



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

9-24 Intake and Processing

- ☐ New
- ☒ Revised
- ☐ Reviewed

ACA Standards Reference: 5-ALDF-2A-15, 18, 19, 20, 21, 22; 5-ALDF-2C-05; 5-ALDF-4C-27, 28;
5-ALDF-4D-22, 24, 25; 5-ALDF-6A-05; 5-ALDF-7D-26, 27

CALEA Standards Reference:

NCCHC Standards Reference:

SCLEA Standards Reference:

SC Minimum Standards: 1042C; 1043a; 1043b; 1044; 1044a-17; 1045; 1045a-b; 1046; 1061b; 2013n;
2014-12(4); 2033; 2053, 4035

PREA: 115.15C

This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish procedures that governs the admission of inmates to the Sheriff Al Cannon Detention Center (SACDC). These procedures shall be reviewed annually and updated if necessary.

II. Policy:

It is the policy of the SACDC to facilitate the admission and orientation of inmates to the facility immediately, to properly identify inmates, and to ensure that all steps of the intake process are completed in a timely manner to maintain the order and security of the facility. (Ref: 5-ALDF-2A-20)

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on the usage of the term:

1. Deputy, deputies, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
2. civilian, non-sworn employee.

B. *Employee:* When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

C. *Clothed Body (Frisk) Search:* A search done during the initial admission process. This is the time for detention deputies to secure any weapons of opportunity or contraband that may be in the arrestees' possession.

D. *Contraband:* Any item or article inside the SACDC that was not issued or purchased from the SACDC canteen, possession of an excess amount of an authorized item, or an item altered from its original state.

E. *Identification Area (ID):* The area designed to fingerprint and photograph arrestees.

F. *Strip Search:* An unclothed body search conducted in a designated area within the confines of the facility.

- G. **Valuable Property:** Property which includes, but is not limited to, jewelry, pagers, cell phones (batteries will be detached and listed separately on the inventory sheet), keys, sunglasses, credit cards, phone cards, checkbook and wallets.

Note: Valuable lighters will be given to the arresting officer to remove and store for the inmate until release.

IV. Procedure:

A. Arresting/Transporting Officer Procedure:

1. All weapons (i.e., O.C. spray, knives, magazines, PR-24 batons), will be secured in the officer's vehicle or placed in the gun lockers in the vehicle sally port prior to entering the facility.
(Ref: SC Min. 1061b)
2. The arresting/transportation officer must request admittance into the Intake area from the Control Center by pressing the access button located next to the Intake door. Officers not personally recognizable will be required to produce identification.
3. All available Emergency Response Team (ERT) Operators and the Processing supervisor will honor an officer's request for assistance with an arrestee. Under no circumstances will the Intake area be left unattended. All assistance rendered will follow the force continuum, beginning with strict officer presence and CCSO officers only progressing along the continuum when necessary.
4. The arresting officer should complete an *Arrest and Booking Report* (CCSO form-104), *Jail Intake Assessment Form* (SACDC form-449), and the *Crime Victim Information Form* (CCSO form-147), if applicable, for admittance into Intake. The Intake Detention Deputy will check these forms for accuracy and completeness.

Note: Arrest and Booking Report is an administrative form only and has no legal purposes. There is no definitive form as long as the information is available. The Charleston County Sheriff's Office must utilize the pre-book function in JMS when arresting subjects.

5. Warrants (i.e., bench and probation violation), pickup orders, or detainers must be in the possession of the arresting officer prior to admission into the facility. Verbal holds shall not substitute for commitment documentation; except in cases when the teletype terminal forwards the above.
(Ref: SC Min. 1043a)

B. Intake Process:

1. The arresting officer will enter the Intake area with the arrestee, at minimum, handcuffed behind their back. At no time will an arrestee be permitted to enter the Intake area without the arresting officer, or unrestrained. The arrestee is the responsibility of the arresting officer and will remain handcuffed, facing the wall, and under control while in the Intake area. Inmates will not be allowed to use the restroom before they are searched. For this policy, the data master room is considered part of the Intake area and all detainees shall remain handcuffed while in this room. (Ref: SC Min. 1043b)
2. Any legal or procedural questions concerning the admission of a person must be resolved before admission.
3. The *Arrest and Booking Report* must contain the following:
 - a. Date and time of arrest;
 - b. Originating Case Assignment Number (OCA);
 - c. full name of arrestee (See Note below this section);
 - d. date of birth (Seventeen and under will be processed in the Juvenile System);
 - e. charge(s), including code section, and bonds/fines, if applicable;

Note: At any time, an arrestee comes into the facility charged with threatening the life of a public official or threatening the life of a public official while in the facility, the Housing/Processing Lieutenant will inform Central Control to notify the Command Duty Officer (CDO).

