

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.
JAIL BUREAU	June 26, 2002	June 28, 2002	28-J-02
SUBJECT:		DISTRIBUTION	AMENDS
SEARCHES OF PERSONS		Jail Bureau Personnel	
REFERENCE:			RESCINDS
Part 7008 of Title 9 of the <u>Official Compilation of Codes, Rules & Regulations of the State of New York (9NYCRR Part 7008)</u>			JBGO 28-J-2000

Purpose: To establish policy and procedure for conducting searches of prisoners and unofficial visitors, in order to maintain a safe and secure environment for Jail Bureau staff and prisoners housed at the Monroe County Jail (MCJ), and the Monroe Correctional Facility (MCF).

Policy: It is the policy of the Monroe County Sheriff's Office (MCSO) that all inmates upon entering or re-entering the MCJ will be immediately body scan searched. At the MCF all inmates entering or re-entering the facility will be immediately pat searched and scanned with a hand held metal detector. Jail Bureau staff will perform searches in order to detect and reduce the introduction of contraband (weapons and/or drugs) into the Jail/Correctional Facility, prevent escapes and disturbances, and recover missing and stolen property.

I. Types of Searches:

- A. **Strip search:** a search that requires the inmate to completely disrobe. Each item of the inmate's clothing is searched and their entire body is visually inspected, including a cavity search of the mouth and ears only.
- B. **Body Cavity search:** a visual, manual, and instrumental inspection of the interior of any **private** orifice (anus, vagina). This search will only be performed by trained medical personnel and at the direction or approval of the jail physician should the inmate be in an outside hospital.
- C. **Body Scan search:** a search conducted utilizing the body scan machine where inmates are not required to disrobe. Large items are removed from their pockets by booking staff and all other items remain in their pockets until the handcuffs are removed to complete the booking process. The body scan search is conducted in the body scan room and the scan consists of a frontal, back, and side-scan of the inmate. **This scan will be completed primarily for weapons detection. Male staff will body scan male inmates and female staff will body scan female inmates.**

- D. **Pat (frisk) search:** a search where inmates are not required to disrobe, but will be required to remove all items from their pockets and turn their pockets inside out.
- E. Inmates will also be required to remove multiple layers of clothing, coats, shoes, boots, hats, belts, etc., in order to be searched.

II. Strip Searches

- A. Inmate strip searches will be authorized in accordance with the following guidelines. Should a strip search not be authorized based on the criteria below, then staff will complete a second pat search and utilize the body scan machine and/or hand held metal detector to reduce the amount of unauthorized items from entering the MCJ/MCF.
 - 1. All **UA and County Prisoners** charged with a **felony offense** or held on a **federal remand** will be strip-searched.
 - 2. All **UA and County Prisoners** charged with either **probation or parole violations** will be strip-searched.
 - 3. Any **UA or County Prisoners**, who refuses the body scan search will be strip-searched.
 - 4. All **UA and County Prisoners** charged with misdemeanors and/or violations will be strip-searched **ONLY** under the following circumstances:
 - a. **Nature of Offense** - Offenses which based upon their nature, create a reasonable suspicion that the prisoner may be concealing contraband and/or crimes committed where weapons, violence, prostitution, assault, or narcotics are involved.
 - b. **Prior Jail History** - Prisoners with any prior jail history documenting possession of contraband on their person or introduction or attempted introduction of contraband into the facility.
 - c. **Circumstances of the Arrest** - Discovery of incriminating matter during routine searches, information derived from the search or conduct of a co-defendant, observations of arresting officer(s), paraphernalia found at time of arrest, and/or informant(s) tip.
 - d. **Characteristics of the Prisoner** - Attitudes and/or behaviors displayed by the prisoner, which may be interpreted as manipulation or distractions in an attempt to conceal contraband or any clothing items, which by their nature, prevent a thorough pat search from being effective. This will include, but not be limited to; excessive nervousness, unusual conduct, evasive or contradictory answers, needle marks or other indications of drug addiction.
 - e. **Clothing** - Loose fitting or bulky clothing that makes it difficult to pat search.
 - f. **Prisoner Status** - All intermittent (weekender) and locally sentenced inmates.
- 4. Strip searches will be conducted by a deputy of the same gender as the inmate, in an area away from other persons in order to maintain the dignity of the inmate at all times.

