

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

GENERAL ORDER JAIL BUREAU	DATE OF ISSUE May 31st, 2019	EFFECTIVE DATE May 31st, 2019	NO. 034-19
SUBJECT: GENERAL ORDER CITY UN-ARRAIGNED AND COUNTY INMATE BOOKING AND RELEASE PROCEDURES		DISTRIBUTION JAIL BUREAU PERSONNEL	AMENDS JBB #03-11 JBB #18-12 JBB #06-14 JBB #05-14
REFERENCE: Part 7002 of Title 9 of the Official Compliance Codes, Rules, & Regulations of the State of New York (9NYCRR Part 7013) and Section 3202 (7) of the New York State Education Law. NYSSA 38, 65, 97, 136, 157			RESCINDS JBGO 34-17

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

Policy: It will be the policy of the MCSO to establish and observe procedures that enable staff to properly conduct booking as well as release procedures for City UA Inmate and County Inmates in the Monroe County Jail (MCJ). Booking and Release policies and Procedures will be conducted in accordance with Part 7002 of Title 9 of the Official Compilation of Codes, Rules, and Regulations of the State of New York (9NYCRR Part 7002) in such way that will ensure accuracy, reasonable processing times, and safety and security of inmates, staff, and the facility.

Definition: **Cosmetic Lenses:** Costume contact lenses – also known as cosmetic or decorative contact lenses, are any type of contact lenses that are meant to change the appearance of your eyes. They include colored contacts, fashion lenses and lenses that can make your eyes look unnatural.

I. Entrance Procedure

- A. Members of a police agency or any other duly authorized person with inmate's in-custody will request Booking Control to open the Vehicle Sally Port Entrance Door, utilizing either the vehicle induction loop or the intercom which will send an intercom call to Booking Control. Transporting officers will identify their agency and state the number of inmate's in-custody. Upon visual verification, Booking Control will open the Vehicle Sally Port Entrance Door and then secure it upon vehicle entry.
- B. Booking Control will ensure that the transporting officer(s) have all inmates handcuffed behind their back, unless prevented by a disability or medical condition, prior to entering the pre-book area. The transporting officer will activate the intercom at the Pre-Book Outer Door (S-103). Booking Control will open the Pre-Book Outer Door, allowing for entrance.
- C. The transporting officer(s) will escort the inmate(s) to the pre-book area bench, and will deliver the appropriate paperwork to Booking Control staff.
- D. Booking Control will review the paperwork, which may include, but is not be limited to:
 1. Prisoner Data Reports (PDRs).

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

Note: Should either a UA or County Inmate receive medical treatment prior to entering Central Booking, receiving staff will ensure that all appropriate hospital referral paperwork is attached to the medical receiving screening form.

4. Appropriate Commitments, Court Orders, Warrants and Remands, if applicable

Note: Any questions or inconsistencies will be directed to the arresting officer(s) while still in the Pre-Booking Area by a Booking and/or Jail Records staff member for clarification. If necessary, the Jail Records Supervisor is to be notified. Booking Control staff will notify Jail Records staff, if applicable, to retrieve paperwork for those inmates who are committed to the custody of the Sheriff's Office. For both UA and County Inmates, paperwork will be filed according to the guidelines set forth in Section III and IV of this order.

- E. While in the Pre-Booking Area, any inmate who appears to be in need of immediate medical or significant psychiatric treatment will be referred immediately to the duty nurse. County Inmates requiring emergency medical treatment beyond the capabilities of the Facility Contract Medical Provider will be transported to an emergency medical treatment center. MCSO staff will escort and maintain constant supervision of the inmate until returned to the Jail. The Rochester Police Department, pursuant to the agreement between the Rochester Police Department and the Office of the Sheriff will transport UA inmate's requiring medical treatment beyond the capabilities of the Contract Medical Provider, to an emergency medical treatment center and maintain supervision of said inmate until booked into the jail.
- F. Inmates who appear to be under the influence of alcohol or drugs and cannot be screened due to intoxication, but do not require immediate emergency medical treatment, will require booking staff to notify a duty nurse immediately who will then respond and evaluate the individual in accordance with existing procedures. Booking staff will complete the alcohol screening form in accordance with current directives (following MoRIS imaging, search and property receipt procedures). In addition, the inmate will be placed in an observation cell under constant supervision. Changes in an inmate's condition will be reported to a duty nurse and a duty Sergeant/shift supervisor immediately.

