

**OFFICE OF THE SHERIFF
ST. LUCIE COUNTY, FLORIDA**

	DEPARTMENT OF DETENTION		
	STANDARD OPERATING PROCEDURE MANUAL		
	S.O.P. # :	800.00	
	SUBJECT:	INMATE ADMISSIONS	
	EFFECTIVE DATE:	10/26/2011	AMENDS:
REFERENCES:	FCAC 9.03, 9.04, 9.06M, 9.07M, 9.08M, 9.09M, 9.10M, 9.11, 9.12, 9.18, 9.16M, 10.23, 19.02M, 19.03M, 10.07 FMJS 1.04(b), 4.01, 4.02, 4.03, 4.04, 4.05, 4.06, 4.07, 4.08, 4.09, 4.16, 7.02, 7.03 SOP 902.00, 801.00, 800.03A, 808.05, 822.01 FS 943.325, 901.25, 782, 784, 794, 800		

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I. PURPOSE: The purpose of this Standard Operating Procedure is to establish guidelines for the admission of newly admitted persons into the St. Lucie County Jail.

II. SCOPE: This procedure will apply to all Sheriff's Office Detention personnel.

III. DISCUSSION: The mission of the Booking Unit is to serve and protect the citizens of St Lucie County by processing the inmates turned over to the St. Lucie County Jail for holding. We will provide for their humane care, custody, and control. The Unit will focus on accuracy and detail to ensure that all individuals are processed thoroughly and in a timely manner. This will be accomplished through adhering to or exceeding standards set forth by current FMJS Standards, FCAC Standards, and Florida State Statutes as they apply to the intake, processing, and treatment of inmates in a jail facility.

IV. PROCEDURE: Intake and Booking Procedure

A. Individuals Responsible for the Intake and Booking Process

1. Booking deputy
2. Medical personnel
3. Property custodian
4. Booking supervisor

B. Arresting/Transporting Agent:

1. Ensure legal documentation is readily available and completed committing the individual to the St. Lucie County Jail.
2. Ensure the "Prisoner Information" and "St Lucie County Jail Initial Property Inventory" Form (#FCN 071) is completed and signed prior to delivering the individual to the jail for commitment.
3. The officer/deputy will make sure all weapons to include firearms, knives, Tasers, and batons are secured in their vehicles prior to the prisoner being removed from their vehicle

C. Accepting Detention Deputy:

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1. Prior to accepting an individual into custody, the following must be performed and confirmed:
 - a. Verify all established rules, regulations and legal procedures are met ensuring that any questions are clearly resolved prior to completing the admission process. **(FCAC 9.03)(FMJS 4.01)**
 - b. Review the arrest document(s) to ensure completeness and correctness. It should contain
 - Full name and known aliases
 - date of birth, age, sex;
 - current or last known address
 - race (entered as Asian, Black, Hispanic, or White)
 - height, weight
 - hair color, eye color, distinguishing marks
 - social security number
 - date admitted
 - grounds for custody (charges)
 - name of arresting agent
 - agency case number
 - next of kin
 - marital status
 - religion
 - Employment and any other information that may be pertinent to the classification and housing of this individual.
 - c. Observe the individual's actions and question the arresting or transporting agent about any unusual behavior, i.e., inability to follow simple instructions, sweating profusely, statements involving recent use of narcotics, suicide declarations, etc. **(FCAC 19.03M)(FMJS 7.03)**
 - d. Ask each incoming individual the following questions to verbally assess their health status and risk factors
 - Do you have any injuries from your arrest or transport?
 - Do you have any weapons, guns, knives, needles, razors or anything that could cut or stick me when I search you?
 - Do you have any drugs (prescription or illicit) or drug paraphernalia on your person?
 - Have you ingested any alcohol or drugs? **(FMJS 7.03)**
 - Do you have any medical issues that we need to know about such as asthma, seizures, high blood pressure, diabetes, cold, or flu? **(FMJS 7.03a)**
 - Are you suicidal or have you recently been considering suicide?
 - Have you ever been here before?

