



The Briefing Board

Number 22-65
December 21, 2022

IMMEDIATE POLICY CHANGE **DO-1, INTAKE PROCESS**

Detention personnel and those employees associated with detention related functions are **required** to read the Office Policy below to ensure they are familiar with the changes that have been made. Detention personnel and those employees associated with detention related functions are **required** to log into [TheHUB](#), to review and acknowledge an understanding of the Office Policy within **30 days**.


Employees are reminded that *The Briefing Board* has the same force and effect of Office Policy. Division commanders shall ensure that employees have access to a copy of this *Briefing Board* announcement. Policy changes should be discussed during shift briefings, as specified in [Office Policy GB-2, Command Responsibility](#).

DO-1, INTAKE PROCESS

Effective immediately, Office Policy D0-1, *Intake Process*, is revised as follows (Changes indicated in ~~strikethrough~~ and **UPPER-CASE BOLD UNDERLINED** text):

PROCEDURES

- Telephone Calls:** All inmates shall be given access to charge-a-call telephones until they have been scheduled for a transfer to a housing facility **UNLESS SECURITY OR SAFETY CONSIDERATIONS DICTATE OTHERWISE**. Inmates previously scheduled for a transfer and have had additional charges added shall again be given access to charge-a-call telephones.

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject INTAKE PROCESS	Policy Number DO-1 Effective Date 07-09-21
Related Information Arizona Revised Statutes 13-3907 DB-1, <i>Inmate Custody Records and Files</i> DC-4, <i>Inmate Fund Accounts</i> DD-1, <i>Authorized Inmate Possessions</i> DF-1, <i>Inmate Classification</i> DH-3, <i>Searches and Contraband Control</i> DO-2, <i>Release Process</i> GJ-10, <i>Transport of Inmate Property, Files, and Clothing</i> GJ-14, <i>Victims' Bill of Rights</i> GJ-37, <i>Transgender and Intersex Interactions</i>	Supersedes DO-1 (05-22-19)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for Office personnel who accept, book, and process prisoners into the Intake, Transfer, and Release (ITR) facility.

POLICY

It is the policy of the Office to ensure prisoners are accepted, booked, and processed in a safe and efficient manner, and their personal property is accounted for and secured during the booking process.

DEFINITIONS

Booking Process: The entering of prisoner information, such as charges and personal data, into the Pre-Booking System for those who may be accepted into an Office jail facility as inmates.

Exigent Circumstances: The sum of the conditions and information available in any event which, taken in their totality, dictate a need for immediate action.

Gender Non-Conforming: A person whose appearance or manner does not conform to traditional societal gender expectations.

Hobbling (Hogtying/Suitcasing): Restraint of a combative person by binding hands to ankles **behind** the back. **This is prohibited for ALL personnel.** Restraints applied binding hands to ankles in front of the body, allowing the subject to be kept upright or on his side, are not prohibited.

Inmate: A prisoner who has been accepted for confinement in an Office jail facility.

Image Analysis Officer: Detention officers who have successfully completed the SafeView Body Scanner training. These officers will be of the same gender as the inmate being screened through the SafeView Body Scanner.

Intake Process: Procedures for accepting prisoners into an Office jail facility, including booking, fingerprinting, Initial Appearance (IA) Court, classification, dress-out, and assignment and transfer to a housing facility.

Intersex: A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female.

Invasive Body Cavity Search: The examination of an inmate's body cavities to determine whether an inmate is concealing contraband. The examination shall be conducted by a licensed medical professional.

Line Scan Search: A machine that inspects articles of clothing and other personal belongings utilizing a digital x-ray which distinguishes by color, between metals, organic materials, and synthetic materials. The outer layer of a prisoner's clothing, which includes shoes and socks, are placed onto a conveyer belt within the Line Scan Machine.

Pat-Down Search: The examination of a prisoner or inmate by inspecting their clothing and feeling the contours of their clothed body. The ears, nose, hair, mouth, and throat may be visually checked during this search. Shoes and socks may also be removed and searched.

Personal Property Storage Bag: A small clear plastic heat sealable bag, approximately 12 inches by 12 inches, used for the storage of an inmate's booked-in personal property, which does not include the inmates clothing. The clothing is stored in a clear plastic bag.