- f. court date and time; and
- g. name and pay/badge number of the arresting officer.

Note: In the event proper identification of the arrestee cannot be obtained (i.e., no ID, arrestee uncooperative, etc.), we will attempt to print them on the Single Automated Fingerprint ID (SAF-ID) program. The arrestee will be booked under the fictitious name of, John Doe for males and Jane Doe for females.

The booking will be completed as if John/Jane Doe is the correct name until such times as the identity is confirmed.

Anytime information regarding the identity of an inmate is updated, the arresting agency must complete a new *Arrest and Booking Report* containing the updated information. This new report will be submitted to the on-duty Processing supervisor for update.

4. Detention deputies will ensure a Court Commitment and other legal documentation contains, at a minimum, the following information:
 - a. Arrestee's name;
 - b. charge(s);
 - c. warrant/ticket numbers;
 - d. sentence;
 - e. condition of sentence (i.e., concurrent/consecutive, credit for time served, diversion, evaluation program, etc.);
 - f. fine(s), if applicable;
 - g. sentencing judge;
 - h. sentencing court; and
 - i. court seal.

(Ref: 5-ALDF-2A- 18, 7D-27)

Note: The SACDC will only hold inmates for ICE if they have an I-247 a detainer and an Immigration Order signed by an Immigration Judge. The Immigration Judge's order does not have an expiration and will be honored to hold the inmate.

5. Commitments will be delivered to the Records Office.

The Records clerk will compare the information on the commitment form to the inmate's *Arrest and Booking Report*, to ensure that the correct inmate record has been identified. The Records clerk will update the record in the Jail Management System (JMS) and file the original Commitment Form in the inmates' booking folder. Additionally, two copies of Federal Commitments are returned to the

U.S. Marshal's Service and one copy to the Director of Support Services.

6. The Intake Detention Deputy will screen the inmates to determine if they need immediate medical attention or are a suicide risk.
 - a. Contracted health services staff (i.e., registered nurse, physician's assistant, or doctor) will be called for an initial evaluation, if an arrestee appears to be either severely injured or acutely ill, or who is in a stupor or a coma, even though the apparent cause may be intoxication, before acceptance into the facility. The Health Services staff will notify the Processing Lieutenant of their decision on whether or not the inmate will be admitted into the SACDC. The Processing Lieutenant will complete an incident report stating the reason for the inmate's refusal into the facility. (Ref: SC Min. 1046)
 - b. Qualified contracted mental health professionals will be contacted if an inmate is experiencing a mental health crisis. The mental health professionals will assess the inmate and notify the Processing Lieutenant of their decision on whether or not the inmate will be admitted into the SACDC. The Processing Lieutenant will ensure an incident report is completed stating the reason for the inmate's refusal into the facility. (Ref: SC Min. 1046)
 - c. Arrestees requiring medical/mental health services beyond what can be provided within the facility will not be accepted until the arrestee has been treated at the local hospital and discharged from their facility. (Ref: 5-ALDF-2A-18, 4C-23)
7. The Intake Detention Deputy will conduct a frisk search of the individual and if no contraband is found, the arresting officer may remove the handcuffs. A second, more detailed search, before the unclothed body search, is then conducted as outlined in SACDC Policy [17-09 Searches and Contraband Prevention](#).
 - a. The Intake Detention Deputy will turn the arrestee's pockets out to verify that they are empty.
 - b. The arrestee will remove any coats, jackets, sweaters, or excess clothing. These articles, along with any excess property, will be searched by the Intake Detention Deputy and given to the

arresting officer to be removed from the facility. Coats, jackets, or sweaters will be kept and stored in the inmate's property in case of cold weather. The SACDC does not have available storage space for excess inmate property. Examples of excess property include, but are not limited to, suitcases, bags of extra clothing, radios, etc. An entry will be made in the JMS Inmate Property Maintenance Screen, stating where the excess property is located. Upon the inmate's release, the Dress-out Detention Deputy will inform the inmate where their excess property is located. (Ref: SC Min. 4035)