5. A strip search will be conducted during a cell search.
6. A strip search will be conducted, when an inmate who is confined to disciplinary segregation, each time he/she enters the housing area.
7. Inmates taken from the Jail/Correctional Facility to a court, doctor visit, funeral home, etc will be pat searched prior to departure from the Jail/Correctional Facility and will be strip searched upon their return if staff believes that the inmate had the opportunity to receive contraband.
8. Inmates returning to the Jail/Correctional Facility from a furlough or work/education release will be strip-searched upon re-entering the Jail/Correctional Facility.
9. Inmates will be strip-searched after each contact visit.

B. All searches completed at the time of booking will be documented on the individual's Prisoner Data Report (before being scanned into MoRIS) to include, but not be limited to the following:

1. Type of search that was conducted (Pat or Strip).
2. Time, place and reason for search.
3. Results of the search.
4. Name and IBM# of person(s) conducting and/or present during the search.

C. Strip searches are conducted to reduce and eliminate contraband from entering the facilities, in addition to protecting staff and others from potential harm. Under no circumstances will a strip search be used for retaliatory or punitive purposes.

III. Body Cavity Searches

- A. A body cavity search will be conducted when there is reasonable suspicion that an inmate possesses and has concealed contraband. However, Jail Bureau staff **will not** conduct body cavity searches. The Superintendent or his designee must obtain legal authorization in order to have a body cavity search performed.
- B. To obtain legal authorization for a body cavity search the Sheriff's legal advisor will prepare a petition and present it to the court. Should the court concur and order a body cavity search, the inmate will be transported to a hospital. The hospital staff, in a private area, will conduct all inspections and/or body cavity searches with a deputy present, in order to avoid any unnecessary problems that may arise.

IV. Body Scan Searches

- A. Body scan searches will be conducted on all inmates entering or re-entering the MCJ. This shall include prisoners brought into custody with an appearance ticket who will be released after processing.
- B. Body scan searches may be authorized by jail command and conducted when there is reasonable suspicion that an inmate possesses and has concealed contraband where utilizing the body scan machine may detect the contraband.

V. Pat (frisk) Searches

Pat searches of inmates will be performed at the discretion of facility staff. Staff will pat search all inmates going to court, recreation, and visits before the inmate leaves their housing area. Inmates taken to town court by the Prisoner Transport Unit are to be pat searched prior to departing the Jail/Correctional Facility. All objects such as combs, books, pens and pencils are to be taken away from the inmate and left in their housing area.

VI. Ingested Contraband

- A. Should an inmate ingest a harmful substance, medical staff and the duty sergeant will be notified immediately. Medical staff will contact the Poison Control Center and follow the instructions provided by the PCC. Inmates will be sent to the hospital, if deemed necessary by the PCC.
- B. In instances where inmates purposely ingest substances in an attempt to introduce contraband into the facility, staff will immediately notify the duty sergeant and the duty nurse. The duty nurse in coordination with the duty sergeant may have the inmate placed in an appropriate Central Booking observation cell with fifteen-minute checks or constant supervision if appropriate. This supervision will continue until either the substance is passed through the inmates system, or a determination is made by the duty nurse to terminate this supervision. The primary reason for this supervision is for medical reasons should the inmate have complications due to the ingesting of the contraband.

VII. Search of Visitors

- A. All visitors entering the MCJ or MCF visitation area will be scanned by a hand held or walk through metal/contraband detector.
- B. Visitors failing the metal detector scan will be asked to place unauthorized objects in a locker outside the visiting area. Visitors will not be allowed within the secure visiting area until they pass the metal detector screening.
- C. Visitors who are suspected of transferring contraband to an inmate during a visit may be prevented from entering the Jail/Correctional Facility, leaving inmate property and/or visiting inmates. In such instances, the visit supervisor and duty sergeant will be notified and notations will be recorded in the visit logbook and on the inmate's visitation card.
- D. Visitors suspected of possessing contraband during a visit will be detained by jail deputies until an investigator in the Criminal Investigation Section (CIS) is notified. Upon notification, the detainee will be escorted to the CIS by jail staff.
- E. Civilian visitors to either MCJ/MCF will not be stripped or pat searched by jail personnel, unless they are placed under arrest and/or the deputy reasonably suspects that they are promoting prison contraband.

By Order of the Sheriff


Patrick M. O' Flynn

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	NO.
JAIL BUREAU	July 29, 2002	July 31, 2002	34-J-02
SUBJECT:		DISTRIBUTION	AMENDS
CITY UNARRAIGNED AND COUNTY PRISONER BOOKING AND RELEASE PROCEDURES		Jail Bureau Personnel	
REFERENCE:			RESCINDS
Part 7002 of Title 9 of the <u>Official Compilation of Codes, Rules & Regulations of the State of New York (9NYCRR Part 7013)</u> and Section 3202 (7) of the <u>New York State Education Law</u>			JBGO 33-J-99 JBGO 34-J-98 JBGO 62-J-95

PURPOSE: To establish and maintain policies and procedures relative to processing and releasing city unarraigned (UA) prisoners as well as county (arraigned) prisoners by the Monroe County Sheriff's Office (MCSO).

POLICY: It shall be the policy of the Monroe County Sheriff's Office to establish and observe procedures that enable staff to properly conduct booking as well as release procedures for city UA prisoners and county prisoners in the Monroe County Jail. Booking and release policies and procedures will be conducted in accordance with **Part 7002 of Title 9 of the Official Compilation of Codes, Rules and Regulations of the State of New York (9NYCRR Part 7002)** in such way that will insure accuracy, reasonable processing times, and safety and security of inmates, staff and the facility.

I. Entrance Procedure

- A. Members of a police agency or any other duly authorized person with prisoners in custody will request Booking Control to open the Vehicle Sallyport Entrance Door, utilizing either the vehicle induction loop or the intercom; which will send an intercom call to Booking Control. Transporting officers will identify their agency and state the number of prisoners in custody. Upon visual verification Booking Control will open the Vehicle Sallyport Entrance Door and secure upon entry.
- B. Booking Control will ensure that the transporting officer(s) have all prisoners handcuffed prior to entering the Pre-book Area. The transporting Officer will activate the intercom at the Pre-Book Outer Door S-103. Booking Control will open the Pre-Book Outer Door, allowing entrance.
- C. The transporting officer(s) will escort the prisoner(s) to the booking control window, where

they will deliver the appropriate paperwork to Booking Control Staff.

- D. Booking Control will review the paperwork, which may include but not be limited to:
1. Prisoner Data Reports (PDRs)

Booking Control Staff shall ensure that, the transporting officer has accurately completed boxes 1-60 on the PDR. Any blank spaces **will** be completed at this time.
 2. Appropriate medical paperwork, if applicable.

NOTE: Should either a UA or county prisoner receive medical treatment prior to entering central booking, receiving staff will ensure that all appropriate hospital referral paperwork is attached to the medical receiving screening form.
 3. Appropriate commitments, court orders, warrants and remands, if applicable.
 4. Any questions or inconsistencies will be directed to the arresting officer(s) while still in the Pre-Booking Area by a Booking and/or Jail Records supervisor for clarification.
 5. Booking Control staff will notify Jail Records staff if applicable, to retrieve paperwork for those inmates who are committed to the custody of the Sheriff's Office.
 6. For both UA and County inmates, paperwork will be filed according to the guidelines set forth in Section IV of this order.
- E. While in the Pre-Booking Area, any prisoner who appears to be in need of medical treatment shall be referred **immediately** to the duty nurse. County prisoners requiring emergency medical treatment beyond the capabilities of the Facility Contract Medical Provider will be transported to an emergency medical treatment center by an ambulance service currently under contract with the Office of Sheriff. MCSO staff will escort and maintain constant supervision of the prisoner until returned to the Jail. The Rochester Police Department, pursuant to the agreement between the Rochester Police Department and the Office of Sheriff shall transport UA prisoner's requiring medical treatment beyond the capabilities of the Contract Medical Provider, to an emergency medical treatment center.
1. Prisoners who appear to be physically incapacitated, incoherent or ill due to drug or alcohol ingestion may be subject to a breathalyzer analysis test in accordance with **JBGO #30** and to increased supervision pursuant to **9NYCRR Part 7003**.
 2. Prisoners who appear to be under the influence of alcohol or drugs but do not require immediate emergency medical treatment will require booking staff to notify a duty nurse immediately who will respond and evaluate the individual in accordance with existing procedures. Booking staff will complete the alcohol screening form in accordance with current directives (Following MoRIS imaging, search and property receipt procedures). In addition, the prisoner will be placed in an observation cell under constant supervision as determined by staff or a duty nurse. Changes in a prisoner's condition will be reported to a duty nurse and a duty sergeant/shift supervisor immediately.

