



pennsylvania
OFFICE OF OPEN RECORDS

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 11/5/2014

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

REQUEST SUBMITTED TO (Agency name & address): Pike County Open Records Office
506 Broad Street, Milford, PA 18337

NAME OF REQUESTER: Jennifer Lee

STREET ADDRESS: 101 Student Center North, 1755 N 13th Street

CITY/STATE/COUNTY/ZIP(Required): Philadelphia, PA 19122

TELEPHONE (Optional): 215-204-8800 EMAIL (optional): jenniferjlee@temple.edu; jody.lopez.jacobs@gmail.com

RECORDS REQUESTED: **Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

Please see the attached document.

DO YOU WANT COPIES? YES NO

DO YOU WANT TO INSPECT THE RECORDS? YES NO

DO YOU WANT CERTIFIED COPIES OF RECORDS? YES NO

DO YOU WANT TO BE NOTIFIED IN ADVANCE IF THE COST EXCEEDS \$100? YES NO

**** PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES ****
**** IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL ****

FOR AGENCY USE ONLY

OPEN-RECORDS OFFICER:

I have provided notice to appropriate third parties and given them an opportunity to object to this request

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5) BUSINESS DAY RESPONSE DUE:

***Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

DEPARTMENT OF HOMELAND SECURITY
IMMIGRATION DETAINER - NOTICE OF ACTION

Subject ID:
Event #:

File No:
Date:

TO: (Name and Title of Institution - OR Any Subsequent Law Enforcement Agency)

FROM: (Department of Homeland Security Office Address)

MAINTAIN CUSTODY OF ALIEN FOR A PERIOD NOT TO EXCEED 48 HOURS

Name of Alien: _____

Date of Birth: _____ Nationality: _____ Sex: _____

THE U.S. DEPARTMENT OF HOMELAND SECURITY (DHS) HAS TAKEN THE FOLLOWING ACTION RELATED TO THE PERSON IDENTIFIED ABOVE, CURRENTLY IN YOUR CUSTODY:

- Determined that there is reason to believe the individual is an alien subject to removal from the United States. The individual (*check all that apply*):
 - has a prior a felony conviction or has been charged with a felony offense;
 - has three or more prior misdemeanor convictions;
 - has a prior misdemeanor conviction or has been charged with a misdemeanor for an offense that involves violence, threats, or assaults; sexual abuse or exploitation; driving under the influence of alcohol or a controlled substance; unlawful flight from the scene of an accident; the unlawful possession or use of a firearm or other deadly weapon, the distribution or trafficking of a controlled substance; or other significant threat to public safety;
 - has been convicted of illegal entry pursuant to 8 U.S.C. § 1325;
 - has illegally re-entered the country after a previous removal or return;
 - has been found by an immigration officer or an immigration judge to have knowingly committed immigration fraud;
 - otherwise poses a significant risk to national security, border security, or public safety; and/or
 - other (specify): _____
- Initiated removal proceedings and served a Notice to Appear or other charging document. A copy of the charging document is attached and was served on _____ (date).
- Served a warrant of arrest for removal proceedings. A copy of the warrant is attached and was served on _____ (date).
- Obtained an order of deportation or removal from the United States for this person.

This action does not limit your discretion to make decisions related to this person's custody classification, work, quarter assignments, or other matters. DHS discourages dismissing criminal charges based on the existence of a detainer.

IT IS REQUESTED THAT YOU:

- Maintain custody of the subject for a period **NOT TO EXCEED 48 HOURS**, excluding Saturdays, Sundays, and holidays, beyond the time when the subject would have otherwise been released from your custody to allow DHS to take custody of the subject. This request derives from federal regulation 8 C.F.R. § 287.7. For purposes of this immigration detainer, **you are not authorized to hold the subject beyond these 48 hours**. As early as possible prior to the time you otherwise would release the subject, please notify DHS by calling _____ during business hours or _____ after hours or in an emergency. If you cannot reach a DHS Official at these numbers, please contact the ICE Law Enforcement Support Center in Burlington, Vermont at: (802) 872-6020.
- Provide a copy to the subject of this detainer.
- Notify this office of the time of release at least 30 days prior to release or as far in advance as possible.
- Notify this office in the event of the inmate's death, hospitalization or transfer to another institution.
- Consider this request for a detainer operative only upon the subject's conviction.
- Cancel the detainer previously placed by this Office on _____ (date).

(Name and title of Immigration Officer)

(Signature of Immigration Officer)

TO BE COMPLETED BY THE LAW ENFORCEMENT AGENCY CURRENTLY HOLDING THE SUBJECT OF THIS NOTICE:

Please provide the information below, sign, and return to DHS using the envelope enclosed for your convenience or by faxing a copy to _____. You should maintain a copy for your own records so you may track the case and not hold the subject beyond the 48-hour period.

Local Booking/Inmate #: _____ Latest criminal charge/conviction: _____ (date) Estimated release: _____ (date)

Last criminal charge/conviction: _____

Notice: Once in our custody, the subject of this detainer may be removed from the United States. If the individual may be the victim of a crime, or if you want this individual to remain in the United States for prosecution or other law enforcement purposes, including acting as a witness, please notify the ICE Law Enforcement Support Center at (802) 872-6020.

(Name and title of Officer)

(Signature of Officer)

NOTICE TO THE DETAINEE

The Department of Homeland Security (DHS) has placed an immigration detainer on you. An immigration detainer is a notice from DHS informing law enforcement agencies that DHS intends to assume custody of you after you otherwise would be released from custody. DHS has requested that the law enforcement agency which is currently detaining you maintain custody of you for a period not to exceed 48 hours (excluding Saturdays, Sundays, and holidays) beyond the time when you would have been released by the state or local law enforcement authorities based on your criminal charges or convictions. **If DHS does not take you into custody during that additional 48 hour period, not counting weekends or holidays, you should contact your custodian** (the law enforcement agency or other entity that is holding you now) to inquire about your release from state or local custody. **If you have a complaint regarding this detainer or related to violations of civil rights or civil liberties connected to DHS activities, please contact the ICE Joint Intake Center at 1-877-2INTAKE (877-246-8253).** If you believe you are a United States citizen or the victim of a crime, please advise DHS by calling the ICE Law Enforcement Support Center toll free at (855) 448-6903.

