

| | |
|--------------------------|--|
| DATE: | JUNE 27, 2022 |
| NUMBER: | Q.7 |
| SUBJECT: | INCARCERATED PERSON PROCESSING |
| RELATED SECTIONS: | Q.1 , Q.5 , Q.55 , J.5 , I.45 , I.52 , M.9 |

PURPOSE

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

POLICY

All incoming arrests will be reviewed to ensure charges and/or warrants meet the current Booking Acceptance Criteria. Individuals will receive a medical prescreening before being accepted into custody to determine if the individual is medically fit to be housed in the detention facility.

Once accepted, incarcerated persons will receive a wristband to be worn at all times and will complete the fingerprinting and booking process.

Property accepted into custody with the incarcerated person will be inventoried and stored in a locked storage area for safekeeping.

PROCEDURE

I. INTAKE SCREENING

- A. All individuals 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 incarcerated person's booking number on the J-15 form and on all other documentation and capture their mugshot photograph. 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 individuals shall be evaluated to identify medical or mental health problems. All incarcerated persons shall be screened in accordance with Detention Services Bureau Policies and Procedures (DSB P&P) section M.9. Licensed health staff shall document the responses in their health record.
- C. Once the individual 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 JIMS.

1. The AO/transporting officer will itemize all personal items (e.g., jewelry, etc.) on the J-15 form.
 2. The AO/transporting officer and the individual in their custody will sign the J-15 form.
 3. If the individual refuses to sign the J-15 form, the AO will write "refused" in the signature space.
 4. All U.S. currency will be processed in accordance with DSB P&P section Q.55.
 5. The AO/transporting officer will heat-seal the property in a plastic bag. Using a black pen, the officer will print the individual's name and date of birth (DOB) on a white label. The AO/transporting officer will place the label on the upper left-hand corner of the sealed property bag. If the individual has no property, an empty property bag will still need to be produced by the AO.
 6. The AO/transporting officer will give the J-15 form, all required documentation, and the sealed property bag to the intake/pre-book DPT.
 7. The DPT will record the individual's booking number on the sealed property bag.
 8. The individual's clothing and sealed property bag will be forwarded to property for processing.
- D. The accepted individual shall be wrist-banded by a deputy and will be provided instructions on the use of the phones. They will be placed into a holding area and given the opportunity to use the telephone per section 851.5 of the California Penal Code.
1. Incarcerated persons admitted to the hospital following a field arrest:
 - a. To remain in compliance with California Penal Code Section 851.5, individuals shall be afforded the opportunity, except where physically impossible, to place phone calls immediately upon being booked or no later than three hours after arrest. Therefore, incarcerated persons admitted to the hospital following a field arrest shall be afforded the opportunity to place phone calls to entities such as:
 - i. Family, or personal contact, to inform them of their custody status
 - ii. Bail organizations to secure bail
 - iii. Legal counsel (e.g., attorney)
 - b. The on duty watch commander, or designee, should be notified of this type of situation as soon as practical. A deputy guarding the incarcerated person will dial the telephone number for them. After dialing the number, the deputy will contact the control deputy at the incarcerated person's housing facility to have the number that was

dialed entered in JIMS in the individual's history using the "PCAL" (Phone Call) drop down.

- c. The deputy guarding the individual should be cognizant and vigilant of the conversation taking place. If the deputy feels there is a security concern, the deputy will immediately terminate the phone conversation. The on duty watch commander will be notified of the incident as soon as practical. A JIMS log entry will be made into the person's history explaining why the phone call was terminated. The deputy guarding the person shall request a room change from hospital staff and should notify them of the possible security threat.
- E. After being given the prescribed legal time limit in which to make phone calls, the incarcerated person shall continue through the booking process.
- F. During the booking process, the information entered at the pre-book stage will be verified for accuracy. The incarcerated person will be interviewed, and their personal information will be entered in JIMS.
- G. If an incarcerated person is found to be a foreign national during the booking process, the DPT shall also adhere to the procedures set forth in Detentions Policy and Procedure Section Q.26.
- H. The Sheriff's Department recognizes the responsibility of effectively working with an interpreter when processing individuals who 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.
- I. All searches shall comply with section 4030 of the California Penal Code and DSB P&P section I.52.
- J. After the booking process is complete, the incarcerated person 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 incarcerated person.
- K. Incarcerated persons 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 incarcerated person 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 incarcerated person will sign the J-53 form. The pink copy of the J-53 form will be given to the incarcerated person. The deputy will record the incarcerated person'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 property 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 incarcerated person 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 section Q.55. The transporting officer and the incarcerated person will sign the J-15 form and the officer will heat-seal the property bag. The incarcerated person can later request the check be cashed and placed in their 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 incarcerated person. 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 incarcerated person's personal clothing and sealed property bag items to the property room.
- B. The receiving deputy will conduct a security search of the incarcerated person's module property. Acceptable items will be given to the incarcerated person.

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 individual is from EPU.
 - 3. Flagging the top of their J-15 form with, "EPU."
 - 4. Coordinating and bringing a complete medical record package for the individual.
- B. The DPT will be responsible for immediately notifying the watch commander of the individual's arrival.
- C. The watch commander will ensure a deputy is sent to escort the incarcerated person through the booking process and ensure they are 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 individual is medically refused at intake, DSB P&P section I.45 shall be followed as it relates to hospitalization and guards.