

 DETENTION PROTOCOL		Detention Protocol # 9.1402 ADMISSION
Chapter 9.1400	Admission, Records and Release	Effective Date: 24JAN24
Supersedes #.14-02 Admission		Revised Date: 03/27/2013, 08/01/2015, 07/26/2018, 08/21/2018, 24JAN24
TCI Standards: 1400-01-.05; (6), 1400-01-.07; (2, 3), 1400-01-.08; (2), 1400-01-.12; (5c), 1400-01-.13; (9, 11, 31), 1400-01-.14; (3, 4), 1400-01-.15; (6)		
Page 1 of 8	Approved By:	Date: 24JAN24

I. PURPOSE

- A. To process new or returning inmates in an efficient and orderly manner, while providing reasonable and necessary security for employees, deputies and other inmates.

II. PROTOCOL

- A. Admittance and processing of arrestees and inmates into the Rutherford County Adult Detention Center (RCADC) includes the verification of legal confinement, screening, classification, searching, and issue of clothing and sundry items while maintaining security and the operational integrity of the jail.
- B. This protocol is reviewed annually

III. DEFINITIONS

For the purpose of this protocol, the following definitions apply:

- A. **Deputy** – For this protocol, “deputy” shall apply to deputized employees of the Rutherford County Sheriff’s Office who work within the Adult Detention Center.
- B. **Inmate / Arrestee / Intake / Prisoner** – Any person confined to this jail, any arrested person being placed into the custody of this jail, or any person being transferred to or from the custody of this jail. These terms may be used interchangeably throughout this protocol.

RUTHERFORD COUNTY ADULT DETENTION CENTER PROTOCOLS		
9.1402 Admissions	Page 2 of 8	

- C. **Peace Officer** – A Law Enforcement Officer whose duties include the enforcement of laws. This includes deputies, police officers, transportation officers, and any other lawfully appointed person tasked with the custody of inmates.

IV. PROCEDURAL GUIDELINES

- A. During initial intake, the Booking deputy beginning the intake process shall ensure that each inmate received is committed under proper legal authority.
[TCI 1400-01-.14; (3)]
- B. When an arrestee arrives, the booking deputy will examine the arrestee for any signs of obvious injury, profuse bleeding and gauge any existing degree of intoxication.
1. A photograph shall be taken of all visible injuries.
 2. If the arrestee cannot walk into the facility on his/her own, or has an injury requiring immediate attention, the shift supervisor and/or a staff member from medical will be notified.
 - a) If the Shift Supervisor and/or Medical personnel feel the arrestee needs to be taken to the hospital, the arrestee will be refused. The arresting deputy/officer will be instructed to take the arrestee to the hospital.
 - 1) Upon return of the arrestee, the arresting deputy will be required to submit documentation of medical treatment.
 - b) If the arrestee refuses medical treatment at the hospital or by EMS/ambulance personnel, the arresting deputy will provide Intake/Release personnel with a Medical Refusal Form before the arrestee will be accepted.

RUTHERFORD COUNTY ADULT DETENTION CENTER PROTOCOLS		
9.1402 Admissions	Page 3 of 8	

3. If the Shift Supervisor and/or Medical personnel feel the arrestee's injuries and/or degree of intoxication do not require any further treatment, the arrestee will be accepted.

C. At the time of booking, a free telephone shall be made available in the Booking area for intake use. The detainee shall be allowed at least one (1) hour to complete a telephone call to the person of his/her choice.

1. Pursuant to T.C.A. § 40-7-106(b), no person under arrest by any officer or private citizen shall be named in any book, ledger, or any other record until after the person has successfully completed a telephone call to an attorney, relative, minister, or any other person that the person shall choose, without undue delay.

a) One (1) hour shall constitute a reasonable time without undue delay. After this hour, or if the arrested person chooses not to make a telephone call, then the person may be booked or docketed immediately.

[TCI 1400-01-.14; (4)]

2. A Telecommunications Device for the Deaf (TDD) shall be available in the Booking area to assist inmates/intakes with hearing and/or speech impairments.

[TCI 1400-01-.12; (5c)]

D. The Booking deputy shall:

1. Pat search the arrestee immediately upon his/her entry into the admission area, regardless of whether the arresting Peace Officer has previously conducted a search.

a) The search will include any reasonable and lawful means to determine that no weapon or contraband is introduced into the holding area.

b) Searches of newly admitted intakes shall be documented.

[TCI 1400-01-.07; (2, 3)]

RUTHERFORD COUNTY ADULT DETENTION CENTER PROTOCOLS		
9.1402 Admissions	Page 4 of 8	

- c) More thorough or extensive searches may be conducted in accordance with RCADC Protocol 9.0703 *Inmate Searches*.
- d) As part of the booking process, persons wearing religious head coverings must remove the covering and allow the head to be searched. The search should be conducted outside the presence of members of the opposite sex. After the search, the head covering may be placed back on for the remainder of the booking process.