II. MoRIS Photo Capture & Initial Processing and Biometric Recognition

- A. Booking staff will ensure that they are logged into the MoRIS system using their personal user identification and password when initiating a booking entry or when adding any of the booking images (including fingerprints) or booking forms. Under no circumstances will any member utilize or enter inmate data under another member's user identification with the exception of a Recruit Deputy working under the supervision of a Field Training Officer.
- B. Booking Control will direct the transporting officer to place the inmate in the MoRIS imaging area. If the inmate has been booked by the arresting agency and an arrest booking entry exists, booking staff will verify the arrest information entered with existing hard copy documents provided by the transporting officer(s). If the inmate has not been entered into the MoRIS system, booking staff will compare previous existing information, take a new photo of the inmate, and complete the MoRIS booking process.

Note: IRIS scanning will occur upon completion of the MoRIS booking process and submission.

- C. Booking staff will create a new Inmate Recognition Identification System (IRIS) entry by telling the inmate to step up to the IRIS camera. Booking staff will open the IRIS capture screen and activate the IRIS camera. Staff will instruct the inmate to look directly at the mirror from about 12 inches away. The camera will automatically move to search for the eyes. Staff will watch the capture page and tell the inmate to lean forward or backward slightly based on whether the screen says they are too far away or too close. A green light will flash on the camera when it can get a good image of the irises. When staff hears the click, the camera has captured the image. Once the image is taken, the system searches the database for a match. If no match is found, the system will notify staff of negative results. The inmate can now be added to the National IRIS database. Please refer to the IRIS Quick Guide located on the MCSO intranet for enrollment instructions.

Note: Inmate will not wear cosmetic contact lenses as this causes an inaccurate scan. Standard contact lenses may be worn.

To accomplish this, the booking officer will complete the following steps:

1. Booking Control will determine if the entry is an Arrest or Non-Arrest Booking. Booking Control will search MoRIS by the inmate's name or number to verify if the inmate is currently in the system. If the inmate has not been entered into the MoRIS system, booking staff will compare the previous existing information to the new information to see if they are the same inmate. If the information is the same, booking staff will template the information onto the new booking entry. If the inmate is not in the system, booking staff will start a new booking, input the data, scan the PDR and "save incomplete" so that booking staff can complete the forms.
 2. Ensuring the inmate is standing on the designated spot, facing the MoRIS capture station, with both eyes open, the booking officer will proportion and capture the inmate's photo utilizing the yellow outlined box. Individuals wearing headgear will have it removed before being photographed. Individuals wearing glasses will be photographed twice, once wearing their glasses and once without their glasses. The primary photo will be without glasses.
 3. If the photo image is unacceptable, the image will be re-taken and the process will be repeated. When an acceptable photo is obtained, staff will apply the photo and inmate data to the system database. If an inmate is uncooperative or unable to have their MoRIS photo captured, the inmate's photo will be taken when appropriate.
- D. Upon completion of the MoRIS/IRIS photo identification process, including a MoRIS warrants check, the inmate will be escorted into the security vestibule.
- E. The inmate will be searched according to current procedure. Reference **JBGO-028 Searches of Persons**.
- * F. In the Security Body Scan Vestibule, the inmate will be searched according to current procedures JBGO 028 Searches of Persons. Once the initial search and Body Scan is completed and no contraband has been discovered the restraining devices may be removed. The inmate will wear one (1) layer of clothing; remove their shoes, earrings, body jewelry, belts, etc.

- G. The restraining devices are then passed through the flap in the S-106 door to the transporting officer. The officer will be allowed to exit the facility. If in the opinion of the booking officer, the removal of restraints constitutes a security/safety risk, the restraints may remain on the inmate and that information will be reported to the booking supervisor.
- H. Staff will line scan coats, shoes, and all large objects.
- I. Any contraband found, refer to **JBGO-028 Searches of Persons, MBGO-016 Property Custody and Security** for documentation procedures.

