

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## ADMISSION AND RELEASE

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Chapter

### JC 01 - PRE-ADMISSION PROCESS

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JC 01/01.00 GENERAL

JC 01/01.01 Purpose

JC 01/01.02 Cross Reference

JC 01/01.03 Definitions

JC 01/02.00 PRE-ADMISSION

JC 01/02.01 Policy

JC 01/02.02 Rationale

JC 01/02.03 Procedure: Identification for Access to the WCCF Booking Area

JC 01/02.04 Procedure: Vehicle Sallyport Functions

JC 01/02.05 Procedure: Pre-Admission Process

JC 01/03.00 ACCEPTANCE OF PRISONERS

JC 01/03.01 Policy

JC 01/03.02 Rationale

JC 01/03.03 Procedure: Transferring Custody

JC 01/03.04 Procedure: Denying/Deferring Admission

JC 01/04.00 LEARNING OBJECTIVES

JC 01/04.01 Pre-Admission

JC 01/04.02 Acceptance of Prisoners

JC 01/01.00 **GENERAL**

JC 01/01.01 **Purpose**

The purpose of this chapter is to:

- A. provide policy, procedures and requirements for the pre-admission and admission process;
- B. identify the requirements and responsibilities of arresting officers and the WCCF officers who receive prisoners;
- C. provide for the arresting officer, the requirements and authority to admit prisoners to the WCCF;
- D. provide for the WCCF staff, requirements to accept custody of prisoners; and
- E. define when admission of prisoners should be denied.

JC 01/01.02 **Cross Reference**

JF 03 - Searches

UJS C.01

77-26-18 Utah State Code

78-3a-16 Utah State Code

78-3a-55(3) Utah State Code

JC 01/01.03 **Definitions**

**OIC** Officer in Charge; the ranking officer in the facility at a given time

**OPD** Ogden Police Department

**prisoner** an arrestee or prisoner brought to the WCCF for booking

**transporting officer** any deputy sheriff, police officer, UHP officer, WCCF officer, or other person who transports a prisoner to WCCF for admission

**UHP** Utah Highway Patrol

**WCCF** Weber County Correctional Facility

JC 01/02.00 **PRE-ADMISSION**

JC 01/02.01 **Policy**

It is the policy of the WCCF:

- A. to identify all persons requesting access to the booking or pre-booking area of the WCCF;
- B. to allow access to the WCCF booking or pre-booking areas only to authorized persons or agencies and lawful arrestees;
- C. to operate the vehicle sallyport in a manner that does not compromise the safety or security or management of the WCCF;
- D. that prisoners are properly restrained prior to entering the pre-booking area;
- E. that arresting or transporting officers secure weapons prior to entering the pre-booking area;
- F. that all prisoners are searched in view of the central control room camera prior to entering the pre-booking area; and
- G. to provide a pre-admission area where arresting or transporting officers can complete the necessary paperwork, conduct interviews, conduct breath analysis tests and other business as may be necessary.

JC 01/02.02 **Rationale**

- A. The goal of the WCCF is to provide for the timely, safe and expedient processing of persons brought to the WCCF for booking.
- B. Safety and security are primary responsibilities of the daily operations of the WCCF.
  - 1. Identification of persons attempting to gain access inside the secure perimeter of the WCCF is paramount.
  - 2. Prisoners are unknown to the WCCF and should be restrained to control the prisoners movement.
  - 3. Prisoners should be searched for weapons or other contraband prior to entering the secure perimeter.
  - 4. Weapons possessed by the arresting or transporting officers shall be secured prior to entering the pre-booking area.

5. Work space should be provided for arresting or transporting officers that assists in maintaining security while allowing officers to complete paperwork, etc.

JC 01/02.03 **Procedure: Identification for Access to the WCCF Booking Area**

- A. The WCCF central control room officer shall determine the identity of persons attempting to gain access to the pre-booking/ booking areas.
- B. Only persons identified as law enforcement officers, corrections officers, private individuals authorized to admit or transport prisoners, or other persons specifically cleared by the WCCF administration or OIC should be allowed to enter the WCCF booking area.
- C. If the control room officer is unsure of the persons identity or authorization for admission, he should contact an officer with competent authority to verify identity or obtain authorization.
- D. After proper identification has been made, the control room officer shall open the appropriate door and permit entry.

