

# Olympia Police Department

## ***JAIL POLICY AND PROCEDURE***      ***75.1 ACCEPTING PRISONERS***

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This policy applies to all incoming prisoners.

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#### **General Intent**

The city jail has two basic roles in the Olympia criminal justice system: 1) It acts as a resource in our criminal justice system in support of public safety; and 2) It provides an environment that is safe and secure while protecting the constitutional rights of individuals accused of crimes and those who have been found guilty of crimes.

Corrections Officers are responsible for respecting the constitutional rights of all prisoners while balancing the interests of safety and security. There are state law requirements, case law decisions and best correctional practices that influence jail policy and procedures.

Towards these standards of operation Corrections Officers are to:

1. Ensure they are in possession of documents showing legal authority supporting the incarceration of prisoners; and
2. Thoroughly search prisoners to eliminate the threat of weapons or contraband being introduced into the facility; and
3. Ensure that an Intake Assessment is completed for each prisoner presented to the jail for booking. This process is to ensure that basic needs of the prisoner can be addressed. If necessary, Corrections Officers may require that a prisoner receives a medical and/or a mental health clearance prior to accepting them in the jail; and
4. House prisoners in the appropriate housing units according to a classification system. If this is not possible, Corrections Officers will take reasonable steps to safely house the prisoner temporarily until more appropriate housing can be arranged.

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### **Definitions**

#### Dangerous Weapons: RCW 9.41.250

*"Any instrument or weapon of the kind usually known as slung shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement.*

#### Gravely Disabled: RCW 71.05.020 (17)

A condition in which a person, as a result of a mental disorder: (a) Is in danger of serious physical harm resulting from a failure to provide for his or her essential human needs of health or safety; or (b) manifests severe deterioration in routine functioning evidenced by repeated and escalating loss of cognitive or volitional control over his or her actions and is not receiving such care as is essential for his or her health or safety.

#### Healthcare Provider:

(a) A person regulated, under Title 18 or chapter 70.127 RCW, to practice health or health-related services or otherwise practicing health care services in this state consistent with state law; or

(b) An employee or agent of a person described in (a) of this subsection, acting in the course and scope of his or her employment.

#### Health care services:

Services offered or provided by health care facilities and health care providers relating to the prevention, cure, or treatment of illness, injury, or disease.

#### Likelihood of Serious Harm: RCW 71.05.020 (25)

(a) A substantial risk that: (i) Physical harm will be inflicted by a person upon his or her own person, as evidenced by threats or attempts to commit suicide or inflict harm on oneself; (ii) physical harm will be inflicted by a person upon another, as evidenced by behavior which has caused such harm or which places another person or persons in reasonable fear of sustaining such harm; or (iii) physical harm will be inflicted by a person upon the property of others, as evidenced by behavior which has caused substantial loss or damage to the property of others; or

(b) The person has threatened the physical safety of another and has a history of one or more violent acts.

## **POLICY**

### **POL 75.1.1 Accepting Prisoners**

The city jail accepts and houses male and female adult prisoners charged or convicted of misdemeanor and gross misdemeanor crimes.

Felony offenders will not be housed in the jail facility. Suspected felony offenders may be temporarily held by the city jail for brief periods when operational requirements

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dictate the need. This practice should be utilized only when genuine operational need exists, and, when used, should be limited to as short a period of time as is practical in the circumstance.

Juvenile offenders will not be accepted, held or temporarily placed in the city jail. Remanded juveniles will only be accepted if documentation of the court-ordered remand is presented to the jail.

All prisoners will be thoroughly pat searched by the police and Corrections Officers before being allowed entry into the jail. The use of a metal detection device may be used during the pat searches.

### **POL 75.1.2 Required Legal Authority for Booking**

The arresting officer completes an Arrest Report in the Records Management System (RMS) to start the booking process. Charging paperwork shall also be provided in the form of citations, warrants or court orders. Under rare circumstances, a Probable Cause statement may suffice for legal authority to book prisoners. In these circumstances, the statement is to be submitted in writing by the arresting officer or police supervisor.

