

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 12.02
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; March 2, 2015
CHAPTER: Corrections		Related Policy: G.O. 12.04 (Transporting Inmates), G.O. 12.05. (Temporary Removal of Inmates from the Jail)
SUBJECT: Specific Operations Policies Related to the Jail		Related Laws:

POLICY: The following specific and special policies shall be accomplished by Corrections Division personnel or other Sheriff's Office personnel who may be required to perform functions or assignments in support of the Corrections Division and its operations:

RULE: None

PROCEDURE:

I. Specific Operations Policies Related to the Jail

A. Overcrowding

1. Overcrowding - Overcrowding in the Corrections Facility shall continue to be monitored and shall be reduced by appropriate utilization of available alternatives as allowable by law or as may be provided or accomplished through identified and available resources provided to the Sheriff's Office and the Corrections Division.
2. Temporary Removal of Inmates - Prior to initial court appearances, an inmate may be removed from the custody of the Sheriff's Office/Correction Division by the arresting agency with or without the consent of the inmate. After arraignment or other court action committing an individual to the custody of the Sheriff's Office/Corrections Division, it will be necessary and/or required for the inmate to provide his/her consent prior to being removed from the facility. This policy does not prohibit transport to and from court or executing the provisions of court orders requiring transportation of prisoners or those other transport functions or requirements as assigned or accomplished by the Sheriff's Office/Corrections Division personnel.
3. Release of Inmates - Inmates shall not be released from custody unless an appropriate Sheriff's Office employee has received a written release from the courts. In extenuating circumstances, an inmate may be released upon a verbal order of a clearly identified Judge of the appropriate court. A

supervisor shall accomplish the approval and verification of this verbal order. This does not preclude an inmate's release as a result of completion of sentence or consent decree.

4. Inmate Security -Every inmate shall be considered an escape risk and a potential danger to personnel and the public. Inmates shall be transported in the safest and most secure manner available. The prime consideration shall be the safety of the inmate, personnel, and the community. All personnel will treat inmates with dignity and respect.
5. Mug Shots -Every person taken into custody will be photographed. Such photographs will be processed and maintained on file, when appropriate. Fingerprints will be taken on all adult inmates as required under ORS 181.515. Juvenile inmates' fingerprints will be taken as defined in ORS 419A.250. A set of fingerprints obtained or taken from each arrested person who is placed in the custody of the Sheriff's Office/Corrections Division shall be delivered to the Oregon State Bureau of Identification through prescribed established procedures.