



LEON COUNTY SHERIFF'S OFFICE

Standard Operating Procedure 450.F18 Identification System

<i>EFFECTIVE:</i>	<i>REVISED:</i>	<i>RESCINDS:</i>
1 October 1999	29 April 2014	6 March 2012

- A. PURPOSE:** The purpose of this procedure is to describe the system for identification of members, visitors, and inmates.
- B. SCOPE:** This procedure shall apply to all LCSO members, visitors and inmates.
- C. POLICY:** It is the policy of the Leon County Jail to positively identify persons entering the facility, members and inmates to prevent by-passing of security measures [FCAC 6.09M, FMJS 11.08].

D. DEFINITIONS:

CONFINES OF THE JAIL – All areas of the jail to include the visitation lobby, warehouse, compactor room, and the booking and transport sallyports.

MEMBERS - For the purpose of this written directive, member is defined as all LCSO employees, interns, contacted staff and volunteers.

SECURED CONFINES OF THE JAIL – All areas of the jail within the visitation, booking, releasing, and transport vestibules and the security door adjacent to the laundry.

E. PROCEDURE:

1. VISITOR IDENTIFICATION

- a. All visitors for inmates must present a photo I.D. (i.e. drivers license, Official I.D. Card, Military I.D. Card etc.) to Visitor Lobby Staff.
- b. Uniformed Law Enforcement Officials may not be required to present photograph identification. Plain-clothes Law Enforcement Officers will be identified by their credentials, issued an Official Visitor Pass, or display their official law enforcement identification card or badge while in the facility.
- c. Lobby staff shall enter visitation information into the Jail Management System computer.
- d. Visitors who refuse to produce a valid photo I.D. shall be refused entrance.

- e. Upon issuance of a pass, the person shall be instructed to proceed directly to their destination. Each pass is coded according to destination.
- f. Prior to the visitor leaving the lobby at the completion of their visit, lobby staff on duty shall collect the pass and make the appropriate entry in the JMS computer system.
- g. Persons whose job assignment requires them to visit the jail regularly (i.e. school teachers, clergy, programs, etc.) shall be issued a pass. Passes are coded to identify Official Visitors, Volunteers and Vendors. These passes shall be issued and returned each visit.
- h. Upon specific authority of the Jail Director or designee, and on a case by case basis, a security access card may be issued to non-employees.
- i. Official Visitors shall be issued the Official Visitor Pass. If other identification is displayed such as Law Enforcement Badge or I.D. Card, Court House Security Card, etc. the issuance of the Official Visitor Pass is unnecessary.
- j. Vendors and contractors shall successfully complete a background check prior to being issued an identification card. Vendors and contractors shall display agency issued I.D. Card at all times while on the property.

2. AGENCY MEMBER IDENTIFICATION - All Sheriff's Office Agency Members are issued a photo I.D. Card. Agency Members shall be required to wear the issued cards or badge (displayed) while in the Jail or Sheriff's Office unless in uniform.

3. INMATE IDENTIFICATION

- a. All inmates of the Leon County Jail shall wear an official jail armband on their left wrist at all times. Community Status Offenders shall be required to wear the armbands while in the jail only. Armbands are color - coded according to custody status.
- b. If a medical condition or amputation exists preventing the armband from being worn as described above, it shall be applied to an alternate limb or carried in the shirt pocket. In such instances, the reasons for it and the approval of the Booking or Case Management Supervisor shall be clearly noted in the inmate's classification file.
- c. Jail Arm bands are color-coded as follows:
 - 1) Blue - Misdemeanor charges only
 - 2) White - Felony or Federal charges
 - 3) Red - Sentenced to the Jail on all charges

4) Orange - Non-sentenced Juvenile.

d. Inmate uniform colors are standardized providing a method of visually distinguishing between certain types of inmate classification. Inmate uniform colors will not be used as a sole means of identification. The standardized identification colors are:

- 1) Black and white striped – Minimum custody inmates who are sentenced to the jail and cleared to work as a trustee either inside or outside the confines of the jail.
- 2) Brown – Minimum custody inmates who are sentenced to the jail cleared to work as a trustee only within the confines of the jail.
- 3) White – Medium custody male inmates who are non-sentenced volunteer workers assigned to specific duties within the secured confines of the jail.
- 4) Burgundy – Medium custody female inmates who are non-sentenced volunteer workers assigned to specific duties within the secured confines of the jail.
- 5) Orange- Non-sentenced male or female juvenile inmates.
- 6) Red and white striped - Maximum custody inmates who represent the highest risk to the public and staff, who present serious escape risks or pose serious threats to other inmates, staff, or the safe and orderly operation of the jail. These inmates require escorted movement within the jail in restraints by at least two certified correctional staff members one of which is preferred to be a supervisor. [FCAC 6.14 FMJS 11.12].
- 7) Blue - All other inmates.

F. INDEXING:

Agency Members Identification
Identification System
Inmate Identification
Visitor Identification

APPROVED: _____



CORRECTIONS DIVISION DIRECTOR