### **POL 75.1.3 Intake Assessment**

Prisoners presented to the jail shall have an Intake Assessment completed on them by the Arresting/Transporting Officer and a Corrections Officer before they are accepted into the jail. The Intake Assessment shall include: a written exchange of information from the Police Officer to the Corrections Officer, observations of the prisoner by the Corrections Officer, a medical questionnaire completed by the Corrections Officer, and a breath test for blood alcohol if necessary.

### **POL 75.1.4 Final Acceptance Decision**

Final acceptance requires: a completed Intake Assessment form indicating there are no medical or mental health issues requiring medical services, legal authority presented to the jail to allow booking to occur, the officer's signature witnessing the receipt of valuables for safekeeping (if any), and documentation that the prisoner's property has been searched for contraband and weapons.

### **POL 75.1.5 Resolution of Conflicts**

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If a conflict arises regarding the intake of a prisoner, the final decision on acceptance into the jail is the responsibility of the senior Corrections Officer on duty. The Jail Supervisor or Jail Manager will review such conflicts with Operations managers in a timely way to evaluate the causes of the conflict, resolve any residual concerns and make procedural adjustments, as needed.

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## **PROCEDURE**

### **PRO 75.1.1 Police Officer Responsibilities**

The arresting officer shall:

1. Pat-search the prisoner in the sally port of the jail facility, assisted by a Corrections Officer. For this search, the prisoner's outer clothing will be removed down to a single layer of outer street clothing – for example, shirt and pants or dress.
2. Inventory the prisoner's property, taking possession of all firearms, dangerous weapons and/or contraband - drugs, evidence of a crime, intoxicants, or prescription drugs not prescribed to the arrestee. (Common folding knives may be released to jail staff and placed into the prisoner's property.)
3. Document on the Intake Assessment form all known pertinent information to the jail staff regarding any health care problems, injuries, medications and/or suicidal concerns about the prisoner being presented for admission to the jail.
4. Communicate to the jail staff any uses of force that occurred involving the arrestee during the arrest or transport.
5. Alert jail staff to any medications found in the prisoner's possession (or in any search of property or vehicles done in conjunction with the arrest).
6. Obtain medical clearance by a healthcare provider or mental health professional if the prisoner is exhibiting any condition outlined in PRO 75.1.2(3) or (4).
7. In the event a medical clearance is required for booking, obtain a written opinion from a doctor using the Prisoner Clearance/Acceptance Report form provided by the jail.

### **PRO 75.1.2 Corrections Officers Responsibilities**

Corrections staff shall:

1. Conduct a second pat search in the jail intake area before placing the prisoner into the booking or housing areas of the jail.
2. Ensure that the prisoner's personal property is documented, inventoried and properly stored (including common folding knives which may be taped closed).
3. Ensure an Intake Assessment is completed on each prisoner prior to accepting the prisoner for booking purposes. This includes making a determination if the prisoner is presenting behavior indicating they may be gravely disabled or likely to do serious harm to themselves or others. If a determination is made that a mental condition exists that precludes admission to the jail, the Corrections

Officer will initiate a response by a Designated Mental Health Professional (DMHP) so to ensure that a RCW 71.05 evaluation is completed. If the prisoner

is detained under RCW 71.05 the Corrections Officer will contact the arresting officer to amend the arrest report to indicate the prisoner was released to a mental health facility.

Medical factors precluding admission to the Jail include: identification of immediate, untreated medical conditions such as loss of consciousness, not being mentally alert, excessive vomiting, inability to stand, loss of bowel/bladder control, signs of jaundice, obvious signs of physical injury including bleeding, pain, facial swelling, complaint or information of a recent head injury, open wounds requiring professional treatment, bites which have pierced the skin (animal or human), obvious or suspected broken bones, coughing up blood or signs of tuberculosis (night sweats, chronic cough, chronic fatigue, weight loss over several months), or any other medical condition that reasonably appears to require medical attention or treatment.