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- e. An unconscious person or a person who appears to be seriously injured, ill, unable to walk on their own (not to include disabled individuals), or overly intoxicated will not be accepted into the facility. If an individual is refused acceptance into the safety vestibule by the intake/booking deputy or shift supervisor because of obvious or recognized unconsciousness, injuries, illnesses or intoxication, the medical screening nurse will be immediately contacted to determine if the individual requires hospital treatment and medical clearance. *(FCAC 9.06M)(FMJS 4.04)*
 - f. All inmates who have been involved in a traffic crash involving injury or the complaint of injury or have had a Taser used on them must be cleared by the hospital prior to acceptance.
 - g. Clearance by Fire/Rescue is not acceptable.
 - h. New arrestees may refuse treatment once at the hospital but cannot refuse treatment at the jail. If an inmate has refused treatment at the hospital, the nurse must determine if hospital treatment is necessary.
 - i. Inmates that have been processed on the breathalyzer and have a blood alcohol content .300 or over must be taken to the hospital and held until their blood alcohol content is below .300.
 - j. If determined that the inmate must be medically cleared by the hospital, the arresting agent will transport the inmate to the hospital immediately. The shift supervisor will be notified.
 - k. If the screening nurse recommends refusal of the individual, the nurse will enter that information in the nurse's notes. The booking/intake supervisor will document this action on an incident report.
 - l. If an individual has received hospital treatment, the booking supervisor must ensure that the arresting officer has a hospital release form and other pertinent documents. These will be forwarded to the medical staff immediately for medical clearance into the facility. The nurse will be present in intake to physically reassess the inmate's condition prior to acceptance into the facility regardless of hospital clearance status.
- D. Search:
- 1. One male and one female intake/booking deputy will be available in the intake/booking area at all times. *(FCAC 9.07M)(FMJS 4.03)(FMJS 4.05)*
 - 2. Inmates will be admitted and searched only by certified officers in accordance with applicable Florida statutes and are permitted to bathe. An officer of the same gender as the inmate must be present. *(FCAC 9.07M)(FCAC 9.04)*
 - 3. Before removing restraints, determine if any assistance will be needed and if not, pat search for any weapons or contraband. Remove the restraining devices from the individual after cursory search.
 - 4. If any edged weapons or any other sharp item that could be used as a weapon are found, they will not be accepted into the facility. They will be turned over to

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- the arresting/transporting agent for disposition. This will be noted on the property inventory.
5. If the inmate is in possession of any prescription medication that is a controlled substance, the medication will not be accepted into the facility. The medication will be turned over to the arresting agent for disposition. The nurse will be called so that record can be made of the medication the inmate is currently taking. The number of bottles of medication turned over to the arresting agent will be noted on the property inventory.
 6. Inmates will be thoroughly pat searched. Possessions to include searching all bags, purses, or other accompanying property will be thoroughly searched for possible weapons or other contraband. Confirm and initial the arresting officer's St. Lucie County Jail Initial Property Inventory Form and secure the bags containing these items at the intake desk until verified that the individual will be completely processed and housed. All personal items will be stored in property bags with tamper evident seals **(FCAC 9.04)(FMJS 4.02)(FMJS 4.03)**
 7. If prior to the search the arresting agent alerts you that he/she has probable cause to believe the inmate may be hiding contraband, the supervisor will be notified, and after authorization is given, a strip search will be conducted. If during the search you have reasonable suspicion to believe the inmate may be concealing contraband, the supervisor will be notified, and after authorization is given, a strip search will be conducted.
 8. If medically cleared for acceptance into the facility but an infectious disease is then indicated, place the individual in a holding cell separate from other individuals being processed for a reevaluation by medical staff. **(FMJS 7.03)**
 9. Prior to the arresting agent leaving the facility, the booking deputy will check the local warrants system to see if the inmate has any outstanding local warrants that have not yet been served.
- E. Initial Intake If at any time during the intake process an individual refuses to cooperate during the process, but is not violent; he/she will be placed in a single security enclosure and asked periodically to complete the booking process until it is accomplished. If the individual refuses and becomes violent, appropriate and necessary action will be taken to ensure the safety of the individual and staff and ensure the continued orderly running of the unit. An incident report will be initiated and each time the individual is checked for consent to be booked and refuses, it will be documented in the report. The individual's physical and medical condition during these checks will also be included in the report. Medical personnel will check the individual and document their findings in the inmate's medical file. **(FMJS 4.02)(S.O.P. 902.00)**
1. Property and Money Inventory:
 - a. All personal property, including clothing, shoes, belt, jewelry, etc. that the individual is wearing, as well as any other items inventoried during the admissions process, will be entered into the computer system. A notation will

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be made during the inventory process of any items retained by the individual, i.e., undergarments, socks, and irremovable jewelry. If an individual does not have any underpants, they shall be provided one (1) pair during processing. All small personal property items will be stored in a sealed plastic bag with a tamper evident seal. The property will then be turned over to the property custodian for proper storage. **(FCAC 9.10M)(S.O.P. 801.00)**

