
  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 2:001	<b>REFERENCES:</b> FCAC 12.01, 14.01, 14.07 FMJS 1.04(b), 4.01 & 4.03 ALDF-2A-16, 2A-19, & 2A-20 CORE-2A-10, 2A-13, 2A-14
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 2
	<b>CHAPTER:</b> Admissions and Releases	 _____ Sheriff of Monroe County
	<b>TOPIC:</b> Acceptance of Arrestees	

[FCAC 14.01] [ALDF-2A-16] [CORE-2A-10]

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that certain criteria must be obtained before an arrestee can be accepted.

- Non-Matching MNIs
- Charge or Charge Number missing
- Affidavit not notarized

**SCOPE:**

This directive applies to all Certified Personnel.

**Search of New Intake** [ALDF-2A-20] [CORE-2A-14]

When a new intake arrives, the Intake/Release (I/R) Deputy will immediately search the subject and remove belongings from his or her possession. Once the new intake is searched, handcuffs will be removed by the I/R Deputy. This is done so a complete medical evaluation can be conducted.

**PERSON RESPONSIBLE:**

Intake/Release Deputies.

**POLICY AND PROCEDURES:**

**Arresting Deputy's Paperwork**

The Arresting Deputy's paperwork must be completed and accurate. Common mistakes to look for are:

- Deputy's Signature missing
- Place of Arrest missing
- Date of Arrest missing

When a new intake enters the facility and appears to be in a state of intoxication, the I/R Deputy will search for a medical disability bracelet, necklace, or card. The I/R Deputy will notify medical immediately on discovery of such items.

**Medical Evaluation**

All new intakes will be evaluated by medical personnel who will assist in making the decision to accept or reject the arrestee. [FCAC 14.07]

**NOTE: If medical personnel are not on duty**

at the Marathon or Plantation Key Detention Facilities, then the I/R Deputy shall make the final decision.

14.07]

#### **Acceptance or Rejection of New Intake** [ALDF-2A-19] [CORE-2A-13]

Issues that can determine rejection are:

- Excessive use of alcohol
- Excessive use of drugs
- Bleeding
- In need of medical attention
  - Seriously ill
  - Seriously injured

Issues that shall determine rejection are:

- Unconscious person or persons that cannot stand without assistance shall not be accepted into the facility.
- Individuals who appear to be under the influence of an alcoholic beverage or other controlled substance to the degree that they are unable to talk or walk shall be rejected.

The I/R Deputy will determine if the new intake will be accepted or rejected. The I/R Deputy may confer with the I/R Sergeant when making the decision to accept or reject a new intake.



- If the subject is accepted, the I/R Deputy will sign the Arresting Officer's Assessment Form stating inmate is accepted. [FCAC 14.01]
- If the subject is rejected, the subject's property will be returned to the arresting agency.

#### **New Intake Previously Rejected**

If an arrestee has been rejected, the Intake/Release Deputy must have a written medical treatment form by a hospital before the arrestee is accepted into the facility. [FCAC

#### **New Intake in Holding Cell**

No arrestee will be held in a holding cell longer than eight (8) hours unless their behavior or intoxication prevents them from being processed for placement into general population. Exceptions require close supervision. In such cases, an Incident Report will be written and forwarded through the chain-of-command to the Operations Commander. A documented 15 minute check will be recorded on the Special Confinement Sheet. [FCAC 12.01] [CORE-2A-14]

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:002	<b>REFERENCES:</b> FCAC 11.01, 14.01, 14.04, 14.08, 14.13, 15.11 FMJS 4.02, 4.03, 4.04, 4.05, 4.09, 11.11 ALDF-2A-08, 2A-16, 2A-19, & 6A-05 CORE-2A-05, 2A-10, 2A-13, 6A-04
	RESCINDS: KV & PK 2:002	
	BUREAU: Corrections	NO. OF PAGES: 4
	CHAPTER: Admissions and Releases	 Sheriff of Monroe County
	TOPIC: Admission of Arrestees	

[ALDF-2A-16] [CORE-2A-10]

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all transporting agencies abide by the Standard Operating Procedures for arrestee admissions.

door that activates the intercom and the security camera systems. In Marathon (KV), the Transporting Deputy(s) notifies the facility by blowing their siren or air horn. In Plantation Key (PK), the Transporting Deputy(s) notifies the facility by pressing the buzzer located outside of the main entrance gate.

**SCOPE:**

This directive applies to all Certified Personnel and all Transporting Agencies.

- The Transporting Deputy(s) identifies himself or herself by name and agency and advises the Intake/Release Area of any special requirements for admitting the arrestee(s) and the number of arrestee(s) on board. Special requirements could be any or a combination of the following:

**PERSON RESPONSIBLE:**

Intake/Release (I/R) Sergeants.

- Females
- Juveniles
- Violent persons
- Medical
- Drunk/Under the influence
- Mentally ill

**POLICY AND PROCEDURES:**

**Arrival Notification by the Transporting Deputy(s)**

- In Key West (KW), the Transporting Deputy(s) notifies the Intake/Release Area of the facility by driving onto the traffic loops located in front of the sally port entrance

- The Control Room will notify the

Intake/Release Deputy(s) upon the Transporting Deputy(s) arrival.

- The Control Room will open the sally port entrance door.
- Once the Transporting Deputy(s) drives into the sally port, the Control Room will close the sally port door.
- Before removing the arrestee(s) from the patrol unit, the Transporting Deputy(s) will remove all weapons from his or her person and properly secure them in their patrol unit or in the weapons lockers provided in the sally port.

**NOTE: In KW, ALL restraints will remain on the arrestee(s) until the Intake/Release Deputy has them removed.**

- Once all weapons have been secured, the Transporting Deputy(s) and arrestee(s) will be allowed to enter the facility.

**NOTE: The elevator's intercom and security camera systems will be active during this process.**

- An Intake/Release Deputy will meet the Transporting Deputy(s) and arrestee(s) in the Intake/Release security vestibule.

#### **Intake [FCAC 14.04]**

- A certified male deputy shall be present to admit male arrestee(s) and a certified female deputy shall be present to admit female arrestee(s). They shall perform a pat-down search of the arrestee with the handcuffs still on. If a female detention deputy is not available in KV/PK, the Sergeant may utilize a certified female road deputy, female court security, or other certified female deputy to admit the female arrestee. [FCAC 14.08]
  - A female certified deputy shall be on-duty at all times when female inmates are housed in the facility. [FCAC 15.11]
  - When both males and females are housed in a facility, at least one male

certified deputy and one female certified deputy are on duty at all times. [ALDF-2A-08] [CORE-2A-05]

- The Intake/Release Deputy removes all property from the arrestee's pockets. All illegal drugs, medical marijuana, hemp, industrial hemp, alcohol, lighters, flammable liquids, e-cigarettes and vapor products and/or weapons that are found will be considered contraband and will be turned over to the Transporting Deputy. It will then be the Transporting Deputy's responsibility to place said property in their division's property room or to dispose of according to their division's policies.
- The Intake/Release Deputy removes the handcuffs and has the arrestee remove his or her shoes and socks and searches them.
- The Intake/Release Deputy then examines the bottom of the arrestee's feet and then conducts a more thorough pat-down search, if necessary.
- After the pat-down search, the arrestee places all valuables into the valuables bag.
- All valuables will be listed on the valuables bag along with the name of the inmate and deputy.
- The Intake/Release Deputy will seal the valuables bag.

**NOTE: Until the Arrest Report is completed, the facility cannot accept custody of the arrestee. The arrestee will remain in the Arresting Deputy(s) custody until the Arrest Report is completed.**

- After the Arrest Report is completed, the Arresting Deputy(s) shall give the finished report, an Arresting Officer's Assessment Form, and Victim Notification to the Intake/Release Deputy for processing and verification.
- A body scan will be conducted on all those that are processed into the facility. Marchmen and pregnant females will not go through the body scanner without shift

commander's approval.

- If the Arrest Report and Arresting Officer's Assessment Form have all the information required, and the arrestee is not in need of immediate medical attention, the arrestee is accepted and legally committed to the facility. [FCAC 14.01][ALDF-2A-19[CORE-2A-05] The arrestee will be placed in a holding cell/housing area according to his or her behavior/ classification.

**NOTE: Upon the acceptance of the arrestee by the Intake/Release Deputy, the arrestee becomes an "Inmate" at this point.**

- A staff member will provide translator services when necessary. If there is no staff member available, a translator service will be provided.
- Any inmate/detainee placed in a holding cell will be monitored and documented on a Special Confinement Sheet and Watch Form. See BOC - 4:004 for the guidelines.
- In KW, the Transporting Deputy(s) may leave by entering the elevator programmed to return to the sally port.
- In KW, the Transporting Deputy(s) exits the elevator and he or she retrieves his or her weapons.
- As the Transporting Deputy(s) drives towards the sally port exit door, the door will be opened by the Control Room.
- Once the door opens and the Transporting Deputy(s) drives out, the Control Room will close the exit door.

**NOTE: Inmates shall be given access to a telephone in the Intake/Release area during the admission process to contact their family, attorney, employer, bail bondsman, etc. They will be allowed the opportunity to complete at least one telephone call during the admission process and are assisted, as needed, to notify persons of their admission to custody. [FCAC 14.13] [ALDF-6A-05] [CORE-6A-04]**

## **Special Preparation Process for Special Treatment Intakes**

- Female Arrestee(s)

When a female arrestee is being brought to the facility, steps are taken to ensure that a female deputy is present to receive the female arrestee.

- Juvenile Arrestee(s)

When a juvenile is brought into the facility, he or she will enter the Intake/Release security vestibule. All processing of juveniles (male or female) will take priority. Constant observation and a Special Confinement Sheet with checks not to exceed intervals of 10 minutes shall be started after cleared by medical. The arresting officer will contact DJJ before turning over juvenile. After a juvenile has gone through the processing procedure and is ready for release, the facility will release the juvenile to the Transporting Deputy or parent/guardian. If the juvenile is to be housed as an adult, the juvenile will be housed in the Juvenile Housing Unit, according to their sex.

- Drunk/Under the Influence Arrestee(s)

In KW, the arrestee is escorted to the breathalyzer area holding cell after being searched for contraband in the Intake/Release security vestibule, and any contraband found on the arrestee will be handed over to the Transporting Deputy. During the time the arrestee is being tested by the breathalyzer operator, the Arresting Deputy can begin and/or complete the arrest package in the report writing area provided by the facility.

- Violent Arrestee(s)

- If a violent arrestee is brought into the facility, the Intake/Release Sergeant makes sure that enough staff is present in the Intake/Release Area and/or vehicle sally port to safely receive the arrestee.

- Special preparation may include:
  - An isolation cell
  - Readyng restraints
  - Contacting the medical staff
- Violent arrestee will remain in isolation until calm enough for routine processing.

**NOTE: An Incident Report shall be written and a copy shall be forwarded to Classification.**

- Mentally Ill Arrestee(s)

When a mentally ill arrestee is brought into the facility, all efforts will be made to place him or her in a holding cell alone, with a 15 Minute Observation watch established.



**Arrestee(s) Requiring Medical Attention(s)**  
[ALDF-2A-19] [CORE-2A-13]

The Intake/Release Deputy and/or medical staff advise the Transporting Deputy that medical clearance at an emergency room will be required prior to acceptance. The Transporting Deputy secures the arrestee in his or her vehicle. The Transporting Deputy then takes the arrestee to the emergency room where a medical assessment is completed and any necessary treatment is provided. The Transporting Deputy then returns the arrestee along with the Medical Release Form to the facility to be accepted. The Transporting Deputy escorts the arrestee to the Intake/Release security vestibule. If need be, the arrestee will be escorted by the Intake/Release Deputy to an empty holding cell.

- The contracted nurses working for the Monroe County Sheriff's Office have the right to refuse to accept any and all arrest and/or a Marchman Act that present medical conditions that extend beyond the level of medical care that can be provided within the facility.
- A treating emergency room physician can

NOT order the contracted nurses working for the Monroe County Sheriff's Office to accept an arrest and/or a Marchman Act that has been refused for the above mentioned reasons.

- Contracted medical can ask for additional medical clearance after an arrest for Marchman has been cleared by the hospital. If they determine the arrest or Marchman is not suitable for housing in the facility.
- Only the contracted physician working for the Monroe County Sheriff's Office can order a contracted nurse to accept an arrest and/or a Marchman Act.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:003	REFERENCES: F.S.S. 648(1)
	RESCINDS: KV & PK 2:003	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: Bail Bondsmen	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to allow access of all county registered bondsmen conducting business into the facility. Bail bondsmen will be registered in accordance with State and County requirements with the Clerk of the Courts Office. At no time is a bondsman allowed to enter the control room for any reason.

#### **SCOPE:**

This directive applies to all Certified Personnel, all Records Personnel, and Bondsmen.

#### **PERSON RESPONSIBLE:**

Intake/Release Sergeants.

#### **POLICY AND PROCEDURES:**

##### **Procedure for a Bondsman to Post Bond**

The bondsman will secure their weapon(s) in their vehicle(s).

The bondsman will go to the Main Control window and identify himself or herself by name and the surety company he or she works for and state the type of business to be conducted (e.g., post bond for inmate John Doe). In

Marathon/Plantation Key (KV/PK), the bondsman be met at the pedestrian gate by certified personnel.

Main Control will check the county bondsmen list to verify that the bondsman is registered in Monroe County.

If the bondsman has not already received his or her information by phone, the Main Control Deputy will supply the bondsman with the information required for the bond.

The Main Control Deputy will tube all paperwork to the Records Division.

After the Records Supervisor/designee confirms that the paperwork is correct, the bondsman will leave the facility.

##### **Recommitment or Arrest of an Inmate by a Bondsman**

The bondsman will secure their weapon(s) in their vehicle(s).

The bondsman will identify him or herself by name and the surety company he or she works for and state the type of business to be conducted (e.g., to recommit inmate John Doe) by using the intercom at the Intake Release Area.

The Intake/Release Deputy will meet the bondsman at the bondsmen entrance. The

Intake/Release Deputy will advise Main Control to open the bondsmen entrance door so he or she can verify the identity of the bondsman and that the bondsman has the appropriate paperwork (i.e., recommitment, warrant, bond and power).

**NOTE: We do not accept out-of-county recommitments.**

The Intake/Release Deputy, bondsman, and inmate will then proceed to the Intake/Release Area.

Upon arrival at Intake/Release, the Records Supervisor/designee will take the appropriate papers from the bondsman and will verify the charges are still active.

The Records Supervisor/designee will sign any paper work requiring a Records Supervisor/designee signature and give the bondsman a copy of any paperwork that he or she requires.



The Intake/Release Deputy will return the handcuffs and/or shackles to the bondsman.

After the bondsman receives his or her paperwork, handcuffs and shackles, the bondsman will leave the facility the same way he or she came in.

#### **Inmate Injured or Claims to be Injured by Bondsman**

If an inmate appears injured or complains of being injured by the bondsman, medical will be notified and photos will be taken, if applicable.



  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:004	REFERENCES: None
	RESCINDS: KV & PK 2:004	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: Balancing of Cash Bonds	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all cash bonds shall be verified and balanced. In Key West (KW), this shall be the responsibility of the Records Manager/designee. In Marathon/Plantation Key (KV/PK), this shall be the responsibility of the Shift Supervisor.

There shall always be two employees present when opening the safe. The safe's contents shall be inventoried with both employees present. In KW, both employees shall sign off on the cash receipt documenting who opened the safe and the inventory of its contents. In KV/PK, the number of deposit envelopes shall be documented and signed off by both employees.

### SCOPE:

This directive applies to the KW Records Manager/designee and KV/PK Shift Supervisor.

### Process to Verify Cash Amount to Cash Bond's Pink Copy

In KW, the following procedure will be used when the bonds are removed from the safe. In KV/PK, the procedure will be used by the Shift Supervisor at the conclusion of the shift before the money is placed in the safe.

### PERSON RESPONSIBLE:

KW Records Manager/designee and KV/PK Shift Supervisor.

The following process will be used to verify the cash amount to the cash bond's pink copy:

### POLICY AND PROCEDURES:

In KW, the Records Manager/designee will retrieve all cash bonds and the Cash Bond Report from the safe on Monday thru Friday. In KV/PK, Shift Supervisor will balance the Cash Bonds at the conclusion of each shift.

- Arrange all the envelopes according to the documented cash bond power number on the envelope.
- Open one envelope at a time.
- Check the pink copy of the cash bond for completeness and that the following information is documented on the bond:
  - Defendant's full name and address

### Two Employees Present When Opening Safe

BOC - 2:004	Date of Original: Jan 1994	1
	Previous Revision Date(s): 9/15/99, 8/21/06, 1/10/08, 9/7/10, 6/9/11	
Dissemination Date: 7/11/16	Effective Date: 7/18/16	

- Depositor's full name and address
- Defendant's court date
- Bond amount for each charge and the grand total
- Total amount received for bond (since the amount received can exceed the amount required for the bond)
- Defendant's signature
- Depositor's signature
- Count the money enclosed within the envelope.
- Verify that the amount of money received equals the documented total money received on the bond receipt.
- Ensure that the bond is recorded on the Cash Bond Report.

**NOTE: Repeat the above listed process for every cash bond envelope retrieved.**

#### **Process to Verify Cash Bond Report**

The Cash Bond Report will be verified using the following process:

- The following documented information will be checked off the Cash Bond Report:
  - Bond Receipt Number - The documented number on the Cash Bond Report is the same as the number on the cash bond's pink copy.
  - Bond Amount - The documented bond amount on the Cash Bond Report is the same as on the cash bond's pink copy as well as equal to the amount of money counted.
  - Defendant's Name - The name documented on the Cash Bond Report is the same as on the cash bond's pink copy.
  - Charge - List the Clerk's Case Number if

available. If not available, list the charge the bond is being posted for.

- If all the documentation from the Cash Bond Report is verified and correct according to the cash bond's pink copy, the KW Records Manager/designee or KV/PK Shift Supervisor will write his or her initial on that line of the Cash Bond Report in the Clerk's Initial column to the far right of the defendant's name.

#### **Audit on Money Received**

Upon completion of the above processes, the KW Records Manager/designee or KV/PK Shift Supervisor shall conduct an audit (verify total) on all money received. This will be documented at the bottom of the Cash Bond Report. In KV/PK, a second deputy will verify this total immediately before sealing the deposit bag for that shift.

#### **KW Bank Deposit Preparation and Procedures**

Once the above procedures are completed and correct, a bank deposit form will be filled out. Bank deposits and deposit forms shall be completed in the manner required by the bank.

The bank bag will be locked by the Records Manager/designee. Deposits should not be held for more than three business days.

All pink copies of the cash bond receipts will be attached to the Cash Bond Report.

Cash bonds shall be delivered to Finance along with the secured bank bag for deposit. Another bag that can be secured will be acquired from Finance for the following day's bond balancing.

An armed detention deputy shall escort or take to Finance any bank deposits that contain over \$20,000.00.

#### **KV/PK Bank Deposit Preparation and Procedures**

Once the above procedures are completed and correct, a bank deposit form will be filled out.



Bank deposits and deposit forms shall be completed in the manner required by the bank.

In KV/PK, the deposit shall be sealed in a valuable's bag and kept in the safe until it can be delivered to the bank. Deposits should not be held for more than three business days.

The sealed valuable's bags shall be taken to the bank for deposit at intervals not to exceed three business days. An armed detention deputy shall transport bank deposits that contain over \$20,000.00.

If the night deposit box is used, the bags shall be secured in a lockable bank deposit bag for which only the facility and bank have a key. Another bag that can be secured will be acquired from the bank for the following day's bond balancing.

All pink copies of the cash bond receipts will be attached to the Cash Bond Report. The bank deposit receipt, cash bond receipts, and cash bond report shall be forwarded together to Finance in a timely manner.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:005	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: Bonds on Federal Inmates	

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Center to process all Federal Magistrate Bond Releases.

The Records Assistant shall release the federal inmate from the computer and complete all necessary documents.

The Records Supervisor will ensure all documents are in order and the original bond release is placed in the federal inmate's record to be scanned in the Fortis imaging system.

**SCOPE:**

This directive applies to all Records Personnel.

**PERSON RESPONSIBLE:**



Records Supervisors.

**POLICY AND PROCEDURES:**

The Federal Marshals will notify the Records Division when arrangements have been made for a hearing by the U.S. Magistrate for posting of a possible bond.

Those persons arrested on federal charges cannot be bonded out on a normal surety bond. The bond must be posted with the United States Magistrate's Office.

The U.S. Marshal will deliver the Magistrate Bond Release to the Monroe County Detention Center and deliver said bond release to the Records Supervisor.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:006	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: Civil Case Arrestees	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all arrestees processed into the facility on civil cases will be treated according to their behavior.

- Will be housed in the Intake Housing Area until the Classification Division interviews them.
- Will receive a housing assignment by the Classification Division according to the classification standards.

#### SCOPE:

This directive applies to all Certified Personnel.

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#### PERSON RESPONSIBLE:

Intake/Release Sergeants.

#### POLICY AND PROCEDURES:

Upon receiving an arrestee for processing on a civil case, the arrestee:

- Will be subjected to all facility security standards (e.g., pat searches, removal of property).
- Will be placed in a holding cell by themselves whenever possible.
- Will be processed into the facility.
- Will be issued the standard institutional clothing and linen.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:007	REFERENCES: FCAC 9.03
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: Court Remanded Inmates	

[FCAC 9.03]

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all defendants Remanded to Custody of the Monroe County Detention Facilities will be processed and entered into the computer.