Pre-Booking System: A computerized system developed to allow the arresting officer to transfer custody of the prisoner. This system's information is downloaded to the Sheriff's Inmate Electronic Data (SHIELD) and sends the information electronically to Criminal Court Administration so that an inmate can be placed on an IA Court docket and then on an interview list for Pretrial Services.

Prisoner: An individual deprived of their liberty and kept under involuntary restraint, confinement, or custody prior to being accepted into an Office jail facility.

Reasonable Suspicion: Specific, objective, articulable facts and circumstances that would lead a reasonable person, based on their training and experience, to conclude a crime is occurring, or is about to occur, and that a specific individual committed or is about to commit that crime. This is held to be a lower standard than probable cause.

SafeView Body Scanner: A non-ionizing radiation device that allows a quick screening of an inmate. The scanner searches for both metallic and non-metallic items: contraband, weapons, standard and home-made explosives, liquids, gels, plastics, powders, metals, ceramics, and other materials. SafeView radio waves are low power and non-invasive.

Strip Search: A visual scan of the prisoner's or inmate's skin after all clothing has been removed. An inmate's ears, nose, hair, mouth and throat may be visually checked during this search .

TechCare: An electronic health record program used by Maricopa County Correctional Health Services for managing and documenting the healthcare of inmates while in Office custody, such as but not limited to, medical, mental health, dental integrated care services, and medical directives for any inmate health care requirements.

Transgender: A term for people whose gender identity, expression, or behavior is different from those associated with their assigned sex at birth. Transgender is a broad term and is appropriate for anyone to use. "Trans" is shorthand for "transgender."

PROCEDURES

1. **Prior to Accepting a Prisoner:** The Maricopa County Sheriff's Office (MCSO) shall only accept prisoners for the complete intake process at the Intake, Transfers, and Release (ITR) facility. Prior to accepting custody of a prisoner, detention officers shall adhere to the following procedures:

- A. Verify commitment documents which include, but are not limited to:
 - 1. An original, photocopy, or facsimile copy of any relevant warrant stamped from the Operations Information Center (OIC) indicating the warrant was verified and cleared;
 - 2. Arrest/Booking Record, which is developed and printed from the Pre-Booking System;
 - 3. Court orders, orders of confinement, or other documents of commitment specifying the date and duration of confinement;
 - 4. Juvenile Remand Transfer forms for prisoners under the age of 18; and
 - 5. Temporary Remand forms used for documenting security information for federal holds, Orders Securing Attendance (OSAs), prisoners from the Arizona Department of Corrections (ADOC), prisoners from private transport companies, and temporary holds for other agencies.

- B. Ensure that any subject brought into the ITR facility hobbled by another arresting agency is released from the hobble prior to being accepted into Office custody, as specified in Office Policy GJ-9, *Restraint and Transportation of Prisoners and Inmates*.

- C. Ensure a Correctional Health Services (CHS) triage nurse visually checks each prisoner, inquiries into the status of their health, and completes a questionnaire in the TechCare program.
 - 1. Detention personnel observing prisoners with an injury, illness, or extreme intoxication level from either alcohol or an unknown substance not previously reported, shall immediately notify the CHS triage nurse. The CHS triage nurse, in conjunction with the medical provider, shall determine if the injury, illness, or extreme intoxication level will affect the status of the prisoner being accepted.
 - 2. Prisoners with a medical condition who have not been medically cleared by the CHS triage nurse should not normally be accepted, unless authorized by the shift commander. The arresting officer shall be referred to a hospital to obtain a medical release for prisoners who are not accepted.

- D. Only accept an authorized personal property storage bag which visibly displays the *Inmate Property Inventory* form face out. Detention personnel shall ensure the following:
 - 1. The arresting officer shall inventory the prisoner's personal property and shall ensure a detailed property inventory is listed in the Pre-Booking System so the *Inmate Property Inventory* form can be generated. The list of items on the *Inmate Property Inventory* form must match the property listed on the Arrest/Booking Record, which is also developed and printed from the Pre-Booking System.
 - a. The arresting officer shall ensure Crime Victim Information booklets or the *Victim Request for, or Waiver of, Pre-Conviction and/or Pre-Adjudication Rights* forms are not placed in the personal property storage bag unless the prisoner is the listed Crime Victim.
 - b. The arresting officer shall ensure all contents inside any purse, fanny pack, backpack, day planner, or pouch have been removed from these carrying items and placed inside the prisoner's personal property storage bag. Any carryings