III. Completion of MoRIS Processing and Searches

- A. After entering through the S-106A door into the Central Booking Processing Area the inmate is to be escorted to an available MoRIS processing station.
- B. Money will be confiscated from both UA and County Inmate s and secured in the following manner:
 - 1. UA inmate funds will be counted, placed and sealed in an appropriately sized envelope, and secured in the booking safe. A deposit slip will be completed and verified with both booking staff and the inmate's signature. Amounts in excess of one hundred dollars will require verification by a second booking staff member. In addition to the required information on the deposit slip, booking staff will place the inmate's MoRIS number and DOB on the bottom portion of the deposit slip.

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

Note: Amounts in excess of one hundred dollars will require verification by a second booking staff member for all U/A and County Inmate funds.
- C. Staff confiscating medications or medical equipment will notify a duty nurse and follow guidelines set forth in **JBGO-018 Inmate Property Storage Area**.
- D. A Suicide Prevention Screening Guideline Form (ADM 330) and Medical Receiving Screening Form will be completed in their entirety for each inmate and scanned into the MoRIS system. When possible booking staff will complete the Suicide Prevention Screening Guideline Form and Medical Receiving Screening Form during private one-on-one interviews. After the Booking Supervisor reviews and signs the Suicide Prevention Screening Form, the Medical Provider will review all Suicide Prevention Screening Guideline Form and Medical Receiving Screening Form.

- * E. Medical emergencies discovered during the booking process will be reported immediately to the booking supervisor as well as the duty nurse, and noted in the central booking electronic activity log (JMS or its successor). Staff will identify the date, time, inmate's name, nature of illness or injury, staff notified, and name/IBM number of the booking officer. When there is a County Inmate who requires more intensive observation, the Constant Supervision Logbook will be utilized in accordance with **JBGO-031 Mental Health Protocols**. The procedure will be followed for suicide screening of U/A Inmate. Inmates making threats or attempts of self-harm will be assessed by the Booking Supervisor and Medical Provider.
- F. If it is determined that the Un-Arraigned Inmate needs evaluation/treatment from an outside hospital, staff will contact ECC (911) and request an "Ambulance with RPD Escort" to take custody of the inmate and transport them to the appropriate facility. In an emergency situation where the ambulance has arrived and RPD has not arrived for the escort, jail staff will be assigned to the escort in order to prevent any delay in getting the U/A Inmate to the hospital. ECC will notify and redirect RPD to meet jail staff at the hospital to take over the detail. If it is determined by the Booking Supervisor and the Medical Provider that the inmate requires constant supervision, refer to **JBGO-031 Mental Health Protocols**.

Note: When an inmate is segregated in a cell for medical, psychiatric reasons, known non-contacts with other inmate, disruptive behavior, or any other reason(s) dictated by the duty Sergeant or Booking Supervisor, a thorough descriptive notation explaining the reason(s) for such segregation will be put in the Central Booking log. In addition, the Booking Supervisor will notify a Duty Nurse immediately of any inmate with medical or psychiatric conditions.

Note: If the inmate is placed on a medical observation, detox, constant supervision or medical segregation, the Duty Nurse will complete the appropriate notification forms and provide the Booking Supervisor with these forms to make the proper notifications. Reference **JBGO-033 Medical and Withdrawal Procedure** and **JBGO-031 Mental Health Procedures**.

- G. Booking officers will complete the MoRIS booking by entering the inmate's religion, level of education, marital status, military background, and number of children in the appropriate spaces. Military background information will need to be added in the Booking Remarks box on the Booking Tab in MoRIS.
- H. Upon completion of a UA Inmate booking, booking staff will separate and forward the completed booking forms as follows:
1. Attach the RPD Records, RPD Court 1, and RPD Court 2 copies of the PDR, and file in the "ID work" tray on the city desk.
 2. Warrants will be processed in accordance with Section VII of this order. All copies of RPD warrants will be stapled to the RPD Sheriff 1 and RPD Sheriff 2 PDRs, including family court warrants.
 3. Attach a copy of the inmate's Suicide Prevention Screening Form and a copy of their Prisoner Data Sheet to the RPD Sheriff 1 and RPD Sheriff 2 copies of the PDR and file alphabetically in the UA filing cabinet.
- I. Upon completion, Booking Staff will escort the inmate to the live scan fingerprint board and complete all fingerprints in accordance with current procedures.

