Inmate Intake

POLICY:
The admittance and processing of inmates into this facility includes verification to confirm the legality of their confinement, and appropriate classification, while maintaining the security integrity of jail operations. The Shelby County Jail has a penological interest in processing new inmates in an efficient and orderly manner, while providing reasonable and necessary security for employees, officers, and other inmates.

DEFINITIONS:
None

PROCEDURE:

Initial Processing:
Initial contact with most inmates is in the receiving, or sally port area of the facility. All firearms and ammunition of arresting peace officers will be locked in the officer's vehicle before entering the secure area of the jail, or otherwise deposited safely outside the secure area in containers designed for this purpose.

The booking officer will verify the identification of the arresting or transporting officer before the officer and his prisoner are allowed to enter the "Booking" area.

Initial Intake Procedures:

1. Transporting officer will arrive with the arrestee/inmate.
2. Transporting officer and arrestee/inmate will be allowed in the pre-admission vestibule after it is confirmed that the arrestee is properly restrained. Inmates should be handcuffed with their hands behind them. Arrestees brought to the jail should not be admitted unless handcuffed behind their back or restrained by other devices which achieve the same function. A medical or physical impairment exception is acceptable. For situations in which a sworn officer arrests a subject and the detention facility booking area is overcrowded, the officer may have to utilize area(s) within the SCSO designated for processing, testing and detention until the intake area is considered safe and secure from overcrowding issues. The area(s) that may be used will restrict freedom of movement and be controlled by sworn members of sheriff's office. The following area(s) that may be used are:
   o Area(s) within the SCSO in an unlocked, multi-purpose area, such as a report-writing room or office;
   o SCSO Investigations Interview room areas;
   o The subject under arrest is to remain under continuous visual supervision and will remain handcuffed until released to an intake officer
3. The booking officer will observe the arrestee visually for obvious signs of injury or illness. If the arrestee is in need of immediate emergency medical or mental attention, the booking officer will refuse to accept the arrestee, and immediately notify the on-duty shift supervisor for further guidance. Other circumstances may exist that prevent our facility from accepting an arrestee/inmate. In these instances, the arrestee/inmate will remain in the
custody of the arresting or transporting officer until cleared to enter the booking area. This decision should be referred to the on-duty shift supervisor for consideration. Examples are:

- Inaccuracies exist in the prisoner's paperwork
- There is a question as to the identity of the prisoner in comparison to the accompanying paperwork
- Arrestee is in need of immediate medical attention
- Arrestee is in need of immediate psychiatric evaluation or observation
- Arrestee requires special needs that the facility cannot reasonably provide

4. A booking officer shall review the Shelby County Jail Change of Custody Questionnaire form received from the arresting/transporting officer so that appropriate actions are taken in response to answers on this form. Note that not every question has a related response noted below, however the booking officer must use this information properly to ensure that the inmate is provided appropriate care, and the safety and security of the facility is maintained.

- The booking officer will ensure that a pregnant female is not scanned (reference question #12 on questionnaire).
- The booking officer will take appropriate measures if the arrestee/inmate is identified as a suicide risk (reference questions 9 & 10 on the questionnaire).
- The booking officer will notify an on-duty supervisor and medical staff if an arrestee/inmate is in immediate need of medical attention (reference questions 5, 6 and 16 on the questionnaire, or any other observations that would warrant the need for medical attention).
- The booking officer will notify an on-duty supervisor and additional staff, if needed, for a combative inmate (reference question 1 on the questionnaire).
- The booking officer will place a copy of the completed questionnaire and the inmate's face sheet in the CID box located in booking if the arrestee/inmate is a convicted sex offender (reference questions 14, 15 and 16 on the questionnaire, or if otherwise determined that the subject is a sex offender).
- The booking officer will refer the arresting officer to the juvenile facility if it is determined that the arrestee/inmate is a juvenile, unless otherwise acceptable per law (adjudication) (reference date of birth and question 14 on the questionnaire).
- The booking officer will ensure that a 24 hour hold is placed on the inmate if he or she was arrested for a domestic violence charge which the elements of the crime include the victim being struck, shoved, kicked or otherwise touched, or was as a result of a violation of a protection order. Reference questions/answers on #16 & 17.
- The booking officer shall ensure that the inmate immediately receives medical attention if the inmate was involved in a "use of force" incident as reported by arresting/transporting officer, or it becomes known that there was such an incident (reference question 18 and comments on the questionnaire). If the use of force involves the use of a CEW or pepper spray, all applicable policies regarding follow-up care, observation and/or decontamination will apply.