- Go into the arrest system and verify if the defendant has ever been incarcerated on the charge that the inmate is being remanded for.
- A Case Number has already been issued by the Clerk of the Courts.

**SCOPE:**

This directive applies to all Records Personnel.

**Documents Needed**

- Court Minutes from the Clerk's Office remanding the defendant to custody
- Physical Descriptor
- Prints

**PERSON RESPONSIBLE:**

Records Assistants.

**DEFINITIONS:**

Remanded to Custody - When a defendant is remanded to jail by the Court System (Judge).

Fingerprint all remanded inmates. If the remanded inmate was booked previously on that particular charge, then do a "10 print ID only choice" on the Live Scan machine (option 3). In the message screen, FDLE will respond with a SID number. This will provide a copy of the inmate's prints for a remand that positively IDs the inmate, and will not issue an OBTS number. Use this to positively identify the subject. Print out the card and fill out the other necessary information on the print card and place it in the inmate's folder. If the Live Scan machine is down, do a hard card.

**POLICY AND PROCEDURES:**

Upon receipt of the Court Minutes, the Records Assistant will complete the following steps:

- Check for local wants/warrants.

No matter how you print the inmate, on the charge you will write:

Remanded to Custody Ref: (e.g., "Driving while license suspended")



- Update Mugshots

### **Computer Entry**

The I/R Deputy or Records Assistant will create a SmartCop Jail Booking record and import charges relating to the remand.

The Records Assistant will enter court remanded inmate information into the computer according to established data entry procedures.

**NOTE: Remanded to Custody inmates do not require a first appearance bond hearing or an arraignment date.**

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 2:008	<b>REFERENCES:</b> FMJS 4.02 & 7.02(h) ALDF-2A-26
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 2
	<b>CHAPTER:</b> Admissions and Releases	 <hr/> Sheriff of Monroe County
	<b>TOPIC:</b> Delousing New Inmates	

### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all inmates that are processed into the facility will be required to shower. The use of quell shampoo will be on the orders of the nurse on duty ONLY.

If a female inmate has "bugs" and is under the age of 55, they will be tested to see if they are pregnant unless we know for sure that they cannot reproduce (e.g., post hysterectomy). This may mean isolating some females who are highly suspected to have "bugs" so that they are not carrying them to the dorms/units.

### **SCOPE:**

This directive applies to all Certified Deputies.

It is also here that inmates will be required to take a shower using the quell shampoo on the orders of the nurse on duty ONLY. Prior to an inmate going into the shower area, you must explain the process to them. After it is explained, start the process.

### **PERSON RESPONSIBLE:**

Intake/Release Deputies.

### **NOTES:**

**IF ANY INMATE HAS OPEN SORES,  
CONTACT MEDICAL!**

**\*\*\*\*PREGNANT FEMALES CANNOT BE  
QUELLED\*\*\*\***

**IF ANY FEMALE INMATE IS UNSURE IF SHE  
IS PREGNANT, CONTACT MEDICAL!**

### **POLICY AND PROCEDURES:**

The last step in the intake process is for the inmate to shower in the Property Shower Area. It is here that inmates will exchange their street clothes for a clean, laundered inmate uniform. [ALDF-2A-26]

If the inmate is being quelled:



If a deputy notices an inmate has "bugs" and there is no order to quell the inmate, the deputy will notify Medical about the possible infestation and request Medical checks the inmate again before placing the inmate in the shower. If needed, Medical will order the quell shampoo for the inmate.

- Hand the inmate the container of quell shampoo.
- Have the inmate step into the shower area, undress, and take a shower.
- If utilized, the quell shampoo must stay on the body for four (4) minutes and then be rinsed completely off.



- Have the inmate pass you his or her street clothes after the inmate has showered and put on his or her jail uniform. You will hand the street clothes to the Property Clerk.
- Marathon (KV) and Plantation Key (PK) Facilities will also adhere to the following:
  - Direct the inmate to the Isolation Cell for the showering process.
  - If the Isolation Cell is unavailable, the inmate should be changed into a blue uniform and escorted into the Dorm Area where he will be required to shower.

**NOTE: If a KV/PK inmate is quelled in the Dorm Area, he should be given another blue uniform to put on after showering. No inmate should be escorted to the Dorm Area in street clothes.**

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 2:009	<b>REFERENCES:</b> F.S.S. 941.02 thru 941.22
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 3
	<b>CHAPTER:</b> Admissions and Releases	 <hr/> <b>Sheriff of Monroe County</b>
	<b>TOPIC:</b> Extradition Proceedings	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities for extraditing fugitives.

#### **SCOPE:**

This directive applies to all Records Personnel and the Intake/Release Sergeant.

#### **PERSON RESPONSIBLE:**

Records Assistants.

#### **DEFINITIONS:**

Fugitive - A person that leaves (flees) demanding state either before conviction or after conviction of a crime.

#### **JUDICIAL PROCESS:**

- Charge is filed and warrant of arrest is issued and placed in FCIC/NCIC.
- Fugitive is located by authorities.
- Authorities in demanding state are notified, and those authorities request the suspect be held.

- Fugitive is taken before a magistrate. If it appears to the magistrate that the person is the one charged in the demanding state and has fled from justice, he shall commit him to the county jail for (30) thirty days to allow the demanding state time to submit formal extradition papers (see F.S.S. 941.15). This thirty (30) day period can be extended for an additional sixty (60) days (see F.S.S. 941.17).

The proper procedure for court appearances on extradition in the State of Florida is an initial (First) appearance after arrest on the fugitive warrant. At that time if the subject does not waive, a thirty (30) day hearing is scheduled. At the thirty (30) day hearing if the Governor's Warrant has not been perfected, a sixty (60) days extension is granted. No more than three (3) hearings should be held before service of the Governor's Warrant.

The magistrate may admit the fugitive to bail during this period of time in such sum as to insure his appearance at subsequent hearings and at the time the Governor's Warrant arrives. However, if the offense charged is punishable by death or life imprisonment, the fugitive may not be released on bail.

Florida State Statutes prohibit bonding on a Governor's Rendition Warrant [see F.S.S. 941.10(2)].

**NOTE: Some states still admit bonding on a Governor's Rendition Warrant. If the Governor's Warrant is perfected after the ninety (90) day fugitive warrant period expires, the Governor's Warrant is still valid and the fugitive may be arrested again on this warrant.**

- Once the fugitive has been apprehended, the agency seeking the extradition should immediately be notified and asked to confirm whether or not they will extradite.
- Once the documents arrive in the Governor's Office, they are reviewed for legal sufficiency. If approved, the Governor's Requisition and Agent's Appointment are prepared and forwarded to the asylum state's Governor's Rendition which is sent to the asylum county for service. In the reverse, a demand is sent to this office by the demanding state and after legal review a warrant is issued and forwarded to the holding county for service.
- Fugitive is arrested on the Governor's Warrant and is taken before a judge or a court of record where he or she is informed of the demand made against him, the crime in which he is charged, his right to counsel, and his right to test the legality of his arrest in a habeas corpus proceeding (see F.S.S. 941.10). If the fugitive wants to petition for a writ of habeas corpus, the judge shall fix a "reasonable time" to allow the filing of the petition, and shall set a time and place for a hearing on the petition.

**NOTE: Prosecutors in the asylum state, as a courtesy to the demanding state, should expedite these habeas corpus proceedings as quickly as possible. In some instances, attorneys for the defendants have taken advantage of this phase of time to file habeas corpus petitions and have asked for hearing dates far into the future.**

- At the habeas corpus hearing, the fugitive is limited to challenging whether he or she is substantially charged with a crime, the legal sufficiency of the extradition documents as to legal form, whether or not he or she is a fugitive from justice, and raising the claim

that he or she is not the person sought by the demanding state. The burden is upon him or her to show non-identity. A photograph and/or fingerprints or a complete physical description should be provided, where possible, to assist the prosecution in the asylum state in establishing identity. Most states require some type of identification be included in the extradition paperwork.

- When the fugitive is arrested on an out-of-state charge(s), the arresting deputy will provide a teletype upon arrival (message retrieval) VIA MR: to Records Assistant FCIC/NCIC Terminal on the fugitive.
- All fugitive (out-of-state) arrest must attend a mandatory first appearance before bonding even if the teletype states a bond. Once the arrestee has seen the first appearance judge and he or she has set a bond, the arrestee may bond. Once the bond has been posted, call the Clerk of the Courts to have an extradition hearing scheduled. Use the Arraignment Date Form for notification.

## **POLICY AND PROCEDURES:**

### **Fugitive is Located and Arrested via:**

- FCIC/NCIC hit
- Teletype request
- Correspondence

### **Fugitive Paperwork is Prepared**

The following information will be needed:

- Affidavit for each warrant
- Teletype
- Warrant (Faxed)
- Arrest Number
- Felony Case Number Assignment

- OBTS Number
- Magistrate Form
- Mugshot
- Live Scan
- Physical Descriptor
- Waiver of Commitment

### **Extradition (Identification)**

The Records Assistant contacts demanding agency for name of contact person, phone number, address, etc.

The Deputies makes certain that the fugitive in custody is the same as the one wanted in demanding state by fingerprint class, picture, etc. After fingerprints have been received, Identification Division will review prints and determine identity of defendant.

### **Fugitive Appears Before Judge at First Appearance**

The Judge informs the fugitive of charges and rights under extradition procedures. The Judge signs waiver, bond is subject to the discretion of the judge.

### Fugitive Contests Extradition

- Fugitive committed for thirty (30) days
- Public Defender may be appointed
- Bond set, if applicable

### **Court Minutes/Waiver**

Original court orders are filed with Clerk of Circuit Court. One certified copy is retained in the extradition file and two (2) copies of the Waiver are retained by Extraditions.

### **Demanding State Notified via Telephone and Teletype**

#### Fugitive Waived

- Ten (10) day pick up deadline. If extension is required, get teletype and prepare the order and schedule fugitive for first appearance.
- Status of local charges, if any.

#### Fugitive Contesting Extradition

- Start Governor's Warrant, thirty (30) day deadline
- Request certified copy of warrant, picture, and prints
- Advise state in question to prepare Writ of Habeas Corpus.

#### If demanding agency advises it no longer desires extradition of subject:

- Obtain teletype confirmation
- Contact Judges Office and advise hold has been lifted

#### Bond Hearing



- Requested by defense attorney
- State Attorney notifies extraditions of time and place

### **Releasing Defendant to Demanding State**

The Records Assistant will notify the Intake/Release Sergeant on the arrival date and time the defendant will be picked up.

The Records Assistant will obtain a copy of the waiver and affidavit and place it in an envelope for extradition. The Records Assistant will give the documents to the Intake/Release Sergeant to be given to the demanding state.

The Records Assistant will release the defendant according to set policy and procedure.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:010	REFERENCES: FCAC 9.03
	RESCINDS:	
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	TOPIC: Federal Prisoner	

[FCAC 9.03]

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Center that all Federal Prisoners (Inmates) held at the facility will be processed and entered into the computer.

**SCOPE:**

This directive applies to all Records Personnel.

**PERSON RESPONSIBLE:**

Records Assistants.

**POLICY AND PROCEDURES:**

**Federal Prisoner**

The United States Marshal's (USM) Office will bring a defendant in on a detainer which will be filed with the Monroe County Detention Center.

If a warrant is located on the defendant, the warrant will not be served on the defendant while under the custody of the United States Marshal's Office. A detainer will be given to the Marshal when processed out.

**NO First Appearance**

Federal Prisoner's do not attend first appearance! No magistrate folder is created!

**Items to Complete**

The following items will be completed:

- One (1) fingerprint card (NO palm print card and NO OBTS numbers)
- Physical Descriptor Form
- Mugshot
- 203 Filled out
- Attorney Assessment Sheet-**Phone Call section only**

**Computer Entry**

Issue an arrest number.



The Offense Code for U.S. Marshals will be 997. Do not draw a case number on USM(s).

Create a SmartCop Jail Booking record with the Court/Bond record reflecting a NO BOND ALLOWED!

Place a hold in release screen for USM.

**Distribution**

All paperwork will be filed together and placed in the appropriate receptacle.

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	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: Felony Registration	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all felony registrations must be fingerprinted and all registration forms completed.

### SCOPE:

This directive applies to all Intake/Release Deputies and Records Personnel.

### PERSON RESPONSIBLE:

Intake/Release (I/R) Deputies and Records Assistants.

### POLICY AND PROCEDURES:

Any person who has been convicted of a felony in any court of this state shall, within 48 hours after entering any county in this state, register with the Sheriff of said county, be fingerprinted and photographed, list the crime for which convicted, place of conviction, sentenced imposed, if any, name, aliases, if any, address, and occupation.

Any person who has been convicted of a crime in any federal court or in any court of a state other than Florida, or of any foreign state or country, which crime, if committed in Florida would be a felony, shall forthwith within 48 hours after entering any county in this state register

with the Sheriff of said county in the same manner as stated above.

Positive identification must be obtained on the individual registering as a felon. D.O.C. (Department of Corrections) identification should be obtained from the felon or any official photo identification. Do not turn away individuals registering due to lack of identification. If needed, check DAVID, MNI, DOC website, or use the live scan to identify the individual.

Felony registrants shall be fingerprinted using LiveScan. If LiveScan is down, two fingerprint cards will be completed by the Intake/Release Deputy.

OBTS numbers will be issued on the fingerprint cards.

The Records Assistant will conduct a local wants/warrants check (QW), an FCIC/NCIC check, and check the DNA database on the defendant.

If DNA is not on file in the FDLE DNA database, the I/R Deputy shall collect the DNA following written directive BOC - 1:002.

### Convicted Felon Registration Form

The Intake/Release Deputy will complete the Convicted Felon Registration Form. The following information will be needed to complete this form:

- Defendant's Name
- A.K.A. (Alias Known As)
- Date of Birth
- Sex/Race
- Height
- Weight
- Eyes (Color)
- Hair (Color)
- Scars/Marks/Tattoos
- Current Address
- Occupation
- Telephone Numbers (home) and (work)
- Convicted For/Where/When/Sentenced Imposed
- Defendant's Signature/Date
- Intake Deputy's Signature/Date

## **Distribution**

The Records Assistant will forward one print card to the Identification Division.

## **Photo**

Photos will be taken of the defendant at the time of registration. Take one front digital photo for SmartCop MNI, and also photograph all scars, marks, and tattoos. If the digital camera is inoperable, use a Polaroid camera.



The photos will be uploaded into mugshots in SmartCop.

## **SmartCop**

The Intake/Release Deputy and/or the Records Assistant will update MNI in SmartCop with any revised information from the Convicted Felon Registration Form and click on the Intel Flags in SmartCop that apply.

The Records Assistant will scan the Convicted Felon Registration Form into SmartCop MNI attachments.



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	TOPIC: Finger/Palm Prints and Photographs	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to maintain a standard for finger printing, palm printing, and photographing inmates according to the Florida Department of Law Enforcement (F.D.L.E.) and the Federal Bureau of Investigations (F.B.I.) on all persons criminally charged. [FCAC 14.10]

### SCOPE:

This directive applies to all Certified Deputies.

### PERSON RESPONSIBLE:

Intake/Release Deputies.

### POLICY AND PROCEDURES:

#### Automated Finger Printing

The I/R Deputy will receive the booking paperwork from the Records Assistant. The I/R Deputy will electronically scan all inmates' fingerprints using the LiveScan machine by following the instruction in Attachment 1.

#### Manual Finger Printing

Using both the rolled and simultaneous

impressions. The I/R Deputy will roll the inmate's prints with inks in the event that the LiveScan Unit is down.

- Direct the inmate to wash and dry hands thoroughly.
- Inspect the inmates' hands for cleanliness and any special problems. Special problems could be:
  - Amputated Digit(s)
  - Bandaged Digit(s)
  - Partial Amputated Digit(s)
  - Hand injury preventing full extension of fingers
  - Excessive Perspiring
  - Pattern is not clear
- Direct the inmate on the proper stance which is:
  - Face the printing table, shoulders squared
  - Feet pointing forward shoulder width apart
- Direct the inmate to relax and instruct him/her not to help you maneuver their fingers or hands.

- Stand to the left of the inmate while printing his or her right hand, stand to the right of the inmate while printing his or her left hand.
- Insert fingerprint card into the cardholder.
- Beginning with the right thumb and then in the following order index, middle, ring and little finger, ink each finger by rolling the finger from one edge of the nail to the other and from tip to just below the first joint.
- Roll the inked finger in the indicated space of the finger print cards by holding the inmate's hand with a firm grip using both hands when rolling the finger.
  - Use your thumb and index fingers to hold the inmate's fingertip.
  - Use your other hand to hold the inmate's wrist by placing your thumb between the inmate's thumb and index finger and curl our fingers over the inmate's fingers.
  - Apply pressure uniformly, depending upon the inmate's ridges.
  - Roll the thumbs toward the inmate's body and the fingers away from his or her body.
  - Roll the thumb and fingers fully
    - Nail to Nail
    - Fingertip to a 1/4 inch below the joint
- Repeat the above process for the other hand.
- Make the plain or simultaneous impressions by pressing straight down on the indicated spaces.
  - Four fingers of each hand
  - Thumbs one at a time

### **Case Prints**

When case prints are requested the following

process will apply:

- Complete a set of standard finger and palm print cards.
- On a clean sheet of standard 8 1/2" x 11" white copy paper a second set of palm prints will be produced which includes the following for both hands.
  - Simultaneous impression of all five (5) fingertips
  - Simultaneous impression of both the outer and inner ridges
  - Simultaneous impression of the palm heel

### **Finger Printing an Inmate with a Special Problem and Various Solutions**

- Pattern is not clear
  - Ensure cleanliness of the inmate's hands.
  - Vary the amount of pressure used while rolling finger.
  - Vary the amount of ink.
- Excessive Perspiring
  - Dry each finger separately before each print is taken.
  - Use alcohol on fingertips to keep them dry.
- Bandaged or amputated finger
 

If finger is bandaged or amputated, write "Bandaged" or "Amputated" in the rolled and simultaneous impressions locations.
- Partial amputated digit(s)
  - An attempt must be made to print the section of the digit(s) remaining.
  - If the attempt is not successful, write in

the correct location "Partial Amputation Not Printable".

- Hand injury presenting full extension of fingers - The following steps will be followed:
  - Cut the rolled impression area for each hand from the print card in one continuous strip.
  - Roll the impression area on the strip to the corresponding finger.
  - Glue or tape the strip to the corresponding location on another finger print card.
  - Note the condition of the hand(s) on the finger print cards.

- Upon conviction of a felony charge
- Weekenders upon their first weekend and thereafter if he or she looks different than the photo on his or her identification
- Anytime an inmate has a change in appearance
- Any inmate upon release, frontal profile
- Marchman Detainee (Attach one photo to the Marchman Act Form and the other to the Special Confinement Form. Do NOT enter into MNI.)

#### **Common Reasons for Returning of Finger Print Cards as Unacceptable for Processing**

- Lack of sufficient ridge detail
- Lack of complete identifying information
  - Incomplete personal data on inmate
  - Lack of Deputy or inmate's signature
  - Lack of charge(s) noted on card(s)

#### **Photographs**

All inmates will be photographed, by using the Monroe County Sheriff's Office mug shot system, and downloaded into SmartCop MNI. Marchman Detainee photographs will NOT be downloaded into SmartCop MNI. If the mug shot system is down, a digital picture will be taken. Photographs will be taken when any of the following occur:

- Upon intake (e.g., arrestees, detainees, contract inmates)
- Court remands
- Any add-on charge

## **LS3000R LIVESCAN TRAINING**

Each deputy has his or her own login to start the computer. The LiveScan machine runs on a Windows platform and uploads the fingerprints to Tallahassee via our ISP. Once the prints arrive at Tallahassee, they have to be manually classified according to the swirls and whorls. From there, they are uploaded into the database and the top three matches are selected. An analyst must then manually match the minutiae to identify an exact match.

We need to log all fingerprints from the LiveScan machine into the OBTS (Offender Based Transaction System) Logbook.

When first coming to the screen, an OBTS number will be displayed. Select "Next" and the Demographic screen will come up. Enter the Case Number. Enter the subjects name starting with Last Name, First Name, Middle Name, and Suffix. E.g. Sr., Jr., etc... A maximum of 30 Characters may be input into this field. If the subject's name is longer than 30 characters then you may use the subject's middle initial.

Next, is a drop down menu for the subject's gender: Select Male or Female.

Next is a drop down menu for Race. Hispanic is not a choice. If a person is light Hispanic, you may use "White." If a subject is a dark Hispanic, you may use "Black."

Date of birth is to be entered by month, day and year. All four numbers of the year must be input.

Once you have ensured the information is correct, select Next.

### **DO NOT USE MOIST WIPES ON THE SCAN AREA!!**

If you use moist wipes on the scan area, moisture will get into the machine and destroy it. Each Scanning module costs around \$3,000.00 and is only manufactured in Germany. Replacement will take a very long time!!

Use the green cloth provided to wipe away any ghost images. You may use the moisture wipes on a subject's hands, but allow them to dry briefly before scanning.

Place the subject's fingers on the scanning area and then either select "Scan" on the touch screen with your finger or mouse, or depress the foot pedal. When you hear the tone, begin rolling. Once you hear the second tone, remove the subject's hand from the scanning area. If you do not remove the hand, you will get an error message and have to re-scan.

The first screen is the Thumb Slap. Both thumbs are placed together on the large scan pad so they make an imprint inside the blue box. Use only as much pressure as needed to clearly see the prints. Scan the thumbs. Once you are finished you will get a message saying the scan is complete and will prompt you to move on to the next screen. You may either select “Next” on the touch screen or use the mouse or depress the foot pedal.

