

WEBER COUNTY CORRECTIONAL FACILITY

Volume

ADMISSION AND RELEASE

Chapter

JC 03 - ANCILLARY ADMISSION FUNCTIONS

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JC 03/01.00 **GENERAL**

JC 03/01.01 **Purpose**

The purpose of this chapter is to provide policy, procedures and requirements for:

- A. the taking, inventory, and storage of prisoner property and money at the time of admission to the WCCF;
- B. searches:
 - 1. at the time of admission and booking; and
 - 2. prior to being transferred into general population;
- C. issuing WCCF prisoner property;
- D. proper handling of prisoner clothing prior to storage;
- E. taking of prisoner photographs and fingerprints;
- F. distribution of photographs and fingerprints;
- G. prisoner telephone calls; and
- H. prisoner access to official visits.

JC 03/01.02 **Cross Reference**

JC 06 - Inmate Wrist Identification Bands
JD 03 - Temporary Restrictions
JE 03 - Telephone Access
JF 03 - Searches
JF 05 - Use of Less-Lethal Force
JG 01 - Legal Access
JG 03 - Inmate Funds and Accounting
JG 04 - Inmate Laundry Services
JG 05 - Inmate Property

UJS C.03

77-26-18 Utah State Code
78-3a-16 Utah State Code
78-3a-55(3) Utah State Code

JC 03/01.03 **Definitions**

BCI	Bureau of Criminal Identification, Department of Public Safety
bail room safe	locked safe adjacent to the booking area where prisoner money is transferred after prisoner is placed in general population
booking drop safe	locked drop safe in the booking area where prisoner money is placed after initial booking process
NCIC	National Crime Information Center
OIC	Officer in Charge; the ranking officer in the facility at a given time
OR	Own Recognizance
OTN	Offense Tracking Number
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
WCCF	Weber County Correctional Facility
WCSO	Weber County Sheriff's Office
weapon	firearms, ammunition, OC Spray, PR24

JC 03/02.00 **PRISONER PROPERTY AND MONEY**

JC 03/02.01 **Policy**

It is the policy of the WCCF:

- A. to confiscate prisoner personal property at the time of admission to the WCCF;
- B. to confiscate prisoner money at the time of admission to the WCCF;
- C. to count and inventory prisoner property and money and provide a property inventory form for items confiscated;
- D. to store prisoner personal property in a secure storage area;
- E. to enter money taken from prisoners at the time of admission into an inmate funds account in that prisoner's name, except when the prisoner is released prior to transferring to general population;
- F. that backpacks, suitcases, perishable food items and other excess prisoner property shall not be accepted or stored at the WCCF.

JC 03/02.02 **Rationale**

- A. Prisoners' money and property should be taken at the time of admission:
 - 1. to interdict the introduction of weapons, drugs, or other contraband into the WCCF;
 - 2. to protect prisoner money and property from theft.
- B. A written inventory of prisoner money and property should be made to:
 - 1. safeguard WCCF staff from claims of theft by prisoners;
 - 2. protect prisoners from loss of money and property as a result of theft or mishandling;
 - 3. document the process of receiving custody of prisoners' money and property.
- C. Because the WCCF has limited property storage areas, excess prisoner property, ie., backpacks, suitcases, cannot be accepted or stored at the WCCF.