II. MoRIS Photo Capture & Initial Processing

- A. Booking staff will ensure that they are logged into the MoRIS system using their personal user identification and password when initiating a booking entry or when adding any of the booking images (including fingerprints) or booking forms. **Under no circumstances will any member**

utilize or enter prisoner data under another member's user identification.

- B. Booking Control will direct the transporting officer to place the inmate in the MoRIS imaging booth. If the prisoner has been booked by the arresting agency and an arrest booking entry exists, booking staff will verify the arrest information entered with existing hard copy documents provided by the transporting officer(s). If the prisoner has not been entered into the MoRIS system, booking staff will compare previous existing information, take a new photo of the prisoner and complete the MoRIS booking process. To accomplish this, the booking officer will complete the following steps:
1. Booking Control will determine if the entry is an Arrest or Non-Arrest Booking. Booking Control will search MoRIS by the prisoner's name or number to verify if the prisoner is currently in the system. If the prisoner is in the system, booking staff will compare the previous existing information to the new information to see if they are the same prisoner. If the information is the same, booking staff will template the information onto the new booking entry. If the prisoner is not in the system, booking staff will start a new booking and input the data.
 2. Ensuring the prisoner is standing on the designated spot, facing the MoRIS capture station, with both eyes open, the booking officer will utilize the 'overlay' on the image video screen to align the prisoner's mugshot to the proper proportion and capture the prisoner's photo. Individuals wearing headgear will have it removed before being photographed. **Individuals wearing glasses will be photographed twice, once with and once without glasses.** The primary photo will be **without** glasses.
 3. If the photo image is unacceptable, the image will be re-taken and the process will be repeated. When an acceptable photo is obtained, staff will apply the photo and prisoner data to the system database. If a prisoner is uncooperative or unable to have their MoRIS photo captured, the prisoner's photo will be taken when appropriate.
- C. Upon completion of the MoRIS photo identification process, including a MoRIS warrants check, the prisoner will be escorted into the security vestibule and MCSO Booking staff will direct the prisoner to the body scan machine. The Transporting Officer will remain in the Pre-Book area. **All prisoners will be body scanned before being allowed into security through the Booking Sally Port door S-106A into Central Booking.** Any prisoner refusing body scan or pat search will be escorted to a booking cell and searched by staff according to **JBGO #28, Searches of Persons. All searches will be documented on the prisoner's Prisoner Data Report before being scanned into MoRIS.**
- D. In the Body Scan Vestibule, booking staff will complete a pat search of each prisoner. Any contraband found at this point will be the responsibility of the arresting officer. Any other additional property that can be confiscated while the prisoner is still handcuffed, will be placed in a property bag and passed through to Central Booking and secured along with the prisoner's paperwork.
- E. The Prisoner is placed on the body scanner and scanned according to current procedure. (Refer to **JBGO #28, Searches of Persons**).
- F. The restraining devices are then removed by the Booking Officer and passed through the flap in the S-106 door to the Transporting Officer and the Officer will be allowed to exit the facility. (If, in the opinion of the booking officer, the removal of restraints constitutes a security/safety risk, the restraints may remain on the prisoner and reported to the booking supervisor).

III. Completion of MoRIS Processing and Searches

A. After entering through the S-106A door into the Central Booking Processing Area the prisoner is to be escorted to an available MoRIS processing station.

1. The prisoner will be instructed to empty all remaining personal property and money from his pockets, remove all jewelry and place said items on the counter as referenced in **JBGO- #18**.
2. All jewelry or small items of intrinsic value, including but not limited to rings and earrings, will be placed and sealed in an appropriately sized envelope, listed under miscellaneous on the MoRIS Property/Clothing Accountability Invoice in accordance with current procedures. Descriptions of prisoner property **will not** assume the value of any prisoner item.

Note: UA Prisoners will be allowed to retain possession of steel-toed shoes. Steel-toed shoes will be confiscated from county prisoners only and jail footwear will be issued at the time of remand into custody.

B. Money will be confiscated from both UA and county prisoners and secured in the following manner:

1. UA prisoner funds will be counted, placed and sealed in an appropriately sized envelope and deposited. A deposit slip will be completed and verified with both booking staff and the prisoner's signature. Amounts in excess of one hundred dollars will require verification by a second booking staff member. In addition to the required information on the deposit slip, booking staff will place the prisoner's MoRIS number and DOB on the bottom portion of the deposit slip.

