

Booking Scenario

John Doe was involved in a single vehicle accident by crossing over the fog line and hitting a tree. Upon arrival to the scene by the Houghton County Sheriffs Officers, a heavy smell of intoxicants and slurred speech by Mr. Doe was observed. He was placed under arrest for O.W.I. (Operating While Intoxicated) after going through field sobriety tests.

Officers arrive at the Houghton County Jail to lodge Mr. Doe. Corrections Staff meet them at the back door to the jail to obtain any personal property off Mr. Doe prior to entering the facility. Note, a search and removal of personal property should first be conducted by the arresting agency prior to entry of the jail."

Proper entry into the Jail for all incoming arrestee's should be brought in through the Sally Port. Due to the current size of the Sally Port, it is nearly impossible to open car doors once entered inside of the Sally Port. Individuals with any sort of handicap or disability that would limit them from going up stairs would need to be transported around to the side of the courthouse. From there they would have to be taken out of the patrol vehicle to be escorted down the sidewalk and through the front door of the Sheriff's Office.

Mr. Doe after all personals are removed is brought into the booking area of the jail. Arresting Agency Officers remove their duty weapons and place into the lockbox located in the booking area. Corrections staff conduct a pat down search of Mr. Doe to remove any other possible items. At this point Corrections staff are informed by the arresting agency what he is being lodged on and informed that he was involved in an automobile accident. The arresting agency is informed that he needs to be cleared by medical at Portage Health ER prior to lodging due to being involved in an automobile accident. Corrections Staff supply the arresting agency with a "Fit for Confinement" form to provide the ER. Mr. Doe is then transported from the jail to Portage Health by the arresting agency. After a half hour, he is transported back from Portage ER to the jail and escorted into the jail booking area through the back door to start the booking process.

Proper entry into the Jail for all incoming arrestee's should be brought in through the Sally Port. Weapons should be locked up also in the Sally Port, but is not necessary. For safety of corrections staff, officers, and inmate (s) locking weapons in a confined area and not the booking area is ideal.

Mr. Doe will remain handcuffed and placed onto the booking bench to go through a series of questionnaires asked by Corrections Staff. Note, arresting officer is to remain during the whole booking process until the individual is placed into a cell. While going through the booking process on a bench that is feet from the booking officer Mr. Doe becomes agitated and stands up from the bench in attempts to physically throw a punch at the arresting officers. Arresting officers and the two corrections staff subdue and restrain the individual in the booking area. Due to the limited space in the booking area, a computer is knocked down in the booking area that is used to obtain fingerprints. Mr. Doe was able to be restrained and placed back on the

booking bench in attempts to complete the booking process. Mr. Doe settled down and complied with the rest of the booking process. His mugshot was taken in the booking area and signatures obtained for proof of personal property that was taken at arrest/lodging and medical questions were asked and understood by Mr. Doe. He was allowed a free phone call once the booking process was completed. Fingerprints will be obtained once inmate Doe is sober.

The booking of inmate Doe was done in properly. Areas of concern include if the booking area were in a bigger, more secure space, with adjacent rooms for housing electronics, the live scan machine that was broken could have been avoided. Note there is also the intoxalizer computer used to obtain BAC of individuals arrested for OWI located next to the booking bench as well.

Once the booking process was complete inmate Doe was escorted into the laundry room adjacent to the booking area so he could be strip searched by a male Correction Officer. Located in the laundry room are the jail issued orange clothing that inmate Doe was changed over into once the strip search was complete. He was issued a prepared tote that included a blanket, bed sheet, towel, flat sheet, and a hygiene kit. Inmate Doe will now be placed into a holding cell due to him being under the influence. The time, date, and office who conducted the strip searched was logged into the jail strip search form.

Strip searches are to be conducted in an area that is not under camera surveillance. The hallway that it is conducted in is big enough for one officer to comfortably conduct the strip search. The laundry room is not under video surveillance and is utilized by inmate workers to wash and dry laundry, put away laundry, fold items, and refill totes as needed. It is also used as a storage room for inmate mats that are issued, safety restraint chair, and a few locked doors that hold our commissary items and restraints.

A proper strip search should be conducted in a secured holding cell that is not on camera and allows several officers to enter. There should be a pull down shade outside of the holding cell so no one can visually see the inmate being strip searched. If that inmate becomes combative officers now have a cell that the inmate is already in and can take proper actions to restrain the inmate and safely exit the cell.

Scenario Cell Placement for Intoxicated Inmate

Inmate Doe was booked in and strip-searched; he is now ready for placement into one of the two holding cells at approximately 0200. Due to one of the Holding Cells being currently utilized for a female inmate on suicide protocol, inmate Doe has to be placed into the Holding Cell located in the back of the jail near General Population (GP) inmates. Inmate Doe does not like

this due to it being around other inmates that could hear and potentially see him, but it is the only option at this time. He becomes combative and actively resists staff as they escort him from the laundry room to the holding cell. Once safely placed into the Holding Cell in GP inmate Doe begins to kick the door and scream. This causes a disturbance in the jail as inmate Doe has woken up the majority of the inmates in the back of the jail. Other inmates begin to holler vulgar language at him and start an uproar with corrections staff to move him.