Note: As indicated on the arresting Prisoner Data Report, Box #57 require a full set of "rolled" prints on the live scan fingerprint board.

- J. Booking staff, upon completion of booking processing, will allow the inmate a chance to complete a phone call. The booking staff will document this in the MoRIS system indicating: the inmate's name, date, time, number called, and whether or not the call was completed. Should a inmate attempt a phone call and is unable to complete a phone call, opportunities will be made at a later time, allowing the inmate ample time to complete a phone call.

IV. Completion of Processing

A. UA Inmates

- * 1. Booking staff will issue Un-Arraigned (U/A) Inmate (s) a U/A uniform and confiscate all personal clothing in accordance with current procedures and direct the inmate to sign a copy of the JB-118 Property/Clothing Accountability Invoice Form in the appropriate space provided. All personal property will be placed in a clear bag with the inmates name and MoRIS number. All clothing will be placed in a separate clear bag, tagged with the inmates name and MoRIS number. Should the inmate refuse to sign, staff will write on the invoice "Refused to Sign" and have a second staff member sign the invoice as a witness to the refusal. A copy of the property invoice will be issued to the inmate as a receipt and the clothing will be placed in a U/A property bag. Staff will then put the U/A property bag(s) through the property slot in the changeover areas in Central Booking. At no time will any property bags be left unattended.
2. The inmate will be placed in the appropriate inmate holding area in Central Booking. This may include a holding cell or open sitting area, dependent upon the individual's behavior
3. When appropriate, inmate will be transported to UA Housing. Inmates will be transported in a group of ten or less.
4. Appropriate paperwork will accompany each inmate to his/her assigned housing area and include, but is not be limited to:
- a. A copy of the MoRIS Booking Data Sheet
 - b. A copy of the Medical Forms and Suicide Prevention Screening Form
 - c. A copy of the Booking Officer Observation Form

B. New County Intakes

1. The inmate will be placed in the designated inmate holding area in Central Booking.

2. Booking staff will issue County Inmate(s) a jail uniform and confiscate all personal clothing in accordance with current procedures and direct the inmate to sign a copy of the JB-118 Property/Clothing Accountability Invoice Form in the appropriate space provided. Should the inmate refuse to sign, staff will write on the invoice "Refused to Sign" and have a second staff member sign the invoice as a witness to the refusal. A copy of the property invoice will be issued to the inmate as a receipt and the clothing will be placed in a property bag. Staff will then deliver property to the Property Room. At no time will any property bags be left unattended.
3. The county inmate will then be placed in the appropriate holding area while awaiting transport to the Reception Unit.

C. UA Inmates Returning from Court as County Inmates

1. Before leaving the City Court Holding Area, Transport Staff will verify that the inmate and the securing order match.
2. UA inmates returning from court as County Inmates will enter the Central Booking area through the transfer corridor, escorted by the Prisoner Transportation Unit.
3. Transport staff will provide the booking staff with a PDR and Suicide Sheet for each inmate.
4. After booking staff reviews the paperwork, the transport officer will deliver the appropriate paperwork to the Jail Records Unit.
5. The inmate will be placed in the designated inmate holding area in Central Booking.
- * 6. The inmate will then be changed over into a County jail uniform. The inmate will be placed in the appropriate holding area while awaiting medical screening and transport to the Reception Unit.

D. City and County Inmate Court Remands

1. Inmates will be escorted by Prisoner Transport through the transfer corridor to the transportation corridor. Transport staff will continue with their inmate out the Transportation Sally Port, into the Vehicle Sally Port, and enter into the pre-book area.

Note: At no time will Court Remands be brought through Central Booking using any other route.

2. Processing will follow the same guidelines as stated previously in this order, (Section I, Entrance Procedure). After processing is completed, the inmate will be placed in the designated inmate holding area in Central Booking.