Note: A central booking supervisor will obtain any confiscated money from the inmate property storage area for UA inmates committed and returned to central booking as a county prisoner. Booking staff will place the committed prisoner's MoRIS number and DOB on the bottom portion of the MCSO deposit slip.

2. County prisoner funds will be counted, placed and sealed in an appropriately sized envelope and labeled with the prisoner's full name, DOB, MoRIS number, date, the money amount and the MCSO deposit slip number. A deposit slip will be completed and verified with both booking staff's and the prisoner's signature. In addition to the required information on the MCSO deposit slip, booking staff will place the prisoner's MoRIS number and DOB on the bottom portion of the MCSO deposit slip. Completed money envelopes will be attached to the white and yellow copies of the MCSO deposit slip and will be deposited in the commissary safe located in booking. All deposits will be logged in the commissary logbook in accordance with current procedure. The pink copy of the deposit slip will be issued to the prisoner as a receipt.

Note: Amounts in excess of one hundred dollars will require verification by a second booking staff member.

C. The inmate will then be escorted to the search room and will be searched in accordance with **JBGO #28**. UA or county prisoners in possession of contraband discovered as a result of the search constituting a criminal offense will require a central booking supervisor to notify the duty sergeant/shift supervisor. The Rochester Police Department or Sheriff's Office Criminal Investigation Section (CIS) will be notified for possible criminal prosecution.

Note: In any instances where drugs are found, the appropriate arresting agency will be notified.

- D. Upon completion of the search, the prisoner will be returned to the booking counter and the MoRIS process will be completed. This includes, but is not limited to, Booking Observation Form, Medical Screening Form, Suicide Prevention Screening and Property Intake.
- E. Staff confiscating medications will notify a duty nurse of the type, quantity and other relevant medical information immediately. At the direction of the Contract Medical Provider, medications will be forwarded to the medical department or shall remain with the prisoner's property. In all cases, medications will be placed and sealed in a separate appropriately sized envelope labeled with the prisoner's full name, DOB and date. In addition, all medications will be documented on a Property/Clothing Accountability Invoice. Medications forwarded to the Contract Medical Provider will be placed in the medical department's central booking tray for retrieval by medical staff during medical rounds.
- F. A **Suicide Prevention Screening Guideline Form ADM 330** and **Medical Receiving Screening Form** will be completed in their entirety for each prisoner in the MoRIS system. When possible booking staff will complete the **Suicide Prevention Screening Guideline Form** and **Medical Receiving Screening Form** during private one-on-one interviews. After the Booking Supervisor reviews and signs the **Suicide Prevention Screening Form**, the **Medical Provider** will review all **Suicide Prevention Screening Guideline Forms** and **Medical Receiving Screening Forms**.
- G. Medical emergencies discovered during the booking process will be reported immediately to the booking supervisor as well as the duty nurse, and noted in the central booking JMS activity log. Staff will identify the date, time, prisoner's name, and nature of illness or injury, staff notified and name/IBM number of the booking officer. When there is a county prisoner who requires more intensive observation, the **Constant Supervision Logbook** shall be utilized in accordance with **JBGO #31, Medical and Mental Health Protocols**. In conjunction with **JBGO #31**, the following procedure will be followed for suicide screening of U/A prisoners: Inmates making threats of attempts at self harm will be assessed by the booking supervisor and medical provider. If it is determined that the prisoner needs evaluation/treatment from an outside hospital, RPD headquarters will be notified to take custody of the prisoner and transport them to the appropriate facility. If it is determined by the booking supervisor and medical provider that the inmate requires constant supervision, refer to **JBGO #31**.
- Note:** When a prisoner is segregated in a cell for medical, psychiatric reasons, known non-contacts with other inmates, disruptive behavior or any other reason(s) dictated by the duty sergeant or booking supervisor, a thorough descriptive notation explaining the reason(s) for such segregation will be put in the central booking log. In addition, a booking supervisor will notify a duty nurse immediately of any prisoner with medical or psychiatric conditions.
- G. Booking officers shall complete the MoRIS booking by entering the prisoner's religion, level of education, marital status, military background and number of children in the appropriate spaces.
- H. Upon completion of a UA prisoner booking, booking staff will separate and forward the completed booking forms as follows:
1. Attach the RPD Records, RPD Court 1 and RPD Court 2 copies of the PDR and file in the "ID work" tray on the city desk.

2. Warrants will be processed in accordance with **Section VII.** of this order. All copies of RPD warrants shall be stapled to the RPD Sheriff 1 and RPD Sheriff 2 PDRs, including family court warrants.
 3. Attach a copy of the prisoner's suicide prevention screening form and a copy of their Prisoner Data Sheet to the RPD Sheriff 1 and RPD Sheriff 2 copies of the PDR and file alphabetically in the UA filing cabinet.
- I. Upon completion, booking staff will escort the prisoner to the live scan fingerprint board and complete all fingerprints in accordance with current procedures.
1. **All Intakes** - require an "enrollment" print be taken.
 2. As indicated on the arresting Prisoner Data Report, Box #32 and #33 - require a full set of "rolled" prints on the live scan fingerprint board.
- J. Booking staff, upon completion of booking processing, will allow the prisoner an opportunity to complete a phone call. The booking staff will document this in the MoRIS system indicating: the prisoner's name, date, time, number called, person called and whether or not the call was completed. Should a prisoner attempt and be unable to complete a phone call, opportunities shall be made at a later time, allowing the prisoner ample opportunity to complete a phone call. MoRIS will be updated to reflect the current status of the prisoner's phone call.

IV. Completion of Processing

- A. UA Prisoners.
1. The prisoner will be placed in the appropriate prisoner holding area in Central Booking. This may include a holding cell or open sitting area, dependent upon the individual's behavior
 2. When appropriate, inmates will be transported to UA Housing. Inmates will be transported in a group of ten or less.
 3. Appropriate paperwork to accompany each prisoner to his/her assigned housing area will include, but not be limited to:
 - a. A copy of the MoRIS Booking Data Sheet.
 - b. A copy of the Suicide Prevention Screening Form.
- B. New County Intakes
1. The prisoner will be placed in the designated prisoner holding area in Central Booking.
 2. County prisoners will be provided a shower and hygiene items. Booking staff will issue county prisoner(s) a jail uniform and confiscate all personal clothing in accordance with current procedures and direct the prisoner to sign a copy of the Property/Clothing Accountability Invoice in the appropriate space provided. Should the prisoner refuse to sign, staff will write on the invoice "Refused To Sign" and have a second staff member sign the invoice as a witness to the refusal. A copy of the property invoice will be issued to the prisoner as a receipt and the clothing will be placed in a property bag. The property will be delivered to property through the appropriate property flap. Property will be notified if any bags do not fit through the flap and property will pick the bag up as soon as possible. At no time will any

property bags be left unattended.

3. The county inmate will then be placed in the appropriate holding area while awaiting transport to the Reception Unit.

C. U/A Inmates Returning from Court as County Inmates

1. UA prisoners returning from court as county inmates will enter the Central Booking area through the transfer corridor, escorted by the Prisoner Transportation Unit.
2. The booking receiving officer will ensure that each prisoner returning from court has a Prisoner Data Report and a securing commitment.
3. After booking staff reviews the paperwork, the transportation officer will deliver the appropriate paperwork to the Jail Records Unit, leaving a copy of the Prisoner Data Report and Suicide Prevention Screening Form with booking staff.
4. The prisoner will be placed in the designated prisoner holding area in Central Booking.
5. Additional property items (i.e. clothing) will be confiscated and the prisoner allowed to shower, in accordance with the stated procedure above, **Section IV B(2)**. The county inmate will then be placed in the appropriate holding area while awaiting transport to the Reception Unit.

D. City and County Inmate Court Remands (Off the Street)

1. Prisoners will be escorted by prisoner transport through the transfer corridor down to the transportation corridor. Transport will continue with their prisoner out the Transportation Sallyport, into the Vehicle Sallyport and enter into the Pre-book area. **NOTE: At no time will Court Remands be brought through Central Booking using any other route.**
2. Processing will follow the same guidelines as stated previously in this order, **Section I, Entrance Procedure**. After processing is completed, the prisoner will be placed in the designated prisoner holding area in Central Booking.
3. County prisoners will be showered and housed in accordance with **Section IV, B (2 & 3)** of this order.

H. County Inmate In-Custody Charges

1. When an arresting agency files new charges or warrant(s) against a county prisoner, booking staff will cause the inmate to be brought to the designated in-custody MoRIS capture station.
2. The inmate will be processed in accordance with this order regarding County Inmate MoRIS processing procedures. Processing will include MoRIS photo, Scanning PDR and fingerprinting if appropriate.