4. If an alcohol overdose, severe alcohol impairment or severe alcohol withdrawal condition is suspected, based on observation of the prisoner's behavior and assessment of the prisoner's ability to function acceptably, conduct a breath alcohol test. If breath alcohol is at or above .25, decline acceptance of the prisoner until the prisoner is cleared by a medical doctor. (ALS/BLS examination is not sufficient for this clearance). Subsequent breath alcohol testing may be administered after accepting the prisoner for booking.
5. If a prisoner refuses a PBT test at any point in the process, base the decision to accept the prisoner solely on observations of behavior and assessment of ability to function acceptably. If a prisoner is accepted into the jail without PBT data, document the observations and assessments on which the decision was made.
6. In the event a prisoner must be medically/mentally cleared prior to booking, document the reason why the prisoner is not accepted using a Prisoner Clearance/Acceptance Report form. Make a copy for our records then provide the arresting officer with the form and instruct them to have the medical provider evaluating the prisoner to sign off on the form whether or not the prisoner can be booked. Instruct them to return the completed form to the jail.
7. After receiving a completed Prisoner Clearance/Acceptance Report form, with a doctor's signature, or an evaluation opinion by the DMHP, the Corrections Officer shall make a copy of the signed Clearance/Acceptance Report form and file it with the inmate's medical records.

**PRO 75.1.3 Jail Supervisor Responsibilities**

The Jail Supervisor shall:

1. Ensure Corrections Officers are trained in the areas of intake, assessment, and acceptance.
2. Monitor and review intake procedures to ensure practices are aligned with policy.
3. Offer input on resolving concerns or conflicts involving the Operations Division.

**PRO 75.1.4 Jail Manager Responsibilities**

The Jail Manager shall:

1. Consult with Corrections Officers, Jail Supervisor, and the Operations supervisors and managers to resolve conflicts and concerns as necessary.
2. Ensure that acceptance, intake, assessment, and medical practices are aligned with best correctional practices and legally supported.