JC 03/02.03 **Procedure: Prisoner Property**

- A. When custody of the prisoner is being transferred from the arresting officer to WCCF booking staff, a property inventory sheet:
 - 1. should be completed by the arresting officer;
 - 2. shall be witnessed by the WCCF booking officer;
 - 3. shall be completed by the WCCF booking officer if not completed by the arresting officer; and
 - 4. should be completed in the prisoners presence, when possible.
- B. The WCCF booking officer shall conduct a search of the prisoner to ensure:
 - 1. that all prisoner property is inventoried, and
 - 2. that there is no hidden contraband or weapon on the prisoner.
- C. The prisoner property inventory should describe the property taken in sufficient detail so that disputes between prisoners and WCCF staff concerning lost or allegedly lost property can be resolved with a minimum of difficulty.
- D. If it is not possible to immediately complete the property inventory sheet, WCCF booking staff should:
 - 1. conduct the search and secure the property taken in a property container;
 - 2. place the pre-booking sheet and property inventory sheet on the secure container;
 - 3. place the container on the booking counter in the order of the prisoner's arrival.
- E. Upon completion of the property inventory sheet, the arresting officer and the WCCF booking officer shall sign, verifying the accuracy of the inventory.
- F. After the property has been inventoried and verified, the inventory sheet shall accompany the pre-booking sheet and the information entered into the computer by designated booking staff.
- G. Property not retained by the prisoner, i.e., wallets, jewelry, coats, shall be:
 - 1. packaged;

2. labeled with the prisoner's name and I.D. number; and
 3. stored in the designated location.
- H. After the booking has been completed, a receipt of stored property should be generated.
- I. If the prisoner is released prior to being transferred from booking to general population, the property shall be returned to the prisoner.
- J. If the prisoner is not released and is transferred to general population:
1. the prisoner should be searched as defined in this policy;
 2. all of the prisoner's property be searched placed in a property storage container;
 3. the property storage container shall be secured in the designated property storage area; and
 4. a property bin # shall be assigned by the booking officer/ property clerk and placed in the property storage area in the appropriate bin.
- K. Prisoners personal property that requires laundering to ensure that it does not create a health hazard during storage shall be handled consistent with WCCF policy JG 04, Inmate Laundry Services.
- L. Excess prisoner property not accepted at the WCCF shall be the responsibility of the arresting officer or agency. A notation should be made on the property sheet and in the computer indicating that property is being stored by another agency.

JC 03/02.04 **Procedure: Prisoner Money**

- A. Prisoner money shall be taken at the time of booking and:
1. should be documented on the property inventory sheet by the arresting officer;
 2. shall be witnessed by the WCCF booking officer,
 3. shall be documented by the WCCF booking officer if not documented by the arresting officer, and
 4. should be counted in the prisoner's presence when possible.

- B. Prisoner money is to be handled consistent with WCCF policy JG 03, Inmate Funds and Accounting.

JC 03/03.00 **SEARCHES**

JC 03/03.01 **Policy**

It is the policy of the WCCF that:

- A. all prisoners entering the WCCF to be booked shall be searched utilizing a rub or frisk search to identify and interdict:
 - 1. items of contraband; and
 - 2. weapons or potential weapons;
- B. searches of a more intrusive nature may be conducted but require reasonable suspicion and otherwise meet constitutional requirements;
- C. all prisoner clothing shall be searched prior to being placed into storage;
- D. all admissions searches be conducted consistent with WCCF policy JF 03, Searches.

JC 03/03.02 **Rationale**

- A. It is the goal of the WCCF to provide a safe, secure environment for WCCF staff and prisoners in the booking area.
- B. It is necessary to search all prisoners presented to the WCCF for booking to determine that the prisoner:
 - 1. is not in possession of a weapon or other contraband that would present a threat to the safety or security of WCCF staff or other inmates; and
 - 2. is not in possession of criminal evidence.
- C. Prisoner searches allow WCCF staff to identify items of contraband that may be deemed a threat to the safety, security, or management of the WCCF to include weapons, drugs or other items of contraband.
- D. All prisoner searches should be conducted so that the rights of the prisoner are not infringed upon.

- E. If a prisoner is unable to secure his/her release from the WCCF, the prisoner should be searched prior to moving the prisoner into the facility's general population. This search should be done in a manner that decreases the potential for the introduction of weapons, drugs, or other dangerous contraband into the general population consistent with WCCF policy JF 03, Searches.

JC 03/03.03 **Procedure: Admission Searches**

A. **General**

- 1. Admission searches shall be done at the time of booking.
- 2. WCCF staff shall observe WCCF policy JF 03 when conducting prisoner searches.

