



Edina Police Operations Manual

Policy Number
720.00

Subject:

CITY JAIL: BOOKING, INTAKE AND RELEASE

Effective Date
06/01/1993

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09/09/2019

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PURPOSE:

To establish procedures relevant to the operation of the detention facility and the processing of prisoners.

The overall administration of the detention facility shall be the responsibility of the chief of police or his designee. The day-to-day operation of the facility shall be the responsibility of the shift supervisor who shall assure compliance with these regulations.

720.01

A DETENTION FACILITY OPERATION

The Edina Police Department detention facility is authorized to function as a Class IV Municipal Holding Facility by the Department of Corrections. As such, we may provide detention services to prisoners for up to four hours and may detain juveniles on administrative hold status outside of the security perimeter for up to six hours in accordance with the laws of Minnesota.

Regulatory References:

MSS [241.021](#) D.O.C.- Licensing and Supervision of Facilities

MSS [642.01](#) Establishing Lock Ups

[Chapter 2945](#) D.O.C. Municipal Jail Facilities

720.02

SEPARATION OF PRISONERS

- Subd. 1** Prisoners of the opposite sex must be kept separate from each other.
- Subd. 2** Juvenile prisoners should not normally be placed in detention cells, but if circumstances dictate that they must be placed in a cell, they shall be separated by sight and sound from adults.
- Subd. 3** Prisoners who show signs and/or symptoms of suffering from mental illness, or are demonstrating hostile or violent behavior, should be kept separate from other prisoners.
- Subd. 4** Any prisoner suspected of having a contagious disease shall be kept separate from other prisoners.
- Subd. 5** All detention cells are monitored by communication specialists through closed circuit surveillance camera and audio intercom system. Since monitoring of

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prisoners of the opposite sex is inescapable, monitors will not be focused on the toilet area of the cell to insure the reasonable privacy of the prisoners.

Subd. 6 Juvenile status offenders should not be admitted into the jail facility. All juvenile status offenders should be processed outside of the locked jail facility.

720.03 **OFFICER SAFETY CONSIDERATIONS**

Every person entering the detention facility is potentially dangerous to all personnel on duty. Therefore, certain safety precautions are in order.

Subd. 1 Firearms & Knives

- a) Prior to entering the detention facility while a prisoner is being processed, officers should secure all handguns in the handgun lockers outside the detention facility. All visible knives should also be placed in the lockers.
- b) Transporting officers shall secure their handgun(s) and visible knives in the handgun lockers outside the detention facility, prior to entering with a prisoner.

Subd. 2 Removal of Handcuffs/Instruments of Restraint

- a) Make certain when the first cuff is removed that a very secure grip on the cuff is maintained, as the loose cuff may become a deadly weapon.
- b) Instruments of restraint must not be applied for any longer time than is strictly necessary.
- c) Instruments of restraint, such as handcuffs, must not be used as punishment.
- d) Instruments of restraint must not be used except in the following circumstances:
 - 1) As a precaution against escape during a transfer.
 - 2) On medical grounds by direction of a consulting or attending physician or licensed psychologist.
 - 3) By order of the facility administrator or person in charge in order to prevent a prisoner from injuring himself or herself, others, or from damaging property.

720.04 **SEARCHING OF PRISONERS**

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- Subd. 1** A complete search of the person and their property should be made for weapons and/or contraband at the beginning of the booking process.
- Subd. 2** If necessary to the case or crime in question, a strip search may be required and/or the prisoner given coveralls to wear. If a strip search is conducted, the following guidelines should be followed:
- a) Only Department members of the same sex as the prisoner will do extensive personal and/or strip searches of prisoners.
 - b) Strip searches will only be done with complete regards to the prisoner's right to limited exposure and privacy.
 - c) If a strip search is done, a record should be made of the fact, the purpose of the search, where the search was done, who was present when the search was conducted, and what was recovered.

