



# LEON COUNTY SHERIFF'S OFFICE

## *Standard Operating Procedure 450.I1 Adult Admission and Processing*

<i>EFFECTIVE:</i>	<i>REVISED:</i>	<i>RESCINDS:</i>
<b>1 OCTOBER 1999</b>	<b>15 April 2021</b>	<b>12 August 2020</b>

**A. PURPOSE:** The purpose of this procedure is to provide operational guidelines for processing adult arrestees into the Leon County Detention Facility.

**B. SCOPE:** This procedure shall apply to all Corrections Personnel.

**C. POLICY:** It is the policy of the Leon County Detention Facility to govern the admission of inmates into the facility and Criminal Justice System.

**D. DEFINITIONS:**

**ARRESTEE** - Any person arrested and/or in custody of a law enforcement officer or agency.

**BAKER ACT DETAINEE** - Pursuant to Florida Statute, a person in the custody of Law Enforcement for a non-criminal violation or arrested for a criminal offense, at the direction of a court order, who meets the statutory guidelines for involuntary Mental Health examination/evaluation.

**FOREIGN NATIONALS** - Any citizen of a foreign country present in the United States (without regard to legal status).

**GENDER IDENTITY EXPRESSION** - An individual's sense of his/her own gender, as communicated to others through expression, appearance, identity or behavior, regardless of the person's sex at birth.

**HOLDS** - A person with pending criminal charges being housed at the Leon County Detention Facility for another agency (e.g. U.S. Marshal, Immigration, etc.), or a person transported from prison or another agency for court, or a person held on a short-term basis as a courtesy to a transporting agency.

**IRIS System** – (Inmate Recognition and Identification System) uses high resolution pictures of a person's irises to verify identity. A National database of irises is maintained at NLets for matching purposes. This is not a scan of the eye and should not be referred to as such.

**IRIS Camera** - A high resolution camera is used to take a photo of a person's eyes.

**MARCHMAN ACT DETAINEE** - Pursuant to Florida Statute, a person who is taken into law enforcement custody who meets the criteria for involuntary admission, where there is a good faith belief that the person is substance abuse impaired and because of such impairment:

- a. Has lost the power of self-control with respect to substance use; and either has inflicted or threatened or attempted to inflict, or is likely to inflict, physical harm on himself/herself or another.
- b. Is in need of substance abuse services by reason of substance abuse impairment, his or her judgment has been so impaired that the person is incapable of appreciating his or her need for such services.

**NON SENTENCED INMATE** - Any person in the custody of the Leon County Detention Facility with or without bond awaiting court appearance.

**PROPERTY** - Articles an inmate has in their possession at the time of commitment, including but not limited to clothing, footwear, jewelry, watches, wallet contents, collectibles, money, foreign currency, keys, phone, medications, prescription glasses, contact lenses and solutions, dentures, hair pieces, personal documents, drivers license, ID card, passport, credit cards, checks, etc.

**RECOMMIT** - A person returned to the facility by a bonding company which holds an outstanding bond on the person, or an inmate turning him/herself in to serve a sentence, or an inmate being remanded to custody directly from, and by order of, a court

**SENTENCED INMATE** - An inmate found guilty in a court of law, serving his/her sentence in the Leon County Detention Facility, or awaiting transport to Florida State Prison, or another facility.

**TRANSGENDER INMATE** - Refers to any inmate whose identity or behavior differs from traditional gender expression. This term includes transsexual individuals, cross-dressers, androgynous individuals, and others whose appearance or characteristics are perceived to be gender-atypical. This is an umbrella term describing individuals who live and/or express themselves as a gender other than that assigned to them at birth.

**WORK RELEASE INMATE** - Sentenced individuals who are permitted to work at designated approved times at a specific location. Work Release is a Detention Facility sentence program authorized by the Detention Facility Assistant Sheriff.

