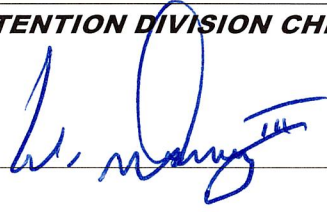


**ADAMS COUNTY SHERIFF'S OFFICE PROCEDURAL MEMORANDUM**

<b>DETENTION DIVISION CHIEF</b>  <i>Bill Dunning</i>  12-12		<b>EFFECTIVE DATE</b>  <b>Upon publish in Power DMS</b>	<b>REVISED DATE</b>  <b>Issued: 11/04 Revised: 04/12 10/12 12/12 01/13 10/13 08/14 09/21 09/24 02/05/2025</b>
<b>NUMBER</b>	<b>TITLE</b>	<b>POSTS INVOLVED</b>	
<b>PO 012</b>	<b>Booking and Releasing of Inmates</b>	<b>All Staff</b>	

**PURPOSE:**

Specific information is recorded for every person admitted to the Adams County Detention Facility. During the admission process, newly admitted inmates are searched, information forms are completed, they are fingerprinted, a photo is taken, they are permitted a free phone call, and they are issued clothing and bedding prior to being housed. During the releasing process, this information is used to verify identity of the person being released and cross check national databases for warrants. The purpose of these practices is to ensure responsible public record accuracy, protect the identities of the innocent and maintain public and victim safety.

**PROCEDURE:**

**Preliminary Special Note:** No person will be admitted who suffers from an apparent serious illness or injury or has been involved in a motor vehicle accident without medical clearance. Females who are seven or more months pregnant without having been previously medically cleared, or if the female has been using drugs/alcohol while pregnant or pregnant with complications or high-risk pregnancy.

#### Receiving Inmates:

1. **Booking personnel shall ensure persons are medically able to be admitted to jail prior to receiving them.**
2. **The Booking Nurse or a nurse from the Medical Unit shall be notified of any medical or psychiatric condition requiring attention prior to receiving the inmate.** (The medical unit contractor has the final say on whether a person is medically able to be admitted into the jail).
3. **Booking personnel shall ensure that the appropriate charging paperwork, as described in PO #162, accompanies the person being admitted and that the person's description and identification matches the paperwork.** (Persons received with sealed cases or charges will be handled according to PO 171.5. sealed cases).
4. **Booking personnel shall search every person before they are admitted into the booking area for processing:** The search shall include an initial cursory search of the person for any weapons and a thorough search for contraband items and personal property. Any pockets should be turned out on any clothing if possible. If the prisoner has extra layers of clothing, those items should be removed. If the prisoner is charged with any drug charge or there is suspicion of drugs, or any other contraband, the prisoner will be strip-searched in a changing cell prior to receiving the prisoner.
  - a. This search will be completed prior to the arresting/transporting officer leaving the receiving area.
  - b. Items recovered during the search will be given to the arresting/transporting officer to process appropriately.
  - c. The search shall include removal of the arrestee's shoes and socks. The shoes and socks will be placed with the arrestee's other property and placed into storage.
5. **Booking personnel shall accept all appropriate property from the arresting officer.**  
**When accepting property from arresting officers, the following shall be taken into consideration:**
  - a. Large, bulky items such as suitcases, radios, backpacks, etcetera, shall not be accepted.
  - b. If weapons or contraband are discovered prior to the receiving of the inmate, the arresting officer shall be responsible for the disposition of the weapons or contraband. Electronic items larger than a cell phone will not be permitted (laptops, ipads, etcetera).
  - c. All US currency will be deposited in the booking sallyport money kiosk. Checks from other detention facilities shall be counted and placed in a money envelope and placed in the booking safe. The amount shall be recorded on the back of the custody sheet and the envelope, then placed in the booking safe in the sallyport or fed into the money kiosk. Foreign currency or partial pieces of U.S. paper currency will be placed in the inmate's property. (Currency that is blood stained, wet, or soiled is to be packaged in a separate plastic bag and placed in the inmate's property bag. **CURRENCY OF THIS CONDITION WILL NOT BE PLACED IN A MONEY ENVELOPE OR GIVEN TO ACCOUNTING.**



Document this type of property with a complete and accurate inventory of amount of funds).

- d. All accepted property shall be listed on the custody report.
- e. All personal property received other than clothing, money, and prescription medicines must be in a clear, sealed, plastic bag. Inmates shall have the opportunity to retrieve any allowable property such as paper with phone numbers, legal work, etcetera, *before* the clear plastic bag is sealed. Inmates will have the opportunity to retrieve phone numbers from their cell phone, if they have it in their property. This should be done prior to being dressed and the property bag sealed. Note there are signs in R1 and R2 notifying inmates about requesting phone numbers. The inmate's last name and property tote number shall be written on the sealed property.
- f. The inmate must have signed the acknowledgment of property on the back of the inmate jacket (folder). Any sealed property opened after the inmate is received shall be resealed in a new bag. The name of the person opening it, and the reason for opening it shall be written on the inmate's booking jacket. All inmate property except money and the clothes the inmate is still wearing shall be placed in a property tote. The tote number shall be recorded on the custody form and a slip with the prisoner's name shall be placed in the label window of the tote.

**6. Once an inmate is received, the following booking tasks shall be completed:**

- a. The prisoner's charging paperwork shall be copied and distributed.
- b. A booking number shall be obtained by initial computer entry.
- c. The prisoner shall sign the appropriate paperwork.
- d. A booking number shall be obtained by initial computer entry.
- e. An ID card shall be created and additional photograph copies printed and placed on the custody, and court sheet as necessary.
- f. The prisoner shall be fingerprinted on AFIS according to current procedures.
- g. The prisoner shall submit to DNA sampling according to current procedures.
- h. The prisoner shall receive a free local call or long-distance call.