720.05 INVENTORY OF PROPERTY

- Subd. 1** A complete inventory of all property taken from the prisoner should be made. Usually the Edina Police prisoner property envelope will be used, but if this is inadequate, the Property Inventory Report (EPD Form 0500) may also be used.
- Subd. 2** All valuable items should be removed from the prisoner including, jewelry, watches, necklaces, chains, rings, earrings, nose rings, and items in the hair.
- Subd. 3** All property should be removed from all pockets of all clothing items and inventoried.
- Subd. 4** A copy of the inventory should be given to the prisoner, who should later sign the inventory before the property is returned.
- Subd. 5** All valuables and personal property removed should be placed in a storage locker in the detention facility.
- Subd. 6** When the property is later released, the signed inventory should be filed in the administrative in-basket.

720.06 BOOKING LOG

- Subd. 1** All adult prisoners that are processed in the detention facility shall be entered into the booking log.

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Subd. 2 Juvenile prisoners that are processed in the detention facility shall be entered into the booking log unless the juvenile is being detained for one of the following reasons:

- a) Any status offense (Tobacco, Curfew, or Possess or Consume Alcohol Violations) – should not be in the booking area.
- b) Any Petty Misdemeanor Offense - should not be in the booking area.
- c) Any Petty Misdemeanor or Misdemeanor Traffic Violation except Driving While Intoxicated.

720.07 **TENNESSEN WARNING**

All prisoners should be informed of the Tennessee Warning, which is posted in the booking area for the prisoners. An additional copy of the Tennessee Warning is in the booking binder.

720.08 **PHOTOGRAPHS**

Subd. 1 All adult prisoners that are processed in the detention facility should be photographed.

Subd. 2 Juvenile prisoners that are processed in the detention facility should be photographed unless the juvenile is being detained for one of the following reasons:

- a) Any status offense (Tobacco, Curfew, or Possess or Consume Alcohol Violations) - should not be in the booking area.
- b) Any Petty Misdemeanor Offense - should not be in the booking area.
- c) Any Petty Misdemeanor or Misdemeanor Traffic Violation except Driving While Intoxicated.

720.09 **FINGERPRINT REQUIREMENTS**

Subd. 1 All adult prisoners who have been taken into custody for any Felony, Gross Misdemeanor, or Targeted Misdemeanor Offense should be fingerprinted regardless of whether or not the prisoner is to be later transferred to Hennepin County Adult Detention Center.

Targeted Misdemeanor Offenses include:

- 5th Degree Assault ([609.224](#))
- Domestic Assault ([609.2242](#))

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- Interference with Privacy ([609.746](#))
- Harassment – Restraining Order Violation ([609.748](#))
- Order for Protection Violation ([518B.01](#))
- Driving While Intoxicated ([169A.20](#))
- Indecent Exposure ([617.23](#))
- Domestic Abuse-No Contact Order ([629.75](#))

Subd. 2 All juvenile prisoners who have been taken into custody for any Felony or Gross Misdemeanor offense should be fingerprinted regardless of whether or not the prisoner is to be later transferred to the Hennepin County Juvenile Detention Center.

Subd. 3 If the prisoner has been arrested for a misdemeanor- level charge and the officer wishes that a Computerized Criminal History (CCH) entry be made, the prisoner must be fingerprinted. Otherwise there is no requirement to fingerprint non-targeted misdemeanors.

Subd. 4 Any prisoner who refuses to cooperate with completing the booking process shall be transferred to the appropriate Hennepin County Detention Center to complete the booking process.

Subd. 5 Prisoners who are brought into the booking facility for a warrant and no additional criminal charges should not be fingerprinted.

720.10 MEDICAL INFORMATION

All prisoners are to be asked if they are on any medications or are currently under a doctor's care for a specific medical problem. Immediate medical problems may require calling the Edina Fire Department paramedics or transport to the nearest appropriate medical facility.

720.11 HIGH-RISK PRISONERS

Any prisoner that displays unusual, high-risk behavior (i.e., suicidal, mentally unstable, violent) should be transferred to the appropriate Hennepin County Facility immediately.