## **E. PROCEDURE:**

### **1. ADMISSION**

The arresting transporting law enforcement or prisoner transport officer, deputy, detective, etc shall secure all ammo, lethal and non lethal weapons prior to entering the booking area with an arrestee. Arresting or transporting staff in plain clothes shall provide and appropriately display their identification while inside the Detention Facility. All arrestees, with the exception of recommitments and persons turning themselves in on active warrants, should be admitted through the booking sally port

and booking vestibule. Arrestees entering the intake area shall be in restraints. Marchman Act detainees may be exempted. Baker Act detainees are not exempt. As authorized by the Booking Supervisor, others may be admitted through the releasing or transport sally port.

- a) Arrestees who are unconscious, seriously ill, seriously injured, shall not be admitted to the Detention Facility unless medically cleared [FCAC 14.07M FMJS 4.04].
  - 1) Arrestees with a Blood Alcohol Content of .30 or higher or arrestees displaying significant impairment must be examined at a local hospital and cleared by a Physician before incarceration.
  - 2) It is the responsibility of the arresting officer/agency to transport the arrestee to be evaluated and medically cleared.
  - 3) All pre-existing injuries shall be documented and photographed during admission.
  - 4) Arrestees who are admitted under the influence of alcohol or drugs shall be kept separate from the general population and kept under close supervision for a reasonable amount of time [FCAC 24.14M FMJS 7.15].
- b. Certified correctional staff shall accurately and expeditiously receive and process all arrestees admitted to the Detention Facility, including on-view arrests, work release, holds for other agencies, transferred inmates and those turning themselves in on an active warrant or to serve a court ordered sentence. Booking staff shall enter the inmate into the electronic booking log. The arresting or transporting officer shall submit one or more of the following documents, which shall contain the arrestee's name, DOB, race, sex, charges, arresting officer's name and agency ID number, to establish the arrestee is being legally committed to the Detention Facility:
  - 1) On-View Arrest - Probable Cause Affidavit;
  - 2) Warrant Arrest - Probable Cause Affidavit, certified copies of warrants, teletype from other jurisdictions which contain the wanted person's name, DOB, race, sex, charge(s), bond(s), offense number(s), and name of authorizing agency.
  - 3) Court Recommit - Sheriff's Copy of the court appearance record or certified copy of a Court Order signed by a judge or authorized court officer;
  - 4) Bond Recommit - Copy of bond(s) or recommitment(s) and determination through computer records or other means that the case is pending;
  - 5) Work Release or turning self in for sentence - certified copy of court order on file or in computer;

- 6) Marchman Act - Completed DCF form "Report of Law Enforcement Officer".
- 7) Baker Act – Completed BA-52 form "Report of Law Enforcement Officer".
- 8) Holds - Documentation from U.S. Marshal, DEA, requesting agency, etc., or certified copy of Court Order authorizing transport or in the case of a custody arrangement, upon orders of the Sheriff, Detention Facility Assistant Sheriff or designee.
- 9) ICE Detainers
  - a) It is the policy of the Leon County Sheriff's Office that no inmate in the Leon County Detention Facility will be held only pursuant to detainer requests from U.S. Immigration and Customs Enforcement (ICE) Agents. However, inmates will be held when there is a signed court order from a judge requiring the inmate's detention.
  - b) If the inmate has local charges in conjunction with the ICE detainer request this will be notated in the comments section of the inmate's charges. Upon release ICE will be notified and release procedures will be followed, see SOP 450.I3 Inmate Release.
- c. Staff assigned to data entry shall receive the arrest documentation and complete a NCIC/FCIC and local warrants check and determine if the arrestee has a previous arrest, SPN or SID number. Any legal or procedural questions concerning the admission of a person must be clearly resolved prior to completing the admission process [FCAC 14.01M FMJS 4.01]. When a foreign national is admitted for any reason, booking staff shall ascertain the citizenship and make consular notification using the guidelines set forth by LCSO General Order 71.4 "Arrest and Detention of Foreign Nationals". If an inmate refuses to provide their identity and required information, or is unable because of a language barrier or other reason, the following procedures shall be followed:
  - 1) The Booking Supervisor shall be notified immediately;
  - 2) Such persons shall be identified by fingerprint if possible;
  - 3) If a language barrier exists, the Booking Supervisor shall take steps to secure a translator; [FCAC 11.01].
    - a) Bi-Lingual translator list.
    - b) Language line at 1-800-523-1786 client identification number 912733.
    - c) Booking Log Entry - interpreter needed.
    - d) Notify the Case Management Supervisor.
  - 4) A thorough search of the inmate's property shall be made to discover any identifying documents or other items. Such items shall be inventoried and the inventory shall be placed in the inmate file;

