

## TLF - Receiving/Release Guard Station

### 7002.1 MEDICAL SCREENING

A Deputy, with the proper keys, must remain in the Processing area whenever inmate(s) are present.

All inmates assigned to the facility will be medically screened by medical staff for health problems. Inmates who are medically unfit will be reassigned to a more suitable county jail facility.

#### (a) Pre-Trial Inmate Medical Screening

1. All pretrial inmates assigned to the Theo Lacy Facility will have been transferred from the Central Jail or the Intake Release Center.
2. Pre-booking medical screening of every inmate will be conducted at the Central Jail or IRC Facility during the admission process.
3. Pretrial inmates with certain medical conditions will not be assigned to the Theo Lacy Facility.
  - i. Generally, inmates with serious medical problems requiring more involved medical attention will remain at the Central Jail.
4. When receiving/transferring pre-trial inmates at the facility, the medical history form and triage papers will accompany the inmate.
  - i. The nurse on duty will review the inmate's medical history form to become aware of any listed conditions.
  - ii. When in the judgment of the nurse, any inmate is unfit for assignment at the Theo Lacy Facility, due to medical or mental problems, he will be removed from the facility.
    - A. The inmate may be returned to the Central Jail or IRC.
    - B. The inmate may be sent to the jail ward at Anaheim Global Medical Center.
  - iii. When the medical history form does not accompany the inmate, the Deputy will notify the Mod One Sergeant and call the IRC screening Deputy and arrange for immediate transfer of the forms.
  - iv. The medical history forms will be retained by the medical staff in their office at the facility.
5. Pre-trial inmates will use the pink color inmate message slip to request subsequent routine medical attention.
6. Deputies and nurses will maintain a constant vigilance over the inmates in order to observe any unreported medical or psychiatric problems from time of arrival to release.

#### (b) Sentenced Inmate Medical Screening

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1. Most sentenced inmates assigned to the Theo Lacy Facility will have been transferred from the Central Jail or the Intake Release Center.
  2. Pre-booking medical screening of most inmates will have been conducted at the Central Jail Complex during the admission process.
    - i. Males with stayed jail sentences may pre-book at Theo Lacy prior to surrendering on the day and time ordered by the court. If an inmate has medical conditions that prohibit them from later being housed at Theo Lacy, the medical staff will notify Classification staff immediately.
  3. Sentenced inmates with certain medical conditions will not be assigned to the Theo Lacy Facility. Medical qualifications will be determined by the medical staff.
    - i. Generally, inmates with medical problems that would interfere with their ability to function in barracks type housing will not be assigned to the facility.
  4. The jail physician and medical staff will perform a worker's medical exam on sentenced inmates prior to their transfer to Theo Lacy Facility.
    - i. General work status will enable the inmate to work at any inmate work assignment except the kitchen. If an inmate is cleared to work in the kitchen or serve in-cell meals the medical staff will mark his chart OKKP.
    - ii. Light work status will be accompanied by written restrictions. Light duty excludes kitchen duty.
    - iii. Limited compound status will restrict the inmate's work activity to those jobs on the facility premises in the light duty category.
    - iv. No work status will prohibit the inmate from being assigned to a work program.
  5. Sentenced inmates will use the pink color inmate medical message for requesting subsequent medical attention.
  6. Deputies, nurses and work crew supervisors will remain constantly alert to any unreported medical or psychiatric problems from the time of arrival to the release of all inmates.
- (c) Weekender Inmate Medical Screening
1. All weekender inmates will be medically screened in the booking area by the facility nurse to determine if they are medically suitable for the facility (pre-booking or regular booking).
  2. Weekenders not deemed medically suitable may be transferred to the Central Jail, IRC or appropriate medical facility to serve their weekends.

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#### **7002.2 PROCESSING STAY/WEEKENDER INMATES**

- (a) A commitment list will be generated by Inmate Records each day listing the names of the stays/weekenders due in.
  - 1. The list will be retained at the Lobby desk.
  - 2. The list will contain only the inmates' names.
- (b) Records will supply a partially complete pre-booking form for each inmate whose name appears on the list. The pre-booking form will be attached to the list.