5. The transporting officer will frisk the arrestee/inmate and remove all of the inmate's personal property including belts; however, the inmate will remain clothed unless a safety concern exists.

6. After the arrestee/inmate is frisked, restraints may be removed if the subject is cooperative AND only if the sally port slider door is closed to eliminate an escape risk.

7. Transporting officer will assist the arrestee in being searched utilizing the Body Screening Secure Portal (SecurPass), if the arrestee is eligible. Exceptions to this type of search are pregnant females, combative arrestees or arrestees that are physically unable to maintain balance on the body scanner.

- **SCANNER PROCEDURES:**
  - The body scanner will be used on all arrestees, un-sentenced inmates, sentenced inmates, and other jurisdictional transfers entering the facility unless noted in this policy.
  - Female inmates claiming to be pregnant will not be scanned with the Body Screening Secure Portal (SecurPass) until such time it is determined by medical staff that they are not pregnant.
  - An arrestee's date of birth and name will be documented in the Body Screening Secure Portal before a scan is completed. Example: ID# blank = 080871 (August 8, 1971); Name blank= SMITH JOHN (last name first then space then first name).
  - Arrestees/Inmates are instructed by the transporting officer or correctional officer, if needed, on the proper manner in which to enter the SecurPass for scanning. Shoes,
jackets, hats and other personal property (except clothing) are removed prior to scanning. Shoes are held by the arrestee/inmate in their hands while they are being scanned.

- When groups of arrestees/inmates are to be scanned simultaneously, a second transporting officer or correctional officer will organize the scanning in order to ensure control of those to be scanned and to ensure that contraband is not discarded or being passed from one subject to another.
- Each arrestee/inmate is instructed to stand on the SecurPass platform and place each foot onto the footprints attached to the scanning system.
- The arrestee/inmate is instructed to stand still while the SecurPass mechanically moves them through the scanning portal.
- If contraband is indicated following the scan, advise the arrestee/inmate that the scanning system has recognized the presence of foreign object(s) on their person. A corrections officer will ask the arrestee/inmate what they are concealing and if it can be removed (i.e. drugs, body piercings).
- Transporting officer or a corrections officer will search the arrestee/inmate's clothes and person for the suspected contraband.
- An on-duty corrections supervisor will be notified if an arrestee/inmate that is identified to have contraband hidden within a body orifice.
- Any items found by the scan that reveal possible contraband will be logged on the contraband log. The disposition of the items will be logged as either disposed or collected as evidence.
- If any contraband is found as a result of any search, a full report will be completed. Detailed information in the report will include name, date, time, scan operator, witnesses and scan number.
- A system administrator will save contraband image(s) and treat the image(s) as evidence.
- If an eligible inmate refuses to be scanned, they will be segregated in a dry cell, if available and with restroom facilities until they agree to comply.
- Extended refusals beyond 24 hours will be referred to the Division Commander for review.
  - If the arrestee/inmate is not searched utilizing the Body Screening Secure Portal (SecurPass), an arrestee will be properly searched using reasonable and lawful means to determine that the arrestee is not concealing a weapon or contraband.

8. The peace officer delivering the arrestee/inmate must present a court order, judgment commitment order, warrant, arrest report or equivalent, which provides documented authority to commit or detain the inmate.