E. County Inmate In-Custody Charges

1. When an arresting agency files new charges or warrant(s) against a county inmate, Booking Staff will escort the inmate to the designated in-custody MoRIS capture station.

2. The inmate will be processed in accordance with this order regarding County Inmate MoRIS Processing Procedures. Processing will include MoRIS photo, scanning PDR, and fingerprinting if appropriate.

***V. Non-Arrest Entry procedures for MCJ**

A. Jail Records Unit Corporal or designee responsibilities:

When an inmate or weekender has been sentenced for 15 days or more, the Jail Records Corporal or designee will complete the following:

1. He/ She will complete the **JB 414 Sentence Term Calculation Form**.
2. He/ She will connect to the SaFran computer system by using Remote Desktop connection to input the name, # of days incarcerated, CJIN number, and charges of the inmate or weekender into the system. The Jail Records Corporal or designee can use the MCJ or MCF Identic Workstations Manual for assistance in logging into the system.
3. Once the Deputy has photographed, fingerprinted and submitted the record to DCJS, the Jail Records Corporal or designee will review the status response.
 - a. A green check means the record was accepted by DCJS. The Jail Records Corporal or designee can delete the accepted records.
 - b. An orange exclamation point means there is an issue with one part of the record or it could be in rejected status. He/She will go through the orange status records to look at the return message from DCJS to fix the error.
 - c. No color means that the record has not been processed by staff.

B. MCJ Booking Corporal responsibilities:

1. He/ She will check the SaFran computer system for entries that haven't been completed.
2. He/She will have a Booking Deputy take inmate's photograph and fingerprints.

C. MCJ Booking Deputies responsibilities:

1. Deputies will have the inmate escorted to Booking to have his/her photograph and fingerprints taken.
2. Deputies will submit the entry after completion.
3. Deputies will escort to inmate back to his/her location in the MCJ.

VI. Booking Medical Protocol

As part of the booking process, the booking nurse will screen all inmates upon entrance to Central Booking:

1. Upon completion of the booking process by security staff, the UA Inmate will be placed in the booking day area until screened by medical personnel. Booking Staff will add the UA's name and time of entry to the **JB-055 Booking Checklist** located in the booking medical office. If an inmate is unable to remain in the day area prior to being screened by medical personnel, medical staff will be notified so additional arrangements can be made for medical screening.
2. When the booking process cannot be completed, the Booking Deputy will inform the Booking Nurse and place the inmate's name and MoRIS number on the booking checklist located in the booking medical office.
3. Un-Arraigned (UA) inmates remanded to custody from City Court will be re-assessed by the Booking Nurse upon their return from court for PPD placement (medical skin test which shows the presence of tuberculosis), mental health screen, and electronic medical chart review.
4. County Inmates who do not have a medical record will be documented by medical staff on the JB-155 Booking Checklist.
5. County inmates will not be relocated out of Central Booking until they have been screened by medical and a chart review has been conducted and documented. Problematic inmates who are relocated prior to being screened due to being placed on a Constant Supervision will be medically screened in the Reception Annex Unit.
6. Booking Checklist
 - a. The purpose of the JB-055 Booking Checklist is to provide the Medical Department with a chronological listing of inmates needing to be screened. The list also serves as a tracking device that allows booking staff to know who can or cannot be relocated to the Reception Unit. This list provides accountability and enables staff to monitor whether the inmates are being screened in a timely manner.
 - b. At the beginning and end of each shift the Reception Corporal, Booking Corporal and Booking Nurse will meet and verify the following; the booking checklist (JB-055), Detox/Medical Observation sheet and inmates currently on medical segregation or any other pertinent information. This time should be utilized to discuss which inmates should be watched more closely, which inmates refused a service, and why inmates are being held in their respective area. If an inmate refuses medical, the Booking RN should check the refusing inmates chart to see if there are any issues from their past which would warrant immediate medical attention. The Reception Unit Detox/Medical Observation sheet will be cross referenced with the Booking Checklist and any discrepancies rectified. Constant Observation inmates should be verified to ensure everyone has the same list.
 - c. Each day at 0700 hours, 2nd Platoon Staff will remove the Booking Checklist (JB-055) from the Booking Medical Office and transfer any non-screened county inmates to a new Booking Checklist. UA Inmates scheduled for court the following day will also be transferred to the new Booking Checklist. UA Inmates that were not screened prior to 0700 hours on their scheduled day for court, will be screened if they return as a County Inmate.