- items too large for the prisoner's personal property storage bag shall be impounded by the arresting officer.
- c. Jewelry shall be placed in the authorized personal property storage bag.
 - d. The contents of wallets shall be inventoried by the arresting agency and listed on the *Inmate Property Inventory* form.
 - e. Folding knives with blades less than four inches in length shall be taped closed by the arresting agency prior to placing the item into a property bag.
 - f. Currency that cannot be entered into the kiosk system for any reason shall be placed into the prisoner's personal property storage bag and accounted for on the *Inmate Property Inventory* form.
 - g. Any checks or foreign currency in an inmate's possession during booking will be required to be placed into the prisoner's personal property storage bag and listed by the arresting agency on the *Inmate Property Inventory* form in the Pre-booking system.
 - h. Currency considered to be rare or collectible, or to have intrinsic or sentimental value shall be placed in the prisoner's personal property storage bag and accounted for on the *Inmate Property Inventory* form in the Pre-booking system. Detention personnel shall not change out the currency with personal currency. Any violation of this shall result in discipline, up to and including dismissal from employment.
 - i. Oversized or excessive items that cannot be stored in the prisoner's personal property storage bag shall be impounded by the arresting officer.
2. Detention personnel shall verify the inventory in the prisoner's personal property storage bag with the *Inmate Property Inventory* form prior to heat sealing the bag.
- a. Detention personnel shall ensure Crime Victim Information booklet or *Victim Request for, or Waiver of, Pre-Conviction and/or Pre-Adjudication Rights* form were not placed in the personal property storage bag unless the prisoner is the listed Crime Victim.
 - b. Detention personnel shall perform a hands-on inspection of any items considered to be of high value. All such items shall be inspected for damage. Cellular phones shall be inspected for cracked screens and damaged casings.
 - c. Detention personnel shall also ensure all electronic devices are powered off. Any electronic devices from which the batteries can be removed shall have them removed prior to being placed in the personal property storage bag.
 - d. If any items are found to have damage of any kind, the exact damages shall be recorded on the *Inmate Property Inventory* form by the arresting officer by updating the information in the Pre-Booking system. Detention officers shall ensure all information is recorded properly before placing their serial number on the *Inmate Property Inventory* form and heat-sealing the prisoner's personal property storage bag.

- e. Any discrepancies shall be brought to the attention of the arresting officer for correction in the Pre-Booking system prior to the acceptance of the prisoner's personal property storage bag.
 - f. Detention personnel shall not open personal property storage bags to insert additional items once it has been heat-sealed.
3. The following items of prisoner's personal property are prohibited from being placed in the personal property storage bag and shall not be accepted by detention personnel:
- a. Alcoholic beverages;
 - b. Food or candy of any type;
 - c. Glass of any kind, except for small, amber-colored vials containing nitroglycerine tablets;
 - d. Matches, lighters, or any incendiary devices;
 - e. Razor blades of any kind or size;
 - f. Tools, including scissors of any kind;
 - g. Firearms or ammunition of any kind, including objects simulating firearms or ammunition;
 - h. Medical and/or legalized marijuana;
 - i. Any other unlawful or hazardous contraband items;
 - j. Any unidentifiable substance;
 - k. Purses or backpacks;
 - l. Large electronic devices such as tablets;
 - m. Knives which do not fold, or folding knives with blades over four inches in length.
- E. Direct the arresting officer to deposit the prisoner's money into the kiosk system, which creates their inmate fund account in the Sheriff's Inmate Electronic Data (SHIELD).
- 1. When a deposit is made into the kiosk, a receipt is generated which has the prisoner's name, booking number, and amount of money deposited to the inmate's fund account. The receipt must be signed by the prisoner verifying the amount of money deposited as being accurate. The receipt shall be given to the Acceptance Officer at the time of acceptance.
 - 2. Foreign money, contaminated money, and currency or coins having personal significance to the prisoner, such as a two-dollar bill or a silver dollar, shall be placed into the prisoner's personal property storage bag and added to the *Inmate Property Inventory* form in Pre-Booking.

