


<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:001</b></p>
	<p>SUBJECT:</p> <p><b>Acceptance of Arrestees</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Intake/Release Officers</b></p>

**REVISED DATE: 8/21/06**

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that certain criteria must be obtained before an arrestee can be accepted.

**II. REFERENCES:**

FMJS 1.04(b), 4.01 & 4.03 and FCAC 9.03, 9.06, 9.08 & 10.22.

**III. SCOPE:**

These procedures apply to All Certified Personnel.

**IV. PROCEDURES:**

A. The Arresting Officer's paperwork must be completed and accurate. Common mistakes to look for are:

1. Officer's Signature missing
2. Place of Arrest missing
3. Date of Arrest missing
4. Charge or Charge Number missing
5. Affidavit not notarized

B. When a new intake arrives, the I/R Officer will search the subject and remove belongings from his/her possession. Once the new intake is searched, handcuffs will be removed by the Intake Officer. This is done so a complete medical evaluation can be conducted. All new intakes will be evaluated by medical who will assist in making the decision to accept or reject the arrestee.

## Admissions and Releases

### Acceptance of Arrestees


**NOTE: If medical staff is not on duty at the KV or PK detention facilities, then the Intake Officer shall make the final decision.**

- C. Issues that can determine rejection are:
1. Excessive use of alcohol
  2. Excessive use of drugs
  3. Bleeding
  4. In need of medical attention
    - a. Seriously ill
    - b. Seriously injured
- D. Issues that shall determine rejection are:
1. Unconscious person or persons that cannot stand without assistance shall not be accepted into the facility.
  2. Individuals who appear to be under the influence of an alcoholic beverage or other controlled substance to the degree that they are unable to talk or walk shall be rejected.
- E. The I/R Officer will determine if the new intake will be accepted or rejected. The I/R Officer may confer with the I/R Sergeant when making the decision to accept or reject a new intake. If the subject is accepted, the I/R Officer will sign the Arresting/Detaining Officer's Assessment Form stating inmate is accepted. If the subject is rejected, the subject's property will be returned to the arresting agency.
- F. If an arrestee has been rejected, the Intake/Release Officer must have a written medical treatment form by a hospital before the arrestee is accepted into the facility.
- G. When an arrestee enters the facility and appears to be in a state of intoxication, the Intake/Release Officer will search for a medical disability bracelet, necklace, or card. The Intake/Release Officer will notify medical immediately on discovery of such items.

**Admissions and Releases**

**Acceptance of Arrestees**

- H. No arrestee will be held in a holding cell longer than eight (8) hours unless their behavior or intoxication prevents them from being processed for placement into general population. Exceptions require close supervision. In such cases, an Incident Report will be written and forwarded through the chain-of-command to the Operations Commander.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:002</b></p>
	<p>SUBJECT:</p> <p><b>Admission of Arrestees</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Intake/Release Sergeants</b></p>

**REVISED DATE: 1/10/08**

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that all transporting agencies abide by the Standard Operating Procedures for arrestee admissions.

**II. REFERENCES:**

FMJS 4.02, 4.03, 4.04, & 11.09 and FCAC 6.11, 9.04, 9.07, 9.11, & 10.23.

**III. SCOPE:**

These procedures apply to All Certified Personnel and All Transporting Agencies.

**IV. PROCEDURES:**

A. Arrival notification by the Transporting Officer(s)

1. In KW, the Transporting Officer(s) notifies the Intake Area of the facility by driving onto the traffic loops located in front of the sally port entrance door that activates the intercom and the security camera systems. In KW, the Transporting Officer(s) notifies the facility by blowing their siren or air horn. In PK, the Transporting Officer(s) notifies the facility by pressing the buzzer located outside of the main entrance gate.
2. The Transporting Officer(s) identifies him/herself by name and agency and advises the Intake Area of any special requirements for admitting the arrestee(s) and the number of arrestee(s) on board. Special requirements could be any or a combination of the following:

## Admissions and Releases

### Admission of Arrestees

- a. Females
  - b. Juveniles
  - c. Violent persons
  - d. Medical
  - e. Drunk/Under the influence
  - f. Mentally ill
3. The Control Room will notify the Intake/Release Officer(s) upon the Transporting Officer(s) arrival.
  4. The Control Room will open the sally port entrance door.
  5. Once the Transporting Officer(s) drives into the sally port, the Control Room will close the sally port door.
  6. Before removing the arrestee(s) from the patrol unit, the Transporting Officer(s) will remove all weapons from his/her person and properly secure them in the weapons lockers provided or in their patrol unit.

**NOTE: In KW, ALL restraints will remain on the inmate(s) until the Intake/Release Officer has them removed.**

7. Once all weapons have been secured, the Transporting Officer(s) and arrestee(s) will be allowed to enter the facility.

**NOTE: The elevator's intercom and security camera systems will be active during this process.**

8. An Intake Officer will meet the Transporting Officer(s) and arrestee(s) in the Intake/Release security vestibule.

## Admissions and Releases

### Admission of Arrestees

#### B. Intake

1. Certified male staff shall be present to admit male arrestee(s) and certified female staff shall be present to admit female arrestee(s). They shall perform a pat-down search of the arrestee with the handcuffs still on. If a female corrections officer is not available in KV/PK, the Sergeant may utilize a certified female road deputy, bailiff, or other certified female officer to admit the female arrestee.

**NOTE: A female certified officer shall be on-duty at all times when female inmates are housed in the facility.**

2. The Intake Officer removes all property from the arrestee's pockets. All illegal drugs, alcohol, lighters, flammable liquids, and/or weapons that are found will be considered contraband and will be turned over to the Transporting Officer. It will then be the Transporting Officer's responsibility to place said property in their department property room or to dispose of according to their department policies.
3. The Intake Officer removes the handcuffs and has the arrestee remove his/her shoes and socks and searches them.
4. The Intake Officer then examines the bottom of the arrestee's feet and then conducts a more thorough pat-down search, if necessary.
5. After the pat-down search, the arrestee places all valuables into the valuables bag.
6. All valuables will be listed on the valuables bag along with the name of the inmate and officer.
7. The Intake Officer will seal the valuables bag.

**NOTE: Until the arrest report is completed, the facility cannot accept custody of the arrestee. The arrestee will remain in the Arresting Officer(s) custody until the arrest report is completed.**

## Admissions and Releases

### Admission of Arrestees

8. After the arrest report is completed, the Arresting Officer(s) shall give the finished report and an Arresting Officer's Assessment of Arrestee Form to the Intake Officer for processing and verification. If the report and assessment form have all the information required, the arrestee is accepted and placed in a holding cell/housing area according to his/her behavior/classification.

**NOTE: Upon the acceptance of the arrestee by the Intake Officer, the arrestee becomes an "Inmate" at this point.**

9. In KW, the Transporting Officer(s) may leave by entering the elevator programmed to return to the sally port.
10. In KW, the Transporting Officer(s) exits the elevator and s/he retrieves his/her weapons.
11. As the Transporting Officer(s) drives towards the sally port exit door, the door will be opened by the Control Room.
12. Once the door opens and the Transporting Officer(s) drives out, the Control Room will close the exit door.

**NOTE: Inmates shall be given access to a telephone in the Intake area during the admission process to contact their family, attorney, employer, bail bondsman, etc.**

### C. Special Preparation Process For Special Treatment Intakes

1. Female Arrestee(s)

When a female arrestee is being brought to the facility, steps are taken to ensure that a female officer is present to receive the female arrestee.

2. Juvenile Arrestee(s)

When a juvenile is brought into the facility, s/he will enter the Intake/Release security vestibule. All processing of juveniles (male or female) will be done as soon as possible. If there is a need to place a juvenile in holding, a 15 Minute Observation watch shall be started. After a juvenile has gone through the processing procedure and is ready for release, the facility will release the juvenile to the Transporting Officer or parent/guardian. If the juvenile is to be housed as an adult, the juvenile will be housed in the Juvenile Housing Unit, according to their sex.

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### Admission of Arrestees

3. Drunk/Under The Influence Arrestee(s)

In KW, the arrestee is escorted to the breathalyzer area holding cell after being searched for contraband in the Intake/Release security vestibule, and any contraband found on the arrestee will be handed over to the Transporting Officer. During the time the arrestee is being tested by the breathalyzer operator, the Arresting Officer can begin and/or complete the arrest package in the report writing area provided by the facility.

4. Violent Arrestee(s)

- a. If a violent arrestee is brought into the facility, the Intake/Release Sergeant makes sure that enough staff is present in the Intake Area and/or vehicle sally port to safely receive the arrestee.
- b. Special preparation may include:
  - (1) An isolation cell
  - (2) Readyng restraints
  - (3) Contacting the medical staff
- c. Violent arrestee will remain in isolation until calm enough for routine processing.

**NOTE: An Incident Report shall be written and a copy shall be forwarded to Classification.**

5. Mentally Ill Arrestee(s)

When a mentally ill arrestee is brought into the facility, all efforts will be made to place him/her in a holding cell alone, with a 15 Minute Observation watch established.


## Admissions and Releases

### Admission of Arrestees

#### D. Arrestee(s) Requiring Medical Attention(s)

The Intake/Release Officer and/or medical staff advises the Transporting Officer that medical clearance at an emergency room will be required prior to acceptance. The Transporting Officer secures the arrestee in his/her vehicle. The Transporting Officer then takes the arrestee to the emergency room where a medical assessment is completed and any necessary treatment is provided. The Transporting Officer then returns the arrestee along with the Medical Release Form to the facility to be accepted. The Transporting Officer escorts the arrestee to the Intake/Release security vestibule. If need be, the arrestee will be escorted by the Intake/Release Officer to an empty holding cell.

1. The contracted nurses working for the Sheriff's Office have the right to refuse to accept any and all Marchman Acts and arrests that present medical conditions that extend beyond the level of medical care that can be provided within the facility.
2. A treating emergency room physician can NOT order the contracted nurses working for the Sheriff's Office to accept an arrest and/or a Marchman's Act that has been refused for the above mentioned reasons.
3. Only the contracted physician working for the Sheriff's Office can order a contracted nurse to accept an arrest and/or a Marchman's Act.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:003</b></p>
	<p>SUBJECT:</p> <p><b>Bail Bondsmen</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Intake/Release Sergeants</b></p>

**REVISED DATE: 1/10/08**

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to allow access of all county registered bondsmen conducting business into the facility. Bail bondsman will be registered in accordance with State and County requirements with the Clerk of the Courts Office. All bondsmen will remain under the supervision of the Intake/Release Sergeant while within the facility and will be subject to all facility rules and regulations.

**II. REFERENCE:**

F.S. 648(1).

**III. SCOPE:**

These procedures apply to All Certified Personnel and Bondsmen.

**IV. PROCEDURES:**

A. Procedure for a Bondsman to Post Bond

1. The bondsman will identify him/herself by name and the surety company s/he works for and state the type of business to be conducted (e.g., post bond for inmate John Doe) by using the intercom at the bondsmen entrance. In KV/PK, the bondsman will use the pedestrian gate to enter the facility.
2. The Intake/Release Sergeant will check the county bondsmen list to verify that the bondsman is registered in Monroe County.
3. An Intake/Release Officer will meet the bondsman at the bondsmen entrance. The Intake/ Release Officer will advise Main Control to open the bondsmen entrance door so s/he can verify the identity of the bondsman. If the officer does not know the bondsman by name and site, s/he shall examine their identification.

## Admissions and Releases

### Bail Bondsmen

4. The bondsman will secure their weapon(s) in their vehicle(s), except in the case of a bondsman escorting a recommittal. In this case, the bondsman will enter the vehicle sally port and secure their weapon(s) in the gun lockers provided.
  5. If the bondsman has a briefcase, the Intake/Release Officer will search the briefcase.
  6. The Intake/Release Officer and the bondsman will then proceed to the Intake/Release Area.
  7. If the bondsman has not already received his/her information by phone, the Intake/Release Officer will supply the bondsman with the information required for the bond.
  8. After the Records Supervisor confirms that the paperwork is correct, the bondsman will leave the facility the way s/he came in. The bondsman will then be let out the bondsmen entrance.
- B. Procedures for a Bondsman to Visit with an Inmate
1. The bondsman will identify him/herself by name and the surety company s/he works for and state the type of business to be conducted (e.g., interview inmate John Doe) by using the intercom at the bondsmen entrance.
  2. The Intake/Release Sergeant will check the county bondsmen list to verify that the bondsman is registered in Monroe County.
  3. An Intake/Release Officer will meet the bondsman at the bondsmen entrance. The Intake/ Release Officer will advise Main Control to open the bondsmen entrance door so s/he can verify the identity of the bondsman. If the officer does not know the bondsman by name and site, s/he shall examine their identification.
  4. If the bondsman has a briefcase, the Intake/Release Officer will search the briefcase.
  5. The Intake/Release Officer and the bondsman will then proceed to the Intake/Release Area.

## Admissions and Releases

### Bail Bondsmen

6. The bondman will go to where the Intake/Release Officer advises.
7. The inmate to be interviewed for bond will be escorted to the Intake/Release Area.
8. Upon completion of the interview the bondsman will notify the officer that s/he is done conducting business.
  - a. If the bondsman is going to post bond for the inmate, the Records Assistant will supply the bondsman with the information required for the bond.
  - b. If the bondsman is not going to post bond, the bondsman will leave the facility the same way s/he came in. The bondsman will then be let out the bondsmen entrance.

**NOTE: Upon intake of a violent inmate, the KW Intake/ Release Officer will have the bondsman step into the Officer Report Writing Room. In KV/PK, the bondsman will wait outside of the facility until the situation is secure.**

#### C. Recommitment or Arrest of an Inmate by a Bondsman


1. The bondsman will identify him/herself by name and the surety company s/he works for and state the type of business to be conducted (e.g., to recommit inmate John Doe) by using the intercom at the bondsmen entrance.
2. The Intake/Release Officer will meet the bondsman at the bondsmen entrance. The Intake/ Release Officer will advise Main Control to open the bondsmen entrance door so s/he can verify that the bondsman has the appropriate paperwork (i.e., recommitment, warrant, bond and power).
3. If the bondsman has a briefcase, the Intake/Release Officer will search the briefcase.
4. The Intake/Release Officer, bondsman, and inmate will then proceed to the Intake/ Release Area.

## Admissions and Releases

### Bail Bondsmen

5. Upon arrival at Intake/Release, the Intake/Release Officer will take the appropriate papers from the bondsman. The Intake/Release Sergeant will verify the charges are still active. The Intake/Release Officer will sign any paper work requiring an officer's signature and give the bondsman a copy of any paperwork that s/he requires.
6. The Intake/Release Officer will return the handcuffs and/or shackles to the bondsman.
7. After the bondsman receives his/her paperwork, handcuffs and shackles, the bondsman will leave the facility. The bondsman will then be let out the bondsmen entrance.

**NOTE: If an inmate appears injured or complains of being injured by the bondsman, medical will be notified and photos will be taken, if applicable.**

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:004</b></p>
	<p>SUBJECT:</p> <p><b>Balancing of Cash Bonds</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>KW Records Manager and KV/PK Records Assistants</b></p>

REVISED DATE: 1/10/08

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that all cash bonds shall be verified and balanced. In KW, this shall be the responsibility of the Records Manager/Designee. In KV/PK, this shall be the responsibility of the Records Assistant.

**II. REFERENCE:**

None.

**III. SCOPE:**

These procedures apply to the Records Manager/Designee and KV/PK Records Assistant.

**IV. PROCEDURES:**

- A. In KW, the Records Manager/Designee will retrieve all cash bonds and the Cash Bond Report from the safe on a daily basis. In KV/PK, the Records Assistant will retrieve all cash bonds from the safe on a regular basis.

**NOTE: There shall always be two employees present when opening the safe. The safe's contents shall be inventoried with both employees. In KW, both employees shall sign off on the cash receipt documenting who opened the safe and the inventory of its contents. In KV/PK, the number of COBRA deposit bags and number of cash bonds shall also be recorded on the cash receipt.**

- B. The following process will be used to verify the cash amount to the cash bond's pink copy:
1. Arrange all the envelopes according to the documented cash bond power number on the envelope.

## Admissions and Releases

### Balancing of Cash Bonds

2. Open one envelope at a time.
3. Check the pink copy of the cash bond for completeness and that the following information is documented on the bond:
  - a. Defendant's full name and address
  - b. Depositor's full name and address
  - c. Defendant's court date
  - d. Bond amount for each charge and the grand total
  - e. Total amount received for bond (since the amount received can exceed the amount required for the bond)
  - f. Defendant's signature
  - g. Depositor's signature
4. Count the money enclosed within the envelope.
5. Verify that the amount of money received equals the documented total money received on the bond receipt.
6. Ensure that the bond is recorded on the Cash Bond Report.

**NOTE: Repeat the above listed process for every cash bond envelope retrieved.**

- C. The Cash Bond Report will be verified using the following process:
  1. The following documented information will be checked off the Cash Bond Report:
    - a. Receipt Power Number - The documented number on the Cash Bond Report is the same as the number on the cash bond's pink copy.
    - b. Bond Amount - The documented bond amount on the Cash Bond Report is the same as on the cash bond's pink copy as well as equal to the money amount counted.


## Admissions and Releases

### Balancing of Cash Bonds

- c. Defendant's Name - The name documented on the Cash Bond Report is the same as on the cash bond's pink copy.
  - d. Clerk's Case Number - Only if available.
2. If all the documentation from the Cash Bond Report is verified and correct according to the cash bond's pink copy, the KW Records Manager/Designee or KV/PK Records Assistant will write his/her initial on that line of the Cash Bond Report in the Clerk's Initial column to the far right of the defendant's name.
- D. Upon completion of the above processes, the KW Records Manager/Designee or KV/PK Records Assistant shall conduct an audit on all money received. This will be documented at the bottom of the Cash Bond Report.
  - E. Once the above procedures are completed and correct, then a bank deposit form will be filled out. In KW, the bank bag will be locked by the Records Manager/Designee. In KV/PK, the bank bag shall be kept in a locked drawer cabinet or safe until it can be delivered to the bank. Deposits should not be held for more than three days.
  - F. All pink copies of the cash bond receipts will be attached to the Cash Bond Report.
  - G. In KW, cash bonds shall be delivered to Finance along with the secured bank bag for deposit.

**NOTE: Another bag that can be secured will be acquired for the following day's bond balancing.**

- H. In KV/PK, the Records Assistant will deposit the cash bonds at the bank designated by Finance. Whenever possible, the Records Assistant shall be accompanied by the Site Commander and transported in a county vehicle. If the total of the "cash" deposits exceeds \$5,000.00, the Records Assistant must be escorted by a certified officer. The deposit slip from the bank will be attached to the bond report and sent to Finance.

<p>MONROE COUNTY</p>  <p>DETTENTION CENTER</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:005</b></p>
	<p>SUBJECT:</p> <p><b>Bonds on Federal Inmates</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Center</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Supervisors</b></p>

REVISED DATE: 9/15/99

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**I. POLICY:**

It is the policy of the Monroe County Detention Center to process all Federal Magistrate Bond Releases.

**II. REFERENCE:**


None.

**III. SCOPE:**

These procedures apply All Records Personnel.

**IV. PROCEDURES:**

- A. The Federal Marshals will notify the Records Department when arrangements have been made for a hearing by the U.S. Magistrate for posting of a possible bond.
- B. Federal inmates can ONLY be bonded between 0800 and 1700 hours, Monday thru Friday. Those persons arrested on federal charges cannot be bonded out on a normal surety bond. The bond must be posted with the United States Magistrate's Office.
- C. The U.S. Marshal will deliver the Magistrate Bond Release to the Monroe County Detention Center and deliver said bond release to the Records Supervisor.
- D. The Records Assistant shall release the federal inmate from the computer and complete all necessary documents.
- E. The Records Supervisor will ensure all documents are in order and the original bond release is placed in the federal inmate's record.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:006</b></p>
	<p>SUBJECT:</p> <p><b>Civil Case Arrestees</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Intake/Release Sergeants</b></p>

**REVISED DATE: 9/15/99**

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that all arrestees processed into the facility on civil cases will be treated according to their behavior.