**7. Upon completion of the above booking process, all information shall be placed into the inmate's Booking Jacket. Inmate information will then enter all remaining required data into the computers and ensure that the Inmate's jacket is placed in the active records.**

**8. Inmates that will be housed will be dressed in the appropriate uniform:**

- a. At the time of dressing, they will be strip searched according to C.R.S. § 16-3-405 Strip Searches – when authorized or prohibited.
- b. At the time of dressing, inmates may be either given the opportunity to shower or directed to shower as needed.
- c. The dressing officer shall locate the inmate's property and confirm with the inmate that the contents of the tote belong to that inmate. That will be accomplished by comparing

the name of the inmate on the property tote and asking the inmate if the contents belong to that inmate.

- d. The deputy dressing the inmate shall seal the inmate's remaining clothing and place it in the tote. If additional loose property is found, it will also be sealed and placed in the original tote. The deputy shall sign the inmate's jacket as the dressing deputy.
- e. All personal property shall be stored and secured in the property tote in the property room.
- f. Excess property shall be stored in a designated location. An inmate inventory/property disposition form (form 4326) will be filled out and distributed.

9. **Inmates will be issued clean clothing and bedding before going to housing. The following items will be issued to new inmates:**

- a.
  - i. 2 detention uniforms
  - ii. 1 cup
  - iii. 2 T-shirts
  - iv. 2 blankets
  - v. 2 bras (female inmates only)
  - vi. 1 comb
  - vii. 4 panties (female inmates only)
  - viii. 3 pairs of socks
  - ix. 1 toothbrush
  - x. 1 washcloth
  - xi. 1 toothpaste
  - xii. 1 pair of facility shoes
  - xiii. 1 spoon
  - xiv. 1 bar of soap
  - xv. 1 pair of facility shoes
  - xvi. 2 towels
  - xvii. 1 storage box (female and work release inmates only)
  - xviii. 1 pair of boxers (male inmates only)
- b. The issue shall be recorded on the inmate's inmate issue report (form #4328).
- c. Module or medical deputies shall record changes made in the issue form when the inmate moves to general population. The form shall then be filled in the inmate's booking jacket. The inmate shall be responsible for maintaining and returning all items listed upon release from custody.
- d. Inmates may be permitted to retain the following personal property in their possession:
  - i. Legal documents for current cases.
  - ii. Family photos, not to exceed ten (10) – Photos must be 5"x7" or smaller.
  - iii. Polaroid pictures shall not be accepted.
  - iv. Prescription glasses/contacts. (unbroken)
  - v. Dentures
  - vi. Lists of addresses, telephone numbers and correspondence.



**10. Inmate booking jackets will be prepared upon notification from outside agencies of a new arrest. Booking Deputies will prepare the booking file in the following manner:**

- a. When an arrestee is received, all detainers and court appearance records will be placed in the inmate's jacket.
- b. Three (3) copies of the warrant/arresting paperwork will be made on each new inmate. One (1) copy will be stapled to the yellow court sheet (originals on new charges) or pink detainer. One (1) copy will remain in the jacket stapled to the right inside of the red folder in the inmate jacket. The third copy shall be stapled to the file that goes to pre-trial (if the charge is from a federal agency, another county, or a municipality outside of Adams County, a pink detainer and a yellow court sheet will need to be prepared).
- c. One copy of the inmate rules receipt will be placed inside the red folder.
- d. The front of the jacket shall be signed or initialed as appropriate for each step in the booking process.
- e. Any kites written by the inmate during that person's incarceration period or other paperwork pertaining to the inmate will be placed in the back of the inmate's jacket.

**11. Fingerprint procedures:**

Operators must complete fingerprints in accordance with established rules set forth by CBI and the Adams County Sheriff's Office. Fingerprints will be done on all the following arrestees:

- a. Adams County Sheriff's Office arrestees
- b. North Metro Task Force
- c. Colorado State Patrol (CSP);
- d. The Colorado Division of Wildlife (DOW)
- e. University of Colorado Health Science Center Police – Fitzsimmons
- f. State of Colorado Parole (new state criminal charges and warrants only)
- g. Any other State of Colorado enforcement agency
- h. Exceptions – Prints may be submitted for additional agencies if they are unable to print an arrestee (i.e. combative) or when CBI needs to identify the person, and for court ordered fingerprints. (If a police department arrested an individual, only one local fingerprint card is to be completed to prevent the submission of duplicate ARNs to CBI).
- i. Prints shall not be done on new arrestees coming only on mittimus, technical parole violators, Community Corrections violators, or warrant arrests that were printed at another jail on the current warrant.
- j. Fingerprints may be performed by any jail deputy or jail detective who has been trained by a booking deputy.

**12. Booking a person of interest:**

- a. Whenever an employee, a member of an employee's family, or a close friend of an employee is booked into custody at the jail or other arrest of interest, the employee/booking staff shall immediately notify that person's supervisor and/or duty sergeant.
- b. The information shall be passed up the chain of command to the Division Chief. The Division Chief or designee shall make the decision to maintain the person's custody in

the facility or to transfer them to another agency. If the person is to be transferred, the Detention Manager shall ensure the transfer is arranged and conducted in a timely manner.

- c. When the relative or friend of a deputy assigned to the detention facility is held in the detention facility, the supervisor/sergeant shall make changes in the duty assignments when deemed necessary. The employee, whose family member or friend has been booked in may:
  - i. Visit only while off duty and during regular hours, unless granted special permissions by the Division Chief or designee.
  - ii. Leave money while off duty or while on break during working hours or before/after working hours
- d. Any special concerns shall be brought to the immediate attention of the supervisor/duty sergeant.