The first hand to be printed will be the Right Hand. First is the Four-Finger Slap. The fingers must be orientated as closely to North/South on the scan pad as possible. The four-finger slap becomes the reference for all other prints from the subject, so it is very important to print these correctly.

**DO NOT PRINT THE FOUR-FINGER SLAP AT AN ANGLE!!**

Doing so will cause the entire print card to be rejected and we will have to re-print the subject. If the fingers are at a slant, the machine cannot properly map the minutiae and will therefore be unable to confirm if subsequent prints are from the same subject.

Place the four fingers on the large scan pad ensuring that all show clearly within the blue box. Once you are ready, scan the four-finger slap. Move on to the next screen.

When rolling fingers, place the finger on the small screen. When you are ready, depress the foot pedal and roll the finger and lift it off in a smooth motion and lift the finger off the scan pad. You will see the print magnified on the display as you roll it. You will not get a second tone. If you leave the finger on the scan pad you will receive an error message. If you do not roll the finger after pressing scan (either by touch screen or foot pedal), you will get an error message and must re-scan.

You may roll the fingers in either direction across the scan pad. Place the finger on its edge to one side of the blue cross-mark, which is in the center of the screen. As you roll the finger, the center of the print should fall as close as possible to the center of the cross-mark.

Please ensure the following when fingerprinting:

- Do not use too much pressure: You will see the prints will be very dark on the screen, making it difficult to identify individual minutiae.
- Ensure the Delta’s are clearly visible before moving on to the next screen.

We have several new prints we are scanning with the LSS3000R. These are Upper Palm, Lower Palm and Writer’s Palm.

When printing the upper palm, be sure and place the upper portion of the palm below the blue line. The fingertips are used as reference to ensure the correct hand is being printed. You should place the thumb under the slanted edge of the scan pad. In most cases this will place the upper palm in the correct position. Please ensure the palm and fingers are oriented as North/South on the scan pad as possible to get the best comparison.

The Lower Palm is next, and you will see a blue line running across the top 1/3<sup>rd</sup> of the screen. The top line (or Heart Line) of the palm should be placed ON the blue line. The machine will use the upper palm print just scanned to match to the lower palm.

Lastly, you will scan the Writer's Palm. This is an image of the palm on its edge as if you were writing with a pen. Place the edge of the palm inside the blue box on the right side of the scan pad. When the image is clear, scan.

You have now completed the Right Hand. The same steps will be repeated for the Left Hand.

Once the two hands are completed, the machine will save, compile and display the Ten Print Card. A letter grade will be shown next to each print. "A" is best, but if you see an "R" you MUST rescan that print. You may either select an individual print by using the mouse or touch screen. When you select a print, a yellow box will highlight it. Select, "Reprint" and a screen will come up prompting you to rescan the print.



After you have completed all the prints and are satisfied with them, touch "Next" on the bottom of the screen and then touch "Finish." The foot pedal will not work on these two screens. The machine will automatically send the prints to Tallahassee for evaluation.

After Tallahassee have received, acknowledged and evaluated the prints, they will send a series of messages back to the machine. When the DDCE is complete, the machine will print the cards.

The LSS3000R must be restarted at least once per day. If you are responsible for restarting the machine, you must ensure the scan pads are clear of ghost images first. Upon restarting, the machine recalibrates the scan pads. If there are any ghost images, you will not be able to get them off no matter how much you clean the scan pad!

If you happen to get a subject that has a bandage or an amputation, select "Options" when you're ready to scan that print. Select either "Amputee" or "Bandaged" then print as much of the affected area as possible.

Please ensure that the subject removes any wedding bands they are allowed to keep while in jail before they are fingerprinted so as not to scratch the surface of the scan pads.

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	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Admissions and Releases	 <hr/> Sheriff of Monroe County
	TOPIC: Inmate Holds/Pick-Up Orders	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that inmate holds will be processed in an accurate and expeditious manner in order to prevent a premature release or unlawful detention.

#### SCOPE:

This directive applies to all Records Personnel.

#### PERSON RESPONSIBLE:

Records Assistants.

#### POLICY AND PROCEDURES:

##### Placing Holds on Inmate

Placing holds on inmates will be accomplished as follows:

- When an inmate is received requiring a hold for another jurisdiction, a hold order, teletype or similar document is required. If a hold is placed without one of these documents, it must be verified by the Records Supervisor.

**NOTE: Records Personnel shall note all holds and detainees in SmartCop. When**

**ready to be placed into an inmate's file, they will be photocopied onto fluorescent orange paper so that it will be immediately visible to anyone reviewing the file's contents.**

- When placing a hold that requires identification verification, attach an information form to the inmate's file stating that the hold will be verified as soon as possible. When verified with the appropriate agency, ensure that a teletype message is sent to the appropriate jurisdiction by the Records Assistant stating a hold will be placed.
- Notify the respective agency by telephone if needed. When we receive an inmate with a hold for a contract agency (e.g., U.S. Marshal, Customs, Border Patrol, Immigration & Customs Enforcement), the date, time, and name of person notified shall be placed in the inmate's file.
- An affidavit must be completed by the Arresting Deputy or Intake/Release Sergeant on all holds, and the inmate will be advised of the hold at 1st Appearance.
- For U.S. Marshal (USM), Customs, Border Patrol, and Immigration & Customs Enforcement (ICE) inmates/detainees, the 203 form or other likewise detainer form along with the Order to Detain or Release Alien form will be forwarded to the BOC Finance Assistant on each inmate/detainee.

## **Removal of Holds**

Holds must be removed from SmartCop and the orange Detainer Information Form in the inmate's file. Write "cancel hold via confirmation from teletype" on the detainer cancelled on line of the Detainer Information Form.

## **Inmate Cleared of all Local Charges and has a Hold for another Jurisdiction**

When an inmate is clear of all local charges and has a hold for another jurisdiction, a teletype message will be sent to that agency notifying them that they have ten days in which to pick up the inmate or he or she will be released. If the other jurisdiction does not pick up the inmate and has not responded with a time to pick up the inmate, that inmate must be taken before our county judge for further instructions.



**NOTE: If the agency notifies that they are in route, the inmate will not be released until the agency arrives.**

## **Out-of-County Pick-Up Order**

When an out-of-county pick up request is made for a Monroe County inmate(s) who has an open case in Monroe County, the hearing judge and Monroe County State Attorney's Office must be informed by telephone and sent a faxed copy of the Pick-Up Order before allowing the out-of-county agency to pick up the inmate(s). This is to ensure the inmate is not out-of-county when our county judge is ready to hear the inmate's case. Our judge hearing the case must agree to the Pick-Up Order before allowing the inmate to be picked up. Verbal acceptance by our judge hearing the case will be written on the contact sheet.

If our county judge or the State Attorney's Office denies the Pick-Up Order, you must notify the requesting agency informing them of the denial and, if the out-of-county agency wants to talk with our judge or State Attorney's Office, provide them the point of contact.



  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:014	<b>REFERENCES:</b> FCAC 14.09, 14.14, 24.05 FMJS 4.07, 4.13 ALDF-2A-16, 2A-21, 7D-19 & 7D-20 CORE-2A-10, 2A-14, 7D-04
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	TOPIC: Inmate Records	

[ALDF-2A-21] [CORE-2A-14]

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that there is an inmate population management system that includes records on the admission, processing, and release of inmates. Inmate admission files shall provide information on every person booked into the Monroe County Detention Facilities. [ALDF-2A-16] [CORE-2A-10]

#### **SCOPE:**

This directive applies to all Records Personnel and the Intake/Release (I/R) Deputies in Marathon/Plantation Key (KV/PK).

#### **PERSON RESPONSIBLE:**

Key West Records Assistants and KV/PK I/R Deputies.

#### **POLICY AND PROCEDURES:**

These records are considered public record with the exception of medical and juvenile information. Inmate records shall be kept confidential from other inmates. [FCAC 14.14] Release of these records shall be in accordance

with established written directives.

The basic personal data and information collected can be used in conducting visitation and processing inmate mail. [ALDF-2A-21] [CORE-2A-14]

#### **Inmate Admission File [ALDF-7D-19]**

Inmate admission files are compiled and maintained on each inmate admitted to the facility and shall contain the following data, at a minimum:

- Inmate's Full Name and known alias(s) [FCAC 14.09a]
- Age, date of birth, place of birth, sex, and race [FCAC 14.09b,c,d,f]
- Date admitted, duration of confinement, and a copy of the court order or other legal basis for commitment [FCAC 14.09e and FCAC 14.14a]
- Height and weight [FCAC 14.09g,h]
- Specific charge(s) and bond amounts [FCAC 14.09i]
- Name of attorney
- Name, title, agency, and signature of

Arresting Deputy or Transporting Deputy  
[FCAC 14.09j]

- Signature and identification number of Receiving Deputy [FCAC 14.09k]
- Copy of SmartCop Property Sheet (i.e., electronically captured inventory of items taken from inmate) [FCAC 14.09l and 14.14h] [ALDF-7D-20] [CORE-7D-04]
- Current address (or last known address) [FCAC 14.09m]
- Emergency contact/next of kin (name, relation, address, and phone number) [FCAC 14.09n]
- Marital status [FCAC 14.09o]
- Mugshot(s) [FCAC 14.14f] [CORE-2A-14]
- Copy of Print Card(s) [CORE-2A-14]
- Arrest Number
- MNI Number
- Affidavit and Deputy Observation Form
- Present or last place of employment
- Place of arrest
- Time of arrest
- Driver's License and Social Security Number
- Notation of all monies and property at time of booking
- Identifying information such as birthmarks, tattoos, or scars
- Court-generated background information [ALDF-7D-20] [CORE-7D-04]
- Magistrate Action Form
- Arraignment
- Any TTY's (Teletypes)
- Warrants
- Dispositions of court hearings [ALDF-7D-20] [CORE-7D-04]
- Release dates, if applicable

- Case Number, OBTS Number, if applicable

#### **Custody and Security of Records** [ALDF-7D-20] [CORE-7D-04]

Custody records shall contain intake booking information concerning the inmate's personal information, criminal history, activities, behavior, crimes and non-criminal incidents that occurred while in custody, sustained disciplinary reports and actions, grievances, requests, housing assignments, program participation, work assignments, and any other miscellaneous correspondence concerning the inmate shall be included in the files.

Inmates have reasonable access to information in their records. Access is only limited due to the safety or security concerns for the inmate, other inmates, or the facility. Inmates may request information by sending an inmate request form as outlined in BOC 5:003.

Custody records (i.e., the Jail Records and Classification files) that are ordered sealed or expunged by court order shall be pulled and sent to the Monroe County Sheriff's Office Central Records Division to be combined with the incident record for sealing.



#### **Medical Records**

Medical files are compiled and maintained on each inmate admitted to the facility and shall contain the following data, at a minimum:

- Health status, including any current medical, dental, or mental health needs [ALDF 7D-19]
- Self-admitted medical history
- Suicide screening
- Screening to detect signs of drug/alcohol abuse

Medical records are maintained on each admitted inmate at least seven years following release, transfer, or death. These records are maintained in the Medical Division and are kept confidential and separate from the inmate's

custody record. [FCAC 24.05]

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	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Admissions and Releases	 <hr/> Sheriff of Monroe County
	TOPIC: Inmates Sentenced to Weekend Custody	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that inmates sentenced to serve their sentence on weekends shall report directly to the Detention Facility they are sentenced to.

#### **SCOPE:**

This directive applies to all Records Personnel and all Certified Personnel.

#### **PERSON RESPONSIBLE:**

Records Supervisor and I/R Sergeants.

#### **DEFINITIONS:**

Sentenced Weekender - An individual that has received a weekend sentence from the arraigning Judge.

#### **POLICY AND PROCEDURES:**

The Records Assistants will place a copy of the court minutes on the weekender board.

The inmate is to report to the Monroe County Detention Facility by the court ordered date and time and will be released according to the court order. This shall count as three days.

- If the inmate is late for the weekend sentence, an Incident Report will be generated by the Intake/Release (I/R) Sergeant giving the inmate's reason for being late and the time the inmate reported to the detention facility. The I/R Sergeant will send a copy to Records and forward the original to the Operations Commander via the Shift Lieutenant. The Records Supervisor/designee is responsible for notifying/sending the Incident Report to the Judge.
- If the inmate fails to report for the weekend sentence, the Records Supervisor/designee shall inform the I/R Sergeant of the inmate's name. An Incident Report will be generated by the I/R Sergeant. The I/R Sergeant will send a copy to Records and forward the original to the Operations Commander via the Shift Lieutenant. The Records Supervisor/designee is responsible for notifying/sending the Incident Report to the Judge.
- The Records Supervisor shall also inform the Records Manager whenever a weekender is late or fails to show up.
- If the inmate is rowdy and appears that he or she has been drinking or is intoxicated, the Intake/Release Deputy shall administer a breathalyzer test. Regardless of the results of the test, allow the inmate to serve his or her weekend sentence. If the test is positive, forward the positive test information

to the supervising probation office (usually the Salvation Army; sometimes the Florida Department of Corrections Probation and Parole or PRIDE) which will then proceed with preparing a Violation of Probation (VOP) warrant for the Judge's review. If the inmate is not on probation, the I/R Sergeant will generate an Incident Report and attach the positive test information. The I/R Sergeant will send a copy to Records and forward the original to the Operations Commander via the Shift Lieutenant. Records is responsible for notifying/sending the Incident Report and results to the Judge.

- The Records Assistants will notify the Intake/Release Sergeant in case a modified order is received releasing an inmate from a specific weekend or other change as stated on the court order.

### Forms

The following forms will be filled out on the first weekend:

- Physical Descriptor Form
- Check inmate in the Smart Cop Jail Booking System
- Medical Receiving Screening Form
- Mugshots
- One (1) Print Card, no palm print cards
- Weekender Report Form

### Wants/Warrants and FCIC/NCIC Report

The Records Assistant will run a local wants/warrants and an FCIC/NCIC/QW report.

### SmartCop

The following computer fields will be updated upon the inmate reporting for weekend sentence.

- Physical Descriptor Screen

- Arrest/Charge Screen
- Create a SmartCop Jail Booking record
- Place a hold in release screen for weekender

### Subsequent Weekends

On subsequent weekends, the following will occur:

- The inmate will be seen by Medical each time he or she comes in.

**NOTE: If Medical Staff is not on duty at the Marathon or Plantation Key Detention Facilities, then the I/R Deputy will complete the Medical Receiving Screening Form.**

- If he or she looks different than the photo on his or her identification, a new picture shall be taken each time.
- Each weekend, the inmate must be processed through Classification and Property. This will be the responsibility of the I/R Deputy in the Marathon/Plantation Key (KV/PK) Detention Facility.

### Paperwork

All paperwork will be placed in the appropriate receptacle.

### Releasing



Check Local Wants/Warrants.

If no warrants are located, the Records Assistant or KV/PK I/R Deputy will clear the release screen with his or her identification number.

The Records Supervisor or KV/PK I/R Sergeant will sign off on the release sheet that the inmate is cleared to be released.

The Records Assistant or KV/PK I/R Deputy shall then proceed to check out the inmate out of

SmartCop Jail Booking. When inmate is finished and time served, subject will then be released from Smart Cop Jail Booking system.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:016	<b>REFERENCES:</b> FCAC 9.08 FMJS 4.06(a)-(g)&(k), 7.02(a), & 7.03 ALDF-7D-19
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
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	TOPIC: Intake Interview	

[ALDF-7D-19]

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that the Intake Deputy/Sergeant will be responsible for the interviewing of the defendant at time of intake.

**SCOPE:**

This directive applies to all Intake Deputies and Records Personnel.

**PERSON RESPONSIBLE:**

Intake Deputy/Sergeant and Records Assistants-

**POLICY AND PROCEDURES:**

**Physical Information Form Questions** (side 1)

The following questions will be asked by the Intake Deputy/Sergeant for the Physical Information Form (side 1):

- Name [FCAC 9.08a]
- AKAs (All other types of names, social security numbers, and dates of birth other than the legal name, social security number, and date of birth will be listed as an AKA.)

[FCAC 9.08a]

- Address, City, State, ZIP Code
- Phone Number
- Social Security Number
- Date of Birth/Age [FCAC 9.08c]
- Birth City and State
- Citizenship
- Marital Status [FCAC 9.08p]
- Number of Dependents
- Race [FCAC 9.08f]
- Hispanic (Yes or No)
- Sex [FCAC 9.08d]
- Height [FCAC 9.08g]
- Weight [FCAC 9.08h]
- Hair Color
- Eye Color
- Does the defendant wear glasses
- Build
- Shoe Size
- Right/Left/Ambidextrous handed
- Highest Education Completed
- Enemies in Jail
- Driver's License Number, State, Type
- Employer
- Occupation

- Employer Address, City, State, Zip Code
- Employer Phone Number
- Hired Date (Month & Year)
- Next of Kin (emergency contact) is a very important field and the following fields should be filled out as thoroughly as possible: [FCAC 9.08o]
  - Name of Next of Kin/Emergency Contact
  - Relationship to the Defendant
  - Address, City, State, Zip Code
  - Phone Number
- Other information
- Charges

### **Physical Information/Descriptor Form (side 2)**

The Intake Deputy/Sergeant will observe and ask the inmate if he or she has any scars, marks, tattoos, or body piercings. The Intake Deputy/Sergeant will check off the various descriptions that apply to the inmate that are on the Physical Information/Descriptor Form (side 2) and enter the information into SmartCop under the "Features" section.

### **Intel Flags**

The Intake Deputy/Sergeant shall click any Intel Flags in SmartCop under the "Demographics" section that applies to this inmate.

### **Arraignment Notice**

- The Arraignment Notice will be read to the inmate and a signature is required.
- The green copy will be given to the defendant.

### **Medical History**

In Key West (KW), the Nurses will ask all medical questions.

In Key Vaca (KV) and Plantation Key (PK), the Deputies will ask the Medical Receiving

Screening Form questions when the nurse is not on-duty. The KV and PK Deputies must be trained on the proper way to complete this form by the Nurse before they will be allowed to complete this form.

### **Property**



The Intake Deputy/Sergeant or Property Clerk will enter all information into SmartCop pertaining to property received.

### **SmartCop**

The Intake Deputy/Sergeant is responsible for entering any "Intel Flags" in the Demographics section of SmartCop. They shall also complete the "Features" section of SmartCop from the Physical Information/Descriptor Form. In Key West, the Intake Deputy/ Sergeant will give all paperwork to the Records Personnel. Records Personnel will enter all other information into SmartCop.

In KV/PK, the Intake Deputy/Sergeant will enter all information into SmartCop.



  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:017	<b>REFERENCES:</b> FCAC 9.10 FMJS 4.02, 4.03 BOC - 8:026 F.S.S. 901.211
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Admissions and Releases	 Sheriff of Monroe County
	TOPIC: Intake Pat Searches	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all arrestees are to be pat searched by a certified Detention Deputy for any contraband, and their personal items are to be inventoried and safely stored during their period of incarceration.

### SCOPE:

This directive applies to all Certified Personnel.

### PERSON RESPONSIBLE:

Intake/Release Deputies.

### POLICY AND PROCEDURES:

#### Inmate Pat Search

The following procedure is performed by the Intake/ Release Deputy before securing the arrestee in a holding cell. This could, if necessary, be done within an empty holding cell. See the Search of Inmates and Facility written directive BOC 8:026 for more detailed instructions in performing pat (frisk) searches.

- Perform a pat search of the arrestee with the handcuffs still on.

- Deputy will remove all property from pockets and turn the pockets inside out.
- Remove the handcuffs and return them to the Arresting Deputy.
- Have the arrestee remove his or her shoes and socks, and then search them.
- Examine the bottom of the arrestee's feet and between his or her toes.
- Conduct a more thorough pat search, if necessary.
- The arrestee will place all of his or her personal property onto the counter. [FCAC 9.10b]
  - The Intake/Release Deputy will inventory all valuables to include a listing of all identifications and credit cards (by name). [FCAC 9.10b]
  - All valuables will then be placed into the valuables bag. [FCAC 9.10b]
- After the arrestee's valuables bag has been sealed by the Intake/Release Sergeant, the Intake/Release Deputy will hand the sealed valuables bag to the Property Room Clerk for secure storage. [FCAC 9.10b]

## Body Scanner

The use of the body scanner will be conducted on all those processed into the facility with exceptions of Marchman or pregnant female inmates.

The subject's information will be entered into the body scanner system.

The subject will step onto the body scanner and be scanned by a deputy of the same sex.

If contraband is detected through a body scan a supervisor will immediately be called.

If the contraband found has been swallowed, medical will be called to assess and a determination will be made whether to send to hospital.

If subject is a Marchman and has suspected contraband, a supervisor will be notified and give approval for a body scan.



## Search of Arrestee's Carry Bags

The Intake/Release Deputy will assist the Arresting Deputy in searching the arrestee's carry bag(s) (e.g., back packs, duffle bags) if requested.

- The Arresting Deputy will witness the search of all carry bag(s).
- The Intake/Release Deputy will open and search all items in the carry bag(s).
- The Intake/Release Deputy will ensure that all items except for any contraband are returned into the carry bag(s).

**NOTE: Any alcohol, illegal drugs and/or weapons found will be considered contraband and will be turned over to the Arresting Deputy. It will then be the Arresting Deputy's responsibility to place said contraband in their division's property room or to dispose of according to their division's policies.**

- The Intake/Release Deputy will hand the arrestee's carry bag(s) to the Property Room

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 2:018	<b>REFERENCES:</b> FCAC 14.01, 14.09, 14.14 FMJS 4.15, 4.17 F.S.S. 288.816(2)(f) ALDF-2A-16, 2A-19, 5B-13, 5B-18, & 6A-06 CORE-2A-10, 2A-13, 5B-04, 6A-05
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	<b>TOPIC:</b> Intake and Release Process	

[FCAC 14.01] [ALDF-2A-16] [CORE-2A-10]

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to accurately enter all information pertaining to all inmates during the intake and release process.

**SCOPE:**

This directive applies to all Records Personnel and Marathon/Plantation Key (KV/PK) Intake/Release (I/R) Deputies.

**PERSON RESPONSIBLE:**

KW Records Assistants and KV/PK I/R Deputies.

**POLICY AND PROCEDURES:**

**Intake Process** [FCAC 14.14b]

- Affidavit

The following items will be checked on all

affidavits:

- Agency Number
- Charge Type
- Weapon sized/Type
- Location of Offense
- Date of Arrest
- Time of Arrest
- Defendant's Name
- Race
- Sex
- Date of Birth
- Height
- Weight
- Eye Color
- Hair Color
- Complexion
- Build
- S/M/T-Location of said S/M/T (Scars, Marks & Tattoos)
- Indication of Alcohol Influence

- Local Address - City, State and Zip Code [FCAC 14.09m]
- Phone Number (Area Code first)
- Residence Type
- Permanent Address/Phone Number [FCAC 14.09m]
- Business Address - City, State, Zip Code, Phone Number and Occupation
- Driver's License Number
- INS Number (if Applicable) (Immigration & Naturalization Services)
- Place of Birth
- Citizenship
- Co-Defendant (if Applicable)
- Drug Activity (if Applicable)
- Drug Type (if Applicable)
- Charge Description [FCAC 14.09i]
- Counts
- Statue Violation Number [FCAC 14.09i]
- Warrant Type
- Date Issued
- Writ. Att. (Writ of Attachment)
- Domestic Violation Injunction
- Order of Arrest
- Second charge Description (if Applicable)
- Narrative of Arrest
- Deputy's Name Printed/identification Number
- Sworn Statement (Notary)
- Victim Information

- Warrant

- Warrant arrests must have an affidavit unless an arrest affidavit has been submitted with the warrant. When the warrant is served, it will be the responsibility of the Records Assistant / KV/PK I/R Deputy to make sure that the necessary five (5) copies of the warrant are given to the appropriate

departments.

- In case of a warrant without an arrest affidavit, advise the Intake/Release Sergeant that an affidavit is needed.

- Arrest Numbers

Arrest numbers will be issued by the Records Assistant / KV/PK I/R Deputy on all charges (if applicable).

- Case Number Assignment

Case Numbers will be assigned by the Clerk of the Courts.

- OBTS Numbers

Offender Base Transaction System (OBTS) numbers will be assigned by Live Scan (if applicable).

- Victim Notification Form

A Victim Notification Form will be filled out by the Arresting Deputy on every arrest.

- Arresting Officer's Assessment Form

An Arresting Officer's Assessment Form will be filled out by the Arresting Deputy on every arrest.

**NOTE: The Medical Division must be notified of any arrestee that has been tasered prior to coming into the jail.**

- Wants/Warrants and FCIC/NCIC

- The Classification Division/ KV/PK I/R Deputy will check wants/warrants and FCIC/NCIC at the time of intake. [FCAC 14.14g]
- When an out-of-state or out-of county arrest occurs, the Records Assistant / KV/PK I/R Deputy will receive an M.R. (message retrieval) prior to acceptance of the arrest affidavit for Key West Police Department (KWPD).

- Court/Jail Documents

- Magistrate Form
  - Picture
  - Complete the automatic fingerprints on the Live Scan unit (If doing manual fingerprints, do two (2) ten print cards)
  - One (1) (palm print card)
  - Additional Physical Information Form
  - Arraignment Notice
  - Magistrate Folder with Last, First Name (designated area)
  - Case number (designated area)
  - Victim Notification Form
  - Arresting Officer's Assessment Form
- Medical

Any defendant transported to the Monroe County Detention Facilities from the hospital will have to have a Hospital Treatment Release Form before the facilities will assume custody of the defendant. Forward medical records to the Medical Personnel. [ALDF-2A-19] [CORE-2A-13]
  - Additional Physical Information

An Additional Physical Information Form shall be completed with the following information:

    - Name (last, first)
    - Address
    - Phone number
    - Marital status
    - Dependents
    - Shoe size
    - R/L or ambidextrous
    - Education
    - Glasses
    - Hispanic
    - Birth Place
    - Occupation
    - Employer
- Employer address
  - Employer phone number
  - Employment hire date
  - SSN
  - Citizenship
  - Emergency contact information [FCAC 14.09o]
  - Scars/marks/tattoos
  - Attorney Assessment Sheet

Attorney's name or NONE
  - Cell Location/Movements

The cell number will be entered in the computer system where the inmate will be housed. Classification / KV/PK I/R Deputy must be notified on all types of movements in order to update the back up roster.
  - Consular Notifications
    - It is mandatory that the jail notify the consular of foreign nationals arrested from the below listed countries regardless of the arrestee's wishes. After being notified by the Intake Sergeant that a foreign national has been arrested, the Records Assistant / KV/PK I/R Deputy shall complete the Immigration and Nationalization Services consular form and fax to the appropriate consular if their country is listed below. A copy will be placed in the arrestee's file for future reference with the date and time that the consular was notified notated on the form.

Algeria, Antiqua and Barbuda, Armenia, Azerbaijan, Bahamas, Barbados, Belarus, Belize, Brunei, Bulgaria, China, Costa Rica, Croatia, Cyprus, Czech Republic, Dominica, Fiji, Gambia, Georgia, Ghana, Grenada, Guyana, Hong Kong, Hungary, Jamaica, Kazakhstan, Kiribati, Kuwait, Kyrgyzstan, Malaysia, Malta, Mauritius, Moldova, Mongolia, Nigeria, Philippines, Poland, Romania, Russia, Saint Kitts and Nevis, Saint Lucia, Saint Vincent

and the Grenadines, Seychelles, Sierra Leone, Singapore, Slovakia, Tajikistan, Tanzania, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Tuvalu, Ukraine, United Kingdom, USSR (although the USSR no longer exists, some nationals of its successor states may still have only a USSR passport), Uzbekistan, Zambia and Zimbabwe.

- If a foreign national is arrested from a country not on the above list, the consular will only be notified if the arrestee requests it. If notification was requested, follow the procedure as stated above. If notification was refused, document the refusal and place it in the arrestee's file. [ALDF-6A-06] [CORE-6A-05]

**NOTE: Inmates may call their diplomatic representative of their country of citizenship from their housing unit/dorm inmate phone.** [ALDF-6A-06] [CORE-6A-05]

## Release Process

Procedures for releasing inmates from the facility at the end of their term include, but are not limited to, the following: [ALDF-5B-18] [CORE-5B-04]

- Verification of identity
- Identification of outstanding warrants, wants, or detainers
- Verification of release papers
- Completion of release arrangement, including notification of the parole authorities in the jurisdiction of release, if required
- Return of personal property
- Verification that no facility property leaves the facility
- Release Form

Upon release, a Release Form shall be completed stating:

- Inmate's name
- Inmate's date of release [FCAC 14.14i]
- What type of release occurred (if other, state what type of release occurred) [FCAC 14.14i]
- FCIC/NCIC/QW check was completed
- Inmate was released out of SmartCop and all detainers were cleared
- Victim notified by automatic VINE system OR phone OR letter
- Classification file was retrieved
- Inmate taken to medical for release clearance (pick up three days supply of medication if needed). The KV/PK facilities will have medications sent from Medical.
- Inmate's cell/bunk was cleared of all personal belongings
- If inmate is a Pre-Trial Release, call Pre-Trial
- Property was returned to inmate (if not, state why)
- Photo identification
- I/R Sergeant approved/disapproved release [FCAC 14.14i]



## • Distribution

All release paperwork will be placed in the appropriate receptacle prior to being scanned.

- Upon release to the community, all inmates will be offered information about community resources. [ALDF-5B-13] [CORE-5B-04]
- All inmates upon release will be given a memo regarding how to access The Affordable Care Act.

## Intake and Release Process

Follow all other written directives that effect intake and release procedures.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 2:019	<b>REFERENCES:</b> FCAC 14.03, 14.09, 14.11, 14.12 a-d, 14.17a-e, 18.01a-e, & 18.02a FMJS , 4.06, 4.07, 4.17, 8.01, 8.02, 8.03, 8.04, 8.05, 14.02 ALDF-2A-20, 2A-21, 2A-23, 2A-24, 2A-27, 4B-02, 4B-03, 4B-05, 4C-01, 5B-18, & 6A-07 CORE-2A-14, 2A-15, 4B-01, 4C-01, 5B-04 PBNSD 2008 Sec 7, 8
	<b>RESCINDS:</b> KW 1:003 and KV & PK 2:019	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 9
	<b>CHAPTER:</b> Admissions and Releases	 _____ Sheriff of Monroe County
	<b>TOPIC:</b> Intake/Release of Property and Money	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to establish accountability for all inmate/detainee property within Monroe County Detention Center controls, procedures for receiving, inventorying, storing, and releasing of all inmate property and money. There is an itemized inventory of all personal property of admitted inmates and secure storage of inmate property, including money and other valuables. [ALDF-2A-21 & 2A-23] [CORE-2A-14][FCAC 14.12]

All arrestees being processed into the facilities shall be issued an inmate account number so all of his or her money can be deposited for safekeeping. [ALDF-2A-21] [CORE-2A-14] No inmate is allowed to have cash money on his or her person. Inmate money may be released to another person upon written request from the inmate.

#### **SCOPE:**

This directive applies to all Property Clerks, Commissary Clerks, and Intake/Release (I/R) Personnel.

#### **PERSON RESPONSIBLE:**

Property Clerks, Commissary Clerks, and Intake/Release (I/R) Sergeant/Deputies.

#### **POLICY AND PROCEDURES:**

##### **RECEIVING PROPERTY AND MONEY**

When a new intake arrives, the Intake/Release (I/R) Deputy will immediately search the arrestee and remove belongings from his or her possession. [ALDF-2A-20] [CORE-2A-14]

All property and money will be inventoried, logged, and stored in the locked Property Room / Marathon/Plantation Key (KV/PK) property storage area. [ALDF-6A-07]

Property inventory will be in the presence of the arrestee except in extenuating circumstances, i.e. large volume of arrestees, and with the approval of the Operations Commander/

designee. The inmate's/detainee's inventory will then be reviewed with the inmate/detainee prior to movement to their housing assignment. If a bicycle was brought in with the inmate by the Arresting Deputy, it will be the Intake Deputy's responsibility to ensure the bicycle is tagged with the inmate's name and date of birth. The bicycle will be placed in the detention facility's bike holding area by the Key West (KW) Property Clerk / KV Intake Deputy who will double check that the bicycle is properly tagged. In PK, the Arresting Deputy will fill out their property receipt and take the bicycle to the Roth Building holding area.

All valuable items will be inventoried by the Intake/Release Deputy and verified by the inmate. The deputy shall seal the valuables bag and deliver the valuables bag to Property for secure storage.

**NOTE: If clear bags are used, ensure the inmate's last name, first name, inventory, date, etc. are printed on the bag. The clear bag shall then be sealed with the deputy's identification number printed over the seal.**

All money received shall be counted by the I/R Deputy. The money will be checked to see if it is counterfeit by following the steps listed below.

- The I/R Deputy/Sergeant shall use the counterfeit finder pen on every bill (cash money) taken from an arrestee.
  - Mark on the face of the bill with the counterfeit finder pen. If the mark remains yellow, the bill is good. If the mark turns dark, the bill is suspected counterfeit.
  - When four or less bills are suspected of being counterfeit, a Road Patrol Deputy will take an Information Report and take the suspect money into evidence. This Deputy will document the receipt of the suspected counterfeit money on a Property Receipt and place the evidence into a Monroe County Sheriff's Office locked property box. This Deputy will clearly mark that this is "Suspected Counterfeit Money" on the Property Receipt.

- When five or more bills are suspected of being counterfeit from an individual, a Road Patrol Deputy will take an Information Report and take the suspect money into evidence. This Deputy will document the receipt of the suspected counterfeit money on a Property Receipt and place the evidence into a Monroe County Sheriff's Office locked property box. This Deputy will clearly mark that this is "Suspected Counterfeit Money" on the Property Receipt. The Deputy shall immediately notify the Duty Detective and turn the matter over to the Monroe County Sheriff's Office Special Investigations Division.
- An arrestee presenting suspected counterfeit money to the I/R Deputy shall NOT be credited with the money in his or her canteen account. The money shall be accounted for on the Property Receipt until further verification is made.

The total amount of non-counterfeit money is counted by two (2) deputies, then shall be logged on the Inmate Personal Property Receipt Form in SmartCop. [FCAC 14.09] In Key West, the money is inserted into the Intake Cash Kiosk. A receipt from the kiosk must be printed and signed by the inmate. The original receipt is to be given to the inmate and a copy is to be given to the Property Clerk for verification. If the Intake Cash Kiosk is not working, the money shall be placed in a small manila envelope. The envelope shall be sealed. The I/R Deputy shall print the inmate's first and last name, the date, the MNI number, the blue property bag number of inmate, and the dollar amount of the money on the outside of the envelope. The deputy shall also print his or her initials and employee number on the outside of the envelope. The envelope will be given to the Property Clerk. If no Property Clerk is on duty, the deputy will secure the envelope in the small Property Room.

In KV/PK, the envelope will be turned over to the Shift Supervisor.

**NOTE: If the money or government checks are torn, unreadable, or contaminated, the Intake Deputy will note it on the Property Receipt. Do NOT add to the inmate's account. Seal it in an envelope and place in**



### the inmate's valuables bag.

- For all non-counterfeit bills, the Property Clerk / Marathon/Plantation Key (KV/PK) Shift Supervisor shall:

- Open the inmate's account in the computer. If the inmate has no money, an account shall still be opened with \$0.00.

**NOTE: If a discrepancy is made, stop and notify a supervisor of the problem before moving forward. Write an Incident Report and forward through your chain-of-command.**

- Put money in cash lock box.
- The Property Clerk / KV/PK Shift Supervisor shall do a closeout thirty minutes prior to the end of a shift of all the money taken in during their shift.
  - Count all money, money orders, and government checks in the cash draw and verify the correct balance according to the computer detailed report. Cash retained should be \$0.00.
  - Close out the shift in the computer.
  - If the computer shows a discrepancy, re-evaluate all receipts for monies entered. If the discrepancy cannot be found, contact your supervisor.
  - All verified money and receipts will be placed in an envelope in the drop safe along with the deposit print-out.
- To deposit the money, follow the instruction in written directive BOC - 1:013.

The Intake Deputy will inventory all property taken from the inmate and log it on an Inmate Personal Property Receipt Form and/or into the computer. The Intake Deputy will then carry the property to the Property Room / KV/PK property storage area. [FCAC 14.09]

In KW, the Property Clerk will verify the inventory is correct in view of the cameras before storing the bag.

- All property will be described in detail (e.g., tan pants, 1 black hat, 2 white tennis shoes, 1 white watch, 1 yellow ring).
- Any damage to the property will be noted.

**NOTE: Alcoholic, combustible, and sharp items (i.e., fire crackers, candles, matches, cigarette lighters, explosive devices, knives, needles, razors, etc.) will NOT be placed into inmate's property bag. These items shall be turned over to the arresting deputy for proper disposal. If arresting officer unavailable, Detention Records Supervisor will be notified, who in turn will contact dispatch to request arresting officer return.**

All clothing and non-valuable items will be placed in a blue property bag for storage. Each property bag has a number. The Intake Deputy/ Property Clerk / KV/PK I/R Deputy will record the number on the Inmate Personal Property Receipt Form and in the computer.

**NOTE: Any medications will be placed into a clear bag and sealed. The inmate's last name, first name, and date are printed on the bag.**

The valuables bag will be placed on cardboard and sealed.

### Large Valuable Items

When a new intake arrives and has any large valuable item(s) (ie. computers, televisions, musical instruments, radios, large headphones or any other large item of value) the large valuable item(s) will be inventoried and all item(s) logged on the arrestee property receipt by the arresting/transporting deputy. The property will be labeled as follows:

- arrestee's name
- arrest date
- deputy name and identification number

All large valuable property item(s) will be turned

over to the Intake Deputy. A copy of the property receipt is given to the Intake Deputy. The Intake Deputy shall turn the receipt and property over to the Property Clerk who will secure the large valuable property.

When the inventory has been completed, the Inmate Personal Property Receipt Form will be dated and signed by the inmate and the Intake Deputy/Property Clerk / KV/PK I/R Deputy. [FCAC 14.09 & 14.11]

**NOTE: If the inmate is unable to sign for his or her property for any reason, then BOTH the Intake Deputy AND Intake or Shift Sergeant shall take and inventory the inmate's property and document that the inmate is unable to sign. Both the Intake Deputy and Intake or Shift Sergeant shall sign the Inmate Property Form and immediately give the property to the Property Clerk / KV/PK I/R Deputy for storage in the Property Room / KV/PK property storage area.**

Disseminate copies of the Inmate Personal Property Receipt Form as follows: [FCAC 14.11]

- One copy is placed in the clear slot on the outside of the blue bag.
- One copy will be given to the inmate. [FCAC 14.11] [ALDF-2A-21 & 2A-23] [CORE-2A-14]
- In KW, one copy will be placed in the Property file cabinet.
- One copy will be placed in the inmate's file folder in Records.

The inmate shall be given one copy of the Inmate Handbook listing the Rules and Regulations before being removed from the Intake Area (within eight hours). [ALDF-2A-27] [CORE-2A-15]

The Inmate Handbook is also available in the kiosk for all inmates to read.

The only items an arrestee may keep are prescription eyeglasses, hearing aid, white socks, white bras with no wire, white underwear

(females only), one wedding ring (plain band only), and unopened canteen transferred from another agency. Personal shoes will be allowed to be kept by an inmate only due to a medical necessity approved by the jail's Medical Division. Shoelaces must be removed if an inmate is allowed to keep their personal shoes. Whenever possible, the inmate needs to purchase shoes through commissary. If Medical states they need a different type of shoe, the Records Director/designee and Medical Division will coordinate buying authorized shoes, and the inmate would need to reimburse us for the cost. Exemptions to this policy (e.g., inmate too large to fit into our clothes or shoes) must be approved on a case-by-case basis through the chain-of-command.

All inmates shall be provided with adequate clothing and hygiene items. Inmates are accountable for clothing, bedding, and other items assigned to them. The following items shall be provided upon intake: [ALDF-4B-05]

- Males [FCAC 18.02a] [ALDF-4B-03]
  - two undershorts stenciled with "MCDC"
  - one gym shorts
- Females [FCAC 18.02a] [ALDF-4B-03]
  - two underpants
  - two bras
  - two gym shorts
- All Inmates [ALDF-4B-02] [CORE-4B-01]
  - one pillow case cover [FCAC18.01c]
  - one sheet [FCAC 18.01d]
  - one mattress cover [FCAC 18.01a]
  - one blanket [FCAC 18.01e]
  - toothbrush and toothpaste [FCAC 14.17a,b]
  - comb [FCAC 14.17c]
  - soap is available in the dorms/units

[FCAC 14.17d]

- moisturizing soap is available for females
- two towels [FCAC 14.17e]
- one laundry net bag
- one inmate uniform [FCAC 18.02a] [ALDF-4B-03]
- one sweatshirt [FCAC 18.02a] [ALDF-4B-03]
- one pair of shower shoes (given in Intake; not Property) [ALDF-4B-03]
- one tumbler
- one Inmate Handbook [FCAC 14.03]

The Inmate Handbook is the inmate's orientation to the facility. The Inmate Handbook is translated into those languages spoken by a significant number of inmates (e.g., English and Spanish) and includes at a minimum: [ALDF-2A-27 & 4C-01] [CORE-2A-15 and 4C-01]

- facility rules, regulations, and sanctions
- explanation of mail and visiting procedures
- explanation of transportation options for visitors
- explanation of grievance procedures
- explanation of all fees, charges, or copayments that may apply
- description of services, programs, and eligibility requirements
- information on how to access medical care
- identification of available pre-trial release options

**NOTE: The inmate shall sign the back of the Inmate Personal Property Receipt Form acknowledging he or she has received the above items.**

The following items are already on the bunks in the housing areas: [FCAC 18.01a] [ALDF-4B-02] [CORE-4B-01]

- one mattress (Must meet the applicable Florida Fire Marshal standards and be in good repair.) [FCAC 18.01a]
- one pillow [FCAC 18.01b]

#### **SECURE STORAGE OF PROPERTY** [ALDF-2A-21 & 2A-23] [CORE-2A-14] [PBND-2008]

There is enough space provided to safely and securely store all inmate personal property. [ALDF-2A-24] The property bag will remain in the locked Property Room / KV/PK property storage area with the valuables bag inside it. [FCAC 14.11]

An annual review of conformance with Monroe County Detention Center controls, policies and procedures of the property function is conducted by the Major of Bureau of Corrections or designee. [FCAC 14.12a]

An unannounced annual inspection of inmate/detainee property storage areas for organization and orderliness is conducted by the Major of Bureau of Corrections or designee. The results of the inspection will be documented with a memo. [FCAC 14.12b]

A county wide audit of all property will be conducted quarterly, by the Records Director or designee. In Key West no less than 25 bags. In KV/PK no less than 10 bags. [PBND 2008 Part 2 Sec 8] An annual full or partial inventory of inmate/detainee property is conducted by the Records Director or designee. [FCAC 14.12c] All inventoried property should agree with the property listed on the Inmates Personal Property Receipt Forms. All discrepancies will be reported immediately to the Records Director or designee. [FCAC 14.12d]

## **RELEASE OF PROPERTY DURING INCARCERATION [FCAC 14.11]**

If an inmate requests to release property during incarceration:

- A Property Release Card must be completed by the inmate stating whom the property is to be released to and the inmate must sign the card.
- The Dorm/Unit Deputy will sign the Property Release Card and give it to the Rover who will take the card to the Property Clerk / KV/PK I/R Sergeant.
- The Property Clerk / KV/PK I/R Sergeant will make the inventory withdrawal from the computer and inmate's property bag when the authorized person arrives at the facility.

**NOTE: All property, except for the inmate's clothing and shoes, may be released.**

- The Property Clerk / KV/PK I/R Sergeant will personally take the property to the lobby and release it only to the authorized person who must show valid photo identification.
- The authorized person will sign the Property Release Card for receipt of the property items.
- After release of the property, the Property Release Card will be attached to the existing Inmate Personal Property Receipt Form on file in the property file cabinet.

### **Removal of Property Due to Investigations**

Anytime property is removed from the Property Room / KV/PK property storage area due to investigations or any other matter, the deputy/agency requesting the property shall fill out a MCSO Property Receipt Form or Investigating Agency Property Receipt Form showing that the property is in their custody.

In KW, the Property Receipt Form will be attached to the existing Inmate Personal Property Receipt Form on file in the property file cabinet. In KV/PK, the Property Receipt Form will be placed in the Inmate's Record Folder.

## **Volunteers will NOT Handle Inmate Property**

Volunteers will NOT handle inmate property. If a volunteer has a family member incarcerated and they need to pick up their property, that volunteer shall notify the Records Director for approval. The Records Director will notify Property if this is authorized. The volunteers shall do this on their own time as a civilian. All policy and procedures will be followed.

### **Emergency Evacuation**

In the event of an emergency evacuation, no inmate's personal property will be transported.

The Property Clerk/Intake Deputy shall advise the inmate upon intake to make arrangements for the release of all personal property, except for a set of civilian clothing, to a family member or friend.

The inmate will sign a form stating he or she understands this rule.

Once arrangements are made, the inmate shall fill out a Property Release Card, and the above procedures shall be followed.

## **INMATES ADDING FUNDS TO ACCOUNT DURING INCARCERATION**

Inmates/detainees can arrange to add money to their commissary account with their personal ATM or credit card(s) on Wednesday or Thursday nights only after 2000 hours. The unit/dorm deputy must call the property room prior to the inmate being brought to the property window. If the property clerk(s) is busy or unavailable, this process is cancelled.

## **RELEASE OF MONEY DURING INCARCERATION [FCAC 14.11]**

Upon receiving a written Inmate Trust Account Withdrawal Form from an inmate to release an amount of money from his or her account to another person (e.g., wife, mother, friend), the Commissary Clerk / KV/PK I/R Sergeant shall do the following:

- After verification of the inmate's account balance, a check for the full amount stated

on the written request shall be issued if there is enough money in the inmate's account.

- A withdrawal slip from the computer shall be generated.

**NOTE: There shall be a \$10.00 check processing fee for all monies released excluding bond monies, court ordered judgments, and monies returned upon release from the facility.**

- Verify that the person receiving the check is the person named on the written request by looking at a valid photo identification.
- The authorized person receiving the check must sign the withdrawal slip acknowledging he or she received the check and that he or she verified the amount of the check.
- The Inmate Trust Account Withdrawal Form and the withdrawal slip shall be attached to the existing Inmate Personal Property Receipt Form on file.
- The inmate will receive a copy of the withdrawal receipt.

**RELEASE OF PROPERTY UPON INMATE'S RELEASE** [FCAC 14.11] [ALDF-5B-18]  
[CORE-5B-04]

When an inmate is being released from custody and all release paperwork is complete, the inmate will be escorted to the property counter to present the issued items slip which indicates the return of items issued by the facility during incarceration such as bedding, towels, shoes, tumbler, uniform, identification, etc.

**NOTE: All inmate issued boxers, bras, and socks will be returned, washed, and recycled back to other inmates unless the Laundry Deputy determines that they cannot be reissued due to wear.**

The inmate should show his copy of the Inmate Personal Property Receipt Form to the Property Clerk / KV/PK I/R Deputy.

ALL property shall be inventoried in the

presence of the inmate as it is returned to him/her.

- Any money that is in the inmate's account will be released to the inmate in the form of a debit card/check.
  - Verify the amount of money that is in the account.
  - A withdrawal slip shall be completed closing the account in the computer.

**NOTE: When you get to the part in the computer where you issue a check, you will issue the check for the total amount due to the inmate; NO cash will be issued.**

- The inmate will sign the withdrawal slip and a copy will be given to him/her.
- **Fill out the appropriate areas in SmartCop for the release of inmate property.**
- When the inmate receives his or her property and check, he or she will sign the electronic signature pad in the SmartCop property release area certifying that all items were returned to him/her. If the electronic signature pad is not working, print out the Inmate Personal Property Receipt Form and have the inmate sign certifying that all items were returned to him/her.
- The I/R Deputy/Sergeant will date and sign the Inmate Personal Property Receipt Form. A witness needs to sign if the inmate is unable to sign or refuses to sign.
- Give the inmate a signed copy of the Inmate Personal Property Receipt Form.

It will be the responsibility of the KW Property Clerk / KV Release Deputy to remove the bicycle from the bike holding area and return it to the inmate upon release. In PK, the released inmate will need to go to the Roth Building to get their bicycle back.

After all property is returned and all paperwork is completed, the Inmate Personal Property Receipt Form will be given to booking to be placed into the inmate's out file.

## **RELEASE OF PROPERTY UPON INMATE'S TRANSFER TO ANOTHER AGENCY**

When an inmate is being transferred to another agency, the Property Deputy / KV/PK I/R Deputy will release all property to the inmate. Follow the same procedure as stated in the above section titled "Release of Property upon Inmate's Release".

If the agency will not accept all of the inmate's property, the Property Deputy / KV/PK I/R Deputy shall follow the steps listed below.

## **INMATE PROPERTY LEFT BEHIND**

The Property Deputy / KV/PK I/R Deputy will have the inmate fill out a Property Release Form with the name, address, and phone number of a designated person to pick up the inmate's property within 30 days.

The Property Clerk or Intake Deputy / KV/PK I/R Deputy will notify the Records Director or designee / KV/PK Site Commander of all property left behind.

The Property Clerk or Intake Deputy / KV/PK I/R Deputy will inventory the property on a new property form. Valuables will be secured in a yellow bag and sealed with a security seal. The Property Deputy and I/R Deputy will both initial the property form. The Property Deputy / KV/PK I/R Deputy will properly package the inmate's property with the inmate's name, date, and property card attached to the outside. KV/PK will forward the property to KW. The property will be stored in a designated secured area in the KW Property Room.

The Property Clerk or Intake Deputy / KV/PK I/R Deputy will write an Incident Report, attach a copy of the Property Card and the Property Release Form, and forward to the Operations Commander. A copy shall also be forwarded to the Records Director / KV/PK Site Commander.

Inmate property is required to be picked up within 30 days of the inmate's release or transfer. Commissary items must be picked up within five (5) working days of release or transfer Monday through Friday, 0800-1600 hours only,

excluding holidays.

Valid photo identification is required when inmate property is being released to the designated person or inmate.

Commissary left behind over five working days will be donated to a charitable organization or disposed of in the dump.

The Records Director / KV/PK Site Commander will type a list of all property left behind more than 30 days.

A list will be posted in each facility, on website and social media pages for 30 days. After 30 days, the KV/PK Site Commanders shall forward the property to the MCSO Property and Evidence room.

Unclaimed property will become property of the Sheriff and will be used by the department, destroyed or donated to a nonprofit organization.

## **Found Property with Unknown Owner**

This policy also applies to property found in the property area. When the owner is unknown, write "found property" on all paperwork. Forward the Incident Report along with a copy of the Property Card and the Property Release Form to the Operations Commander. A copy shall also be forwarded to the Records Director / KV/PK Site Commander.

## **Lost, Missing, Stolen, or Damaged Property [PBNDs 2008 Sec 7]**

While conducting a property audit, if property is missing/damaged, or when an inmate/detainee is being released and reports receipted property is missing or damaged, the deputy and/or property clerk will promptly notify a supervisor. The supervisor will take action to prevent further loss or damage to property. A prompt investigation will be conducted. [FCAC 14.12d]

If the property is not found or if it is found the damages were caused by facility staff, the supervisor will write an incident report. The report will be given to the Records Director and Operations Commander.

The incident report will provide:

- Inmate/detainees full name.
- ID number or A-number.
- Description of the receipted property lost or damaged.
- Date and time the loss or damage was discovered.
- Name(s) of person(s) discovered the lost or damages.
- Names and statements of all witnesses.
- Date, place and time the property was last seen before it was discovered missing or damaged.
- Sworn statement from the inmate/detainee about the receipted missing or damaged property with a forwarding address and phone number for claim results.

An inmate/detainee being transferred, released, or removed from this county with a property claim shall be allowed to initiate the claim before leaving the facility. The Records Director or designee shall forward the results of the claim to the claimant's forwarding address.



The Records Director or designee shall process all inmate/detainees claims for receipted lost or damaged property promptly.

The Operations Commander will make the final decision of the claim.

Prompt reimbursement to the inmate/detainee will be made for all validated receipted lost or damaged property caused by the negligence of facility staff.

The agency may not arbitrarily impose a ceiling on the amount to be reimbursed for a validated claim.

The Operations Commander will notify contracted officials immediately of all detainee claims and the final outcome.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	<b>BUREAU DIRECTIVE:</b> BOC - 2:020	<b>REFERENCES:</b> FCAC 23.01, 23.02, 23.03, 23.04, 23.05, 23.06 FMJS 4.01, 4.02, 4.06, 4.07, 4.13, 17.01-17.05, & 18.01-18.03 F.S.S. 39.51-39.516 ALDF-2A-37 thru 2A-39, 2A-41, & 2A-42 CORE-2A-19, 2A-20
	<b>RESCINDS:</b>	
	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 6
	<b>CHAPTER:</b> Admissions and Releases	 Sheriff of Monroe County
	<b>TOPIC:</b> Juveniles	

#### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that juvenile offenders will not be housed in a Monroe County Detention Facility without a court order that complies with Florida State Statutes. At no time will juveniles be housed in the Marathon (KV) or Plantation Key (PK) facilities. Every effort will be made to ensure that juveniles are kept separate from adult inmates and that juveniles are held for the minimum amount of time necessary in accordance with Florida Law and the Florida Model Jail Standards (FMJS).

#### **SCOPE:**

This directive applies to all Certified Personnel and Records Personnel.

#### **PERSON RESPONSIBLE:**

Intake/Release Deputies.

#### **DEFINITIONS:**

Juvenile - A person who is under the age of 18 and is charged with a delinquent or status offense and has not been transferred for prosecution as an adult. The juvenile may be detained not to exceed six hours, to the secure holding area of the detention center for the purpose of fingerprinting, photographing and awaiting appropriate transport by the Arresting Deputy to the Department of Juvenile Justice (DJJ), parents, legal guardian, or responsible adult. During the period of temporary custody, no regular sight and sound contact is permitted between juveniles and adult inmates or inmate workers. Adequate staff must supervise and monitor the juveniles' activities at all times. To document constant observation, complete a Special Confinement Sheet and Watch Form with checks not to exceed intervals of 10 minutes.

Waived Juvenile - means a juvenile who is at least 14 years of age and whose case has been certified and transferred for trial as if the juvenile were an adult pursuant to the provisions of F.S.S. 985.565(4)(6) and 985.557(1).

Direct Filed Juvenile - means a juvenile who at the time of commission of the alleged offense was 16 or 17 years of age and against whom information has been filed by the state attorney transferring the juvenile for prosecution as an



adult pursuant to the provisions of F.S.S. 985.565.

Indicted Juvenile - means a juvenile of any age indicted by a grand jury on an offense punishable by death or life imprisonment pursuant to the provisions of F.S.S. 985.25(1).

Juvenile Wanted in Another Jurisdiction as an Adult - means a juvenile who is wanted in another jurisdiction for prosecution as an adult pursuant to the provisions of F.S.S. 985.465 and 985.47.

Juvenile Previously Found to Have Committed an Offense as an Adult - means:

- A juvenile who has been indicted and has been found to have committed any offense for which he or she has been indicted and against whom the court imposed adult sanctions, shall thereafter be handled as if he or she were an adult for any subsequent violation of Florida Law pursuant to the provisions of F.S.S. 985.565.
- A juvenile who has been transferred for criminal prosecution pursuant to a voluntary or involuntary waiver hearing or information and who has been found to have committed the offense for which he or she is transferred for a lesser included offense and against whom the court imposed adult sanctions, shall thereafter be handled as if he or she were an adult for any subsequent violation of Florida Law pursuant to the provisions of F.S.S. 985.565.

Pick-Up Order/Order to Take Into Custody - When the Arresting Deputy picks up a juvenile who has a pick-up order/order to take into custody, that deputy will meet a detention deputy in the sally port. The Detention Deputy will hand the order to the Arresting Deputy. The Arresting Deputy will then take the order and the juvenile to DJJ. The Detention Deputy may assist in taking the juvenile to DJJ. The juvenile will not enter the jail facility at any time.

## **POLICY AND PROCEDURES:**

### **Determination of Age**

The Intake/Release Deputy will exercise every available means to determine the age of the arrestee who may be a juvenile before accepting such arrestee into custody. Such means shall include, but not limited to:

- Inspections of arrestee's personal identification
- Questioning of arrestee and Escorting Deputy
- Telephone calls to adult relatives named by the arrestee

### **Recording**

The admission of a juvenile for processing will be noted in the daily log.

### **Admission Information**

The juvenile will be monitored by a Detention Deputy. The Arresting Deputy will be permitted to leave the detention center after all paperwork is completed and turned in. The Arresting Deputy will make arrangement for the pick-up. If an authorized person does not come and pick-up the juvenile within five and a half hours, the Intake/Release Deputy will call the arresting deputy to take custody of juvenile. All juveniles will be given priority in every phase of processing.

The Records Assistant will receive the affidavit. The Records Assistant will notify the Intake/Release Sergeant of the juvenile's arrival and determine if the juvenile will remain in custody or be released.

The Records Assistant will handle the booking processing the same as an adult process.

Traffic Warrants: Traffic juvenile warrants will be handled in the same format as an adult. The juvenile will be assigned a misdemeanor court date. All material in the folder will be stamped "JUVENILE". The folder will be placed in the appropriate receptacle for records pick-up.

A juvenile may not legally be housed in the facility unless one of the following documents is

present: [FCAC 23.01]

- Grand Jury Indictment (Any Age)
- Direct File (Under the age of 16 years of age)
- Waiver (Must be at least 14 years of age)
- A previous conviction as an adult
- A teletype from another county advising the juvenile is an adult

### Booking in a Juvenile

The following forms will have to be completed on each juvenile:

- Physical Descriptor
- Live Scan
- Property
- Mugshots
- Juvenile Hearing/Court Contact Sheet for Parent/Guardian

The Record's Supervisor will review the folder for accuracy.

**NOTE: A juvenile taken to an adult facility for criminal traffic violations can demand to be taken before a magistrate. If the demand is not made, the facility shall immediately notify the parents, responsible adult, or legal guardian of the juvenile.**

**SIX HOUR RULE:** At no time will a juvenile be housed in the facility except under a court order that complies with Florida State Statutes. If a juvenile is under arrest, he or she shall be held for temporary custody in the holding area under direct and continual supervision. Every effort must be made to ensure that juveniles are kept separate from adult inmates. At no time will a juvenile be housed in the same cell with an adult inmate regardless of the charges. These juveniles can be held only for that amount of time it takes to process the juveniles. Under no

**circumstances shall a juvenile be held in custody for more than six hours.**

### Temporary Custody

Upon taking a juvenile into custody, a law-enforcement deputy may deliver the juvenile for temporary custody to a jail or other facility intended or used for the detention of adults. This "temporary custody" will not exceed a period of six hours and may only be for the purpose of fingerprinting or photographing the juvenile or to await transportation to an appropriate facility. [FCAC 23.02d] During this period of temporary custody, no regular sight and sound contact is permitted between juveniles and adult inmates or inmate worker, [FCAC 23.02a] and adequate staff must supervise and monitor the juvenile's activities at all times [FCAC 23.02b] to include a Special Confinement Sheet and Watch Form with checks not to exceed intervals of 10 minutes. [FCAC 23.02c].

### Transfer to Department of Juvenile Justice (DJJ) Detention Center

If the arrestee is found to be a juvenile, and if the commitment documents do not specify that the arrestee is a juvenile to be treated as an adult, the Intake/Release Deputy will instruct the Escorting Deputy to transfer the juvenile to DJJ or release the juvenile to the parents, legal guardian, or responsible adult.

- When a juvenile is arrested and transported to DJJ, the Escorting Deputy will fill out an Adult Notification Sheet and the sheet will be forwarded to inmate records.
- When a juvenile is released to their parents, the Releasing Deputy will fill out a juvenile arrest slip and have the parent sign accepting responsibility.

### Receiving and Admitting a Juvenile [ALDF-2A-37] [CORE-2A-19]

When receiving and admitting a juvenile, the Intake/Release Sergeant shall inquire and determine that all established rules, regulations,

and legal procedures for such admission are met. The Intake/Release Sergeant shall ensure that the arrest and booking report is accompanied by either the grand jury indictment, the court order certifying that the juvenile has been waived for prosecution as an adult, or a certificate of filing of direct information by the State Attorney. Unless wanted in another jurisdiction as an adult, a juvenile shall not be placed in the Monroe County Detention Center if one of the aforementioned legal documents is not present with the arrest and booking report. Such proper legal documentation shall remain in the juvenile's file at the detention center at all times. [FCAC 23.01]

Juveniles who are beyond the control of DJJ Detention Center staff shall not be accepted by the jail unless the juveniles have been transferred for prosecution as adults by waiver, direct file, grand jury indictment, or court order.

A juvenile who is alleged to be in need of services, or is alleged to be from a family in need of services, and is not charged with a crime shall not be placed in a jail under any circumstances. This applies to juveniles formerly known as status offenders that include runaways, truants, and ungovernables.

### **Housing Juveniles**

Juveniles shall not be housed at the Marathon or Plantation Key Jails.

The Monroe County Detention Center shall contain a separate section for juveniles and shall have adequate staff who are appropriately trained, to provide direct supervision and monitor the juveniles' activities at all times to ensure the safety and security of all juveniles. Supervision and monitoring of juveniles shall include physical observation and written documented checks by personnel at intervals not to exceed 10 minutes. Personnel shall not use any forms for this documented check on which the times of observation are pre-written. [FCAC 23.05] [ALDF-2A-38 and 2A-39] [CORE-2A-20]

Under **NO** circumstances shall a juvenile charged with a traffic offense involving death or injury be placed in the same cell as an adult. [FCAC 23.03]

No juvenile shall be placed in adult housing. [FCAC 23.04 and FCAC 23.06]

Juveniles shall have no regular sight or sound contact with adult inmates from outside the unit in living, program, dining, or other common areas of the facility. Any other sight or sound contact is minimized, brief, and in conformance with applicable legal requirements. [ALDF-2A-42] [CORE-2A-20]

### **Juvenile Mistakenly Detained**

When an inmate professes to be a juvenile and is not being housed by court order to stand trial as an adult, or when an inmate may be identified as a juvenile by a credible source, the deputy who first hears or receives such a report will perform the following steps:

- Separation: Segregate the inmate from the adult population.
- Investigation: The Intake/Release Sergeant will attempt to determine the true age of the inmate by:
  - Questioning the inmate
  - Obtaining from the inmate the names, addresses and telephone numbers of parents, guardians, or adult relatives who may confirm the inmate's age
  - Telephoning the person(s) named by the inmate advising them that the inmate is in custody, and ask them to verify the inmate's age
- Non-Confirmation: If the inmate is not declared to be under eighteen (18) years old by the person(s) contacted, prepare an incident report starting with the name and relationship of the person contacted, the date of the inmate's birth as stated by them, and other pertinent aspects of the conversation. Attach the record of the conversation to the inmate's jail file and direct that the inmate be placed in the appropriate cell according to classification.
- Confirmation: If the person(s) confirm that

the inmate is under eighteen (18) years old, request that they bring proof of the inmate's age to the facility as soon as possible. Proof of age should be verified by a Birth Certificate, School Records, or other official documents reflecting date of birth.

- Documentation and Notification: Upon receipt of proof of age, the Intake/Release Sergeant will write a complete report and attach a copy of the documents used to verify age.
  - Notify the arresting agency that the inmate placed by them in confinement at the county facility is a juvenile. The arresting agency will transport the inmate to DJJ or release to his or her parents, legal guardian, or responsible adult.
  - Disposition of how the inmate is released will be obtained and placed in the inmate's file.
  - Forward the incident report to the Operations Commander via the chain-of-command.
- Release: The Intake/Release Sergeant in charge shall follow established release procedures with these additional actions.
  - Revised records shall be completed for the juvenile and attached to the original records when the inmate was booked as an adult.
  - All will be placed with the release paperwork after procedures have been completed.

