Section 2: Reception and Release
Subject: Photograph, Fingerprints, DNA Collection, Bond Refusal
Minimum Standard:
Revised: 12/2011, 09/2015

Authorized: _____ Effective date: _____
                Sheriff Paul A. Sigsworth

POLICY

Accurate identification is required of all prisoners booked in and out of the Erie County Jail. A detainee shall not be released until complete and verifiable information is provided.

PROCEDURE

Proper Identification may include submitting:
   1. Photograph
   2. Fingerprints
   3. DNA sample if charged with a felony
   4. Signature on a bond if required

 A. In the event a prisoner refuses to provide corrections staff with complete and proper
      identification information:

   1. The shift supervisor will be notified of the refusal
   2. The court of record should be notified as soon as possible
   3. A narrative should be submitted, providing details of any incident of refusal
   4. The prisoner shall not be released until complete and accurate identification criteria is satisfied (unless otherwise ordered by the court of record)
   5. The booking officer should enter an uncompleted appointment named NDNA (for DNA), PHOT (for Photograph), and/or PRNT (for Fingerprints) under the inmate's current record in the Jail Management System. The hold box should be check on the book screen and in the hold details box, it should state that the reason for the hold (such as DNA needs taken prior to release). The officer that takes the Photograph, Fingerprints, or DNA will uncheck the hold box, and advise that they took the Photograph, Fingerprints, or DNA in the hold details box