**13. When receiving non-English speaking inmates:**

- a. The Adams County Detention Facility provides guidance to staff and inmates aiding non-English speaking inmates received in the booking area and throughout their incarceration. Assistance is provided using staff interpreters in the language necessary when available, through the use of a language line services by telephone, specific apps provided for interpretive needs, or by contacting live interpreters through contracted services.
- b. Once the language has been identified, the booking sergeant or designee will arrange for a staff interpreter to respond to assist the inmate to understand and complete the booking process.
- c. If a staff interpreter is not available, arrangements shall be made for the inmate to speak to an interpreter using the language line services. If an inmate is identified to be a foreign national from a country other than the United States of America, the inmate will be asked if they wish to contact their respective Foreign Consulate. However, upon request of any foreign national at any time, we will contact that person's foreign diplomatic representative. If the inmate's country requires mandatory notification, booking staff will notify the nearest consular office without delay, that the arrest/detention has occurred.
- d. Whenever a foreign consulate is informed of the detention of a foreign national, a copy of the written notification will be placed in the inmate's jacket. The fax form provided in the US Department of State Consular Notification and Access Publication 10518 shall be utilized for the Consular notification.
- e. If the inmate is suspected of being in the United States without proper authorization, I.C.E. (Immigration and Customs Enforcement) must be notified immediately by email. A copy of the email must remain in the inmate jacket and the front of the jacket must indicate that a notification was made. At no time, will the Adams County Detention Facility hold or delay the release of an inmate that would otherwise be eligible for release based solely upon an I.C.E. detainer.
- f. The United States Department of State fax number is (202)736-7559.

**14. Receiving and booking persons with disabilities who are deaf or hard of hearing:**

- a. Upon becoming aware that a person is deaf or hard of hearing in the booking area, the booking sergeant or designee will be notified immediately so that the most appropriate form of communication for the booking process can be determined. Once it is determined an inmate is deaf or hard of hearing, a notation shall be made in the alert field of the inmate's name record in the Jail Management System and also on the inmate's paper jacket.
- b. An entry shall also be made on the inmate's chronological record of their disability and the preferred method of communication. Notification will also be made to the Platoon Commander and the Jail Division Chief and the ADA Coordinator.
- c. The inmate shall be shown an orientation video about the booking process and the facility as soon as they are physically received from the sally port area.
- d. The deaf inmate shall be offered the services of a sign language interpreter for the booking process using Exhibit A (*Ref: Post Order 109.1 Inmates with Disabilities*).
- e. If the deaf inmate does not indicate a preference for a sign language interpreter, the inmate will be offered a choice of other auxiliary aids and services using Exhibit B (*Ref: Post Order 109.1 Inmates with Disabilities*).
- f. Primary consideration shall be given to the type of communication aid requested by the inmate.
- g. Types of communication may include but are not limited to:
  - i. Sign language interpretation
  - ii. Inmate owned hearing aids (various types are accepted)
  - iii. Written communication
  - iv. Electronic typing device (*Ref: The Ubi Duo*).
- h. In all instances, documentation of the communication is necessary:
  - i. When an inmate keeps their hearing aid or other assistive device in general population – this must be noted in their chronological log.
  - ii. Notes from written communication shall be placed in the inmate's booking jacket.
  - iii. Typed conversations on the electronic device will be saved to the device's download file.
  - iv. The name of the sign language interpreters, the tasks completed, employee witness and the time frame used will be recorded on the inmate's chronological record.
- i. If a sign language interpreter is requested, and interpreter shall be contacted through the approved list of contractors (i.e. A+A, Purple, etcetera). The sign language interpreter will be utilized to explain and complete:
  - i. The booking process, medical and mental health intake interviews, pretrial interviews, classification interviews (if classification staff are available) and answer any additional questions the inmate may have prior to being sent to housing.
- j. Once the booking process is complete, the deputy sending the inmate to housing shall notify the housing unit staff of the inmate's disability. Any inmate who has requested a



sign language interpreter will also be offered and shown a video explaining how deaf inmates request interpreters for other programs and services.

- k. Deaf or Hearing-Impaired inmates shall be allowed to use the Sorenson phone machine to make phone calls.

**15. Booking uncooperative Inmates:**

- a. Arresting agencies should always make a diligent effort to positively identify all arrestees prior to bringing them to the ACDF. If an agency has made the effort but is unable to positively identify an arrestee, the arrestee will be received under the identity provided by the arresting agency. Booking staff will continue efforts to positively identify the individual and may assist outside agencies with fingerprinting uncooperative individuals. The inmate will not be entered into the computer as a John or Jane Doe.
- b. In the event that an inmate does not cooperate in the booking process and will not submit to fingerprinting, they will not be housed in general population.
- c. If the inmate has not complied with any portion of the required booking process at the expiration of 12 (twelve) hours, the booking sergeant will ensure that information is provided for notification to the courts. The facility will respond to the order of the court concerning the inmate.

**16. Housing of Inmates:**

- a. All male inmates are generally housed initially in the Intake Unit. Some inmates may require housing in the Medical Unit or Behavioral Health Unit. Female inmates are housed according to their classification assessment and determined custody level. When a female intake module is available, female inmates are to be generally housed there. The initial classification is determined during the booking process.