720.12 HOLDING CELLS

Subd. 1 When a prisoner is placed in a holding cell they are to be advised that there is a closed circuit surveillance camera that monitors the cell. The communications specialist should be notified when a prisoner is placed in a cell so that the camera can be activated.

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Subd. 2 The prisoner should wear minimal clothing when placed in the cell. No prisoner is allowed to have any belt, string, rope, cord or other such item when in the cell. Prisoners should remove their shoes before entering a cell.

Subd. 3 Blankets will be provided upon request for prisoners while in custody.

Subd. 4 Items of clothing and bedding may be removed from any prisoner or cell in which a prisoner uses or attempts to use those items in a destructive or self-destructive manner. Those items should be returned as soon as it is found to be safe to do so. Such actions should be noted on the jail activity log and be documented in the individual's arrest reports.

720.13 VISITORS

Due to limited personnel, the Edina Police Department does not have an "open" visitation policy or regularly scheduled visitation hours. Visitation may be granted within the following guidelines:

- a) The prisoners will be allowed non-monitored audio visits with their attorney as soon as reasonably possible. The attorney should be given every consideration to visit in person with the prisoner provided that it does not disrupt police operations. When possible, the attorney should be placed in a secure room and the prisoner brought to the attorney for the visit.
- b) All requests for visits will be considered on need and the availability of police personnel to monitor the visit. Other than with the prisoner's attorney, visits will be limited to fifteen minutes, and only one visitor per prisoner will be allowed.
- c) All visitors must register by providing their name, address, relationship to prisoner, and nature of business. This information should be logged on the prisoner activity log.
- d) All visitors should be searched for weapons and/or contraband. Unnecessary containers are not allowed.
- e) When a visit to a prisoner is denied on the belief that the visit might endanger the security of the facility, the action and reasons for denial will be documented in the arrest record.
- f) Juveniles. The visits by parents, guardians, and attorneys with juvenile prisoners will be as unrestricted as is administratively possible.
- g) Visits may not be audio monitored.

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- Subd. 1** Whenever a prisoner is held and to be transported to the Hennepin County Detention Center, an Authority to Detain Form should be completed. This can be done online if desired.
- Subd. 2** If the prisoner has been arrested for both felony and misdemeanor charges, only the felony and/or gross misdemeanor charges should be listed on the Authority to Detain Form.
- Subd. 3** When a suspect is being held to be charged in custody, a 36/ 48 Hour Expiration Advisory should be completed and forwarded with the prisoner at the time of transport to the Hennepin County Detention Center. If it is determined that the 48 hours, will expire before the 36-hour hold, a Rule 4.03 Application Statement of Probable Cause to Detain should be forwarded to the Hennepin County Detention Center. The application can either be entirely filled out or instead of writing a statement of probable cause to detain; the officer may write "see attached arrest report" and fax the form and completed arrest report to the Hennepin County Detention Center, in custody records division.
- Subd. 4** When a prisoner is being held and will potentially be charged in custody, all reports and paperwork must be completed and forwarded to the Hennepin County Detention Center, prior to the arresting officer going off duty. Any deviation from this subdivision shall be done with prior supervisor approval.

720.15 TRANSFER OF PRISONERS

- Subd. 1** Persons that are unable to raise fine or bail money, are unable to be identified, or are being held on a 36/48 hour hold shall normally be transferred to Hennepin County Jail. The exception to this would be if the prisoner was to go directly to Division 3 Court from the Edina PD holding cell.
- Subd. 2** For those prisoners that must be transferred to Hennepin County Jail, every effort should be made to make the transfer at the earliest practical time.

720.16 RELEASE OF ADULT PRISONERS

- Subd. 1** Whenever there is an arrest made for a warrant, the prisoner may be released through the use of Hennepin County Form HC6028 Release-Receipt if the prisoner posts bail or pays a fine. This form should only be used for warrants. The Hennepin Warrant Office should be called at 612-348-2547 for a court date.
- Subd. 2** When there is an out of county warrant that agency must be contacted for a court date, but make sure it is at least two weeks out to allow time for money to transfer by this department. Hennepin and out of county warrants should not be

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combined onto the same bail slip. Cash only or a surety bond for bail. Cash or a personal check is acceptable when the warrant is cleared by fine (made to county with warrant).