- 5) If necessary, Forensic Services may be notified to assist in identifying procedures;
  - 6) An unidentified inmate shall remain in booking until identification is established. A detailed memorandum shall be completed and forwarded to the Operations Bureau Commander.
- d. Certified male and female staff are on duty at all times to admit and supervise inmates. Inmates shall be admitted by an officer of the same gender [FCAC 14.08M FMJS 4.06]. It is recommended that all correctional officers wear protective latex gloves during physical contact with inmates.
- 1) Upon admission, inmates shall be thoroughly frisk searched for personal property and contraband by certified staff of the same gender, and in accordance with Florida Statute [FCAC 14.04M FMJS 4.02]. The search shall include all articles of clothing to include headgear and items in the inmate's possession; artificial limbs shall be thoroughly searched and the inmate shall be allowed to retain the artificial limb if there is not a threat to facility security and order. Hair wigs and hairpieces shall be thoroughly searched. The discovery of weapons, drugs or illegal items shall immediately be brought to the arresting officer's and Booking Sergeant's attention. Applicable charges should be made.
  - 2) Inmates being admitted to the Detention Facility for traffic, regulatory or non-violent misdemeanor offenses will be strip searched only for cause. A strip search will be conducted by a certified officer of the same gender as the inmate and in such a manner that the strip search cannot be observed by persons not physically conducting or observing the search. Any person observing shall be of the same gender as the inmate [FCAC 14.04M FMJS 4.03]. A strip search of an inmate during intake procedures shall be accomplished only upon authorization of a supervisor in accordance with Florida Statute. A strip search form, Detention Facility form 450-01, shall be completed by the searching officer and signed by the booking supervisor. The discovery of weapons, drugs or illegal items shall immediately be brought to the arresting officer's and Booking Sergeant's attention.
  - 3) A body cavity search shall only be made for cause, conducted by license medical personnel, and after authorized by the Watch Commander. A written report documenting the body cavity search shall be submitted to the Detention Facility Assistant Sheriff or designee [FCAC 14.06M FMJS 4.03].
  - 4) When an inmate is received who has a gender identity expression, which differs from their sex, the Booking Sergeant shall be notified. The Booking Sergeant shall question the inmate regarding their physical sex. The questioning will be conducted privately and in a professional manner to preserve confidentiality and to avoid subjecting the inmate to ridicule. The transgender inmate will be searched by a certified officer believed to be the same sex.

- a) If the physical sex of the inmate cannot be identified, the transgender inmate will be interviewed by the medical screening nurse who will determine physical sex.
  - b) If the medical screening nurse is not able to identify the transgender inmate's physical sex or they refuse to answer questions, they will be escorted to medical for a physical examination.
  - c) The transgender inmate will be placed in Protective Custody, if they refuse the physical examination by medical.
  - d) The transgender inmate will be secured in an individual cell while in booking and allowed all privileges afforded to other inmates; however, they will be monitored for their safety.
  - e) Transgender inmates who are not released during the admission process and assigned to a housing unit shall remain in Protective Custody pending further classification.
- e. Booking staff shall inventory all newly admitted inmates' property. Collect all property to include religious headgear, religious beads and religious books, wigs and hair weave, removable jewelry, earrings and body piercings. Females will be allowed to keep a Hijab in accordance with SOP 450.K8. The Hijab must not cover the face, it must be removed for identification and inspected for contraband upon entering the facility, this is not to be done in the presents of males. An email will be sent to the property supervisor and the chaplain to advise them of this information. If the hair weave is not removable, the inmate will sign a waiver releasing the Detention Facility from responsibility for the item, and be allowed to keep the weave until it falls out naturally at which time it will be placed in the inmate's property or thrown away by the inmate. Inmates with non-removable body piercings shall sign a waiver releasing the Detention Facility from responsibility for the items. Booking staff shall complete the required property documentation and provide secure storage [FCAC 9.10M]. Clothing and footwear that have been searched and are approved shall be returned to the inmate to wear during the admission process. The inmate and the receiving officer will verify and sign the inventory documentation. The inmate will receive a receipt for property taken [FCAC 9.10M FMJS 4.07]. Bulk property will only be accepted from LCSO arresting deputies. Other arresting agencies will maintain responsibility for bulk property.
- 1) Medications will be listed on the property inventory sheet and turned over to medical screening staff for review and drug classification. Controlled medications shall be counted by medical staff and stored in the medical unit. The property inventory sheet shall reflect the controlled medications were taken to medical for secure storage. All other medications shall be stored with the inmate's property in accordance with Detention Facility SOP 450.I5.
- f. An inmate who has submitted to a breath or blood or urine test at the direction of a law enforcement officer pursuant to Florida Statutes for the purpose of determining the amount of alcohol in the inmate's blood or breath or the presence of chemical substances or controlled substances at the time alleged, as