- d. Once an inmate has been screened, the Booking Nurse will note the time, their initials, and "done" or "new" on the booking checklist. When the Booking Checklist is completed with the above information, the inmate is eligible to be transferred to the Reception Unit.
- e. Booking Staff must ensure that every inmate that enters custody as a County Remand or UA Inmate is logged on the Booking Checklist in the medical office. The Booking Checklist must be manually updated once it is started. Unless special circumstances arise, inmates will be screened in the order they are written on the booking checklist.

VII. Record Checks

Booking Deputies will complete UA record checks by notifying City Records of the name of the inmate, date of birth, MoRIS number and whether or not the inmate was received on a bench/active warrant. Booking Staff will indicate on the upper right hand portion of the PDR the name of the city records staff member conducting the record check and the date and time.

VIII. Warrants

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

IX. Jail Records Release Procedures

- A. Staff assigned to the Jail Records Unit will initiate inmates releases from both MCJ and MCF (MCF releases will be completed in accordance with **JBGO-29 MCF Booking and Release Procedures**). Only designated staff will review and authorize the inmate's release in accordance with the following guidelines:
 - B. Examine and determine the validity and authority of any documents authorizing the release of any inmate from any facility of the MCSO. Jail Records staff receiving a telephone call authorizing an inmate release from "legal personnel" working under the authority of a judge, **MUST** return a telephone call to the releasing authority to verify information received.

1. Legal personnel will be required to forward a facsimile transmission to Jail Records authorizing the inmate's release.
 2. Judges authorizing an inmate release via telephone will not require a facsimile transmission prior to Jail Records processing an inmate release.
- C. Compare the inmate's Jail Records file with the information contained within the Jail Management System (JMS) system or its successor to verify charges and current release status.
- Any inconsistencies between a Jail Records inmate's file and inmate information contained within the JMS (or its successor)/MoRIS system will be reported to a Jail Records Supervisor and clarified prior to completion of any further release procedures.
- D. Documents authorizing release of an inmate must satisfy all commitments contained within the Jail Records inmate file. If a releasing document does not clear all commitments contained within a Jail Records inmate file, the inmate will not be released.
1. Jail Records staff will search the New York State Police Information Network (NYSPIN) as well as MoRIS for any outstanding warrants. If a warrant exists, the inmate will only be released to the wanting agency. If NYSPIN is down the inmate release process will continue. The release will occur without a NYSPIN check.
 2. For inmate's who have a warrant, Jail Records staff will place a "Hold For" stamp on the top copy of the PDR as well as note the specific agency for which the inmate is being held adjacent to the "Hold For" stamp on the PDR. Jail Records staff will notify the specific agency for which the inmate is being held and the inmate will only be released to that agency.
- E. A Jail Records staff member will verify that Registered Sex Offenders are provided the appropriate Sex Offender Registration and/or Sex Offender Change of Address forms to complete prior to release.
- F. A Jail Records staff member will verify and authorize inmate releases by indicating his/her signature in Box #66, "Released By" on the PDR.

X. MCJ Inmate Release Procedures

A. County Inmate Releases

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

1. Utilize JB-022 Prisoner Release Checklist as a record to verify completed county procedures. The prisoner release checklist will remain with the release package and will be forwarded to criminal records by jail records.