NOTIFICACIÓN A LA PERSONA DETENIDA

El Departamento de Seguridad Nacional (DHS) de EE. UU. ha emitido una orden de detención migratoria en su contra. Mediante esta orden, se notifica a los organismos policiales que el DHS pretende arrestarlo cuando usted cumpla su reclusión actual. El DHS ha solicitado que el organismo policial local o estatal a cargo de su actual detención lo mantenga en custodia por un período no mayor a 48 horas (excluyendo sábados, domingos y días festivos) tras el cese de su reclusión penal. **Si el DHS no procede con su arresto migratorio durante este período adicional de 48 horas, excluyendo los fines de semana o días festivos, usted debe comunicarse con la autoridad estatal o local que lo tiene detenido** (el organismo policial u otra entidad a cargo de su custodia actual) para obtener mayores detalles sobre el cese de su reclusión. **Si tiene alguna queja que se relacione con esta orden de detención o con posibles infracciones a los derechos o libertades civiles en conexión con las actividades del DHS, comuníquese con el Joint Intake Center (Centro de Admisión) del ICE (Servicio de Inmigración y Control de Aduanas) llamando al 1-877-2INTAKE (877-246-8253).** Si usted cree que es ciudadano de los Estados Unidos o que ha sido víctima de un delito, infórmele al DHS llamando al Centro de Apoyo a los Organismos Policiales (Law Enforcement Support Center) del ICE, teléfono (855) 448-6903 (llamada gratuita).

Avis au détenu

Le département de la Sécurité Intérieure [Department of Homeland Security (DHS)] a émis, à votre rencontre, un ordre d'incarcération pour des raisons d'immigration. Un ordre d'incarcération pour des raisons d'immigration est un avis du DHS informant les agences des forces de l'ordre que le DHS a l'intention de vous détenir après la date normale de votre remise en liberté. Le DHS a requis que l'agence des forces de l'ordre, qui vous détient actuellement, vous garde en détention pour une période maximum de 48 heures (excluant les samedis, dimanches et jours fériés) au-delà de la période à la fin de laquelle vous auriez été remis en liberté par les autorités policières de l'État ou locales en fonction des inculpations ou condamnations pénales à votre rencontre. **Si le DHS ne vous détient pas durant cette période supplémentaire de 48 heures, sans compter les fins de semaines et les jours fériés, vous devez contacter votre gardien** (l'agence des forces de l'ordre qui vous détient actuellement) pour vous renseigner à propos de votre libération par l'État ou l'autorité locale. **Si vous avez une plainte à formuler au sujet de cet ordre d'incarcération ou en rapport avec des violations de vos droits civils liées à des activités du DHS, veuillez contacter le centre commun d'admissions du Service de l'Immigration et des Douanes [ICE - Immigration and Customs Enforcement] [ICE Joint Intake Center] au 1-877-2INTAKE (877-246-8253).** Si vous croyez être un citoyen des États-Unis ou la victime d'un crime, veuillez en aviser le DHS en appelant le centre d'assistance des forces de l'ordre de l'ICE [ICE Law Enforcement Support Center] au numéro gratuit (855) 448-6903.

AVISO AO DETENTO

O Departamento de Segurança Nacional (DHS) emitiu uma ordem de custódia imigratória em seu nome. Este documento é um aviso enviado às agências de imposição da lei de que o DHS pretende assumir a custódia da sua pessoa, caso seja liberado. O DHS pediu que a agência de imposição da lei encarregada da sua atual detenção mantenha-o sob custódia durante, no máximo, 48 horas (excluindo-se sábados, domingos e feriados) após o período em que seria liberado pelas autoridades estaduais ou municipais de imposição da lei, de acordo com as respectivas acusações e penas criminais. **Se o DHS não assumir a sua custódia durante essas 48 horas adicionais, excluindo-se os fins de semana e feriados, você deverá entrar em contato com o seu custodiante** (a agência de imposição da lei ou qualquer outra entidade que esteja detendo-o no momento) para obter informações sobre sua liberação da custódia estadual ou municipal. **Caso você tenha alguma reclamação a fazer sobre esta ordem de custódia imigratória ou relacionada a violações dos seus direitos ou liberdades civis decorrente das atividades do DHS, entre em contato com o Centro de Entrada Conjunta da Agência de Controle de Imigração e Alfândega (ICE) pelo telefone 1-877-246-8253.** Se você acreditar que é um cidadão dos EUA ou está sendo vítima de um crime, informe o DHS ligando para o Centro de Apoio à Imposição da Lei do ICE pelo telefone de ligação gratuita (855) 448-6903