JC 01/02.04 **Procedure: Vehicle Sallyport Functions**

- A. **Parking and Exiting Vehicle**
  1. Authorization to enter the vehicle sallyport area shall be given by the control room officer.
  2. If the transporting officer is in a vehicle he should pull up to the call box, push the button, and:
    - a. identify himself by name and agency; and
    - b. provide prisoner information including:
      - 1) number of prisoners;
      - 2) sex of prisoners; and
      - 3) any other critical information which may be required by the booking office.
  3. If the transporting officer is on foot he should enter through the designated door by pushing the call button, and provide information listed above.

4. After being admitted to the vehicle sallyport, the transporting officer should:
  - a. park the vehicle to minimize the area being blocked;
  - b. disengage the ignition and remove the keys; and
  - c. lock the vehicle after the prisoner is removed.

B. Restraining of Prisoners

1. All prisoners should be handcuffed behind their back prior to entering the vehicle sallyport.
2. Exceptions to being restrained behind the back may be made if:
  - a. handcuffs are unable to be applied because of injury, etc.; and
  - b. the handcuffs are secured to a waist chain or similar restraint.

C. Search of Prisoners

1. All prisoners shall be searched in designated search areas in view of the security camera. This search should be done by the arresting or transporting officer.
2. If the arresting or transporting officer fails to do the search, a WCCF staff member shall respond to the vehicle sallyport and conduct the search.
3. In the absence of an arresting or transporting officer, (ie., court commitments or book and release prisoners), the search shall be done by a WCCF staff member.

D. Securing Weapons

1. The transporting officers shall secure their weapons in the gun locker and remove the key. The key shall be securely retained by the officer until the weapon is retrieved.
2. An alternate means of securing weapons may be to secure the weapon in the trunk of the officer's vehicle.

JC 01/02.05    **Procedure: Pre-Admission Area**

- A.     A pre-admission area has been provided where the arresting or transporting officer can conduct interviews, breath analysis tests, and complete required paperwork.
- B.     Arresting or transporting officers should remain in the pre-admission area until:
  - 1.       all paperwork, breath analysis tests, and interviews, etc. have been completed by the officer; and
  - 2.       the WCCF booking staff accepts custody the prisoner.
- C.     If the prisoner is acting in a violent or disruptive manner, the prisoner may be placed into the pre-admission secure holding cells provided.

JC 01/03.00 **ACCEPTANCE OF PRISONERS**

JC 01/03.01 **Policy**

It is the policy of the WCCF:

- A. to identify the authority of the arresting or transporting officer attempting to admit a prisoner;
- B. to receive prisoners brought to the WCCF by persons identified as peace officers or other persons authorized to book the prisoner;
- C. to receive prisoners for booking who have been lawfully arrested by a peace officer:
  - 1. for committing a criminal offense; or
  - 2. for outstanding warrants or commitments;
- D. to receive persons booked on warrantless arrests only upon a sworn Probable Cause Affidavit by the arresting officer;
- E. to receive prisoners sentenced to the WCCF for a period of incarceration by the court;
- F. that, when a female prisoner is brought to the WCCF for booking, a female WCCF staff member should be present to assist in the admission process;
- G. to receive prisoners under the age of 18 only when:
  - 1. certified to the adult system by a court;
  - 2. ordered to the WCCF by a court as a result of a direct filing; and/or
  - 3. ordered confined in the WCCF by a juvenile court.
- H. that prisoners requiring immediate medical attention shall not be admitted, except:
  - 1. when the arresting agency provides written documentation from a physician or medical facility; and
  - 2. when documentation states that the prisoner is cleared medically and can be booked, and includes treatment, schedule of follow-up visits, medication prescribed;

- I. that all required paperwork and documentation is completed by the arresting or transporting officer prior to presenting the prisoner to WCCF staff for booking; and
- J. that WCCF staff should make reasonable attempts to ensure that the transporting officer has provided all known information regarding the prisoner that is relevant to the care, custody, and security of the prisoner.