B. **Reasonable Suspicion**

- 1. Prisoners brought to WCCF for non-violent misdemeanor offenses shall not be strip searched absent an individualized determination of reasonable suspicion to believe that the prisoner:
 - a. is in possession of a weapon;
 - b. is in possession of criminal evidence; or
 - c. is in possession of other contraband which would present a threat to the safety of staff or other persons in the WCCF or to the safety, security and management of the jail.
- 2. Reasonable Suspicion standard may be met if the prisoner is being booked on charges which involve:
 - a. violence or use of weapons; or
 - b. drugs or other controlled substances; or
 - c. individualized suspicion that the prisoner is in possession of a weapon, drugs, or other contraband which could not be found with a less intrusive search.
- 3. Reasonable Suspicion standard may be met if the prisoner's prior history includes:
 - a. suicide attempts;
 - b. previous drugs/controlled substances, weapons or violence; or

- c. escape.
- 4. Individualized suspicion is not required if the prisoner is to be booked:
 - a. under sentence from a court;
 - b. as an in-transit hold;
 - c. as a transfer from another corrections facility;
 - d. from the Utah Department of Corrections or a federal law enforcement or corrections agency; or
 - e. for violation of probation or parole.

C. Exigent Circumstances

Exigent circumstances may allow for a more intrusive search than would normally be justified. Such circumstances may include but not be limited to:

- 1. threats or attempts to commit self-destructive acts;
- 2. the prisoner volunteering information that leads booking officers to believe that the prisoner is in possession of dangerous contraband;
- 3. any information known to the booking officer that the prisoner presents a threat to the safety or security of the WCCF.

D. Voluntary Waivers

- 1. Prisoners who voluntarily remove their own clothing, or otherwise take actions which result in a loss of sexual privacy, waive their right to privacy.
- 2. Prisoners who fail to take advantage of procedures designed to protect the prisoners' privacy, e.g., removing their own clothing, have waived any perceived right to privacy.

JC 03/03.04 **Procedure: Search of Prisoners Prior to Entering General Population**

- A. After a prisoner has exhausted all efforts to get out of jail, i.e., bail, O.R., the prisoner may be dressed into the facility in preparation for transfer from the booking area to general population.
- B. Prisoners should be afforded every opportunity and reasonable time to secure his/her release from the WCCF. WCCF staff may determine that the prisoner

has exhausted these efforts by, but not limited to:

1. the prisoner indicating the he/she will not be able to make bail;
2. failure of the prisoner to qualify for O.R.;
3. the presence of a "no bail" hold or warrant against the prisoner, or
4. the prisoner being held on parole violation with a hold placed on the prisoner by competent authority.

C. Prisoners shall not be transferred to general population prematurely as a pretext to justify an otherwise unwarranted intrusive search.

D. Strip searches or visual body cavity searches performed when an arrestee is transferred to general population shall:

1. meet the conditions described in this section; and
2. be documented on pre-booking sheet and an incident report on the JMS.

JC 03/04.00 **SHOWER AND CLOTHING EXCHANGE**

JC 03/04.01 **Policy**

It is the policy of the WCCF that:

- A. all prisoners be thoroughly searched prior to transferring from the booking area to general population;
- B. prisoner's personal clothing be removed, searched and exchanged for WCCF issue clothing;
- C. prisoners should shower, using soap, prior to transferring from the booking area to general population;
- D. prisoners who present evidence of vermin or body lice be deloused prior to transferring from the booking area to general population;
- E. prisoners be issued WCCF clothing, bedding, and hygiene items when transferred from the booking area to general population;
- F. prisoners' personal clothing may be laundered consistent with WCCF policy JG 04 prior to storage;
- G. all prisoners transferred from booking to the WCCF general population shall be issued an Inmate Wrist Identification Band consistent with WCCF policy JC 06.

JC 03/04.02 **Rationale**

- A. Prisoners should be thoroughly searched prior to entering general population to decrease the potential for the introduction of weapons, drugs or other dangerous contraband into the general population.
- B. Showers and clothing exchange are important procedures aiding in maintaining sanitation. Requiring prisoners to wear WCCF issue clothing also provides security benefits by:
 - 1. preventing prisoners from smuggling contraband into the WCCF hidden in their personal clothing; and
 - 2. making prisoners identifiable as such as the prisoner transitions to inmate status.