#### **7002.3 PRE-BOOKING PROCEDURES**

- (a) Each male person sentenced to weekends or straight time in the jail will be notified by the court of the pre-booking process.
- (b) Stays/Weekenders may be pre-booked by the Booking/Release Deputy 24 hours a day.
- (c) The Lobby Staff will notify the Booking/Release Deputy of any commitments that need to be processed.
  - 1. The inmate's commitment papers will be reviewed to determine if he must pay for his custody. Payment is made at the time of booking by cash or check to the Cashier. Checks are to be made payable to the County of Orange.
- (d) The Booking/Release Deputy will receive identification and verify the inmate's copy of the court papers. Pre-booking is only done for commitments due in that week. Others must return during the week in which they begin their first weekend.
- (e) If the subject's name is not on the list the Booking/Release Deputy will call the Commitment Clerk to verify we have received the court papers.
- (f) When the commitment papers are in order, the booking process will begin.
  - 1. Prior to entering the Receiving area, the inmate will do the following:
    - i. Anytime inmates returning from court and/or inmates being transferred to this Facility arrive, all new bookings will be removed from the Receiving sally port to the walkway leading from the Lobby to the Receiving Guard Station sally port until such time as the court inmates and/or transferring inmates have been placed into holding cells.
- (g) The Booking/Release Deputy will enter the booking information into the Jail Management System computer located in the Receiving Guard Station and the inmate will be issued a booking number.
  - 1. It is then the Booking/Release Deputy's responsibility to deliver the property receipt to the Booking Prowler.
- (h) The inmate will be allowed into the Receiving area, where he will be searched for weapons and contraband.
  - 1. Contraband located during the search will be handled as criminal evidence if appropriate or as unacceptable items for storage. The Mod One Sergeant will

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be notified of located contraband. The Sergeant will direct the handling of the item(s).

2. Items unacceptable for storage at this facility include, but are not limited to, perishables, explosives, incendiaries, weapons and contraband.
- (i) Prior to an inmate being physically booked, he will be medically screened. If an inmate is not deemed medically suitable for Theo Lacy, the medical staff will notify Classification staff and the inmate will be transferred to the IRC or appropriate medical facility.
- (j) The inmate will proceed to the Photo-imaging computer, where his photograph and right thumbprint will be taken. The photograph is automatically printed on the module card and tracking form as well as being stored in the computer.
  1. The Booking Prowler will utilize Holding Cells deemed appropriate in order to meet the needs of the facility.
  2. In the event the photo-imaging computer is inoperable, the inmate will be re-photographed upon the next return to the Facility using the Photo-imaging computer.
    - i. This procedure will only be followed if the inmate would be required to wait more than one (1) hour for the repair of the Photo-imaging camera and only upon approval of the Mod One Sergeant.
  3. The inmate will be fingerprinted on the Live scan Machine.
  4. The following circumstances will necessitate taking inked prints:
    - i. Out of service machines.
    - ii. The operations Sergeant is to be notified immediately. He will determine the need for a repair technician and call if necessary.
  5. Palm prints
    - i. Normal fingerprints will be taken on the Live Scan.
    - ii. Palm prints will be done with ink and sent to Support Services/Logging along with the logging copy of the booking slip.
    - iii. Inmate's name and booking number must be printed onto the palm card.
  6. Booking Record/Advisement
    - i. Inked flat prints will be put on the booking Record/Advisement form during the booking process for positive ID upon the inmate's release.
    - ii. The inmate will be asked to sign the form; if he refuses, a memo will be sent to the mailroom CSA indicating the inmate has not authorized mail inspection. A copy of the memo will be placed into the inmate's file.
  7. Reprints
    - i. In the event an inmate needs to be reprinted, personnel in Cal ID will notify the Theo Lacy Operations Sergeant.

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- ii. Steps to have an inmate reprinted will be taken immediately.
- iii. Amputees/Scarred
  - A. Wording such as AMPUTATED/SCARRED is not to be used on the Live Scan card if there is any print detail available.
- 8. The inmate will be directed to the CWP Deputy for screening and, if eligible, assignment to the Community Work Program.
- 9. The inmate will be interviewed and if accepted by the Community Work Program Deputy, his mod card will remain with the CWP Deputy.
  - i. If the inmate qualifies for the program, he will be placed in a Booking Loop Holding Cell pending release from the facility.
  - ii. If the inmate is assigned to the Community Work Program, he will not return to the facility after he has completed the booking process.
  - iii. The CWP Deputy/SSO will distribute the fingerprint cards, pre-booking records, court papers, photos and mod card to Theo Lacy Inmate Records.
- 10. The Booking/Release Deputy will notify the Commitment Clerk of the pre-booking.
- 11. When the inmate has completed the booking process he will be escorted to a member of the Classification staff to be classified and screened. If the inmate does not medically qualify for housing at Theo Lacy or Classification staff determines the inmate is to be housed at the Central Jail Complex, the Classification Deputy will complete form J-041. The original will be given to records and a copy will be given to the inmate prior to being released.
- 12. The inmate will be released via the release corridor and out through the Lobby.
- 13. Pre-bookers with outstanding warrants will be booked to the warrant.
  - i. If the warrant is citable, follow the Cite and Release procedure for that case.
- 14. A hold will be placed on any weekender with an out-of-county non-citable warrant.