9. The booking officer will inspect the document(s) presented to ensure certification, or otherwise verify the document(s) as legal, valid, accurate and are within compliance with federal and state laws. Booking officers are responsible for contacting an on-duty supervisor when an individual is arrested and/or detained and asserts diplomatic or other types of immunity.

10. The booking officer determines if the inmate is eligible for entry, and can be appropriately housed in the facility. Female arrestees will be required to remain separated from male detainees and will be detained in the female booking holding cells. Male detainees will not be allowed to converse or have normal or loud conversations, including yelling and screaming conversations with female detainees.

11. If a juvenile (less than 18 years of age) is arrested and brought to the facility, they must meet all applicable state law requirements as mentioned in the SCSO policy regarding juveniles. Once they have met all requirements, the juvenile detainee must remain segregated from all adult male and female detainees. The juvenile will remain separated by being housed in a separate holding cell and will be housed according to the same criteria. Adult male and female inmates will not be allowed to converse or have a normal/loud conversation, which includes yelling and screaming, with juvenile inmates.

12. Having met the requirements stated above, the transporting officer will then relinquish custody of the arrestee, and depart the facility after transferring the arrestee/inmate and his or her property. ALL arrestees/inmates will then be searched by a corrections officer prior to being housed in any holding or booking cell. The booking officer will review the change of custody questionnaire along with the demeanor of the inmate, then make the decision to house the inmate in a holding cell with other inmates; or temporarily segregate the inmate if he/she presents an obvious threat to staff or other inmates by physical assault or infecting others with infectious
disease. The inmate shall be temporarily segregated if the booking officer believes he/she is a potential victim of assault, a potential victim of sexual assault, combative towards staff and/or inmates or suicidal. If the booking officer deems the inmate to be suicidal, based upon the change of custody questionnaire, previous incarceration or verbal statements, then the inmate will be placed in an isolated cell and central control will immediately begin a suicide watch.

13. All personal belongings including belts, shoe strings, strings in clothing, or similar rope-like items will be given to the booking officer upon entry into the booking area. Inmates may retain their standard street clothing until being processed for general population unless some safety or security concern exists.

14. Any prescribed medication or over the counter medication received by a booking officer will be accounted for and a chain of custody will be established.
   o Upon receipt of an inmate's prescribed medication or over the counter medication, the on-duty medical staff will be contacted immediately. If medical staff cannot respond immediately to the booking area, all prescription medication and over the counter medications will be counted, logged and placed in the secure Rx storage container in booking.
   o If medical staff responds immediately, all prescribed medication and over the counter medication will be counted and logged by an officer AND medical personnel, then released to the medical personnel. Medical personnel will be held responsible for signing the intake log.

   - The following procedures and guidelines shall be followed during this process:
     ▪ All incoming prescribed medication and over the counter medications will be counted, logged and properly secured. Medications shall be secured either by transferring custody directly to medical staff or temporarily housed in the Rx storage container. Medications will be secured at all times.
     ▪ Documentation of all medications includes accurately counting each individual pill, tablet or other type of medication received from an inmate or the arresting officer.
     ▪ Medical staff can assist an officer in determining the quantity of medication received, however, it is the responsibility of a booking officer to confirm and document all information as stated in this policy.
     ▪ All medication will be documented in JMS and written on the prescription log in booking.
     ▪ Protective gloves will be worn by corrections staff when counting medications.
     ▪ If a prescription bottle or over the counter bottle contain conflicting types of medication or suspicious substances, contact on-duty medical staff and an on-duty supervisor immediately.
     ▪ If it is determined that an illegal substance or unauthorized controlled substance is received, the on-duty supervisor will then request a deputy to complete an Incident/Offense report and retain any evidence.
     ▪ No medication of any type will be stored in the inmate's property bin.
     ▪ No medication of any type will be given directly to an inmate by corrections staff. This excludes inhalers approved by medical staff.
       ▪ Visitors may bring inmates prescribed medication, or other medically prescribed articles to the facility and give them directly to the medical staff. However, no saline solution for contacts, contact lens or contact lens cases will be accepted. Any item accepted by the medical unit will be thoroughly inspected to ensure that the item is legitimate, as described and that no contraband is concealed within it. Inspection of any item other than medication will be completed by correctional staff.