Corrections staff now have to come up with a game plan to have internal movement to accommodate inmate Doe. Field service was called back from the road to assist with this movement. Cane 1, 2, 3, & 4 are cells located by the booking area that are typically utilized by female inmates. Each cell can hold up to two inmates per cell. There is currently seven female inmates between the cells and are housed accordingly due to classification reasons. Now corrections staff has to move all the female inmates together to open a cell up for one male inmate, risking the potential of an inmate on inmate assault/liability.

The simple solution is to have more holding cells available, but due to current size, population, and situation at hand it was deemed necessary to move the female inmates into one cell in hopes that nothing will happen during that time frame of inmate Doe being lodged in one of the Cane Cells. These cells have wires exposed, metal bench seats, and metal bunks all that could be potential risk for an intoxicated inmate to cause self-harm or use as a weapon. These type of movements occur frequently due to lack of space, which puts staff, inmates, and the jail at risk for injury or liability. Due to field service returning to the jail to assist corrections staff we now have limited patrol on the roads at this time or response to emergent situations.

Inmate brought over to Court Scenario

Inmate Doe, who is lodged at the Houghton County Jail is scheduled for an arraignment at 97th District Court located on the third floor of the Court House. Inmate Doe is requested to be brought over to the Court House for his arraignment. Corrections Officer goes to Cell 312 where inmate Doe is being housed, open the trap to the cell door and request inmate Doe to place his hands outside of the trap so that handcuffs can be applied and double locked prior to taking him out of the cell. Staff once outside of the cell, pat him down. Each inmate for any movement outside of their cell is required to have their jail issued oranges on.

The trap located on the Cell door is in an area that most inmates need to be handcuffed with their hands located in front of them instead of being placed behind their backs due to the height of it. Handcuffs in front of an inmate gives them a wider range of movement and accessibility to grab unauthorized items during internal movement.

The other issue is that now we have an inmate handcuffed in a cell with other inmates. He could potentially utilize the handcuffs to choke someone out, etc... Although once an inmate is handcuffed, they are almost immediately removed from the cell once applied. If we had a series of doors between each cell would accommodate the process and procedure of handcuffing much safer for staff and inmates.

Note, not all inmates are required to have handcuffs placed behind their back due to being able to sign documents, sitting for extended periods of time, use of the belt restraints, etc... The safest way of handcuffing is hands to be placed behind the inmates back.

The CO opens the cell door with the large set of key rings and escorts inmate Doe down the main catwalk of the jail and through the secure door, which requires them to open the door with an addition smaller key ring. The CO and inmate Doe walk past the sally port garage door, holding cell door, women cells, laundry room, and into the booking area before the rest of the restraints can be applied. Once in the booking area/corrections cubicle inmate Doe is advised to kneel down on the booking bench so ankle restraints can be applied. Once these are applied and double locked he is advised to stand up so belly restraints can be applied around his waist and cuffs placed on. Inmate Doe is given a pair of orange shoes for walking over to court.

The Houghton County Jail operates with large sets of keys for locking and unlocking multiple doors, including cell doors, secure doors, and exit doors. Issues with this is that they are big and bulky for Corrections staff to carry around; they have the potential to be grabbed or ripped away putting officer safety at risk. Accessibility to replace the keys is tough, which may require locks to be replaced or whole doors. The ability to have a central control center would allow Corrections staff to safety monitor internal movement and electronically unlock doors as needed to maintain safe flow of movement without stops or hiccups. The general location of the housing for male inmates at the Houghton County Jail is located in the back of the jail that requires inmates to walk past numerous doors, which could potentially give them access to unauthorized items as they are escorted to the booking area. Having inmates in the booking area to apply restraints or even just doing a booking allows the inmate to visually see our camera system due to lack of space in corrections. This could lead to potential inmates seeing female inmates on camera (vice versa), juveniles, and the security of the jail.

Inmate Doe is now ready to be walked over to the courthouse. Corrections staff escort inmate Doe from the booking area through the secure door and past the kitchen, administrative offices, and through the main lobby of the Sheriff's Office. Inmate Doe is escorted out of the front door to the Sheriff's Office and walked down the sidewalk to the courthouse. They enter the front entrance of the courthouse and advise inmate Doe to stand on the right hand side of the wall/steps to be escorted up stairs to the third floor. Once on the third floor inmate Doe is walked down the hallway past individuals from the public, offices, and into 97th district court room that is packed full of individuals waiting to be seen. Once court is completed for inmate Doe, he is escorted back to the jail the same way he was brought over.

Inmate Doe once his restraints are applied and checked he is escorted through a secure door that walks him past the jail kitchen, administrative offices, and out through the front lobby where the public could be. Issues at hand, this allow the inmate to possible see confidential information/lay out of the jail and sheriff's office, ability to grab unauthorized item putting officer and inmate safety at risk, attempted assault on officers or public, etc... Once outside of the front door of the Sheriff's Office he now is in an open area outside which could lead to an attempted escape, although his ankles should be shackled staff still needs to be mindful of the potential for him to have a cuff key or similar item, which he could use to unlock restraints.