3. A prisoner's money shall be processed, as specified in Office Policy DC-4, *Inmate Fund Accounts*.
- F. Photograph the prisoner for identification purposes at the time they are being processed into the ITR facility using the computerized photo Mug-Shot System.
- G. Check all required forms for completeness and accuracy prior to final acceptance of a prisoner.
 1. Absent exigent circumstances, ensure the Arrest/Booking Record has the following information as submitted by the arresting officer:
 - a. The prisoner's name, date of birth, and place of birth;
 - b. Arrest date, time, and location;
 - c. Arresting agency's name;
 - d. Arresting officer's name, serial number, and signature;
 - e. Identifying information including sex (if reasonably known), age, race, birthmarks, tattoos, hair color, eye color, height, weight, identifying marks, and unusual characteristics;
 - f. Emergency contact or nearest relative including name, relationship, address, and phone number;
 - g. Social Security Number;
 - h. Present or last place of employment;
 - i. Present or last known place of residence, including zip code;
 - j. The prisoner's aliases (aka); and
 - k. Specific name and charge code of charges or holds, including warrant numbers and bond amounts, if applicable.
 2. Ensure the information contained on the Arrest/Booking Record matches the information listed on the kiosk receipt and the *Inmate Property Inventory* form.
 3. Ensure the *Victim Request for, or Waiver of, Pre-Conviction and/or Pre-Adjudication Rights* form is prepared when the prisoner has been accused of an offense in which the victim is a person, but not when the victim is the State of Arizona or a commercial entity.
 - a. *Victim Request for, or Waiver of, Pre-Conviction and/or Pre-Adjudication Rights* form is also not required when the prisoner was arrested pursuant to a warrant. However, it is the arresting agency's responsibility to notify the victim of the arrest, and to provide the Victims' Assistance and Notification Unit (VANU) with enough victim information obtained from the warrant to notify the victim, in the event of the prisoner's escape or release from Office custody.
 - b. Deputies shall submit the *Victim Request for, or Waiver of, Pre-Conviction and/or Pre-Adjudication Rights* form through the Traffic and Criminal Software

System (TraCS) when the prisoner has been accused of an offense in which the victim is a person, a commercial entity, State of Arizona, or a warrant; the *Victim Request for, or Waiver of, Pre-Conviction and/or Pre-Adjudication Rights* form shall be forwarded by OIC when the prisoner is booked on a warrant, as specified in Office Policy GJ-14, *Victims' Bill of Rights*.

- H. Indicate acceptance of the prisoner in the Pre-Booking System after ensuring all required information has been completed which will populate the prisoner's information into SHIELD.
2. **In-Processing:** Detention officers shall conduct the following search procedures, as specified in this Office Policy and Office Policy DH-3, *Searches and Contraband Control*.
- A. SafeView Body Scanner Search: Detention officers shall use the SafeView Body Scanner to complete a scan of each prisoner.
 - 1. Prior to acceptance at the ITR facility, all prisoners should be searched utilizing the SafeView Body Scanner.
 - 2. The SafeView Body Scanner station should be placed in a remote location providing privacy or a privacy wall shall be used.
 - 3. Prisoners who are medically unable to stand, are not required to undergo a search by the SafeView Body Scanner. The prisoner shall then be pat-down searched.
 - 4. Analysis of all body scans shall be conducted in a professional manner.
 - a. When the inmate steps into position of the SafeView Body Scanner, detention officers shall take an image using a touch screen monitor and immediately review the image.
 - b. In the event the image is transmitted to a separate computer for the image analysis officer to review and interpret, that officer shall be of the same gender as the inmate being screened. Detention officers shall be notified of any areas of concern.
 - 5. Prisoners refusing to be scanned shall be placed into a secure holding cell, and a supervisor shall be notified.
 - a. The supervisor should encourage the prisoner to be scanned.
 - b. Upon review of the facts and the circumstances of the reason for refusal of the search, it will be at the discretion of the supervisor to conduct a pat-down search, or upon reasonable suspicion, conduct a strip search of the prisoner.
 - B. Line Scan: All items retained by the prisoner shall be placed through the Line Scan for x-ray search and thoroughly inspected. Items authorized for retention by newly accepted prisoners include, but are not limited to, the following:
 - 1. Telephone numbers, address books, or legal papers, upon request;
 - 2. Written religious materials;