THÔNG BÁO CHO NGƯỜI BỊ GIAM GIỮ

Bộ Quốc Phòng (DHS) đã có lệnh giam giữ quý vị vì lý do di trú. Lệnh giam giữ vì lý do di trú là thông báo của DHS cho các cơ quan thi hành luật pháp là DHS có ý định tạm giữ quý vị sau khi quý vị được thả. DHS đã yêu cầu cơ quan thi hành luật pháp hiện đang giữ quý vị phải tiếp tục tạm giữ quý vị trong không quá 48 giờ đồng hồ (không kể thứ Bảy, Chủ nhật, và các ngày nghỉ lễ) ngoài thời gian mà lẽ ra quý vị sẽ được cơ quan thi hành luật pháp của tiểu bang hoặc địa phương thả ra dựa trên các bản án và tội hình sự của quý vị. **Nếu DHS không tạm giam quý vị trong thời gian 48 giờ bổ sung đó, không tính các ngày cuối tuần hoặc ngày lễ, quý vị nên liên lạc với bên giam giữ quý vị (cơ quan thi hành luật pháp hoặc tổ chức khác hiện đang giam giữ quý vị) để hỏi về việc cơ quan địa phương hoặc liên bang thả quý vị ra. Nếu quý vị có khiếu nại về lệnh giam giữ này hoặc liên quan tới các trường hợp vi phạm dân quyền hoặc tự do công dân liên quan tới các hoạt động của DHS, vui lòng liên lạc với ICE Joint Intake Center tại số 1-877-2INTAKE (877-246-8253). Nếu quý vị tin rằng quý vị là công dân Hoa Kỳ hoặc nạn nhân tội phạm, vui lòng báo cho DHS biết bằng cách gọi ICE Law Enforcement Support Center tại số điện thoại miễn phí (855) 448-6903.**

对被拘留者的通告

美国国土安全部 (DHS) 已发出对你的移民监禁令。移民监禁令是美国国土安全部用来通告执法当局, 表示美国国土安全部意图在你可能从当前的拘留被释放以后继续拘留你的通知单。美国国土安全部已经向当前拘留你的执法当局要求, 根据对你的刑事起诉或判罪的基础, 在本当由州或地方执法当局释放你时, 继续拘留你, 为期不超过 48 小时 (星期六、星期天和假日除外)。如果美国国土安全部未在不计周末或假日的额外 48 小时期限内将你拘留, 你应该联系你的监管单位 (现在拘留你的执法当局或其他单位), 询问关于你从州或地方执法单位被释放的事宜。如果你对于这项拘留或关于美国国土安全部的行动所涉及的违反民权或公民自由权有任何投诉, 请联系美国移民及海关执法局联合接纳中心 (ICE Joint Intake Center), 电话号码是 1-877-2INTAKE (877-246-8253)。如果你相信你是美国公民或犯罪被害人, 请联系美国移民及海关执法局的执法支援中心 (ICE Law Enforcement Support Center), 告知美国国土安全部。该执法支援中心的免费电话号码是 (855) 448-6903。

PIKE COUNTY CORRECTIONAL FACILITY		1904
STANDARD OPERATING PROCEDURES	Series:	Admission/Property/Control/Release
	Subject:	Processing of New Commitments
	Reference(s):	ACA 4-ALDF-2A-19 through 27 ACA 4-ALDF-2C-03, 04; Title 37 PA Code 95.222, 95-224, 95.226, 95.228, 95-229, 95-241.

I. POLICY

The Pike County Correctional Facility shall have a booking procedure in which a new commitment's present mental and physical condition is evaluated. The inmate's/detainee's past criminal conviction/history is documented per JNET; all personal property and valuables are inventoried, documented and secured to prevent loss or misplacement. The inmate/detainee will be communicated to in a language or manner in which they can understand and will receive orientation, initial classification, and clothing issue. Unclothed searches if applicable will be conducted by officers of the same sex. All new commitments will receive a health care screening performed and recorded by a health care professional within twelve (12) hours of admission.

II. PROCEDURES

A. The Intake Rover or Assigned Officer will:

1. Respond to the Intake garage as per SOP 1901 Vehicle Intake Garage Operations when notified by Central Control that an outside agency is entering the facility with a new commitment.
2. Direct the transporting agency to secure their weapons in the provided gun lockers.
3. Ask the transporting agency if the new commitment is cooperative, under the influence of drugs or alcohol, or has any medical or mental health concerns.
4. Visually assess the new commitment for any obvious signs of injuries, medical or mental health conditions or symptoms that the new commitment is under the influence of drugs or alcohol.
5. Escort the transporting agency and the new commitment into the Sallyport after it has been determined that there are no immediate concerns.
6. After the committing paperwork has been cleared by the Shift Commander, conduct the initial pat down search and remove all personal items and pass them to the Intake Officer through the intake sallyport pass through window.

7. Upon completing the initial pat down search, scan the new commitments body by utilizing a handheld metal detector.
8. If deemed necessary by the Shift Commander, have the new commitment examined by the facility nurse.
9. Escort the new commitment into the intake area after he/she has been cleared by the Shift Commander.
10. Proceed to the bench area and remove the restraints and return them to the transporting agency.
11. Have the inmate/detainee remove any excessive garments (i.e. sweatshirts, sweaters, jackets, etc.).
12. Conduct a secondary pat down search and then have the new commitment remove their socks and shoes. Have the new commitment display the bottom of their feet and examine them for any contraband or injuries. Search the shoes and socks and forward them to the intake officer. Provide the new commitment with facility issued sandals.
13. Escort the inmate/detainee to the Boss chair and have the inmate/detainee:
 - a. place their chin on the oral cavity sensor, and then position their head on one side (cheek down), then the other side.
 - b. sit in the Boss chair to search their back, seat, shin and foot areas for concealed metal objects.
 - c. If an alarm is activated, contact the Shift Commander immediately.
 - d. If no alarms are activated, escort and secure the inmate/detainee in a holding cell.
14. New commitments will be separated by gender and classification level status. They will not be placed in a holding cell with any inmate/detainee that is not a new commitment to the facility.
15. Retrieve the completed criteria for an unclothed search form from the Shift Commander and ascertain if an unclothed search is authorized.
16. If authorized, escort the inmate/detainee into bulk storage and follow the procedures for an unclothed search as stipulated in S.O.P. #1012.6.
17. If an unclothed search is not authorized, the Intake Rover or designated staff member will process the inmate/detainee without conducting an unclothed search. The Intake Rover will afford the inmate/detainee with enough privacy to permit the inmate/detainee to delouse, shower and change into facility issued clothing. Note: The exposure of an inmate's/detainee's body for the purpose of visual or physical examination is considered an unclothed search.
18. If a new commitment is under the influence of drugs or alcohol, enter bulk storage immediately to perform an unclothed search for the safety and security of the new commitment and facility as directed by the Shift Commander.