VI. Record Checks

- A. Booking officers shall complete UA record checks by notifying city records of the name of the prisoner, date of birth, MoRIS number and whether or not the prisoner was received on a bench warrant. Booking officers shall place on the upper right hand portion of the PDR; the name of the city records staff member conducting the record checks and the date.

- B. City records will verify all bookings, and positive or negative bench warrant history.

VII. Warrants

- A. In the event that a booking officer is notified that a UA prisoner has a warrant from another town or municipality within New York State the following procedure will be followed:
1. Obtain and complete a warrant flag to include the name and agency notifying booking staff of the warrant, whether or not the warrant has been lodged, time (if lodged) and the receiving booking officer's name and IBM number.
 2. Attach the completed warrant flag over the prisoner's name on the Sheriff 1 and 2 copies of the PDR.
- B. **UA prisoners either with a county probation, parole, superior court or county court warrant shall be processed as a county prisoner with city charges. In such cases, the booking officer shall stamp "IN CUSTODY WARRANT". New charges must be added first through MoRIS. Then one (1) copy of the U/A charges goes to Jail Records with the county paperwork. The second copy is to be placed in the top file drawer in the "IN CUSTODY" folder.**
- C. **Should the warrant be lodged on a UA prisoner after initial booking, the booking officer accepting the warrant must check and ensure that all steps outlined above, are accurately completed in addition to creating an additional booking.**

VIII. Jail Records Release Procedures

Staff assigned to the Jail Records Unit will initiate prisoner's release from both MCJ and MCF (MCF releases will be completed in accordance with **JBGO #29, MCF Booking and Release Procedures**) Only designated staff will review and authorize the prisoner's release in accordance with the following guidelines:

- A. Examine and determine the validity and authority of any documents authorizing the release of any prisoner from any facility of the MCSO. Jail Records staff receiving a telephone call authorizing a prisoner release from "legal personnel" working under the authority of a judge, **MUST** return a telephone call to the releasing authority to verify information received.
1. Legal personnel will be required to forward a facsimile transmission to Jail Records authorizing the prisoner's release.
 2. Judges authorizing prisoner's release via telephone will not require a facsimile transmission prior to Jail Records processing a prisoner(s) release.
- B. Comparison of the prisoner(s) Jail Records file with the information contained within the Jail Management System (JMS) system to verify charges and current release status. Any inconsistencies between a Jail Records prisoner's file and Prisoner information contained within the JMS/MoRIS system, will be reported to a Jail Records supervisor and clarified prior to completion of any further release procedures.
- C. Documents authorizing release of a prisoner must satisfy all commitments contained within the Jail Records prisoner file. If a releasing document does not clear all commitments contained within a Jail Records' prisoner file, the prisoner will not be released.
1. Jail Records staff will search the New York State Police Information Network (NYSPIN) as well as MoRIS for any outstanding warrants. If a warrant exists, the

prisoner will only be released to the wanting agency.

2. Prisoner's who have a warrant, Jail Records staff will place a "Hold For" stamp on the top copy of the PDR as well as note the specific agency for which the prisoner is being held adjacent to the "Hold For" stamp on the PDR. Jail Records staff will notify the specific agency for which the prisoner is being held and the prisoner will only be released to that agency.

- D. A Jail Records staff member will verify and authorize prisoner releases by indicating his/her signature in **Box #66, "Released By"** on the PDR.

IX. MCJ Prisoner Release Procedures

A. County Prisoner Releases

Jail Records staff will verbally notify, update the JMS/MoRIS database and authorize all county prisoner releases as well as relay any conditions of the release to the booking staff member assigned to complete prisoner releases. Jail Records will forward all commitment(s) and PDR(s) to releasing staff who will complete the following:

1. Utilizing **JB #54, Release Checklist**, as a record to verify completed county procedures. The completed **JB #54** will be stored and secured in a file located in the Central Booking Area and forwarded to Jail Administration on the final day of every month.
2. The Inmate Property Storage Area will be notified of impending releases and will retrieve all property along with Property/Clothing Accountability Invoices within the prisoner's file. The property staff member will deliver all aforementioned items to the releasing staff member through a passthrough adjacent to the Male and Female Dressout Cells.
3. Releasing staff will notify the appropriate housing area supervisor of confirmed prisoner release. Housing area staff will insure that all inmate property, both county-issued and personal property is forwarded from the floor with the prisoner to the Dressout Area for out-processing. Staff will utilize the transfer corridor to bring the prisoner to the release area.
4. Releasing staff will secure all prisoners awaiting release in the appropriate Dressout Cell and confiscate all county-issued items from the prisoner before issuing the prisoner their personal clothing.
 - a. Releasing staff will verify the property contained within the property bag with the prisoner. Upon verification, staff will sign and instruct the prisoner to sign the top copy of the Property/Clothing Accountability Invoice. Completed invoices will be filed in the Inmate Property Storage Area.
 - b. Any property envelopes containing prisoner's valuables and remaining commissary funds will remain with the releasing staff until the prisoner is physically released from security of either facility.
5. Releasing staff will verify information to confirm the prisoner's identity by completing the following:
 - a. Compare the most recent photograph, utilizing the photo identification system on MoRIS as well as comparison of the prisoner's enrollment fingerprint taken at the time of booking.

- b. Confirm the prisoner's identity by verifying all available data located on the prisoner's PDR to insure a positive identification. Inconsistencies obstructing a positive identification will be directed to the Central Booking supervisor for clarification.
6. Withdrawal of prisoner's commissary funds will be completed after verifying the prisoner's current balance, using the **ACTFAS Inmate Release**. Any funds in the prisoner's account will be printed out on a check and accompanying receipt. The prisoner will sign the generated payment receipt in the appropriate space provided. **Commissary checks/receipts must be prepared for all prisoners closing Jail commissary accounts even if the balance of their account is zero.**
7. Release approval will be obtained from a Central Booking supervisor, who will designate authority for release by signing **Box #66** on the PDR. Release staff will then log the prisoner "out of custody" in the Central Booking Activity Log noting the date, time, prisoner's name, floor, type/condition of release and releasing staff member's name and IBM number.
8. Releasing staff will return the completed PDR to Jail Records staff for final authorization and then escort the prisoner to the Release Corridor. At this time, staff will give the prisoner any remaining property envelopes containing valuables as well as any commissary funds, if applicable. Jail Records staff will forward all release PDRs to Criminal Records for filing.

B. UA In-Custody Prisoner Releases

All UA in-custody prisoner releases will originate with the Rochester Police Department (RPD) Headquarters Desk, who will receive bail posted for any UA prisoner. An "**RPD Bail Receipt**" will be delivered to the Jail Records Unit. Upon review and verification, the release will be confirmed with RPD Headquarters Desk and releasing staff will complete the following:

1. RPD Sheriff 1/RPD Sheriff 2 copies of the PDR will be retrieved from the UA file and the prisoner's identification will be verified in accordance with **Section XI, Subdivision A (5)**.
2. UA property and the Property/Clothing Accountability Invoice stored in the Inmate Property Storage Area will be retrieved and verified with the prisoner that the property contained in the envelope is correct with that delineated on the invoice. If no discrepancies are noted, the releasing staff will sign and instruct the prisoner to sign the invoice in the appropriate space provided. Completed invoices will be forwarded to the Inmate Property Storage Area for filing.
3. Releasing staff will obtain pertinent information from the PDR and issue the prisoner an Appearance Ticket, including the prisoner's next court date. A Central Booking supervisor will verify and sign the Appearance Ticket as well as the PDR authorizing the prisoner's release.

X. Courtroom Releases

MCJ Jail Records unit, who will conduct a record check of all inmates scheduled for court on the following day, will facilitate courtroom releases only when ordered by a Judge. Any additional warrants and/or detainers will be marked as such adjacent to the prisoner's name on the court schedule.

- A. Should the prisoner not have additional outstanding charge(s) and/or detainer(s) noted on the court schedule and are ordered released from a courtroom by a Judge, the transport staff will conduct one of the following:
1. **UA prisoners** with no other holds will be released from the courtroom immediately. Transport staff will notify MCJ Jail Records of the release as soon as time permits.
 2. **County prisoners** will be escorted back to their respective housing areas, to await out-processing by the MCJ Jail Records unit.
- B. Any notations made by MCJ Jail Records beside the prisoner's name indicating a detainer will denote that the prisoner remain in the custody of the Sheriff.

By order of the Sheriff,



Patrick M. O'Flynn