- b. No edged weapons will be stored in property. They will be notated as taken by the arresting agent on the property sheet
 - c. No controlled substances will be stored in property. They will be notated as taken by the arresting agent on the property sheet.
 - d. No lighters, flammable items, or tobacco products will be stored in property. They will be disposed of in the contraband bin and noted as destroyed per policy.
 - e. A computer print-out listing the property inventoried and money collected will be signed in the appropriate space by the individual and the deputy itemizing the property. Should the individual refuse to sign, the intake deputy will place "Refused" where the individual is to sign and have another deputy witness his signature. **(FCAC 9.10M)**
 - f. All legal prescription drugs will be inspected by the on-duty nurse and entered into the computer during the personal property inventory process. Any prescriptions that are not permitted by the medical staff for the individual's use while incarcerated will be put in a small bag sealed with a tamper evident seal separate from regular property. It will then be placed in the individual's property bag. All property will be given to the property clerk for further processing and securing in the property room. **(FCAC 9.10M)**
 - g. Bulk property items or excess items that will not fit in the property bag will be inventoried and documented. The individual will be advised that all excess property must be released within seven (7) days, or it will be disposed of.
 - h. All money will be placed into the Touch pay machine where it will be electronically counted and a receipt printed out. The total amount of monies will be entered into the Jail Management System. The receipt will be signed by the inmate and placed in the folder. In the event the machine is down, all money will be inventoried in the presence of the inmate and placed into an envelope designated for that purpose. The envelope is to be filled out completely, signed by both the individual and the deputy, and dropped in the safe.
2. Personal Information and Screening Entry:
- a. All inmates will have the following information collected and/or verified from a previous incarceration: **(FCAC 9.08M)(FMJS 4.07)**
 - full name and known aliases
 - date of birth

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- age
 - sex
 - current or last known address
 - race (entered as Asian, Black, Hispanic, or White)
 - height
 - weight
 - hair color
 - eye color
 - distinguishing marks
 - Social Security Number
 - date admitted
 - grounds for custody (charges)
 - name of arresting agent
 - agency case number
 - next of kin
 - emergency contact
 - marital status
 - religion
 - employment and any other information that may be pertinent to the classification and housing of this individual
- b. All inmates will be screened for pre-classification to assess the following:
(FCAC 19.02M)(FMJS 4.02)(FMJS 7.03)(FMJS 7.03)
- If the inmate is requesting medical attention at intake
 - For females, if they are pregnant or possibly pregnant
 - If they are on prescription medications that need to be continued
 - If the inmate has any dangerous or contagious disease(s)
 - If the inmate is at risk for withdrawal from alcohol or drugs
 - If the inmate is on any psychiatric medication for stabilization
 - If the inmate is currently considering suicide
 - If the inmate has ever attempted suicide
 - If the inmate believes there is anyone in the jail that would cause them harm
 - If the inmate has ever previously been housed in protective custody
 - If the inmate understands how to access to medical and mental health resources
 - If the inmate has ever served in the military.
 - If the inmate has answered yes to any of the above questions, the information will be immediately forwarded to the intake nurse.

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- c. All inmates will be screened for program interest. The information will be forwarded to the classification unit for review. The following programs will be brought up for the inmate to either express an interest in or decline
 - Alcoholics Anonymous / Narcotics Anonymous
 - GED
 - Religious Programs / Specific Religious Affiliation if any
 - Life Skills or Re-Entry Programs
 - Drug Court Eligibility and Interest
3. First Appearance Assessment:
 - a. The booking deputy will ask the inmate if they have their own attorney, if they will need a court appointed attorney or if they are unsure at the time of intake
 - b. Detention personnel will not recommend or suggest to any person arrested or other person concerned with an individual in custody, the employment, or hire of any specific attorney or bail bondsman. Sheriff's Office personnel will not become surety, guarantor, or furnish bail for any person arrested or charged with a crime, except members of their immediate family and then only upon notification of the Director of Detention. Furthermore, advice will not be given, nor speculation offered on the outcome of any court action.
 - c. If applicable, the inmate will fill out a financial affidavit for the public defender's office which will be placed in the first appearance packet for review by the judge. If assistance is necessary, it will be given by the booking deputy.
 - d. The first appearance form will be signed by the inmate and the deputy. The form will also notate if the inmate requires any specific assistance such as an interpreter.
4. Medical Assessment:
 - a. A nurse will be available at all times to assess the needs of newly admitted inmates. All medical intake screening information will be performed by medical personnel in accordance with Standard Operating Procedure #822.01. *(FCAC 19.03M)(FMJS 4.02)(FMJS 7.02) (FMJS 7.03)*
 - b. They will thoroughly assess the health and risk factors of the inmate, and inform booking staff of any special needs such as passes or housing requirements.
 - c. The nursing staff will again assess the inmate for suicide propensity.
 - d. The nurse will provide the inmate with an informational bulletin on PREA issues and how to report an incident/assault while incarcerated.
5. Identification
 - a. All individuals will be fingerprinted on the AFIS livescan machine. *(FCAC 9.09M) (FMJS 4.08)*