**II. REFERENCE:**

None.


**III. SCOPE:**

These procedures apply to All Certified Personnel.

**IV. PROCEDURES:**

Upon receiving an arrestee for processing on a civil case, the arrestee:

- A. Will be subjected to all facility security standards (e.g., pat searches, removal of property).
- B. Will be placed in a holding cell by themselves whenever possible.
- C. Will be processed into the facility.
- D. Will be issued the standard institutional clothing and linen.
- E. Will be housed in the Intake Housing Area until the Classification Department interviews them.
- F. Will receive a housing assignment by the Classification Department according to the classification standards.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:007</b></p>
	<p>SUBJECT:</p> <p><b>Court Remanded Inmates</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Assistants</b></p>

REVISED DATE: 9/15/99

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that all defendants Remanded to Custody of the Monroe County Detention Facilities will be processed and entered into the computer.

**II. REFERENCE:**

FCAC 9.03.

**III. SCOPE:**

These procedures apply to All Records Personnel.

**IV. DEFINITION:**

Remanded to Custody - When a defendant is remanded to jail by the Court System (Judge).

**V. PROCEDURES:**

- A. Upon receipt of the Court Minutes, the Records Assistant will complete the following steps:
1. Check for local wants/warrants and F/NCIC run.
  2. Go into the arrest system and verify if the defendant has ever been incarcerated on the charge that the inmate is being remanded for.
  3. A Case Number has already been issued by the Clerk of the Courts.

## Admissions and Releases

### Court Remanded Inmates

#### B. Documents Needed

1. Court Minutes from the Clerk's Office remanding the defendant to custody
2. Intake Form
3. One (1) S.O. print card. Do not issue an OBTS number on the fingerprint card. On the charge you will write:

Remanded to Custody Ref: (e.g., "Driving while license suspended")

**NOTE: Do not do palm print cards unless the inmate has NOT been incarcerated before.**


4. Print out supporting documents (e.g., medical screening, classification form)
5. Update photographs

#### C. Computer Entry

The Records Assistant will enter court remanded inmates into the computer according to established data entry procedures.

1. Create an Inmate Status Screen and bring over the court charges. You will then create a detainer.
2. Go to the Court Charge/Bond record and press function key F8 to get all court records that the defendant is being remanded to custody on.
3. Input all data into the computer using statue number 999.

**NOTE: Remanded to Custody inmates do not require a first appearance bond hearing or an arraignment date.**

<p>MONROE COUNTY</p>  <p>DETTENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:008</b></p>
	<p>SUBJECT:</p> <p><b>Delousing New Inmates</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Intake/Release Officers</b></p>

**EFFECTIVE DATE: 9/29/00**

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that all inmates that are processed into the facility will be required to shower. The use of quell shampoo will be on the orders of the nurse on duty ONLY.

**II. REFERENCES:**

FMJS 4.02 & 7.02(h).

**III. SCOPE:**

These procedures apply to All Certified Officers.

**IV. PROCEDURES:**

The last step in the intake process is for the inmate to shower in the Property Shower Area. It is here that inmates will exchange their street clothes for an inmate uniform. It is also here that inmates will be required to take a shower using the quell shampoo on the orders of the nurse on duty ONLY. Prior to an inmate going into the shower area, you must explain the process to them. After it is explained, start the process.

**NOTE: IF ANY INMATE HAS OPEN SORES, CONTACT MEDICAL!  
 \*\*\*\*PREGNANT FEMALES CANNOT BE QUELLED\*\*\*\*  
 IF ANY FEMALE INMATE IS UNSURE IF SHE  
 IS PREGNANT, CONTACT MEDICAL!**


- A. If the inmate is being quelled, hand the inmate the container of quell shampoo.
- B. Have the inmate step into the shower area, undress, and take a shower.

## Admissions and Releases

### Delousing New Inmates

- C. If utilized, the quell shampoo must stay on the body for four (4) minutes and then be rinsed completely off.
- D. Have the inmate pass you his/her street clothes after the inmate has showered and put on his/her jail uniform. You will hand the street clothes to the Property Clerk.
- E. Marathon and Plantation Key Facilities will also adhere to the following:
  - 1. Direct the inmate to the Isolation Cell for the showering process.
  - 2. If the Isolation Cell is unavailable, the inmate should be changed into a blue uniform and escorted into the Dorm Area where he will be required to shower.

**NOTE: If the inmate is quelled in the Dorm Area, he should be given another blue uniform to put on after showering. No inmate should be escorted to the Dorm Area in street clothes.**

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:009</b></p>
	<p>SUBJECT:</p> <p><b>Extradition Proceedings</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Assistants</b></p>

REVISED DATE: 9/15/99

Page 1 of 6

**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to extradite fugitives.

**II. REFERENCES:**

F.S. 941.02 thru 941.22.

**III. SCOPE:**

These procedures apply to All Records Personnel and the Intake/Release Supervisor.

**IV. DEFINITIONS:**

Fugitive - A person that leaves (flees) demanding state either before conviction or after conviction of a crime.

**V. JUDICIAL PROCESS:**

- A. Charge is filed and warrant of arrest is issued and placed on NCIC.
- B. Fugitive is located by authorities.
- C. Authorities in demanding state are notified, and those authorities request the suspect be held.
- D. Fugitive is taken before a magistrate. If it appears to the magistrate that the person is the one charged in the demanding state and has fled from justice, he shall commit him to the county jail for (30) thirty days to allow the demanding state time to submit formal extradition papers (see F.S. 941.15). This thirty (30) day period can be extended for an additional sixty (60) days (see F.S. 941.17). The proper procedure for court appearances on extradition in the State of Florida is an initial (First) appearance after arrest on the fugitive warrant. At that time if the subject does not

## Admissions and Releases

### Extradition Proceedings

waive, a thirty (30) day hearing is scheduled. At the thirty (30) day hearing if the Governor's Warrant has not been perfected, a sixty (60) days extension is granted. No more than three (3) hearings should be held before service of the Governor's Warrant.

The magistrate may admit the fugitive to bail during this period of time in such sum as to insure his appearance at subsequent hearings and at the time the Governor's Warrant arrives; however, if the offense charged is punishable by death or life imprisonment, the fugitive may not be released on bail.

Florida Statutes prohibit bonding on a Governor's Rendition Warrant [see F.S. 941.10(2)].

**NOTE: Some states still admit bonding on a Governor's Rendition Warrant.**

**NOTE: If the Governor's Warrant is perfected after the ninety (90) day fugitive warrant period expires, the Governor's Warrant is still valid and the fugitive may be arrested again on this warrant.)**

- E. Once the fugitive has been apprehended, the agency seeking the extradition should immediately be notified and asked to confirm whether or not they will extradite.
- F. Once the documents arrive in the Governor's Office, they are reviewed for legal sufficiency. If approved, the Governor's Requisition and Agent's Appointment are prepared and forwarded to the asylum state's Governor's Rendition which is sent to the asylum county for service. In the reverse, a demand is sent to this office by the demanding state and after legal review, a warrant is issued and forwarded to the holding county for service.
- G. Fugitive is arrested on the Governor's Warrant and is taken before a judge or a court of record where he/she is informed of the demand made against him, the crime in which he is charged, his right to counsel, and his right to test the legality of his arrest in a habeas corpus proceeding (see F.S. 941.10). If the fugitive wants to petition for a writ of habeas corpus, the judge shall fix a "reasonable time" to allow the filing of the petition, and shall set a time and place for a hearing on the petition.

## Admissions and Releases

### Extradition Proceedings

**NOTE: Prosecutors in the asylum state, as a courtesy to the demanding state, should expedite these habeas corpus proceedings as quickly as possible. In some instances, attorneys for the defendants have taken advantage of this phase of time to file habeas corpus petitions and have asked for hearing dates far into the future.**

- H. At the habeas corpus hearing, the fugitive is limited to challenging whether s/he is substantially charged with a crime, the legal sufficiency of the extradition documents as to legal form, whether or not s/he is a fugitive from justice, and raising the claim that s/he is not the person sought by the demanding state. The burden is upon him/her to show non-identity. A photograph and/or fingerprints or a complete physical description should be provided, where possible, to assist the prosecution in the asylum state in establishing identity. Most states require some type of identification be included in the extradition paperwork.
- I. When the fugitive is arrested on an out of state charge(s), the arresting officer will provide a teletype upon arrival (message retrieval) VIA MR: to Records Assistant F/NCIC Terminal on the fugitive. If, the teletype states a bond amount, the fugitive can post bond before first appearance (see Extradition Bond).

## VI. PROCEDURES:

### A. Fugitive is located and arrested via:

- 1. NCIC hit
- 2. Teletype request
- 3. Correspondence

### B. Fugitive Paperwork is Prepared

The following information will be needed:

- 1. Affidavit
- 2. Teletype
- 3. Warrant (Faxed)
- 4. Arrest Number

## Admissions and Releases

### Extradition Proceedings

5. Felony Case Number Assignment
  6. OBTS Number
  7. Magistrate Form
  8. Picture Cards
  9. Two (2) ten print, (1) one palm print
  10. Intake/Release Form
  11. Medical Receiving Screening Form
  12. Waiver of Commitment
  13. Thirty (30) Day Await
- C. Extradition (Records Department)
1. Contacts demanding agency for name of contact person, phone number, address, etc.
  2. Makes certain that the fugitive in custody is same as the one wanted in demanding state by fingerprint class, picture, etc. After fingerprints have been received, Identification Section will review prints and determine identity of defendant.
- D. Fugitive Appears Before Judge at First Appearance
1. Judge informs fugitive of charges and rights under extradition procedures. Judge signs Waiver, remanded without bond.
  2. Fugitive Contests Extradition
    - a. Fugitive committed for thirty (30) days
    - b. Public Defender may be appointed
    - c. Bond set, if applicable

## Admissions and Releases

### Extradition Proceedings


- E. Original court orders are filed with Clerk of Circuit Court. One certified copy is retained in the extradition file and two (2) copies of the Waiver are retained by Extraditions.
- F. Demanding State Notified via Telephone and Teletype
  - 1. Fugitive Waived
    - a. Ten (10) day pick up deadline. If extension is required, get teletype and prepare the order and schedule fugitive for first appearance.
    - b. Status of local charges, if any.
  - 2. Fugitive Contesting Extradition
    - a. Start Governor's Warrant, thirty (30) day deadline
    - b. Request certified copy of warrant, picture, and prints
    - c. Advise state in question to prepare Writ of Habeas Corpus.
  - 3. If demanding agency advises it no longer desires extradition of subject:
    - a. Obtain teletype confirmation
    - b. Have Judge sign order releasing subject
  - 4. Bond Hearing
    - a. Requested by defense attorney
    - b. State Attorney notifies extraditions of time and place
    - c. Records Department contacts demanding agency for:
      - (1) Any prior criminal history
      - (2) Any prior Failures to Appear
      - (3) Any other information available

**Admissions and Releases**

**Extradition Proceedings**

G. Releasing Defendant to Demanding State

1. The Records Assistant will notify the Intake/Release Supervisor on the arrival date and time the defendant will be picked up. Records will obtain two (2) certified copies of the extradition paperwork. One (1) copy will be enclosed in an envelope, and the other copy will be attached to the envelope. The Records Assistant will give the documents to the Intake/Release Supervisor to be given to the demanding state.
2. The Records Assistant will release the defendant according to set policy and procedure.

<p>MONROE COUNTY</p>  <p>DETTENTION CENTER</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:010</b></p>
	<p>SUBJECT:</p> <p><b>Federal Prisoner</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Center</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Assistants</b></p>

REVISED DATE: 9/15/99

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**I. POLICY:**

It is the policy of the Monroe County Detention Center that all Federal Prisoners (Inmates) held at the facility will be processed and entered into the computer.

**II. REFERENCE:**

FCAC 9.03.

**III. SCOPE:**

These procedures apply to All Records Personnel.

**IV. PROCEDURES:**

A. Federal Prisoner


1. The United States Marshal's Office will bring a defendant in on either:
  - a. An affidavit stating U.S.M hold and the charges for the United States Marshal's Office, or
  - b. A detainer will filed with the Monroe County Detention Center.
2. The Records Assistant will do a thorough want/warrants check. If a warrant is located on the defendant, the warrant **will not** be served on the defendant while under the custody of the United States Marshal's Office. A detainer will be given to the Marshal when processed out.
3. Federal Prisoner's **do not attend first appearance! No magistrate folder is created!**

## Admissions and Releases

### Federal Prisoner

4. The following items will be completed:
  - a. One (1) fingerprint card (NO palm print card, and NO OBTS numbers)
  - b. Intake Form
  - c. Medical Receiving Screening Form
  - d. One photograph
- B. Computer Entry
  1. Issue an arrest number.
  2. The Offense code for U.S. Marshals will be 999. Do not draw a case number on U.S.M(s).
  3. Create a new inmate status screen, with the Court/Bond record reflecting a "Z"  
NO BOND ALLOWED!
  4. Create a Detainer Screen.
- C. Distribution

All paperwork will be filed together and placed in the appropriate receptacle.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:011</b></p>
	<p>SUBJECT:</p> <p><b>Felony Registration</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>I/R Officers and Records Supervisors</b></p>

REVISED DATE: 1/16/06

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that all felony registrations must be fingerprinted and all registration forms completed.

**II. REFERENCE:**

F.S. 775.13.

**III. SCOPE:**

These procedures shall apply to All Intake/Release Officers and Records Personnel.

**IV. PROCEDURES:**

- A. Any person who has been convicted of a felony in any court of this state shall, within 48 hours after entering any county in this state, register with the Sheriff of said county, be fingerprinted and photographed, and list the crime for which convicted, place of conviction, sentenced imposed, if any, name, aliases, if any, address, and occupation.
- B. Any person who has been convicted of a crime in any federal court or in any court of a state other than Florida, or of any foreign state or country, which crime, if committed in Florida would be a felony, shall forthwith within 48 hours after entering any county in this state register with the Sheriff of said county in the same manner as provided for in subsection (A).
- C. Positive identification must be obtained on the individual registering as a felon. D.O.C. (Department of Corrections) identification should be obtained from the felon or any official photo identification.
- D. Felony registrants shall be fingerprinted using LiveScan. If LiveScan is down, two Sheriff's Office fingerprint cards will be completed by the Intake/Release Officer.

## Admissions and Releases

### Felony Registration

- E. OBTS numbers will be issued on the fingerprint cards.
- F. The Records Assistant will conduct a local wants/warrants check, an F/NCIC check, and check the DNA database on the defendant.
- G. Convicted Felon Registration Form

The Intake/Release Officer will complete the Convicted Felon Registration Form. The following information will be needed to complete this form:

1. Defendant's Name
2. A.K.A. (Alias Known As)
3. Date of Birth
4. Sex/Race
5. Height
6. Weight
7. Eyes (Color)
8. Hair (Color)
9. Scars/Marks/Tattoos
10. Current Address
11. Occupation
12. Telephone Numbers (home) and (work)
13. Convicted For/Where/When/Sentenced Imposed.
14. Defendant's Signature/Date
15. Intake Officer's Signature/Date

## Admissions and Releases

### Felony Registration

H. Picture

Photos will be taken of the defendant at the time of registration (two front polaroids for distribution as stated below and one front digital for SmartCop MNI).


I. All paperwork, including fingerprint cards, will be stapled together and placed in the appropriate receptacle to be forwarded to the I.D. Section.

J. Distribution

1. One print card and photo with registration form to FDLE with stamp
2. One print card to ID Section at KW Detention Center
3. One picture and copy of registration form to KV Special Operations

K. Update MNI in SmartCop with any revised information from the registration form

L. Click on Intel Flags in SmartCop that apply

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:012</b></p>
	<p>SUBJECT:</p> <p><b>Finger/Palm Prints and Photographs</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Intake/Release Officers</b></p>

**REVISED DATE: 7/3/09**

**Page 1 of 6**

**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to maintain a standard for finger printing, palm printing, and photographing inmates according to the Florida Department of Law Enforcement (F.D.L.E.) and the Federal Bureau of Investigations (F.B.I.) on all persons criminally charged.

**II. REFERENCES:**

FMJS 4.07 and FCAC 9.09.

**III. SCOPE:**

These procedures apply to All Certified Officers.

**IV. PROCEDURE:**

A. Palm Print Cards (Always do no matter if you are doing fingerprints the automated or manual way.)

1. The Intake/Release (I/R) Officer receives one palm print card from the Records Assistant.
2. Verify that the name printed on the card is the name of the person being printed.
3. Have the inmate sign the palm print card as required in the designated space.
4. The Intake/Release Officer signs and dates the palm print card as required in the designated space.

B. Automated Finger Printing

1. The I/R Officer will receive the booking paperwork from the Records Assistant. The I/R Officer will electronically scan all inmates' fingerprints using the LiveScan machine by following the instruction in Attachment 1.

## Admissions and Releases

### Finger/Palm Prints and Photographs

- C. Manual Finger Printing - Using both the rolled and simultaneous impressions. **The I/R Officer will roll the inmate's prints with inks in the event that the LiveScan Unit is down.**
1. Direct the inmate to wash and dry hands thoroughly.
  2. Inspect the inmates' hands for cleanliness and any special problems. Special problems could be:
    - a. Amputated Digit(s)
    - b. Bandaged Digit(s)
    - c. Partial Amputated Digit(s)
    - d. Hand injury preventing full extension of fingers
    - e. Excessive Perspiring
    - f. Pattern is not clear
  3. Direct the inmate on the proper stance which is:
    - a. Face the printing table, shoulders squared
    - b. Feet pointing forward shoulder width apart
  4. Direct the inmate to relax and instruct him/her not to help you maneuver their fingers or hands.
  5. Stand to the left of the inmate while printing his/her right hand, stand to the right of the inmate while printing his/her left hand.
  6. Insert fingerprint card into the cardholder.
  7. Beginning with the right thumb and then in the following order index, middle, ring and little finger, ink each finger by rolling the finger from one edge of the nail to the other and from tip to just below the first joint.

## Admissions and Releases

### Finger/Palm Prints and Photographs

8. Roll the inked finger in the indicated space of the finger print cards by holding the inmate's hand with a firm grip using both hands when rolling the finger.
    - a. Use your thumb and index fingers to hold the inmate's fingertip.
    - b. Use your other hand to hold the inmate's wrist by placing your thumb between the inmate's thumb and index finger and curl our fingers over the inmate's fingers.
    - c. Apply pressure uniformly, depending upon the inmate's ridges.
    - d. Roll the thumbs toward the inmate's body and the fingers away from his/her body.
    - e. Roll the thumb and fingers fully
      - (1) Nail to Nail
      - (2) Fingertip to a 1/4 inch below the joint
  9. Repeat the above process for the other hand.
  10. Make the plain or simultaneous impressions by pressing straight down on the indicated spaces.
    - a. Four fingers of each hand
    - b. Thumbs one at a time
- D. Palm Prints
1. Direct the inmate to ink both palms completely until the palm is significantly inked.
    - a. From fingertip to a 1/4 inch below the heel of the palm
    - b. From the outer ridge to the inner ridge
  2. Place the palm print card a flat surface.
  3. Place the inmates' fingertips on the print card and roll his/her hand on to the card using a forward motion.