Subd. 3 When the prisoner has been arrested for a misdemeanor, gross misdemeanor, or a felony violation and the prisoner is going to be released from the Edina Police Department, on their own personal recognizance, the prisoner should be released as follows:

- Misdemeanor, Gross Misdemeanor Offenses:

a) Release the prisoner with an electronic citation,

b) Cases involving DWI without mandatory booking, note the Alcohol Concentration amount in the comments section of the citation.

c) Cases involving DWI with mandatory booking, tab charge at HCADC and do not issue a citation.

- Felony Offense:

Release the prisoner without issuing a court date. The prisoner shall be considered to have been released pending complaint.

Subd. 4 A prisoner that is under the influence may only be released to a Detox facility or to a responsible, sober adult that relieves the Edina Police Department of responsibility for the prisoner by signing an Intoxicated Person Release Form.

Subd. 5 A prisoner that has been arrested for Domestic Assault/Domestic Abuse No Contact Order (DANCO)/Order for Protection (OFP) violations must be transferred to the Hennepin County Adult Detention Center (HCADC). They will perform a risk analysis through Community Corrections to determine danger risks and make release decisions.

Subd. 6 When the prisoner is taken to HCADC for a DWI offense the "TAB Charge" box should be marked, not PC – Probable Cause. Community Corrections will evaluate the offender and determine conditions for release.

Subd. 7 The prisoner is to sign the property receipt before the personal property is returned to the prisoner. If the prisoner refuses to do so, the property should be secured into a property inventory locker and the prisoner can make arrangements with the property controller to claim it later.

Subd. 8 Upon the release of a prisoner, the officer releasing the prisoner should perform a post-release inspection of the cell used. This inspection should include a

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search for contraband, evidence of breaches in security, inoperable safety equipment, and efficient operation of locks. The releasing officer should document the inspection and any irregularities on the Jail Activity Log. The officer shall inform the shift supervisor of any irregularities that were discovered.

720.17 RELEASE OF JUVENILES

- Subd. 1** A juvenile may be transferred to Hennepin County Juvenile Center when circumstances fall within the guidelines for admission to that facility. These conditions frequently change but are generally limited to serious felonies and warrants. A copy of current guidelines on this subject shall be kept in the booking room information notebook.
- Subd. 2** When a juvenile is not transferred to Hennepin County Juvenile Center, they may be released to a parent, a legal guardian, a responsible adult, or another County agency such as The Link, SOS, St. Josephs, or Detox. In unusual circumstances the juvenile may be released to themselves. Under no such circumstance should the juvenile be released to themselves, if the juvenile has been consuming alcohol or controlled substances.
- Subd. 3** Except in cases of certain warrants, juveniles are not required to post bail to gain their release.
- Subd. 4** When a juvenile is released to someone other than a parent or guardian, every effort should be made to contact the parent or guardian concerning the disposition of the juvenile.

720.18 EMERGENCY PLAN -EVACUATION OF CELLS

- Subd. 1** Fire
- a) In the event of a fire that threatens the detention facility, the Edina Fire Department should be notified immediately. Any prisoners that are placed in jeopardy by the fire, smoke or hazardous fumes should be moved to a location of safety. If time permits, prisoners should be handcuffed behind their backs before transfer from the detention facility. They should then be moved to some other secure location within the building. If the entire building is involved in the fire, the next preferred temporary holding area should be the secure prisoner portion of a squad car.
- b) If, after the fire is extinguished, the detention facility is deemed to be not habitable, the prisoners should be transferred to Hennepin County Detention Center.

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c) Fire extinguishers are located near the detention facility in the following locations:

- In the hallway to the south of the detention facility.
 - Inside the front/main entrance of the police department.
- Additional extinguishers are located throughout the Department as well as in the trunks of all police vehicles.