**Legal references:** RCW 9.41.250, RCW 71.05, RCW 70.48.071 and RCW 70.48.130, NCCHC Standard J-E-02

**PICTURE #: 19**

**DATE: 7/22/2013**

**TIME: 9:35 AM**



**PICTURE #: 40**

**DATE: 7/22/2013**

**TIME: 10:20 AM**



**PICTURE #: 067**

**DATE: 7/22/2013**

**TIME: 10:45 AM**



**PICTURE #: 147**

**DATE: 7/23/2013**

**TIME: 12:15 AM**



**PICTURE #: 183**

**DATE: 7/29/2013**

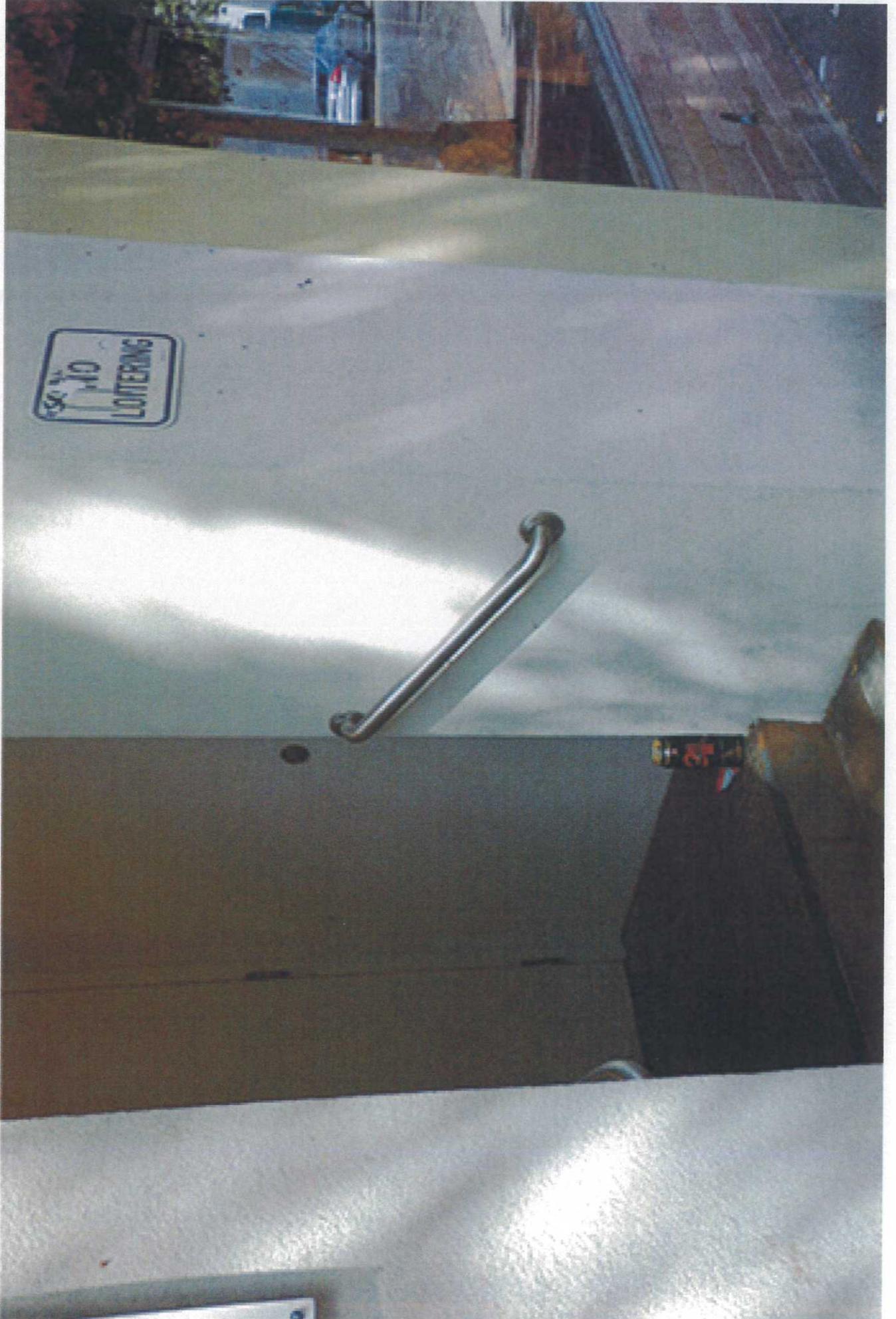
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**PICTURE #: 202**

