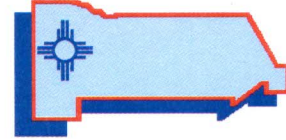


San Miguel County Detention Center Policies and Procedures



SMCDC: 022301
ISSUED: 12/26/2000
EFF: 01/01/2001
REVISED: 12/10/2010

INMATE ADMISSION PROCESS

I. AUTHORITY:

Policy SMCDC 022300

II. PROCEDURE:

- A. All inmates admitted to the custody of the San Miguel County Detention Center are admitted initially through the Booking Area.
1. Admissions of inmates to the Detention Center include, but are not limited to:
 - a. Determining that the individual is legally committed to the institution.
 - b. Conducting thorough search of the individual and his possessions.
 - c. Packing and storing of clothing and personal possessions.
 - d. Showering within 24 hours of reception.
 - e. Issuing of clean laundered clothing.
 - f. Photographing, fingerprinting, notation of tattoos and identifying marks, or other unusual physical characteristics.
 - g. Medical, dental and mental health screening.
 1. The purpose of the policy is to ensure that a receiving screening is performed on all inmates immediately upon arrival at the facility.
 2. The purpose of the policy is that all inmates will be triaged for inclusion into the health care system and

to identify medical or psychiatric needs to ensure continuity of care for the inmate.

3. It is the purpose of the policy to identify and meet any urgent health needs of those being admitted; identify and meet any known or easily identifiable health needs that require medical intervention prior to the health assessment; to identify and isolate inmates who appear potentially contagious and to appropriately obtain a medical clearance when necessary.
4. It is the purpose of the policy that whenever possible the health care professional will do the receiving screening; if medical staff is not available health-trained detention personnel will perform a receiving screening.
5. It is the policy of the San Miguel County Detention Center, that inmates who are unconscious, semi-conscious, bleeding, mentally unstable, or other possible needs that may require medical attention are referred to a local hospital for medical assessment and/or emergency care. If they are referred to a hospital, their admission or return to the facility is predicated upon written medical clearance.
6. It is the policy of the San Miguel County Detention Center that all inmates that are arrested and are under the influence Of intoxicating liquor or drugs; inmates must have a written medical release from a hospital prior to admission to the facility.
 - h. Housing assignment.
 - i. Recording basic personal data and information to be used for mail and visiting list.
 - j. Explanation of mail and visiting procedures.
 - k. Assisting inmates in notifying next of kin and families of admission.
 - l. Assigning inmates a registration number.
 - m. Issue written orientation material to the inmate.
 - n. Documentation of any reception and orientation procedures completed at the Detention Center.

B. Admission Summary:

During an inmate's stay in the Detention Center, an Admission Summary shall be prepared. The Admission summary will include, but will not be limited to:

