

## ADMISSIONS

STANDARD NO(S):

NYSSA # 66,67,97,136

DATE:

October 13, 2009

REVISED: February 13<sup>th</sup>, 2020

REFER TO:

Donald Borland

**I. OBJECTIVE:**

To establish a standardized admissions process.

**II. POLICY:**

All inmates lawfully committed to the Seneca County Correctional Facility will be admitted in accordance with law, and in a manner designed to protect the safety of all persons and the security of the facility.

**III. RECEPTION OF INMATES:**

- A.** All inmates who are in the custody of Police or Correction Officers and who are committed to the facility will enter by way of the vehicle sally port.
- B.** Transport Officer(s) will secure their weapons in the designated lock boxes labeled A, B, C, D, E, or F located on the south wall of the vehicle sally port before entering the pre-booking area.
- C.** The commitment and other paperwork will be transferred to the Booking Officer.
- D.** The Booking Officer will have transport officers complete [Form SCSO-CF-002 \(Inmate Reception\)](#) and divulge any known attitude, medical or mental health issues of the inmate.

**IV. AUTHORITY FOR ADMISSION**

- A.** Prior to the admission of any inmate, the Booking Officer will examine the commitment to ensure the following:
  - 1.** The inmate's identification corresponds with the commitment.
  - 2.** The inmate is of legal age to be committed to the facility. If the inmate has not reached their 18<sup>th</sup> birthday, such inmate will not be admitted to the facility except in accordance with section 304.1 of the Family Court Act or section 510.15 of the Criminal Procedure Law.

3. The commitment has been signed by the judge or other proper authority.
4. The inmate is not intended for commitment to another place of custody.
5. The commitment is not otherwise defective.
6. An examination of the sentencing commitment, for eligible inmates of another state detained by agreement pursuant to Part 7205 of this title, confirms that such inmate has been sentenced by a court of the other state to a term of imprisonment allowable pursuant to section 500-o of the Correction Law.
7. If any item (1-6) above is invalid or there is a discrepancy, at the discretion of the Shift Supervisor, notification to the appropriate magistrate or judge will be made for clarification or correction of the problem. The inmate will not be admitted until a valid commitment is obtained.

**B.** Upon admission of an inmate to the facility, the Booking Officer will:

1. Remove restraints from the inmate and return them to the transporting officer(s).
2. Conduct a thorough pat search of the inmate, ensuring that an officer of the same sex performs the search. All confiscated items will be placed at the booking desk and logged into the inmate management system using the Property key. All money confiscated from the inmate will be managed according to the policy entitled “[Inmate Money](#)”, this manual.
3. Visually inspect the inmate for injuries prior to placement into a holding cell. Injuries will be documented and photographed as part of the booking process, and, if warranted, the facility nurse will be contacted for advisement regarding the inmate’s condition and/or treatment.
4. Secure the inmate in a holding cell. All inmates will be secured in a holding cell until the beginning of the booking process.
5. Record the following information in the booking log book as part of the admissions process:
  - a. The name of the inmate
  - b. The authority of admission to the facility
  - c. The date and time of admission
  - d. The name, rank, badge number and agency of arresting officer.

**V. BOOKING PROCEDURES**

**A.** All inmates admitted to the facility will participate in the booking process. The Booking Officer will perform the following booking procedures:

1. Permit the inmate to make phone calls from the inmate waiting area. The type of phone, number and length of calls will be at the discretion of the Booking Officer. All long distance calls will be made at the expense of the inmate.
2. Use the inmate management system and other methods as outlined below to complete the following:

- a. The admissions tab
  - b. A medical screening (inmate must sign)
  - c. A suicide screening
  - d. An inmate property form (inmate must sign and a copy of document provided to the inmate)
  - e. An inmate fund account form
  - f. A transport order
  - g. All inmate fingerprints will be taken in accordance with the rules and methods prescribed by the Division of Criminal Justice Services using the Comnetix Livescan RIC (Repository for Integrated Criminalistic Imaging) System.
  - h. Photographs of the inmate
3. Complete [Form SCSO-CF-003 \(Fire Suppression System Notification\)](#).
4. Ensure that the inmate signs all applicable paperwork. Any time an inmate refuses or is unable to sign any required paperwork, the Booking Officer and an available officer will sign the paperwork as witnesses. An inmate who is later able or willing to affect a signature shall be permitted to do so. A signed copy of the property sheet will be given to the inmate and the original retained by the facility.
5. Forward all Medical and Mental Health documents to the appropriate staff mailbox.
6. Place all generated paperwork into the inmate's file at the Booking Desk.
7. Place the inmate into a holding cell for a time not to exceed 12 hours if the inmate is to be bailed out following the booking process.
8. Escort the inmate to the shower/search room and their confiscated property to the property room if the inmate is not bailed out.
9. Instruct the inmate to disrobe and shower using facility issued soap and shampoo. As a course of carrying out their regular duties and because of possible security and health issues regarding newly committed inmates, officers will ensure the inmate is in fact washing themselves by observing all newly committed inmates as they shower. If the inmate refuses to shower, they will be placed in a holding cell until such time as they comply.
10. Check the inmate's property for contraband and place the property on the pass through for storage in the property room. If the Booking Officer is available at the time of admission, they will assist the Escort Officer in completing the change out process by taking a post in the property room.

Note: For procedures regarding found and/or the disposal of contraband, refer to the policy entitled "[Contraband](#)", this manual.

11. Distribute facility issued items to the inmate at the completion of the shower as outlined in the policy entitled [“Inmate Property”](#), [this manual](#).
12. Notify an Escort Officer that the inmate is ready to be taken to a housing unit cell to begin the classification process.

#### VI. NON-COMPLIANT INMATES

- A. The Booking Officer will notify the Shift Supervisor of an incoming non-compliant inmate. The Shift Supervisor will have additional staff report to booking for assistance, as needed.
- B. The Booking and Escort Officer(s) will assist the Transport Officer(s) with escorting the inmate to a holding cell.
- C. The Shift Supervisor will decide if restraints are to stay on the inmate during the booking process.

#### VII. HANDICAPPED AND PROTHESIS

- A. All inmates using a prosthetic device will be required to remove same for the purpose of searching the device for contraband.
- B. If the inmate refuses or becomes non-compliant they will be placed in a holding cell. The Booking Officer will notify the Shift Supervisor. Medical personnel will be notified by phone if not on duty. Prosthetic devices will be removed at the discretion of medical personnel only.
- C. Wheelchairs, crutches and canes will be checked for contraband. Crutches and canes will be exchanged for facility issued items, if available.
- D. All casts will be checked with the hand held magnetometer.

#### VIII. INTOXICATED INMATES

- A. If the Booking Officer determines that an inmate is too intoxicated to begin and/or complete the booking process, the Shift Supervisor will be notified.
- B. The Shift Supervisor may authorize the use of a breath scan detector to determine an inmate's blood alcohol level. Inmates will be immediately examined by the facility nurse in all cases where the inmate appears to be physically incapacitated due to drug or alcohol intoxication at the time of admission.
- C. The Shift Supervisor will contact the facility nurse for an examination. If the facility nurse is not on duty, notification may be made by telephone.