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RECEPTION/INTAKE OPERATIONS

- I. **PURPOSE:** To establish the responsibilities and ensure a systematic process for receiving arrestees and court commitments.
- II. **POLICY:** Corrections personnel shall legally receive all arrestees without unnecessary delay, ensuring the arrestees' rights are met, and all steps of the Reception/Intake process are complete for the good order of the facility.
- III. **DEFINTION:**
 - A. **Arrestee** – A person in custody by authority of law.
 - B. **Commitment** – A person(s) ordered by the court to serve a jail sentence upon conviction of a crime.
 - C. **Inmate** – A person confined/committed to the Mendocino County Jail.
- IV. **PROCEDURE:**
 - A. **SALLYPORT ENTRANCE**
 1. The arresting/transporting officer(s) will request admittance into the sallyport by pressing the sallyport intercom or by using the radio.

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2. Once the Control Deputy approves admittance, the arresting and/or transporting officer(s) will enter the sallyport area with the arrestee(s) and park under the overhang.
3. Male and female arrestees shall be processed in Building One Sallyport.
4. Prisoners must be handcuffed upon their arrival and entry into the Mendocino County Jail.
5. Prisoners shall remain handcuffed until Corrections personnel authorize the removal of the handcuffs.
6. When an officer brings a prisoner to the jail and receives an emergency call, the officer shall be allowed to drop off their prisoner to the custody of Corrections Personnel and leave the facility. Booking paperwork may be completed when the officer is able to return to the jail.

B. SECURITY OF WEAPONS

1. The arresting/transporting officers shall secure all weapons before the arrestees are removed from the vehicles.
2. Exposed ammunition, batons, saps, etc. are not authorized in the secured areas of the facility.

C. MEDICAL/MENTAL HEALTH PRE-SCREENING

1. If medical and/or mental health problems arise during the transport process, the arresting/transporting officer(s) may contact the Mendocino County Jail at 463-4532 for advice and assistance.
2. Medical staff will responsible for doing an initial assessment on each arrestee for suitability to be received into custody.
 1. At no time will an unconscious arrestee be accepted for booking into the facility.
3. In the event the arrestee is refused admittance to the facility due to medical problems, the arresting/transporting officer(s) shall deliver the arrestee to an area hospital for examination or treatment. The arresting/transporting officer(s) must obtain a copy of the Emergency Room Record. This record indicates the arrestee has been seen and cleared

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for Mendocino County Jail. It will contain medical instructions for further medical follow-up.

D. Excited Delirium

1. The term “Excited Delirium” refers to a condition in which an individual abruptly displays a change in mental state and behavior due to physiological changes within the body. Substance abuse and mental illness often accompany, induce, or augment this condition. In the law enforcement setting, episodes of excited delirium are often concluded by a struggle, physical restraint, and arrest.
2. The condition of excited delirium is typically characterized by:
 1. Elevated respiration and heart rate;
 2. Hyperthermia(elevated body temperature) and/or profuse sweating;
 3. Paranoia;
 4. Disorientation;
 5. Agitation, violence, inexplicable behavior;
 6. Hallucination;
 7. Incoherent speech or shouting;
 8. Incredible strength or endurance; and/or
 9. Insensitivity to pain.
3. When it is discovered that a person is going through excited delirium, admittance will be refused and a medical clearance shall be obtained.
4. If physical restraint is necessary it is important to remember to minimize, if possible, the duration of any physical struggle. It is also important to maximize the restraint of limbs and minimize using weight on their torso.

E. REMOVAL OF ARRESTEE FROM VEHICLE

1. A Corrections Deputy will be present when receiving arrestees.
2. Additional Corrections personnel shall be summoned when any arrestee/inmate is violent, combative, or is deemed to be a security or escape risk. Refer to [Policy and Procedure 505.00 – Use of Force](#).
3. Corrections personnel must be aware of how the arrestee is restrained; for example, handcuffed front or back, any leg restraints or in a WRAP.

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4. No arrestee will be removed from a vehicle unless the arrestee is in restraints. If not restrained, ask the arresting/transporting officer(s) to do so, for safety reasons.
 - a. If the arrestee is in a WRAP, the arresting agency will be responsible for removing the WRAP. If the person is combative, corrections personnel will assist the officer.
5. If the arresting/transporting officer(s) is disrupting the receiving process, or otherwise escalating tension with the arrestee, the arresting/transporting officer(s) shall be directed to a separate area.

F. VEHICLE EXTRACTION

1. If it becomes necessary to extract an arrestee from a vehicle always summons assistance.
2. During a vehicle extraction, remove the arrestee head first, when applicable.

G. PROCESSING ARRESTEES/REMANDS

1. The arresting/transporting officer(s) shall present the required paperwork as the legal authority under which the arrestee may be detained.
2. Corrections personnel will retrieve local warrants and/or warrant abstracts from the AEGIS. Out-of-county warrants will be retrieved from the CLETS (QVC) computer screen.
3. Corrections personnel will accept the arrestee only after the required booking paperwork is completed and presented by the arresting/transporting officer(s). Paperwork shall be in legible written form.
 1. If Corrections personnel cannot read the arresting officer's writing on the pre-booking form, staff will ask the officer to re-write only the areas that are not legible. If the arresting officer refuses to accommodate the request, the arresting officer will be allowed to leave the facility when the intake process is complete. At this time, Corrections personnel will bring the matter to the attention of the Facility Supervisor.