- C. Measures should be taken to help prevent the introduction of lice or vermin into the WCCF general population. Delousing procedures may need to occur to ensure that body lice or other vermin are not spread to other prisoners or staff.

JC 03/04.03 **Procedure: Shower**

A. Shower

1. After the prisoner has been thoroughly searched and his/her clothing removed, the prisoner should shower in the booking area room provided for that purpose.
2. The prisoner should use soap during the shower.

B. Delousing

1. If it appears that lice or vermin are present on a prisoner during the clothing exchange and shower procedure, the officer conducting the procedure shall:
 - a. contact the medical staff on duty to verify the presence of lice or vermin;
 - b. temporarily quarantine the infested prisoner to prevent possible spread of lice or vermin to staff or prisoners;
 - c. separate the prisoner's clothing, seal it in a plastic bag, and handle according to WCCF policy JG 04.
2. If a prisoner is segregated (quarantined), proper documentation shall be completed using a Temporary Restriction Order form and appropriate entries on the computer.
3. The infested prisoner shall be deloused using delousing agents approved for use by the WCCF physician.
4. All WCCF staff shall be trained on the methods for detection of lice or other vermin and the methods used for delousing prisoners.

JC 03/04.04 **Procedure: Prisoner Property Issue**

A. Clothing Issue

1. WCCF Property Unit staff conducting the prisoner clothing exchange shall complete an Inmate Property Issue Sheet ensuring that all appropriate property items listed are issued to the prisoner.

2. The WCCF staff member shall sign the Property Sheet indicating that he issued the items to the prisoner, and the prisoner shall sign the Property Sheet indicating that he received the property issued.
3. Male prisoners shall be issued:
 - a. 2 pair pants
 - b. 1 tee shirt
 - c. 3 pair underwear
 - d. 3 pair socks
 - e. 1 towel
 - f. 1 set of sheets
 - g. 1 pillow case
 - h. 1 mattress cover
 - i. 1 pillow
 - j. 2 blankets
 - k. 1 laundry bag
 - l. 1 cup
 - m. 1 toothbrush and toothpaste
 - n. 1 comb
 - o. 1 bar soap
 - p. 1 pair shoes
 - q. 1 Inmate Handbook
4. Female prisoners shall be issued:
 - a. 2 pair pants
 - b. 1 tee shirt
 - c. 3 pair underpants
 - d. 3 bras
 - e. 3 pair socks
 - f. 1 towel
 - g. 1 set of sheets
 - h. 1 pillow case
 - i. 1 mattress cover
 - j. 1 pillow
 - k. 2 blankets
 - l. 1 laundry bag
 - m. 1 cup
 - n. 1 toothbrush and toothpaste
 - n. 1 comb
 - o. 1 bar soap
 - p. 1 pair shoes
 - q. 1 Inmate Handbook

B. Inmate Wrist Identification Band

1. All prisoners being transferred from the booking area to the WCCF general population shall be issued an IWIB consistent with WCCF policy JC 06.
2. The IWIB shall bear the name, name number and picture of the prisoner.

JC 03/05.00 **FINGERPRINTS AND PHOTOGRAPHS**

JC 03/05.01 **Policy**

It is the policy of the WCCF:

- A. to photograph and fingerprint all adult offenders received at the WCCF except for those prisoners booked on charges appearing on the list provided by BCI as "non-serious offenses" unless directed otherwise by competent authority;
- B. to photograph juvenile offenders certified by juvenile court as an adult;
- C. to photograph and fingerprint offenders in a manner that ensures quality sufficient for use by law enforcement, criminal history, WCCF, WCSO and other legitimate needs;
- D. to distribute photographs and fingerprints to BCI, the FBI and other agencies as required.

JC 03/05.02 **Rationale**

- A. To further legitimate law enforcement needs and to provide for law enforcement needs regarding the tracking of offenses committed, the WCCF should take photographs and fingerprints and distribute these records according to state statute to meet these needs.
- B. Utah State BCI supplies a list of offenses that do not require photographs or fingerprints, therefore these records need not be obtained unless otherwise directed by competent authority.