**DATE: 7/29/2013**

**TIME: 11:50 AM**



**PICTURE #:221**

**DATE: 7/29/2013**

**TIME: 1:10 AM**



**PICTURE #: 262**

**DATE: 8/5/2013**

**TIME: 1:40 PM**



**PICTURE #: 292**

**DATE: 8/12/2013**

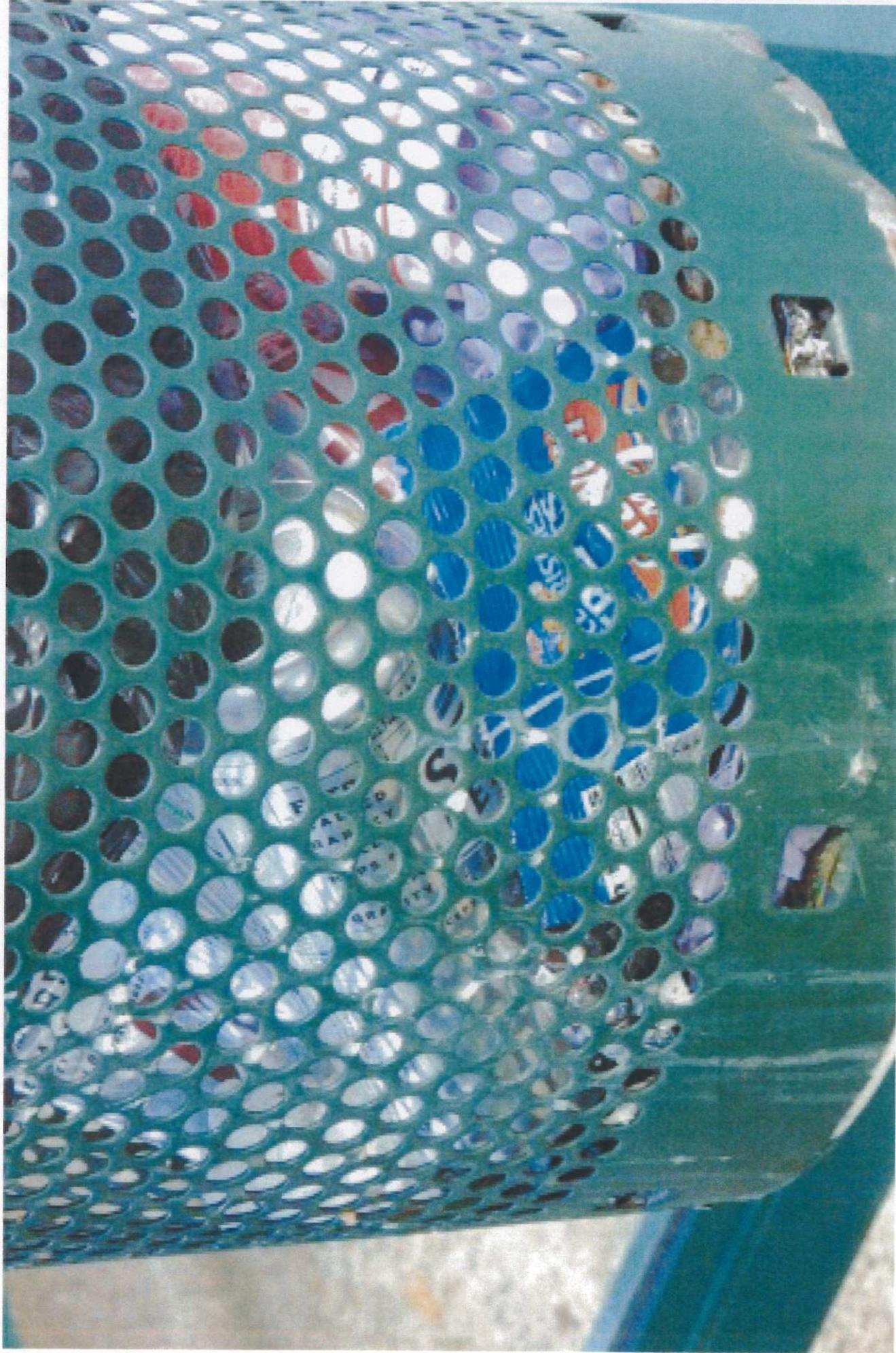
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**PICTURE #:** 316