**17. Releasing of Inmates:**

The Booking Staff shall ensure the following:

- a. Verify that the releasing paperwork is in order and check the inmate's booking file to ensure that all charges have been satisfied. It is exceedingly important that the paperwork shows no reasons to hold the inmate. Failure to adhere to this may result in a bad release that could endanger the public and bring embarrassment to the agency.
- b. The Adams County Sheriff's Office will not maintain custody of any inmate solely based upon an I.C.E. Detainer and/or Federal Administrative Warrant for Arrest of Alien. I.C.E. shall be notified in advance of a pending release when an inmate's only hold will be an I.C.E. Detainer and/or Federal Administrative Warrant of Arrest of Alien. I.C.E. has expressed interest in. If an I.C.E. Agent is present at the time of release, the agent will have the opportunity to execute their Administrative Federal Warrant for Arrest of Alien as prescribed in Federal Law. If an I.C.E. agent is not present at the time of release and the inmate has satisfied all other detainers, the inmate shall be released in accordance with Post Order 012. The releasing procedure will be as follows:
  - i. The inmate must be picked up by I.C.E. as soon as they are released of all other charges. Inmates shall not be held pending the arrival of I.C.E. agents.
  - ii. After a bond or Release Order of the Court is received, the Record Specialist staff will email I.C.E. from [jailrectechnicians@adcogov.org](mailto:jailrectechnicians@adcogov.org) and let them know of

the projected time of release so they can make arrangements to have an I.C.E. agent present at the time of release.

- iii. All correspondence with I.C.E. will be initiated through the [jailrectechnicians@adcogov.org](mailto:jailrectechnicians@adcogov.org) email address. Detainers for I.C.E. will no longer be faxed.

c. **In accordance with C.R.S. § 16-4-102 – Right to bail:**

Unless extraordinary circumstances exist, the custodian of a jail shall release a defendant WHO IS GRANTED A PERSONAL RECOGNIZANCE BOND as soon as practicable BUT NO LATER THAN SIX HOURS AFTER the defendant is physically present in the jail. Unless extraordinary circumstances exist, the custodian of the jail shall release a defendant who is granted a cash bond as soon as practicable but no later than SIX hours after the bond is set, after the defendant is physically present in the jail, and after the defendant or surety notifies the jail that the defendant or surety is prepared to post bond. If the custodian fails to release the defendant within six hours, the custodian shall inform the defendant and any person posting bond on behalf of the defendant the reason for the delay and shall document the reason for the delay in the defendant's file. A supervisory condition of release does not serve as a legal basis to continue to detain the defendant, except that, if the defendant is ordered released upon condition of being subject to electronic monitoring, the defendant may be held up to as long as practicable but no longer than twenty-four hours after the defendant is physically present in the jail and the defendant's bond has been posted, if such delay is necessary to ensure the defendant is fitted with electronic monitoring and the court has authorized the defendant to be held until the electronic monitor is fitted. If the court orders electronic monitoring for the protection of a specific individual, and the defendant is ordered to have no contact with that specific individual, and the judge orders that the defendant not be released without electronic monitoring based on finding that the electronic monitoring is necessary for public safety, then the time limits regarding release of the defendant do not apply. However, if a defendant is held more than twenty-four hours after posting bond awaiting electronic monitoring fitting, the sheriff shall bring the defendant to the court the next day the court is in session and explain the reason for the delay.

- d. Run a computer check for outstanding warrants from other agencies through CCIC/NCIC (this clearance is valid for twelve hours from the time that it was completed). If CCIC/NCIC files are down for more than 4 hours from the time an inmate is otherwise ready to be released, then an inmate may be released without a clearance. A notation shall be made on the inmate's jacket when this occurs.
- e. When an inmate is being released into the custody of another agency, verify the identification and validity of the releasing paperwork.
- f. Notify persons listed in the inmate's file, if any. This may include law enforcement personnel or the victim(s).
- g. Each step during the release is initialed on the outside of the booking jacket.
- h. Inmate jackets are forwarded to records after release is completed.
- i. Contact the Primary Booking Officer or the Booking Sergeant if questions or problems arise regarding the paperwork.



- j. An inmate who is deaf shall be offered a qualified sign language interpreter for the release process. How to request an interpreter for the release process will be explained in the video.

**18. Release from the Module:**

The Module Deputy Shall:

- a. Upon notification from Booking, tell the inmate to gather all of his possessions and Facility property.
- b. Check the inmate's cell for cleanliness, damage, and overlooked property.
- c. Inspect facility-issued items and verify that the inmate still has possession of those items issued to the inmate at the time of booking. All linens and excess clothing items shall be collected.
- d. Ensure that inmates who are leaving the facility have their inmate I.D., cup, and spoon. (Unless they are housed in the Medical Unit or the Behavioral Health Unit).

**19. Medical Releases:**

- a. The Adams County Detention Facility reviews court cases of inmates who have serious medical conditions in which continued incarceration could be detrimental to the inmate, other inmates, or staff members.
- b. When medical staff have determined that the medical or behavioral health condition of an inmate is significant and that continued incarceration could interfere with the effective treatment of or endanger other inmates or staff, the Health Services Administrator shall notify the Detention(s) Manager and Operations Commander to provide them with information concerning the situation.
- c. The Detention(s) Manager, Operations Commander, or designee, shall ensure the following:
  - i. Determine the inmate's court status, such as pretrial or sentenced holds for other agencies, and fine and costs owed.
  - ii. Review prior criminal history and pre-trial risk assessment factors to determine if the safety of the community would be compromised should the inmate be released, and any past failures of the defendant to appear at court hearings.
  - iii. When appropriate, investigate options such as bonding, home incarceration, fines waived, and referral programs for assistance; confer with the County Attorney who will confer with the Court, Defense Attorneys, District Attorneys, and other outside resources for an acceptable resolution.
  - iv. Forward the results of the investigation and the recommendation to the Jail Captain or designee.

