

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	APRIL 4, 2023
NUMBER:	Q.7.L
SUBJECT:	INCARCERATED PERSON PROCESSING

PROCEDURE

I. INTAKE PROCESSING

- A. After an arrestee has completed their pre-intake medical screening, sworn staff will conduct a body scan on the incarcerated person in accordance with Detentions Policy I.52 – Strip and Pat Down Searches of Incarcerated Persons.
- B. The arresting officer will then escort the incarcerated person into the intake sally port and remain with them until jail staff has completed a pat down search. All incarcerated persons will have their shoes and socks removed and will be provided a pair of incarcerated person sandals. Any property removed from the incarcerated person during the initial pat down search will be returned to the arresting officer for packaging and inventory.
- C. While conducting the pat down search, jail staff shall evaluate the incarcerated person to determine the proper placement for them during the booking process (e.g., open booking, holding cell, sobering cell, DSP evaluation, etc.)
- D. Once the incarcerated person has been accepted into custody, sworn staff will attach an appropriate identification wristband to the incarcerated person's left wrist and briefly explain the rules and procedures for sitting in the open booking area.
- E. Incarcerated persons in open booking shall be monitored by sworn staff to ensure they are progressing through all stages of the booking process. Incarcerated persons who cannot complete the booking process independently will be escorted through the booking process by sworn staff. All incarcerated persons will be provided an appropriate period of time to utilize the telephones prior to being processed for housing.
- F. When an incarcerated person has completed all stages of the booking process and is subject to strip search under Detentions Policy I.52, the incarcerated person will be escorted to the intake search room for a strip search and clothing exchange. Following the strip search, the incarcerated person will be placed in an intake holding cell until they can be escorted to housing.

- G. If an incarcerated person is due for release from the intake area, (bailouts and book and releases) intake deputies will coordinate with the release clerk and an available deputy to have the incarcerated person escorted to the release area in a timely manner.

II. COURT BOOK & RELEASE INDIVIDUALS

- A. Court book & release (CB&R) and work release persons will arrive at LCDRF on a pre-determined date and time. Detention's information assistants (DIA) can be contacted for a monthly schedule.
- B. All persons reporting for CB&R will check-in with a DIA. These persons are not in custody; therefore, they are not incarcerated persons. They are appearing to establish a booking record. The following procedure was created with the intent that the CB&Rs and work release persons **do not enter** areas where incarcerated persons are housed. CB&Rs and work releases should be processed in manageable groups.
 1. The DIA will notify central control that a CB&R has arrived at the information lobby. The DIA will check to ensure the individual has an official identification card (ID) and proper court papers. The individual will wait in the visitor lobby until processed by a deputy.
 2. A pat down search will be conducted prior to being escorted to the visitor processing area for fingerprints. Any bulky or unauthorized items will be returned to the individual's personal vehicle or the visit storage lockers.
 3. The visit or an available deputy should be primarily responsible for completing court B&R fingerprints, palm prints, DNA's and photo/mug shots.
 4. The individual will be instructed to wait in the visit waiting room and remain there until told to leave. The deputy will submit the paperwork and the ID of the completed CB&R to the DIA.
 5. After the DIA has confirmed with sheriff's records that the fingerprints were received, the DIA will return the ID card, and inform the court B&R that they can leave.

III. WORK RELEASE INCARCERATED PERSONS

Work release persons will be met in the information lobby by a LCDRF counselor. The counselor will speak with the work release(s) and gather their IDs and court documentation. The IDs and court documentation will be given to a detentions processing technician (DPT) to be processed. The same procedure as above will be used to fingerprint, DNA and take photo/mug shots of the work release persons.