

**Conejos County Sheriff's Office
Policy and Procedures Manual**

Subject: Inmate Reception

Number 722

Effective Date:

Supersedes: All

722.1 Purpose and Scope

The Conejos County Sheriff's office has a legal and methodical process for the reception of arrestees into this facility. This policy establishes guidelines for security needs, classification process, identification of medical or mental health issues and the seizure and storage of personal property.

722.2 POLICY

This office shall use the following standardized policies when receiving arrestees to be booked into this facility. This is to ensure security within the facility and that arrestees are properly booked and afforded their applicable rights.

722.3 Pre-BOOKING SCREENING

All arrestees shall be screened prior to booking to ensure the arrestee is medically acceptable for admission and that all arrests are commitment paperwork is present to qualify the arrestee for booking. Required paperwork may include the following

- (a). Arrest reports
- (b) probable cause statement
- (c) warrants or court orders
- (d) victim notification information
- (e) special needs related to religious practices, such as diet, clothing and appearance
- (f) commendations request to disability
- (g) information regarding suicidal statements or actions

any discrepancies or missing paperwork should be resolved before accepting the arrestee for booking from the arresting transporting deputy.

Prior to accepting custody of an arrestee who claims to have been arrested due to a mistake of the arrestee's true identity or an arrestee who claims that identity theft led to the issuance of a warrant in the arrestee's name, staff shall make reasonable efforts to investigate the arrestees claim of identification fraud or mistake. Staff shall notify a supervisor when an arrestee makes a claim of mistaken identity are identity fraud.

722.3.1 Immigration detainers

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no individual shall be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the detainer is accompanied by a warrant issued by a judge directing that the person be arrested (CRS € 24-76.6-102). Notification to the federal authority issuing the detainer should be made before the release.

722.3.2 Municipal Court holds

Conejos County Sheriff's office does not accept municipal court holds.

722.3.3 coordinate immigration interviews

Members may coordinate telephone or video interviews between federal immigration authorities and the arrestee held in custody only after the arrestee has been advised in writing, and in the arrestees language of choice, that (CRS € 24-76.6-102).

- (a.) The interview is being sought by federal immigration authorities.
- (b.) The individual has the right to decline the interview and remain silent.
- (c.) The individual has a right to speak with an attorney before submitting to the interview.
- (d.) Anything the individual says may be used against him/her and subsequent proceedings, including immigration court.

Members will provide the written advisement again when the arrestee is released.

722.4 Searches before admission

All arrestees and their property shall be searched for contraband by the booking Deputy before being accepted for booking. All contraband items will be handled according to the facility policy. Items of possible evidentiary value may be turned over to the arresting or transporting deputy for processing or processed according to the facilities rules of handling evidence. Approved personal property and clothing will be accepted. Items not approved will be returned to the arresting or transporting deputy prior to the arrestee being accepted for booking. A description of the items returned to the transport deputy shall be documented in the arrestees booking record.

Strip searches shall be conducted in accordance with the search policy.

722.5 Admission process

A unique booking number shall be obtained specific to the current mission. Photographs and fingerprints shall taken.

The admission process shall include an attempt to gather a comprehensive record of each arrestee, including the following

- . Identifying information, including name and any known aliases or monikers
- . Current or last known address and telephone number
- . Date and time of arrest
- . Date and time of admission
- . Name, rank, agency and signature of the arresting deputy and transporting deputy, if different
- . Health insurance information

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- . Legal authority for confinement, including specific charges, arrest warrant information and court of jurisdiction
- . sex
- . Age
- . Date and place of birth
- . Race
- . Height and weight
- . Occupation and current or most recent employment
- . Preferred emergency contact including name address telephone number and relationship to inmate
- . Driver's license number and state were issued, state identification number or passport number
- . Social Security number
- . Additional information concerning special custody requirements are special needs
- . Local, state and federal criminal history record
- . Photographs, fingerprints and notation of any marks or physical characteristics unique to the inmate, such as scars, birthmarks, deformities of tattoos
- . Medical, dental and mental health screening records, including suicide risk
- . Inventory about personal property including clothing, jewelry and money
- . A record of personal telephone calls made at the time of booking and the time the opportunity was provided to place calls if the calls were not made

Inventory items of rare or unusual value should be brought to the attention of a supervisor. The inmate's signature should be obtained on the booking record and on any form used to record money and property.

722.5.1 Legal basis for detention

Arrestees admitted to the facility shall be notified of the official charge of their detention or legal basis of confinement in a language they understand.