**20. Verification of Inmate Identity:**

- a. The releasing deputy shall utilize the check list on the front of the inmate jacket when preparing an inmate for a release from the detention facility. The releasing deputy shall also take fingerprint of the inmate's right index finger on the property sheet and



compare it with the fingerprint taken when the inmate was booked in. Identification verification through the Morpho system shall also be used. The releasing deputy shall also check the inmate's name and ID tag picture. The releasing deputy shall compare the inmate's signature on the releasing paperwork to the signature on the back of the custody sheet from when the inmate was booked in. In addition, the releasing deputy shall verify the identity of the inmate by asking them no less than three items from the custody report:

- i. "What is your date of birth?"
  - ii. "Where were you born?"
  - iii. "Where do you work?"
  - iv. "What make and model of car do you have?"
  - v. "Who did you put down as your emergency contact while being incarcerated?"
  - vi. "Where do you live?"
  - vii. "What is your telephone number?"
  - viii. "What was the location where you were arrested?"
  - ix. "What is your middle name?"
  - x. "Do you have any nicknames?"
  - xi. "Do you have any tattoos, marks, or scars?"
- b. The deputy shall vary which questions are asked and not always ask the same three questions of every inmate.
  - c. If a discrepancy as to the identity of the inmate is noted, the release shall be delayed until such time as it is resolved.

**21. Property Inventory of Facility Issue:**

The property deputy shall receive from the inmate all facility-issued items except for linens and excess clothing items. Damage to or loss of facility property may result in inmates having to pay restitution.

**22. Property Inventory of Inmate's Personal Possessions:**

- a. The inmate will be shown their clothing and personal property. The inmate shall be required to acknowledge, by signature on the property report, that they have received all of their property and money by debit card, check, or cash. The property deputy shall return the inmate's clothing in the holding cell. The property deputy shall release the remaining personal property to the inmate once they are outside the secured area of the facility. No inducement shall be used to compel the inmate to sign the property report first and inventory his money/valuables/property later.
- b. If the inmate refuses to sign for his property or money, the property and/or money will not be released and the duty or booking sergeant shall be notified at once. The check shall be voided, and the property shall remain in the property room until further disposition by the sergeant or their designee.
- c. Once an inmate has signed as having received all their property, the facility is not responsible for property that they may later claim to be missing.
- d. Inmates with less than \$20.01 on their inmate account will have their account balance returned to them in cash. A petty cash receipt shall be completed and stapled to the

hard copy of the custody report. For account balances of \$20.01 or more, a debit card will be issued.

- e. Inmates returning to other jurisdictions will receive cash only. All other releases will receive the debit card or petty cash depending on the amount as noted above.

**23. Special Condition Releases:**

- a. If an inmate is too intoxicated to care for themselves, their release will be delayed until such time as a sergeant determines that the inmate can care for themselves.
- b. No inmate released from the custody of the facility will be transported to a medical or mental health care facility by any ACDF personnel unless such transportation is requested by the medical staff or is specified by a court order or approved by an on-duty supervisor.
- c. In the event of an in-custody death, the inmate's personal property will be removed from the assigned property tote and booked into evidence for safekeeping after the investigating detective has released it. A printed copy of the evidence voucher will be placed in the inmate's jacket.

**24. Release for fines and costs/restitution: (Moved to PO 191)**

**25. Release to Other Jurisdiction (RTOJ):**

- a. When the Booking Unit has been notified by another agency of an impending release of an inmate, a pending body release form will be completed showing:
  - i. Inmate first and last name
  - ii. Housing location
  - iii. Inmate Booking Number and date of birth
  - iv. Requested agency name
  - v. Name of the person who notified booking of the request and their phone number
  - vi. Estimated date and time of arrival.

**NOTE on 1: THE ONLY TIME A CLEARANCE ISN'T RUN IS WHEN THE INMATE IS A WRIT RETURN OR EXTRADITION.**

- b. This jacket will be given to releasing to be worked for release along with the body receipt for request for RTOJ.
- c. The releasing deputy will send a copy of all the inmate's active detainer(s) with the requesting agency.
- d. If an inmate is released to another jurisdiction; the releasing deputy will send copies of pertinent medical, or disability information provided by the medical unit with the receiving agency. The releasing deputy will also notify the receiving agency of any physical limitations an inmate has including being deaf or hearing impaired by writing such information on the body receipt for that inmate if a deaf inmate used sign language interpreter at any point during incarceration, the Sheriff's Office will notify the other agency that an interpreter at any point during incarceration, the Sheriff's Office will notify the other agency that an interpreter was used.
- e. The releasing deputy shall:

- i. Ensure all active county holds are satisfied
  - ii. Notify the module to have the inmate sent to the pre-release cell
  - iii. Verify all facility issued property with the departing inmate
- f. The only property given to the inmate at the time of release will be the inmate's clothing and shoes. All other property will be given to the transporting deputy. Ensure the transporting officer signs the pending body release.
- g. The inmate jacket will then be forwarded to the record room for disposition.

**26. Releasing a Charge:**

Booking personnel will verify the inmate's jacket to the releasing paperwork received. They must ensure that each charge has been satisfied and that proper bond information such as amount, return location, return date and time are complete and recorded. The releasing deputy will also verify all charging paperwork, with the releasing paperwork before a charge is released.

- a. The releasing deputy shall:
  - i. Verify the inmate booking number, name, and DOB on the jacket file
  - ii. Verify that any release and charging paperwork are the same and cross-referenced to any A.K.A. (Also Known As).
  - iii. Ask the record specialist staff to check the in-house computer for any warrants not yet entered on NCCIC/CCIC and to check the bonds to verify all the information is correct.
  - iv. Check the jacket and copies of the custody to ensure there are no additional charges.
  - v. Check the computer for active in-house charges

**27. Bonds:**

- a. Warrants, teletypes, a letter to the Sheriff, warrant of commitments, summons and court appearance sheets will be verified with the bond to ensure the following are correct:
  - i. Warrant or case number
  - ii. Bond return-location, date, time
  - iii. The amount of the bond
  - iv. Bond type
- b. Ensure the proper payment has been met for the bond condition.
- c. Ensure additional bond conditions have been typed on the bond per court order. Any errors on the bond will be corrected, before the charge is released.
- d. The releasing deputy will deliver, in person, the original copy of the bond to the front desk. Records staff shall log the time of the delivery on the bond request log.