shown by chemical analysis of their blood or urine, or by chemical or physical test of their breath, may at their own expense have a physician, registered nurse, other personnel authorized to draw blood, or duly licensed clinical laboratory Chief, supervisor, technologist or technician, or other person of their own choosing administer an independent test in addition to the test administered by the law enforcement officer. It is the policy of the Detention Facility to provide the person with timely telephone access to secure the test. The burden is on the inmate to arrange and secure the test at their own expense.

- g.** All persons booked into the Detention Facility on criminal charges shall be photographed using the Imaging System [FCAC 14.10M FMJS 4.09]. A clear and unobstructed frontal view of the inmate's face shall be photographed. All scars and tattoos will be photographed within reason and required information entered into the Imaging System. There will be no images captured of scars or tattoos located in sensitive areas such as breasts, buttocks or groin areas. Female inmates wearing a Hijab must remove this garment during the photo process and this is not to be done in the presents of males.
- h.** All persons booked into the Detention Facility on criminal charges shall be enrolled in IRIS. IRIS enrollment involves use of the IRIS camera to capture images of the arrestee's eyes and save the enrollment to the National Database.
- h.** All persons booked into the Detention Facility on criminal charges shall be fingerprinted using the Live Scan Fingerprinting System [FCAC 14.10M FMJS 4.09]. If rolled (inked) prints are necessary the appropriate fingerprinting cards shall be used. Additional criminal charges placed on an inmate already incarcerated in the facility shall require new fingerprints and photographs to be made. The inmate shall be escorted to booking for processing.
- i.** All persons booked into the Detention Facility on criminal charges which qualifies for DNA collection will have this completed utilizing the Rapid ID DNA collection equipment. The sample shall be placed into the collection bin and delivered to FDLE or their designee at the prescribed time [FCAC 14.15M].
- j.** During the admission process, inmates shall be assigned a Personal Identification Number, provided guidance in registering in the inmate telephone system, and provided reasonable access to the telephone in order to contact their attorney, family members, or others [FCAC 9.11 FMJS 4.09]. Violent, or otherwise unmanageable inmates, shall have their telephone rights deferred until such time as they are no longer a threat to themselves, or the order and security of the facility.
- k.** A complete inmate admission record is compiled on each inmate admitted to include [FCAC 14.09M FMJS 4.08];

  - 1)** Full name and known aliases;
  - 2)** Age, DOB, and sex;
  - 3)** Date admitted;