#### **7002.4 FRIDAY EVENING PROCESSING**

- (a) The majority of weekenders and persons granted a temporary stay of their sentence are processed into our system on Friday evenings. Their identity will be confirmed by the Lobby Staff and their name will be checked against the commitment list.
- (b) Benches are provided in the Lobby as well as the Receiving sally port. A seat will be provided for each inmate throughout the process.
- (c) Movement from the Lobby to Receiving should be coordinated so as not to exceed the capacity of the sally port.
- (d) The Processing holding cells are only to be used for inmates that have been entered into JMS and have been issued a booking number. This will require the Booking/

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Release Deputy to update the housing location of all returning weekenders and returning stays to that of intake status, TL-IN. This shall be completed prior to allowing the inmate into the processing area.

1. Each holding cell has a rated capacity. This must not be exceeded under any circumstances.
- (e) Processing will be continuous. Inmates will not be separated and held in groups by booking status or otherwise delayed other than to prevent the overcrowding of the Receiving sally port. All new or transferred bookings will receive a housing assignment and bunk within 24 hours.
- (f) Processing Weekenders or Stays with Assistive Devices (Wheelchair, Cane, Walker, Crutches)
  1. Whenever someone requiring an assistive device checks himself in to begin the booking process at Theo Lacy, the Lobby staff will immediately contact the receiving guard station in order to expedite the booking process for that person. Staff will escort the person to the receiving sally port where the booking process will begin.
  2. The Receiving Guard Station Deputy will contact the First Floor Sergeant and Medical staff.
  3. The First Floor Sergeant will assign a Deputy to expedite the booking process and ensure accommodations are made in accordance with CCOM Section 8000.2 – ADA Procedures. The First Floor Sergeant will enter the following information into the Corrections Sergeant Log under the drop down menu item "ADA Booking Process" and enter the following information:
    - i. The date and time the person enters the receiving area.
    - ii. The name of the designated Deputy responsible for escorting the inmate through the process.
  4. As soon as the booking process is completed, the inmate will be escorted directly to the appropriate housing location.

#### **7002.5 NEW BOOKINGS**

- (a) The booking process will be followed after the inmate is searched for weapons and contraband.
- (b) Prior to entering the Receiving area, the inmate will do the following:
  1. Anytime inmates returning from court and/or inmates being transferred to this Facility arrive, all new bookings will be removed from the Receiving sally port to the walkway leading from the Lobby to the Receiving Guard Station sally port until such time as the court inmates and/or transferring inmates have been placed into holding cells.
- (c) Theo Lacy facility will not house or accept inmates under the age of 18.
- (d) When it is determined an inmate currently in custody is a juvenile, the Mod One Sergeant and the Shift Commander will be notified.

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- (e) Pre-trial juvenile inmates will be returned directly to the arresting agency.
- (f) If the juvenile is a self-booking or sentenced inmate, he will be returned to the court of jurisdiction for disposition.
  - 1. The juvenile will be kept separate from adult inmates. The juvenile will have an escort any time it is necessary to move him while at the facility.
  - 2. The Shift Commander will contact the Intake Release Center Watch Commander and advise him of the juvenile.
  - 3. The inmate will be transported to the Intake Release Center via Sheriff's Transportation.
  - 4. A jail incident report will be written.
  - 5. The report will include all available information that led to the discovery of the juvenile, any information regarding steps taken to protect the juvenile and any contacts made with parents, guardians or probation officers.
  - 6. A copy of the Jail Incident report must accompany the juvenile to the Intake Release Center.
- (g) The Booking/Release Deputy will enter the booking information into the Jail Management System computer located in the Receiving Guard Station and the inmate will be issued a booking number.
  - 1. It is then his responsibility to deliver the property receipt to the Booking Prowler.
- (h) The inmate will be allowed into the Receiving area, where he will be searched for weapons and contraband.
  - 1. Contraband located during the search will be handled as criminal evidence if appropriate or as unacceptable items for storage. The Operations Sergeant will be notified of located contraband. The Sergeant will direct the handling of the item(s).
  - 2. Items unacceptable for storage at this facility include, but are not limited to, perishables, explosives, incendiaries, weapons and contraband.
- (i) Prior to an inmate being physically booked, he will be medically screened. Inmates not deemed medically suitable for Theo Lacy will be transferred to the IRC or appropriate medical facility.
- (j) The inmate will proceed to the Photo-imaging computer, where his photograph and right thumbprint will be taken. The photograph is automatically printed on the module card and tracking form as well as being stored in the computer.
- (k) The inmate will be directed to the CWP Deputy for screening and, if eligible, assignment to the Community Work Program.
- (l) The inmate will be interviewed and if accepted by the Community Work Program Deputy, his mod card will remain with the CWP Deputy.
  - 1. If the inmate qualifies for the program, he will be placed in a Holding Cell pending release from the facility.