15. Cash and personal property shall be taken from the inmate upon admission into the booking area and securely stored or handled until a booking number is generated and the booking officer can properly inventory, document and store cash and personal property. An inmate's personal clothing will be collected when being properly dressed out and before being placed in general population. The booking officer may have the inmate remove personal clothing in a booking cell if there are risk factors that lead the booking officer to believe the inmate will harm themselves or an officer with their personal clothing.

16. The booking officer will run NCIC check to begin the intake process. All necessary warrants should be cleared at this time or holds should be placed in the "holds" field when booking begins. For every "hold" or outstanding...
warrant, an individual hold will be placed for each agency. The booking officer will also check "in-house" records to ensure correct/proper name(s) and charge(s).

17. The booking officer will determine if the person arrested is subject to consular notification. Any arrest, detention, or other commitment to custody which results in a foreign national being incarcerated for more than a few hours triggers consular notification requirements. Further details on this policy and procedure are outlined in the policy titled Consular Notification.

18. The booking officer will enter the inmate's name and search for the correct match in I-Leads name database.

19. After the subject's correct name is found, the booking officer will update all personal information. This information will be obtained from the inmate when at all possible. Delays in the process may result if the inmate is intoxicated and/or combative and uncooperative. The booking officer will not rely solely on the arrest report.

20. The booking officer shall obtain, if possible, two (2) names and telephone numbers of individuals to whom the inmate’s personal property can be released. This information will be entered in the "additional contacts" field.

21. Once all the information is updated, the booking officer will proceed with the intake process and the entering of arrest(s) and charge(s).

22. The booking officer secures the following inmate information from the delivering officer, the inmate, and by observation. This information is to be entered into JMS.

- Name, nickname, and aliases used
- Booking number (Computer generated)
- Arresting agency
- Appropriate billing info (food)
- Warrant number(s)
- Specific charge(s)
- Court and sentence (if sentenced prisoner)
- Date of arrest
- Gender
- Current Address
- Race
- Date and state of birth
- Age
- Marital Status
- Education
- Occupation
- State driver license and Social Security numbers
- Current place of employment
- Physical and mental information
- Emergency contact information to include name, address and phone numbers if known
- Photograph (Mug-shot)
- Notation of cash and property
- Amount of bond
- Cell assignment (classification)
- Previous military duty affiliation

2. After all information has been entered regarding the arrest, the booking officer will enter the stated charges.

3. Each arrest/charge will be added individually. For example: if the inmate is arrested on Probation Violation for numerous charges, each Probation Violation will be added as a separate charge with the original charge notated in the notes field.

4. If an inmate is a Federal Inmate, the inmate will be processed as such and booked on "miscellaneous" charges, even if the actual charges are known. For every Federal Inmate, a hold will be placed for the US Marshals Office stating "Federal Inmate, do not release." If the charge is known, list the charge in the "notes" field.

5. If an inmate is transferred from AL DOC for court in our county, a hold will be placed on the subject for Alabama Department of Corrections. This will also apply when our agency "borrows" an individual from another agency for court purposes. **Always place a "HOLD" on these subjects.**
6. If an inmate has municipal charges, a **hold will be placed on the subject** for the applicable municipality. The notes for the hold shall state the municipality with the hold, the specific charges and any other relevant information.

7. If an inmate has a hold for another agency, a hold will be placed on the subject for the applicable agency. The notes for the hold shall state the name of the agency with the hold, the specific charges, whether or not the inmate is being held solely for an outside agency, time of the arrest and the expiration of any time limit for custody.

8. After all arrests/charges have been entered, the booking officer will complete a Medical Screening Questionnaire. A copy of the completed medical questionnaire will be taken and left in the medical unit before the inmate is taken to general population.