- c. A metal detecting hand wand will be waived over the clothing to make sure no metals are present on their person.
 - d. Property taken for evidence by law enforcement officers will be documented in the JMS Inmate Property Maintenance Screen by the Dress-out Detention Deputy.
8. An unclothed body search or strip search may be conducted if necessary. If a strip search is deemed necessary, the Processing Lieutenant will be informed and an incident report will be completed before the end of the shift.
- a. Strip searches must be noted on the *Arrest and Booking Report*. (Ref: 5-ALDF-2C-03)
 - b. The arresting officer (if of the same sex) will assist in the strip search. If the arresting officer is of the opposite sex, they will remain in the Intake Area until the search is completed.
 - c. If contraband is visually seen by the detention deputies conducting the strip search, or the inmate informs the detention deputies of any contraband placed in the vaginal or rectal area, the Intake Sergeant must immediately be notified. (Ref: PREA 115.15c)
9. Body Cavity Search:
- A body cavity search may be conducted when there is reasonable belief that an inmate is concealing contraband, or when authorized by the Detention Chief or designee as outlined in SACDC Policy [17-09 Searches and Contraband Prevention](#). The search will only be conducted by medical personnel within a medical facility. (Ref: 5-ALDF-2C-05, PREA 115.15c)

10. The inmate will be asked to place two fingers both the right or left index and middle finger on the Single Automated Fingerprint ID (SAF-ID) machine to identify the arrestee before being processed in the JMS.

Note: The Intake Detention Deputy will request assistance from the Processing Supervisor when booking an inmate who is violent or combative, or is deemed to be a security or escape risk.

11. If the arrestee had any contraband in their possession; including a lethal weapon, knife, or edged weapon, it will be turned over to the arresting officer. The Intake Detention Deputy will complete an incident report in the JMS. When the conducted search reveals a weapon of any sort, a photocopy of the item is to be made and attached to the Incident Report. The Incident Report and photocopy of the weapon are to be given to the Processing Captain, who will be responsible for making a notification to the arresting officer's captain. It will be the arresting officer's responsibility concerning additional charge(s) and disposition of the item/substance. Furthermore, a strip search will be conducted as outlined in SACDC Policy [17-09 Searches and Contraband Prevention](#).
12. All money will be taken from the arrestee by the searching detention deputy. The money is placed in the front of the valuable property pouch in front of the arrestee. Once the search is complete all money will be deposited into the kiosk by the arrestee under the supervision of the detention deputy. The kiosk will print two receipts one for the arrestee and one for the facility.
13. All valuable and personal property will be taken from the inmate by the searching detention deputy.
14. Once the searches have been completed, the identity of the inmate has been confirmed through SAF-ID, and the Intake Detention Deputy is satisfied with the results, the arresting officer will be dismissed.

C. Processing:

1. The records clerk will complete the inmate's processing in the JMS, including checking the SC Judicial Department website (<http://www.sccourts.org/cdr/>) to determine if the charge(s) qualifies for Deoxyribonucleic Acid (DNA) Sampling by SC Statute Section 23-3-620. The records clerk must check the iLAB website (www.sled.sc.gov) to determine if the inmate already has a sample on

file with the South Carolina Law Enforcement Division (SLED) or not. If the inmate has a sample on file, it is not necessary to obtain another sample. **Search for the inmate using the arrestee's Security Identifier Number (SID#) or the Federal Bureau of Investigations Number (FBI#). Do not search by name.** If there are any problems with iLAB contact Theresa Hines with SLED at 803-896-7383 or email iLabRequests@sled.sc.gov to get an answer from a technician. If the inmate does not speak or read English, do not take a DNA sample until a translator can explain the statute/process to the inmate. The inmate should be given the *Advisement of Expungement Rights Form SLED Form #DDB025* (the form is provided in English and Spanish) and explain to the inmate the grounds for Expungement of DNA record. The inmate will print their name, write in their date of birth, and sign the form. The completed *Advisement of Expungement Rights Form* is to be placed into the inmate's booking record. A copy of the completed form must be given to the inmate. DNA samples are required when:

- a. Following a lawful custodial arrest, the service of a courtesy summons, or a direct indictment for:
 - i. A felony offense or an offense that is punishable by a sentence of five years or more; or
 - ii. three misdemeanors - eavesdropping, peeping tom, or stalking, any of which are committed in this State, a person, **except for any juvenile**, arrested or ordered by a court must provide a saliva or tissue sample from which DNA may be obtained for inclusion in the State DNA Database.