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2. If the inmate is assigned to the Community Work Program, he will not return to the facility after he has completed the booking process.
  3. The CWP Deputy/SSO will distribute the fingerprint cards, pre-booking record, court papers, photos and mod card to Theo Lacy Inmate Records.
- (m) After having the inmate medically screened and photographed the Booking Prowler will remove the inmate from the holding cell for property inventory. All personal property will be itemized and logged on a property receipt. One copy of the receipt will be given to the inmate, one to Inmate Records to be placed in the inmates file and one will be placed in a clear plastic bag along with the property.
- (n) The property bag will be stored in Inmate Records by sliding it under the window. The Booking/Release/Property CSA will remove the property from Inmate Records a minimum of three times per shift and deliver it to the Property room for safekeeping. Property will be filed by the last three (3) digits of the booking number.
- (o) Money will be counted in the presence of the inmate, placed in a paper money envelope, sealed and identified by writing the inmates name, booking number and amount of money on the envelope. The amount of money will be recorded on the property receipt and on the Cash Verification Log maintained in the Booking Loop.
1. When the amount of money is in dispute or is in excess of \$500.00, the money will be counted and verified by the Mod One Sergeant. The Sergeant will initial the correct amount on the Cash Verification Record form J-003A.
- (p) The money envelopes will be placed in the locked money box kept in Processing. At least one time per shift, the Mod One Sergeant will take the box to the Cashier for accounting under the inmates name in the computer.
- (q) The inmate will be directed to the Classification Deputy for screening.
- (r) The Classification Deputy will assign the inmate a housing location using the Jail Management System.
- (s) The inmate will be escorted to the clothing room by the Booking Prowler.
- (t) At the clothing room, the inmate will change into jail issue clothing.
1. Prior to placing the inmate's personal clothes in the storage bag, a complete inventory will be done. Each item of clothing will be described as to brand name, color, size and condition on the Clothing and Bulk Property Inventory Form. The form will be signed and dated by both the inmate and person inventorying the clothing.
  2. The clothing card will indicate the inmate is wearing his own shoes by writing "retained" next to the description of the shoes.
  3. The shower is only to be used in extreme cases when an inmate is deemed offensively dirty. All other inmates may shower when they arrive at their housing location.
  4. At no time will inmate workers be allowed inside the clothing room without the direct supervision of staff.

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5. Inmates will receive full jail issued bedding, refer to CCOM Section 1600.2(g) – Orange County Jail Rules.
- (u) Inmates are then placed in Housing Hold #18 by the Booking Prowler. They will be escorted with their mod cards to their barracks by the Prowler Deputy assigned to the corresponding housing location.
- (v) Weekenders will be advised of the following:
  1. They are instructed that they will not be allowed to make purchases from Commissary.
  2. They are not permitted visits.
  3. They are permitted access to the facility grounds and telephones.

#### **7002.6 INMATES NOT ACCEPTED FOR COMMITMENT**

- (a) Anytime an inmate is not accepted for booking on a court commitment, Form J-029, "Defendant Not Accepted for Commitment" must be filled out.
  1. Those areas on the Form J-029 pertaining to the refused commitment will be completed legibly and in their entirety.
  2. The staff member filling out the form will sign legibly in the space provided and include their badge number.