**DATE:** 8/12/2013

**TIME:** 1:55 AM



PICTURE #: 328

DATE: 8/12/2013

TIME: 2:40 PM



**PICTURE #: 390**

**DATE: 8/19/2013**

**TIME: 4:40 PM**



**PICTURE #: 402**

**DATE: 8/27/2013**

**TIME: 8:15 AM**



**PICTURE #:422**

**DATE: 8/27/2013**

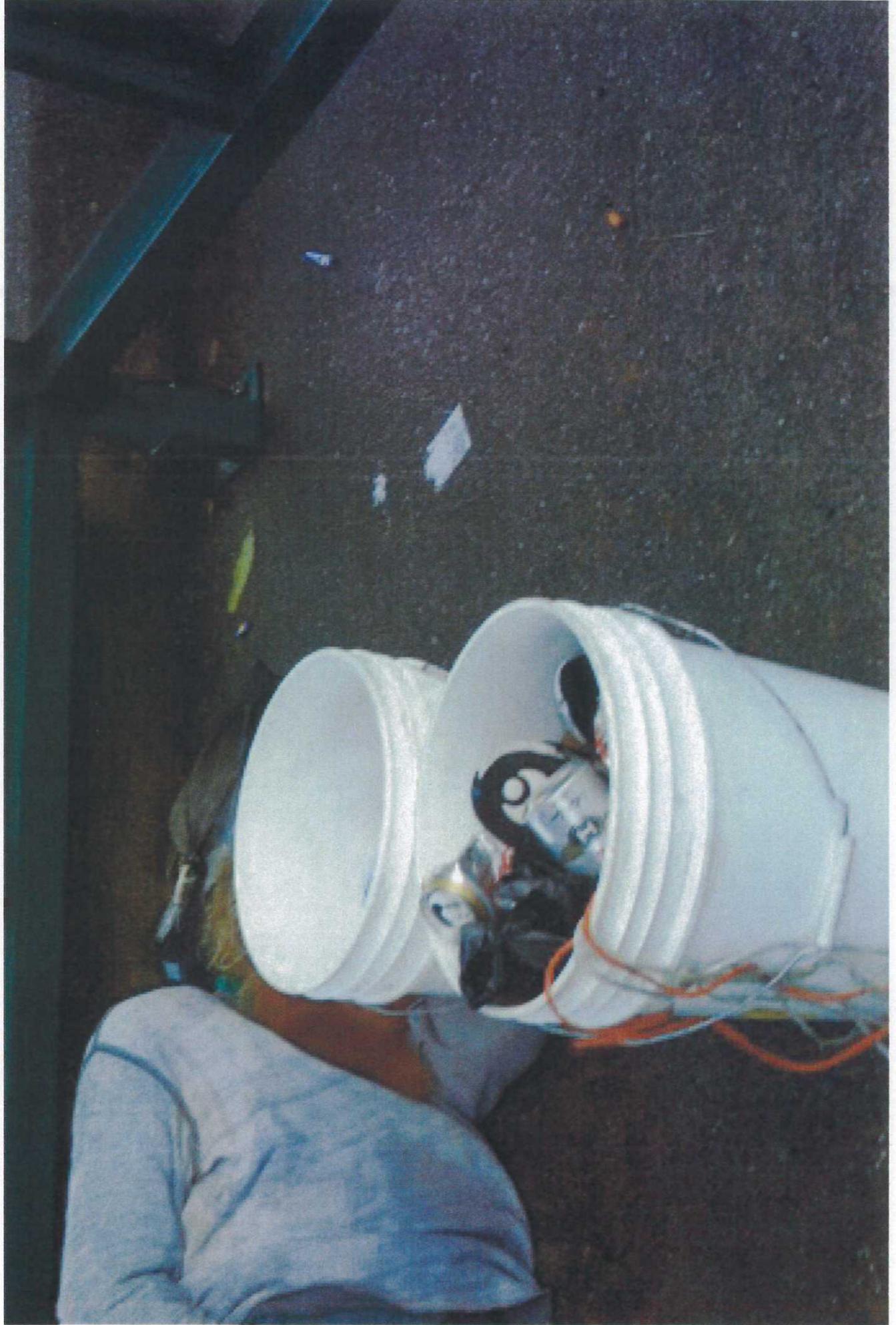
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**PICTURE #: 461**

**DATE: 9/3/2013**

**TIME: 10:45 AM**



**PICTURE #: 465**

**DATE: 9/3/2013**

**TIME: 10:50 AM**



**PICTURE #: 473**

**DATE: 9/3/2013**

**TIME: 11:20 AM**



**PICTURE #: 474**

**DATE: 9/3/2013**

**TIME: 11:20 AM**



PICTURE #: 485

DATE: 9/3/2013

TIME: 12:30 PM



**PICTURE #: 561**

**DATE: 9/9/2013**

**TIME: 12:05 PM**



**PICTURE #: 599**

**DATE: 9/16/2013**

**TIME: 10:30 AM**



**PICTURE #: 650**

**DATE: 9/17/2013**

**TIME: 4:15 PM**



PICTURE #: 768

DATE: 8/10/2013

TIME: 3:33 PM