## Admissions and Releases

### Finger/Palm Prints and Photographs

4. Repeat the above process for the other hand.
- E. Case Prints - When case prints are requested the following process will apply:
1. Complete a set of standard finger and palm print cards.
  2. On a clean sheet of standard 8 1/2" x 11" white copy paper a second set of palm prints will be produced which includes the following for both hands.
    - a. Simultaneous impression of all five (5) fingertips
    - b. Simultaneous impression of both the outer and inner ridges
    - c. Simultaneous impression of the palm heel
- F. Finger printing an inmate with a special problem and various solutions
1. Pattern is not clear
    - a. Ensure cleanliness of the inmate's hands.
    - b. Vary the amount of pressure used while rolling finger.
    - c. Vary the amount of ink.
  2. Excessive Perspiring
    - a. Dry each finger separately before each print is taken.
    - b. Use alcohol on fingertips to keep them dry.
  3. If finger is bandaged or amputated write "Bandaged" or "Amputated" in the rolled and simultaneous impressions locations.
  4. Partial amputated digit(s)
    - a. An attempt must be made to print the section of the digit(s) remaining.
    - b. If the attempt is not successful, write in the correct location "Partial Amputation Not Printable".

## Admissions and Releases

### Finger/Palm Prints and Photographs

5. Hand injury presenting full extension of fingers - The following steps will be followed:
  - a. Cut the rolled impression area for each hand from the print card in one continuous strip.
  - b. Roll the impression area on the strip to the corresponding finger.
  - c. Glue or tape the strip to the corresponding location on another finger print card.
  - d. Note the condition of the hand(s) on the finger print cards.
  
- G. Common Reasons for Returning of Finger Print Cards as Unacceptable for Processing
  1. Lack of sufficient ridge detail
  2. Lack of complete identifying information
    - a. Incomplete personal data on inmate
    - b. Lack of Officer or inmate's signature
    - c. Lack of charge(s) noted on card(s)
  
- H. All inmates will be photographed, by using the M.C.S.O. mug shot system, and downloaded into SmartCop. Marchman Detainee photographs will NOT be downloaded into SmartCop. If the mug shot system is down, a Polaroid picture will be taken. Photographs will be taken when any of the following occur:
  1. Upon intake (e.g., arrestees, detainees, contract inmates)
  2. Court remands
  3. Any add-on charge
  4. Upon conviction of a felony charge
  5. Weekenders upon their first weekend and thereafter if s/he looks different than the photo on his/her ID

**Admissions and Releases**

**Finger/Palm Prints and Photographs**

6. Anytime an inmate has a change in appearance
7. Any inmate in jail over one year; and each year thereafter
8. Marchman Detainee (Attach one photo to the Marchman Act Form and the other to the Special Confinement Form. Do NOT enter into SmartCop.)

## **LS3000R LIVESCAN TRAINING**

Each officer has his or her own login to start the computer. The LiveScan machine runs on a Windows platform and uploads the fingerprints to Tallahassee via our ISP. Once the prints arrive at Tallahassee, they have to be manually classified according to the swirls and whorls. From there, they are uploaded into the database and the top three matches are selected. An analyst must then manually match the minutiae to identify an exact match.

We need to log all fingerprints from the LiveScan machine into the OBTS (Offender Based Transaction System) Logbook.

When first coming to the screen, an OBTS number will be displayed. Select "Next" and the Demographic screen will come up. Enter the Case Number. Enter the subjects name starting with Last Name, First Name, Middle Name, and Suffix. E.g. Sr., Jr., etc... A maximum of 30 Characters may be input into this field. If the subject's name is longer than 30 characters then you may use the subject's middle initial.

Next, is a drop down menu for the subject's gender: Select Male or Female.

Next is a drop down menu for Race. Hispanic is not a choice. If a person is light Hispanic, you may use "White." If a subject is a dark Hispanic, you may use "Black."

Date of birth is to be entered by month, day and year. All four numbers of the year must be input.

Once you have ensured the information is correct, select Next.

### **DO NOT USE MOIST WIPES ON THE SCAN AREA!!**

If you use moist wipes on the scan area, moisture will get into the machine and destroy it. Each Scanning module costs around \$3,000.00 and is only manufactured in Germany. Replacement will take a very long time!!

Use the green cloth provided to wipe away any ghost images. You may use the moisture wipes on a subject's hands, but allow them to dry briefly before scanning.

Place the subject's fingers on the scanning area and then either select "Scan" on the touch screen with your finger or mouse, or depress the foot pedal. When you hear the tone, begin rolling. Once you hear the second tone, remove the subject's hand from the scanning area. If you do not remove the hand, you will get an error message and have to re-scan.

The first screen is the Thumb Slap. Both thumbs are placed together on the large scan pad so they make an imprint inside the blue box. Use only as much pressure as needed to clearly see the prints. Scan the thumbs. Once you are finished you will get a message saying the scan is complete and will prompt you to move on to the next screen. You may either select "Next" on the touch screen or use the mouse or depress the foot pedal.

The first hand to be printed will be the Right Hand. First is the Four-Finger Slap. The fingers must be orientated as closely to North/South on the scan pad as possible. The four-finger slap becomes the reference for all other prints from the subject, so it is very important to print these correctly.

**DO NOT PRINT THE FOUR-FINGER SLAP AT AN ANGLE!!**

Doing so will cause the entire print card to be rejected and we will have to re-print the subject. If the fingers are at a slant, the machine cannot properly map the minutiae and will therefore be unable to confirm if subsequent prints are from the same subject.

Place the four fingers on the large scan pad ensuring that all show clearly within the blue box. Once you are ready, scan the four-finger slap. Move on to the next screen.

When rolling fingers, place the finger on the small screen. When you are ready, depress the foot pedal and roll the finger and lift it off in a smooth motion and lift the finger off the scan pad. You will see the print magnified on the display as you roll it. You will not get a second tone. If you leave the finger on the scan pad you will receive an error message. If you do not roll the finger after pressing scan (either by touch screen or foot pedal), you will get an error message and must re-scan.

You may roll the fingers in either direction across the scan pad. Place the finger on its edge to one side of the blue cross-mark, which is in the center of the screen. As you roll the finger, the center of the print should fall as close as possible to the center of the cross-mark.

Please ensure the following when fingerprinting:

- Do not use too much pressure: You will see the prints will be very dark on the screen, making it difficult to identify individual minutiae.
- Ensure the Delta's are clearly visible before moving on to the next screen.

We have several new prints we are scanning with the LSS3000R. These are Upper Palm, Lower Palm and Writer's Palm.

When printing the upper palm, be sure and place the upper portion of the palm below the blue line. The fingertips are used as reference to ensure the correct hand is being printed. You should place the thumb under the slanted edge of the scan pad. In most cases this will place the upper palm in the correct position. Please ensure the palm and fingers are oriented as North/South on the scan pad as possible to get the best comparison.

The Lower Palm is next, and you will see a blue line running across the top 1/3<sup>rd</sup> of the screen. The top line (or Heart Line) of the palm should be placed ON the blue line. The machine will use the upper palm print just scanned to match to the lower palm.

Lastly, you will scan the Writer's Palm. This is an image of the palm on its edge as if you were writing with a pen. Place the edge of the palm inside the blue box on the right side of the scan pad. When the image is clear, scan.

You have now completed the Right Hand. The same steps will be repeated for the Left Hand.

Once the two hands are completed, the machine will save, compile and display the Ten Print Card. A letter grade will be shown next to each print. "A" is best, but if you see an "R" you MUST rescan that print. You may either select an individual print by using the mouse or touch screen. When you select a print, a yellow box will highlight it. Select, "Reprint" and a screen will come up prompting you to rescan the print.


After you have completed all the prints and are satisfied with them, touch "Next" on the bottom of the screen and then touch "Finish." The foot pedal will not work on these two screens. The machine will automatically send the prints to Tallahassee for evaluation.

After Tallahassee have received, acknowledged and evaluated the prints, they will send a series of messages back to the machine. When the DDCE is complete, the machine will print the cards.

The LSS3000R must be restarted at least once per day. If you are responsible for restarting the machine, you must ensure the scan pads are clear of ghost images first. Upon restarting, the machine recalibrates the scan pads. If there are any ghost images, you will not be able to get them off no matter how much you clean the scan pad!

If you happen to get a subject that has a bandage or an amputation, select "Options" when you're ready to scan that print. Select either "Amputee" or "Bandaged" then print as much of the affected area as possible.

Please ensure that the subject removes any wedding bands they are allowed to keep while in jail before they are fingerprinted so as not to scratch the surface of the scan pads.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:013</b></p>
	<p>SUBJECT:</p> <p><b>Inmate Holds/Pick Up Orders</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Personnel</b></p>

REVISED DATE: 7/3/09

Page 1 of 3

**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that inmate holds will be processed in an accurate and expeditious manner in order to prevent a premature release or unlawful detention.

**II. REFERENCE:**

None.

**III. SCOPE:**

These procedures apply to All Records Personnel.

**IV. PROCEDURES:**

A. Placing holds on inmates will be accomplished as follows:

1. When an inmate is received requiring a hold for another jurisdiction, a hold order, teletype or similar document is required. If a hold is placed without one of these documents, it must be verified by the Records Supervisor.

**NOTE: Records Personnel shall note all holds and detainers in SmartCop. When ready to be placed into an inmate's folder, they will be photocopied onto fluorescent orange paper so that it will be immediately visible to anyone reviewing the folder's contents.**

2. When placing a hold that requires identification verification, attach an information form to the inmate's file stating that the hold will be verified as soon as possible. When verified with the appropriate agency, ensure that a teletype message is sent to the appropriate jurisdiction by the Records Assistant stating a hold will be placed.

## Admissions and Releases

### Inmate Holds/Pick Up Orders

3. Notify the respective agency by telephone if needed. When we receive an inmate with a hold for a contract agency (e.g., ICE, BP, USM, Customs), the date, time, and name of person notified shall be placed in the inmate's file.
  4. An affidavit must be completed by the Arresting Officer or Intake/Release Sergeant on all holds, and the inmate will be advised of the hold at 1st Appearance.
- B. Removal of Holds - Holds must be removed from the computer and the Intake/Release form via teletype.
- C. Local charges with a hold for another jurisdiction will be processed as follows:

When an inmate is clear of all local charges and has a hold for another jurisdiction, a teletype message will be sent to that agency notifying them that they have ten days in which to pick up the inmate or s/he will be released. If the other jurisdiction does not pick up the inmate and has not responded with a time to pick up the inmate, that inmate must be taken before our county judge for further instructions.

**NOTE: If the agency notifies that they are in route, the inmate will not be released until the agency arrives.**

- D. Out-of-County Pick Up Order

When an out-of-county pick up request is made for a Monroe County inmate(s) who has an open case in Monroe County, the hearing judge and Monroe County State Attorney's Office must be informed by telephone and sent a faxed copy of the pick up order before allowing the out-of-county agency to pick up the inmate(s). This is to ensure the inmate is not out-of-county when our county judge is ready to hear the inmate's case. Our judge must agree to the pick up order before allowing the inmate to be picked up.

If our county judge or the State Attorney's Office denies the pick up order, you must notify the requesting agency informing them of the denial and, if the out-of-county agency wants to talk with our judge or State Attorney's Office, provide them the point of contact.


## Admissions and Releases

### Inmate Holds/Pick Up Orders

- E. When someone is arrested on a warrant from another jurisdiction, they will be processed as follows:

A teletype message will be sent to that agency notifying them that they have ten days in which to pick up the inmate or s/he will be released. If the other jurisdiction does not pick up the inmate and has not responded with a time to pick up the inmate within 30 days of the inmate's arrest on the warrant, that inmate must be taken before our county judge for further instructions. If the inmate decides to fight extradition, s/he will be held for up to 90 days.

**NOTE: If the agency notifies that they are in route, the inmate will not be released until the agency arrives.**

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:014</b></p>
	<p>SUBJECT:</p> <p><b>Inmate Records</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>KW Records Assistants and KV/PK I/R Officers</b></p>

**REVISED DATE: 8/21/06**

**Page 1 of 3**

**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that inmate admission files shall provide information of every person booked into the Monroe County Detention Facilities. These records are considered public record with the exception of medical and juvenile information. Inmate records shall be kept confidential from other inmates. Release of these records shall be in accordance with established Policy and Procedures.

**II. REFERENCES:**

FMJS 4.13 and FCAC 9.03, 9.08, & 9.13.

**III. SCOPE:**

These procedures apply to All Records Personnel and the I/R Officers in KV/PK.

**IV. PROCEDURES:**

A. The inmate admission file shall contain the following data:

1. Inmate's Full Name and known alias(s)
2. Age, date of birth, place of birth, sex, and race
3. Date admitted, duration of confinement, and a copy of the court order or other legal basis for commitment
4. Height and weight
5. Specific charge(s) and bond amounts
6. Name of attorney

**Admissions and Releases**


**Inmate Records**

7. Name, title, and signature of Arresting Officer or Transporting Officer
8. Signature and ID# of Receiving Officer
9. Copy of Property Card (i.e., written inventory of items taken from inmate)
10. Current address (or last known address)
11. Emergency contact/next of kin (name, relation, and phone number)
12. Marital status
13. Mugshot(s)
14. Copy of Print Card(s)
15. Arrest Number
16. Affidavit and Officer Observation Form
17. Present or last place of employment
18. Place of arrest
19. Time of arrest
20. Health status, including any current medical or mental health needs
21. Driver's License and Social Security Number
22. Notation of all monies and property at time of booking
23. Identifying information such as birthmarks, tattoos, or scars
24. Magistrate Action Form
25. Arraignment
26. Any TTY's (Teletypes)
27. Warrants

## **Admissions and Releases**

### **Inmate Records**

28. Release dates, if applicable
  29. Case Number, OBTS Number, if applicable
- B. Custody and Security of Records
1. Custody records shall contain information concerning the inmate's personal, criminal, self admitted medical history, behavior, and activities while in the facility. Sustained disciplinary Reports and actions, grievances, requests, housing assignments, program participation, work assignments, and any other miscellaneous correspondence concerning the inmate shall be included in the out-file.
  2. Custody records that are ordered sealed or expunged by court order shall be pulled and sent to the Monroe County (Information Management) Records Division to be combined with the incident record for sealing.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:015</b></p>
	<p>SUBJECT:</p> <p><b>Inmates Sentenced to Weekend Custody</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Assistants and I/R Sergeants</b></p>

REVISED DATE: 1/10/08

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that inmates sentenced to serve their sentence on weekends shall report directly to the Detention Facility they are sentenced to.

**II. REFERENCE:**

None.

**III. SCOPE:**

These procedures apply to All Records Personnel and All Certified Personnel.

**IV. DEFINITION:**

Sentenced Weekender - An individual that has received a weekend sentence from the arraigning Judge.

**V. PROCEDURES:**

- A. The Records Assistants will place the court minute on the weekender board.
- B. The inmate is to report to the Monroe County Detention Facility on Friday and will be released at approximately 1800 hours on Sunday, unless otherwise specified by the arraigning Judge. This shall count as three days.
  1. If the inmate is late for the weekend sentence, an Incident Report will be generated by the I/R Sergeant giving the inmate's reason for being late and the time the inmate reported to the Detention Facility. The I/R Sergeant will send a copy to Records and forward the original to the Operations Commander via the Shift Lieutenant. Records is responsible for notifying/sending the Incident Report to the Judge.

## Admissions and Releases


### Inmates Sentenced to Weekend Custody

2. If inmate fails to report for the weekend sentence, an Incident Report will be generated by the I/R Sergeant. The I/R Sergeant will send a copy to Records and forward the original to the Operations Commander via the Shift Lieutenant. Records is responsible for notifying/ sending the Incident Report to the Judge.
  3. The Records Supervisor shall also inform the Records Manager whenever a weekender is late or fails to show up.
  4. If the inmate is rowdy and appears that s/he has been drinking or is intoxicated, the Intake/Release Officer shall administer a breathalyzer test. Regardless of the results of the test, allow the inmate to serve his/her weekend sentence. If the test is positive, forward the positive test information to the supervising probation office (usually the Salvation Army; sometimes the Florida Department of Corrections Probation and Parole or PRIDE) who will then proceed with preparing a VOP warrant for the Judge's review. If the inmate is not on probation, the I/R Sergeant will generate an Incident Report and attach the positive test information. Records is responsible for notifying/ sending the Incident Report and results to the Judge.
  5. The Records Assistants will notify the Intake/ Release Sergeant in case a modified order is received releasing an inmate from a specific weekend or otherwise stated on the order.
- C. The following forms will be filled out on the first weekend:
1. Intake Form
  2. Medical Receiving Screening Form
  3. One (1) Photograph
  4. One (1) Set of (10) ten print cards, no palm print cards
  5. Weekender Report Form
- D. The Records Assistant will run a local wants/warrants and an F/NCIC report.

## Admissions and Releases

### Inmates Sentenced to Weekend Custody

- E. The following computer fields will be updated upon the inmate reporting for weekend sentence.
1. Physical Descriptor Screen
  2. Arrest/Charge Screen
  3. Create a New Inmate Status Screen
  4. Place a detainer on the defendant
- F. On subsequent weekends, the following will occur:
1. The inmate will be seen by Medical each time s/he comes in.  
  
**NOTE: If Medical Staff is not on duty at the KV or PK Detention Facilities, then the I/R Officer will complete the Medical Receiving Screening Form.**
  2. If s/he looks different than the photo on his/her ID, a new picture shall be taken.
  3. Each weekend, the inmate must be processed through Classification and Property. If Classification is closed, Records will use the classification sheet that states which beds are available to assign the inmate to a housing area. This will be the responsibility of the I/R Officer in the KV/PK Detention Facility.
- G. All paperwork will be placed in the appropriate receptacle.
- H. Releasing
1. Check Local Wants/Warrants
  2. If no warrants are located, the Records Assistant or KV/PK I/R Officer will clear the detainer screen with his/her ID number.
  3. The Records Assistant or KV/PK I/R Officer will sign off on the Intake Sheet that the inmate is clear to be released.
  4. The Records Assistant or KV/PK I/R Officer will then proceed to release the inmate out of the Arrest/Booking Module.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:016</b></p>
	<p>SUBJECT:</p> <p><b>Intake Interview</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Assistants</b></p>

REVISED DATE: 9/15/99

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that the Records Assistant will be responsible for the interviewing of the defendant at time of intake.

**II. REFERENCES:**

FMJS 4.06(a)-(g)&(k), 7.02(a), & 7.03 and FCAC 9.08.

**III. SCOPE:**

These procedures apply to All Records Personnel.

**IV. PROCEDURES:**

A. Physical Descriptor Questions

The following questions will be asked by the Records Assistant:

1. Name
2. AKA
3. Address
4. City/State
5. Residence Status
6. Phone Number
7. Social Security Number
8. Marital Status
9. Number of Dependents
10. Birth City
11. Birth State
12. Citizenship
13. Date of Birth
14. Race
15. Sex

## Admissions and Releases

### Intake Interview

16. Height
  17. Weight
  18. Hair Color
  19. Eye Color
  20. Does the defendant wear glasses
  21. Build
  22. Skin
  23. Shoe Size
  24. Right/Left/Ambidextrous
  25. Highest Education Completed
  26. Hispanic (Yes or No)
  27. Occupation
  28. Employer
  29. Address
  30. City/State/Zip
  31. Phone Number
  32. Hired Date Month/Year
  33. Driver's License Number/State/Year Issued
  34. Military Branch/ID Number/Date's of Service
- B. Scars/Marks/Tattoos
- The Records Assistant will ask the inmate if s/he has any of scars, marks, or tattoos. Codes will be entered according to the Data Entry Manual.
- C. Relatives
- Next of Kin is a very important field and should be filled out as thoroughly as possible. The following fields will be filled out:
1. Relationship to the Defendant
  2. Name of Next of Kin
  3. Address
  4. City/State/Zip Code
  5. Phone Number
- D. AKA - Alias Known As/SOC Number AKA/DOB AKA
- All other types of names, social security numbers, and dates of births other than the legal name, social security number, and date of birth will be listed as an AKA.

## Admissions and Releases

### Intake Interview

E. Medical History

The Intake/Release Officer will ask all medical questions, and input the information into the computer.


F. Documents to be Signed

The following court documents will be read to the inmate and a signature is required:

1. Magistrate Action Form
2. Arraignment Notice (Green Copy will be given to the defendant)

G. The Property Section will enter all information pertaining to property received into the computer.

H. After the Records Assistant has finished the interview, the Intake/Release Officer will be notified.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:017</b></p>
	<p>SUBJECT:</p> <p><b>Intake Pat Searches</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Intake/Release Officers</b></p>

**REVISED DATE: 8/21/06**

**Page 1 of 2**

**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that all arrestees are to be pat searched by a certified Detention Deputy for any contraband, and their personal items are to be inventoried and safely stored during their period of incarceration.

**II. REFERENCES:**

FMJS 4.02; FCAC 9.10; F.S. 901.211; and the MCDC Search of Inmates and Facility policy and procedures.

**III. SCOPE:**

These procedures apply to All Certified Personnel.

**IV. PROCEDURES:**

A. The following procedure is performed by the Intake/ Release Officer before securing the arrestee in a holding cell. This could, if necessary, be done within an empty holding cell. See the Search of Inmates and Facility policy and procedure for more detailed instructions in performing pat (frisk) searches.

1. Perform a pat search of the arrestee with the handcuffs still on.
2. Remove the handcuffs and return them to the Arresting Officer.
3. Have the arrestee remove all property from his/her pockets and turn the pockets inside out. Do NOT reach into the pockets.
4. Have the arrestee remove his/her shoes and socks, and then search them.


## Admissions and Releases

### Intake Pat Searches

5. Examine the bottom of the arrestee's feet and between his/her toes.
  6. Conduct a more thorough pat search, if necessary.
  7. The arrestee will place all of his/her personal property onto the counter.
    - a. The Intake/Release Officer will inventory all valuables to include a listing of all IDs and credit cards (by name).
    - b. All valuables will then be placed into the valuables bag.
  8. After the arrestee's valuables bag has been sealed by the Intake/Release Sergeant, the Intake/Release Officer will hand the sealed valuables bag to the Property Room Clerk for secure storage.
- B. The Intake/Release Officer will assist the Arresting Officer in searching the arrestee's carry bag(s) (e.g., back packs, duffle bags) if requested.
1. The Arresting Officer will witness the search of all carry bag(s).
  2. The Intake/Release Officer will open and search all items in the carry bag(s).
  3. The Intake/Release Officer will ensure that all items except for any contraband are returned into the carry bag(s).

**NOTE: Any alcohol, illegal drugs and/or weapons found will be considered contraband and will be turned over to the Arresting Officer. It will then be the Arresting Officer's responsibility to place said contraband in their department's property room or to dispose of according to their department's policies.**

4. The Intake/Release Officer will hand the arrestee's carry bag(s) to the Property Room Clerk for inventory and secure storage.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:018</b></p>
	<p>SUBJECT:</p> <p><b>Intake and Release Process</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>KW Records Assistants and KV/PK I/R Officers</b></p>

REVISED DATE: 1/16/06

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to accurately enter all information pertaining to all inmates during the intake and release process.

**II. REFERENCE:**

FCAC 9.03, 9.08, & 9.13 and F.S. 288.816(2)(f).

**III. SCOPE:**

These procedures apply to All Records Personnel and KV/PK I/R Officers.

**IV. PROCEDURES:**

A. Intake Process

1. Affidavit

The following items will be checked on all affidavits:

- a. Agency Number
- b. Charge Type
- c. Weapon sized/Type
- d. Location of Offense
- e. Date of Arrest
- f. Time of Arrest
- g. Defendant's Name
- h. Race
- i. Sex
- j. Date of Birth
- k. Height
- l. Weight
- m. Eye Color

## Admissions and Releases

### Intake and Release Process

- n. Hair Color
- o. Complexion
- p. Build
- q. S/M/T-Location of said S/M/T (Scars, Marks & Tattoos)
- r. Indication of Alcohol Influence
- s. Local Address - City, State and Zip Code
- t. Phone Number (Area Code first)
- u. Residence Type
- v. Permanent Address/Phone Number
- w. Business Address - City, State, Zip Code, Phone Number and Occupation
- x. Driver's License Number
- y. INS Number (if Applicable) (Immigration & Naturalization Services)
- z. Place of Birth
- aa. Citizenship
- bb. Co-Defendant (if Applicable)
- cc. Drug Activity (if Applicable)
- dd. Drug Type (if Applicable)
- ee. Charge Description
- ff. Counts
- gg. Statue Violation Number
- hh. Warrant Type
- ii. Date Issued
- jj. Writ. Att. (Writ of Attachment)
- kk. Domestic Violation Injunction
- ll. Order of Arrest
- mm. Second charge Description (if Applicable)
- nn. Narrative of Arrest
- oo. Officer's Name Printed/ID Number
- pp. Sworn Statement (Notary)

#### 2. Warrant

- a. Warrant arrests must have an affidavit unless an arrest affidavit has been submitted with the warrant. When the warrant is served, it will be the responsibility of the Records Assistant / KV/PK I/R Officer to make sure that the necessary four (4) copies of the warrant are in the magistrate folder.
- b. In case of a warrant without an arrest affidavit, advise the Intake/Release Sergeant that an affidavit is needed.

## Admissions and Releases

### Intake and Release Process

3. Arrest Numbers

Arrest numbers will be issued by the Records Assistant / KV/PK I/R Officer on all charges (if applicable).

4. Case Number Assignment

Case Numbers will be assigned by the Clerk of the Courts.

5. OBTS Numbers

Offender Base Transaction System (OBTS) numbers will be assigned by the Records Assistant KV/PK I/R Officer (if applicable).

6. Victim Notification Form

A Victim Notification Form will be filled out by the Arresting Officer on every arrest.

7. Arresting Officer's Paperwork

The Arresting Officer will receive his/her copy of the Affidavit after the Records Assistant / KV/PK I/R Officer has issued the necessary numbers.

8. Wants/Warrants and F/NCIC

- a. The Records Assistant / KV/PK I/R Officer will check wants/warrants and run an F/NCIC at the time of intake.
- b. When an out-of-state or out-of county arrest occurs, the Records Assistant / KV/PK I/R Officer will receive an M.R. (message retrieval) prior to acceptance of the arrest affidavit.

9. Court/Jail Documents

- a. Magistrate Form
- b. Picture
- c. Complete the automatic fingerprints on the Live Scan unit (If doing manual fingerprints, do two (2) ten print cards)
- d. One (1) (palm print card)

## Admissions and Releases

### Intake and Release Process

- e. Additional Physical Information Form
- f. Arraignment Notice
- g. Medical Receiving Screening Form
- h. Magistrate Folder with Last, First Name (designated area)
- i. Case number (designated area)
- j. Victim Notification Form
- k. Classification Form

#### 10. Medical

Any defendant transported to the Monroe County Detention Facilities from the hospital will have to have a Hospital Treatment Release Form before the facilities will assume custody of the defendant. Forward medical records to the Medical Personnel.

#### 11. Additional Physical Information

An Additional Physical Information Form shall be completed with the following information:

- a. Name (last, first)
- b. Address
- c. Phone number
- d. Marital status
- e. Dependents
- f. Shoe size
- g. R/L or ambidextrous
- h. Education
- i. Glasses
- j. Hispanic
- k. Birth Place
- l. Occupation
- m. Employer
- n. Employer address
- o. Employer phone number
- p. Employment hire date
- q. SSN
- r. Citizenship
- s. Attorney's name or NONE
- t. Emergency contact information
- u. Scars/marks/tattoos

## Admissions and Releases

### Intake and Release Process

#### 12. Cell Location/Movements

The cell number will be entered in the computer system where the inmate will be housed. The Records Assistant / KV/PK I/R Officer must be notified on all types of movements in order to update the back up roster.

#### 13. Consular Notifications

- a. It is mandatory that the jail notify the consular of foreign nationals arrested from the below listed countries regardless of the arrestee's wishes. After being notified by the Intake Sergeant that a foreign national has been arrested, the Records Clerk / KV/PK I/R Officer shall complete the Immigration and Nationalization Services consular form and fax to the appropriate consular if their country is listed below. A copy will be placed in the arrestee's file for future reference with the date and time that the consular was notified notated on the form.

Algeria, Antiqua and Barbuda, Armenia, Azerbaijan, Bahamas, Barbados, Belarus, Belize, Brunei, Bulgaria, China, Costa Rica, Croatia, Cyprus, Czech Republic, Dominica, Fiji, Gambia, Georgia, Ghana, Grenada, Guyana, Hong Kong, Hungary, Jamaica, Kazakhstan, Kiribati, Kuwait, Kyrgyzstan, Malaysia, Malta, Mauritius, Moldova, Mongolia, Nigeria, Philippines, Poland, Romania, Russia, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, Slovakia, Tajikistan, Tanzania, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Tuvalu, Ukraine, United Kingdom, USSR (although the USSR no longer exists, some nationals of its successor states may still have only a USSR passport), Uzbekistan, Zambia and Zimbabwe.

- b. If a foreign national is arrested from a county not on the above list, the consular will only be notified if the arrestee requests it. If notification was requested, follow the procedure as stated above. If notification was refused, document the refusal and place it in the arrestee's file.

#### B. Release Process

##### 1. Release Form

Upon release, a Release Form shall be completed stating:

## Admissions and Releases

### Intake and Release Process


- a. Inmate's name
- b. Inmate's date of release
- c. What type of release occurred (if other, state what type of release occurred)
- d. FCIC/NCIC check was completed
- e. Inmate was released out of SmartCop and all detainers were cleared
- f. Victim notified by automatic VINE system OR phone OR letter
- g. Classification file was retrieved
- h. Inmate taken to medical for release clearance (pick up three days supply of medication if needed). The KV/PK facilities will have medications sent from Medical.
- i. Inmate's cell/bunk was cleared of all personal belongings
- j. If inmate is a Pre-Trial Release, call Pre-Trial
- k. Property was returned to inmate (if not, state why)
- l. Photo ID was stapled to form
- m. I/R Sergeant approved/disapproved release

#### 2. Distribution

All release paperwork will be stapled together and placed in the appropriate receptacle.

#### C. Intake and Release Process

Follow all other policies and procedures that effect intake and release procedures.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:019</b></p>
	<p>SUBJECT:</p> <p><b>Intake/Release of Property and Money</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Property Clerks, Commissary Clerks, and I/R Sergeants/Officers</b></p>

REVISED DATE: 7/3/09

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to establish procedures for receiving, storing, and releasing of all inmate property and money. All arrestees being processed into the facilities shall be issued an inmate account number so all of his/her money can be deposited for safekeeping. No inmate is allowed to have cash money on his/her person. Inmate money may be released to another person upon written request from the inmate.

**II. REFERENCES:**

FMJS 4.05, 4.06(j), 4.12, 4.16, 8.01, 8.05, 10.01(a), & 14.02; FCAC 9.01, 9.08, 9.10, 10.12, 13.01, & 13.03; and Consent Decree 119.

**III. SCOPE:**

These procedures apply to All Property Clerks, Commissary Clerks, and I/R Personnel.

**IV. PROCEDURES:**

A. Receiving of Property and Money

When it is determined that an inmate cannot be released from jail, all property and money will be inventoried, logged, and stored in the Property Room.

1. All valuable items will be inventoried by the Intake/Release (I/R) Officer and verified by the inmate. The officer shall seal the valuables bag and deliver the valuables bag to Property for secure storage.

**NOTE: If clear bags are used, ensure the inmate's last name, first name, inventory, date, etc. are printed on the bag. The clear bag shall then be sealed with the officer's ID number printed over the seal.**

## Admissions and Releases

### Intake/Release of Property and Money

2. All money received shall be counted by the I/R Officer. The money will be checked to see if it is counterfeit by following the steps listed below. The total amount of money shall be logged on the Inmate Personal Property Receipt Form in SmartCop. The money shall be placed in a small manila envelope. The envelope shall be sealed. The officer shall print the inmate's first and last name, the date, and the dollar amount of the money on the outside of the envelope. The officer shall also print his/her initials and employee number on the outside of the envelope. The envelope will be dropped into the cash box or turned over to property personnel.
  - a. The I/R Officer/Sergeant shall:
    - (1) Use the counterfeit finder pen on every bill (cash money) taken from an arrestee. Make an X on the face of the bill with the counterfeit finder pen. If the mark remains yellow, the bill is good. If the mark turns dark, the bill is suspected counterfeit.
    - (2) When four or less bills are suspected of being counterfeit, a Road Patrol Deputy will take an Information Report and take the suspect money into evidence. This Deputy will document the receipt of the suspected counterfeit money on a Property Receipt and place the evidence into a Monroe County Sheriff's Office locked property box. This Deputy will clearly mark that this is "Suspected Counterfeit Money" on the Property Receipt.
    - (3) When five or more bills are suspected of being counterfeit from an individual, a Road Patrol Deputy will take an Information Report and take the suspect money into evidence. This Deputy will document the receipt of the suspected counterfeit money on a Property Receipt and place the evidence into a Monroe County Sheriff's Office locked property box. This Deputy will clearly mark that this is "Suspected Counterfeit Money" on the Property Receipt. The Deputy shall immediately notify the Duty Detective and turn the matter over to the Monroe County Sheriff's Office Special Investigations Division.
    - (4) An arrestee presenting suspected counterfeit money to the I/R Officer shall NOT be credited with the money in his or her canteen account. The money shall be accounted for on the Property Receipt until further verification is made.

## Admissions and Releases

### Intake/Release of Property and Money

- b. For all non-counterfeit bills, the Property Clerk / Marathon/Plantation Key (KV/PK) I/R Officer shall:
- (1) Open the inmate's account in the computer. If the inmate has no money, an account shall still be opened with \$0.00.

**NOTE: If a discrepancy is made, stop and notify the I/R Sergeant or Shift Lieutenant of the problem before moving forward. Write an Incident Report and forward through your chain-of-command.**

- (2) Put money in cash lock box.

**NOTE: At the end of your shift, you shall do a closeout with all the money taken in on your shift and drop it in the safe along with a deposit slip.**

3. The Intake Officer will carry the property to the Property Room where both the Property Clerk and the Intake Officer will inventory all property and logged it on an Inmate Personal Property Receipt Form and into the computer.

**NOTE: If the Property Room is closed, both the Intake Officer and the Intake Sergeant will inventory the incoming property, seal the property bag, and secure it in the temporary property room. In KV/PK, the Intake Officer will do this.**

- a. All property will be described in detail.
- b. Any damage to the property will be noted.

**NOTE: No alcoholic or combustible items (i.e., fire crackers, candles, matches, cigarette lighters, explosive devices, etc.) will be placed into inmate's property bag. These items shall be turned over to the arresting officer for proper disposal.**

4. All clothing and non-valuable items will be placed in a blue property bag for storage. Each property bag has a number. The Property Clerk / KV/PK I/R Officer will record the number on the Inmate Personal Property Receipt Form.
5. The valuables bag will be placed inside the front pocket of the blue property bag for storage. Secure the blue bag zipper with a red seal and record the red seal number on the Inmate Property Receipt Form.

## Admissions and Releases

### Intake/Release of Property and Money

6. When the inventory has been completed, the Inmate Personal Property Receipt Form will be dated and signed by the inmate and the Property Clerk / KV/PK I/R Officer.

**NOTE: If the inmate is unable to sign for his/her property for any reason, then BOTH the Intake Officer AND Intake or Shift Sergeant shall take and inventory the inmate's property and document that the inmate is unable to sign. Both the Intake Officer and Intake or Shift Sergeant shall sign the Inmate Property Form and immediately give the property to the Property Officer / KV/PK I/R Officer for storage in the Property Room.**

7. Disseminate copies of the Inmate Personal Property Receipt Form as follows:
  - a. One copy is placed in the clear slot on the outside of the blue bag.
  - b. One copy will be given to the inmate.
  - c. In Key West (KW), one copy will be placed in the Property file cabinet.
  - d. One copy will be placed in the inmate's file folder in Records.
8. The inmate shall be given one copy of the Inmate Handbook listing the Rules and Regulations before being removed from the Intake Area (within eight hours).
9. All inmates shall be provided with adequate clothing and hygiene items. The only items an arrestee may keep are white socks, one wedding ring (plain band only), and one pair of prescription eyeglasses. Personal shoes will be allowed to be kept by an inmate only due to a medical necessity approved by the jail's Medical Department. Shoelaces must be removed if an inmate is allowed to keep their shoes. Exemptions to this policy (e.g., inmate too large to fit into our clothes or shoes) must be approved on a case-by-case basis through the chain-of-command. The following items shall be provided upon intake:
  - a. Males      two undershorts stenciled with "MCDC"  
                  one gym shorts
  - b. Females    two underpants  
                  two bras  
                  two gym shorts

## Admissions and Releases

### Intake/Release of Property and Money

- c. All inmates shall be provided with the following:
- (1) one pillow case cover
  - (2) one sheet
  - (3) one mattress cover
  - (4) one blanket
  - (5) toothbrush and toothpaste
  - (6) comb
  - (7) liquid soap is in the shower areas
  - (8) one towel (Give and take. Towel is left in Property after the inmate's shower.)
  - (9) one laundry net bag
  - (10) one inmate uniform
  - (11) one sweatshirt
  - (12) one pair of shower shoes (given in Intake; not Property)
  - (13) one tumbler (KW ONLY. Inmates in KV/PK will be issued a cup with each meal.)
  - (14) one Inmate Handbook

**NOTE: The inmate shall sign the back of the Inmate Personal Property Receipt Form acknowledging s/he has received the above items.**

- d. The following items are already on the bunks in the housing areas:

- (1) one mattress
- (2) one pillow

#### B. Secure Storage of Property

1. The property bag will remain in the Property Room with the valuables bag inside it.
2. An inventory of all property will be conducted during the last week of each month by an employee designated by the Programs Services Director / KV/PK Site Commander. All inventoried property should agree with the property listed on the Inmates Personal Property Receipt Forms. All discrepancies will be reported immediately to the Programs Services Director in KW or the Site Commander in KV/PK.

## Admissions and Releases

### Intake/Release of Property and Money

#### C. Release of Property During Incarceration

1. If an inmate requests to release property during incarceration, a Property Release Card must be completed stating whom the property is to be released to and the inmate must sign the card.
  - a. The Unit/Dorm Officer will sign the Property Release Card and give it to the Rover who will take the card to the Property Clerk / KV/PK I/R Sergeant.
  - b. The Property Clerk / KV/PK I/R Sergeant will make the inventory withdrawal from the computer and inmate's property bag when the authorized person arrives at the facility.

**NOTE: All property, except for the inmate's clothing and shoes, shall be released.**

- c. The Property Clerk / KV/PK I/R Sergeant will personally take the property to the lobby and release it only to the authorized person who must show a valid photo ID.
- d. The authorized person will sign the Property Release Card for receipt of the property items.
- e. After release of the property, the Property Release Card will be attached to the existing Inmate Personal Property Receipt Form on file in the property file cabinet.

**NOTE: Volunteers will NOT handle inmate property. If a volunteer has a family member incarcerated and they need to pickup their property, that volunteer shall notify the Programs Services Director for approval. The Programs Services Director will notify Property if this is authorized. The volunteers shall do this on their own time as a civilian. All policy and procedures will be followed.**

2. Anytime property is removed from the Property Room due to investigations or any other matter, the officer/agency requesting the property shall fill out a Chain-of-Custody Form showing that the property is in their custody. The Chain-of-Custody Form will be attached to the existing Inmate Personal Property Receipt Form on file in the property file cabinet.

## Admissions and Releases

### Intake/Release of Property and Money

#### D. Release of Money During Incarceration

Upon receiving a written Inmate Trust Account Withdrawal Form from an inmate to release an amount of money from his/her account to another person (e.g., wife, mother, friend), the Commissary Clerk / KV/PK I/R Sergeant shall do the following:

1. After verification of the inmate's account balance, a check for the full amount stated on the written request shall be issued if there is enough money in the inmate's account.
2. A withdrawal slip from the computer shall be generated.

**NOTE: There shall be a \$10.00 check processing fee for all monies released excluding bond monies, court ordered judgments, and monies returned upon release from the facility.**

3. Verify that the person receiving the check is the person named on the written request by looking at a valid photo ID. The authorized person receiving the check must sign the withdrawal slip acknowledging s/he received the check and that s/he verified the amount of the check.
4. The Inmate Trust Account Withdrawal Form and the withdrawal slip shall be attached to the existing Inmate Personal Property Receipt Form on file. The inmate will receive a copy of the withdrawal receipt.

#### E. Release of Property upon Inmate's Release

1. When an inmate is released from custody and all release paperwork is complete, the inmate will be escorted to the property counter to present the issued items slip which indicates the return of items issued by the facility during incarceration such as bedding, towel, shoes, tumbler, etc.

**NOTE: All inmate issued boxers, bras, and socks will be returned, washed, and recycled back to other inmates unless the Laundry Officer determines that they can not be reissued due to wear.**

2. The inmate should show his copy of the Inmate Personal Property Receipt Form to the Property Clerk / KV/PK I/R Officer.

## Admissions and Releases

### Intake/Release of Property and Money

3. ALL property shall be inventoried in the presence of the inmate as it is returned to him/her.
  - a. Any money that is in the inmate's account will be released to the inmate in the form of a check.
    - (1) Verify the amount of money that is in the account.
    - (2) A withdrawal slip shall be completed closing the account in the computer.  
  
**NOTE: When you get to the part in the computer where you issue a check, you will issue the check for the total amount due to the inmate; NO cash will be issued.**
    - (3) The inmate will sign the withdrawal slip and a copy will be given to him/her.
  - b. When the inmate receives his/her property and check, s/he will sign the Inmate Personal Property Receipt Form certifying that all items were returned to him/her.
  - c. The I/R Officer/Sergeant will date and sign the Inmate Personal Property Receipt Form.
4. After all property is returned and all paperwork is completed, the Inmate Personal Property Receipt Form will be given to booking to be placed into the inmate's out file.

#### F. Release of Property upon Inmate's Transfer to another Agency

When an inmate is being transferred to another agency, the Property Officer / KV/PK I/R Officer will release all property to the inmate (follow the same procedure as stated in section E.). If the agency will not accept all of the inmate's property, the Property Officer / KV/PK I/R Officer shall follow the steps listed below.


#### G. Inmate Property Left Behind

1. The Property Officer / KV/PK I/R Officer will have the inmate fill out a Property Release Form with the name, address, and phone number of a designated person to pick up the inmate's property within 30 days.

## Admissions and Releases

### Intake/Release of Property and Money

2. The Property Officer / KV/PK I/R Officer will notify the Programs Services Director or designee / KV/PK Site Commander. The Property Officer / KV/PK I/R Officer will inventory the property on a new property form. Valuables will be secured in a yellow bag and sealed with a red seal. The Property Officer and I/R Officer will both initial the property form. The Property Officer / KV/PK I/R Officer will properly package the inmate's property with the inmate's name, date, and property card attached to the outside. The property will be stored in a designated secured area in the property room.
3. The Property Officer / KV/PK I/R Officer will write an Incident Report, attach a copy of the Property Card and the Property Release Form, and forward to the Operations Commander. A copy shall also be forwarded to the Programs Services Director / KV/PK Site Commander.
4. Inmate property is required to be picked up within 30 days of the inmate's release or transfer. Commissary items must be picked up within five (5) working days of release or transfer Monday through Friday, 0800-1600 hours only, excluding holidays. Valid photo ID is required when inmate property is being released to the designated person or inmate.
5. The Programs Services Director / KV/PK Site Commander will type a list of all property left behind more than 30 days. A list of items with the value of less than \$100.00 will be posted in each facility for 30 days. After 30 days, the KV/PK Site Commanders shall forward the property to the KW Property Officer. A list of items with a value over \$100.00 will be sent to the KW Property Officer. A classified add will be placed in the newspaper for unclaimed property. This add will run for two weekends. Unclaimed property will become property of the Sheriff.
6. Commissary left behind over five working days or unclaimed property will be donated to a charitable organization or disposed of in the dump.
7. This policy also applies to property found in the property area. When the owner is unknown, write "found property" on all paperwork. Forward the Incident Report along with a copy of the Property Card and the Property Release Form to the Operations Commander. A copy shall also be forwarded to the Programs Services Director / KV/PK Site Commander.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:020</b></p>
	<p>SUBJECT:</p> <p><b>Juveniles</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Intake/Release Officers</b></p>

REVISED DATE: 7/3/09

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that juvenile offenders will not be housed in a Monroe County Detention Facility without a court order that complies with Florida Statutes. At no time will juveniles be housed in the Marathon (KV) or Plantation Key (PK) facilities (McIntyre Consent Decree). Every effort will be made to ensure that juveniles are kept separate from adult inmates and that juveniles are held for the minimum amount of time necessary in accordance with Florida Law and the Florida Model Jail Standards (FMJS).

**II. REFERENCES:**

F.S. 39.51-39.516; FMJS 4.01, 4.02, 4.06, 4.07, 4.13, 17.01-17.05, & 18.01-18.03; FCAC 17.01, 17.02, 17.03, 18.01, 18.02, & 18.03; and Consent Decree 39-50.

**III. SCOPE:**

These procedures apply to All Certified Personnel and Records Personnel.

**IV. DEFINITIONS:**

- A. Juvenile - A person who is under the age of 18 and is charged with a delinquent or status offense and has not been transferred for prosecution as an adult. The juvenile may be detained not to exceed six hours, to the secure holding area of the detention center for the purpose of fingerprinting, photographing and awaiting appropriate transport by the Arresting Officer to the Department of Juvenile Justice (DJJ), parents, legal guardian, or responsible adult. During the period of temporary custody, no regular sight and sound contact is permitted between juveniles and adult inmates or trustees. Adequate staff must supervise and monitor the juveniles' activities at all times. To document constant observation, complete a 15 Minute Observation Form.
- B. Waived Juvenile - means a juvenile who is at least 14 years of age and whose case has been certified and transferred for trial as if the juvenile were an adult pursuant to the provisions of F.S. 39.022(5)(a) and 39.022(5)(b).

## Admissions and Releases

### Juveniles

- C. Direct Filed Juvenile - means a juvenile who at the time of commission of the alleged offense was 16 or 17 years of age and against whom information has been filed by the state attorney transferring the juvenile for prosecution as an adult pursuant to the provisions of F.S. 39.047(4)(2)5.
- D. Indicted Juvenile - means a juvenile of any age indicted by a grand jury on an offense punishable by death or life imprisonment pursuant to the provisions of F.S. 39.022(5)(c).
- E. Juvenile Wanted in Another Jurisdiction as an Adult - means a juvenile who is wanted in another jurisdiction for prosecution as an adult pursuant to the provisions of F.S. 39.044(4)(b).
- F. Juvenile Previously Found to Have Committed an Offense as an Adult - means:
1. A juvenile who has been indicted and has been found to have committed any offense for which s/he has been indicted and against whom the court imposed adult sanctions, shall thereafter be handled as if s/he were an adult for any subsequent violation of Florida Law pursuant to the provisions of F.S. 39.022(5)(c).
  2. A juvenile who has been transferred for criminal prosecution pursuant to a voluntary or involuntary waiver hearing or information and who has been found to have committed the offense for which s/he is transferred for a lesser included offense and against whom the court imposed adult sanctions, shall thereafter be handled as if s/he were an adult for any subsequent violation of Florida Law pursuant to the provisions of F.S. 39.022(5)(d).
- G. Pick-Up Order/Order to Take Into Custody - When the Arresting Officer picks up a juvenile who has a pick-up order/order to take into custody, that officer will meet a detention officer in the sally port. The Detention Officer will hand the order to the Arresting Officer. The Arresting Officer will then take the order and the juvenile to DJJ. The Detention Officer may assist in taking the juvenile to DJJ. The juvenile will not enter the jail facility at any time.

## Admissions and Releases

### Juveniles

#### V. PROCEDURES:

##### A. Admission Information

1. The juvenile will be constantly monitored by a Detention Deputy. The Arresting Officer will be permitted to leave the detention center after all paperwork is completed and turned in. The Arresting Officer will make arrangement for the pick-up. If an authorized person does not come and pick-up the juvenile within five hours, the Intake/Release Officer will call the DJJ who will take over. All juveniles will be given priority in every phase of processing.
2. The Records Assistant will receive the affidavit. The Records Assistant will notify the Intake/Release Sergeant of the juvenile's arrival and determine if the juvenile will remain in custody or be released.
3. The Records Assistant will handle the booking processing the same as an adult process.
4. If a juvenile is arrested on a warrant, and the Judge has stipulated a bond amount, every effort will be made to collect said monies. If the juvenile cannot make bond, the juvenile will be released.
5. Traffic Warrants: Traffic juvenile warrants will be handled in the same format as an adult. All material in the folder will be stamped "JUVENILE". The folder will be placed in the appropriate receptacle for records pick-up.
6. A juvenile may not legally be housed in the facility unless one of the following documents is present:
  - a. Grand Jury Indictment (Any Age)
  - b. Direct File (Under the age of 16 years of age)
  - c. Waiver (Must be at least 14 years of age)
  - d. A previous conviction as an adult
  - e. A teletype from another county advising the juvenile is an adult

## Admissions and Releases

### Juveniles

#### B. Booking in a Juvenile

1. The following forms will have to be completed on each juvenile:
  - a. Intake Sheet
  - b. Property
  - c. Medical Screening
  - d. Two Fingerprint Cards, One Palm Print Card
  - e. Four Photographs
  - f. Two Picture Cards (if adjudicated as adult)
  - g. Juvenile Hearing Form
2. The Record's Supervisor will review the folder for accuracy.

**NOTE: A juvenile taken to an adult facility for criminal traffic violations can demand to be taken before a magistrate. If the demand is not made, the facility shall immediately notify the parents, responsible adult, or legal guardian of the juvenile.**

**SIX HOUR RULE: At no time will a juvenile be housed in the facility except under a court order that complies with Florida Statutes. If a juvenile is under arrest, he/she shall be held for temporary custody in the holding area under direct and continual supervision. Every effort must be made to ensure that juveniles are kept separate from adult inmates. At no time will a juvenile be housed in the same cell with an adult inmate regardless of the charges. These juveniles can be held only for that amount of time it takes to process the juveniles. Under no circumstances shall a juvenile be held in custody for more than six hours.**

#### C. Determination of Age

The Intake/Release Officer will exercise every available means to determine the age of the arrestee who may be a juvenile before accepting such arrestee into custody. Such means shall include, but not limited to:

1. Inspections of arrestee's personal identification

## Admissions and Releases

### Juveniles

2. Questioning of arrestee and Escorting Officer
3. Telephone calls to adult relatives named by the arrestee

D. Temporary Custody

Upon taking a juvenile into custody, a law-enforcement officer may deliver the juvenile for temporary custody to a jail or other facility intended or used for the detention of adults. This "temporary custody" will not exceed a period of six hours and may only be for the purpose of fingerprinting or photographing the juvenile or to await transportation to an appropriate facility. During this period of temporary custody, no regular sight and sound contact is permitted between juveniles and adult inmates or trustees, and adequate staff must supervise and monitor the juvenile's activities at all times to include a 15 Minute Observation Form.

E. Recording

The admission of a juvenile for processing will be noted in the daily log.

F. Transfer to Department of Juvenile Justice (DJJ) Detention Center

If the arrestee is found to be a juvenile, and if the commitment documents do not specify that the arrestee is a juvenile to be treated as an adult, the Intake/Release Officer will instruct the Escorting Officer to transfer the juvenile to DJJ or release the juvenile to the parents, legal guardian, or responsible adult.

1. When a juvenile is arrested and transported to DJJ, the Escorting Officer will fill out a juvenile arrest slip and the slip will be forwarded to inmate records.
  2. When a juvenile is released to their parents, the Releasing Officer will fill out a juvenile arrest slip and have the parent sign accepting responsibility.
- G. When receiving and admitting a juvenile, the Intake/ Release Sergeant shall inquire and determine that all established rules, regulations, and legal procedures for such admission are met. The Intake/Release Sergeant shall ensure that the arrest and booking report is accompanied by either the grand jury indictment, the court order certifying that the juvenile has been waived for prosecution as an adult, or a certificate of filing of a direct information by the State Attorney. Unless wanted in another jurisdiction as an adult, a juvenile shall not be placed in the Monroe County Detention Center if one of the aforementioned legal documents is not present with the arrest and booking report. Such proper legal documentation shall remain in the juvenile's file at the detention center at all times.

## Admissions and Releases

### Juveniles

- H. Juveniles who are beyond the control of DJJ Detention Center staff shall not be accepted by the jail unless the juveniles have been transferred for prosecution as adults by waiver, direct file, grand jury indictment, or court order.
- I. A juvenile who is alleged to be in need of services, or is alleged to be from a family in need of services, and is not charged with a crime shall not be placed in a jail under any circumstances. This applies to juveniles formerly known as status offenders that include runaways, truants, and ungovernables.
- J. Juveniles shall not be housed at the Marathon or Plantation Key Jails.
- K. The Monroe County Detention Center shall contain a separate section for juveniles and shall have adequate staff to supervise and monitor the juveniles' activities at all times. Supervision and monitoring of juveniles shall include physical observation and written documented checks by personnel at intervals not to exceed 15 minutes. Personnel shall not use any forms for this documented check on which the times of observation are pre-written.
- L. Under **NO** circumstances shall a juvenile charged with a traffic offense involving death or injury be placed in the same cell as an adult.
- M. No juvenile shall be placed in adult housing.
- N. Juvenile Mistakenly Detained

When an inmate professes to be a juvenile and is not being housed by court order to stand trial as an adult, or when an inmate may be identified as a juvenile by a credible source, the officer who first hears or receives such a report will perform the following steps:

1. Separation: Segregate the inmate from the adult population.
2. Investigation: The Intake/Release Sergeant will attempt to determine the true age of the inmate by:
  - a. Questioning the inmate
  - b. Obtaining from the inmate the names, addresses and telephone numbers of parents, guardians, or adult relatives who may confirm the inmate's age

## Admissions and Releases

### Juveniles

- c. Telephoning the person(s) named by the inmate advising them that the inmate is in custody, and ask them to verify the inmate's age
3. Non-Confirmation: If the inmate is not declared to be under eighteen (18) years old by the person(s) contacted, prepare an incident report starting with the name and relationship of the person contacted, the date of the inmate's birth as stated by them, and other pertinent aspects of the conversation. Attach the record of the conversation to the inmate's jail file and direct that the inmate be placed in the appropriate cell according to classification.
4. Confirmation: If the person(s) confirm that the inmate is under eighteen (18) years old, request that they bring proof of the inmate's age to the facility as soon as possible. Proof of age should be verified by a Birth Certificate, School Records, or other official documents reflecting date of birth.
5. Documentation and Notification: Upon receipt of proof of age, the Intake/Release Sergeant will write a complete report and attach a copy of the documents used to verify age.
  - a. Notify the arresting agency that the inmate placed by them in confinement at the county facility is a juvenile. The arresting agency will transport the inmate to DJJ or release to his/her parents, legal guardian, or responsible adult.
  - b. Disposition of how the inmate is released will be obtained and placed in the inmate's file.
  - c. Forward the incident report to the Operations Commander via the chain-of-command.
6. Release: The Intake/Release Sergeant in charge shall follow established release procedures with these additional actions.
  - a. Revised records shall be completed for the juvenile and attached to the original records when the inmate was booked as an adult.
  - b. All will be placed with the release paperwork after procedures have been completed.

## Admissions and Releases

### Juveniles

**NOTE: If a juvenile is brought in and requires a court date, the Records Assistant will complete Form 8.930, Juvenile Notice to Appear, and issue the juvenile a court date. At the top of the form is a section for the parent, legal guardian, or responsible adult to sign. Attach a copy of the arrest affidavit to the form and hand it to the parent, legal guardian, or responsible adult.**

#### O. Pick-up Order

##### 1. Juvenile turns him/herself in at the DJJ Building

- a. DJJ staff will call the Intake Supervisor at the Main Jail.
- b. The Intake Supervisor will retrieve a copy of the pick-up order out of "Fortis".
- c. The Intake Supervisor or his/her designee will take the pick-up order to the DJJ Building.
- d. The Intake Supervisor or his/her designee will serve the pick-up order and give the served copy to the DJJ staff.
- e. Once the pick-up order has been served, the Intake Supervisor or his/her designee will notify the Records Supervisor so the pick-up order can be removed from F/NCIC.

##### 2. Juvenile turns him/herself in at the Main Jail

- a. At **NO** time will the juvenile be brought into the jail.
- b. The Intake Supervisor will retrieve a copy of the pick-up order out of "Fortis".
- c. The Intake Supervisor or his/her designee will serve the pick-up order.
- d. The Intake Supervisor or his/her designee will take the served pick-up order and the juvenile to the DJJ Building and turn the paperwork and the juvenile over to the DJJ staff.
- e. Once the pick-up order has been served, the Intake Supervisor or his/her designee will notify the Records Supervisor so the pick-up order can be removed from F/NCIC.

## Admissions and Releases


### Juveniles

3. Juvenile brought to the KV/PK facilities for pick-up orders
  - a. At NO time will the juvenile be placed in a holding cell.
  - b. The Transporting Officer, Detention Sergeant or Officer-in-Charge will obtain a copy of the pick-up order and serve it.
  - c. If the pick-up order specifies that the juvenile is to be placed in the Children's Shelter, the Transporting Officer will be directed to the shelter with the juvenile.
  - d. Once served, the Records Supervisor in Key West will be notified so that the order can be removed from FCIC.
  - e. The local DJJ office will be notified.
  - f. The juvenile will not be booked, photographed, or fingerprinted. No commissary account will be opened and any cash they arrived with will be turned over to DJJ.
  - g. The presence of the juvenile will be noted in the e-log; their arrival and departure will not be documented in the "In-Book".
  - h. Once the Juvenile Probation Officer from DJJ arrives, the juvenile is turned over to their custody.
  - i. Under no circumstances will the juvenile be allowed to stay in our custody more than six (6) hours.
  - j. Regular sight and sound contact with adult inmates must be avoided.
4. The following protocols apply to all pick-up orders
  - a. It will not be necessary for DJJ staff to call dispatch to bring a road patrol officer/deputy to the DJJ building to serve the pick-up order.
  - b. Our Medical Contract Provider will not medically screen juveniles who arrive at the jail on pick-up orders.
  - c. Corrections Officers will not call a Juvenile Probation Officer to interview the juvenile at the jail prior to transporting him/her to the DJJ Building; the juvenile does not have to be interviewed.

## Admissions and Releases

### Juveniles

- d. Corrections Officers will not fingerprint the juvenile.
- e. Corrections Officers will not photograph the juvenile.
- f. The juvenile will not be brought into the jail under any circumstances.
- g. Corrections Officer will **NOT** stay with the juvenile at the DJJ Building once the pick-up order and the juvenile have been taken to the DJJ Staff.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:021</b></p>
	<p>SUBJECT:</p> <p><b>Medical Receiving Screening Form</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Intake/Release Officers</b></p>

**REVISED DATE: 8/21/06**

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to complete a Medical Receiving Screening Form on all arrestees during the intake process.

**II. REFERENCES:**

FMJS 7.02(a) & 7.03.

**III. SCOPE:**

These procedures apply to All Certified Personnel.

**IV. PROCEDURES:**

- A. Whenever Medical Personnel are not available to conduct the Medical Receiving Screening Form, the Intake/Release Officer shall complete this form on every inmate being admitted into the Monroe County Detention Facilities. This includes weekenders, juveniles, Federal/State, and contract inmates. This form will be completed at the time of admission (i.e., after the pat search and before putting the individual into a holding cell) along with ensuring that the arresting officer has completed the Arresting Officer's Assessment of Arrestee Form. This form is to provide the Medical Department with initial information on each inmate who may have a pre-existing medical condition that requires daily medication. It is important that this information be as accurate as possible.

**NOTE: Officers completing this screening form will receive training from Medical Personnel on the screening process and the form.**

## Admissions and Releases

### Medical Receiving Screening Form

B. The following questions will be asked by the Intake/ Release Officer and the answers shall be PRINTED on the form. Any answer with a "Yes" requires an explanation. The following fields are mandatory:

1. Name (Last, First, M.I.)
2. Date (Current)
3. Time (military time)
4. Inmate I.D. No. (Physical Descriptor Number)
5. Social Security No.
6. Sex
7. D.O.B. - (Date of Birth) - mm/dd/yy
8. Previous Incarceration (Yes or No)  
If yes, what jail facility and when
9. Medical Insurance (Yes or No)  
If yes, who and any other available information
10. Interviewer's Name and Title (Signature and employee number of the Intake/Release Officer conducting the interview)

C. Visual Observation

A visual observation will be conducted by the Intake/ Release Officer. All fields are Yes or No. If "Yes" is indicated, an explanation will be required.

D. Inmate Questionnaire

The Intake/Release Officer will ask the inmate approximately 12 questions. The inmate will respond with Yes or No. If yes is indicated, an explanation will be required.

## Admissions and Releases

### Medical Receiving Screening Form

#### E. Disorderly or Belligerent Inmates

1. If an inmate is disorderly or belligerent and it is impossible to process him/her, a Medical Receiving Screening Form still needs to be filled out with whatever information we do have on the inmate. This would include name, sex, inmate I.D. #, date Medical Receiving Screening Form was filled out, and any other area which can be filled in from observation and not by verbally asking the inmate. Some areas such as D.O.B. and home address can sometimes be obtained from the arrest affidavit or the computer if the subject has been arrested previously.
2. If the inmate is disorderly or belligerent, this fact would be noted under **DOES INMATE APPEAR TO BE UNDER THE INFLUENCE OF, OR WITHDRAWING FROM DRUGS OR ALCOHOL?** If the answer is yes, you should indicate what type of influence according to the affidavit, if available. The Intake/Release Officer will notify the Intake/Release Sergeant for possible monitoring of the inmate.

#### F. Suicidal or Medical Emergencies


If any inmate is a suicidal risk or showing visible signs of illness, injury, minor bleeding, pain, or other symptoms suggesting the need for immediate medical attention, contact Medical.

**NOTE: Seriously ill or seriously injured arrestees (i.e., unconscious or cannot stand without assistance, excessive use of alcohol, excessive use of drugs, bleeding, or other major medical problem) should be rejected. The Intake/Release Sergeant may have Medical assist him/her in making the final decision to accept or reject the arrestee. If the arrestee was rejected, a written medical treatment form by a hospital must be submitted before the arrestee will be accepted into the facility.**

#### G. After all questions have been covered, the Intake/Release Officer will:

1. Check a placement recommendation block
2. Write any relevant remarks in the remarks section
3. Have the inmate sign the form

#### H. The Medical Receiving Screening Forms for all inmates will be sent to the Medical Department.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:022</b></p>
	<p>SUBJECT:</p> <p><b>Out of State Extraditions</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Assistants</b></p>

REVISED DATE: 9/15/99

Page 1 of 2

**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to keep an accurate record of all out of state extraditions.

**II. REFERENCE:**

F.S. 941.

**III. SCOPE:**

These procedures apply to All Records Personnel.


**IV. PROCEDURES:**

- A. On every out of state extradition, an Out of State Extradition Form will be completed.
- B. If the defendant has local charges, you will specify when the defendant's next scheduled court date is. If it is a misdemeanor, you will notify Pre-Trial Services to put the defendant on plea day to plea out.
- C. If the defendant does not have local charges, but is fighting extradition, the Records Assistant will notify the Judge's Office who is assigned to extradition proceedings for a thirty (30) day hearing.
- D. Once the Governor's Warrant has been received in the Records Department, notification of such will be annotated on the Out of State Extradition Form.
- E. If the defendant is not fighting extradition, you will indicate on the Out of State Extradition Form when the ten (10) days will expire.

**Admissions and Releases**

**Out of State Extraditions**

- F. The following information will be needed to fill out the Out of State Extradition Form:
1. Defendant's Name
  2. State in Which Defendant Fled
  3. State Local Charges (If yes, indicate the next court date)
  4. Indicate ten (10) day pickup or thirty (30) day hearing
  5. Indicate the date in which you received the Governor's Warrant

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:023</b></p>
	<p>SUBJECT:</p> <p><b>Preparation of Court Folders</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Assistants</b></p>

**REVISED DATE: 9/15/99**

**Page 1 of 5**

**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that all court folders will be processed accurately with all forms and teletypes enclosed in the folder.

**II. REFERENCE:**

FMJS 4.13.

**III. SCOPE:**

These procedures apply to All Records Personnel.

**IV. PROCEDURES:**

The Magistrate Folder and all documents must be filled out accurately and verified by the Records Supervisor/Shift Supervisor.

**A. Arrestment Notice**

1. The arrestment notice is notification of the next court date the inmate must attend. The following is the information needed to complete the form:
  - a. Inmate's Name (Last, First)
  - b. Arrestment/Hearing, etc., Judge/Date and Time
  - c. Current Date
  - d. Complete Address of Inmate
  - e. Records Assistant's Signature/Date
  - f. Inmate's Signature

## Admissions and Releases

### Preparation of Court Folders

2. Distribution
    - a. White - (Court) Inmate's Folder
    - b. Green - Inmate
    - c. Yellow - (Defense Counsel) Inmate's Folder
    - d. Pink - Records
    - e. Gold - (State Attorney) Inmate's Folder
  3. The only copy that should be taken out at time of intake is the inmate's copy.
- B. Magistrate Action Form
1. The Magistrate Action Form is the form in which the Judge will annotate the bond, county sentence, release, etc. The Magistrate Action Form requires the following information to be completed accurately:
    - a. Inmate's Name (Last, First)
    - b. Date of Arrest (From the Affidavit)
    - c. Time of Arrest (From the Affidavit)
    - d. Date/Time (First Appearance Order)
    - e. Date/City (Done and Ordered This Day)
    - f. Date (Sworn and Subscribed Before Me)
    - g. Must be signed in both areas
  2. Distribution
    - a. White - (Court) Inmate's Folder
    - b. Blue - Inmate
    - c. Gold - (State Attorney) Inmate's Folder
    - d. Canary - (Sheriff's Office) Inmate's Folder
    - e. Pink - (Defense Counsel) Inmate's Folder
    - f. Green - Indigent Examiner
  3. The Magistrate Action Form will be distributed by the Records Assistant. The Records Assistants will handle the break-down of the inmate's folder. If the inmate posts bond, the Magistrate Action Form still needs to be completed.

## Admissions and Releases

### Preparation of Court Folders

#### C. Affidavit

Make sure all applicable fields are filled out correctly. It will be the responsibility of the Records Assistants to ensure all fields are correct. The following fields should be filled in completely:

1. Agency Number
2. Charge Type
3. Weapon Seized/Type
4. Location of Offense
5. Date of Arrest
6. Time of Arrest
7. Inmate's Name
8. Race
9. Sex
10. Date of Birth
11. Height
12. Weight
13. Eye Color
14. Hair Color
15. Complexion
16. Build
17. S/M/T - Location of said Scars/Marks/Tattoos
18. Indication of Alcohol Influence (Yes, No, Unknown)
19. Local Address - City, State and Zip Code
20. Phone Number (Area Code first)
21. Residence Type
22. Permanent Address/Phone Number
23. Business Address - City, State, Zip Code, Phone Number and Occupation
24. Driver's License Number
25. INS Number (Immigration and Naturalization Service Number, If Applicable)
26. Place of Birth
27. Citizenship
28. Co-Defendant (If Applicable)
29. Drug Activity (If Applicable)
30. Drug Type (If Applicable)
31. Charge Description
32. Counts
33. Statue Violation Number
34. Drug Activity/Drug Type/Amount Unit

## Admissions and Releases

### Preparation of Court Folders

35. State Attorney Number/Court Number
  36. Warrant Type
  37. Date Issued
  38. Writ of Attachment
  39. Domestic Violation Injunction
  40. Order of Arrest
  41. Second Charge Description (If Applicable)
  42. Narrative of Arrest
  43. Officer's Signature
  44. Officer's Name Printed/ID Number
  45. Sworn Statement (Notary)
- D. Warrant Arrest
1. Warrant Arrest usually have all necessary numbers assigned when the warrant is processed. If it has the necessary numbers, the Records Assistants will annotate the numbers on all necessary documents:
    - a. Arraignment Notice
    - b. Magistrate Folder (Court Case Number)
    - c. Magistrate Action Form (Court Case Number)
  2. If the warrant has not been assigned a case number, the Records Assistant will assign the necessary numbers and annotate them on the above documents.
  3. The warrant has to show service on the inmate. The original and four copies will be put in the Magistrate Folder.
- E. Out-of-County Arrest
1. All out-of-county arrests will have the following information for First Appearance Bond Hearing:
    - a. Arrest Affidavit
    - b. Magistrate Action Form
    - c. Teletype confirming charges
    - d. Magistrate Folder
  2. No case numbers will be issued on any out-of-county arrests.

## Admissions and Releases

### Preparation of Court Folders

#### F. Out of State Extraditions

A Key West felony court case number will be issued on all out-of-state arrests. All out-of-state extraditions will have the following information for first appearance bond hearing:


1. Arrest Affidavit
2. Magistrate Action Form
3. Teletype confirming charge(s)
4. Waiver of Extradition
5. Commitment to Waive
6. Felony Case Number
7. Magistrate Folder

#### G. Federal Inmates

Federal prisoners are held for custody purposes only. No local or out-of-county warrants will be served on the inmate during time of custody. If a warrant is found on the inmate, a detainer will be given to the United States Marshal for detainer activation.

#### H. Review of Magistrate Folder

The Records Supervisor will review the folder to check for any type of mistakes. It will be the responsibility of the Records Supervisor to ensure accuracy.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:024</b></p>
	<p>SUBJECT:</p> <p><b>Recommittals</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Assistants</b></p>

**REVISED DATE: 9/15/99**

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to review the Recommittal Form for accuracy and completeness. The Records Assistant will process all paperwork and enter all information into the data system.

**II. REFERENCE:**

None.

**III. SCOPE:**

These procedures apply to All Records Personnel.

**IV. PROCEDURES:**


A. Recommittal Form

1. Upon receipt of the Recommittal Form and a copy of the bond receipt, the Records Assistant will check the computer for case status. If case satisfied, do NOT except inmate.
2. The Recommittal Form will be reviewed for completeness and accuracy as follows:
  - a. Name of defendant; to include any AKAs
  - b. Bond date
  - c. Power number
  - d. Charge
  - e. Court case number
  - f. Amount of bond (original)
  - g. Date the defendant is recommitted

## Admissions and Releases

### Recommittals

- h. Judge of the next court appearance
  - i. Court location
  - j. Date of surrender
  - k. Name of county (Monroe)
  - l. Location of surrender (KW, KV, PK)
  - m. Bondsman's signature
  - n. Records Assistant's Signature
  - o. Date
- B. If the review shows the Recommittal Form is complete, all information will be entered into the computer in accordance with the established data entry procedures.
- C. A F/NCIC check will be completed to check for any outstanding warrants during the booking process. If a warrant is active for Monroe County on the same case as the recommittal, the warrant takes precedence over the recommittal.
- D. Recommittals **DO NOT** require First Appearance Bond Hearing unless s/he is being arrested for a new charge (new warrant arrest).

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:025</b></p>
	<p>SUBJECT:</p> <p><b>Releasing Information on Arrestees</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Assistants</b></p>

**REVISED DATE: 9/15/99**

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities, in accordance with Florida Law, that release of inmate information does not require inmate consent with the exception of medical and juvenile information which is confidential.

**II. REFERENCE:**

None.

**III. SCOPE:**

These procedures apply to All Personnel.

**IV. PROCEDURES:**


**NOTE: Victim names will not be released neither verbally nor written. When releasing inmate information in written form, victim names shall be blackened out.**

- A. In accordance with Florida Law, release of inmate information to outside agencies or the public does not require inmate consent. This excludes juvenile arrests, where no information will be given.
- B. Access to inmate files within facilities is restricted to authorized personnel with a need to know.
- C. Medical information is confidential and inmate medical records will not be released without the approval of the Medical Director. In the absence of the Medical Director, and when security and/or emergency needs dictate, the Medical Staff Member in charge may release inmate medical information upon being ordered to do so by the Shift Lieutenant.

## **Admissions and Releases**

### **Releasing Information on Arrestees**

- D. Inmate consent for medical information to be transmitted to physicians, medical facilities, or other designated individuals or organizations shall be documented on a Medical Authorization for Release of Information Form by the Medical Department and the form shall be placed in the inmate's medical file.
- E. Inmate consent is not required when medical information is requested by means of a court order.
- F. Photos of inmates for the media will be released through the Public Information Office and the Sheriff's Office ID Section.
- G. No F/NCIC information will be released over the phone.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:026</b></p>
	<p>SUBJECT:</p> <p><b>Releasing Inmates to Other Agencies</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Intake/Release Sergeants</b></p>

**REVISED DATE: 1/16/06**

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to ensure that when the inmate(s) are transferred out of the custody of facility staff to the staff of another authorized agency, the proper records procedures are observed so those officers have at their disposal all necessary information regarding the inmate(s) involved.

**II. REFERENCE:**

FMJS 4.16.

**III. SCOPE:**

These procedures apply to All Certified Personnel and Escorting Officers.

**IV. PROCEDURES:**

A. Record the Transporting Officer's picture ID and badge number on the release form that stays within the facility.

B. Basic Information

Certain records must accompany a transferring inmate and must remain in the possession of the Escorting Officer at all times. Unless otherwise authorized by the Commander, Bureau of Corrections, the following records will be transferred with the inmate:


1. Copy of medical records and any medication needed to ensure proper medical care and/or medication while in transit.

## Admissions and Releases

### Releasing Inmates to Other Agencies

2. Copies of commitment papers or other documents that certify the Escorting Officer's authority to have custody of the offender.
3. Basic identifying information regarding the inmate including his/her name, register number, photograph, charge or sentencing offense, and sentence or potential sentence.
4. Information regarding any history of assault, escape, mental health problems, or other potentially dangerous behavior.
5. No personal property (e.g., commissary items, clothing, suit case, bags) will be left behind for any reason. In some cases, the outside agency (e.g., USM) will refuse to accept the inmate's property. In these circumstances, follow the procedures listed in P/P 2:019 under the Inmate Property Left Behind section.

**NOTE: Inmates in transit will not be permitted access to any of the file material that accompanies them.**

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:027</b></p>
	<p>SUBJECT:</p> <p><b>Releasing of Inmates to Probation</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Assistants</b></p>

REVISED DATE: 9/15/99

Page 1 of 2

**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that the release of inmates to probation will be processed in an accurate and expeditious manner.

**II. REFERENCES:**

F.S. 948.001, 945.30, & 948.03.

**III. SCOPE:**

These procedures apply to All Records Personnel.

**IV. DEFINITIONS:**

- A. Administrative Probation - A form of non-contact supervision in which an offender who presents a low risk of harm to the community may, upon satisfactory completion of half the term of probation, be placed by the Department of Corrections on non-reporting status until expiration of the term of supervision. The department is authorized to collect an initial processing fee of up to \$50.00 for each probationer reduced to Administrative Probation. Such offender is exempt from further payment for cost of supervision as required in F.S. 945.30.
- B. Community Control - A form of intensive supervised custody in the community, including surveillance custody in the community, including surveillance on weekends and holidays, administered by officers with restricted caseloads. Community Control is an individual program in which the freedom of an offender is restricted within the community, home, or non-institutional residential placement and specific sanctions are imposed and enforced.

## Admissions and Releases


### Releasing of Inmates to Probation

- C. Drug Offender Probation - A form of intensive supervision which emphasizes treatment of drug offenders in accordance with individualized treatment plans administered by officers with restricted caseloads. Caseloads are restricted to a maximum of fifty (50) cases per officer in order to ensure an adequate level of staffing.
- D. Probation - A form of community supervision requiring specified contacts with parole and probation officers and other terms of conditions as provided in F.S. 948.03.

#### V. PROCEDURES:

When an inmate returns from court and the judge has ordered the inmate to be released on probation, the following will occur:

- A. The Records Assistant will immediately check the inmate's folder to ensure all cases are satisfied.
- B. The Records Assistant will check local Wants/Warrants and F/NCIC.
- C. The Records Assistant will call Probation and advise the probation officer of said release.
- D. If the probation release constitutes special instructions, the Records Supervisor will provide the defendant with a copy of the special conditions.
- E. The inmate will be released according to established procedures.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:028</b></p>
	<p>SUBJECT:</p> <p><b>Security and Storage of Inmate Records</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Supervisors</b></p>

REVISED DATE: 9/15/99

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that the Records Department shall provide for the establishment, utilization, content, privacy, security, and preservation of inmate records and follow a schedule for the retirement or destruction of inactive case records. Policies and procedures relating to records will be reviewed annually.

**II. REFERENCES:**

FMJS 4.13.

**III. SCOPE:**

These procedures apply to All Records Personnel.

**IV. PROCEDURES:**

A. Establishment/Utilization of Records

Establishment of inmate custody records is initiated by the Records Assistant during the admissions process and is completed and maintained by the Records Department. Custody records are used to ensure that inmates are properly committed, property is correctly managed, and that a record of major events while in custody is maintained.

B. Content

Jail records contain booking information, court documents, property receipts, disciplinary reports, and records of program participation including Work Release. These records also contain classification decisions, disciplinary actions, grievances, requests, reports of crimes committed while in custody, medical screening information, and Work Release information, if applicable.

## Admissions and Releases


### Security and Storage of Inmate Records

#### C. Records Accountability

1. Records in use shall be directly supervised and controlled by Records Personnel involved in the processing and maintenance of these records.
2. Inmate records will be removed ONLY by the Records Director or Records Supervisor on a "need-to-know" basis only!!! Other related agencies may obtain information from the records but not physically remove them.
3. Files leaving the Records Department will be signed out prior to their removal and signed back in upon their return.
4. Records Personnel will note any files not returned at the end of the day on the Records Log.

#### D. Records Disposition

1. Following release of an inmate, the classification and inmate records will be placed in the Records Department. Here they will be maintained for a period of five (5) years from date of release.
2. Medical records of released inmates will be retained in the Medical Department for one (1) year and then will be transferred to the Records Department for storage. Medical records must be kept for seven (7) years from date of release.
3. Minimum records retention periods and authorized record destruction will be in accordance with Florida law governing public records.
4. The Central Records Department will archive these files at the end of each month onto CDs. A copy of the CD will be maintained in Central Records and in the jails Records Director's office.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:029</b></p>
	<p>SUBJECT:</p> <p><b>State Prison Commitments</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Assistants</b></p>

**REVISED DATE: 5/5/00**

**Page 1 of 3**

**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to have set procedures established for delivering inmates to a State Prison Reception Center. State law requires that certain documents be presented when delivering an inmate to a State Prison Reception Center. Court Personnel and Record Assistants are responsible for ensuring that the required documents are in order and ready to be delivered to the State Prison Reception Center with the inmate.

**II. REFERENCE:**

F.S. 944.17.

**III. SCOPE:**

These procedures apply to All Record Personnel.

**IV. PROCEDURES:**

A. Required Documents

To ensure that the required documents are in order and ready to be delivered to the State Prison Reception Center, you will complete a Commitment Checklist ensuring that the following documents required by law are enclosed in the packet:

1. Uniform commitment, judgement, sentence forms, sentencing guidelines score sheet, and a certified copy of the indictment or information (Uniform Commitment Package)
2. Sheriff's Certificate

## Admissions and Releases


### State Prison Commitments

3. Probable Cause Affidavit (Copy of Arrest and Booking Report)
  4. Copy of Restitution Order or reason restitution not ordered
  5. Victim Information Form or that one was not provided
  6. Current F/NCIC criminal history printout
  7. Pre-Sentence Investigation Report or that one was not provided
- B. Receipt of Uniform Commitment Package
- Upon receipt of the Uniform Commitment Package from the Clerk of the Circuit Court, the Records Assistant will:
1. Check the computer to ensure all cases have been disposed of through the MCSO terminal.  
  
**NOTE: The inmate's folder will be checked to ensure all cases have been properly disposed of.**
  2. Review the Uniform Commitment Package for the following:
    - a. Documents have been signed by the judge
    - b. Concurrent or consecutive sentence to local charge(s)
      - (1) If no local charge(s) is pending, the inmate may be transferred without delay.
      - (2) If concurrent to local charge(s), the inmate may be transferred without delay.
      - (3) If consecutive to local charge(s), a hold order will be prepared by Classification prior to the inmate being transferred to a state facility.
      - (4) If a local (county) sentence is to run consecutive to a state prison commitment, one copy of the county commitment will be forwarded to the receiving state facility and a copy forwarded to the Warrants Department.

## **Admissions and Releases**

### **State Prison Commitments**

- c. Amount of credit to be applied to the sentence is correct. Any time that is spent in other jurisdictions will be awarded solely by the sentencing judge.
  3. Resolve any discrepancies by verifying the information with the Clerk of the Circuit Court.
  4. Complete a Commitment Checklist to ensure that all documents have been received.
  5. Make two copies of the Sheriff's Certificate and one copy of the front page of each commitment.
    - a. One copy of the Sheriff's Certificate and one copy of the state commitment is placed in the inmate's file.
    - b. The original and one copy of the Sheriff's Certificate as well as the original state commitment are forwarded to the receiving state facility.
  6. Notify Transportation of the number of inmates scheduled for transfer including the race and date of birth of each inmate.
  7. Transportation will notify the receiving state facility of the number of inmates scheduled for transfer.
- C. Arrangement of Commitment and Accompanying Documents
  1. Two packets will be prepared by the Records Assistant on each inmate scheduled for transfer to state prison. Two packets are necessary as the receiving facility forwards one packet to the Department of Corrections in Tallahassee.
  2. The completed packets will be given to the Transportation Supervisor. The packets and the inmates will be transported to the State Prison Reception Center.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:030</b></p>
	<p>SUBJECT:</p> <p><b>Subpoenas for Inmates</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Shift Lieutenants</b></p>

REVISED DATE: 9/15/99

Page 1 of 1

**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that subpoenas delivered to inmates incarcerated within the detention facilities will be delivered and documented as served as expeditiously as possible.

**II. REFERENCE:**

None.


**III. SCOPE:**

These procedures apply to All Shift Lieutenants/Designee, Receptionists, and Support Services.

**IV. PROCEDURES:**

When a subpoena is received for an inmate, the following will apply:

- A. Hand delivered subpoenas will be taken to the reception area for the Receptionist to receive from the Civil Deputy/Community Service Aid for verification that the inmate is in custody. If the inmate is in custody, the subpoena will be forwarded to the Shift Lieutenant.
- B. Subpoenas sent through the inter-office mail system from the Civil Division will be sent to Support Services for verification that the inmate is in custody. If the inmate is in custody, the subpoena will be forwarded to the Shift Lieutenant.
- C. The Shift Lieutenant will ensure that all subpoenas are served and documented as expeditiously as possible. The serving officer will sign both copies with their name and ID # and state the date, time, and person served. The inmate will be handed the respondent copy. The court copy will be returned to Support Services for distribution back to the Civil Division.

<p>MONROE COUNTY</p>  <p>DETTENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:031</b></p>
	<p>SUBJECT:</p> <p><b>Teletypes</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Records Assistants</b></p>

**REVISED DATE: 9/15/99**

**Page 1 of 3**

**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to review all arrest paperwork checking for accuracy and to make computer checks for all outstanding warrants, local and national.

**II. REFERENCE:**

FCIC/NCIC Operations Manual.

**III. SCOPE:**

These procedures apply to All Records Personnel.

**IV. PROCEDURES:**

The Records Assistant shall:

- A. Review arrest paperwork and ascertain its accuracy.
- B. Check the local CJIS computer for any local warrants, and determine if the arrestee has ever been booked into the facility.
- C. Check the NCIC/FCR terminal for any state or national "Wants".

**NOTE: The Records Assistant will initiate the intake folder, filling in all pertinent information.**

- D. Handle all criminal histories in accordance with state law.
- E. Update your certification every two (2) years when operating the NCIC terminal per FDLE; this is mandatory.

## Admissions and Releases


### Teletypes

- F. Enter arrest affidavits into the computer system following the below steps:
1. Out-of-State Warrants
    - a. These warrants will be booked just like a regular arrest with a hold. They will have a felony case number assignment for the Clerk's Office to open a case.
    - b. You will use the fugitive statues of the state and received the confirmation placing one copy in the magistrate folder and the other copy in Classification. You will then teletype that state and ask them to send you a copy of the actual warrant for his/her magistrate folder and arrest folder for documented proof in case any questions arise.
  2. Out-of-County Warrants
    - a. These warrants will be booked just like a regular arrest with a hold for the said county. No case number will be assigned.
    - b. You will need to teletype the county for confirmation of the warrant. If the out-of-county charge is the subject's only charge, you can advise that county that s/he is ready for their pick-up. This can only be done if the subject has no local charges.
    - c. Whenever you run a history, the information will be entered on the dissemination log for FDLE. This is required for both FDLE histories and FBI histories.
    - d. All teletypes that come over the system need to be reviewed. All counties and states use this system to communicate with us.
    - e. FDLE requires that you respond to the teletypes within ten (10) minutes. If these teletypes are not answered, we can be reported to FDLE. If the violation is serious enough, they can remove our authorization to use the machine.
    - f. Other states and counties use this system to have us place "HOLDS" for them and to find out when we may have had someone they are looking for.

## Admissions and Releases

### Teletypes

3. On all arrestees, you will need to:
  - a. Open records work space and do a QW for warrant check. This will tell you if the subject has warrants from inside the State of Florida or from other states.
  - b. Open records work space and do a QH. This will give you the criminal history segment that has the FDLE number for their Florida history. The FDLE number is their state ID number. The FDLE number needs to be documented.
  - c. If you find a FDLE number, open records work space and do a QR.
  - d. If you find they have a history in another state, open records work space and do a QR.
  - e. The second copy of all teletypes will be placed in Classification for their usage.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:032</b></p>
	<p>SUBJECT:</p> <p><b>Types of Releases</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>KW Records Assistants and KV/PK I/R Officers</b></p>

REVISED DATE: 8/21/06

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that releases such as cash bonds, cash purges, surety bonds, and all other forms of releases will be processed in an accurate and expeditious manner.

**II. REFERENCE:**

F.S. 939.17 and FCAC 9.13.

**III. SCOPE:**

These procedures apply to All Records Personnel and KV/PK I/R Personnel.

**IV. PROCEDURES:**

A. Cash Purges

1. Cash purges will be processed by designated personnel as follows:

a. Money Orders

When a bond is posted by means of a telegraphed money order, the telegram will be given to the defendant. The defendant will endorse the back of the money order if the money order is made out to the defendant.

b. Cash Purges

Cash purges are payments for contempt of court and will be processed in the same manner as cash bonds. The amount is determined by the judge who sentenced the individual.

## Admissions and Releases

### Types of Releases

2. The cash purge may be posted anytime during incarceration.
  3. Cash purges must be validated by the Clerks Office or from the county in question. The court case number and the child support number, when available, will be listed on the Cash Purge Report which will be completed by the Records Supervisor/Designee / KV/PK I/R Officer. If the defendant has the money, s/he will be given the opportunity to purge at any time.
  4. Cash Purge Report: A Cash Purge Report will be completed by the Records Supervisor/Designee / KV/PK I/R Officer at the time the purge is posted. The following information will be needed for the report:
    - a. Defendants Name
    - b. Current Date
    - c. Officers Signature and Printed Name
    - d. Receipt Number
    - e. Total Purge Amount
    - f. Case Number
    - g. Child Support Number (If Available)
    - h. Total Amount of Purge Collected (Grand Total)
    - i. Verification Signature
- B. Cash Bond

**NOTE: ACCEPTABLE METHODS OF PAYMENTS FOR CASH BONDS ARE CASH, MONEY ORDERS, TRAVELERS CHECKS, OR CASHIERS CHECKS ONLY AND ARE MADE PAYABLE TO THE SHERIFF OF MONROE COUNTY. NO PERSONAL CHECKS.**

1. A cash bond may be determined if:
  - a. Warrant indicates a bond amount
  - b. An Administrative Order is in effect for the charge
  - c. The defendant is arrested on an out-of-county warrant and the teletype indicates a bond amount
2. A cash bond may be posted anytime during the inmate's incarceration and remains the same regardless of any time served. If the arrestee committed a crime for which a preset bond has been established, the following shall occur:
  - a. The arrestee will be made aware of the bond amount.

## Admissions and Releases

### Types of Releases

- b. The arrestee will be given a reasonable amount of time in which to make any phone calls needed to contact a family member, friend, associate, etc.
3. The arrestee will be processed in and assigned to the intake housing unit until the person posting the bond arrives.
4. Upon the arrival of any family member, friend, associate, etc. to the main lobby:
  - a. The Main Control Room Officer / KV/PK I/R Officer will contact the Intake/Release Department.
  - b. Intake/Release will notify the Officer of the bond amount.
  - c. The Officer will verify that the person (depositor) depositing the bond has the proper and exact amount.
5. If the depositor does not have the exact amount, the officer shall tell the depositor to go and make his or her own exact change and return with the proper and exact amount.
6. If the depositor does have the proper and exact amount, the Records Supervisor/Designee / KV/PK I/R Officer shall:
  - a. Gather all the information required to complete the cash bond receipt.
  - b. Send the cash bond receipt book to the public lobby and identify him/herself to the depositor to collect the money for the bond.
  - c. The employee receiving the money shall count it out loud in the presence of the depositor and a witnessing employee. If it is the correct amount, it shall immediately be sealed in an envelope and both the receiving and witnessing employee shall sign or initial the sealed envelope and print their employee ID # on the envelope.

**NOTE: If bond amount is \$10,000 or more, an IRS Form must be filled out.**

7. Once the Records Supervisor/Designee / KV/PK I/R Officer has verified the proper amount is received, the depositors information will be gathered and documented on the cash bond receipt.

## Admissions and Releases

### Types of Releases

8. Once all the information is entered onto the cash bond receipt, and after F.S. 939.17 bonding procedures is explained to the depositor, then the depositor will sign on the line identified as "Depositor's Signature" only if they are listed as the depositor.

**NOTE: If the inmate is bonding him/herself out, the depositor's information will be the same as the defendant's, and the inmate will sign both the defendant's and depositor's signature lines.**

9. Filling out the Cash Bond

The following information is mandatory:

- a. County
- b. Defendant's Name
- c. Total Amount of Bond
- d. Court Date
- e. Charges
- f. Defendant's Signature
- g. Depositor's Signature
- h. Current Date
- i. Booking Officer's Signature or Initials
- j. Location of Bond Taken
- k. Case Number

10. Distribution of Cash Bond Receipt

- a. White - Court Folder (stapled to the defendant's arrest folder)
- b. Blue - Defendant/Depositor
- c. Pink - Finance Division
- d. Yellow - Stays attached to the Cash Bond Receipt Book

**NOTE: The money collected and the pink copy of the cash bond receipt is placed in an envelope, sealed with the following information documented on the envelopes, and dropped into the safe:**

1. Defendant's full name
2. Bond amount
3. Case number
4. Date and time

## Admissions and Releases

### Types of Releases

**5. Two signatures are required (the Records Supervisor/Designee / KV/PK I/R Officer and one other)**

**The Records Supervisor/Designee / KV/PK I/R Officer will document the bond drop on the Cash Bond Report Form. If the inmate is located at one of the upper keys facilities, a photocopy of the cash bond will be made and faxed to the prospective facility.**

11. Cash Bond Report

a. The Records Supervisor/Designee / KV/PK I/R Officer will fill out a daily cash bond report. The following information will be needed to complete the report:

- (1) Defendant's Name
- (2) Receipt Number
- (3) Total Bond Amount Collected
- (4) Total Amount Collected During Tour of Duty
- (5) Date/Time
- (6) Records Supervisor/Designee's / KV/PK I/R Officer's Signature

b. Out-of-County Cash Fines and Cash Purges

- (1) When an individual is incarcerated for another county on a cash purge, the county will be teletype to verify if the purge can be posted in Monroe County.
- (2) If approval is given, the Cash Bond Form must be completed and forwarded to the Clerk of Courts in that County.

C. Surety Bonds

1. Surety bonds are prepared at the county jail facilities. The information is provided to the bondsman by the Records Assistant / KV/PK I/R Officer. Bonds are prepared by accredited agents of insurance companies known as bondsmen.
2. A bondsman must be registered with the Sheriff's Office Finance Division before being permitted to write bonds in Monroe County.

## Admissions and Releases

### Types of Releases

3. A bondsmen list with all bondsmen registered with the Finance Division is located in the jail Records Department.
4. If a bondsman is not registered, s/he will not be allowed to write bonds until s/he is registered.
5. The Finance Division will notify the County Jail Facilities of any change to be made to the bondsmen list.
6. Surety bonds consist of two parts - the bond itself and the power.

a. Bonds

- (1) Bonds may differ in size and color from company to company. The bond will usually be the larger of the two documents, and contains information such as the defendants name, charge, power number, arrest number, date, amount of bond, race, sex, date of birth, court date, and division.
- (2) When checking the bond, make certain that the returnable county is listed on the bond whether it be Monroe County or another county.
- (3) At the bottom of the bond there are spaces for signatures. One is for the Sheriff's signature and/or authorized agent, and the other is for the Records Supervisor/ Designee's / KV/PK I/R Officer's signature. The space labeled "Principal" is for the defendant's signature. The defendant must sign his/her name in full as it appears on the bond. One space is for the bondsman's signature.
- (4) If a mistake is made on the bond, the bondsman may correct the mistake. The surety bond must contain the bondsman seal.

**NOTE: On different types of bonds there are expiration dates. Make sure that if there is an expiration date that it is valid/current.**

## Admissions and Releases

### Types of Releases

b. Power

The power will usually be the smaller portion of the surety bond. The top of the power will be labeled "Not to Exceed the Amount of \_\_\_\_\_."

- (1) A bondsman cannot write a bond for an amount that exceeds the amount shown at the top of the power, and cannot write two powers for the same charge since the bond may exceed the power amount. This is known as "stacking of bonds."
- (2) It is permissible for two different bondsmen to split the amount of the bond and each of them submits a bond and a power.
- (3) The power contains information such as the defendants name, charge, date, bondsman's signature, etc.
- (4) If a mistake is made on the power, it cannot be corrected, and the bondsman must write another one. Some bondsmen will place a seal on the power, but it is not mandatory. If there is a space on the power for the court, make certain that the correct county is listed.

c. Bond Copies

- (1) Surety bonds for Monroe County charges can be accepted if the individual is in custody in another county. Verify the charges prior to accepting the bond. Indicate signature not available on the bond, and send a teletype to the holding county stating that a bond has been posted for the Monroe County charge.
- (2) The following items should be checked for every bond received:
  - (a) Case Number
  - (b) Date
  - (c) Power Number
  - (d) County and Court
  - (e) Same Name on the Bond as is on the Arrest Report
  - (f) Amount of Bond
  - (g) Defendant's Signature
  - (h) Bondsman's Signature
  - (i) Bondsman's Seal
  - (j) Records Supervisor/Designee / KV/PK I/R Officer's Signature

## Admissions and Releases

### Types of Releases

- (3) The following items should be check for each power received:
- (a) Amount under bondsman limit
  - (b) Amount same as on Bond
  - (c) Correct County and Court
  - (d) Bondsman's Signature
  - (e) No erasures or alterations on the power

#### D. Out-of-County Bond

1. A person who is in a Monroe County Detention Facility on charges from another county can usually bond out on those charges as if they were Monroe County charges.
2. Notify the other county via teletype that the person is in custody and ask if the person may post bond.
3. When the bond is written, it must state that the court is in another county.
4. The bond must indicate the other county, and the power must indicate the County Seat (City).

**NOTE: Before a defendant is released from the Monroe County Detention Facilities, an up-to-date F/NCIC will be ran.**

#### E. Property Bonds

Property bonds will only be accepted by the authorization via Sheriff's Attorney. A memorandum from the Sheriff's Attorney will authorize the release if all paperwork is in order.

#### F. Supersedeas Bonds

1. A Supersedeas Bond is an order from the committing judge which supersedes a sentence and allows the defendant to be released from jail. The bond is usually allowed pending motions for mitigation of sentence. The order will remain in Records until the subject returns to jail.

## Admissions and Releases

### Types of Releases

2. The bondsman must go to the Clerk of the Courts to write the bond for the defendant. The Clerk of the Courts will call the Monroe County Detention Facility's Records Department advising them that a fax will be forthcoming on a Supersedeas Bond that authorizes the release of the defendant.

**NOTE: Under no circumstances will bondsmen submit supersedeas bond without the approval and presence of the Clerk of Court. Supersedeas Bonds will be completed Monday-Friday, 8:30 a.m. until 5:00 p.m. by the Clerk of the Courts.**

3. Upon receipt of the faxed Supersedeas Bond copy from the Clerk of the Courts:
  - a. The Records Assistant / KV/PK I/R Officer will ensure that the defendant is properly released out of the computer.
  - b. The Supersedeas Bond and all releasing paperwork will be placed in the appropriate receptacle for records pick-up.
  - c. The Records Assistant / KV/PK I/R Sergeant is responsible for obtaining the original Supersedeas Bond and filing it in the appropriate file. The form will read "Clerk's Certificate as to Bond and Authorizing Release of Prisoner".

#### G. "Nebbia Hearing" (bond condition)

1. "Nebbia Hearing" is a written bond condition requested by the State Attorney and signed by the Judge. The State Attorney commonly requests Nebbia Hearing bond condition for charges dealing with RICCO and drug cases. The State Attorney agrees on the bond amount set (\$), however, the defendant can NOT be released from jail until the necessary paperwork/documents are completed by the person(s) posting the bond. This is done for the purpose of proving to the state Attorney/Court that the bond moneys were received by legal means.
2. Booking procedure: When a warrant and/or a Mag Form is annotated "(\$ Bond - Nebbia Hearing" required before releasing from jail, the following additional information needs to be annotated in SmartCop.

## Admissions and Releases

### Types of Releases

- a. Bond Section: Enter the bond amount.
- b. Conditions Section: Annotate "Nebbia Hearing" require prior to release. Contact State Attorney if bond moneys are attempting to be paid.

**NOTE: Nebbia Hearings are scheduled when regular court is in session. Generally, the inmate may not be allowed to bond out on weekends unless the Judge further stipulates on the Mag form or Court Minutes.**

- c. Disposition: Annotate same as above.
- d. Release Screen: Check the boxes "do not release / hold / court order".

