

WEBER COUNTY CORRECTIONAL FACILITY

Volume

ADMISSION AND RELEASE

Chapter

JC 06 - INMATE WRIST IDENTIFICATION BAND

Effective Date:

04-01-95

Review Date:

06-15-05

Pages

7

Approved

JC 06/01.00 GENERAL

JC 06/01.01 Purpose

JC 06/01.02 Cross Reference

JC 06/01.03 Definitions

JC 06/02.00 INMATE WRIST IDENTIFICATION BAND

JC 06/02.01 Policy

JC 06/02.02 Rationale

JC 06/02.03 Procedure: Inmate Wrist Identification Band

JC 06/02.04 Procedure: Issuing the IWIB

JC 06/02.05 Procedure: Removal of the IWIB

JC 06/03.00 LEARNING OBJECTIVES

JC 06/01.00 **GENERAL**

JC 06/01.01 **Purpose**

The purpose of this chapter is to provide policy, procedure and requirements for the use and application of Inmate Wrist Identification Bands (IWIB's).

JC 06/01.02 **Cross Reference**

JC 03 - Ancillary Admission Functions
JC 04 - Release Process
JD 02 - Inmate Classification
JD 03 - Temporary Restrictions
JD 06 - Inmate Disciplinary
JJ 05 - Inmate Work Procedures

JC 06/01.03 **Definitions**

arrestee	person booked into WCCF, awaiting bail or release, not housed
housed	inmates dressed in and assigned a housing area bed
inmate	for the purpose of this policy, any person dressed in and housed in the WCCF
IWIB	Inmate Wrist Identification Band
name number	number assigned to inmate name by the jail management computer system
releasee	inmate released from WCCF
TRO	Temporary Restriction Order
WCCF	Weber County Correctional Facility

JC 06/02.00 **INMATE WRIST IDENTIFICATION BAND**

JC 06/02.01 **Policy**

It is the policy of the WCCF that:

- A. all inmates housed in the WCCF shall be required to wear an IWIB;
- B. IWIB's shall be used to manage and identify inmates housed in the WCCF for security reasons not limited to:
 - 1. release;
 - 2. inmate movement and access;
 - 3. commissary;
 - 4. programs;
 - 5. court;
 - 6. work details;
 - 7. mail.
- C. All IWIB's shall be worn on the left wrist except for:
 - 1. medical reasons which would in the judgment of the medical unit preclude wearing an IWIB;
 - 2. amputations; and
 - 3. exceptions which shall be documented by the issuing officer and reviewed for applicability by the Classification Officer.

JC 06/02.02 **Rationale**

- A. The very nature of a jail setting requires many inmates to be managed by staff. Some may be well known to staff while others are unknown. Shift changes and staff changes prevent each staff member from knowing all inmates by sight. IWIB's can assist staff in the management and identification of inmates.
- B. Inmates scheduled for release can be readily identified by checking their IWIB, preventing inmates from assuming another inmate's identity to escape from the facility.
- C. Inmates incarcerated for any length of time within the facility may be moved

several times for cause. The IWIB should assure accurate inmate movement.

- D. Inmates frequently attempt to deceive staff for many reasons, to include receiving property and commissary by assuming false identity. The IWIB should assist staff with proper identification.

JC 06/02.03 **Procedure: Inmate Wrist Identification Band**

The Inmate Wrist Identification Band shall:

- A. be issued to all inmates housed in the WCCF;
- B. be issued when the inmate is dressed in by the booking staff, and when classification changes occur pursuant to assessment or re-assessment actions;
- C. include:
 - 1. the inmate's name (First, Last, and Middle initial);
 - 2. the inmate's name number; and
 - 3. a picture of the inmate; and
- D. identify the inmate's classification level.
 - 1. Each classification level will be associated with a specific IWIB color. Each IWIB classification color may be updated on an as needed basis.
 - 2. A directive with the most current date, outlined in memo form, shall be published and shall contain each classification level and color. The directive shall indicate the directive it supercedes.
 - 3. The directive shall be posted in all control rooms and the classification office, as a minimum.

