

Section 5: Security

Subject: Secure Booking and Release Area

Minimum Standard: 5120:1-8-03(A)(3)

Revised: 9/20015

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

POLICY

The Erie County Jail shall have a secure booking and release area.

PROCEDURE

1. The booking and release area will consist of the area past the 014 Door to include:
 - a. Processing Room
 - b. Property Storage Room
 - c. Change Out Area
 - d. Finger Print / BAC Area
2. No inmate will be allowed into this area unless under direct supervision of a Corrections Officer.
3. Inmate access to this area will be restricted by ensuring the following doors are kept secure:
 - a. 405
 - b. 412 (473)
 - c. Main Door (475)
 - d. Booking Door(414)
4. Property Storage Room Door (015) must be kept secure when not in use.