


<p>RABUN COUNTY SHERIFF'S OFFICE</p>  <p>General Order Number: 4.56</p>	<p>Date of Issue</p> <p>2/23/2016</p>	<p>Effective Date</p> <p>2/23/2016</p>	<p>Revision Date</p>
<p>Subject: Detention Center Intake</p>	<p>Amends:</p>		<p>Rescinds:</p>
<p>Index as: Fiscal Management, Budget Preparation</p>	<p>State Certification Standards:</p>		
<p>Special Instructions:</p>			

PURPOSE

The purpose of this General Order is to prescribe the policies and procedures of the Rabun County Sheriff's Office regarding the guidelines for the intake of subjects into the Rabun County Detention Center.

STATEMENT OF POLICY

It shall be the policy of the Rabun County Sheriff's Office that deputies assigned to the other divisions of the Rabun County Sheriff's Office will work in cooperation with the personnel assigned to the Rabun County Detention Center to ensure that proper procedures are followed to meet the requirements of the Jail regarding the intake of arrestees.

DISCUSSION

The Rabun County Detention Center has set in place certain procedures to "intake" arrestees and other persons being detained at the Rabun County Detention Center. These procedures are established to ensure that persons admitted to the Detention Center are processed in a safe and secure manner.

I. GENERAL PROCEDURES

1. The Rabun County Jail Detention Center not will accept arrestees until the following requirements have been met:

- A. The escorting deputy has been properly identified;
- B. The arrestee's condition has been evaluated according to facility standards and found to be satisfactory;
- C. The arrestee has been identified, search and un-handcuffed by Detention staff;

2. Control Of Arrestees Upon Entering The Detention Center

A. When deputies escort an arrestee into the Booking Area of the Detention Center, the handcuffs shall remain on the arrestee and he will be instructed where to go to be searched.

B. When the arrestee reaches the area designated by the facility staff, Detention staff will conduct a search and then remove the arrestees' handcuffs.

C. In the event the Detention staff locate any contraband or evidence in the initial search, they will turn these items over to the escorting deputy. The escorting deputy will be responsible for the Chain of Custody in accordance to their Sheriff's Office policies and procedures.

D. The escorting deputy's handcuffs and any evidence or contraband will be returned to the escorting deputy prior to the departure from the Booking Area.

E. In the event the escorting deputy is required to leave the Booking Area for a response to an emergency call, the Detention staff will be notified and will search the arrestee and remove the handcuffs before the escorting deputy leaves the Booking Area. The arrestee will be then secured in a holding cell.

3. Escorting Deputies can go into the Booking Desk area to make business related telephone calls but not to socialize.

4. The proper commitment papers must be submitted to the Booking Officer before the escorting deputy leaves the Jail. The type arrest or charge will determine the paperwork that will be submitted with the arrestee. These include:

- A. Arrest Warrant(s); if completed at time of processing. If not, warrant charge will be listed on affidavit as, warrants pending.

B. Traffic Citation(s);

C. Writs or Court Order(s);

D. Verified GCIC/NCIC messages with the originating agency confirming that outstanding charges exist for the person. Confirmation should include a detailed description, charges on the subject, jurisdiction, and warrant number;

E. Statement of Criminal charges (Intent to Charge Form) filled out by the arresting or escorting officer; along with any affidavits.

F. An Order of Extradition from any state.

G. If the escorting deputy has to leave for an emergency, he should inform the detention staff of charges for the arrestee.

5. All paperwork submitted must be legible and complete.

II. PHYSICAL CONDITION OF ARRESTEE

1. If the arrestee is unconscious, seriously ill, seriously injured, or extremely intoxicated (blood alcohol level above 0.28 grams); Detention staff will refuse the person's admittance into the facility.

2. If an arrestee is refused admittance for medical reasons, the escorting deputy will be required to transport the arrestee to a qualified medical treatment facility.

3. The Booking Officer will immediately notify the Detention Center Shift Supervisor if the booking deputy believes an arrestee should be denied admission into the Detention Center for medical reasons.

4. In the event of an arrestee having medical distress (seizure, uncontrollable withdrawal, etc.) during the Booking Process, qualified medical personnel will be contacted to respond to the Booking Area of the Detention Center.

5. After receiving medical treatment at a qualified medical facility, the arrestee will be admitted into the Detention Center. Documentation of any treatment received and a medical release will accompany the arrestee's paperwork, providing the alcohol levels are 0.28 or less.

6. In the event that an arrestee refuses medical treatment at a qualified medical treatment facility, documentation of the refusal along with a medical release medically clearing the arrestee for admittance into the Detention Center will be required for admittance into the Detention Center. Refusal of a person to accept medical care from emergency medical personnel on the scene of an accident DOES NOT meet the standards of a qualified medical treatment facility.

III. PERSONS UNDER 17 YEARS OF AGE

1. Persons under 17 years of age will not be housed in the Rabun County Detention Center without a Court Order from a Superior Court Judge. Detention Center Shift Supervisors will isolate such persons in accordance with the Rabun County Detention Center Policy and Procedures Manual.

2. In the event that a person under 17 years of age is required to take an Intoximeter Test, the escorting deputy will either have Rabun County E911 notify the Detention Center or will contact the Detention Center him or herself so that the area around the Intoximeter can be cleared of all other personnel. Immediately after the test(s), the escorting deputy will remove the juvenile from the Booking Area of the Detention Center.

3. When a person under 17 years of age is physically arrested, the arresting deputy will complete a Juvenile Arrest Form and contact the Intake Officer of the Department of Juvenile Justice. The Intake Officer will make the determination on whether to admit the juvenile into the Regional Youth Development Center or to release the juvenile to the parent or guardian.

IV. COORDINATION WITH THE DETENTION CENTER

In the event that a conflict arises during the booking process that can't be resolved by the detention staff, the Shift Supervisor of the Detention Center will contact the escorting deputy to resolve the problem. If the problem is still unresolved, The Shift supervisor of the Detention Center will call their on- call supervisor.



By Order of the Sheriff: **Chad K. Nichols**
Sheriff, Rabun County