**NOTE: If a juvenile is brought in and requires a court date, the Records Assistant will complete Form 8.930, Juvenile Notice to Appear, and issue the juvenile a court date. At the top of the form is a section for the parent, legal guardian, or responsible adult to sign. Attach a copy of the arrest affidavit to the form and hand it to the parent, legal guardian, or responsible adult.**

#### **Pick-up Order**

#### Juvenile turns him/herself in at the DJJ Building

- DJJ staff will call the Intake Supervisor at the Main Jail.
- The Intake Supervisor will retrieve a copy of the pick-up order out of "Fortis".
- The Intake Supervisor or his or her designee will take the pick-up order to the DJJ Building.
- The Intake Supervisor or his or her designee will serve the pick-up order and give the served copy to the DJJ staff.
- Once the pick-up order has been served, the Intake Supervisor or his or her designee will notify the Records Supervisor so the pick-up order can be removed from FCIC/NCIC.

#### Juvenile turns him/herself in at the Main Jail

- At **NO** time will the juvenile be brought into the jail.
- The Intake Supervisor will retrieve a copy of the pick-up order out of "Fortis".
- The Intake Supervisor or his or her designee will serve the pick-up order.
- The Intake Supervisor or his or her designee will take the served pick-up order and the juvenile to the DJJ Building and turn the paperwork and the juvenile over to the DJJ staff.
- Once the pick-up order has been served, the Intake Supervisor or his or her designee will notify the Records Supervisor so the pick-up order can be removed from FCIC/NCIC.

#### Juvenile brought to the Marathon/Plantation Key (KV/PK) facilities for pick-up orders

- At NO time will the juvenile be placed in a holding cell.
- The Transporting Deputy, Detention Sergeant or officer-in-charge will obtain a copy of the pick-up order and serve it.

- If the pick-up order specifies that the juvenile is to be placed in the Children's Shelter, the Transporting Deputy will be directed to the shelter with the juvenile.
- Once served, the Records Supervisor in Key West will be notified so that the order can be removed from FCIC.
- The local DJJ office will be notified.
- The juvenile will not be booked, photographed, or fingerprinted. No commissary account will be opened and any cash they arrived with will be turned over to DJJ.
- The presence of the juvenile will be noted in the e-log; their arrival and departure will not be documented in the "In-Book".
- Once the Juvenile Probation Officer from DJJ arrives, the juvenile is turned over to their custody.
- Under no circumstances will the juvenile be allowed to stay in our custody more than six (6) hours.
- Regular sight and sound contact with adult inmates must be avoided.

The following protocols apply to all pick-up orders



- It will not be necessary for DJJ staff to call dispatch to bring a road patrol deputy/deputy to the DJJ building to serve the pick-up order.
- Our Medical Contract Provider will not medically screen juveniles who arrive at the jail on pick-up orders.
- Detention Deputies will not call a Juvenile Probation Officer to interview the juvenile at the jail prior to transporting him/her to the DJJ Building; the juvenile does not have to be interviewed.
- Detention Deputies will not fingerprint the juvenile.
- Detention Deputies will not photograph the

juvenile.

- The juvenile will not be brought into the jail under any circumstances.
- Detention Deputy will **NOT** stay with the juvenile at the DJJ Building once the pick-up order and the juvenile have been taken to the DJJ Staff.

**Program Space [ALDF-2A-41]**

Adequate program space is provided to meet the physical, social, and emotional needs of juveniles and allows for their personal interactions and group-oriented activities.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:021	<b>REFERENCES:</b> FMJS 7.02(a) & 7.03 ALDF-2A-21 CORE-2A-14
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Admissions and Releases	 _____ Sheriff of Monroe County
	TOPIC: Medical Receiving Screening Form	

[ALDF-2A-21] [CORE-2A-14]

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to complete a Medical Receiving Screening Form on all arrestees during the intake process.

**SCOPE:**

This directive applies to all Certified Personnel.

**PERSON RESPONSIBLE:**

Intake/Release Deputies.

**POLICY AND PROCEDURES:**

A Medical Receiving Screening and Mental Health Screening Form shall be completed by Medical Personnel on every inmate being admitted into the Monroe County Detention Facilities. This includes weekenders, juveniles, Federal/State, and contract inmates.

When Medical Personnel are not available in the Marathon and Plantation Key (KV/PK) Facilities to conduct the Medical Receiving Screening Form, a trained KV/PK Intake/Release Deputy shall complete this form. Medical Personnel are on duty in the Key West (KW) facility at all times.

**NOTE: KV/PK Deputies completing this screening form will receive training from Medical Personnel on the form and screening process prior to conducting any medical screens.**

This form will be completed at the time of admission (i.e., after the pat search and before putting the individual into a holding cell) along with ensuring that the arresting deputy has completed the Arresting Officer's Assessment Form. This form provides the Medical Division with initial information on each inmate who may have a pre-existing medical condition that requires daily medication. It is important that this information be as accurate as possible.

The following questions will be asked by the Nurse or KV/PK Intake/Release Deputy and the answers shall be PRINTED on the form. Any answer with a "Yes" requires an explanation. The following fields are mandatory:

- Name (Last, First, M.I.)
- Date (Current)
- Time (military time)
- Inmate Identification (I.D.) Number (Physical Descriptor Number)/MNI number
- Social Security Number

- Sex
- D.O.B. - (Date of Birth) - mm/dd/yy
- Previous Incarceration (Yes or No)  
If yes, what jail facility and when
- Medical Insurance (Yes or No)  
If yes, who and any other available information
- Interviewer's Name and Title (Signature and employee number of the Intake/Release Deputy conducting the interview)

### Visual Observation

A visual observation will be conducted by Medical Personnel or the KV/PK Intake/Release Deputy. All fields are Yes or No. If "Yes" is indicated, an explanation will be required.

### Inmate Questionnaire

Medical Personnel or the KV/PK Intake/Release Deputy will ask the inmate approximately 19 questions plus complete the Mental Health Intake Screen. The inmate will respond with Yes or No. If yes is indicated, an explanation will be required.

The inmate will not be disciplined for not answering questions related to: [BOC 8:031]

- Inmate has a mental, physical, or developmental disability
- Inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender non-conforming
- Inmate has previously experienced sexual victimization
- Inmate's own perception of vulnerability

### Disorderly or Belligerent Inmates

If an inmate is disorderly or belligerent and it is impossible to process him/her, a Medical Receiving Screening Form still needs to be filled out with whatever information we do have on the

inmate. This would include name, sex, inmate I.D. #, date Medical Receiving Screening Form was filled out, and any other area which can be filled in from observation and not by verbally asking the inmate. Some areas such as D.O.B. and home address can sometimes be obtained from the arrest affidavit or the computer if the subject has been arrested previously.

If the inmate is disorderly or belligerent, this fact would be noted under **DOES INMATE APPEAR TO BE UNDER THE INFLUENCE OF, OR WITHDRAWING FROM, DRUGS OR ALCOHOL?** If the answer is yes, you should indicate what type of influence according to the affidavit, if available. Medical Personnel or the KV/PK Intake/Release Deputy will notify the Intake/Release Sergeant for possible monitoring of the inmate.

Inmates will not be assigned a top bunk while under the influence of alcohol or drugs.

### Suicidal or Medical Emergencies

If any inmate in KV/PK is a suicidal risk or showing visible signs of illness, injury, minor bleeding, pain, or other symptoms suggesting the need for immediate medical attention, the KV/PK Sergeant shall refer the new intake to the local ER for clearance.

**NOTE: Seriously ill or seriously injured arrestees (i.e., unconscious or cannot stand without assistance, excessive use of alcohol, excessive use of drugs, bleeding, or other major medical problem) should be rejected in the middle and upper Keys. In Key West, the intake will be evaluated by Medical Personnel who will make the referral to the local ER for management or medical clearance. The Intake/Release Sergeant may have Medical Personnel assist him/her in making the final decision to accept or reject the arrestee. If the arrestee was rejected, a written medical treatment form by a hospital must be submitted before the arrestee will be accepted into the facility.**

### Finalizing the Screening Form

After all questions have been covered, Medical Personnel or the KV/PK Intake/Release Deputy



will:

- Check a placement recommendation block
- Write any relevant remarks in the remarks section
- Have the inmate sign the form



### **Routing the Screening Form**

The Medical Receiving Screening Forms for all KV/PK inmates will be sent to the Medical Division.



  MONROE COUNTY SHERIFF'S OFFICE	BUREAU DIRECTIVE: BOC - 2:022	REFERENCES: F.S.S. 941
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: Out-of-State Extraditions	

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  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:023	REFERENCES: FMJS 4.13
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: Preparation of Court Folders	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that all court folders will be processed accurately with all forms and teletypes enclosed in the folder.

#### SCOPE:

This directive applies to all Records Assistant.

#### PERSON RESPONSIBLE:

Records Personnel.

#### POLICY AND PROCEDURES:

The Magistrate Folder and all documents must be filled out accurately and verified by the Records Supervisor.

#### Arraignment Notice

- The arraignment notice is notification of the next court date the inmate must attend. The following is the information needed to complete the form:
  - Inmate's Name (Last, First)
  - Arraignment/Hearing, etc., Judge/Date

and Time

- Current Date
- Complete Address of Inmate
- Records Assistant's Signature/Date
- Inmate's Signature

- Distribution

- White - (Court) Inmate's Folder
- Green - Inmate
- Yellow - (Defense Counsel) Inmate's Folder
- Pink - Records
- Gold - (State Attorney) Inmate's Folder

- The only copy that should be taken out at time of intake is the inmate's copy.

#### Magistrate Action Form

- The Magistrate Action Form is the form in which the Judge will annotate the bond, county sentence, release, etc. The Magistrate Action Form requires the following information to be completed accurately:
  - Inmate's Name (Last, First)
  - Date of Arrest (From the Affidavit)

- Time of Arrest (From the Affidavit)
- Date/Time (First Appearance Order)
- Date/City (Done and Ordered This Day)
- Date (Sworn and Subscribed Before Me)
- Victim
- Distribution
  - White - (Court) Inmate's Folder
  - Blue - Inmate
  - Gold - (State Attorney) Inmate's Folder
  - Canary - (Sheriff's Office) Inmate's Folder
  - Pink - (Defense Counsel) Inmate's Folder
  - Green - Indigent Examiner
- The Magistrate Action Form will be distributed by the Records Assistant. The Records Assistants will handle the break-down of the inmate's folder. If the inmate posts bond, the Magistrate Action Form still needs to be completed.

### **Affidavit**

Make sure all applicable fields are filled out correctly. It will be the responsibility of the Records Assistants to ensure all fields are correct. The following fields should be filled in completely:

- Agency Number
- Charge Type
- Weapon Seized/Type
- Location of Offense
- Date of Arrest
- Time of Arrest
- Inmate's Name
- Race
- Sex
- Date of Birth
- Height
- Weight
- Eye Color
- Hair Color
- Complexion
- Build
- S/M/T - Location of said Scars/Marks/Tattoos
- Indication of Alcohol Influence (Yes, No, Unknown)
- Local Address - City, State and Zip Code
- Phone Number (Area Code first)
- Residence Type
- Permanent Address/Phone Number
- Business Address - City, State, Zip Code, Phone Number and Occupation
- Driver's License Number
- INS Number (Immigration and Naturalization Service Number, If Applicable)
- Place of Birth
- Citizenship
- Co-Defendant (If Applicable)
- Drug Activity (If Applicable)
- Drug Type (If Applicable)
- Charge Description
- Counts
- Statue Violation Number
- Drug Activity/Drug Type/Amount Unit
- State Attorney Number/Court Number
- Warrant Type
- Date Issued
- Writ of Attachment
- Domestic Violation Injunction
- Order of Arrest
- Second Charge Description (If Applicable)
- Narrative of Arrest

- Deputy's Signature
- Deputy's Name Printed/identification Number
- Sworn Statement (Notary)
- Victim Information

### **Warrant Arrest**

Warrant Arrest usually have all necessary numbers assigned when the warrant is processed.

Multiple Warrants must have an affidavit for each warrant.

The warrant has to show service on the inmate.

The original and five copies will be put in the Magistrate Folder.

### **Out-of-County Arrest**

All out-of-county arrests will have the following information for First Appearance Bond Hearing:

- Arrest Affidavit
- Magistrate Action Form
- Teletype confirming charges
- Magistrate Folder
- Copy of warrant if available

No case numbers will be issued on any out-of-county arrests.

### **Out-of-State Extraditions**

A Key West felony court case number will be issued on all out-of-state arrests. All out-of-state extraditions will have the following information for first appearance bond hearing:

- Arrest Affidavit
- Magistrate Action Form
- Teletype confirming charge(s)
- Waiver of Extradition



- Commitment to Waive
- Felony Case Number
- Magistrate Folder

### **Federal Inmates**

Federal inmates are held for custody purposes only. No local or out-of-county warrants will be served on the inmate during time of custody. If a warrant is found on the inmate, a detainer will be given to the United States Marshal for detainer activation.

### **Review of Magistrate Folder**

The Records Supervisor will review the folder to check for any type of mistakes. It will be the responsibility of the Records Supervisor to ensure accuracy.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:024	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: Recommitments	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to review the Recommitment Form for accuracy and completeness. The Records Assistant will process all paperwork and enter all information into the data system.

### SCOPE:

This directive applies to all Records Personnel.

### PERSON RESPONSIBLE:

Records Assistants.

### POLICY AND PROCEDURES:

#### Recommitment Form

Upon receipt of the Recommitment Form, the Records Assistant will check the computer for case status. If case satisfied, do NOT accept inmate.

The Recommitment Form will be reviewed for completeness and accuracy as follows:

- Name of defendant; to include any Alias Known As (AKAs)
- Bond date

- Power number
- Charge
- Court case number
- Amount of bond (original)
- Date the defendant is recommitment
- Judge of the next court appearance
- Court location
- Date of surrender
- Name of county (Monroe)
- Location of surrender (Key West, Marathon, Plantation Key)
- Bondsman's signature
- Records Assistant's Signature
- Date

#### Computer Entry

If the review shows the Recommitment Form is complete, all information will be entered into the computer in accordance with the established data entry procedures.



#### FCIC/NCIC/QW Check

A FCIC/NCIC/QW check will be completed to check for any outstanding warrants during the

booking process. If a warrant is active for Monroe County on the same case as the recommitment, the warrant takes precedence over the recommitment.

### **First Appearance Bond Hearing**

Recommitments **DO NOT** require First Appearance Bond Hearing unless he or she is being arrested for a new charge (new warrant arrest).

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:025	REFERENCES: ALDF-7D-21
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: Releasing Information on Arrestees	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities, in accordance with Florida Law, that release of inmate information does not require inmate consent with the exception of medical and juvenile information which is confidential.

#### SCOPE:

This directive applies to all Personnel.

#### PERSON RESPONSIBLE:

Records Assistants.

#### POLICY AND PROCEDURES:

##### **NOTE: Florida Records Law Chapter 119 and Chain of Command will be followed.**

In accordance with Florida Law, release of inmate information to outside agencies or the public does not require inmate consent. This excludes juvenile arrests, where no information will be given.

Access to inmate files within facilities is restricted to authorized personnel with a need to know.

Medical information is confidential and inmate



medical records will not be released without the approval of the Medical Director. In the absence of the Medical Director, and when security and/or emergency needs dictate, the Medical Staff Member in charge may release inmate medical information upon being ordered to do so by the Operations Commander or Major of the Bureau of Corrections when required per Florida State Statutes (e.g., for subpoenas). [ALDF-7D-21]

Inmate consent for medical information to be transmitted to physicians, medical facilities, or other designated individuals or organizations shall be documented on a Medical Authorization for Release of Information Form by the Medical Division. This form shall be signed by the inmate prior to the release of medical information and be placed in the inmate's medical file. [ALDF-7D-21]

Inmate consent is not required when medical information is requested by means of a court order.

Photos of inmates for the media will be released through the Public Information Office.

No FCIC/NCIC/QW information will be released.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:026	REFERENCES: FMJS 4.16
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: Releasing Inmates to Other Agencies	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to ensure that when the inmate(s) are transferred out of the custody of facility staff to the staff of another authorized agency, the proper records procedures are observed so those deputies have at their disposal all necessary information regarding the inmate(s) involved.

### SCOPE:

This directive applies to all Certified Personnel and Escorting Deputies.

### PERSON RESPONSIBLE:

Intake/Release Sergeants.

### POLICY AND PROCEDURES:

Record the Transporting Deputy's picture identification and badge number on the release form that stays within the facility.

### Basic Information



Certain records must accompany a transferring inmate and must remain in the possession of the Escorting Deputy at all times. Unless otherwise

authorized by the Major of the Bureau of Corrections, the following records will be transferred with the inmate:

- Copy of medical records and any medication needed to ensure proper medical care and/or medication while in transit.
- Copies of commitment papers or other documents that certify the Escorting Deputy's authority to have custody of the offender.
- Basic identifying information regarding the inmate including his or her name, register number, photograph, charge or sentencing offense, and sentence or potential sentence.
- Information regarding any history of assault, escape, mental health problems, or other potentially dangerous behavior.
- No personal property (e.g., commissary items, clothing, suit case, bags) will be left behind for any reason. In some cases, the outside agency (e.g., U.S. Marshal) will refuse to accept the inmate's property. In these circumstances, follow the procedures listed in directive BOC - 2:019 under the Inmate Property Left Behind section.

**NOTE: Inmates in transit will not be permitted access to any of the file material that accompanies them.**



  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:027	<b>REFERENCES:</b> F.S.S. 948.001, 945.30, & 948.03 ALDF-5B-18 CORE-5B-04
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Admissions and Releases	 <hr/> Sheriff of Monroe County
	TOPIC: Releasing of Inmates to Probation	

[ALDF-5B-18] [CORE-5B-04]

**PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that the release of inmates to probation will be processed in an accurate and expeditious manner.

**SCOPE:**

This directive applies to all Records Personnel.

**PERSON RESPONSIBLE:**

Records Assistants.

**DEFINITIONS:**

Administrative Probation - A form of non-contact supervision in which an offender who presents a low risk of harm to the community may, upon satisfactory completion of half the term of probation, be placed by the Department of Corrections on non-reporting status until expiration of the term of supervision. The department is authorized to collect an initial processing fee of up to \$50.00 for each probationer reduced to Administrative Probation. Such offender is exempt from further payment for cost of supervision as required in F.S.S. 945.30.

Community Control - A form of intensive supervised custody in the community, including surveillance custody in the community, including surveillance on weekends and holidays, administered by deputies with restricted caseloads. Community Control is an individual program in which the freedom of an offender is restricted within the community, home, or non-institutional residential placement and specific sanctions are imposed and enforced.

Drug Offender Probation - A form of intensive supervision which emphasizes treatment of drug offenders in accordance with individualized treatment plans administered by deputies with restricted caseloads. Caseloads are restricted to a maximum of fifty (50) cases per deputy in order to ensure an adequate level of staffing.



Probation - A form of community supervision requiring specified contacts with parole and probation officers and other terms of conditions as provided in F.S.S. 948.03.

**POLICY AND PROCEDURES:**

When an inmate returns from court and the judge has ordered the inmate to be released on probation, the following will occur:

- The Records Assistant will immediately check the inmate's folder to ensure all cases are satisfied.

- The Records Assistant will check FCIC/NCIC/QW for local wants/warrants.
- The inmate will be released according to established procedures (Bureau Directive BOC 2:018).

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:028	<b>REFERENCES:</b> FMJS 4.13 ALDF-4D-22-8
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Admissions and Releases	 <hr/> Sheriff of Monroe County
	TOPIC: Security and Storage of Inmate Records	

### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that the Records and Classification Division shall provide for the establishment, utilization, content, privacy, security, and preservation of inmate records and follow a schedule for the retirement or destruction of inactive case records. Written Directives relating to records will be reviewed annually.

### **SCOPE:**

This directive applies to all Records and Classification Personnel.

### **PERSON RESPONSIBLE:**

Records and Classification Supervisors.

### **POLICY AND PROCEDURES:**

#### **Establishment/Utilization of Records**

Establishment of inmate custody records is initiated by the Records Assistants and Classification Clerks during the admissions process and is completed and maintained by the Records and Classification Divisions. Custody records are used to ensure that inmates are properly committed, property is correctly

managed, and that a record of major events while in custody is maintained.

### **Content**

Jail records contain booking information, offender information, court documents, case disposition, investigative reports, property receipts, and reports of crimes committed while in custody.

The classification records contain classification decisions, Disciplinary Reports and actions, Incident Reports, grievances, requests, and program participation including Work Release information, if applicable.

### **Records Accountability**

Records in use shall be directly supervised and controlled by Records or Classification Personnel involved in the processing and maintenance of these records.

Inmate jail records will be removed ONLY by the Records Director or Records Manager on a "need-to-know" basis only!!! Classification records will be removed ONLY by the Classification Supervisor. Other related agencies may obtain information from the records but not physically remove them.

Files leaving the Records or Classification Division will be signed out prior to their removal

and signed back in upon their return.

Records and Classification Personnel will note any files not returned at the end of the day on the Records Log.



**Records Disposition** [ALDF-4D-22-8]

Following release of an inmate, the classification and inmate records will be scanned into Fortis by the Records and Classification Personnel. They will be kept in Fortis for a period of seven (7) years from date of release.

Medical records will be retained in the Medical Division. Medical records must be kept for seven (7) years from date of release.

