



Greene County Sheriff's Office

Intake, Warrants and Booking Operations

Purpose

- ▶ The purpose of Jail Intake and Booking is to **formally document a person's entry into the justice system** for security, health, and legal processing.

Key Functions of Intake and Booking

- ▶ **Legal and Administrative Processing:**
- ▶ Record the arrestee's official information (name, address, DOB, etc.).
- ▶ Fingerprint and photograph the arrestee.
- ▶ Check for outstanding warrants and conduct a criminal background check (completed by Warrants Division).
- ▶ Document the charges and process legal paperwork.

Key Functions of Intake and Booking

- ▶ **Security and Safety:**
- ▶ Search the arrestee for weapons and contraband.
- ▶ Confiscate personal property, which is then inventoried and stored.
- ▶ Inform the arrestee of Jail rules and rights

Key Functions of Intake and Booking

- ▶ **Health and Wellness:**
- ▶ Conduct medical and mental health screenings to identify immediate needs and potential risks.
- ▶ Ensure the arrestee receives any necessary medication or medical attention.

Jail Intake Operations

- ▶ Jail Intake is the first area an Arresting Officer brings an arrestee into the Jail, and where Jail personnel have their first contact with arrestees:
 1. Physically observe the arrestee for any signs of impairment (alcohol/drugs), and gauge their behavior. Ask the arrestee questions on the Intake Medical Questionnaire and record their answers.
 2. If any concerns are noted, Jail Medical staff will assess the inmate (fit for confinement). If the arrestee is deemed unfit for confinement, it is the responsibility of the Arresting Agency to transport them to a hospital for medical care and clearance.
 3. Conduct a thorough pat search (exterior of clothing) of the arrestee to reduce the introduction of weapons, drugs, and other contraband.

Intake Operations: *continued*

4. Inventory and document the arrestee's property for placement in storage during their incarceration.
5. Place the arrestee in the Body Scanner and conduct an x-ray scan of the arrestee. If any abnormalities exist, the arrestee will be given an opportunity to explain the object, and a visual strip search will be conducted if necessary, in a private room.
6. Once the body scan process is complete, the Arresting Officer will place any monies in the kiosk, place the arrestee in a holdover cell and complete their paperwork. Once the paperwork is complete, the Arresting Officer will give it to the Booking Corporal or Booking Sergeant for review.

DWI: No Refusal County

- ▶ Greene County is a “No Refusal County” regarding blood draws for probable cause DWI arrests.
- ▶ This means that a person arrested on suspicion of Driving While Intoxicated (or drug impaired), cannot refuse to give a blood sample.
- ▶ If the arrestee refuses to cooperate with the breathalyzer or consent to a blood draw, the Arresting Officer will contact the on-call Judge and get a warrant for a forced blood draw.
- ▶ If the arrestee refuses to comply, they will be placed in a restraint chair during the blood draw, for the safety of all involved.
- ▶ The blood draw will be conducted by the Jail’s trained and certified Medical staff.