9. During the admission process, the inmate will be asked a series of questions regarding his/her medical history and necessary questions for placement within the facility. If an inmate indicates any type of suicidal thoughts or if the transporting officer advises of past suicidal history, the booking officer will immediately begin a suicide watch (SW) process and form. If an inmate indicates any type of serious or immediate medical need, or the booking officer makes an observation in which there is a serious or immediate medical concern, the medical staff will be notified immediately by the booking officer.

10. The booking officer or assisting officer will take inventory of the inmate's personal belongings and note each item. After the inmate has been assigned a booking number, all inmate property is to be inventoried and entered into the JMS database. All inmate personal clothing and property will be thoroughly searched prior to being transferred to the Property room. The following procedures will be followed in order to properly account for inmate personal property: Once an inmate has been properly searched, all property will be removed from the inmate to include clothing, piercings, jewelry, etc. If an inmate is NOT being admitted into the population of the jail, he or she can retain their clothing if no safety concern exists. Property belonging to an inmate not being admitted into general population is subject to searching while in the possession of jail staff. Inmates being admitted into general population, or for extended stay at the jail (ex. short term sanctions, or serving weekends) are NOT allowed to keep any undergarments. They are allowed to purchase, or receive at no initial cost, certain undergarments such as underwear during the intake process. Other undergarments will be made available through the commissary. This exception prevents inmates who know they are going to be incarcerated once they appear in court from trying to conceal contraband in their undergarment seams.

   o **Inmate Personal Property:**
     - ALL property will be searched, inventoried, and entered into the JMS database. The search of the arrestee's clothing and personal property should be conducted slowly and methodically. Careful attention should be paid to hiding places that make it easy to conceal drugs or other small items. Pockets, waistbands and seems on clothing, inside of shoes all make great places to conceal illegal or dangerous items.
       - A property bin will be assigned to the inmate for placement of property.
       - A correctional officer will inventory and identify all items of value using the available pick list in the JMS database. If an item is not on an available pick list, enter the information in the miscellaneous field and note in detail what the item is.
       - The booking officer will have the inmate sign the printed inmate property form verifying that all their property, including money, is accounted for. If the inmate is unable to sign the form, another correction officer will sign the form as a witness.
       - Once the inventory has been completed, a supervisor will verify and sign the printed inmate property sheet stating that all listed items are accounted for and that no items have been omitted or are missing.
       - The signed property inventory sheet is to be placed in the inmate's file and a copy of the inmate's face sheet is to be placed in each property bag so it is visible.
       - All property bags should be sealed in the presence of a supervisor.
       - The supervisor will ensure that the property is packaged properly and placed in the correct bin which contains a visible inmate face sheet.
       - Knives, or similar type items that could be construed as a weapon will be packaged separately in a clear bag.
       - Any item, such as fake BB gun, or air propelled type weapon must be secured in the SCSO vault as a safekeeping item until a time that the item can be safety released.
NO FIREARM OF ANY TYPE WILL BE ACCEPTED INTO THE SHELBY COUNTY JAIL.

- No inmate property will be destroyed or thrown away unless deemed a hazard by a supervisor and noted in detail in a JMS incident report. No firearms, illegal weapons, narcotics, alcohol or dangerous items are to be stored in the facility. The presence of cigarettes and lighters in and of itself is not considered a hazard. The presence of an illegal item in an inmate's personal property requires notification of law enforcement for possible prosecution.
- Any evidence discovered during the course of the search of personal clothing and property will be secured and placed into an evidence bag, carefully maintaining a clear chain of custody. A deputy will be called to complete an offense report to document the crime and take possession of the evidence.