- b. The Intake Detention Deputy will interview the inmate to obtain identifying data and place the information into the JMS Master Name File. (Ref: 5-ALDF-2A-20, 7D-27)

Note: The SACDC processing staff have been trained to complete the approved initial medical screening by the Health Authority and the initial mental health screening by the Mental Health Authority.

- c. Upon determination that a DNA sample needs to be collected, the records clerk will put a status flag (DA) in JMS and notify the Processing Supervisor. The Processing Supervisor will then retrieve a DNA sample kit from the storage closet and collect

the inmate's sample. When the sample is collected the Processing Supervisor will secure the sample in a lock box located in the Processing Supervisor's office. At the end of every shift the Processing Supervisor will complete the *Inmate DNA Sample Collection Form (SACDC form-522)*. Every Friday morning a Transport Detention Deputy will collect all of the DNA Samples collected during the week. Both the Processing Supervisor and the Transport Detention Deputy will sign the *Inmate DNA Sample Chain of Custody (SACDC form-523)*. Transport will then deliver the kits to SLED and have the SLED representative sign the *Inmate DNA Sample Chain of Custody* form.

Note: The inmate has the right to refuse DNA samples without any disciplinary actions taken.

- d. Intake Detention Deputies will conduct the medical/mental health/suicide risk/Mat assessment screening utilizing JMS. Information obtained during the interview will include: religious preference; current illnesses/pre-existing conditions; health problems; medications taken; current or past use of legal or illegal drugs and alcohol; a behavioral observation, history of TB, history of conviction or victimization of sexual assault and/or a violent crime or behavior, Hepatitis, Epilepsy, or Diabetes; dental conditions; notation of body deformities, conditions of skin including infestations; and likelihood of suicide attempts. Once the screenings are completed the detention deputy will publish the assessments into the JMS multi-media. (Ref: 5-ALDF-4C-23)
- e. Enter the inmate's arrest information into the Master Name File in the JMS with the inmate's name, aliases, current address, commitment information, date and place of birth, social security number, sex, age, race, present or last place of employment, health status, emergency contact information, notation of cash and all property, booking number, and any additional information concerning special custody requirements, service needs, or other identifying information such as tattoos or body markings. Once the master name file is completed prepare a booking jacket with the inmate's name, race, sex, and birth date. (Ref: SC Min. 1044; 5-ALDF-2A-20, 7D-26, 27)

- f. A fluorescent paper armband will be placed on the arrestee that indicates the inmate has not been seen by health care personnel along with a temporary armband that contains the following information:
 - i. inmate's name;
 - ii. date of birth; and
 - iii. inmate's booking number.
- g. Any medication that the arrestee brings into the facility will be verified by the processing nurse and used as a tool to access medical conditions. Medication will then be placed into the inmate's valuable property and a notation will be made on the Initial Medical Screen in the JMS.

(Ref: SC Min. 2053; 5-ALDF-2A-20)
- h. All property including valuable, personal, and clothing is inventoried and entered in the JMS Inmate Property Maintenance Screen by the Processing Detention Deputy.
 - i. All property will be identified by physical description and quantity. Instead of silver or gold, all metals will be referred to as white or yellow and all stones will be referred to by color.
 - ii. The inmate will review and sign the printed inventory sheet of the inmate's property. If the inmate refuses to sign, the reason for their refusal should be noted on the inventory and witnessed by a second detention deputy.
 - iii. A copy of the signed inventory sheet will be attached to the valuable property bag, the personal property bag, placed in the booking folder, and a copy given to the inmate. The detention deputy must publish the signed inventory sheet into the JMS Multi-Media. All valuable property will be placed in a valuable property bag and sealed in the presence of the inmate.