- 4) Race, height, and weight;
  - 5) Offense with which the inmate is charged, or held for other agencies, or for which the inmate has been sentenced;
  - 6) Signature of persons delivering and receiving inmate;
  - 7) A written descriptive, or electronically captured, inventory of all monies, valuables or other personal property;
  - 8) Current or last known address;
  - 9) Name and address of next of kin;
  - 10) Marital status and;
  - 11) Religion if known.
- I. During the admission process inmates shall receive a medical screening, administered by a health care professional. The screening includes a visual observation and completion of a medical screening form addressing the following [FCAC 19.03M FMJS 4.02]:
- 1) Current illness and health problems, including any infections;
  - 2) Medications being taken and specific health needs, including allergies;
  - 3) Inquiry into cough, lethargy, and weight loss;
  - 4) Behavioral conditions and mental state, to include past and/or current suicidal tendencies;
  - 5) Notation of observable deformities or injuries;
  - 6) Skin and body condition, such as rashes needle marks, etc;
  - 7) Inquiry into drug and alcohol use, to include date and time of last use, and any previous signs and symptoms of withdrawal; and
  - 8) Any other health problems as designated by medical staff.
- m. The intake officer shall observe the inmate's conduct, speech and personal traits. The officer shall attempt to ascertain if the inmate exhibits suicidal or other tendencies that require special management. If special management is recommended, the booking supervisor shall be notified immediately, and special management procedures shall be implemented immediately. Any inmate who threatens or speaks of suicide, or who makes gestures or attempts of suicide shall be screened by a facility nurse and placed on suicide precaution if deemed necessary by facility medical staff.



- n. During the admission process, inmates shall be issued an identification armband to be placed on the inmate's left wrist in accordance with Detention Facility SOP 450.F18 Identification System.
- o. During the admission process, inmates shall be temporarily assigned to a holding cell but not held in any holding cell beyond eight (8) hours unless the inmate's behavior or intoxication/impairment prevents placement into general population. Exceptions shall be fully documented indicating justification for and include 15-minute documented checks conducted by certified correctional staff [FCAC 10.22 FMJS 2.01]. The documentation will become part of the inmate's file.
- p. Correctional officers upon the request of an individual diagnosed with autism or an autism spectrum disorder or his or her parent or guardian, shall make a good faith effort to ensure that a psychiatrist, psychologist, mental health counselor, special education instructor, clinical social worker, or related professional is present at all interviews of the individual. This applies to such an individual who is the victim, a suspect, or a defendant formally accused of a crime.
  - 1) The Correctional Officer shall notify their supervisor who will make contact with the charge nurse and arrangements will be made to have a representative scheduled to be present for interviews of the inmate.
  - 2) The booking staff will complete all booking procedures and the booking nurse will follow through with the medical screening.
  - 3) Notations of this request will be made in the inmate's file for classification view.

## **2. INMATES NOT RELEASED**

- a. Inmates who are not released during the admission process shall be processed through the property unit and provided an opportunity to bathe [FCAC 9.04 FMJS 4.02]. While in the property unit, the inmate's property shall be inventoried and listed in the Detention Facility's property computer system as outlined in Detention Facility SOP 450.I5 "Inmate Personal Property Control". Perishable items, for the purpose of this procedure, shall not be stored at the facility.
- b. While in the property unit, inmates shall receive and sign for the following issued items. The receipt will be placed in the inmate's file. 1 - tooth brush, 1 - tube of toothpaste, 1 - comb, 1 - soap, 1 - clean towel, 1 - clean washcloth, feminine hygiene items as appropriate, 1 - clean Detention Facility uniform, 1 - pair of shower slides, 2 - pair underwear for males, 4 - pair underwear for females, 2 - sheets, 1 - pillow case, 1 - blanket, 1 - cup, 1 - spork, 1 - Detention Facility rules and regulations [FCAC 14.03M,14.17 FMJS 4.07], 1 - PREA pamphlet. Shaving equipment is issued in housing areas.
- c. Once the intake and property processes are completed, the Booking Sergeant shall conduct a cursory classification. The following will be reviewed to determine placement in temporary housing pending further classification:
  - 1) Review of current charge;

- 2) Review of medical screening;
- 3) Review of criminal history;
- 4) Review of their behavior;
- 5) Review of past local incarceration history and;
- 6) PREA considerations [FCAC 9.15M].