JC 03/05.03 **WCCF Authority**

A. **Taking Photographs and Fingerprints**

Utah State Code, 77-26-18, provides the WCCF "authority and duty to take, or cause to be taken, fingerprints, photographs, and other related data" of persons booked into the WCCF.

B. **Distributing Photographs and Fingerprints**

The Utah State Code requires that:

1. the "keeper of any jail...shall forward to BCI the fingerprints of all persons confined...", and
2. forwarding of fingerprints be "without delay".

JC 03/05.04 **Procedure: Photographs and Fingerprints**

A. **Juveniles**

1. Photographs of juvenile arrestees:
 - a. may be taken of a child 14 years of age or older who is taken into custody for the alleged commission of an offense under section 78-3a-16 that would be a felony offense if the child were 18 years of age or older; and
 - b. shall be retained in the system.
2. Fingerprints of juvenile arrestees:
 - a. may be taken of a child 14 years of age or older who is taken into custody for the alleged commission of an offense that would be a felony if the child were 18 years of age or older; and
 - b. shall be sent to BCI consistent with Utah State Code 78-3a-55 (3).
3. Photographs or fingerprints of juveniles shall not be dispersed to individuals or agencies other than state or local law enforcement agencies.
4. Consent of the Juvenile Court shall be required before taking photographs or fingerprints of a child under the age of 14 years.
5. Photographs and fingerprints may be done on a juvenile in the same manner as an adult if the juvenile:
 - a. has been certified as an adult;
 - b. has been ordered to the WCCF by a district court judge as a result of a direct filing.

B. **Adults**

1. All adult arrestees brought to the WCCF shall be photographed and fingerprinted except:
 - a. parole/probation violators, unless booked on new charges;
 - b. warrants that have been previously assigned an OTN; and

- c. when the offenses charged appear on the BCI "non-serious" list.
- 2. Fingerprints may be taken on prisoners defined by the above exceptions:
 - a. to correct previously taken prints which were deficient for classification/identification purposes, or
 - b. to further legitimate criminal justice interests.

C. WCCF Staff Responsibilities

- 1. WCCF booking staff shall determine if an OTN is required by checking the BCI list of "non-serious" offenses. If fingerprints are required, booking staff shall:
 - a. assign an OTN by selecting "OTN" on the charges screen of the JMS (the JMS will automatically assign an OTN);
 - b. write the OTN on the pre-booking sheet;
 - c. make a copy of the pre-booking sheet and post in the designated area pending the taking of the prints and picture.
- 2. The WCCF officer taking the fingerprints shall:
 - a. check the OTN and the pre-booking sheet ensuring the numbers match;
 - b. verify all demographics;
 - c. take the fingerprints on the live scan system; and
 - d. evaluate each fingerprint card done to ensure that the prints are adequate for classification and identification.
- 3. If any fingerprints are deficient for classification or identification, the deficient prints shall be corrected.

JC 03/05.05 **Procedure: Distribution of Photographs and Fingerprints**

- A. Fingerprints records are protected records, therefore, access to these records is

limited to:

1. authorized law enforcement agencies for law enforcement purposes;
2. authorized representatives of the court; and
3. persons specifically authorized by the Weber County Sheriff or WCCF Chief Deputy/designee.

B. Persons not authorized by this policy to access photograph or fingerprint records shall be referred to the WCSO records office.

C. Arrest photographs on file are not restricted documents. Refer to WCSO policy 40.2.3 B(1). Photos may be given to representatives of recognized news agencies EXCEPT when:

1. the arresting agency has requested that the photo not be released;
2. the photo is of a person under 18 years of age.

