



# Chapter 6

## Detention Center

# MADISON COUNTY DETENTION CENTER

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## FRAMEWORK: DETENTION CENTER BOOKING AND VICTIM ENGAGEMENT BEST PRACTICES

In the interagency response to domestic violence, the jail has a role in reinforcing the common goal of protection of and safety for individual victims and the community. Jail personnel are in a position to interrupt an inmate's attempts to intimidate or harass the victim via phone or written communication. Jail staff should document and report an inmate's threats or attempts to influence a victim's participation in a case. This information can assist prosecutors in pursuing charges of witness tampering that are less reliant on direct victim testimony.

In recognition that careful attention to notifying domestic violence victims of an inmate's release, conditions of release, and future court appearance is necessary to provide victims with information that may be used in securing her or his safety, the Madison County Jail inputs this data into the statewide VINE system (Victim Information and Notification every day).

VINE is an automated notification system that alerts victims about changes in the custody status of an offender. The system includes data from county jails, prisons, mental health facilities and juvenile detention centers. VINE receives updated information every 15 minutes from all county jails and every hour from the KY Department of Corrections. VINE will alert victims by phone and/or e-mail when an offender is released, transferred from a county jail, escapes, or has an upcoming parole hearing. Victims can register more than one phone number or e-mail address with VINE. Since VINE calls automatically when an offender's custody status changes, victims may get a call from VINE at any time (day or night). If there is no answer, VINE will leave a message on an answering machine and will keep calling back until the victim enters her or his PIN code (personal identification number). Victims can also access VINE by calling (800) 511-1670 or visiting [www.vinelink.com](http://www.vinelink.com).

Those communicating with victims about VINE should speak in terms of making VINE a **part** of their safety plans, and that they should not depend **solely** on the VINE service, or any other single program, for protection.

Jail personnel will take the following actions in domestic violence related cases, using the best practices included in the guidance and protocol below.

## POLICY/GUIDANCE

1. The Jail will book and release domestic violence offender according to established procedures and state law.
2. The jail will protect domestic assault victims from intimidation and harassment by the suspect/defendant while that individual is in custody, if the jail receives any information from the victim or other sources stating this is happening.

## **PROTOCOL : JAIL BOOKING, SUPERVISION, AND RELEASE**

1. Booking new inmates
  - a. Verify the date and time of arrest.
  - b. Book the inmate on all charges listed in the paperwork/citation presented by the arresting officer.
  - c. Block the victim's number at the victim's request.
  - d. Document and notify law enforcement any threats the inmate makes to harm the victim or others.
2. Transferring inmates' property
  - a. Upon booking, a victim or third party may retrieve keys and other items in the inmates' possession if the inmate signs a release consenting to this.
  - b. If an inmate refuses to sign a release, property, keys and other items will be released to the victim or third party upon presentation of a court order.
3. Monitoring inmates' contact with the public
  - a. Visits
    - Visits between inmates subject to no-contact orders and their victims are prohibited, when the jail is aware of such orders.
  - b. Written communication
    - If there is probable cause to believe that intimidation is occurring, or violence is being threatened or no contact orders are being violated, staff will confiscate and review any correspondence from an inmate charged with a domestic violence related offense to his or her victim. If the correspondence contains threats or attempts to influence the victim with respect to his or her participation in the current prosecution, the jail will notify and transfer such correspondence to the arresting agency and/or prosecutor. Probable cause is established if a victim reports to the jail that they have received threatening or intimidating communication.
    - If the inmate is subject to a no-contact order, the violation of the order will be reported to the arresting agency and further charges may be filed.
  - c. Phone calls
    - Any inmate who attempts to use or uses the phone to contact his or her victim while subject to a no-contact order will be reported to the arresting agency.
    - If a victim reports phone harassment by an inmate to jail staff, the jail will block the victim's numbers at their request and inform the victim of the option of blocking calls from the jail.

4. Releasing inmates

- a. Verify the inmates' identity by checking his or her wristband, comparing stored photo images, asking questions based on personal information, or using other means of identification as described in jail policy.
- b. Check for outstanding warrants or holds.
- c. Notify by reading and/or provide the inmate (in his or her first language) with a copy of their conditions of release, insuring that the inmate understands these conditions upon exiting the jail.
- d. If an inmate is being released to the street, permit the inmate to make arrangements for transportation. Inmates subject to a no-contact order will not be permitted to contact their victims for transportation.

5. Victim notification

- a. When possible, inform the victim of the benefit of registering with VINE for notification of an inmate's release.
- b. Jail staff will promptly input booking and release information on domestic violence suspects and defendants into their local system which is pulled from by VINE.
- c. If jail staff have a specific safety concern about an individual inmate who is eligible for release, the jail staff will contact law enforcement or the prosecutor.
- d. If an inmate is being released to the street, permit the inmate to make arrangements for transportation. Inmates subject to no-contact orders will not be permitted to contact the victim in the offense for transportation.
- e. When requested by the victim, inform the victim of the inmate's conditions of release.