#### H. Release on Recognizance (ROR)

1. When an ROR occurs, the individual will be released from jail without having to post bond.
2. This type of ROR occurs when a judge orders that the inmate be released ROR.
3. An ROR can also occur when an individual is booked on a Warrant in county or out-of-county, and the warrant or TTY indicates that the individual is to be ROR'd.

#### I. Time Served

After a defendant is sentenced, a release date will be calculated by the Classification Department. Classification will advise Records / KV/PK I/R Officer of date of release, and will annotate date of release on all required documents. The inmate will be released on the date calculated.

#### J. No Actions

1. The Records Department will research all letters of release received from the State Attorney's Office to determine if the defendant is still in custody.
2. If the defendant is still in custody, the Records Assistant / KV/PK I/R Officer will note in the inmate's file the release information and will notify the appropriate departments for release if no other charges are pending.

## Admissions and Releases

### Types of Releases

3. If the defendant is not in custody, the Records Department will file the No Action in the defendant's inactive file.

**NOTE: The KV/PK facilities will forward to the KW Records Department.**

#### K. Administrative Releases

Administrative Order - Releases authorized by a Judge will be processed through the Records Department / KV/PK I/R Officer. Proper notification of Releasing Section will be notified.

#### L. Court Minutes

The Records Department / KV/PK I/R Officer will be responsible to retrieve all Court Minutes from the designated location. All Court Minutes will be annotated on all necessary paperwork and ensure a safe and accurate release, if any.

#### M. Federal Release

The following will be accomplished when an inmate is released on federal charges:

1. All federal bonds have to go before the Federal Magistrate.
2. The Federal Marshal shall bring to the jail the Magistrate Bond for processing.

#### N. Temporary Release from Custody (Includes court orders for other agencies)

When an agency wishes to remove an inmate from a Monroe County Detention Facility, they must fill out and sign a Temporary Release Custody Form. When the inmate is returned, the form will be placed into the inmate's file and a copy sent to the BOC Accreditation Department.

**NOTE: KV/PK will hold the file and will treat as a weekender until the inmate returns.**


## Admissions and Releases

### Types of Releases

#### O. Completion of Releases

1. Once a release has been authorized, the Records Assistant / KV/PK I/R Officer will process the file for release.
2. The Records Department / KV/PK I/R Officer will notify the appropriate Divisions for release.
3. The Records Assistant / KV/PK I/R Officer will update the computer information to reflect the type of release.

**NOTE: All absences from the facility shall be maintained in the inmate's personal record's file.**

<p>MONROE COUNTY</p>  <p>DETTENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:033</b></p>
	<p>SUBJECT:</p> <p><b>Extraditions</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Extradition Coordinator / Warrants Supervisor</b></p>

**EFFECTIVE DATE: 9/29/00**

**Page 1 of 2**

**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to confirm extraditable warrants and forward them to the Extradition Coordinator.

**II. REFERENCE:**

None.

**III. SCOPE:**

These procedures apply to All Warrants Personnel and the Extradition Coordinator.

**IV. PROCEDURES:**


- A. When you receive a teletype from another state requesting confirmation and extradition on an inmate, you shall take the following steps:
  - 1. Look the name up in the CJIS computer to see what the pick-up code states.
  - 2. Confirm the warrant as normal and then state that we will extradite.
- B. When you receive another teletype back from the state stating a hold was placed for us, log it in the warrants log for the Extradition Coordinator to pick-up the warrant and teletypes.
- C. It is the Extradition Coordinator's responsibility to contact the appropriate State Attorney's Office. If the state declines to extradite, the Extradition Coordinator shall contact the state and advise them to release the subject. The file is then returned to the Warrants Department with the following words written on the warrant: "Florida pick-up only", the date, and which State Attorney's Office made the decision. The warrant is then re-entered into FCIC ONLY.

**Admissions and Releases**

**Extraditions**

- D. If the state decides to extradite, the Extradition Coordinator shall keep the file and do the necessary paperwork.

**NOTE: No matter what the answer is, the Extradition Coordinator shall send the State Attorney an authorization letter. The Assistant State Attorney fills it out, signs it, and returns the original to the Extradition Coordinator.**

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:034</b></p>
	<p>SUBJECT:</p> <p><b>Marchman Detainees</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Intake/Release Sergeants</b></p>

REVISED DATE: 7/3/09

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities to process involuntary admissions (Marchman Detainees) in a professional manner in compliance with applicable laws.

**II. REFERENCE:**

F.S. 397.675-397.6775, FMJS 5.05, and FCAC 10.07.

**III. SCOPE:**

These procedures apply to all certified personnel.

**IV. DEFINITION:**

Marchman Act - Marchman Act is the law authorizing law enforcement officers to detain persons who meet criteria for involuntary admission. A person meets the criteria for involuntary admission if there is good faith reason to believe the person is substance abuse impaired **and**, because of such impairment, has lost the power of self-control with respect to substance use; **and either**

- A. Has inflicted, or threatened or attempted to inflict, or unless admitted is likely to inflict, physical harm on himself or herself or another; **or**
- B. Is in need of substance abuse services and, by reason of substance abuse impairment, his or her judgment has been so impaired that the person is incapable of appreciating his or her need for such services and of making a rational decision in regard thereto.

**V. PROCESSING PROCEDURES:**

A. Acceptance

When an adult is brought into the facility as a Marchman Detainee, you shall:

## Admissions and Releases

### Marchman Detainees

1. Key West (KW): Contact the Medical Department to check the person before acceptance.

Marathon/Plantation Key (KV/PK): Attempt to complete the Medical Screening Form. If the Marchman Detainee won't cooperate, proceed to the next step. If needed, contact the KW Medical Department.

2. The Intake Officer/Sergeant will attempt to get an alcohol level reading from the subject using a handheld sampling device. The subject may refuse to provide a sample. The alcohol level or refusal shall be documented on the bottom of the Marchman Act Form.

**NOTE: A Marchman Detainee will not be automatically rejected solely on the basis of a Blood Alcohol Content (BAC) of 0.30% or higher. Medical personnel and the Intake Sergeant will determine if we, as the service provider, can safely manage the medical condition(s) or behavioral problem(s) of the Marchman Detainee (F.S.S. 397.6751).**

3. Only a **law enforcement officer** can request involuntary admission into a detention center. A licensed physician does not have the authority, by Florida State Statute, to order an involuntary admission into a detention facility.

**NOTE: The physician can order an involuntary admission into a hospital or detoxification facility, but not a detention facility.**

4. A person meets the criteria for involuntary admission if there is good faith reason to believe the person is substance abuse impaired **and**, because of such impairment, has lost the power of self-control with respect to substance use; **and either**
  - a. Has inflicted, or threatened or attempted to inflict, or unless admitted is likely to inflict, physical harm on himself or herself or another; **or**
  - b. Is in need of substance abuse services and, by reason of substance abuse impairment, his or her judgment has been so impaired that the person is incapable of appreciating his or her need for such services and of making a rational decision in regard thereto.

**However, mere refusal to receive such services does not constitute evidence of lack of judgment with respect to his or her need for such services.**

## **Admissions and Releases**

### **Marchman Detainees**

5. The law enforcement officer must give due consideration to the expressed wishes of the Marchman Detainee. For example, a Marchman Detainee tells the law enforcement officer that he/she is staying at a local hotel and would like to be taken to his/her hotel room. Taking the Marchman Detainee to his/her hotel room would be acceptable, and more appropriate, in lieu of an involuntary admission into the jail.
6. The final decision to accept or reject the Marchman Detainee will be made by the Intake Sergeant/officer-in-charge after consulting with the medical staff.
7. If a Marchman Detainee is rejected due to medical reasons, the Detaining/Transporting Officer shall transport the Marchman Detainee to the hospital's emergency room. The Marchman Detainee will remain at the hospital until such time as the attending physician determines that the Marchman Detainee is medically cleared. Once medically cleared, the Detaining/Transporting Officer may return the Marchman Detainee to the detention facility along with written documentation indicating that the Marchman Detainee is medically cleared. The Intake Sergeant and the jail's medical staff will review the hospital's paperwork and the physical/mental condition of the Marchman Detainee to determine if the Marchman Detainee will be accepted.
8. If we, as the service provider, cannot safely manage the medical condition(s) or behavioral problem(s) of the Marchman Detainee, we will discharge the Marchman Detainee and refer him/her to a more appropriate setting for care (F.S.S. 397.6751)

**Again, the final decision to accept or reject the Marchman Detainee will be made by the Intake Sergeant/officer-in-charge after consulting with the medical staff.**

#### **B. Forms**

1. The following forms / photographs are required to process an involuntary admission into the detention center:
  - a. Marchman Act: Non-Criminal Detention
  - b. Detaining Officer's Assessment of Marchman Detainee
  - c. Report of Law Enforcement Officer Initiating Protective Custody
  - d. Property Receipt
  - e. Medical Assessment Form

## Admissions and Releases

### Marchman Detainees

- f. Special Confinement Sheet and Watch Form
  - g. Two (2) photographs
2. The Transporting Officer must complete the following forms before a Marchman Detainee will be considered for involuntary admission into the detention center:
- a. Marchman Act: Non-Criminal Detention

The form must be accurately and fully completed. Carefully check the following areas that have been identified as commonly made mistakes.

- (1) The detaining agency **MUST** be a law enforcement agency. It can **NOT** be a physician or the hospital
- (2) The law enforcement officer must notify the nearest relative of an adult Marchman Detainee unless the Marchman Detainee requests that there be no notification (F.S.S. 397.6772).
- (3) Detention intake personnel will ask the adult Marchman Detainee if he/she wants a relative contacted. If the adult Marchman Detainee indicates that they do want a relative contacted, detention intake personnel will circle “yes” on the “Marchman Act, Non-Criminal Detention” form and tell the law enforcement officer that the Marchman Detainee wants his/her relative contacted. Detention intake personnel will write the time they notified the law enforcement officer and their initials to the right of the request for contact.
- (4) Detention personnel are required to notify the nearest service provider (in our case the Guidance Clinic) **within the first 8 hours of the detention.**

The Intake Sergeant or officer-in-charge will call the Guidance Clinic at 434-9028 and give them the name and date of birth of every Marchman Detainee brought to the jail. The notification must be noted on the form.

- b. Detaining Officer’s Assessment of Marchman Detainee
  - (1) Any “yes” response requires a written explanation from the Detaining/Transporting Officer in the space provided
  - (2) Detention personnel shall not sign the form until the Marchman Detainee has been accepted into the detention facility for involuntary admission.

## Admissions and Releases

### Marchman Detainees

- c. Report of Law Enforcement Officer Initiating Protective Custody
  - (1) The Detaining/Transporting Officer must check the boxes that he/she feels are applicable to the Marchman Detainee.
  - (2) The first box **must** be checked. The second box **must** be checked. Either the third box or the fourth box (or both) **must** be checked.
  - (3) The Detaining/Transporting Officer must provide a narrative that outlines the circumstances that support his/her this opinion for an involuntary admission into the detention center.
  - (4) A narrative that reads, “per the emergency room,” or “per the doctor” justifies an involuntary admission into a hospital or a detoxification facility, but not the detention facility. Again, the law does **not** allow a doctor to order an involuntary admission to a detention facility.
3. Detention personnel must complete a property receipt form after the Marchman Detainee has been accepted for involuntary admission into the detention facility:
  - a. Money shall be taken from the Marchman Detainee, but not entered into Cobra. Money amount shall be written on the property card.
  - b. If the Marchman Detainee is not able to sign, two officers will sign the property card and note "INTOX" or “unable to sign.”
  - c. Upon release, property or detention personnel will return the Marchman Detainee’s money that was taken from him/her at the time s/he was accepted for involuntary admission
4. Medical staff must complete a Medical Assessment form before the Marchman Detainee can be accepted for involuntary admission into the detention facility.
5. Detention personnel complete a 15-minute Special Confinement Sheet after the Marchman Detainee has been accepted for involuntary admission into the detention facility.
  - a. The 15-minute Special Confinement Sheet shall be posted in close proximity to the holding cell or isolation cell where the Marchman Detainee is temporarily housed.
  - b. Detention personnel are responsible for checking the welfare of the Marchman Detainee at least every 15 minutes and documenting the checks.

## Admissions and Releases

### Marchman Detainees

6. Detention personnel will take two (2) photographs of the Marchman Detainee after the s/he has been accepted for involuntary admission into the detention facility.
    - a. Detention personnel shall attach one (1) photograph to the “Marchman Act: Non-Criminal Detention” form
    - b. Detention personnel shall attach one (1) photograph to the 15-minute Special Confinement Sheet prior to posting the confinement sheet near the holding cell or isolation cell where the Marchman Detainee will be temporarily housed
- C. Search / Temporary housing
1. The Marchman Detainee shall be searched in accordance with policies and procedures.
  2. The Marchman Detainee shall be placed in a holding or isolation cell away from persons under arrest. Multiple Marchman Detainees may be placed in the same cell if they are of the same sex.

## VI. RELEASE PROCEDURES:

- A. If the Marchman Detainee was involved in a “use of force” while temporarily housed in one of the detention facilities, they shall be examined by the medical staff before leaving the facility. When a “use of force” is used on a Marchman Detainee that is temporarily housed in KV/PK and medical staff will not be on-duty before the Marchman Detainee is due to be released, that facility will call fire rescue to examine the Marchman Detainee prior to release.
- B. Detention personnel must contact a licensed service provider within eight (8) hours of detention.
  1. If a bed and transportation are available, the Marchman Detainee and their property shall be turned over to the Guidance Clinic for treatment along with the original Marchman Act Form and a copy of the Detaining Officer's Assessment of Marchman Form. A copy of the Marchman Act Form shall be retained with our files.


## Admissions and Releases

### Marchman Detainees

**NOTE: If the Marchman Detainee is combative, assaultive, or unmanageable, they should not be transferred to the custody of the Guidance Clinic until their behavior improves to a level that will allow transfer. The Guidance Clinic's drivers cannot use any restraints while transporting. The Guidance Clinic will not accept a Marchman Detainee Act with a BAC over 0.30%.**

2. If at the time of initial intake the Guidance Clinic is not able to accept the Marchman Detainee, they can be recontacted later for availability.
- C. If arrangements cannot be made to release the Marchman Detainee to the Guidance Clinic, the Intake Sergeant shall have the responsibility to decide when the Marchman Detainee can be released.
- D. The minimum amount of time that a Marchman Detainee must stay is eight (8) hours. The maximum allowed by law is 72 hours.
- E. Prior to release, the Marchman Detainee's blood alcohol content will be measured using a handheld sampling device.
- F. The criteria for release is that the person's blood alcohol content is below 0.08% and the person is able to walk unassisted and can provide coherent, appropriate verbal responses to questions such as: "What is your name? Do you know where you are? Who is the President of the United States?". Detention personnel must note the Marchman Detainee's blood alcohol content (BAC), at the time of release, on the Marchman Act: Non-Criminal Detention Form.

**NOTE: The Marchman Act Law only allows for the detention of adults in a county detention facility. Juveniles brought to the facility under the Marchman Act Law will NOT be accepted.**

<p>MONROE COUNTY</p>  <p>DETTENTION FACILITIES</p>	<p>CHAPTER:</p> <p><b>Admissions and Releases</b></p>	<p>NUMBER:</p> <p><b>2:035</b></p>
	<p>SUBJECT:</p> <p><b>Victim Notifications</b></p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p><b>Monroe County Detention Facilities</b></p>	<p>PERSON RESPONSIBLE:</p> <p><b>Intake/Release Personnel and Work Release Specialist</b></p>

**EFFECTIVE DATE: 1/16/06**

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**I. POLICY:**

It is the policy of the Monroe County Detention Facilities that victims of crimes shall be notified before the release of an incarcerated offender.

**II. REFERENCE:**

F.S. 960.001.

**III. SCOPE:**

These procedures apply to All Intake/Release Personnel and the Work Release Specialist.

**IV. PROCEDURES:**

- A. The Arresting Officer shall complete a Victim Notification Information Form for each arrestee. MCSO Officers will enter and link the victim from the MNI. Some common mistakes to look for include:
  - 1. A business is listed instead of an individual's name.
  - 2. No phone number is provided.
  - 3. Defendant's name is missing.
- B. The KW Records Clerk or the KV/PK Booking Officer will do the following in SmartCop if not done by the Arresting Officer:
  - 1. Create or update an MNI entry for the victim.

## Admissions and Releases

### Victim Notifications

2. In "Arrests", add the victim after you enter the suspect. Be sure to check the box "victim" before you link the records.
  3. If it is a warrant arrest, enter the victim in Jail Booking by accessing the inmate's specific case. Click on "victims list", and then import the victim from the MNI.
- C. If a member of the public, this agency, judge, or anyone else makes a request for release notification, a Victim Notification Information Form shall be completed by the person receiving the request. The victim shall be added to SmartCop following these steps:
1. Create or update an MNI entry for the victim.
  2. Enter the victim in Jail Booking by accessing the inmate's specific case. Click on "victims list", and then import the victim from the MNI.
- D. When the inmate is being processed out of the facility, the victim is to be called before the inmate's actual release following these steps:
1. Call the number(s) provided by the arresting officer on the Victim Notification Information Form.
  2. Inform the victim, or other adult if the victim is unavailable, that the inmate is being released and the reason for the release (e.g., time served, bond posted, furlough, etc.).
  3. Tell the victim to contact 911 if they have any problems with the person being released.
  4. If you get an answering machine, leave a message about the release.
  5. If the line is busy or there is no answer, make two additional attempts to call the victim (for a total of three) at least ten minutes apart. The release process can then continue.

**NOTE: Do not delay the release of the inmate more than one hour for the purpose of victim notifications.**

## Admissions and Releases

### Victim Notifications

E. If the victim cannot be notified by phone, a Victim Notification Notice should be mailed to the victim on the next business day.

1. Fill in all applicable blanks on the Victim Notification Form.
2. Make one copy for our records.
3. Place the original Victim Notification Form in a Sheriff's Office envelope addressed to the victim.
4. KW: Send the envelope to the mailroom.

KV/PK: Give the envelope to the Records Clerk for mailing.

F. Special Circumstances

1. Inmate is being transferred to prison or other secure detention facility

Notify the victim by mail of the inmate's transfer. For security reasons, do not notify the victim by telephone of any transfers. If no address is available, telephone notification should be made the day following the inmate's transfer between 0800 and 2000 hours.

2. Violent or assaultive felonies

If telephone notification cannot be made and the victim resides in Monroe County, contact MCSO Dispatch and request that a Road Patrol Deputy make the notification in person. Note this request on the Victim Notification Information Form. If a question exists about what is an assaultive or violent felony, contact the Shift Supervisor.

3. The victim is a minor child

Follow all of the above procedures, but make the notification to the parent or guardian of the child. If mailing the notification, address it to the parents of the victim. If the parents' names are unknown, address it to "The Parents of (victim's name)".

## Admissions and Releases

### Victim Notifications

4. Escape of the inmate

If the offender escapes from custody, the victim should be immediately notified. If telephone notification cannot be made, contact MCSO Dispatch and request a Road Patrol Deputy to make the notification in person.

5. Work Release participants

- a. Once an inmate is cleared to participate in the Work Release Program, the Work Release Specialist will contact Records to establish whether or not a victim has been listed on the inmate's record.
- b. If a victim has been listed, the Work Release Specialist will obtain all pertinent contact information for the victim and attempt to contact the victim via the telephone. The Work Release Specialist will keep a log that will include the offender's name, the victim's name, date and time called, whether the victim was available or if a brief message was left, synopsis of the conversation with the victim, and any applicable information. Several attempts will be made to contact the victim via telephone with each attempt logged.
- c. If no direct communication is made, a letter will be sent via the post-office notifying him/her that the offender has been approved to participate in the Work Release Program and will be outside the confines of the facility during their scheduled work hours.