19. Conduct a search of the inmate's/detainee's clothing. Determine if property:
 - a. May be used as evidence and secure accordingly.
 - b. May be contraband and secure accordingly.
 - c. May need to be cleaned or discarded, notify Shift Commander.
 - d. Can be secured in a clothing bag.

20. Property will be inventoried, and searched in the presence of the inmate/detainee. It then will be secured in bulk storage. The commitment's valuables will be secured in a numbered locker in the Shift Commander's office.

21. Direct the inmate/detainee to take a shower using delousing shampoo (**IF THE INMATE/DETAINEE IS PREGNANT OR THE INDIVIDUAL HAS OPEN SORES, THEY WILL NOT BE DELOUSED**). **NOTIFY SHIFT COMMANDER, CONTACT MEDICAL AND WRITE A REPORT.**

22. Identify any scars, marks, or tattoos that need to be photographed. Retrieve the digital camera, take photos and complete the "Digital Picture" form.

23. Issue a clear tote with the following items:

Men

6 - T-Shirts
 6 - Pairs of Underwear
 6 - Pairs of Socks
 1 - Pair of Shower Sandals
 2 - Orange pants
 2 - Orange shirts
 1 - Hygiene Kit
 1 - Inmate/detainee Handbook
 (Copy of Rules)
 1 - Pair blue sneakers
 1 - Orange Shorts
 1 - Blue envelope, paper, pen

Weekenders

3 - T- Shirts
 3 - Underwear
 3 - Pair of Socks
 1 - Pair Shower Sandals
 2 - Orange pants
 2 - Orange shirts
 1 - Hygiene Kit
 1 - Inmate/Detainee Handbook
 (Copy of Rules)
 1 - Pair blue sneakers
 1 - Orange shorts

Women

6 - T-Shirts
 6 - Bras
 6 - Pairs of socks
 6 - Pairs of underwear
 1 - Pair Shower Sandals
 2 - Orange Shirts
 2 - Orange pants
 1 - Hygiene Kit
 1 - Inmate/Detainee Handbook
 (Copy of Rules)
 1 - Pair blue sneakers
 1 - Orange shorts
 1 - Blue envelope, paper, pen

Weekenders

3 - T-Shirts
 3 - Bras
 3 - Pairs of socks
 3 - Pairs of underwear
 1 - Pair Shower Sandals
 2 - Orange Shirts
 2 - Orange pants
 1 - Hygiene Kit
 1 - Inmate/Detainee Handbook
 (Copy of Rules)
 1 - Pair blue sneakers
 1 - Orange shorts

Linen and Bedding Issue

- 1 – Mattress with integrated pillow
- 2 - Sheets
- 2 - Blankets
- 2 - Towels
- 1 - Washcloth

24. Have the new commitment change into the issued clothing.
 25. Have the new commitment sign the English or Spanish “Initial Issue Form” after verifying items received. File the form in the inmate/detainee hard file.
 26. If a new commitment cannot be taken immediately to Medical, place the new commitment in a holding cell that has been searched.
 27. Escort the new commitment to Medical and supply medical staff with a copy of the commitment summary with photo, locator card, and copy of medical questions asked at booking.
 28. Give locator card, booking observation questions, 72 hour observation form and class III verbal reprimand to the housing unit officer.
- B. The Shift Commander will:
1. Be present for all new commitments at the Intake sally port window.
 2. Ensure the Health Care personnel accept any medication and medical transfer sheets brought in from the transporting agency.
 3. If prior notification is received by transporting agency of combative inmate/detainee:
 - a. Notify available staff if assistance is needed.
 - b. Have video camera available if needed to record any injuries or inmates/detainees behavior.
 - c. Determine if restraints are necessary, the degree to which they are used, and document the use of such restraints.
 4. Verify commitment paper to ensure that it is signed by the proper legal authority and verify completeness of paperwork:
 - a. District Justice - commitment form with signature/seal; Criminal Complaint and Affidavit.
 - b. Court of Common Pleas: Court Order; disposition hearing form received from the Records Manager or designee; Bench Warrant; Probation/Parole Warrant to Detain.
 - c. Immigration I-203 with copy of US ICE Detainee Classification System Primary Assessment Form.
 1. Forward a copy of these forms to the Medical Department, Accounts Clerk, Records Manager & Classification Coordinator.
 - d. US Marshall or National Park Service Form USM 41.

- e. PA Board of Probation/Parole Warrant to Commit and Retain.
- f. Immigration and Customs Enforcement detainees and Arrest Warrants (out of state or from a District Justice) are not acceptable commitment paperwork nor can they be placed as a valid hold.