JC 01/03.02 **Rationale**

- A. The WCCF is a detention facility which serves many different law enforcement agencies within Weber County. It would not be possible for WCCF staff to know all persons in Weber County authorized to arrest and book prisoners into the WCCF.
- B. Reasonable attempts should be made by WCCF staff to ensure that arresting or transporting officers have the authority to present a prisoner for booking and that all known information relevant to the care, custody, and security of the prisoner is provided.
- C. Proper documentation is required to ensure that individuals detained at the WCCF are being held legally and that the rights of arrestees or prisoners are not infringed upon.
- D. If prisoners are in need of immediate medical attention, the time required for admission procedures may be critical to the arrestee. Medical attention should be provided by the custodial entity at the time the attention is required. Unreasonable delays should not be made in providing needed medical attention.

JC 01/03.03 **Procedure: Transferring Custody**

- A. When the arresting or transporting officer has completed the pre-admission documentation, custody of the prisoner may be transferred to WCCF booking staff.
- B. The WCCF booking officer shall then complete the following pre-admission tasks:
  - 1. Verify the prisoner is handcuffed behind the back;
  - 2. Observe the prisoner for any obvious injury that may require medical attention;
  - 3. Ensure that all required documentation is presented by the arresting officer;



4. Ask the prisoner the pre-admission questions on the intake screening form and document the answers;
5. Conduct a rub search to:
  - a. locate any contraband or weapons that may have been missed on any previous search; and
  - b. locate items of arrestee property to be inventoried.
- C. The arresting or transporting officer should remain at the WCCF until:
  1. the prisoner has been searched;
  2. prisoner property has been inventoried; and
  3. the prisoner property inventory sheet has been signed by the transporting officer and the WCCF booking officer.
- D. WCCF shall only accept property that is physically on the prisoner. Bags, suitcases, etc. will not be accepted.
- E. The arresting officer and booking officer shall count the prisoner money and inventory the prisoner property using the designated inventory sheet. Small items such as wallet, watch, jewelry, belts, etc., shall be secured in a small plastic bag to be stored.
- F. After custody of the prisoner has been transferred to WCCF booking staff, the arresting or transporting officer should be required to leave the booking area.

JC 01/03.04 **Procedure: Denying/ Deferring Admission**

- A. WCCF booking staff shall not refuse to admit prisoners lawfully arrested except:
  1. when proper documentation is not presented by the arresting or transporting officer; or
  2. the prisoner is under 18 years of age and is not certified or sentenced to incarceration at the WCCF.
- B. Prisoners requiring immediate medical attention shall not be admitted until cleared by a physician or medical facility. If a prisoner is presented for booking who needs medical attention, WCCF booking staff should:

1. contact the WCCF medical staff or nurse on duty to evaluate the prisoner; or
  2. if a WCCF nurse is not available, contact the shift supervisor.
- C. If it is determined that the prisoner requires medical attention, the booking may be deferred until the arresting agency provides documentation that the prisoner has been medically cleared and can be booked.
- D. All incidents regarding the refusal to admit a prisoner shall be thoroughly documented and forwarded through the shift supervisor.

JC 01/04.00 **LEARNING OBJECTIVES**

JC 01/04.01 **Pre-Admission**

Staff shall demonstrate and understanding of:

- A. the purpose of the pre-admission area; and
- B. the control room's responsibilities for monitoring the vehicle sallyport, search and restraints of incoming arrestees.

JC 01/04.02 **Acceptance of Prisoners**

Staff shall demonstrate an understanding of:

- A. what documentation is required for acceptance of arrestees from arresting agencies;
- B. arresting officers' responsibility to assist in inventorying arrestee property and money;
- C. the process of denying or deferring acceptance of arrestees.