**28. Served Time and Released (STR):**

- a. When releasing a charge on an inmate that has been sentenced, the following will apply:
  - i. Any charge on an inmate that has been sentenced, over two (2) days, requires a time computation sheet to be completed by Court Services personnel or paperwork from the originating agency indicating a release date.



- ii. Verification that a name and DOB are the same on the jacket, charging paperwork, and computation sheet.
  - iii. Verification of case and warrant numbers.
  - iv. Verification of the day and time for the charge(s) to be released.
- b. When an inmate has been sentenced to less than 2 days (24 to 48 hours), his/her jail time will begin from the time that they are taken into custody. They will be released after their sentence of 24 to 28 hours has been met.

29. **Court Ordered Release:**

- a. Verify the inmate's name, date of birth, and case number on the court appearance sheet and the inmate's charging paperwork.

30. **Investigator Release:**

- a. A Detective from any agency may release a new case prior to an advisal, by filling out the "Investigator's Release form (4305). If the inmate has been advised in court, the detective will file the Investigator's Release through the court and bring the release from the court to booking.

31. **Other Releases:**

- a. A Teletype from a recognized authority (courts, law enforcement, etcetera) may release a charge once the name, date of birth, and warrant or case number has been verified with the inmate's jacket and charging paperwork. However, a municipality cannot release the hold for a state court docket number (example: Lakewood police department cannot drop the hold for a case with a Jefferson County case number).  
**Faxes will not be accepted.**

32. **Booking Fee Invoices:**

If an inmate is being released and the "booking fee" has not been collected, the releasing deputy will present the released inmate with an automatically generated invoice from Keefe. The inmate will have 30 days to return the "booking fee".

## **Radiation Safety Program for Security Screening of Humans with Limited-Use Systems:**

1. **Purpose:** This procedure outlines responsibilities and describes the requirements and implementation of the radiation safety program for the use of limited-use personnel security screening systems.
2. **References:**
  - a. ANSI N43.17-2002
  - b. NCRP Commentary No. 16
  - c. Colorado Revised Statutes § 25-11-103(2) - Radiation control agency – powers and duties

(2) Pursuant to rules adopted as provided in section 25-11-104, the department shall issue licenses pertaining to radioactive materials, prescribe and collect fees for such licenses, and require registration of other sources of radiation. No other agency or branch of this state has such power or authority.

### 3. Definitions:

a. Effective Dose – Sum of the tissue-weighted equivalent doses in all the tissues and organs of the body.

b. Inspection Zone – A well-defined (demarcated by tape, paint, rope barrier, etc) area around the personnel security screening system where no one but the individual being scanned is authorized during the operation of the device. Purpose of the zone is radiation exposure control. PO 012 Page 15

### 4. Responsibilities:

(A) Jail Division Chief or designee shall:

(1) Make the ultimate decision to use security screening systems and be ultimately responsible for radiation safety.

(2) Designate an individual responsible for radiation safety. This individual must have training and experience commensurate with the scope of the radiation safety program.

(3) Designate authority to approve and manage the day-to-day use of the system.

The individual responsible for radiation safety shall:

(i) Formulate, implement, and exercise staff supervision over the radiation safety program.

(ii) Formulate, implement and supervise an active, documented program to keep ionizing radiation doses to levels that are ALARA.

(iii) Advise and assist the agency management and personnel in all matters regarding radiation safety.

(iv) Review current and proposed uses of the system for compliance with applicable regulatory requirements and guidance.

(v) Ensure radiation safety considerations are incorporated into system operating procedures.

(vi) Review and approve the location/relocation of security screening systems to ensure compliance with radiation safety criteria and manufacturer's recommendations/specifications. Other individuals may need to review and approve the location/relocation of security screening systems to ensure compliance with other safety/engineering requirements (e.g., floor loading, electrical, and/or operational process).

(vii) Ensure that radiation safety surveys are performed in areas around security screening systems at least annually. Ensure surveys are performed with appropriately calibrated equipment and documented accordingly. See paragraph 10.b for recommended survey records in the user manual.

(viii) Ensure that dosimeters, if issued, are used, collected and processed properly.

(ix) Maintain an inventory of radiation producing devices.

(x) Maintain radiation safety records in accordance with applicable federal regulations and agency policies.

(xi) Ensure initial and annual (refresher) radiation safety training is provided to system operators and other personnel.

(xii) Coordinate investigations of radiation safety related system defects, damage, malfunctions, and violations of radiation safety procedures.

(xiii) Immediately terminate any unsafe activity involving personnel security screening systems.

(xiv) Ensure that the radiation safety program is reviewed at least annually. This review will ensure that the program is adequate to ensure the safety of personnel and that the program is being followed. At least once every three years, an external qualified expert will perform this review.

(B) Operators:

(1) Follow all applicable Post Orders, Safe Operating Procedures and regulations.

(2) Immediately report any unsafe situation, damage to or malfunction of the security screening system, violation of regulations or radiation safety procedures to their supervisor and/or the individual responsible for radiation safety; to include written documentation of the incident.

(3) Ensure only trained and authorized personnel operate the security screening systems.

(4) Maintain system use and maintenance log(s) as described in section 10 and update as appropriate.

(C) Other Workers:

(1) Follow all applicable Post Orders, Policies, and regulations that pertain to the use of scanning equipment.

(2) Immediately report any unsafe situation, damage to or malfunction of the security screening system, violation of regulations or radiation safety procedures to their supervisor and/or the individual responsible for radiation safety; to include written documentation of the incident.

**5. Equipment Life Cycle Management:**

a. Licensing/Registrations:

*CRS 25-11-103 and 25-11-14 will be followed. State Agency Hazardous Materials and Waste Management Division, Colorado Department of Public Health and Environment.*

*Division Contact Information:*

*(303) 692-3448*

*[Cdphe.hmxraycomments@state.co.us](mailto:Cdphe.hmxraycomments@state.co.us)*

b. System Acquisition/Replacement:

Any acquisition of a limited-use security screening system will be approved by *State Agency Hazardous Materials and Waste Management Division, Colorado Department of Public Health and Environment* prior to purchase or replacement and after justification of such system.



c. Installation:

- (1) Security screening systems shall be installed in accordance with the manufacturer's installation instructions. Only properly trained individuals will install security screening systems.
- (2) From a radiation safety standpoint, security screening systems must be installed in locations that are as far as reasonably possible from routinely occupied areas, subject to the operational requirements. Consideration must also be given to the direction of the x-ray beam relative to occupied areas, traffic flow, the number of scans per day, the effective dose per scan, and locations of existing walls or structures that can provide shielding.
- (3) During installation the area for the Inspection Zone for the system shall be determined, documented and clearly delineated.

***The floor in the area of the security screener will be clearly marked with tape. When not in use for extended periods a stanchion will be used to keep unauthorized persons away from the screener.***

d. Maintenance:

Qualified personnel will perform all maintenance. Maintenance records will be maintained in accordance with section 10.

- (1) Routine Preventive Maintenance. Preventive maintenance will be performed in accordance with the manufacturer's recommended maintenance schedule.
- (2) Non-Routine Maintenance. Provisions must be made when purchasing a system for the possibility of repairs outside of the recommended preventive maintenance schedule.

e. Relocation/Transfer:

- (1) Security screening systems will not be relocated without appropriate approval. Many factors, such as radiation safety, electrical safety, traffic flow, floor loading, etc., need to be considered when relocating a security screening system.
- (2) Security screening systems will not be transferred to another organization without appropriate approval.

*Transfer or disposal of the body scanner will occur after consultation with Colorado State Agency Hazardous Materials and Waste Management Division.*

*Colorado Department of Public Health and Environment Division Contact Information:  
(303) 692-3448*

[Cdphe.hmxraycomments@state.co.us](mailto:Cdphe.hmxraycomments@state.co.us)

f. Disposal.

The disposal of x-ray systems will be coordinated with the hazardous materials coordinator to ensure proper disposal of all hazardous materials, such as cooling oil and lead shielding.

## 6. Training:

a. Each operator will be provided with training on the operation and use of the security screening system(s). At a minimum, this training will include pre-operational checks, operation of the system, subject positioning, interpretation of images, procedures to be followed if the system is damaged or malfunctions, and practical operational experience. Periodic updates will be provided as the security screening systems or relevant threats change.

b. Each individual associated with the operation of the security screening system will be provided Radiation Safety Training prior to performing security screening operations. At a minimum, this training will include the following:

- (1) The types of radiation
- (2) Sources and magnitudes of typical exposures
- (3) Radiation units
- (4) Concept of time, distance, and shielding
- (5) Concept of ALARA <https://www.cdc.gov/radiation-health/safety/alara.html>
- (7) Radiation risk
- (8) Basic risk communication concepts

c. Other individuals who work near the security screening system, but are not directly associated with its operation will be provided with basic radiation awareness training. This will be a simplified version of the radiation safety training discussed in paragraph B above and include information pertinent to the system around which they will be working.

d. Training associated with the use of the body scanner should be conducted by a representative of the manufacturer (Tek84 Intercept) with all booking deputies. This will ensure that all booking deputies are familiar with the operation of on the machine free from any training bias associated with law enforcement terminology or common procedure.

## 7. Radiological Surveys:

- a. A formal radiation survey by a qualified expert is required upon installation and at least once every twelve months.
- b. A formal radiation survey is also required whenever the system is relocated or non-routine service involving the x-ray source, any x-ray collimating device, or x-ray shielding is performed.
- c. These surveys will verify the effective dose per scan, radiation leakage, the adequacy of the inspection zone, and other parameters specified by the manufacturer.
- d. Records of surveys will be maintained as specified in paragraph 10.b.

## 8. Procedures for Use:

Preoperational Checks:

System Check: Before operating the System, walk around to perform a visual inspection. A check will be made on the following systems:

- The emergency buttons on the x-ray unit and the desk are released
- There are no obstacles around the platform
- The cables and hoses of the unit are not bent or broken
- Dosimeter readings

Preoperational inspection will be documented in the booking security checklist by a certified Tek84 Operator. All operations of the instrument will be done by a certified Tek84 Operator

Screening documentations/entries into the instrument will be made by the inmates booking number.

General Instructions:

- a) Inmate will come in the back door all paperwork will be verified and the inmate will be relieved of all personal property with the exception of clothing.
- b) The inmate will be verbally directed where to stand on the Tek84 for scanning.

*EXCEPTIONS:*

- (i) Pregnant women
  - (ii) intoxicated inmates unable to stand on their own
  - (iii) Combative inmates
  - (iv) An inmate who refuses to cooperate with verbal instructions for electronic body scanning-will not a reason solely for the purpose of Use of Force unless it meets the requirements of PO #185.
  - (v) An inmate who expresses a concern with the body scanner due to Pacemakers or other surgically implanted cardiac assist medical devices will be subject to Post Orders 12 and 172. Per CRS 16-3-405.
  - (vi) Any known person under the age of 18 will not be subject to electronic scan.
- c) Any inmate in the Adams County Detention Facility (To include the intake of Writs of Habeas Corpus, any Court Mittimus, day writ returns, inmate workers returning to the facility and work release inmates to include clothing and shoes brought into the facility) are subject and encouraged to be scanned.
- d) Positive readings or questionable readings will be saved with the Operator's name and badge number.
- (i) Positive screens will be strip searched per Post Order 12 and 172. Per CRS § 16-3-405.
  - (ii) If the possible contraband is believed to be hidden inside the inmate's body the inmate will be dry celled in Booking R2 (absolutely no contact with any other inmate that will be entering general population.
  - (iii) Post Order 172 will be followed to include immediate notification of the Platoon Commander or Operations Commander for the day.
- e) Notification and Communication Plan. Each individual screened will be provided with information regarding the security screening process. At a minimum, this information will include the following:
- (1) The system emits radiation.
  - (2) The dose per scan from the system and the number of scans that would result in an effective dose of 25 mrem.



- (3) Comparisons of the dose to other common exposures (such as natural background radiation).

#### **SIGNAGE ON THE INSTRUMENT AND TRAINING FOR ALL EMPLOYEE OPERATORS IS REQUIRED**

f) Security/Access. User name and password will be required to gain access to the Tek84 Intercept.

g) System damage or malfunction. In the event of damage to the system or a system malfunction, the system will be removed from service until appropriate maintenance or repair personnel have corrected the problem. In no case will damaged or malfunctioning equipment be used for security screening.

If the Tek84 becomes damaged or malfunctions the power to the instrument will immediately be turned off. The Booking Sergeant, Administrative Sergeant or Administrative Commander will be notified. Responsibility of repairs will be to the party notified. Until the system is back on line booking deputies will complete thorough pat downs and strip searches per CRS § 16-3-405.

Sensitive Groups/Violent or Drunk:

As stated above, the Tek84 body screening will not be utilized on pregnant women, children under the age of 16 or on women nursing. Intoxicated individuals whom are having a hard time standing still or stumbling will be housed until sober then screened through the Tek84. Individuals displaying any possible violent or aggressive behavior will be housed until able to screen peacefully.

#### **9. Recordkeeping:**

- a. Use and Maintenance Logs. Records of upgrades, modifications, maintenance and repair will be maintained for the life of the system.
- b. Survey Records. Records of radiation surveys will be maintained for the life of the systems. Survey records will include the following:
  - (1) System make, model, serial number, and location.
  - (2) Surveyor
  - (3) Survey date
  - (4) Instrumentation make, model, serial number, and calibration dates.
  - (5) Results of visual inspection of system safety features.
  - (6) Background measurements
  - (7) Survey measurements
  - (8) Survey diagram
  - (9) System parameters at which measurements were made.
- c. Training Records. Records of training will be maintained that contain the date of training, an outline of the training, and the names of those in attendance.
- d. Scanned individuals. For individuals who could receive radiation doses approaching 0.25 mSv (25 mrem) in a year, such as employees or frequent visitors, records will be maintained to demonstrate that the administrative control of 0.25 mSv (25 mrem) in a year is not exceeded. These records will include the following:
  - (1) The maximum estimated effective dose per scan or the actual effective dose per scan, if known.
  - (2) The number of times and dates when the individual was scanned.
  - (3) The cumulative effective dose to the individual over the past 12 months

# Information Sheet on Security Screening:

## Summary of Key Messages:

- People are exposed to ionizing radiation every day.
- The ionizing radiation dose from the security screening process is much less than the average member of the public receives in one day from natural sources of radiation.
- Exposure to ionizing radiation may increase an individual's risk of developing cancer later in life; however, at these very low doses the potential increase in risk is extremely small.

## What is ionizing radiation?

Radiation is a form of energy. If radiation has sufficient energy to eject electrons from neighboring atoms, it is called *ionizing radiation*. This energy may be in the form of particles or electromagnetic waves.

## What are the types of ionizing radiation?

The main forms of ionizing radiation are alpha particles, beta particles, gamma rays, and x-rays. This screening system uses <x-rays/gamma rays>. *Gamma and X-rays* are electromagnetic waves (like radio waves and visible light, but more energetic). They are more penetrating than alpha and beta particles.

## What is radiation?

Sources of radiation are all around us all the time. Some are natural and some are man-made. The amount of radiation absorbed by a person is measured in dose. A dose is the amount of radiation energy absorbed by the body.

We live in a radioactive world, and radiation has always been all around us as a part of our natural environment. Most of this background exposure comes from radon in the air, with smaller amounts from cosmic rays and the Earth itself. The unit used in measuring our radiation dose is the millirem (mrem).

The annual average dose per person from all natural and man-made sources is about 620 mrems. Consequently, to protect health and safety, the U.S. Nuclear Regulatory Commission (NRC) has established standards that allow exposures of up to 5,000 mrem per year for those who work with and around radioactive material, and 100 mrem per year for members of the public (in addition to the radiation we receive from natural background sources).

## What are some other sources of radiation?

All organic matter (both plant and animal) contains some small amount of radiation from radioactive potassium-40 (40K), radium-226 (226Ra), and other isotopes. In addition, all water on Earth contains small amounts of dissolved uranium and thorium. As a result, the average person receives an average internal dose of about 30 millirem of these materials per year from the food and water that we eat and drink.

Medical procedures account for nearly all (96%) human exposure to man-made radiation. For example, a chest x-ray typically gives a dose of about 0.01 rem (10 millirem) and a full-body CT gives a dose of 1 rem (1,000 mrem), as shown in the table to the left.

### How much Radiation does the Tek84 Intercept produce?

Although multiple settings exist, the general use scan produces 25 uREM (0.25 uSv) per scan. The United States Nuclear Regulatory Commission and the EPA, have established standards that allow exposures of up to 5,000 mrem per year for those who work with and around radioactive material.

There are 0.001 mrem in 1 uREM, as "u" stands for micro, meaning one millionth, so 1 uREM is equal to 1 millionth of a rem, and 1 millirem (mrem) is equal to one thousandth of a rem; therefore, 1 uREM is equal to 0.001 mrem.

#### Explanation:

1 rem = 1,000 mrem, 1 mrem = 0.001 rem, and 1 uREM = 0.000001 rem.

Key point: 1 mrem is 1,000 times larger than 1 uREM.