JC 03/06.00 **PRISONER COMMUNICATION**

JC 03/06.01 **Policy**

It is the policy of the WCCF that, after the booking process has been completed:

- A. prisoners be allowed access to a telephone to:
 - 1. contact an attorney;
 - 2. contact a bonds person (if eligible); and/or
 - 3. contact a friend or family member;
- B. prisoners be allowed to receive official "visits" from:
 - 1. an attorney, (contact or non-contact);
 - 2. a bonds person (non-contact, if eligible); or
 - 3. a friend or family member, for the purpose of assisting in efforts to secure the prisoners release (non-contact);
- C. use of telephones by prisoners shall be consistent with WCCF policy JE 03, Telephone Access; and
- D. official visits from attorneys shall be consistent with WCCF policy JE 04, Communication: Courts and Counsel.

JC 03/06.02 **Rationale**

Prisoners are lawfully entitled to have access to counsel, if charged with a criminal offense; to attempt to make bail; and to notify a friend or family member within a reasonable amount of time after being booked into the WCCF.

JC 03/06.03 **Procedure: Telephone Access**

- A. After the booking process has been completed, cooperative prisoners should be allowed to use the booking area telephones designated for use by prisoners.
- B. Prisoners are authorized to call:
 - 1. an attorney;
 - 2. a bonds person; and/or

3. a friend or family member.
- C. Prisoners are **NOT** allowed to make telephone calls that violate a "no-contact" order or other legitimate order of a court.
- D. Prisoner access to the telephone after booking should not be delayed except when:
 1. the prisoner displays a risk of assaultive behavior towards WCCF staff or other prisoners;
 2. the prisoner attempts to violate a no-contact order;
 3. the prisoner damages or attempts to damage WCCF property, to include the telephones.
- E. Telephone calls made by utilizing the prisoner telephones are collect calls, except calls to bonds persons.

JC 03/06.04 **Procedure: Prisoner Access to Official Visits**

- A. After the booking process has been completed, cooperative prisoners should be allowed access to official visitors to include:
 1. an attorney;
 2. a bonds person;
 3. a friend or family member, for the purpose of assisting in arranging for bail or for other legitimate reasons.
- B. Attorneys requesting to visit with a prisoner should be allowed access to the WCCF by following procedures outlined in WCCF policy JE 04, Communication: Court and Counsel.
- C. Bonds persons requesting to visit with a prisoner should do so by:
 1. entering the Release Corridor of the WCCF;
 2. checking in with WCCF staff by presenting I.D. and providing the name of the prisoner to be visited;
 3. proceeding to the room provided by the WCCF for use by bonds persons.

- D. Visits with family, friends or other persons for newly admitted prisoners are generally not allowed consistent with WCCF policy JE 02, Visitation. Persons may request, however, to visit with a newly admitted prisoner. Such requests should be considered:
1. on a case-by-case basis with authorization for the visit given by the shift supervisor;
 2. only if the visit may reasonably result in the release of the prisoner on bail, own recognizance, etc.
- E. Official visits with persons other than attorneys shall be barrier (no contact) visits in the WCCF visiting area or bonds person room.

JC 03/07.00 **LEARNING OBJECTIVES**

JC 03/07.01 **Prisoner Property and Money**

Staff shall identify WCCF Booking staff responsibilities for:

- A. accepting, documenting, and storing prisoner property; and
- B. accepting, documenting, and storing prisoner money.

JC 03/07.02 **Searches**

Staff shall identify:

- A. the types of searches generally conducted during the intake process;
- B. the circumstances when strip or visual body cavity searches may be conducted; and
- C. WCCF search policies.

JC 03/07.03 **Shower and Clothing Exchange**

Staff shall identify:

- A. shower procedures for prisoners prior to entering general population including those prisoners who may need delousing;
- B. WCCF issued property items that shall be provided at the time of admission; and
- C. the Inmate Wrist Identification Band policy.

JC 03/07.04 **Fingerprints and Photographs**

Staff shall demonstrate an understanding of the following:

- A. the statutory requirement to take fingerprints, photographs, and collect data;
- B. how juvenile arrestees shall be processed; and
- C. who should receive data collected by the WCCF.

JC 03/07.05 **Prisoner Communication**

Staff shall demonstrate an understanding of prisoner access to telephones and official visits during the intake process.