**Inventory Process for Inmate Funds:**

Any cash, coins, money orders, or checks brought to the facility by an inmate, or from another correctional facility for the inmate, will be deposited in that inmate's account. A receipt will be stapled to the inmate's property sheet and placed in the inmate's file. The following procedures apply to U.S. cash, coins, checks and money orders:

- Money will be counted in front of the inmate (when possible). If the inmate is unable to observe the booking officer count their money another officer, when available, should be present and listed as a witness.
- Once the money has been counted, all cash and change should then be entered in the kiosk machine. Checks from other facilities should be placed into the safe.
- Enter the amount of money listed on the receipt into the JMS database after it has been counted by the kiosk machine, NOT prior to placing the money into the kiosk. This will eliminate the need to change a dollar amount if the booking officer did not count the money correctly.
- In the event that the kiosk machine is inoperable, attempt to add the money using the lower floor kiosk. If neither kiosk is operable or the money will not be accepted, place the money into a money envelope with all required information and drop the envelope into the safe. **Be sure to make notes in JMS explaining why the amount entered into the kiosk is different from the amount entered in the property module.**
- If an inmate wishes to place money into their account using their debit or credit card during the booking process, assist the inmate by using the kiosk located on the lower level.
- DO NOT allow inmate's access to the kiosk on the upper level in booking.
- All personal checks and payroll checks will be inventoried, entered into the JMS database and placed in the inmate's property.
- If an inmate requests the booking officer to place specific coins or other rare currency in their property, do so only with the approval of a supervisor, and document specific details in the JMS database.

**Approved Property Items:**

- A limited number of items may be retained by the inmate when they are transferred to population. These items must be fully searched and inspected before an inmate is allowed to retain any property.
  - Legal documents and papers, not to exceed two inches thick
  - Prescription glasses/reading glasses (all glasses must have a plastic arm- the piece of the frame that extends over the ear to help hold the glasses in place)
  - Dentures
  - Other, as appropriately approved by the shift supervisor or medical unit

**Storage of Inmate Personal Property:**

- The facility will maintain a secure storage area near the intake area. Inmates are not allowed to be involved in the search, inventory, or storage process. Inmates are NOT allowed in the property release room.

**Packages for Inmates:**

- Visitors may not leave packages other than approved court clothing for a jury trial at the facility. This includes Bibles, shoes, coffee, clothing and other items. Exceptions include items accepted
by the medical unit and an item approved by the Division Commander. For information regarding packages received through the U.S. Mail, refer to the policy titled Inmate Correspondence.

23. After the booking process is complete and all paperwork is in order, the booking officer will complete the mug shot and fingerprint process.

24. For ALL FELONY arrests and arrests for any sexual offense, the booking officer will log into the Alabama Department of Forensic Science DNA database at https://remotetracker.alacop.gov. The booking officer will then search the inmate’s name and determine whether or not a DNA sample has already been acquired. If the inmate has not previously submitted a DNA sample, the booking officer shall collect a DNA sample. The booking officer will then make the required entries into the required fields in the database and collect the DNA swab using the provided ADFS DNA Collection Kit. If the inmate is located in the database as having already provided a DNA sample, the booking officer shall print the sheet from the database indicating that DNA is already on file and place the sheet in the inmate file. If a DNA sample is collected, the booking officer shall notate this in the Alert field of JMS by selecting “DNA On File.” The Booking officer shall also stamp the front of the Inmate File indicating that DNA was collected. Corrections Officers shall only use the “buccal swab” method of collecting DNA. Officers are not permitted to collect blood from an arrestee in order to collect a DNA sample. A completed DNA kit with all of the required information will be sealed and placed in a designated place within Booking until it is submitted to the Alabama Department of Forensic Sciences. If an inmate refuses to submit to the collection of DNA, or if the inmate is physically unable and/or intoxicated, the booking officer shall consult with their immediate supervisor for further guidance. The supervisor will intervene and decide whether or not the placement of a hold in JMS for collection of DNA sample is needed and consider further criminal charges.

25. After all prints and mug shots are completed, the inmate will be given the opportunity to make a phone call to arrange bond.

26. The inmate will either be placed in a holding cell to await bond or will be escorted to intake showers prior to being placed in general population.