3. Prescription eyeglasses or magnifying reading glasses with a soft protective case that does not have metal or hard plastic parts;
 4. Contact lenses with protective cases;
 5. Hearing aids;
 6. Medical alert bracelets;
 7. Court documents;
 8. The clothing being worn, unless impounded by the arresting officer;
 9. Dentures;
 10. Jewelry items unable to be physically removed from the prisoner. These items shall be listed on the *Inmate Property Inventory* form as remaining with the prisoner (the Office is not responsible for any retained items); and
 11. Medications, medical aids, or prostheses authorized by CHS: Inmates wearing prostheses or whose prosthetic devices are determined to be a security risk or liability shall be isolated.
- C. Pat-Down Search: Detention officers shall conduct pat-down searches, as instructed by the Training Division and the facility FTO. Pat-down searches shall be conducted, in addition to the SafeView Body Scanner as available, and in a professional and respectful manner and in the least intrusive manner possible.
1. Male Prisoners: Pat-down searches may be conducted by either male or female detention officers.
 2. Female Prisoners: Absent exigent circumstances, pat-down searches should only be conducted by female detention officers. Any pat-down searches conducted on a female prisoner by a male detention officer shall require notification of the shift supervisor, and the event shall be documented in SHIELD. The entry shall include the justification for conducting the search.
 3. Searches of a transgender, intersex, or gender-nonconforming individuals shall be conducted by detention officers, as specified in Office Policy DH-3, *Searches and Contraband Control*. Search restrictions on transgender, intersex, or gender non-conforming individuals shall be followed, as specified in Office Policy GJ-37, *Transgender and Intersex Interactions*. These pat-down searches shall be conducted as follows:
 - a. A supervisor shall be notified; and
 - b. The individual's verbal gender search preference documented in SHIELD.
- D. Strip Search: Strip searches of male and female prisoners shall be conducted by detention officers of the same sex as the prisoner. Whenever possible, a strip-search of a transgender, intersex, or gender non-conforming individual's person should be conducted by a detention officer of the gender requested by the individual.

1. The search shall be conducted in a professional manner in an area of privacy so the search cannot be observed by persons not participating in the search, maintaining security, and allowing for control of the prisoner.
2. Detention officers shall document all strip searches in SHIELD or an Incident Logbook. The following information shall be included in the entry:
 - a. Who was present;
 - b. Who conducted the search;
 - c. Why the search was conducted; and
 - d. What, if any, contraband was found.
- E. **Invasive Body Cavity Search:** Invasive body cavity searches shall be conducted by a licensed medical professional not associated with the Office. Correctional Health Services (CHS) shall not conduct invasive body cavity searches unless compelled to do so by a search warrant or court order, as specified in Office Policy DH-3, *Contraband Control*.
- F. Any items discovered during the initial searches shall be returned to the arresting or transporting officer for impounding.
3. **Booking Process:** When booking a prisoner, detention officers shall ensure the following procedures are followed:
 - A. Prisoner information for the Arrest/Booking Record shall be entered into the Pre-Booking System under the inmate's booking number. The booking number is generated after the prisoner has been searched.
 1. When the prisoner's identity has not been immediately established, the prisoner may be accepted under the name of John or Jane Doe. Care shall be taken so all information is entered under the correct booking number.
 2. When prisoners either self-identify as transgender, intersex, or gender-nonconforming, or have an appearance that does not match the gender on their current identification or previous records the prisoner shall be processed, as specified in Office Policy GJ-37, *Transgender and Intersex Interactions*. This includes, but not limited to:
 - a. Treat all individuals to include transgender, intersex, or gender-nonconforming individuals with respect and dignity;
 - b. Secure the individual in the safest manner possible, which may include temporarily placing the individual in a holding tank away from general population inmates, until the individual is processed and screened by a classification specialist; and
 - c. Notify the on-duty shift supervisor when the individual is temporarily held away from general population inmates.
 3. A prisoner who is a bond-surrender or a captured escapee shall be booked under a new booking number. Information such as current charges, holds, and comments from the previous booking number shall be transferred to the new booking number.