#### **7002.7 RETURNING STAYS AND RETURNING WEEKENDERS**

- (a) Returning weekenders are inmates sentenced to two or more consecutive weekend commitments. Once confirmed with the commitment list that the inmate is due in, the inmate will be sent to the Receiving Guard Station.
- (b) Returning stays are inmates who have pre-booked and are returning to the Facility to begin their sentence. Once confirmed by the commitment list that the inmate is due in, the inmate will be sent to the Receiving Guard Station.
- (c) Processing will be continuous. Inmates will not be separated and held in groups by booking status or otherwise delayed other than to prevent the overcrowding of the Receiving sally port.
  1. When a returning weekender or returning stay enters the Receiving Guard Station sally port, the Booking/Release Deputy will identify the inmate and notify Records to pull his mod card.
  2. Records will forward the mod card to the Booking/Release Prowler Deputy.
  3. Once the inmate's housing status has been updated by the Booking/Release Deputy to in-booking, TL-IN, the inmate will be allowed to enter the processing area.
- (d) The inmate will be allowed into the Receiving area, where he will be searched for weapons and contraband.

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1. Contraband located during the search will be handled as criminal evidence if appropriate or as unacceptable items for storage. The Mod One Sergeant will be notified of located contraband. The Sergeant will direct the handling of the item(s).
- (e) Items unacceptable for storage at this facility include, but are not limited to, perishables, explosives, incendiaries, weapons and contraband.
- (f) The inmate will be medically screened. Inmates not deemed medically suitable for Theo Lacy will be transferred to the IRC or appropriate medical facility.
- (g) After having the inmate medically screened the Booking Prowler will remove and inventory the inmate's personal property. All personal property will be itemized and logged on a property receipt. One copy of the receipt will be given to the inmate, one to Inmate Records to be placed in the inmates file and one will be placed in a clear plastic bag along with the property.
- (h) The property bag will be stored in Inmate Records by sliding it under the window. The Booking/Release/Property CSA will remove the property from Inmate Records a minimum of three times per shift and deliver it to the Property room for safekeeping. Property will be filed by the last three (3) digits of the booking number.
- (i) Money will be counted in the presence of the inmate, placed in a paper money envelope, sealed and identified by writing the inmates name, booking number and amount of money on the envelope. The amount of money will be recorded on the property receipt.
  1. When the amount of money is in dispute or is in excess of \$500.00, the money will be counted and verified by the Mod One Sergeant. The Sergeant will initial the correct amount on the Cash Verification Record form J-003A.
  2. The money envelopes will be placed in the locked money box kept in Processing. At least one time per shift, the Mod One Sergeant will take the contents of the box to the Cashier for accounting under the inmate's name in the computer.
- (j) The returning weekender will have a flat right hand fingerprint taken on the right side of the Booking Record Advisement form.
- (k) The inmate will be directed to the Classification Deputy for screening.
- (l) The Classification Deputy will assign the inmate a housing location using the Jail Management System.
- (m) The inmate will be escorted to the clothing room by the Booking Prowler.
- (n) At the clothing room, the inmate will change into jail issue clothing.
  1. Prior to placing the inmate's personal clothes in the storage bag, a complete inventory will be done. Each item of clothing will be described as to brand name, color, size and condition on the Clothing and Bulk Property Inventory Form. The form will be signed and dated by both the inmate and person inventorying the clothing.

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2. The clothing card will indicate the inmate is wearing his own shoes by writing "retained" next to the description of the shoes.
  3. The shower is only to be used in extreme cases when an inmate is deemed offensively dirty. All other inmates may shower when they arrive at their housing location.
  4. At no time will inmate workers be allowed inside the clothing room without the direct supervision of staff.
  5. Inmates will receive two sheets, a blanket and towel at the Clothing/Property Room.
- (o) Inmates are then placed in Housing Hold #18 by the Booking Prowler. They will be escorted with their mod cards to their barracks by the Prowler Deputy assigned to the corresponding housing location.
- (p) Weekenders will be advised of the following:
1. They are instructed that they will not be allowed to make purchases from Commissary.
  2. They are not permitted visits.
  3. They are permitted access to the facility grounds and telephones.

#### **7002.8 FIRST FLOOR COUNT**

- (a) It will be the responsibility of the Booking/Release Deputy to conduct a count of inmates in the Processing area at the designated count times.
- (b) [REDACTED]
- (c) When possible, the count will begin in the Release area.
- (d) The presence of all inmates will be verified by comparing their names on the count roster with their booking paperwork.
- (e) Any questions regarding the identity of an inmate will be resolved by obtaining the inmate's mod card from the Release Guard Station. The Deputy will compare the photograph and/or ask the inmate's last name and require the inmate to answer with the correct first name, date of birth, or other description as necessary to correctly identify the inmate.