5. Determine if the commitment is a weekender or voluntary/walk-in commitment:

- a. Defendants may be ordered by either the Court of Common Pleas or District Justices to turn themselves in at the Pike County Correctional Facility.
- b. Disposition or Court Orders must be in the Shift Commander possession prior to or at the time of commitment.
- c. Any person(s) appearing at the Pike County Correctional Facility prior to or without an official commitment order shall be verified by the Shift Commander.
- d. If official committing orders are unavailable, interview the person to ascertain the following:
 - 1. Name, address, date of birth, social security number and drivers license if available.
 - 2. Name of the committing authority/judge.
 - 3. Date of commitment/sentence.
 - 4. Name of the person's attorney.
- e. The Shift Commander will:
 - 1. Notify the Records Manager or designee if available.
 - 2. Contact the District Justice and receive a verbal commitment or
 - 3. Contact the Court Administrators office if the sentence is a record of the Court of Common Pleas, and complete a disposition for the hard file.
 - 4. Utilize JNET Penn Dot Drivers License for Photo Identification.
 - 5. Prepare a memo stating that the defendant did appear in compliance with the sentencing order, but the order did not arrive at the Pike County Correctional Facility and forward to Assistant Warden.
- f. In the event the Records Office provides the Shift Commanders with an order, from the Court of Common Pleas or District Justice Office, for a defendant to serve a period of incarceration as a 'Walk In' and they do not appear, the Shift Commander/Shift Supervisor needs to:
 - 1. Notify the Records Manager or Designee if they are available.
 - 2. If the Records Manager or Designee is not available, contact the appropriate office by telephone to advise them of the defendant's failure to report to PCCF.
 - a. Contact the Court Administrators Office at 296-3556 for:
 - 1. Civil Cases that have a case number followed by CV.
 - 2. Summary Appeal Cases that have a case number followed by SA.
 - b. Contact the Domestic Relations Office at 296-7412 or 296-3544 for:
 - 1. Civil Cases that have a case number followed by DR.
 - c. Contact the District Attorney's Office at 296-6620 for:
 - 1. Criminal Cases that have a case number followed by CR.

- d. Any commitment from the Committing Magisterial District Judges Office:
 - DJ Muir 226-2945
 - DJ Menditto 828-8622
 - DJ Cooper 296-7727
 - DJ Fischer 296-3500 or 296-6256 for:
 - 3. Forward a memo to the Records Manager or Designee documenting what time and who you spoke with at the agency.
 - 4. In the event a call is made but it is after business hours and no one can be reached, forward a memo to the Records Manager or Designee regarding your attempt to contact someone so the Records Office may follow up on the next business day.
6. Ensure that new commitments are eighteen (18) years of age or older. Commitments under the age of eighteen (18), will be denied unless they are appropriately charged as an adult. SOP 2501 Juveniles Charged as Adults and 2502 Juveniles Charged and Confined as Adults, will be followed.
7. Verify transfer papers, if coming from another facility for:
 - a. Background information.
 - b. Alerts.
 - c. Cash/Property Receipts.
 - d. Reports of Disciplinary Actions/Institutional history.
 - e. Incidents.
 - f. Out of County Holds.
 - g. Medical Transfer Information.
8. If inmate/detainee is transferred from another institution and the transporting agency arrives without transfer paperwork, the Shift Commander will ascertain from the transporting agency what facility the inmate/detainee was transferred from. The Shift Commander on duty will contact the previous facility to retrieve via email or fax the inmate/detainees institutional history and place a copy in the hard file. If the Shift Commander is unable to get this information, the inmate/detainee will be administrative segregated and housed alone until the information is obtained and a memorandum will be forwarded to the Assistant Warden documenting their actions and attempts.
9. Determine if medical needs to evaluate the commitment due to the inmate/detainee:
 - a. Complaining of pain, any obvious injuries, or has any identified medical issues.
 - b. Acting violent or self destructive.
 - c. Is under the influence of drugs or alcohol.
 - d. Is suicidal.
 - e. Has mental health issues.
 - f. Has handicap or prosthetic devices.
 - g. Pregnant.
 - h. Is an incomplete transsexual.
10. In conjunction with the Medical Staff determine if the commitment:

- a. Needs emergency medical care and can not be admitted to the facility. In such a case it becomes the responsibility of the transporting agency to obtain such care and provide written verification of treatment from a medical doctor.
 - b. Can be accepted but put on applicable watch if deemed necessary:
 1. Level One, Two or Three Mental Health.
 2. Medical.
 3. Intoxication.
 4. Detox.
 5. Meal.
 6. Shower.
 7. Sleep.
 - c. Is in need of special housing consideration.
11. Authorize the transfer of custody from the transporting agency if deemed appropriate.
 12. Run a JNET NCIC check for QH(Query III summary), QR(Out of state rap sheet), MN(Master name), RS (Rap Sheet), QWA(Wanted person), QGM(Gang/terrorist member) and forward information received(previous convictions, FBI number, SID number, aliases, scars, marks, tattoos) to the Intake Officer after logging check in NCIC log book.
 13. Review sign, date and place time on the 'Consent for Unclothed Search Form'. Review the Pike County Correctional Facility Criteria for Unclothed Search Form on new commitments and check the applicable box:
 - a. If the JNET NCIC query was performed.
 - b. If the inmate/detainee signed the consent for unclothed search form.
 - c. If the unclothed search is approved or not. Print, sign and add chit number. Forward the form to the Intake Rover before he/ she changes over the inmate/detainee, to give authorization or denial of unclothed search.
 14. Confirm money receipt that the proper amount of funds is deposited. Verify amount, place in safe and log on Shift Commander drop safe log.
 15. Secure inmate's/detainee's white property bag in Shift Commander's inmate/detainee valuables locker. Do not permit corrections officer's to add or remove property in this area.
 16. Complete gang abrogation contract with inmate/detainee if applicable. Remove all Security Threat Groups from the Separate List in OMS. Forward original to the programs department via the programs mail slot and place a copy in the inmate's/detainee's hard file. If Inmate/detainee refuses to sign contract, they will be administrative segregated.
 17. Complete Administrative Segregation form if applicable. Place a copy in the programs department mail slot.
 18. Notify medical and the intake officer if inmate/detainee is placed on a watch and log in Shift Commander's pass on book.

19. Review the inmate's/detainee's hard file when booking process is completed for:
 - a. Committing Documentation.
 - b. Notification of Foreign National Incarcerated fax with confirmation if applicable.
 - c. PFA Alert Form, if applicable.
 - d. Out of County Holds if Applicable.
 - e. Inmate/detainee Commitment Summary Report.
 - f. Completed 'Criteria for Unclothed Search Form on New Commitments' and 'Consent to Unclothed Search Form.
 - g. Receipts for Money; Property and Initial Issue.
 - h. ICE Detainee Handbook Receipt, if applicable.
 - i. Enemy or Gang Abrogation Contract, if applicable.
 - j. Utilize the OMS Systems X Modules/Booking Task List to ensure all fields are completed and accurate. Ensure all paperwork is signed, completed and accurate.