4. If an inmate sentenced to work furlough or work release is arrested on a new charge while out of Office custody, the charges should be added to their current booking number.
 - a. A prisoner shall be processed as a new booking, if the arresting officer and detention personnel cannot determine if the prisoner is currently in Office custody at the time they are brought in for booking.
 - b. Once detention personnel determine the inmate was re-booked in error, ITR personnel shall release the new booking number to the old booking number. The inmate shall be removed from work furlough or work release until the new case disposition is determined at Initial Appearance Court.
- B. All money information shall be entered into the Pre-Booking System at the time of acceptance; this information is electronically generated from the deposit made into the kiosk system.
- C. SHIELD completes an automatic query for active wants and warrants when the final acceptance into Pre-Booking communicates with the SHIELD system. The query shall be reviewed by a detention personnel and all warrants found shall be confirmed with the OIC.
 1. Warrants confirmed for any prisoner who has not been accepted into Office custody, shall be referred to the arresting agency for processing.
 2. Warrants confirmed for any inmate who has been accepted into Office custody, may be arrested by a detention officer, as specified in Arizona Revised Statutes (ARS) 13-3907. A shift supervisor shall be notified immediately for all in custody warrant arrests made by detention officer.
- D. Acceptance: After all appropriate information has been entered into the Pre-Booking System and the prisoner has been accepted, a facility copy (FC), a door copy (DC), and a prisoner copy (PC) of the information shall be printed. The prisoner is now an inmate and shall be asked to sign the FC and DC cards, indicating agreement with the money and property listed on the cards.
 1. Any discrepancy or inaccuracy shall be resolved prior to the inmate signing the FC and DC cards.
 2. If the inmate refuses to sign the FC and DC cards, detention personnel shall write "refused signature" and write their serial number in place of the inmate's signature.
 3. If the inmate is unable to sign, detention personnel shall write "unable" and write their serial number in place of the signature.
 4. A right thumbprint shall be obtained from the inmate on all appropriate copies of the booking cards. In cases where a right thumbprint is not obtainable due to injury or amputation, an alternate fingerprint shall be obtained, preferably the left thumbprint, and a notation of which fingerprint was used shall be made on the booking cards.
 5. Detention personnel processing the inmate shall place their serial number above each thumbprint.
 6. The PC card should be given to the inmate. The FC card shall be placed into the inmate's jail file. The DC card shall be utilized by ITR officers to progress the inmate through the intake process.

- E. The inmate shall be informed of the charges or holds for which they are incarcerated, their bond amounts, if any, and the approximate scheduled time of their IA Court, if applicable.
 - F. The inmate shall be fingerprinted. A copy of the Arrest/Booking Record shall be retained to establish the inmate's Custody File, as specified in Office Policy DB-1, *Inmate Custody Records and Files*. Another copy of the Arrest/Booking Record shall be forwarded to the Records and AFIS Division, upon obtaining the fingerprints of the inmate.
 - G. Non-Acceptance: Detention personnel shall notify the shift supervisor each time a prisoner is unable to be accepted into Office custody using established booking procedures. The shift supervisor shall provide additional instructions on how to process each prisoner. Examples of shift supervisor notifications include, but are not limited to:
 - 1. Prisoners who are admitted into a hospital prior to being brought to ITR for an initial appearance court; or
 - 2. Prisoners who are booked into Maricopa County on new out of county charges.
4. **Verification of Citizenship and/or Immigration Status:** No official or employee acting on behalf of Maricopa County in its law enforcement or correctional functions or while operating a correctional facility may prohibit or in any way restrict the following:
- A. Any government entity or official from sending or receiving information regarding citizenship or immigration status, as specified in 8 U.S.C. 1373(a); or
 - B. A government entity or agency from sending, requesting, or receiving, maintaining, or exchanging information regarding immigration status, as specified in 8 U.S.C. 1373(b).
 - C. If and when asked by a federal agent acting under the color of federal law, such as a Department of Homeland Security (DHS) Agent, such federal agents shall be permitted reasonable and timely access to any Office jail facility to meet with individuals who at the time are, or are believed by such agents to be, aliens, and inquire as to those individuals' right to be or remain in the United States.
 - D. Any formal written requests from DHS for advance notice of the scheduled release date and time for particular aliens incarcerated by or on behalf of Maricopa County and the MCSO shall be honored, and the requested notice shall be provided as early as practical.
5. **Initial Appearance (IA) Court:** Inmates required to attend Initial Appearance (IA) Court shall normally be held in the court waiting area for their court appearance.
- A. Inmates who are eligible may be interviewed by the Pretrial Services Agency prior to attending IA Court.
 - B. Inmates not required to attend IA Court, and those remaining in custody after IA Court, shall be held in the ITR processing area pending classification, medical screening, or transfer.
 - C. Inmates who receive a release order in IA Court, those whose charges are scratched, those whose bonds have been paid, and inmates with charges who were not seen in IA Court within 24 hours of arrest, exclusive of time spent in the emergency room or hospitalization, shall have the release procedures initiated, as specified in Office Policy DO-2, *Release Process*.

- D. The IA court clerk shall be advised, as soon as possible, if an inmate is unable to appear in the IA courtroom for security reasons or because of illness or injury. Arrangements shall be made for the IA Judicial Officer to see the inmate outside of the courtroom.
6. **Telephone Calls:** All inmates shall be given access to charge-a-call telephones until they have been scheduled for a transfer to a housing facility. Inmates previously scheduled for a transfer and have had additional charges added shall again be given access to charge-a-call telephones.
7. **Inmate Classification:** Prior to assignment and transfer to a housing facility, inmates shall be screened by a classification specialist and assigned to a security level and housing category, as specified in Office Policy DF-1, *Inmate Classification*. The one exception is for inmates housed temporarily at the Durango Detention Center 512 facility.
- A. The classification specialists shall offer each inmate a copy of the *Rules and Regulations for Inmates* booklet in English and/or Spanish and have the inmate sign that they received the booklet. If an inmate refuses to take a *Rules and Regulations for Inmates* booklet, the classification specialists shall write refused on the signature page. The signature page shall be uploaded into SHIELD.
- B. The shift supervisor may temporarily assign an inmate to a housing facility, prior to classification in emergency situations, or for security purposes. A classification supervisor shall be notified within 24-hours of the temporary assignment so the classification process may be completed.
8. **Identification (ID) Bracelets:** Each inmate shall be issued a color-coded identification (ID) bracelet, which indicates their name, photo, and booking number.
- A. The inmate's classification shall determine the color of the ID bracelet. The classification level shall be printed in bold letters across the top of each ID bracelet and issued as follows:
1. Red ID bracelet: Inmates classified as closed custody;
 2. Pink ID bracelet: Inmates classified as maximum, medium, and minimum custody;
 3. White ID bracelet: Inmates classified as fully sentenced; and
 4. Yellow ID bracelet: Inmates under the age of 18 who are remanded as adults.
- B. The inmate's housing unit may request and obtain a new ID bracelet when they are damaged, defaced, lost, destroyed, or no longer valid because of a change in the inmate's classification.
9. **Dress-Out:** Inmates may be given an opportunity to shower and shall be issued clean jail clothing. All inmate personal clothing shall be inventoried and stored, along with their personal property bag. An itemized clothing card shall be completed and either placed in the assigned hanging property bag, or placed in the inmate's custody or facility file, as designated by the jail facility commander. Detention personnel shall also enter the clothing inventory in SHIELD.
10. **Inmates Approaching 24-hours in Intake:** Inmates who are approaching 24 hours in the ITR and are still being processed, will be housed temporarily at the Durango Detention Center 512 facility. Those inmates who are still being processed and being held in separate holding cells at the direction of the shift supervisor or for safety, medical, or classification purposes, shall each be issued a sanitized mattress and blanket.

11. **Transfer to Housing Facilities:** Inmates shall be transferred from the ITR facility as soon as practical, barring exigent circumstances.
 - A. Inmate personal property and clothing shall remain at the ITR facility in the secured property room and the appropriate hanging property bag.
 - B. A personal hygiene package shall be issued once the inmate arrives at their housing facility, as specified in Office Policy DD-1, *Authorized Inmate Possessions*.
 - C. Commitment files shall be transferred to the Sheriff's Information Management Services (SIMS) Division.
 1. Commitment files for fully sentenced inmates shall be flagged for the Work Box Unit of the SIMS Division to ensure projected release dates are calculated accurately; and
 2. Commitment files for inmates surrendering to the ITR facility for an incarceration term of five days or less shall be retained by the ITR facility.