (also referred to as EPU) will conform to the standard booking acceptance criteria. When an arrest is made, the deputy will be responsible for:
 - 1. Notifying either the San Diego Central Jail (SDCJ) or Las Colinas Detention and Reentry Facility (LCDRF) watch commander of the pending transfer/booking as soon as possible, but at least prior to transport.
 - 2. Upon arrival at the facility, verbally informing both the DPT as well as the intake nurse that the arrestee is from EPU.
 - 3. Flagging the top of their J-15 form with "EPU."
 - 4. Coordinating and bringing a complete medical record package for their arrestee.
- B. The DPT will be responsible for immediately notifying the watch commander of the arrestee's arrival.
- C. The watch commander will ensure a deputy is sent to escort the inmate through the booking process and ensure the inmate is housed in the agreed upon manner. Any arrest from EPU will be expedited through the booking process and will be accompanied by a sworn staff member at all times.
- D. If the arrestee is medically rejected at intake, DSB P&P I.45 shall be followed as it relates to hospitalization and guards.