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- b. All inmates will be photographed and their image stored in the Jail Management System. *(FCAC 9.09M) (FMJS 4.08)*
 - c. The deputy will record all tattoos with a location and description of each.
 - d. Each inmate will be issued a wristband that will be color coded to show the custody level of the inmate.
 - e. At this time the inmate will be issued a jail uniform, underpants, and a pair of shower sandals. *(FMJS 4.06)*
6. Access to the Telephone:
- a. All inmates arrested on a new charge when coming from outside the facility will be afforded the opportunity to make a phone call.
 - b. In the event an individual is experiencing prolonged difficulties in notifying next of kin of his/her incarceration, reasonable efforts will be made by staff to assist the individual. A telephonic device used specifically for the hearing or speech impaired (TTY) will be offered to any individual needing that service. *(FCAC 9.11)(FCAC 9.18)(FMJS 4.09)* If the inmate needs assistance, the deputy will help the inmate notify their family of admission, and ensuring telephone communications have been offered and/or completed. TTY will be offered to deaf or hard of hearing individuals.
 - c. Completion of a phone call / attempt to make contact using the telephone will be noted in the Jail Management System.
- F. Entering of Offense and Arrest Data:
- 1. New admissions:
 - a. Booking deputies will conduct a computer inquiry for active warrants using the computer system, and follow current established guidelines to conduct NCIC/FCIC warrant inquiries. Alias name checks will be used for both local and state inquiries. All booking deputies will remain certified in the use of FCIC/NCIC.
 - b. Enter the arrest and charge data into the computer system using established guidelines.
 - c. Bonds will be set by the established bond schedule approved by the judiciary. For inmates that may qualify for a Notice to Appear *(SOP 800.03A)* the supervisor will be notified for approval.
 - d. For out of county charges the deputy will transmit teletypes to verify charges of other jurisdictions within the state, advising of holds placed, and that the inmate is in custody. If the subject has no local charges, the other jurisdiction will be advised to pick up the subject within 72 hours. If teletype system is down the fax system will be used along with telephone communication.
 - e. The booking deputy will route all documents to the appropriate entities using established routing procedures.

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- f. Booking staff will answer queries from the public regarding charges and bond amounts. Further requests for information should be forwarded to the Public Information Officer.
 - g. After all booking information is entered, the booking deputy will make a determination to accept the pre-classification housing or override the system due to:
 - Medical staff advising that the inmate will need a special housing assignment because of his/her medical needs.
 - Incorrect classification. If the inmate is known to be violent in nature, a sex offender or is coming from the Department of Corrections, their classification may be upgraded by the supervisor or designee until further review by classification staff. Any upgrades in classification status will be noted in an email sent to the classification manager.
 - h. No inmate will be physically housed until all booking processes, including medical screening, have been completed and approved by the supervisor or designee.
 - i. After housing, the housing unit will be queued by the Jail Management System for pickup in booking. Upon pickup, the inmate(s) will be thoroughly pat searched for contraband. They will be issued an inmate admission package/box. The package/box will contain bedding, towels, hygiene items and an inmate rules and regulations handbook (*FMJS 4.06*). The inmate will sign that they have received all listed/checked items. The housing deputy will also sign. Contained in the handbook will be provided sexual assault/abuse information to include:
 - Self-protection and prevention techniques;
 - Treatment and counseling; and
 - Reporting methods. (*FCAC 9.16M*)(*S.O.P. 808.05*)
 - j. Should an inmate be held in the holding cell beyond six (6) hours, it must be fully documented indicating the justification and must include 15-minute documented checks. Every effort must be made to prevent an inmate's stay in a holding cell beyond (6) hours. (*FCAC 10.03*)(*FMJS 1.04b*)
- G. Booking Supervisor:
1. The Booking Supervisor will be responsible for the overall operation of the Booking Unit. He/she is also responsible for all duties and responsibilities as a detention supervisor.
 2. A list of Sheriff's Office personnel proficient in foreign languages should be maintained, updated, and available in the Booking Unit. This will be maintained by the Booking Supervisor.
 3. Final approval for issuing a Notice to Appear will fall with the Booking Supervisor. If an individual meets the criteria for a notice to appear, he/she will be processed in accordance with established guidelines and given a court date.