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4. In all misdemeanor arrests, the arresting/transporting officers must complete and sign the 853.6(I) P.C. portion of the Pre-Booking Record.
5. The Corrections personnel that receive the arrestee will clearly write their name and ID #, with date and time of receiving the arrestee in the box marked "*Receiving Officer.*"
6. Corrections personnel shall perform a thorough and systematic cursory search. Searches will be in the presence of the arresting/transporting officer(s). Refer to [Policy and Procedure 2100.00 – Searches](#).
7. The initial search will include, but not be limited to, taking custody of all personal effects and personal property (except clothing) in the possession of the arrestee. No bulk property will be received from non-Sheriff's Office personnel. Refer to [Policy and Procedure 1601.40 – Receipt of Inmate Personal Property and Clothing](#).
8. Corrections personnel will tell the arrestee/remands to remove all pierced jewelry and it will be placed into a plastic bag to be sealed. Refer to [Policy and Procedure 1601.40 – Receipt of Inmate Personal Property and Clothing](#).
9. Should an arrestee be in possession of medical marijuana, the Corrections personnel shall follow [Policy and Procedure 1105.00 – Medical Marijuana](#).
10. Recreational marijuana and alcohol in an arrestee's possession will not be stored in their property bag. It will be discarded into the sewer system. A notation will be made on the arrestee's property sheet indicating that the marijuana and/or alcohol was discarded.
11. Upon receiving an arrestee, any funds found on the arrestee will be immediately entered into the booking kiosk. Refer to [Policy and Procedure 1601.50 – Receipt and Disbursement of Inmate Funds](#).
12. If the arrestee is in possession of any illegal item or substance, it will immediately be given to the arresting officer and an incident report completed. It will be the arresting/transporting officer(s) responsibility to add charges.
13. Lawfully possessed items such as chemical agents (to include OC spray and mace) and mechanical devices commonly referred to as *stun guns* will

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be accepted by Corrections personnel and placed into the arrestee's property.

14. Long knives (6 inch blade or longer) and machetes will not be accepted.
15. All types of food will be discarded with the exception of commissary coming from another Correctional Facility.
 1. Inmates transferred from another Correctional facility will be given any unopened commissary items that are the same or similar to commissary items offered by this facility.
 2. Food items not offered on commissary by this facility will be discarded into the garbage.

H. RECEIVING COMMITMENTS

1. People are often scheduled by the various courts to turn themselves into the custody of the Sheriff, after sentencing, to begin serving their time.
2. Commitments shall be taken to reception and processed as arrestees.
3. Commitments, who report in while under the influence of alcohol and/or drugs, are to be accepted and placed in the appropriate area pending booking procedures.
 1. A urine sample will be collected as directed in P&P 1805.00 Random Inmate Urinalysis. A report shall be generated. If the person is on informal probation, it will be sent to the Court of jurisdiction and the Probation Department if they are on formal probation or PRCS.
 2. 11550 H&S trained Corrections personnel shall perform an evaluation and if positive, will cause a crime report to be written.
4. Persons who report to the Mendocino County Jail to do a commitment that report in later than the time designated on the commitment will be accepted, provided it is no longer than eight hours past the time of their commitment, or prior to midnight which ever comes first. No subject who reports in after the commitment date scheduled by the court will be received, and shall be referred back to the court and treated as a "*Failure to Surrender.*"

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5. When the subject fails to appear the Corrections Records Clerk will process all documents and forward them to the Court of jurisdiction.
6. When the subject appears at the jail to be processed without a commitment and we do not have supporting documents; the subject will be referred back to the Court to request a new commitment and surrender date. A "Jail Commitment Document Request" will be filled out and be given to them.

I. RECEPTION HOUSING

1. Corrections personnel will escort the arrestee/inmate to the most appropriate housing assignment.
 - a. Arrestees who are a threat to their own safety or the safety of others due to their state of alcohol and/or drug intoxication may be placed in the Sobering Cell. Refer to [Policy and Procedure 504.30 – Sobering Cell](#)
 - b. Arrestees who are classified as suicidal, extremely destructive, violent, shows violent psychiatric disorders, or immediate threat to safety and/or security of other inmates, staff, facility and/or presents danger to safety of arrestee from other arrestees and/or inmates may be placed in the Safety Cell. Refer to [Policy and Procedure 503.20 – Use of Safety Cell](#).
 - c. Arrestees and/or inmates who are classified as general population and without special consideration criteria may be placed in a holding cell.
 - d. Arrestees and/or inmates who are classified as requiring special housing considerations other than the Sobering Cell and the Safety Cell such as gang members or affiliates, developmentally disabled, physically disabled, protective custody, civil, persons with bloodborne pathogens, mentally disabled, special medical attention or a violent and heinous crime may require special housing considerations.
2. Upon placement into a holding cell, arrestees will be issued an armband with their last name and first name.
 - a. Arrestees placed in sobering cell or a safety cell will not be issued an armband.

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3. Arrestees held in a holding cell longer than 24 hours will be provided an indigent package containing toothbrush, dentifrice, soap, comb, and will be given access to shaving implements.
 - a. Hygiene items will be issued by the booking deputies at 0500.
 - b. Arrestees in a holding cell will be given at least 30 minutes to take care of their personal hygiene.
 - c. Booking deputies will then pick up all of the hygiene items from each arrestee, accounting for each item.
 - d. The used hygiene items will be placed in the trash and not reused.
 - e. Hygiene items will not be issued to arrestees in the sobering or safety cells.

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