Subd. 2 Tornado

- a) In the event of a tornado warning, all prisoners shall remain locked in their cells. Any other prisoner within the Police Department shall be taken to a cell and locked inside for the duration of the warning.
- b) In the event that a tornado strikes the Police Department, the on-duty supervisor shall assess the damage and evacuate any prisoners if the structural integrity of the facility appears compromised. If such evacuation is necessary, the prisoners should be transferred to Hennepin County Jail.

Subd. 3 Evacuation Drills

- a) A drill that emulates an evacuation of the detention cells shall be conducted regularly by the on-duty supervisor and on a no-notice basis. Each team shall conduct drills on a regular basis. Such drills should not be conducted when prisoners are in the detention facility.
- b) A minimum of two officers will conduct the evacuation.

Subd. 4 Suspension of Rules

Operating rules of the Detention Facility may be suspended during an emergency. However, it is the general policy of this Department to transfer prisoners to the Hennepin County Jail or other appropriate facilities, rather than to suspend rules of operation in the Edina jail. Any such suspension of jail rules must be reported immediately to the HCSO and DOC. A written report must be submitted within 72 hours.

720.19 INJURED PRISONER PROCEDURES

The following guidelines are to be followed when a prisoner requests or is in apparent need of medical attention:

- Subd. 1** If the prisoner requests medical assistance, the prisoner should first be examined by Edina Fire Department paramedic personnel. If then necessary, the prisoner

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should be transported to an approved medical facility by deemed appropriate by the on-duty supervisor and paramedics. The actual transport may be either by ambulance or squad car; whichever seems appropriate in the opinion of the on-duty supervisor.

Subd. 2 Prisoners should be accompanied to the medical facility by two officers unless waived by the on-duty supervisor. Accompanying officer(s) should remain with the prisoner until the prisoner is either returned to Edina Police Department or admitted to the medical facility.

Subd. 3 When a prisoner is admitted to a medical facility the officer shall use the following guidelines as to the disposition of the case:

a) When the prisoner is charged with a misdemeanor or gross misdemeanor.

Release the prisoner with an electronic citation. In the event of a DANCO or OFP violation, refer to 720.16 Subd. 5 of this policy for procedures.

c) When the prisoner is charged with a felony.

- When the felony is a property crime the prisoner may be released pending formal complaint if the on-duty supervisor believes it appropriate to do so.
- When the felony is based upon a crime against person, the prisoner should remain in custody under guard provided by Edina Police Department unless the attending physician declares that the prisoner is incapacitated and thus needs no guard. In this case the medical facility should be instructed to notify Edina Police for the posting of a guard if the condition of the prisoner changes to the point where the prisoner becomes mobile.
- Once a prisoner has been charged by complaint the responsibility for guarding the prisoner transfers to the Hennepin County Sheriffs Office.

720.20 **VIOLENT PRISONER**

Should a prisoner become violent, the detention officer should not attempt to subdue the individual alone. When subduing violent prisoners a minimum of two officers should be present. Necessary restraints may be used for the protection of the prisoner and others.

720.21 **PRISONER MEALS**

Prisoners that are kept in the holding cells for longer than three hours shall be offered a prisoner meal. Such meals are to be purchased at local take out eating

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establishments as selected by the on-duty supervisor and paid for with petty-cash funds through the supervisor. The accompanying receipt should be placed in the petty cash envelope.

720.22 PHONE CALLS

- Subd. 1** Adult prisoners will be permitted a minimum of one phone call limited to five minutes duration.
- Subd. 2** When a prisoner is intended to be transferred to the Hennepin County Detention Center without delay, the phone call may be deferred until they are booked at that facility.
- Subd. 3** A phone call shall not be permitted if such call would endanger the scope of a criminal investigation. The decision whether to deny a phone call should be vested with the officer or detective in charge of the case.
- Subd. 4** When a department member places a phone call on behalf of a juvenile, it is not necessary to permit the juvenile to have a separate call.