### **3. MARCHMAN ACT - PROTECTIVE CUSTODY**

- a. The Detention Facility is not an option unless the individual meets the criteria established by Florida Statute and the detaining law enforcement officer believes the individual needs to be placed into the Detention Facility for the individual's own safety. The detaining law enforcement officer will be required to complete an affidavit at the Detention Facility stating the individual is being taken to Detention Facility because the individual needs to be detained in Detention Facility for the individual's own protection and that a licensed detoxification center or a hospital is not the appropriate facility. An individual detained and admitted into the facility shall not be considered "arrested" and all records shall reflect the individual is in protective custody under the Marchman Act.
- b. The detaining law enforcement officer/agency shall be required to notify the nearest appropriate licensed service provider within the first 8 hours of detention, and arrange if necessary, for transportation to the appropriate licensed service provider with an available bed. The Watch Commander or designee will be notified of the Marchman Act detainee.
- c. Marchman Act detainees detained will be assessed by a physician within 72 hours without unnecessary delay, to determine the need for further services [FCAC 10.07]. The physician cannot order a Marchman Act detainee to remain in Detention Facility.
- d. Marchman Act detainees require special handling. Correctional Staff shall keep in mind, those individuals admitted under the provisions of the Marchman Act are not arrested, and such persons are not being charged with a criminal act. The following procedures shall be applied to all Marchman Act detainees brought into the Detention Facility:
  - 1) Marchman Act detainees shall not be accepted in an unconscious state [FCAC 9.06M]; the detaining law enforcement officer/agency shall be required to have the individual cleared for placement into the Detention Facility by an Emergency Room physician;
  - 2) The booking medical screening nurse on duty shall examine all Marchman Act detainees as soon as possible.
  - 3) All personal property, including eyeglasses, unless approved by the Watch commander, shall be inventoried and placed in secure storage;

- 4) Marchman Act detainees shall be placed in a holding cell separated from other arrestees [FCAC 10.07].
- 5) Marchman Act detainees shall be closely supervised with regular, documented, physical observations by a certified correctional staff or members of the medical staff at intervals not to exceed 15 minutes.
- 6) The Watch Commander or designee shall be notified of any Marchman Act detainee who poses a sanitation and/or hygiene problem. Such Marchman Act detainee shall be showered or treated by Medical for proper delousing. Such Marchman Act detainee shall be supplied with facility uniforms, and personal clothing items shall be laundered. At the completion of the laundering process, the Marchman Act detainee shall have their personal clothing returned to them.
- 7) The Marchman Act detainee will be transported to the nearest licensed service provider with an available bed. However, in no case shall a Marchman Act detainee be detained more than 72 hours in the Detention Facility [FCAC 10.07].

#### **4. BAKER ACT**

- a. When a Law Enforcement Officer has custody of an individual based on a non-criminal violation or arrests an individual for a misdemeanor, and the individual meets the statutory guidelines for involuntary mental examination, the individual shall be transported to the nearest receiving facility for examination before booking the individual in the Detention Facility.
- b. When a Law Enforcement Officer has arrested an individual for a felony offense and it appears the individual meets the statutory guidelines for involuntary mental examination, the individual shall be booked into the Detention Facility in the same manner as any other felony arrest. The Watch Commander or designee will thereafter immediately notify the nearest receiving facility, which shall be responsible for promptly arranging for the examination of the individual.

#### **5. BOOKING RECORDS**

- a. Booking Staff shall be responsible for data entry and other documentation of all arrests. This documentation shall include data entry into the "JIS" system, and hard copies of documents. Information shall include but not be limited to:
  - 1) Personal data;
  - 2) Arrest information/Probable Cause Affidavits;
  - 3) Arresting agency and officer;
  - 4) Charge(s) and bond(s);
  - 5) Location of arrest and offense;

- 6) Date and times of offense and arrest;
  - 7) Victim notification information (if applicable);
  - 8) Tracking numbers: OBTS, FDLE, PIN & Booking;
  - 9) "Holds" for other agencies (if applicable);
  - 10) Other documentation including warrants, teletypes, court orders, criminal histories, etc.
- b. All inmates who remain after First Appearance shall be thoroughly classified, assigned a regular housing unit, and escorted to their assigned unit. The inmate's file (record) shall be routed to the Detention Facility's records section to be scanned and stored in an electronic file.
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**APPROVED:** 

**DEPARTMENT OF DETENTION ASSISTANT SHERIFF**