2. The Inmate Property Storage Area will be notified of impending releases and will retrieve all property along with JB-118 Property/Clothing Accountability Invoices within the inmate's file. The property staff member will deliver all aforementioned items to the releasing staff member through a pass-through adjacent to the male and female "dress out" cells.
3. Releasing staff will notify the appropriate housing area supervisor of confirmed inmate release. Housing area staff will ensure that all inmate property, both county issued and personal property, is forwarded from the floor with the inmate to the "dress out" area for out-processing. Staff will utilize the transfer corridor to bring the inmate to the release area.
4. Releasing staff will secure all inmates awaiting release in the appropriate "dress out" cell and confiscate all county issued items from the inmate before issuing the inmate their personal clothing.
 - a. Releasing staff will verify the property contained within the property bag with the inmate. Upon verification, staff will sign and instruct the inmate to sign the top copy of the JB-118 Property/Clothing Accountability Invoice. Completed invoices will be filed in the Inmate Property Storage Area.
 - b. Any property envelopes containing inmate's valuables will remain with the releasing staff until the inmate is physically released from security of either facility.
5. Releasing staff will verify information to confirm the inmate's identity by completing the following:
 - a. Compare the most recent photograph, utilizing the photo identification system on MoRIS as well as comparison of the inmate's wrist band to the MoRIS system.
 - b. Confirm the inmate's identity by verifying all available data located on the inmate's PDR to ensure a positive identification. Inconsistencies obstructing a positive identification will be directed to the Central Booking Supervisor for clarification.
 - c. Prior to release, inmates will be IRIS Photographed to confirm positive identification and ensure the correct person is being released.
6. Withdrawal of inmate's commissary funds will be completed after verifying the inmate's current balance, using the ACTFAS Inmate Release. Any funds in the inmate's account will be printed out on a check and accompanying receipt. The inmate will sign the generated payment receipt in the appropriate space provided. Commissary checks/receipts must be prepared for all inmates closing jail commissary accounts even if the balance of their account is zero (0).
7. Release approval will be obtained from a Central Booking Supervisor, who will designate authority for release by signing Box #66 on the PDR. Release Staff will then log the inmate "Out of Custody" in the Central Booking Activity Log noting the date, time, inmate's name, floor, type/condition of release, and releasing staff members name and IBM number.

8. Releasing Staff will return the completed PDR to Jail Records Staff for final authorization for release. Once granted, staff will then escort the inmate to the Release Corridor. At this time, staff will give the inmate any remaining property envelopes containing valuables as well as any commissary funds, if applicable. Jail Records Staff will forward all release PDRs to Criminal Records for filing.

B. Un-Arraigned In-Custody Inmate Releases

All UA in-custody inmate releases will originate with the Rochester Police Department (RPD) Headquarters Desk, prior to arraignment, who will receive bail posted for any UA Inmate. RPD Records will scan the UA Bail Receipt into MoRIS. Jail Records/ Booking staff will print the receipt out from the computer after RPD Records notifies them that the bail has been received. Upon review and verification, the release will be confirmed with RPD Headquarters Desk and releasing staff will complete the following:

1. RPD Sheriff 1/RPD Sheriff 2 copies of the PDR will be retrieved from the UA file and the inmate's identification will be verified in accordance with Section XI, Subdivision A (5) of this order.
- * 2. Utilize U/A Release Checklist as a record to verify completed release procedures. Create a release package which will consist of the U/A release checklist, booking data sheet, releasing document, PDR and NYSPIN wants/warrants check. Verify the information contained in the release package. The inmate release checklist will remain with the release package and will be forwarded to criminal records by the booking supervisor.
- * 3. The Inmate Property Storage Area will be notified of impending releases and will retrieve all property along with JB-118 Property/Clothing Accountability Invoices within the inmate's file. The property staff member will deliver all aforementioned items to the releasing staff member through a pass-through adjacent to the male and female "dress out" cells.
4. Releasing staff will secure all inmates awaiting release in the appropriate "dress out" cell and confiscate all county issued items from the inmate before issuing the inmate their personal clothing.
 - a. Releasing staff will verify the property contained within the property bag with the inmate. Upon verification, staff will sign and instruct the inmate to sign the top copy of the JB-118 Property/Clothing Accountability Invoice. Completed invoices will be filed in the Inmate Property Storage Area.
 - b. Any property envelopes containing inmate's valuables will remain with the releasing staff until the inmate is physically released from security of either facility.
 - c. Releasing staff will retrieve the U/A's money from the booking safe and instruct the inmate to sign for his funds. Staff will hold the inmate's fund until he/she is released from security.
5. Releasing staff will verify information to confirm the inmate's identity by completing the following:

- * a. Compare the most recent photograph, utilizing the photo identification system on MoRIS as well as comparison of the inmate's wrist band to the MoRIS system.
- * b. Confirm the inmate's identity by verifying all available data located on the inmate's PDR to ensure a positive identification. Inconsistencies obstructing a positive identification will be directed to the Central Booking Supervisor for clarification.
- * c. Prior to release, inmates will be IRIS Photographed to confirm positive identification and ensure the correct person is being released.
- * 6. The booking supervisor will review the release package and authorize the final release of the inmate.