All records associated with claims of sexual abuse, including incident reports, investigative reports, offender information, case disposition, medical and counseling evaluation findings, and recommendations for post-release treatment and/or counseling will be retained in accordance with Florida law governing record retention. [ALDF-4D-22-8]

Minimum records retention periods and authorized record destruction will be in accordance with Florida law governing public record retention.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:029	REFERENCES: F.S.S. 944.17
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: State Prison Commitments	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to have set procedures established for delivering inmates to a State Prison Reception Center. State law requires that certain documents be presented when delivering an inmate to a State Prison Reception Center. Court Personnel and Record Assistants are responsible for ensuring that the required documents are in order and ready to be delivered to the State Prison Reception Center with the inmate.

### SCOPE:

This directive applies to all Record Personnel.

### PERSON RESPONSIBLE:

Records Assistants.

### POLICY AND PROCEDURES:

#### Required Documents

To ensure that the required documents are in order and ready to be delivered to the State Prison Reception Center, you will complete a Commitment Checklist ensuring that the following documents required by law are enclosed in the packet:

- Uniform commitment, judgement, sentence forms, sentencing guidelines score sheet, and a certified copy of the indictment or information (Uniform Commitment Package)
- Sheriff's Certificate
- Probable Cause Affidavit (Copy of Arrest and Booking Report)
- Copy of Restitution Order or reason restitution not ordered
- Victim Information Form or that one was not provided
- Current FCIC/NCIC criminal history printout
- Pre-Sentence Investigation Report or that one was not provided

#### Receipt of Uniform Commitment Package

Upon receipt of the Uniform Commitment Package from the Clerk of the Circuit Court, the Records Assistant will:

- Check the computer to ensure all cases have been disposed of through the Smartcop Jail booking system.

**NOTE: The inmate's folder will be checked to ensure all cases have been**

**properly disposed of.**



- Review the Uniform Commitment Package for the following:
  - Documents have been signed by the judge
  - Concurrent or consecutive sentence to local charge(s)
    - If no local charge(s) is pending, the inmate may be transferred without delay.
    - If concurrent to local charge(s), the inmate may be transferred without delay.
  - Amount of credit to be applied to the sentence is correct. Any time that is spent in other jurisdictions will be awarded solely by the sentencing judge.
- Resolve any discrepancies by verifying the information with the Clerk of the Circuit Court.
- Complete a Commitment Checklist to ensure that all documents have been received.
- Scan the completed commitment packet into Fortis imaging system release packet.
- The original and one copy of the Sheriff's Certificate as well as the original state commitment are forwarded to the receiving state facility.
- Notify Transportation of the number of inmates scheduled for transfer including the race and date of birth of each inmate.
- Transportation will notify the receiving state facility of the number of inmates scheduled for transfer.

to state prison. Two packets are necessary as the receiving facility forwards one packet to the Department of Corrections in Tallahassee.

The completed packets will be given to the Transportation Deputy. The packets and the inmates will be transported to the State Prison Reception Center.

**Arrangement of Commitment and Accompanying Documents**

Two packets will be prepared by the Records Assistant on each inmate scheduled for transfer

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:030	REFERENCES: None
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 1
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: Subpoenas for Inmates	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that subpoenas delivered to inmates incarcerated within the detention facilities will be delivered and documented as served as expeditiously as possible.

#### SCOPE:

This directive applies to All Shift Lieutenants/designee, Receptionists, and Support Services.

#### PERSON RESPONSIBLE:



Shift Lieutenants.

#### POLICY AND PROCEDURES:

When a subpoena is received for an inmate, the following will apply:

- Hand delivered subpoenas will be taken to the reception area for the Receptionist to receive from the Civil Deputy/Community Service Aid for verification that the inmate is in custody. If the inmate is in custody, the subpoena will be forwarded to the Shift Lieutenant.

- Subpoenas sent through the inter-office mail system from the Civil Division will be sent to Support Services for verification that the inmate is in custody. If the inmate is in custody, the subpoena will be forwarded to the Shift Lieutenant.
- The Shift Lieutenant will ensure that all subpoenas are served and documented as expeditiously as possible. The serving deputy will sign both copies with their name and identification number and state the date, time, and person served. The inmate will be handed the respondent copy. The court copy will be returned to Support Services for distribution back to the Civil Division.

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:031	REFERENCES: FCIC/NCIC Operations Manual
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Admissions and Releases	 <u>Sheriff of Monroe County</u>
	TOPIC: E-Agent	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to review all arrest paperwork checking for accuracy and to make computer checks for all outstanding warrants, local and national.

### SCOPE:

This directive applies to all Records Personnel.

### PERSON RESPONSIBLE:

Records Assistants.

### POLICY AND PROCEDURES:

The Records Assistant shall:



- Handle all criminal histories in accordance with state law.
- Update your certification every two (2) years when operating the FCIC/NCIC terminal per FDLE; this is mandatory.
  - Out-of-County Warrants
    - Whenever you run a history, the information will be entered on the dissemination log for FDLE. This is required for both FDLE histories and

FBI histories.

- All teletypes that come over the system need to be reviewed. All counties and states use this system to communicate with us.
- FDLE requires that you respond to the teletypes within ten (10) minutes. If these teletypes are not answered, we can be reported to FDLE. If the violation is serious enough, they can remove our authorization to use the machine.
- Other states and counties use this system to have us place "HOLDS" for them and to find out when we may have had someone they are looking for.
  - On all arrestees, you will need to:
    - Open records work space and do a QW for warrant check. This will tell you if the subject has warrants from inside the State of Florida or from other states.
    - Open records work space and do a QH. This will give you the criminal history segment that has the FDLE number for their Florida history. The FDLE number is their state identification number. The FDLE number needs to be documented.



- If you find a FDLE number, open records work space and do a QR.
- If you find they have a history in another state, open records work space and do a QR.

 <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:032	<b>REFERENCES:</b> FCAC 14.14e F.S.S. 939.17
	RESCINDS: KV & PK 2:006	
	BUREAU: Corrections	NO. OF PAGES: 7
	CHAPTER: Admissions and Releases	 Sheriff of Monroe County
	TOPIC: Types of Inmate Releases	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that inmate releases such as cash bonds, cash purges, surety bonds, and all other forms of inmate releases will be processed in an accurate and expeditious manner.

### SCOPE:

This directive applies to all Records Personnel and Marathon/Plantation Key (KV/PK) Intake/Release (I/R) Deputies.

### PERSON RESPONSIBLE:

Records Assistants and KV/PK I/R Deputies.

### POLICY AND PROCEDURES:

#### CASH PURGES

#### Cash Purges Information

Cash purges are cash only payments for contempt of court and will be processed in the same manner as cash bonds. The judge who sentenced the individual determines the amount.

The cash purge may be posted anytime during incarceration.

Cash purges must be validated by the Clerk's Office or from the county in question.

The court case number and the child support number, when available, will be listed on the Cash Purge Report which will be completed by the Records Supervisor/designee / KV/PK I/R Deputy.

If the defendant has the money, he or she will be given the opportunity to purge at any time.

#### Cash Purge Report

The Records Supervisor/designee / KV/PK I/R Deputy will complete a Cash Purge Report at the time the purge is posted.

The following information will be needed for the report:

- Defendant's Name
- Current Date
- Deputy's Signature and Printed Name
- Receipt Number
- Total Purge Amount
- Case Number
- Child Support Number (If Available)

- Total Amount of Purge Collected (Grand Total)
- Verification Signature

### **CASH BONDS**

**NOTE: THE ONLY ACCEPTABLE METHOD OF PAYMENT FOR CASH BONDS IS U.S. CURRENCY IN THE EXACT AMOUNT OF THE BOND. NO PERSONAL CHECKS, MONEY ORDERS, TRAVELERS CHECKS, WILL BE ACCEPTED.**

A cash bond may be determined if:

- Warrant indicates a bond amount;
- An Administrative Order is in effect for the charge; or
- The defendant is arrested on an out-of-county warrant and the teletype indicates a bond amount.

#### **Cash Bond may be posted at any time**

A cash bond may be posted anytime during the inmate's incarceration and remains the same regardless of any time served prior to sentencing.

If the arrestee committed a crime for which a preset bond has been established, the following shall occur:

- The arrestee will be made aware of the bond amount; and
- The arrestee will be given a reasonable amount of time in which to make any phone calls needed to contact a family member, friend, associate, etc., in order to arrange a bond payment.

Inmates may also use the money in their inmate account to bond out on a cash bond.

Inmates may release their credit or debit cards to a designated person to get bond money for them following the Intake/Release of Property and Money directive BOC - 2:019.

### **Inmates Pending Bond Release**

Upon the arrival of any family member, friend, associate, bondsman, etc., to the main lobby to pay the bond:

- The Main Control Operator shall locate the inmate's records in SmartCop.
- The Main Control Operator will verify that the person (depositor) depositing the bond has the proper and exact amount.
- The Main Control Operator will fill out the cash bond receipt.
- The money and receipt will be forwarded to Records.

### **Large Cash Bond Special Arrangement**

If the cash bond is for a large amount, the person depositing the bond may make arrangements with the MCSO Finance Division to do a money transfer or accept a cashier's check.

If a large cash bond is handled by the Finance Division, they will complete the 8300 IRS Form.

### **Exact Amount Required for Bond**

If the depositor does not have the exact amount, the Deputy shall tell the depositor to go and make his or her own exact change and return with the proper and exact amount.

If the depositor does have the proper and exact amount, the Records Supervisor/designee / KV/PK I/R Deputy shall:

- Gather all the information required to complete the cash bond receipt.
- In Key West (KW), the Records Supervisor/designee sends the cash bond receipt book to Main Control. The Main Control Deputy will collect the money for the bond.

- In KV/PK, the I/R Deputy will take the cash bond receipt book to the gate to collect the money for the bond.
- The KW/KV/PK deputy receiving the money shall count it out loud in the presence of the depositor and a witnessing employee.
- If it is the correct amount, it shall immediately be sealed in an envelope and both the receiving and witnessing Records Assistant/KV/PK deputy shall sign or initial the sealed envelope and print their employee identification number on the envelope.
- If it is the correct amount, it shall immediately be sealed in an envelope and both the receiving and witnessing Records Assistant shall sign or initial the sealed envelope and print their employee identification number on the envelope.
- The sealed envelope is then dropped in the locked bond box.

#### **Large Cash Bonds Posted at the Key West Jail**

If a cash bond is \$10,000 or more one Records Assistant and one Certified Deputy will meet the depositor in the Main Lobby.

- The Records Assistant will bring a bank bag, cash bond receipt book and the 8300 IRS Form.
- The Records Assistant and the Certified Deputy will count the money in front of the depositor utilizing the Reception Office.
- Once money is verified, it will be placed in the bank bag.
- The Certified Deputy will escort the Records Assistant to the Records Department.
- The money will be placed in an envelope and the Records Assistant and Certified Deputy shall sign or initial the sealed envelope and print their employee identification number on the envelope.

- The sealed envelope is then dropped in the locked bond box.

#### **IRS Reporting Form Required**

**If bond amount is over \$10,000, IRS Form 8300 must be filled out. In KV/PK, the depositor may be brought inside the facility when needed to complete the IRS form or to count large amounts of money.**

Once the Records Supervisor/designee / KV/PK I/R Deputy has verified the proper amount is received, the depositor's information will be gathered and documented on the cash bond receipt.

Once all the information is entered onto the cash bond receipt, and after Florida State Statue 939.17 bonding procedures are explained to the depositor, then the depositor will sign on the line identified as "Depositor's Signature" only if they are listed as the depositor.

**NOTE: If the inmate is bonding him/herself out, the depositor's information will be the same as the defendant's, and the inmate will sign both the defendant's and depositor's signature lines.**

#### **Completing the Cash Bond Receipt**

The following information is required:

- County
- Defendant's Name
- Total Amount of Bond
- Court Date
- Charges
- Defendant's Signature
- Depositor's Signature
- Current Date
- Booking Deputy's Signature or Initials
- Location of Bond Taken

- Case Number - if available

### **Distribution of Cash Bond Receipt**

White - Court Folder (stapled to the defendant's arrest folder)

Blue - Defendant/Depositor

Pink - Finance Division (attached to cash bond)

Yellow - Stays attached to the Cash Bond Receipt Book

### **Drop Safe Deposit**

The money collected, the pink copy of the cash bond receipt, and the signed and dated mug shot page are placed in an envelope, sealed with the following information documented on the envelope, and dropped into the safe:

- Defendant's full name
- Bond amount
- Case number
- Date and time
- Two signatures are required (the Records Supervisor/designee / KV/PK I/R Deputy and one other)

The Records Supervisor/designee / KV/PK I/R Deputy will document the bond drop on the Cash Bond Report Form. If the inmate is located at one of the other facilities, a photocopy of the cash bond will be made and faxed to the respective facility.

### **Cash Bond Report**

The Records Supervisor/designee / KV/PK I/R Deputy will fill out a Cash Bond Report on Monday, Wednesday, and Friday.

In KV/PK, this report will be completed for each deposit.

The following information will be needed to complete the report:

- Defendant's Name

- Receipt Number
- Total Bond Amount Collected
- Total Amount Collected During Tour of Duty
- Date/Time
- Records Supervisor/designee's / KV/PK I/R Deputy's Signature

### **Out-of-County Cash Fines and Cash Purges**

When an individual is incarcerated for another county on a cash purge, the originating county will be sent a teletype message to verify if the purge can be posted in Monroe County.

If approval is given, the Cash Bond Form must be completed and forwarded by the Finance Division to the Clerk of Courts in that county.

### **SURETY BONDS**

Surety bonds are prepared at all Monroe County Jail Facilities. The information is provided to the bondsman by the Records Assistant / KV/PK I/R Deputy.

Bonds are prepared by accredited agents of insurance companies known as bondsmen.

A bondsman must be registered with the Monroe County Clerk of the Court before being permitted to write bonds in Monroe County.

A bondsmen list with all bondsmen registered with the Monroe County Clerk of the Court is maintained by the Programs Staff Assistant. The Programs Staff Assistant will rotate the names on the list each month and ensure a copy is posted in the KW Detention Center's lobby, the Records Division, and at the KV and PK Detention Facilities.

If a bondsman is not registered, he or she will not be allowed to write bonds until he or she is registered.

The Monroe County Clerk of the Court will notify the Monroe County Jail Facilities of any change to be made to the bondsmen list.

## Bonds

Surety bonds consist of two parts - the bond itself and the power.

Bonds may differ in size and color from company to company. The bond will usually be the larger of the two documents, and contains information such as the defendant's name, charge, power number, arrest number, date, amount of bond, race, sex, date of birth, court date, and division.

When checking the bond, make certain that the returnable county is listed on the bond whether it is Monroe County or another county.

At the bottom of the bond there are spaces for signatures.

One is for the Sheriff's signature and/or authorized agent, and the other is for the Records Supervisor/designee's / KV/PK I/R Deputy's signature.

The space labeled "Principal" is for the defendant's signature. The defendant must sign his or her name in full as it appears on the bond.

One space is for the bondsman's signature.

If a mistake is made on the bond, the bondsman may correct the mistake. The surety bond must contain the bondsman's seal.

### Expiration Date

On different types of bonds there are expiration dates. Make sure that if there is an expiration date that it is valid/current.

### Bond Power (Amount Limitation)

The power will usually be the smaller portion of the surety bond. The top of the power will be labeled "Not to Exceed the Amount of \_\_\_\_\_."

### "Stacking of Bonds" Prohibited

A bondsman cannot write a bond for an amount that exceeds the amount shown at the top of the power, and cannot write two powers for the same charge since the bond may exceed the power amount. This is known as "stacking of bonds."

## Splitting Bond Amount

It is permissible for two different bondsmen to split the amount of the bond and each of them submits a bond and a power.

### Bond Power

The power contains information such as the defendant's name, charge, date, bondsman's signature, etc.

### Bond Power Error or Mistakes

If a mistake is made on the power, it cannot be corrected, and the bondsman must write another one.

Some bondsmen will place a seal on the power, but it is not mandatory.

If there is a space on the power for the court, make certain that the correct county is listed.

### Bond Copies

Surety bonds for Monroe County charges can be accepted if the individual is in custody in another county.

Verify the charges prior to accepting the bond.

Indicate signature not available on the bond, and send a teletype to the holding county stating that a bond has been posted for the Monroe County charge.

The following items should be checked for every bond received:

- Case Number
- Date
- Power Number
- County and Court
- Same Name on the Bond as is on the Arrest Report
- Amount of Bond

- Defendant's Signature
- Bondsman's Signature
- Bondsman's Seal
- Records Supervisor/designee's / KV/PK I/R Deputy's Signature

The following items should be checked for each power received:

- Amount under bondsman limit
- Amount same as on Bond
- Correct County and Court
- Bondsman's Signature
- No erasures or alterations on the power

### **OUT-OF-COUNTY BOND**

A person who is in a Monroe County Detention Facility on charges from another county can usually bond out on those charges as if they were Monroe County charges.

Notify the other county via teletype that the person is in custody and ask the authorized detaining authority if the person may post bond.

When the bond is written, it must state that the court is in another county.

The bond must indicate the other county, and the power must indicate the County Seat (City).

**NOTE: Before a defendant is released from the Monroe County Detention Facilities, an up-to-date FCIC/NCIC/QW will be completed to insure no additional active warrants on the inmate.**

### **PROPERTY BONDS**

Property bonds will only be accepted by the authorization of the Sheriff's Attorney.

If all paperwork is in order, a memorandum from the Sheriff's Attorney will authorize the release.

### **SUPERSEDEAS BONDS**

A Supersedeas Bond is an order from the committing judge which supersedes a sentence and allows the defendant to be released from jail.

The bond is usually allowed pending motions for mitigation of sentence. The order will remain in the Records Division until the subject returns to jail.

The bondsman must go to the Clerk of the Courts to write the bond for the defendant.

The Clerk of the Courts will ensure original bond is delivered to the Monroe County Detention Facilities Records Division that authorizes the release of the defendant.

### **Clerk of the Court Approval and Presence**

Under no circumstances will bondsmen submit supersedeas bond without the approval and presence of the Clerk of Court.

Supersedeas Bonds will be completed Monday-Friday, 8:30 a.m. until 5:00 p.m. by the Clerk of the Courts.

### **Supersedeas Bond Procedures**

Upon receipt of the faxed Supersedeas Bond copy from the Clerk of the Courts:

- The Records Assistant / KV/PK I/R Sergeant are responsible for obtaining the original Supersedeas Bond.
- The Records Assistant / KV/PK I/R Deputy will ensure that the defendant is properly released out of the computer.
- The Supersedeas Bond copy and all releasing paperwork will be scanned into the Fortis imaging system.
- The original Supersedeas Bond will be forwarded back to the Clerk of Courts.

### **"NEBBIA HEARING" (bond condition)**

"Nebbia Hearing" is a written bond condition requested by the State Attorney and signed by the Judge.

The State Attorney commonly requests Nebbia Hearing bond condition for charges dealing with RICCO and drug cases.

The State Attorney agrees on the bond amount, however, the defendant cannot be released from jail until the necessary paperwork/documents are completed by the person(s) posting the bond.

This is done for the purpose of proving to the state Attorney/Court that the bond moneys were received by legal means.

### **Booking Procedure**

When a warrant and/or a Magistrate Action Form is annotated "(\$ ) Bond - Nebbia Hearing" required before releasing from jail, the following additional information needs to be annotated in SmartCop Jail booking.

- Bond Section: Enter the bond amount.
- Conditions Section: Annotate "Nebbia Hearing" required prior to release. Contact State Attorney if bond moneys are attempting to be paid.
- **Nebbia Hearings are scheduled when regular court is in session. Generally, the inmate may not be allowed to bond out on weekends unless the Judge further stipulates on the Magistrate Action Form or Court Minutes.**
- Disposition: Annotate same as above.
- Release Screen: Check the boxes "do not release / hold / court order".

### **RELEASE ON OWN RECOGNIZANCE (ROR)**

When an ROR occurs, the individual will be released from jail without having to post bond.

This type of ROR occurs when a judge orders

that the inmate be released ROR.

An ROR can also occur when an individual is booked on a Warrant in county or out-of-county, and the warrant or TTY indicates that the individual is to be ROR'd.

### **TIME SERVED**

After a defendant is sentenced, a release date will be calculated by the Classification Division. Classification will advise the Records Division / KV/PK I/R Deputy of date of release,

### **NO ACTIONS**

The Records Division will research all letters of release received from the State Attorney's Office to determine if the defendant is still in custody.

If the defendant is still in custody, the Records Assistant / KV/PK I/R Deputy will note in the inmate's file the release information and will notify the appropriate divisions for release if no other charges are pending.

### **ADMINISTRATIVE RELEASES**

Administrative Order - Releases authorized by a Judge will be processed through the Records Division / KV/PK I/R Deputy. Proper notification of the Releasing Section will be notified.

### **COURT MINUTES**

The Records Division / KV/PK I/R Deputy will be responsible to retrieve all court minutes from the designated location. All court minutes will be annotated on all necessary paperwork and ensure a safe and accurate release, if any.

### **FEDERAL RELEASE**

The following will be accomplished when an inmate is released on federal charges:

- All federal bonds have to go before the Federal Magistrate.



- The Federal Marshal shall bring to the jail the Magistrate Bond for processing.

### **TEMPORARY RELEASE FROM CUSTODY**

When a law enforcement deputy or officer from another agency wishes to remove an inmate from a Monroe County Detention Facility, they must fill out and sign a Temporary Release Custody Form. When the inmate is returned, the form will be placed into the inmate's file and a copy sent to the BOC Accreditation Division. [FCAC 14.14e]

**NOTE: All absences from the facility shall be maintained in the inmate's record's file.**

### **KV/PK Temporary Release**

KV/PK will hold the file and will treat the inmate as a weekender until the inmate returns.