(Ref: SC Min. 1042(c), 1044 (a-17), 1045(a)) 5-ALDF-2A-20, 7D-27)
 - iv. All property will be given to the dress-out detention deputy for storage. Personal property and clothing are not considered valuable and will be stored in the property storage room. The valuable property will be

stored in the valuable property room, which shall remain locked and secure at all times. Access to these rooms will be limited to those personnel who have official business to conduct. No inmates will be allowed in the storage rooms, nor will inmates be involved in the search, inventory, or storage process.

(Ref: SC Min. 1045(b), 2013 (n), 2014-12(4))5-ALDF-2A-22)

Note: If the inmate's clothes are soiled, the Intake Detention Deputy will ensure that the inmate is given a clean uniform and that the inmate's clothes are inventoried, placed in a water-soluble bag, and turned over to the dress-out detention deputy to be laundered and stored in the inmate's personal property.

(Ref: SC Min. 1042(c), 1044(a) 17, 1045(a), (b), 2013(n))

- i. The inmate will deposit all money into the kiosk machine. The inmate will be given a receipt to document the amount of money entered into the kiosk. If the kiosk machine will not take the money due to it being ripped, torn, or soiled it will be counted by the detention deputy and then placed into a valuable property bag, sealed, and documented in their JMS property log. The inmate will sign for the valuable property and retain a copy of their receipt.
 - i. Only checks from other penal institutions will be accepted and must be endorsed by the inmate. Any other checks will be placed into the inmate's valuable property.
 - ii. If an inmate is brought into the facility with a commissary credit card from another penal institution it will be placed into the inmate's valuable property.
 - iii. Contaminated money (i.e., money that is soiled with urine, blood, or other potentially infectious materials), will not be accepted. The Processing Detention Deputy will count the money with the arresting officer and return the money to the arresting officer. The Processing Detention Deputy will document in JMS the amount of money turned over to the arresting officer and agency. The arresting officer will sign and date for the soiled/contaminated money by documenting the amount of money on the booking report.

(Ref: SC Min. 1045; 5-ALDF-2A-20, 7D-27)

Note: Inmates who are reporting to the facility for weekender status will be informed, before their arrival, not to bring money or valuable property with them.

- j. Inmates entering the SACDC with a Home Monitoring Device attached to their person will have the device left on but notated on the booking report.
 - i. The device will be examined to ensure there is no contraband in or behind it.
 - ii. The records clerk will notify the appropriate bonding agency to come to the facility to remove the device. The bonding company may elect to remove the monitor or allow the inmate to keep it on.
 - iii. The inmate can be processed and moved into regular housing if the bonding agency does not respond prior to the process being completed. The inmate will be brought to processing when the bonding agency arrives to have the device removed.
 - iv. In the event the monitor is removed, the inmate will not be released until a new monitor has been applied, unless a final adjudication had been made on the charge(s) which initially required the monitor.
- k. The arrestee will be photographed and fingerprinted. Photographs must include all tattoos and body markings. The photographs taken during the intake process are crucial in assisting law enforcement in identifying wanted subjects or persons who cannot be identified by other means. If an arrestee refuses to be fingerprinted or have their photograph taken, the intake process stops. The arrestee will be placed in a holding cell until they cooperate. If an inmate is uncooperative, they will not be allowed to make any telephone calls until completely processed. (Ref: 5-ALDF-2A-20, 7D-26, 27)

Note: The only exception to photographing tattoos and body markings will be those located in any genitalia areas of both male and female or any other areas that are not socially acceptable to be exposed in public. However, these tattoos and

body markings must be notated in the SMT/AKA section of JMS.

- l. New arrestees will be allowed to complete at least two telephone calls during the admission process, and are assisted, as needed, to notify persons of their incarceration.

(Ref: SC Min. 2033; 5-ALDF-6A-05)

- m. Copies of the *Arrest and Booking Report*, medical/suicide observations, property and cash receipts, *Crime Victim Information Form* (if applicable), and the printed Jail Management Arrest Report will be filed in the inmate's booking folder and delivered to the Records Clerk.

(Ref: 5-ALDF-7D-26)

- n. The Records Clerk will run a warrant check on each inmate through the National Crime Information Center (NCIC) upon admittance. The warrant check will be filed in the inmate's booking folder. The Classification Division will inquire about a Criminal History Report (rap sheet) and review it before classifying an inmate. It will be destroyed once it is no longer needed.