C. County Inmates on Constant Supervision Releases

When an inmate who is on constant supervision who has not yet been cleared by Mental Health staff and has been released the following actions are to occur:

- 1. A copy of the Jail Bureau Incident Report placing the inmate on constant supervision and a copy of the most recent MoRIS Suicide Prevention Screening Guideline Form will be attached to the Monroe County Mental Hygiene Form (MH-9.41) and will be delivered to the hospital staff upon transfer of the inmate to their custody.
- 2. The Corporal or Sergeant assigned to Central Booking will ensure the Monroe County Mental Hygiene Form is completed in its entirety, documenting as much specific information as available and identifying why the inmate was placed on constant supervision.

* D. Release of Un-Arraigned Inmates on Constant Supervision

Un-arraigned inmates who are on constant supervision and are released by pre-trial, ROR'd or bailed out prior to arraignment, will be transported to the hospital for a mental hygiene evaluation.

- 1. The Booking Supervisor will complete the Monroe County Mental Hygiene Form MH-9.41 with as much detail as possible. The narrative portion will detail the circumstances surrounding the reason the Un-Arraigned Inmate was placed on a constant supervision. The Suicide Screening Guideline Form and the Jail Incident Report will be attached to the Mental Hygiene Form and will accompany the inmate to the hospital.
- 2. The Booking Supervisor will direct booking medical staff to call the designated hospital prior to the transport for notification that a MH-9.41 is being sent for evaluation from the MCJ.
- * 3. The Booking Supervisor will ensure the un-arraigned inmate is sent to the designated hospital as per the hospital schedule. Booking Staff will contact 911 and request that a Rochester Police Officer and an ambulance respond to the Jail for a mental hygiene MH-9.45 transfer.

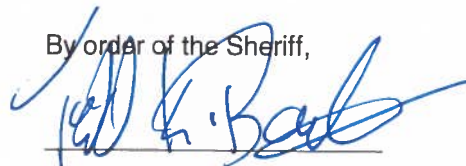
- * E. Sunday Un-Arraigned Inmate Release Procedures:
1. In-custody lists are faxed by Booking staff to City Court (Part I & V).
 2. City Court decides on releases and bails
 3. City Court notifies RPD who will then notify MCJ of who is to be released.

Note: Rochester Police Department will notify Booking Central control of any UA releases. Booking Jail staff will report to RPD headquarters located at 185 Exchange Street to retrieve the appearance tickets. The appearance tickets are completed by RPD then taken back to the jail to have the released inmate sign it. Once the appearance ticket is signed and the inmate has been released, it will be sent back to RPD with the next available officer (or returned by jail staff). All releases are to be done at the direction of RPD, to include completion of appearance tickets.

XI. Un-arraigned Inmates Released After Arraignment

- A. Prisoner Transport will conduct a record check of all UA Inmates scheduled for court that morning and print out the results and attach them to the PDR. Any additional warrant(s) and/or detainer(s) will be marked as such adjacent to the inmates name on the court schedule.
- * B. If the U/A is released from custody after arraignment, Transport staff will perform the following tasks.
1. Confirm no other court appearances are pending.
 2. Create a U/A inmate release checklist
 3. Prepare the release package which will consist of the release order, Booking data sheet, PDR, NYSPIN wants& warrants check.
 4. Transport the released U/A's to Central Booking for release processing (see section X. B. MCJ Inmate Release Procedures).

By order of the Sheriff,



Todd K. Baxter

* Indicates changes from the original and any previously revised versions of this General Order.