720.23 PRISONER MEDICATION

- Subd. 1** No medication shall be delivered to a prisoner except under the direction of a physician. Should a prisoner possess a prescription drug and require a dosage of that drug while incarcerated, the prisoner's physician shall be contacted for approval prior to the delivery of the drug. Upon approval, the drug can be administered in accordance with directions on the container. The container shall not be given to the prisoner. Only the appropriate dosage as indicated shall be given and the prisoner shall be watched as the drug is consumed. Medications shall not be stockpiled within the facility.
- Subd. 2** In circumstances where the physician cannot be contacted and withholding the drug may be life threatening, the prisoner shall be treated in accordance with the provisions of 720.19 of this section, the treatment of injured prisoners.
- Subd. 3** Medications are to be stored in the locked cabinet labeled prescription medications. Prisoners are not permitted in the medication storage area. Prescribed medications are to be kept in their original container bearing the original label. Poisons and medicine intended for external use are to be clearly marked and stored separately from medicine intended for internal use. Any prisoner that requires medication that requires refrigeration shall be transported to HCADC.
- Subd. 4** A record of the type of medication, quantity and the final disposition of the medication shall be noted on the back side of the booking log. Prescription

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medication belonging to a prisoner must be given to the prisoner or to the appropriate authority upon transfer or release. If prescription medications are held within our facility (i.e. forgot to return to the prisoner) every effort should be made to return them to the proper owner. If the medications are not returned to the owner they shall be property inventoried and stored at the Edina Police Department.

720.24 DEATH OCCURRING IN THE DETENTION FACILITY

- Subd. 1** In the event that a death occurs in the detention facility, the chief of police should be notified immediately. The Hennepin County Medical Examiners Office and Hennepin County Crime Lab shall be notified to process the scene. The involved portion of the detention facility should be sealed and access will be limited to those involved in the investigation.
- Subd. 2** Prisoners in the detention facility when the death occurs shall remain confined as part of the investigation. A prisoner that was in the same cell as the deceased prisoner shall be moved to another cell and, if possible, remain sequestered from other prisoners.

720.25 SPECIAL INCIDENT REPORTS

- Subd. 1** The State of Minnesota Department of Corrections requires special incidents occurring in detention facilities be reported within ten (10) days of the incident. Special occurrences include suicide, attempted suicide, homicide, death other than suicide or homicide, serious injury or illness incurred during detention, escape, assaults, riot, fire causing serious damage, occurrences of infectious diseases and disposition of the occurrences, or other serious disturbances.
- Subd. 2** Report forms are maintained in the forms files.

720.26 DETENTION FACILITY SECURITY**Subd. 1 Prisoner Activity Records**

In addition to the booking log being maintained for all persons arrested and brought into custody to the Police Department, a Prisoner Activity Log should be maintained to include records of:

- a) Jail admission or release.
- b) Prisoner welfare checks.
- c) Telephone calls made.

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- d) Visitors allowed.
- e) Meals provided.
- f) Jail emergencies or significant events.
- g) Post release cell inspection.

Subd. 2 Prisoner Observation

Prisoners should be personally observed by an employee at least every 30 minutes, on an irregular basis, and more frequently for those who demonstrate unusual or bizarre behavior.

720.27 DETENTION FACILITY DAILY INSPECTION

Subd. 1 On a daily basis, the on-duty shift supervisor or assigned designee should inspect the jail and check for the following things.

- a) Housekeeping.
- b) Sanitation (detection of unsanitary conditions).
- c) Safety Hazards.
- d) Facility maintenance (detection of building and equipment deterioration).
- e) Elimination of conditions conducive to vermin.
- f) A note should be made in the 'Daily Jail Inspection Log' upon completion of the inspection.
- g) A formal inmate count will be conducted at every shift change with an official entry made in the daily log at least once every twelve hours by either the on-duty supervisor or officer in charge.

Subd. 2 If any of the areas are discovered to need attention the on-duty supervisor should make every attempt to rectify the situation. If unable to do so, the supervisor should notify the jail administrator.