27. If being placed in a housing location, the inmate will be fully searched according to set search procedures. The inmate will be issued a uniform, a set of jail linens, and other necessary toiletry items (full list is documented below). *If an inmate has been placed on suicide watch, he/she will not be issued the regular facility setup. He/she will be issued the appropriate suicide prevention clothing and or blanket.*

28. Once the inmate has completed this process and has been classified accordingly, he/she will be escorted by an officer to their assigned housing location.

29. The property officer will double check his/her paperwork to ensure all is in order and placed in the appropriate court basket, i.e. "completed for 72hr court", "outstanding warrants", "in jail awaiting warrants", or "completed and out of jail".

30. The booking officer is responsible for notifying dispatch and records when a warrant needs to be executed or returned to the jail. The booking officer will notate, in a notes field, the time and name of person notified regarding execution and return of warrant.

Initiation of the Central File:

The inmate central file will be initiated with the gathering of the above information.

Temporary Detention:

The Shelby County Jail may hold or temporarily detain persons under arrest for another agency with approval of a shift supervisor. However, inmates temporarily being held for private transport companies must be approved by the Corrections Division Commander, Assistant Division Commander, or higher authority. Specific procedures for different situations are listed below.

Temporary Housing of Inmates For a Private Transport Company-
From time to time, the Shelby County Jail receives requests to temporarily house inmates who are in transit with a private inmate transport company. These requests should be forwarded to the Corrections Division Commander or Assistant Division Commander for consideration.

Upon approval, the following procedures shall take place:

1. Book each subject in JMS
   a. Do NOT choose anything in “billing”
   b. For charges, list “Miscellaneous Charge”
2. Put a note in the note screen to hold for the transport company
3. Place a hold for each inmate for the transport company
4. Ensure that we have a full name and phone number for all officers on the transport, and the hotel that they will be staying at. Document this in JMS for each inmate.
5. Make a copy of each transporting officer’s company ID and driver’s license and place in each inmate’s file.
6. Ensure there is a completed Transporting Company Questionnaire for each inmate being housing. Pay special attention to any circumstance that would require additional monitoring or a medical concern. NOTE: This document contains important information for the inmate’s welfare and safekeeping.
7. Ask the transport company about any required medications and contact medical if necessary.
8. Classify the inmates and house accordingly. Use all available information for classification purposes. This can include, but is not limited to: running a criminal history, questionnaire, interview with the inmate and information derived from the transport officers.
9. Keep the transport company inmates separate from other inmates and house them in Booking.
10. Ensure that the transport company knows they must pick up the inmates within 24hrs.

Housing Inmates For Surrounding Agencies - Subjects with outstanding warrants from surrounding agencies may also be housed temporarily. The limit on housing an inmate for another agency is 24 hours unless the Sheriff approves long-term housing for another law enforcement agency. These inmates will be fully booked by following all booking procedures listed above, including accounting for all personal property and medication. These inmates are to be given priority over other inmates who are expected to have an extended stay so that there is a record of their incarceration and so they will be ready to be released to the appropriate agency when they arrive.

Housing Fugitives From Justice - Subjects who are fugitives from justice may be housed at the Shelby County Jail. The appropriate FFJ charges must be timely obtained and proper procedures followed.

**Disease Control:**

The Shelby County Jail Administrator, or his/her designee, will be notified immediately, if any of the following conditions are noted: AIDS; HIV Infection; serious heart problems; epilepsy; pregnancy; or any chronic, potentially life-threatening illness.

New inmates suspected of harboring communicable diseases will be isolated at once. Facility healthcare provider will conduct an assessment of the inmate’s medical condition as soon as practical and forward any recommendations to the Shift Supervisor for evaluation and implementation.

Refer to specific Shelby County Jail procedures for processing inmates who are known or claim to be HIV-positive, and the medical and non-medical handling of HIV-positive inmates. Inmates who have urgent medical or mental health needs will be placed in designated medical housing at once. Medical or mental health resources used will be called to attend to their needs, and make a decision regarding the need for emergency care outside the facility.