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- (f) The Booking/Release Deputy will then proceed to the Classification booths and Clothing Room to continue the count.
- (g) The Booking/Release Deputy will account for all inmates on the first floor in Holding Cells H-18 through H-1.
  - 1. The presence of all inmates will be verified by comparing their names on the count roster with their booking paperwork.
- (h) The Mod One Sergeant will be notified immediately of any unsolved discrepancies with the count.

#### **7002.9 TRANSFERS FROM CENTRAL JAIL COMPLEX**

- (a) Inmates transferring to the Theo Lacy Facility from the Central Men's Jail or the Intake Release Center (i.e., "Swimmers") will be received daily.
- (b) Generally, all inmates being transferred to the Theo Lacy Facility will be dressed in jail issued clothing according to their classification level. For more information about jail issued clothing, refer to CCOM Section 1202.8 - Inmate Identification Cards and Clothing.
- (c) The transportation bus will arrive at the receiving bus sally ports at the northeast corner of the Facility and make contact with the First Floor staff member via the intercom.
  - 1. The First Floor Staff Member will notify the Booking/Release Deputy of incoming traffic.
  - 2. The Booking/Release Deputy will ensure that the inner gate is closed before allowing any inmates to exit the bus.
  - 3. Any new bookings awaiting processing will be removed from the Receiving sally port to the walkway leading from the Lobby to the Receiving Guard Station sally port until such time as the transferring inmates have been placed into holding cells.
- (d) The Booking/Release Deputy will conduct roll call of the inmates off the bus by using the list provided by IRC Classification staff. Each inmate's identity will be verified by use of the module card. The inmates will be secured in the booking/release holding cells upon exit from the bus and entry into the facility.
  - 1. Each inmate must be named on the list. If not, Classification staff must be contacted to determine the inmate's status.
  - 2. For each inmate on the list, there must be personal property bags. The bags may contain the inmate's personal property and/or clothing. If an inmate has no personal property and/or clothing, a property receipt or clothing card will be transferred with the inmate.
  - 3. The Booking/Release Prowler Deputy will verify that each inmate's personal property was received.
    - i. Missing property will be brought to the attention of the Mod One Sergeant.

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4. When any of the inmate's property is missing, a Missing Property Report must accompany the inmate explaining the loss. If no report was sent for the missing item (s), the Deputy will notify the Mod One Sergeant.
  - i. The Sergeant will contact the Operations Sergeant at the sending facility to request a report, recording the name of the person contacted.
  - ii. If a report is not received within three days, the Sergeant will contact the Division Commander for direction.
- (e) For each inmate there must be a mod card and a clothing card.
- (f) The Mod One Sergeant will be notified by the Classification Deputy when the transfers arrive, how many and the early time. The Sergeant will be responsible for each inmate receiving a bed within 24 hours.
- (g) The Booking Prowler will assume control over movement of the inmates while in the booking loop. The Classification Deputy will complete the transfer process.
- (h) Each inmate, the transfer list and all identifying cards must be verified for complete accuracy by the Booking Prowler.
- (i) The Classification Deputy will assign housing locations using the Jail Management System.
- (j) The Booking Prowler will provide a brief orientation for the inmates regarding meal service, facility rules and services and where they are posted and "off limits" areas. Inmates will be told to view the video tape covering facility rules and regulations in English and Spanish and times for the showing will be announced.
- (k) Inmates will be placed in holding cells to await escort to their housing location.
- (l) Once all inmates are secured, the Booking Prowler will take their personal property bags to the clothing room.
  1. The personal property bags will be placed in the property room for safekeeping. The bags will be filed alphabetically and by the last three digits of the inmates booking number.
  2. Personal property bags will be hung on the racks in the clothing room. The number corresponding to the rack must be written on the inmate's clothing card.
- (m) The booking prowler, or the Deputy responsible for moving inmate(s), will conduct a search of the inmate(s) and their personal effects (if applicable) before the inmate(s) are escorted to their housing location.
- (n) Inmates being housed will be issued two sheets, a blanket and a towel.
- (o) Inmates will be escorted to their housing location by a Deputy.
- (p) The Classification Deputy will process the transfers' paperwork.
  1. Mod cards will be marked, in pencil, to show:
    - i. Date time received
    - ii. Housing location

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2. The mod cards will be delivered to the housing area along with the inmate.
3. Medical files will be delivered to the dispensary.
4. Inmate history files will be delivered to Inmate Records.