

## Intake and Booking of Inmates

### 802.1 SHOWERS UPON INTAKE

There is a substantial interest in preventing any new inmate, either of their own will or as a result of coercion, from putting all who live or work at this facility at even greater risk when an inmate is admitted to the general population. In an effort to prevent the spreading of infestation, increase security of the facility, and promote proper hygiene all intakes will shower prior to placement into general population.

### 802.2 CONFISCATION AND SEARCH OF PROPERTY UPON INTAKE

In an effort to prevent the introduction of contraband into the facility, the Sheriff and Detention Administrator / Designee will be responsible for identifying those items of property inmates are allowed to have while confined in the detention center. All other items of inmate property will be inventoried and stored in the Property Room and will be returned to the inmate at release. Inmates will be present when their personal property is being searched, inventoried and stored by the Booking Officer.

### 802.3 INMATE PHOTOGRAPHS AND FINGERPRINTS

To ensure the identity of inmates, designated officers will be responsible for photographing and fingerprinting inmates upon their admission to the facility.

### 802.4 SURVEILLANCE OF HOLDING AREA/CELLS

To provide for the security, control and safety of the facility, detention officers will provide for the supervision of those inmates housed in the holding area or in other cells located in the facility that may be used for holding purposes. All supervision rounds will be conducted in accordance with applicable state law and the North Carolina Minimum Jail Standards and will be documented by detention officers.

### 802.5 INITIAL HEALTH SCREENING AND MENTAL HEALTH SCREEN

To promote the safety and health of inmates, staff, and visitors to the facility, Booking Officer will complete a Preliminary Health Screening of each newly admitted inmate. This form shall be completed prior to any inmate being placed in general population within the facility. Inmates shall be advised that any information provided in response to any question on the form is voluntary. A copy of the Preliminary Health Screening Form and Mental Health Screen will be filed in the inmate's record. An additional copy of the form will be completed by the Booking Officer should an inmate disclose any information concerning any medical conditions deemed confidential either by state or federal regulations, laws or standards.

# Montgomery County Sheriff's Office

## Policy Manual

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#### **802.6 BOOKING RECORDS AND OTHER BOOKING ISSUES**

To ensure that documentation concerning inmates housed in the facility is accurately maintained, detention officers will ensure that certain records are made and maintained for each inmate. The Detention Administrator will further ensure that any officer conducting the admission process has successfully passed the training for proper inmate admissions.

#### **802.7 ISSUANCE OF LINENS AND HYGIENE SUPPLIES**

Montgomery County detention officers will ensure that inmates are provided with the basic essentials to maintain their personal hygiene. Items such as hygiene supplies, clean linens/bedding and the opportunity to bathe will be provided to inmates in compliance with state standards and laws.