20. Forward all reports, videos and watch notifications to the Assistant Warden.

C. The Intake Officer will:

1. Be present for all new commitments at the Intake sally port window.
2. Make an entry in the log book indicating:
 - a. The time of accepting the commitment.
 - b. The name of the transporting agency.
 - c. The name of the commitment(s).
3. Make an entry on the Intake Area Tabulation Count Sheet indicating
 - a. The commitment's name.
 - b. Time in.
 - c. Billing code.
4. Complete a PFA Alert Form, if applicable, to notify the victim; arresting agency and Victim Witness Coordinator. Prior to transporting agency departing, acquire victim name and telephone number to make contact. If the victim is a minor, acquire the guardian's name and telephone number to make contact.
5. If transferred from another facility determine if the facility sent:
 - a. A Transfer Information Packet to be used as a Out of County Hold because they need to return and place on top of commitment summary.
 - b. Any Out of County Holds from other counties or states that need to be processed when finished with Pike County charges.
 - c. Cash and or /property receipts, that they are placed in the inmate/detainee valuable property bag.
 - d. Reports of disciplinary actions or incidents and place in the back section of the inmate/detainee hard file.
6. Make entry in the log book with time and name of Agency leaving
7. Continuously assist in monitoring the behavior and physical condition of the new

commitment.

8. Request meals from a Food Service Supervisor that will be provided for all new commitments.
9. Notify Shift Commander if the new commitment(s):
 - a. Becomes violent or self-destructive.
 - b. Is under the influence of drugs and/or alcohol.
 - c. May be suicidal.
 - d. Has mental health issues.
 - e. Has a handicap or prosthetic device.
 - f. Is pregnant.
 - g. Is an incomplete transsexual/transsexual.
 - h. Has any suspected gang affiliations.
 - i. Has any keep separates/enemies currently incarcerated.
 - j. Is a weekender or walk in commitment.
 - k. Is awaiting a bail release.
 - l. Is high profile.
10. Begin the booking process as soon as possible. If a delay in processing occurs, have the new commitment sit on the waiting bench or, if necessary, secure in a holding cell.

Note: Detainees will be processed within twelve (12) hours.
13. Introduce them, tell the inmate/detainee where they are, and explain the processing procedure.
14. Obtain information and enter into the Offender Management System's Booking Task List database as follows:
 - a. Personal:
 - (1) Inmate's/detainee's name Last, First, Middle
 - (2) Race
 - (3) Social Security number
 - (4) State ID number if available
 - (5) Date of birth
 - (6) Gender
 - (7) Marital Status
 - (8) Number of Children
 - (9) Physical Description including height, weight, hair and eye color
 - (10) ID/scars/marks/tattoos
 - (11) Aliases
 - (12) Previous address, emergency, and next of kin notification
 - (13) Country of birth, citizenship, Religious affiliation, and gang affiliation
 - (14) Education
 - (15) Occupation
 - (16) Medical history including any mental, suicide, alcohol or substance abuse
 - (17) Name of Attorney and address

- (18) Property, including medications
- (19) Deposit of monies
- (20) Ethnicity
- (21) Booking and permanent numbers
- (22) Present or last place of employment
- (23) Drivers license
- (24) Photo identification
- (25) M2 SYS Fingerprint scan

Legal:

- (26) Date of commit
 - (27) Duration of confinement (if available)
 - (28) Charges/Offenses committed
 - (29) Copy of court order or other legal basis for commitment
 - (30) Out of County Hold(s) (if applicable)
 - (31) Bond (if applicable)
 - (32) Sentence or hearing date, time and address
 - (33) Committing Authority
 - (34) County Code
 - (35) Transporting Agency with name, title and signature or delivering officer on body receipt for hard file
 - (36) Arresting Agency
 - (37) Additional information concerning special custody requirements or service needs (ex. alerts, protective custody)
 - (38) DNA samples status
 - (39) Transporting officer
15. Photograph the new commitment with the imaging camera and take any digital photos of scars, marks, and tattoos that can be taken in the Intake Area.
 16. Items the inmate/detainee may retain will be documented and remain part of the inmate/detainee records. Funds will be counted, placed in an envelope and hand delivered to the Shift Commander to secure in the safe, and forward to Administration for processing on the next business day.
 17. The new commitment and two (2) staff members will sign receipts for property and funds. The new commitment will be provided with a copy, and the original receipts will be placed in the inmate's/detainee's hard file.
 18. **Unclothed Search:**
 - a. The Pike County Correctional Facility recognizes that a blanket "unclothed search" policy has been deemed unconstitutional. The "Criteria for Unclothed Search Form on New Commitments" and "Consent to Unclothed Search Form" will be completed to determine if an unclothed search is applicable. However, all inmates/detainees *convicted/sentenced* for a crime for which they are currently incarcerated are subject to routine unclothed searches. Unclothed searches will only be authorized in accordance with strict guidelines which will enable staff to articulate if there is individualized reasonable suspicion and documentation for the necessity of such search.

b. Unclothed Search Needs Assessment:

1. At the time of intake/processing of a new commitment the Intake Officer will complete the “Criteria for Unclothed Search Form on New Commitments”.
2. The “Criteria for Unclothed Search Form on New Commitments” checklist will be completed and utilized to determine if an unclothed search is applicable. The original form will be placed in the inmate's/detainee's file and the inmate's/detainee's locator card will reflect if an unclothed search is applicable or not.
3. The Intake Officer or designated staff member shall ask for the pre-trial inmates/detainees written consent for an unclothed search by completing the “Consent to Unclothed Search Form”. It will be explained that the inmate/detainee will not face any repercussions for refusal to consent to an unclothed search if they do not consent.
4. The Shift Commander will review the completed “Criteria for Unclothed Search Form on New Commitments” and shall conduct a criminal history check by utilizing the JNET/NCIC query. Based on the information ascertained through this process, the Shift Commander will determine if an unclothed search is or is not approved. The Shift Commander may authorize an unclothed search if written consent was obtained.
5. If the pre-trial inmate/detainee does not meet the criteria for unclothed search and the pre-trial inmate/detainee does NOT consent to an unclothed search, the Intake Rover or designated staff member will process the pre-trial inmate/detainee without conducting an unclothed search. The Intake Rover or designated staff member will afford the pre-trial inmate/detainee with enough privacy to permit the pre-trial inmate/detainee to delouse, shower and change into facility issued clothing. Note: The exposure of a pre-trial inmate's/detainee's naked body for the purpose of visual or physical examination is considered an unclothed search.
6. If an unclothed search is approved by the Shift Commander, the Intake Rover or designated staff member will process the pre-trial inmate/detainee in accordance with the established unclothed search guidelines. On All Occasions, a consent to unclothed search form shall be presented prior to conducting the unclothed search.
7. Any contraband found during the search will be documented and a Facility incident report will then be completed and forwarded to the Shift Commander.
8. If any time after the initial commitment, it is determined an unclothed search which was not applicable, is now applicable:
 - a. A report will be submitted stipulating the purpose of change and placed in the inmate's/detainee's file.
 - b. The Housing Unit Officer will be notified to update the inmate's/detainee's locator card.
9. Any unclothed search on female inmates/detainees will be conducted by female correctional staff and all unclothed searches on male inmates/detainees will be conducted by male correctional staff, with

the only exception occurring in an extreme emergency situation with the approval of the Shift Commander.

10. Staff conducting a search will do so in a professional manner.
 11. The staff will afford as much privacy to the inmate/detainee as possible during the search.
- c. Staff of the same sex as the inmate/detainee shall conduct searches whenever practical, but where assault, escape, or loss of contraband is imminent, a staff member of either sex may search an inmate/detainee with the permission of the Shift Commander.
19. A copy of the commitment summary with photo, locator card, and copy of medical questions at booking will be forwarded to Medical.
 20. The locator card, 72 hour observation sheet, booking questions and class III verbal sheet will be forwarded to the Housing Unit.
 21. Determine if the commitment/arrestee is a non-US citizen. Notify the Shift Commander and complete a 'Notification of Foreign National Incarcerated' form, fax to Immigration and Customs Enforcement CAP Program and place in the inmate's/detainee's hard file with fax confirmation receipt. When non United States citizens are detained, an ICE Representative will notify consular officers of the detention. Consular officers shall be given access to the detainee and allowed to provide consular assistance and ICE Representative will notify consular officers in the event of a detainee death.
 22. Forward the inmate's/detainee's hard file to the Shift Commander for review.
 23. Offer all unsentenced county commitments a Public Defenders application. If the inmate declines the application, an incident report will be completed.
 24. Allow the new commitment to use the collect call telephone, to notify a relative of their location, for a reasonable period of time (approximately 15 to 20 minutes).
- D. General Information:
1. Mass commitments:
 - a. Upon receiving notification that there are mass commitments scheduled to be committed to the facility, the Shift Commander will make preparations to organize the acceptance of a group of commitments.
 - b. The Shift Commander will ensure that all holding cells are searched and will attempt to make these holding cells available to accommodate the mass movement.
 - c. The Shift Commander will make arrangements to have enough staff members available to process the mass commitments.
 - d. The Intake Officer will prepare and organize property bags.
 - e. The Intake Rover will retrieve enough facility sandals to accommodate the mass movement.

- f. Upon arrival the transporting agency and the mass commitments will be staged in the Intake garage, unless otherwise directed by the Shift Commander. The Shift Commander may move the staging area to the area located directly outside the Intake garage exit if the transporting vehicle does not fit into the Intake garage.
 - g. The Shift Commander will direct staff members to be posted in the Intake sallyport to conduct initial pat down searches, staff members at the bench area to remove restraints and conduct secondary pat down searches, a staff member at the BOSS chair, and the Intake Officer behind the counter to handle paperwork and property.
 - h. The Shift Commander will consult with the transporting agency to ascertain whether there are any immediate concerns or inmates/detainees who have any medical or mental health conditions. The Shift Commander shall address these concerns immediately.
 - i. The staff members assigned to the Intake sallyport conducting initial pat down searches will follow steps II A #1 to 9 as previously stated.
 - j. The staff members assigned to the bench area removing restraints and conducting secondary pat down searches will follow steps II A #10 to 12 as previously stated.
 - k. The staff member assigned to the BOSS chair will follow steps II A #13 and 14 as previously stated.
 - l. The booking process will continue individually from the holding cell after all new commitments are placed in assigned cells.
2. If inmate/detainee becomes violent or self-destructive:
 - a. Shift Commander will notify available staff if their assistance is needed and will video tape the entire incident.
 - b. Responding staff shall only use the amount of force necessary to overcome the force used by the inmate/detainee and to secure him/her with a minimal risk of injury to all involved.
 - c. The Shift Commander will determine if restraints are necessary, the degree to which they are used, and will document the use of such restraints.
 - d. Health Care Personnel will be summoned to the Intake area to evaluate the inmate/detainee and check for any injuries.
 - e. The new commitment shall be restrained (if necessary) and closely observed until he/she calms down and begins to cooperate with staff.
 - f. Shift Commander, in conjunction with Health Care Personnel, will start a mental health watch on the new commitment.
 - g. Normal processing will commence when the commitment is calm and willing to cooperate.
 - h. Shift Commander will forward all reports, videos, and watch notifications to the Assistant Warden.
 3. If the new commitments are under the influence of drugs and/or alcohol:
 - a. The Intake Rover will notify the Shift Commander and in conjunction with Health Care Personnel, will initiate an intoxication or detox watch on the new commitment.