### **COMPLETION OF RELEASES**

Once a release has been authorized, the Records Assistant / KV/PK I/R Deputy will process the file for release.



The Records Division / KV/PK I/R Deputy will notify the appropriate Divisions for release.

The Records Assistant / KV/PK I/R Deputy will update the computer information to reflect the type of release.

The Release Packet will be scanned into the Fortis imaging system.

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	RESCINDS: 8:018, Policy Directive 6	
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#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to process involuntary admissions (Marchman Detainees) in a professional manner in compliance with applicable laws.

#### SCOPE:

This directive applies to all Certified Personnel.

#### PERSON RESPONSIBLE:

Intake/Release Sergeants.

#### DEFINITIONS: [FCAC 15.13]

**Marchman Act** - Marchman Act is the law authorizing law enforcement deputies to detain persons who meet criteria for involuntary admission. A person meets the criteria for involuntary admission if there is good faith reason to believe the person is substance abuse impaired **and**, because of such impairment, has lost the power of self-control with respect to substance use; **and either**

- Has inflicted, or threatened or attempted to inflict, or unless admitted is likely to inflict, physical harm on himself or herself or another; **or**
- Is in need of substance abuse services and, by reason of substance abuse impairment, his or her judgment has been so impaired that the person is incapable of appreciating his or her need for such services and of making a rational decision in regard thereto.

#### PROCESSING POLICY AND PROCEDURES:

##### Acceptance

When an adult is brought into the facility as a Marchman Detainee, you shall:

- Key West (KW): Contact the Medical Division to check the person before acceptance.
- Marathon/Plantation Key (KV/PK): Attempt to complete the Medical Screening Form. If the Marchman Detainee won't cooperate, proceed to the next step. If needed, contact the KW Medical Division.
- The Intake Deputy/Sergeant will attempt to get an alcohol level reading from the subject using a handheld sampling device. The subject may refuse to provide a sample.

The alcohol level or refusal shall be documented on the bottom of the Marchman Act Form.

**NOTE: A Marchman Detainee will not be automatically rejected solely on the basis of a Blood Alcohol Content (BAC) of 0.30% or higher. Medical personnel and the Intake Sergeant will determine if we, as the service provider, can safely manage the medical condition(s) or behavioral problem(s) of the Marchman Detainee (F.S.S. 397.6751).**

- Only a law enforcement deputy can request involuntary admission into a detention center. A licensed physician does not have the authority, by Florida State Statutes, to order an involuntary admission into a detention facility.

**NOTE: The physician can order an involuntary admission into a hospital or detoxification facility, but not a detention facility.**

- A person meets the criteria for involuntary admission if there is good faith reason to believe the person is substance abuse impaired **and**, because of such impairment, has lost the power of self-control with respect to substance use; **and either**
  - Has inflicted, or threatened or attempted to inflict, or unless admitted is likely to inflict, physical harm on himself or herself or another; **or**
  - Is in need of substance abuse services and, by reason of substance abuse impairment, his or her judgment has been so impaired that the person is

incapable of appreciating his or her need for such services and of making a rational decision in regard thereto.

**However, mere refusal to receive such services does not constitute evidence of lack of judgment with respect to his or her need for such services.**

- The law enforcement deputy must give due consideration to the expressed wishes of the Marchman Detainee. For example, a Marchman Detainee tells the law enforcement deputy that he or she is staying at a local hotel and would like to be taken to his or her hotel room. Taking the Marchman Detainee to his or her hotel room would be acceptable, and more appropriate, in lieu of an involuntary admission into the jail.
- The final decision to accept or reject the Marchman Detainee will be made by the Intake Sergeant/officer-in-charge after consulting with the medical staff.
- If a Marchman Detainee is rejected due to medical reasons, the Detaining/Transporting Deputy shall transport the Marchman Detainee to the hospital's emergency room. The Marchman Detainee will remain at the hospital until such time as the attending physician determines that the Marchman Detainee is medically cleared. Once medically cleared, the Detaining/Transporting Deputy may return the Marchman Detainee to the detention facility along with written documentation indicating that the Marchman Detainee is medically cleared. The Intake Sergeant and the jail's medical staff will review the hospital's paperwork and the physical/mental condition of the Marchman Detainee to determine if the Marchman Detainee will be accepted.

- If we, as the service provider, cannot safely manage the medical condition(s) or behavioral problem(s) of the Marchman Detainee, we will discharge the Marchman Detainee and refer him/her to a more appropriate setting for care (F.S.S. 397.6751)
- Any Marchman that states they are suicidal will not be accepted. Detaining/Transporting deputy will be notified and Marchman will be Baker Acted.

**The final decision to accept or reject the Marchman Detainee will be made by the Intake Sergeant/officer-in-charge after consulting with the medical staff.**

## Forms

The following forms / photographs are required to process an involuntary admission into the detention center:

- Marchman Act: Non-Criminal Detention
- Detaining Deputy's Assessment of Marchman Detainee
- Report of Law Enforcement Deputy Initiating Protective Custody
- Property Receipt
- Medical Assessment Form
- Special Confinement Sheet and Watch Form
- One (1) frontal photograph, two (2) copies

## Transporting Deputy's Forms to Complete

The Transporting Deputy must complete the following forms before a Marchman Detainee will be considered for involuntary admission into the detention center:

- Marchman Act: Non-Criminal Detention

The form must be accurately and fully completed. Carefully check the following areas that have been identified as commonly made mistakes.

- The detaining agency **MUST** be a law enforcement agency. It can **NOT** be a physician or the hospital
- The law enforcement deputy must notify the nearest relative of an adult Marchman Detainee unless the Marchman Detainee requests that there be no notification (F.S.S. 397.6772).
- Detention intake personnel will ask the adult Marchman Detainee if he or she wants a relative contacted. If the adult Marchman Detainee indicates that they do want a relative contacted, detention intake personnel will circle "yes" on the "Marchman Act, Non-Criminal Detention" form and tell the law enforcement deputy that the Marchman Detainee wants his or her relative contacted. Detention intake personnel will write the time they notified the law enforcement deputy and their initials to the right of the request for contact.
- Detention personnel are required to notify the nearest service provider (in our case the Guidance Clinic) **within the first 8 hours of the detention.**

The Intake Sergeant or officer-in-charge will call the Guidance Clinic at 434-9028 and give them the name and date of birth of every Marchman Detainee brought to the jail. The notification must be noted on the form.

- Detaining Deputy's Assessment of Marchman Detainee
  - Any "yes" response requires a written explanation from the Detaining/Transporting Deputy in the space provided
  - Detention personnel shall not sign the form until the Marchman Detainee has

been accepted into the detention facility for involuntary admission.

- Report of Law Enforcement Deputy Initiating Protective Custody
  - The Detaining/Transporting Deputy must check the boxes that he or she feels are applicable to the Marchman Detainee.
  - The first box **must** be checked. The second box **must** be checked. Either the third box or the fourth box (or both) **must** be checked.
  - The Detaining/Transporting Deputy must provide a narrative that outlines the circumstances that support his or her this opinion for an involuntary admission into the detention center.
  - A narrative that reads, “per the emergency room,” or “per the doctor” justifies an involuntary admission into a hospital or a detoxification facility, but not the detention facility. Again, the law does **not** allow a doctor to order an involuntary admission to a detention facility.

#### **Detention Deputy's Form to Complete**

Detention personnel must complete a Property Receipt Form after the Marchman Detainee has been accepted for involuntary admission into the detention facility:

- Money shall be taken from the Marchman Detainee, but not entered into Touchpay kiosk. Money amount shall be written on the property card.
- If the Marchman Detainee is not able to sign, two deputies will sign the property card and note "INTOX" or "unable to sign."
- Upon release, property or detention personnel will return the Marchman Detainee's money and all personal items that was taken from him/her at the time he

or she was accepted for involuntary admission

- Property form will be signed by deputy and Marchman Detainee that all property and money was returned

#### **Medical Staff / KV/PK Deputy's Form to Complete**

Medical staff must complete a Medical Assessment form before the Marchman Detainee can be accepted for involuntary admission into the detention facility.

#### **Detention Personnel's Forms to Complete**

Detention personnel complete a 15-minute Special Confinement Sheet after the Marchman Detainee has been accepted for involuntary admission into the detention facility.

- The 15-minute Special Confinement Sheet shall be posted in close proximity to the holding cell or isolation cell where the Marchman Detainee is temporarily housed.
- Detention personnel are responsible for checking the welfare of the Marchman Detainee at least every 15 minutes and documenting the checks.

Detention personnel will take one frontal (1) photograph (make two copies) of the Marchman Detainee after the he or she has been accepted for involuntary admission into the detention facility.

- Detention personnel shall attach one (1) photograph to the "Marchman Act: Non-Criminal Detention" form
- Detention personnel shall attach one (1) photograph to the 15-minute Special Confinement Sheet prior to posting the confinement sheet near the holding cell or isolation cell where the Marchman Detainee will be temporarily housed

#### **Search / Temporary housing**

The Marchman Detainee shall be searched in accordance with policies and procedures.

The Marchman Detainee shall be placed in a holding or isolation cell away from persons under arrest. Multiple Marchman Detainees may be placed in the same cell if they are of the same sex. [FCAC 15.13]

#### RELEASE POLICY AND PROCEDURES:

If the Marchman Detainee was involved in a "use of force" while temporarily housed in one of the detention facilities, they shall be examined by the medical staff before leaving the facility. When a "use of force" is used on a Marchman Detainee that is temporarily housed in KV/PK and medical staff will not be on-duty before the Marchman Detainee is due to be released, that facility will call fire rescue to examine the Marchman Detainee prior to release.

Detention personnel must contact a licensed service provider within eight (8) hours of detention.

- If Marchman accepts treatment and a bed and transportation are available, the Marchman Detainee and their property shall be turned over to the Guidance Clinic for treatment along with the original Marchman Act Form and a copy of the Detaining Deputy's Assessment of Marchman Form. A copy of the Marchman Act Form shall be retained with our files.

**NOTE: If the Marchman Detainee is combative, assaultive, or unmanageable, they should not be transferred to the custody of the Guidance Clinic until their behavior improves to a level that will allow transfer. The Guidance Clinic's drivers cannot use any restraints while transporting. The Guidance Clinic will not accept a Marchman Detainee Act with a BAC over 0.30%.**

- If at the time of initial intake the Guidance Clinic is not able to accept the Marchman Detainee, they can be recontacted later for availability.

If arrangements cannot be made to release the



Marchman Detainee to the Guidance Clinic, the Intake Sergeant shall have the responsibility to decide when the Marchman Detainee can be released. [FCAC 15.13]

The minimum amount of time that a Marchman Detainee must stay is eight (8) hours. The maximum allowed by law is 72 hours. [FCAC 15.13]

Prior to release, the Marchman Detainee's blood alcohol content will be measured using a handheld sampling device. [FCAC 15.13]

The criteria for release is that the person's blood alcohol content is below 0.08% and the person is able to walk unassisted and can provide coherent, appropriate verbal responses to questions such as: "What is your name? Do you know where you are? Who is the President of the United States?". Detention personnel must note the Marchman Detainee's blood alcohol content (BAC), at the time of release, on the Marchman Act: Non-Criminal Detention Form. [FCAC 15.13]

**NOTE: The Marchman Act Law only allows for the detention of adults in a county detention facility. Juveniles brought to the facility under the Marchman Act Law will NOT be accepted.**

  <b>MONROE COUNTY SHERIFF'S OFFICE</b>	BUREAU DIRECTIVE: BOC - 2:035	<b>REFERENCES:</b> F.S.S. 960.001 ALDF-7F-02
	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 3
	CHAPTER: Admissions and Releases	 Sheriff of Monroe County
	TOPIC: Victim Notifications	

### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities that victims of crimes shall be notified before the release of an incarcerated offender.

### SCOPE:

This directive applies to all Intake/Release Personnel and the Work Release Specialist.

### PERSON RESPONSIBLE:

Intake/Release Personnel and Work Release Specialist.

### POLICY AND PROCEDURES:

#### Victim Notification Form

The Arresting Deputy shall complete a Victim Notification Information Form for each arrestee. Monroe County Sheriff's Office (MCSO) Deputies will enter and link the victim to the charging document. Some common mistakes to look for include:

- A business is listed instead of an individual's name.
- No phone number is provided.

- Defendant's name is missing.

If a member of the public, this agency, judge, or anyone else makes a request for release notification, a Victim Notification Information Form shall be completed by the person receiving the request. The victim shall be added to SmartCop following these steps:

- Create or update an MNI entry for the victim.
- Enter the victim in SmartCop Jail Booking by accessing the inmate's specific case. Click on "victims list", and then import the victim from the MNI.

#### SmartCop Entry

The Key West (KW) Records Assistant or the Marathon/Plantation Key (KV/PK) Booking Deputy will do the following in SmartCop if not done by the Arresting Deputy:

- Create or update an MNI entry for the victim.
- In "Arrests", add the victim after you enter the suspect. Be sure to check the box "victim" before you link the records.
- If it is a warrant arrest, enter the victim in SmartCop Jail Booking by accessing the inmate's specific case. Click on "victims list", and then import the victim from the MNI.



## Notifying Victim Upon Inmate's Release [ALDF-7F-02]

When the inmate is being processed out of the facility, the victim is to be called before the inmate's actual release following these steps:

- The Records Supervisor / KV/PK I/R Deputy/designees will call the number(s) provided by the arresting deputy on the Victim Notification Information Form.
- Inform the victim, or other adult if the victim is unavailable, that the inmate is being released and the reason for the release (e.g., time served, bond posted, furlough, etc.).
- Tell the victim to contact 911 if they have any problems with the person being released.
- If you get an answering machine, leave a message about the release.
- If the line is busy or there is no answer, make two additional attempts to call the victim (for a total of three) at least ten minutes apart. The release process can then continue.

**NOTE: Do not delay the release of the inmate more than one hour for the purpose of victim notifications.**

The VINE system will also contact the victim by phone after the inmate is released from SmartCop. If the victim cannot be notified by phone by the VINE system or doesn't enter their PIN code when contacted, a Victim Notification Notice shall be mailed to the victim within two business days by Central Records Division.

- The Central Records Assistant will print the Victim Notification Notice.
- The Central Records Assistant will place the Victim Notification Notice in a Monroe County Sheriff's Office envelope addressed to the victim and send the envelope to the mailroom to be mailed out.

## Special Circumstances

- Inmate is being transferred to prison or other secure detention facility

Notify the victim by mail of the inmate's transfer. For security reasons, do not notify the victim by telephone of any transfers. If no address is available, telephone notification should be made the day following the inmate's transfer between 0800 and 2000 hours.

- Violent or assaultive felonies

If telephone notification cannot be made and the victim resides in Monroe County, contact MCSO Dispatch and request that a Road Patrol Deputy make the notification in person. Note this request on the Victim Notification Information Form. If a question exists about what is an assaultive or violent felony, contact the Shift Supervisor.

- The victim is a minor child

Follow all of the above procedures, but make the notification to the parent or guardian of the child. If mailing the notification, address it to the parents of the victim. If the parents' names are unknown, address it to "The Parents of (victim's name)".

- Escape of the inmate [ALDF-7F-02]

If the offender escapes from custody, the victim should be immediately notified. If telephone notification cannot be made, contact MCSO Dispatch and request a Road Patrol Deputy to make the notification in person.

When the escapee is returned to custody, the Jail Records Assistant / KV/PK I/R Deputy will call the victim and inform them of this.



- Work Release participants

Once an inmate is cleared to participate in the Work Release Program, the Work Release Specialist will contact Records to

establish whether or not a victim has been listed on the inmate's record.

If a victim has been listed, the Work Release Specialist will obtain all pertinent contact information for the victim and attempt to contact the victim via the telephone. The Work Release Specialist will keep a log that will include the offender's name, the victim's name, date and time called, whether the victim was available or if a brief message was left, synopsis of the conversation with the victim, and any applicable information. Several attempts will be made to contact the victim via telephone with each attempt logged.

If no direct communication is made, a letter will be sent via the post-office notifying him or her that the offender has been approved to participate in the Work Release Program and will be outside the confines of the facility during their scheduled work hours.

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	RESCINDS:	
	BUREAU: Corrections	NO. OF PAGES: 2
	CHAPTER: Admissions and Releases	 <hr/> Sheriff of Monroe County
	TOPIC: Sexually Violent Predator Civil Commitment	

#### PURPOSE:

The purpose of this directive is to establish policy for the Monroe County Detention Facilities to notify MDT (Multidisciplinary Team) and the SAO (State Attorney's Office) of a Sexually Violent Offender's (SVP) release date when referred for civil commitment.

#### SCOPE:

This directive applies to the Operation's Commander and the Key West Director Records or designee.

#### PERSON RESPONSIBLE:

Operation's Commander and Key West Records Director or designee.

#### POLICY AND PROCEDURES:

##### Victim Notification Form

When a sexual offender is arrested the Key West Records Director or designee or KV/PK Sergeant will make notation on the First Appearance sheet of any offender who is registered as a sexual offender or predator. Email SAO, Val Winter [vwinter@keyssao.org](mailto:vwinter@keyssao.org), Mark Wilson [mwilson@keyssao.org](mailto:mwilson@keyssao.org), Coleen Dunne [cdunne@keyssao.org](mailto:cdunne@keyssao.org).

The SAO(State Attorney's Office will notify the Operation's Commander and the Director of Records via email when a Sexually Violent Predator has been referred for civil commitment evaluation.

Upon receiving a notification from the State's Attorney's Office:

- The Operations Commander or Records Director will provide written notification of the release date to the MDT and SAO at least 180 days prior to the release of an offender sentenced to jail who has been convicted of a sexually violent offense, or as soon as practicable in cases in which the sentence is less than 180 days.
- The Operations Commander or Records Director will contact MDT-Amanda Clause 850-717-4300 or email [svppadmin@dcf.state.fl.us](mailto:svppadmin@dcf.state.fl.us) or required information.
- The Operations Commander and the Records Director or designee will collect background information related to the offender to send to the MDT and provide notice to the SAO that this information was sent.

#### EVALUATION:



DCF (Department of Children and Families) Evaluation Contract Manager (Michelle Lee) will

schedule an evaluation with the Jail Administrator for the Florida Licensed Psychologist to evaluate the offender. A confirmation of the evaluation appointment should be sent in writing to [michelle\\_lee@dcf.state.fl.us](mailto:michelle_lee@dcf.state.fl.us).

NOTE: A SEXUALLY VOILENT OFFENDER MAY BE ELIGIBLE FOR RELEASE FROM JAIL WITH A SENTENCE OF TIME SERVED. It is important to work closely with the state attorney and DCF to ensure that any sexually violent offender who is arrested is identified as such and a referral decision made by SAO as soon as practicable.

#### **TRANSPORTATION:**

Upon completion of their sentence, a qualifying offender shall be transported by Monroe County Sheriff Office to the Florida Civil Commitment Center located in Arcadia Florida when petition for civil commitment is filed, or SAO refers the offender for evaluation.

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	<b>BUREAU:</b> Corrections	<b>NO. OF PAGES:</b> 2
	<b>CHAPTER:</b> Admissions and Releases	 <u>Sheriff of Monroe County</u>
	<b>TOPIC:</b> First Appearance	

### **PURPOSE:**

The purpose of this directive is to establish policy for the Monroe County Detention Facilities for procedures for First Appearance.

### **SCOPE:**

This directive applies to all Records Personnel, Intake and Security Sergeant.

### **PERSON RESPONSIBLE:**

Records Personnel.

### **POLICY AND PROCEDURES:**

Jail Records finalizes the list of inmates that have been processed and booked into the facility and have been screened by Pre Trial Services.

This list is provided to the Intake Sergeant or Acting Supervisor for notification throughout the facility.

The Security Sergeant is provided a copy of the list and the time of first appearance.

### **Hours/Days of Operation for First Appearance**

First Appearance is generally at 1300 hours Monday thru Friday, and 0900 hours on the weekends and holidays.

The Security Sergeant or designee will start pulling the inmates for First Appearance at least 30 minutes prior and escort them up to the First Appearance Room in the jail. If there are any keep aways, high profiles, protective custody, or handicapped inmates, they may be pulled earlier.

Once all inmates are present for First Appearance, the Security Sergeant or designee will play the First Appearance Video (in multiple languages as needed) for the inmates and then play the Orientation and Prison Rape Elimination Act (PREA) video. The First Appearance Video is required to be seen by all inmates attending First Appearance prior to being seen by the judge. The inmates are now ready for First Appearance to begin.

### **Attorney Representation**

Attorneys are allowed to attend first appearance in person with the inmate who they represent. The Security Sergeant will notify the judge in an attempt to have that inmate go last. During this time the inmate and attorney will be able to meet

in the room on the administrative entrance on the outside of the First Appearance Room.

When the judge is finished with all other inmates, they will be escorted out and the attorney and inmate will be escorted in for their hearing. Once complete the inmate will be removed and the attorney will be escorted out of the facility.

### **Juveniles**

If notified of any special hearings for Department of Children Affairs or placement for juveniles, then accommodations are made based on when the judge will hear them.

### **Completion**

Once First Appearance is complete, all inmates are escorted back to their units/dorms.

### **Public Viewing**

Key West/Plantation Key - First Appearance will take place in the lobby thirty (30) minutes prior to first appearance starting, the television will be turned on for the public.

Plantation Key – Utilization of the visitation area or booking area will be used for attorney to meet with inmate. Procedures will remain the same as other inmates will be removed prior to attorney entering First Appearance.