2. Inspect the intake's property.

3. Require that the Peace Officer delivering the inmate must present all appropriate documentation as required by RCADC Protocol 9.1401 *Inmate Record Keeping*.

4. Fingerprint and photograph the intake.

- a) Copies of the fingerprints should be forwarded to the proper state and federal authorities.
- b) Arrestees and citation recipients are not required to remove religious head coverings for booking photos as long as the view of the face and profile are not obstructed by religious attire.

5. Monitor the welfare of all intakes by observing every intake frequently enough so that not more than one hour passes between observations.

- a) More frequent observation shall be provided for intakes who are violent, suicidal, mentally ill, intoxicated, and for intakes with other special problems or needs.

- b) The time of all such checks shall be logged, as well as the results.

6. Assure that an intake form is completed for each person admitted to the facility.

RUTHERFORD COUNTY ADULT DETENTION CENTER PROTOCOLS		
9.1402 Admissions	Page 5 of 8	

- E. Inmates will not be accepted into the RCADC, and are to remain in the custody of the arresting peace officer, under the following conditions:
1. Inaccuracies exist in the intake's paperwork;
 2. There is a question as to the identity of the intake in comparison to the accompanying paperwork;
 3. The Peace Officer refuses, or cannot furnish, reasonable background data about the intake;
 4. The intake has made an outcry, and there are indications that the arresting or transporting Peace Officer has brutalized the intake or violated the intake's civil or constitutional rights;
 - a) If such an outcry is made, or the booking deputy has reason to suspect this has happened, he/she shall notify their supervisor to investigate or resolve the complaint.
 - b) The arrestee may not be admitted into RCADC until the situation is resolved.
 5. The intake is in need of emergency medical care; and or,
 6. The intake requires special needs that the facility cannot reasonably provide.
- F. All property an intake has on him/her shall be collected by a Booking deputy and inventoried. It will be stored in the Property Room until the inmate is released or he/she releases the property to another person. See RCADC Protocol #9.1404 *Inmate Property* and Cell Storage for more information on personal property.
- G. Background checks are completed for each intake during the intake process.
1. These include local and state checks, as well as a National Crime Information Computer (NCIC) check.

RUTHERFORD COUNTY ADULT DETENTION CENTER PROTOCOLS		
9.1402 Admissions	Page 6 of 8	

2. The results of these background checks shall be included in the classification process.

H. During the intake process, before the intake leaves the Booking area, he/she shall be provided the following information from the Inmate Rules and Regulations, and will acknowledge receipt of this in writing.

1. The facility's violations and corresponding sanctions;

[TCI 1400-01-.08; (2)]

2. Basic sexual assault fact and tips for avoiding sexual assault;

a) At minimum, this will include prevention/intervention steps, methods of self-protection, how to report sexual abuse/assault, and treatment and counseling options.

[TCI 1400-01-.13; (31)]

3. Items allowed in the cells;

[TCI 1400-01-.05; (6)]

4. The grievance process;

5. How to access medical care; and,

[1400-01-.13; (11)]

6. His or her responsibility for reading the entire Rules and Regulations within forty-eight (48) hours of being housed in the facility.

I. In addition to the initial screening during the booking process, a more complete examination shall be completed on inmates within fourteen (14) days of the initial confinement date.

[1400-01-.13; (9)]

1. If the facility can document that a health appraisal was conducted within the previous ninety (90) days, this fourteen (14) day physical is not required unless medical conditions dictate otherwise.

RUTHERFORD COUNTY ADULT DETENTION CENTER PROTOCOLS		
9.1402 Admissions	Page 7 of 8	

2. This examination shall be performed by a physician or a person who has been designated by a physician as capable of performing such examination.

a) If a designee performs the examination, he/she must do so under supervision of a physician and with a protocol or set of instructions and guidelines from the physician.

3. This examination shall include:

a) Inquiry into current illness and health problems, including those specific to women;

b) Inquiry into medications taken and special health requirements;

c) Screening of other health problems designated by the responsible physician;

d) Behavioral observation, including state of consciousness and mental status;

e) Notification of body deformities, trauma markings, bruises, lesions, jaundice, ease of movement, etc.

f) Condition of skin and body orifices, including rashes and infestations;

g) Disposition/referral of inmates to qualified medical personnel on an emergency basis;

h) A review of the initial intake receiving screening; and,

i) An individual treatment plan as appropriate.

J. All intakes will be classified and housed based on the criteria found in RCADC Protocol 9.1701 *Inmate Classification*.

K. Any intake detained overnight will be issued the following:

1. One (1) clean fire-retardant mattress in good repair;

2. One (1) clean sheet;
3. One (1) clean blanket; and,
4. One (1) clean towel.

[TCI 1400-01-.15; (6)]

- L. If it is determined an intake will be housed within the facility, he/she will be given a shower and issued the following supplies:
1. A complete facility uniform;
 2. Two towels;
 3. An all-purpose tumbler and spork;
 4. Basic hygiene supplies;
 5. Paper, pen and two stamped envelopes for correspondence; and,
 6. A sheet and blanket.