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4. Booking Supervisors will initial all folders documenting that the file has been reviewed and is accurate.
5. Booking Supervisors will review all pending releases for accuracy before the folder is taken to the property custodian for final release.

V. PROCEDURE: MISCELLANEOUS CIRCUMSTANCES

A. "Wrong Person" Claims:

1. Whenever, during a warrant or *capias* arrest, an individual claims that he/she is not the person the warrant/*capias* is for, the booking supervisor will take the following steps to ensure proper identification is made:
2. Have the individual fingerprinted on the live scan. When the response returns as a "HIT," the DLE/SID number will be used to run the individual's criminal history to verify their identity. If the individual's criminal history information does not match the warrant information, the arresting agent/agency will be notified and the individual released.
3. Should the response be "NO HIT," the intake deputy will notify the Identification Unit immediately to check the prints for confirmation. The Identification Unit can view the prints as soon as the case is returned in AFIS. If the arrest is made after hours, the affidavit will be "flagged" for the Identification Unit clerks' immediate review. If verified that the individual in custody is not the person the warrant was issued for, the individual will be released and the arresting agent/agency notified.
4. If the individual has no previous arrests/fingerprints on file and positive identification cannot be made, he/she will be held until first appearance for the judge to decide if the individual should be released.

B. DNA Collection:

1. Per FSS **943.325** booking deputies will collect DNA for all felony arrests defined by FSS chapters **782, 784, 794,** and **800** per established procedures.
2. When an inmate comes in with qualifying charges, the FDLE DNA Database will be checked to see if DNA has already been collected on the inmate (<http://www.flcjn.net/DNA/>). If the DNA has already been collected, the folder will be stamped DNA COLLECTED.
3. DNA Refusals
 - a. Inmates that refuse will be told that per FSS **943.325** they are unable to refuse and given another chance to comply. They will be given a copy of the State Statute and notified if they do not comply that force is justified by the statute to obtain the sample. During the intake process the inmate will be asked at intervals if they will comply.
 - b. If the inmate still refuses, the inmate will be placed in housing and notified that they will have to submit to a DNA collection prior to leaving our facility and that if necessary; force will be used to take the DNA sample. The inmate folder will be stamped DO NOT RELEASE PRIOR TO DNA COLLECTION. We

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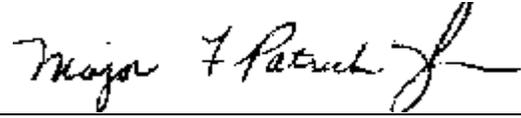
will not hold an inmate in jail for refusal to submit. If upon time for release the inmate will still not comply with the collection of the DNA, the supervisor will be notified and the DNA will be taken by reasonable use of force. Incident report(s) and use of force report will be completed.

- c. Upon completion of the collection, the inmate folder will be stamped DNA COLLECTED and the deputy's ID number and date will be written in the appropriate spaces
- C. Added Charges:
1. If an added charge is received from the warrants unit or an outside arresting agent/agency, it will be the responsibility of the intake/booking deputy to process the added charge using all established guidelines. The booking deputy will add the new offense(s) and all pertinent information into the computer.
 2. The booking deputy will route all documents to the appropriate entities using established routing procedures.
- D. Fresh Pursuit:
1. In accordance with Florida Statute **901.25**, subjects brought to jail for "Fresh Pursuit" will be booked, processed and sent to first appearance prior to being turned over to other jurisdictions.
- E. Adult Juvenile Warrant Arrests When an adult comes to the jail with a juvenile warrant as well as a probable cause charge, the inmate must be sent to first appearance on both charges.
- F. Individuals Turning Themselves In:
1. When individuals who present themselves to the receptionist/clerk at the jail indicating that there is an outstanding warrant for their arrest, they will not be referred to the St. Lucie County Sheriff's Office Warrants Unit for formal serving of the warrant. Regardless of the time of day or the day of the week, the receptionist/clerk will contact a booking/intake deputy to verify the existence of an active warrant. The individual will be arrested on any active warrant(s) and processed according to standard operating procedures.
 2. In the event the individual does not have in his/her possession identification that proves he/she is the person named on the warrant, verification of the individual's identity will then, if possible, be made through fingerprint identification, a criminal history check, and/or computer information.
- G. Fictitious Booking:
1. Any requests by law enforcement agents for fictitious bookings must be approved, in writing, by the Director of Law Enforcement and the Director of Detention. These bookings will be accomplished only to aid in an ongoing criminal investigation.

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Revised: October 26, 2011

A handwritten signature in black ink, appearing to read "Major F. Patrick Tighe". The signature is written in a cursive style with a long horizontal flourish at the end.

Major F. Patrick Tighe, Director
Department of Detention