JC 06/02.04 **Procedure: Issuing the IWIB**

- A. Booking Officer
 - 1. The green IWIB shall be issued when an inmate is dressed into the WCCF by the Booking Officer and the inmate is to be assigned to Intake/R&O housing, prior to classification.
 - 2. When it is determined by the booking staff, or directed by the Duty

Sergeant/OIC, that an inmate is to be initially housed at a more restrictive custody level than the R&O unit, that inmate shall be issued an IWIB color commensurate with the assigned housing.

- a. The Classification Officer shall be notified, in writing, of the action (TRO), the reason for the housing assignment, and the staff member approving or directing the housing assignment.
- b. The Classification officer shall review the action and process the inmate's classification determination consistent with Classification procedure.

B. Classification Officer

The Classification Officer/Designee, upon the assessing or the reassessment of inmates housed in the WCCF, shall ensure the appropriate IWIB is issued to the inmate.

C. Outside Worker Inmate

Once the Classification Committee has approved an inmate for Outside Worker Status (Trustee), the Classification Officer/designee shall ensure the proper IWIB is issued to the inmate.

D. Removal From Outside Worker (Trustee) Status

1. Inmates who no longer are classified as outside workers (Trustees) shall have a new appropriate IWIB issued by the Classification Officer.
2. Outside worker inmates (trustees) who are determined to be a security risk due to a major disciplinary or other articulable reason shall be placed on a TRO pending final disposition, and:
 - a. shall not be allowed to leave the WCCF without approval of proper authority;
 - b. shall be referred to Classification Officer, who shall cause a review of the inmates outside worker (Trustee) status to take place; and,
 - c. shall issue an IWIB consistent with the inmates Classification of minimum security.

A. Inmate Release

1. Inmates housed in the WCCF who are released from the custody of the WCCF, should be released through the Property unit. The Property unit shall check the IWIB of the inmate being released, ensuring that all information matches the release paper work (i.e., Name (First, Last, Middle Initial) and Inmate Name Number).
2. Prior to inmates being released from the WCCF, the releasing officer shall remove the IWIB. The IWIB shall be:
 - a. given to the inmate upon release from custodial authority, and the releasee instructed to present the IWIB to the WCCF administration office to facilitate release of the releasee's Cash Funds;
 - b. returned to the Administration Office by the booking unit when the inmate requests his funds be mailed to him, along with sufficient information for the WCCF accountant to mail his funds as requested; or
 - c. returned to the Administration office by the booking unit when the inmate is released from the custody of the WCCF, to the custody of another Jurisdiction (Utah State Prison, County Jails, etc.).
3. Upon receiving the IWIB, the releasee has responsibility for the IWIB until the releasee has received his cash funds. WCCF shall not be held responsible for lost, misplaced, or stolen IWIB's.

B. Unauthorized Removal of the IWIB

1. Inmates shall not remove or attempt to remove the IWIB. When the IWIB has been removed or shows evidence that the inmate has attempted to remove the IWIB, disciplinary action shall be initiated.
2. Inmates who have removed their IWIB shall be placed on a TRO pending issue of a new IWIB. Disciplinary action shall be initiated.
3. A replacement IWIB shall be issued to the inmate by the Classification Officer/designee. This process should be within 72 working hours.
4. When the inmate is placed on a TRO, the inmate's movement shall be

restricted, consistent with the TRO. The IWIB shall not be changed until the Classification Officer/designee has assessed or re-assessed the inmate consistent with policy.

JC 06/03.00 **LEARNING OBJECTIVES**

Staff shall demonstrate and understanding of:

- A. how the IWIB is used;
- B. who is responsible to issuing IWIB to incoming prisoners;
- C. who is responsible to replace IWIB's that have been removed or damaged;
- D. steps to be taken when there is evidence of unauthorized removal of the IWIB.