

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.40	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-2A-19, 2A-20, 2A-21, 2A-26, 6A-05, 4C-01, 7D-19 P.C. 851.5	
	ISSUED DATE: January 1, 1998	
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CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Scope of Intake, Classification and Medical Screening Procedures	

- I. **PURPOSE:** To establish minimum criteria for initial intake, classification and medical screening procedures for newly arriving inmates to the Detention and Corrections Division.
- II. **POLICY:** All incoming inmates shall undergo thorough screening and assessment upon admission, and shall receive thorough orientation to the facility's procedures, rules, programs and services pursuant to D&C Policies and Procedures.
- III. **PROCEDURE:** The below listed minimum criteria shall be adhered to for all inmates newly admitted to custody of the Alameda County Sheriff's Office.
 - A. Determine the inmate is legally committed to the facility by accepting the inmate from competent authority and examining the admittance documents for completeness and accuracy. A completed Consolidated Arrest Report (CAR) and an Intake Medical Review Form shall accompany each inmate to facilitate a complete booking. The Intake, Transfer and Release (ITR) Sergeant is to be notified whenever there is a problem accepting a prisoner. Exceptions will be made for inmates who are totally uncooperative. The arresting officer shall ensure the CAR is completed with the following:
 1. Name and/or alias of the individual
 2. Current address (or last known address)
 3. Date of arrest and a copy of the court order or other legal basis for commitment
 4. Name, title, agency and signature of the delivering officer
 5. Specific charges
 6. Sex
 7. Age
 8. Date of birth
 9. Place of birth
 10. Race
 11. Present or last place of employment

12. Emergency contact information
 13. Driver's license and social security number
 14. Any additional information concerning special custody requirements or service needs
- B. Prior to entering the secure interior of the facility, the inmate will submit to a thorough search of their person and possessions.
 - C. All newly processed inmates will be photographed, fingerprinted, and identifying marks or other unusual physical characteristics will be noted.
 - D. A Personal File Number (PFN) and/or ***Advanced Technology Information Management System*** number will be assigned to the inmate and this number will be on an armband to be worn by the inmate. PFN and/or ***ATIMS*** numbers will additionally be utilized for mail and visiting list tracking and processing.
 - E. The newly processed inmate will receive an opportunity to make a minimum of three phone calls pursuant to 851.5 PC.
 - F. All personal property will be itemized and receipt shall be given to the inmate at the time of admission. All inmate property shall be stored in a secure area designed for this purpose.
 - G. All new inmates will be interviewed by a staff member at the time of admission to initially determine further medical/dental, mental health and chemical dependency treatment requirements. Suicide screening will be conducted and any inmate with suspected suicide potential will be immediately reported to medical staff and the assigned ITR CJMH staff member. This information will be noted on the classification report and inmate record (***ATIMS***).
 - H. A criminal history check will be completed by a classification deputy through the ***JMS/CRIMS/Mainframe*** system to determine past history and any known aliases. Additional criminal history checks may be conducted, when warranted, through the CLETS computerized system.
 - I. A classification deputy will interview all new inmates, which are not to be cited and released, to initially determine potential level of offense, sophistication, violence potential, sexually aggressive and/or assaultive behavior, and risk for sexual victimization in order to determine proper assignment to a housing unit.
 - J. Once the inmate has been assigned to a housing unit, follow-up medical/dental and mental health screening will be conducted.
 - K. New inmates shall be issued clean, laundered jail clothing appropriate to their housing location.
 - L. New inmates will be given a copy of the "Inmate Rules and Information" at the time of

the classification interview. This provides orientation to the inmate, provides the inmate with all regulations governing his/her actions while in custody, and explains, among other things, how to access medical/mental health care, the grievance procedure, mail and visiting procedures. Additionally, an orientation video will be shown explaining jail procedures.

- M. Upon arrival at the housing unit, the inmate will be afforded the opportunity to shower and receive appropriate hair care during regularly scheduled times.
- N. If the inmate requires assistance in notifying their next of kin and families of their admission, message request forms are available to be submitted to Inmate Services.