722.5.2 Right- to- bond requirements

The Sheriff or the authorized designee shall create written procedures to ensure((CRS€ 16-4-102):

- (a.) arrestees are brought before the court for bond setting consumes practicable but no later than 48 hours after arrival at the jail, absent extraordinary circumstances.
- (b.) Arrestees who are granted a bond order released as soon as practicable but no later than 6 hours after being returned to or being physically present in the jail, absent extraordinary circumstances.

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- (c.) Appropriate notifications to the arrestee and surety are made and documentation is completed in the event of the delay in release.
- (d.) A notice of rights regarding the bond and release procedure and information regarding a complex process posted and distributed in accordance with CRS € 16-4-102.
- (e.) The Conejos County Sheriff's office's website, signage, and written materials related to the bond and release procedures are reviewed and updated periodically.

The Sheriff shall ensure that all members having interactions with arrestees and inmates receive appropriate training on the written procedures (CRS € 16-4-102)

The Sheriff shall ensure that the initial certificate of compliance and required attachments and any required subsequent submissions are transmitted to the division of criminal justice as directed by the division (CRS € 16-4-102)

722.6 Transition from reception to general population

The shift supervisor is responsible to ensure only arrestees who qualify are placed in general population cells or housing. Those who will not be placed into general populations include:

- (a.) arrestees who are eligible for release following citation
- (b.) arrestees who are intoxicated or under the influence of any chemical substance.
- (c.) Arrestees who are arranging bail. They shall be permitted a reasonable period of time, at the discretion of the shift supervisor, to make telephone calls before being placed in general population.

722.6.1 Monitoring for signs of intoxication and withdrawal

Staff shall respond promptly to medical symptoms presented by inmates to lessen the risk of life-threatening medical emergency and to promote safety and security of all persons in the facility.

Custody staff should remain alert to signs of drug and alcohol overdose withdrawal, which include, but are not limited to, sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing and generalized aches and pains. Any staff member who suspects that an inmate may be suffering from overdose or experiencing withdrawal symptoms shall promptly notify a supervisor, who shall ensure that appropriate medical intervention takes place.

722.6.2 Inmate separation

Inmates should be kept separate from the general population during the admission process. Newly admitted inmate should be separated according to the facilities classification plan.

722.7 Inmate property control

All property received from inmates at the time of booking shall be inventoried. A receipt should be signed by the inmate and the booking deputy and referenced to the booking number before the admission is completed. The original copy of the property receipt will be retained and placed in the inmate file and/or with the property.

Excess personal clothing shall be mailed to, pick up by or transported to designated family members or to a person of the inmates choosing, are stored in containers designed for that purpose.

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722.7.1 Verification of inmates money

All monies belonging to the inmate and retained by the booking deputy shall be verified in front of the inmate. When possible, the inmate should initial his dollar amount on the booking sheet. All money should be placed in a separate envelope and sealed.

Negotiable checks and other instruments and foreign-currency should also be sealed in an envelope with the amount indicated but not added to the cash. Jewelry and other small property should also be sealed in all envelope should clearly indicate the contents on the front. Should any money be withdrawn or added to the cash envelope, the person making the change shall enter the new amount below the original entry and initially. The total amount of money in the envelope should always be computed and written on the outside of the envelope.

722.7.2 Property storage

All inmate property should be stored in a secure storage area. Only authorized personnel may access the storage area and only for the purpose of depositing and retrieving property. Or to conduct duly authorized work, including maintenance duties as directed by the jail administrator.

722.8 Inmate telephone calls

Every inmate, whether adult or juvenile, detained in this facility shall be entitled to at least 3 completed phone calls immediately upon being admitted and after cooperating with and completing the booking process. The calls may be of a duration that reasonably allows the inmate to make necessary arrangements for matters that he/she may be unable to complete as a result of being arrested. The calls are not intended to be lengthy conversation and custody staff may use their judgment in determining the reasonable duration of the calls. If it is determined that the person is a custodial parent with responsibilities for a minor child, the person shall be entitled to make such additional phone calls as is reasonably necessary for the purpose of arranging care for the minor child.

There is no obligation for the custody staff to make a call on the inmate's behalf, for example in the case of a person who is so intoxicated that he/she cannot make a call. Custody staff is not required wake an intoxicated person so that the person may complete a call. An intoxicated person should be provided the opportunity to make the phone calls once the person awakes.

502.8.1 Telephone call procedures

The office will pay the cost of local calls. Long-distance calls will be paid by the inmate, using calling cards or by calling collect.

Calls between the inmate and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.

722.8.2 Ongoing telephone access

Ongoing telephone access for inmates who are housed at this facility would be in accordance with the inmate telephone access policy

502.9 Showering and clothing exchange

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Inmates should be allowed to shower before being dressed in clean jail clothing. Showering should occur before an inmate is transferred from temporary holding area to general population housing.