(Ref: 5-ALDF-2A-20)

2. All new inmates will remain in the open processing area, separate from the general population. Any inmates who pose a risk or are uncooperative will be temporarily placed in holding cells. The Processing Sergeant will be responsible for ensuring all cells are checked at least every thirty (30) minutes to ensure the well-being of inmates. Males and females will be separated by seating row and are not permitted to converse with the opposite gender.

(Ref: 5-ALDF-2A-21)

D. Mistaken Identity:

If an individual is arrested due to a case of mistaken identity, the following steps will be taken immediately:

1. Identification must be made and the record verified. The individual must be isolated from the general population to include the intake and processing areas. The individual should be placed in the Processing Sergeant's Office.
2. The Processing Lieutenant will be notified immediately and will, in turn, notify the Command Duty Officer (CDO).

3. The Processing Lieutenant will then notify a shift supervisor of the arresting agency to apprise them of the situation and to obtain a release for the individual.
5. Upon receiving the release order, the individual will be immediately escorted out of the facility through Processing/Intake.
6. If the individual's information has been entered into JMS, provide all documentation to the Housing/Security Major and/or Inmate Processing/External Functions Major so that the information can be deleted from JMS.

E. Medical/Mental Health Care Procedures:

All inmates will be screened by the processing nurse prior to leaving the processing area (see SACDC Policy [18-23 Health Care Services](#)). The paper armband will not be removed until the screening is complete. Once completed, the Processing Detention Deputy will clear the task (Medical Screening) in JMS before leaving the Processing area. To clear a mental health screening once initiated, a Mental Health counselor will need to remove the task after they are finished interviewing the inmate.

(Ref: 5-ALDF-4C-23, 4D-31)

F. Adding/Amending Charges:

1. Anytime an inmate receives an added or amended charge(s), a new arrest and booking report must be completed by the detention deputy adding and/or amending the charge(s). Once completed, it will be submitted to the on-duty Booking Supervisor. The new charge(s) must be entered immediately on the Complaint Detail Screen in the JMS. The *Arrest and Booking Report* will be filed in the booking folder in the Records Office.
2. The Processing Sergeant is responsible for ensuring that the booking report is properly completed and that the inmate is taken to ID to be fingerprinted and photographed for the added/amended charges.

G. Print and Release (P&R):

1. To process a Print and Release from the Warrants Office:

- a. The arrestee will be escorted from the Warrants Office to the P&R Office with a completed *Arrest and Booking Report* and a *P&R Release Form*.
 - b. The arrestee will be booked into JMS. The reason for confinement will be P&R.
 - c. The Complaint and Charge Detail screens in JMS will be completed.
 - d. The arrestee will be photographed and fingerprinted.
 - e. The arrestee will be released from the system and allowed to leave the facility.
2. To process an Order of Booking for Courtesy Summons:
 - a. An Order of Booking is received via fax from the court system advising the individual of a date and time to appear at the SACDC for processing.
 - b. When the person's information and identity have been verified, continue to process them as a Print and Release.
 - c. The P&R Detention Deputy will complete the bottom portion of the Order of Booking and return it to the court system via inter-office mail.

H. Warrants:

1. The SACDC will assist the Charleston County Sheriff's Office Warrants Division.
2. Detention deputies can ONLY serve bench warrants.
3. If the Records Division receives a notification of an active warrant for an inmate during the intake or release process, after hours Monday through Friday, during weekends and holidays, they will contact the Lobby Detention Deputy.
4. The Lobby Detention Deputy will go to the Warrants Office and retrieve the file for the inmate. All information will be verified to ensure it matches the person in custody.

5. The Lobby Detention Deputy will sign the warrant log book stating they have pulled the warrant from the office.

Note: If a Protective Order is needed the original will remain in the office and a copy is made for the deputy sheriff.

6. The processing Sergeant or deputy sheriff will retrieve the warrant from the lobby and will serve the inmate. A copy of the warrant is given to the inmate. After serving the inmate the Processing Sergeant will return to the lobby with the warrant.
7. The individual will sign the warrant log card notifying who served the warrant. The card will be placed in the warrant basket in the lobby.
8. The Lobby Detention Deputy will place the original General Session or Magistrate warrant in the warrant basket in the lobby. An original Family Court bench warrant will stay in booking and a copy will be placed in the warrant basket in the lobby.