Most inmates know the date and time of their court appearance and if they are going to be needed to be escorted over to court, this allows them to give their people a heads up of when they are going to court. Issues with this is that it gives them a chance for a potential escape as well, which could involve outside help. This could be a very dangerous situation, which could include use of weapons, hostage situation, or loss of life.

Inmate Doe is escorted down a sidewalk to the Courthouse, which is roughly about a 100 yards between the Sheriff's Office and the Courthouse. You have people entering and exiting each building at all times of the day, putting the public at risk for an assault or worse. Once inside the Courthouse inmate Doe is escorted up a flight of stairs. Inmates are advised to walk along the side of the wall with staff on the other side of the inmate to stop the potential for them to jump off the staircase, which could cause self-harm or an escape. Once at the top of the stairs inmate Doe is walked past public areas, offices, and employees prior to entering a packed 97th District Court. Issues are public safety, officer safety, and other employees whom are working at the Courthouse. This procedure is then repeated for escort back to the jail allowing multiple occasions for an unwanted/bad situation.

Best practice would be to have a tunnel, skywalk, or some other means to escort inmates to and from court. This would allow them to be out of the public eye while be escorted, reduce the possibility of inmate on staff assaults, escapes, limit the ability to grab unauthorized items, etc.... Located at each courtroom a holding cell should be constructed for inmates required to be seen so they are in a secure area. Inmates should not have to be escorted past administrative offices, kitchens, or through a public lobby before exiting a facility. We should not have to worry about walking up a flight of stairs, although the elevator could be used but also has its concerns (break down, public on it, waiting for it, so on).

Basement Flood

With the spring weather that moved into Houghton County in June, large amounts run off from the snow and continued rainfall has caused the mains to plug on the streets. As a result, Corrections Staff noticed a very distinct smell in the booking area. Corrections staff went into the basement of Houghton County Sheriff's Office to see water bubbling and rising out of the drains located on the basement floor. It was rising at a quick rate, putting one inch of water on the floor within a half hour. Several drains are located in the basement on the floor which will affect the emergency manager's hallway/office, evidence rooms, record storage, locker rooms, multipurpose interview room, medical office, and next to the field services workstation room.

While the water continues to rise in the basement, staff attempts to make contact with Always Available Sewer and Septic to assist with the issues. Vacuums and pumps are hooked up to help combat the rising water level as Houghton DPW continues to work on getting the main drains unclogged. With the rising water levels continuing and pumps not keeping up staff attempts to locate any items that could be damaged. The evidence room is opened to see the same amount of water located on the floor and many vital items damaged because of the water. Records storage room had boxes upon boxes that are damaged. Communication equipment (radios, pagers, computer equipment, etc...) are damaged located in the emergency managers office. The list goes on off damaged items from carpeting to wirings.

After several hours of work done by staff and outside sources the drains broke free and were able to function properly.

The evidence room contains vital items, which if damaged or destroyed cannot be duplicated. With our current set up there is multiple items located on the floor due to limited space. Evidence should be stored securely, typically in locked rooms or lockers, with specialized protection, such as freezers for biological evidence, or secured safes for money and jewelry. Facilities should feature, secured cabinets, 24/7 surveillance cameras, and alarm systems in their evidence rooms/area.

Records storage is packed full with many boxes located on the floor due to limited space. As a result, important records and documents were damaged or destroyed because of the basement flooding.

Overall because of this flood items were damaged, destroyed, and cannot be recovered. An increase in the general space and size of the basement would be the best way for improvement to deter this issue. Rearranging is a possibility, but this would be a short-term fix as records and evidence continue to build.

Scenario Sick Call with Nurse

Inmate Frank placed a Sick Call kite in with medical to be seen. Inmate Frank has been housed in a cell separate from other inmates due to he has a handicap and requires movement by use of a wheelchair. The nurse office is located in the basement of the jail and requires an inmate to walk down two flights of stairs into a non-secure area. Because of his handicap, the jail nurse is now required to conduct (which should be a private conversation between inmate and nurse) the assessment in the booking area that is record by cameras. The nurse (who is contracted for 14 hours a week) has to bring their materials from the basement to the booking area.

The current jail does not have reasonable accommodations for qualified inmates with disabilities. The location of the current nurse office requires inmates to walk down two flights of stairs. There is no ramps, elevators, or other means to access the basement without going down the stairs. Due to lack of space, the only feasible spot for a nurse office is in the basement requiring those inmates with disabilities to have any type of medical questions/concerns conducted in a record area. There should be a nurse office close or adjacent to the booking area in a secure area that is located on the current floor of the main jail. This would allow inmates with or without disabilities easy access to and from their cells without the need of being escorted down stairs into a non-secure area. This would limit the potential of an inmate falling as they are escorted down stairs, inmate and staff altercations, and privacy concerns.

The current nurse office is roughly 10 by 6 foot area with limited space to conduct inmate and nurse visits. There is limited room to store materials required to complete task required by the jail nurse. Medical records of current and past inmates are stored in cabinets outside of the nurse office in the hallway. There is a chair set up outside of the nurse office for corrections staff to use when the nurse is seeing inmates.