- b. Prepare a Pike County Correctional Facility inspection report, complete an incident report, complete the consent to unclothed search form, complete the criteria for unclothed search form on new commitments shower and issue property before securing in a holding cell.
 - c. Before the commitment is moved to the Classification Housing Unit, notify the Classification Housing Unit Officer of the intoxication watch or detox watch. The inmate/detainee will be housed on the bottom tier. Reason for move will be noted in the Offender Management System database.
 - d. Shift Commander will forward all reports to the Assistant Warden.
4. If the new commitment may be suicidal:
- a. The Intake Rover will notify the Shift Commander of the circumstances that led him/her to believe the inmate/detainee is suicidal.
 - b. Start a mental health watch, prepare a Pike County Correctional Facility inspection report, complete an incident report, complete the consent to unclothed search form on new commitments and consent to unclothe search form, shower and issue property before securing in a holding cell.
 - c. Before the commitment is escorted to medical and moved to the designated Housing Unit, notify the Unit Officer if the inmate/detainee was placed on a mental health level two or three watch. The new commitment will be housed on the bottom tier. Reason for move will be noted in the Offender Management System database. If inmate/detainee is placed on a level one mental health watch, they will be housed in intake in cell three or four.
 - d. Shift Commander will forward all reports and suicide watch notification to the Assistant Warden.
5. If the new commitment has mental health issues:
- a. The Intake Rover will notify the Shift Commander. The Shift Commander will notify available staff to respond if their assistance is necessary.
 - b. The Shift Commander, and in conjunction with Health Care Personnel, will initiate a mental health watch on the new commitment.
 - c. The Intake Rover will complete the criteria for unclothed search form on new commitments and consent to unclothed search form, shower the new commitment, and issue property before securing them in a holding cell. Follow commitment procedure and document all behavior.
 - d. The commitment will be secured in a holding cell until they are escorted to medical and moved to the assigned Housing Unit.
 - e. Shift Commander will forward all reports and watch notifications to the Assistant Warden.
 - f. If inmate/detainee is placed on a level I mental health watch, they will be housed in intake cell three or four.
 - g. If inmate/detainee is placed on a level II or III mental health watch, they will be housed on B Unit or E Unit if Administrative segregated.
 - h. A copy of the mental health form will be forwarded to the medical and programs department.

6. If the inmate/detainee has a handicap or prosthetic device:
 - a. The Intake Rover will notify Shift Commander and Medical personnel.
 - b. Follow commitment procedures.
 - c. Inspect any devices for contraband and medical will clear usage.
 - d. Search the inmate's/detainee's crutches or cane secure and replace with a Pike County Correctional Facility wheelchair, crutches, or cane.
 - e. Secure the inmate's/detainee's wheelchair, crutches, or cane in inmate/detainee valuable storage.
 - f. Place the commitment in a holding cell if the waiting area is not practical.
 - g. Shift Commander, in conjunction with Health Care Personnel, will initiate any watches if necessary.
 - h. Shift Commander will forward all reports to the Assistant Warden.

7. If the inmate/detainee is pregnant:
 - a. The Intake Rover will notify the Shift Commander and Medical Personnel. The Shift Commander, in conjunction with Health Care Personnel, will initiate any watches if necessary.
 - b. Health Care Personnel will respond to the Intake area to evaluate the commitment and determine appropriate housing arrangements. The new commitment will be housed on a bottom bunk. Reason for move will be noted in Offender Management System database.
 - c. The Intake Rover will inform a female officer to direct the new commitment to take a shower **BUT NOT USE DELOUSE SHAMPOO**, write a report and forward to the Shift Commander.
 - d. Shift Commander will forward all reports and watch notifications to the Assistant Warden.

8. If the new commitment is Special or "Notorious".
 - a. Any "notorious" new commitment shall be processed as normal.
 - b. The Intake Officer shall ask the Shift Commander for cell assignment (e.g. possible protective custody, administrative segregate).

9. If the new commitment has any suspected gang affiliations.
 - a. The Intake Officer shall notify the Shift Commander if the inmate/detainee is identified as having any gang affiliations.
 - b. The Shift Commander will offer the inmate/detainee a gang abrogation contract to sign. The Shift Commander will then sign it and remove all security threat groups from the separate list in OMS.
 - c. The original contract will then be forwarded to the Classification Coordinator and a copy is to be placed in the inmate's/detainee's hard file.
 - d. If the inmate/detainee refuses to sign the gang abrogation contract she or he will be administratively segregated.

10. If the new commitment is awaiting a bail release:
 - a. The new commitment will stay in their clothes and remain in a holding cell.

- b. The booking process will be followed, except the unclothed search and shower.
- c. After completion of the booking process, the inmate/detainee will be afforded one (1) hour to make bail.
- d. If no bail is posted, the normal booking process will be completed.

11. If the new commitment is an incomplete transsexual:

- a. The Intake Rover will notify the Shift Commander and Health Care Personnel. The Shift Commander, in conjunction with Health Care Personnel, will initiate any watches on the new commitment if necessary.
- b. The Intake Officer shall process the new commitment in a normal manner, except for the shower and unclothed search.
- c. Health Care Personnel and Shift Commander will confer to decide the new commitment's gender and which Officer should conduct the authorized unclothed search and shower. Gender will be determined by the commitment's genitalia.
- d. Personal property and valuables will be processed in a normal manner.
- e. The new commitment shall be housed in the Maximum Security Housing Unit. If the Maximum Security Housing Unit is unable to hold the commitment, they shall be placed in a holding cell by themselves.
- f. Shift Commander will forward all reports and watch notifications to the Assistant Warden.