**Orientation, Rules and Regulations:**
An Inmate Handbook containing this facility’s rules and regulations is located in each housing unit, and each booking cell. Any inmate who requires assistance with reading and comprehending rules due to any of the following may request and receive staff assistance as soon as reasonably possible: 1) Cannot read or understand English, 2) Are illiterate, 3) Have learning, cognitive, or other mental disabilities, or 4) Otherwise require staff assistance.

To assist those inmates who do no read or understand English, the language line service is available for interpretations. Contact a supervisor or the SCSO Central Communications for procedures.

**Bonding Information:**

An updated list of Bonding Companies approved by the Circuit Clerk will be posted in the booking area, public bonding area, and available upon request. The list is posted and will serve as a guide so that officers will not provide an unfair advantage to any certain Bonding Company which would be a conflict of interest. As this list is updated, the old list will be replaced with the most current one we have.

Prior to an inmate being relocated from booking to their housing destination, they will be allowed a visit with an attorney, family or friends to help arrange bail or any other legitimate purpose. This visit will take place over the video visitation monitors at the direction of a supervisor.

Inmates that are able to make bond will be not subjected to any delays for further investigation or due to their demeanor with staff. A delay in the release process is authorized if:

1. Additional warrants, commitments or orders have been issued to justify continued detention or re-arrest.
2. A peace officer is in the process of filing new criminal complaints against the arrestee.
3. The admission process has not been completed due to the lack of cooperation from arrestee or other delays that are not the fault of jail staff.

**Movements in the Admission Area:**

Movements through the admission section will be handled and controlled using orderly patterns to ensure that proper identification is maintained, and that searched and unsearched inmates, witnesses, and those they testify against do not come into contact with each other.

Only authorized access to the admission area will be allowed. Authorized access is allowed to the following:

- Shelby County Sheriff's Office personnel with legitimate business.
- Sworn officers including city, county, state, court security or federal officers with legitimate business.
- Shelby County Sheriff's Office contract personnel with legitimate business who have been cleared by the Division Commander to enter the facility.

**Clothing & Other Issues for New Inmates:**

Each incoming inmate will be fitted with clothing, and provided healthcare items. Clothing issued to new arrivals will consist of established quantities of the following items:

- Footwear
- Pants and Shirt
- Or jumpsuit
- One (1) blanket, two (2) sheets and one (1) towel
- Soap
- Toothbrush and paste
- Toilet paper
- Underwear
- Mattress

In addition to the above listed items, minimum living conditions standards will be afforded to subjects detained in the Shelby County Jail. The temporary detention room(s) will contain and provide access to water, restrooms, and other basic needs in accordance with all applicable local, state, and federal regulations.

Inmate(s) placed on "Suicide Watch" will only be issued suicide resistant clothing/bedding.

**Housing Assignment:**

Following processing, each inmate will be assigned to a housing area in accordance with the objective classification system.

Only authorized personnel will be allowed access to the housing areas within the Shelby County Jail. This includes:

- Shelby County Sheriff's Office personnel with legitimate business
- Sworn officers including city, county, state, court security or federal officers with legitimate business
- Shelby County Sheriff's Office contract personnel with legitimate business who have been cleared by the Division Commander to enter the facility.
- Limited access will be allowed to housing areas for volunteer clergy and program administrators (GED, AA, etc.). Volunteers and program administrators will be required to have pre-approval authorization from the Division Commander prior to being allowed limited access. All volunteers and program administrators will enter through central control where verification of authorization, sign in and a search takes place.

Once it is determined that a subject will remain in the Shelby County Jail due to the inability to post bond, minimum living conditions standards will be afforded to subjects detained in the Shelby County Jail. The housing assignments and detention room(s) will contain and provide access to water, restrooms, and other basic needs in accordance with all applicable local, state and federal regulations.

**Attachments:**

- [Arresting Officer Questionnaire Shelby Co Jail](#)
- [Initial Charge Classification](#)
- [Inmate Property Directive](#)
- [Medical Screening Procedure](#)
- [Systematic Assessment Of Risk And Needs](#)
- [Transport Company Questionnaire SCCF](#)