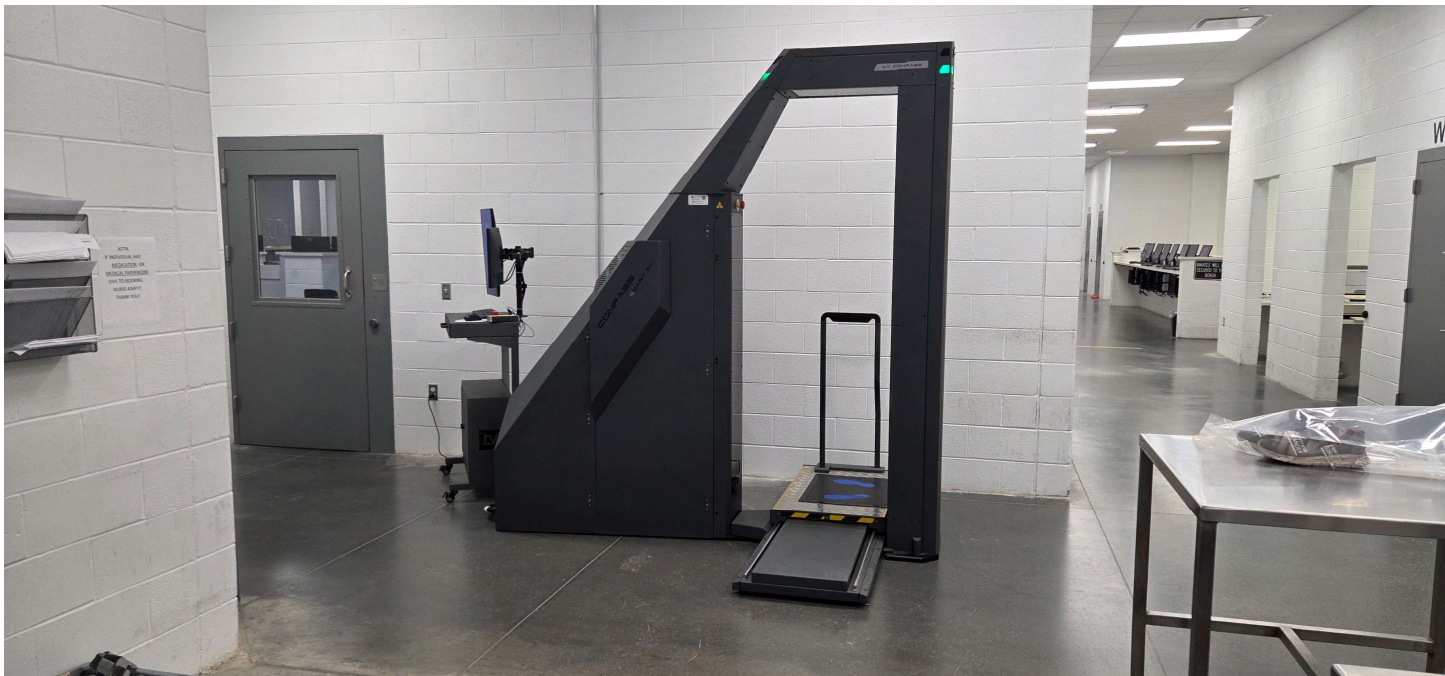
Intake Overview



Intake to Property Room Access



Linev Compass Body Scanner



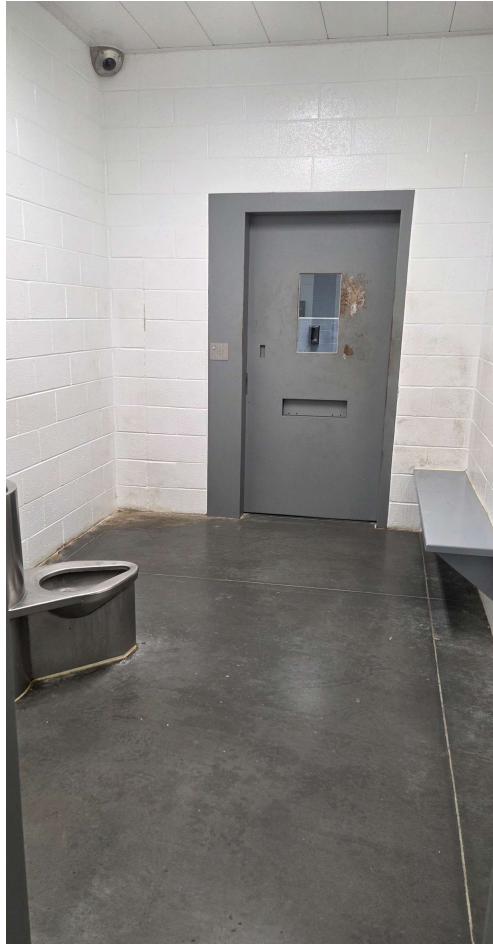




Intake Blood Draw Room



Intake to Booking Holdover Cell



Intake Computers for Arresting Officers



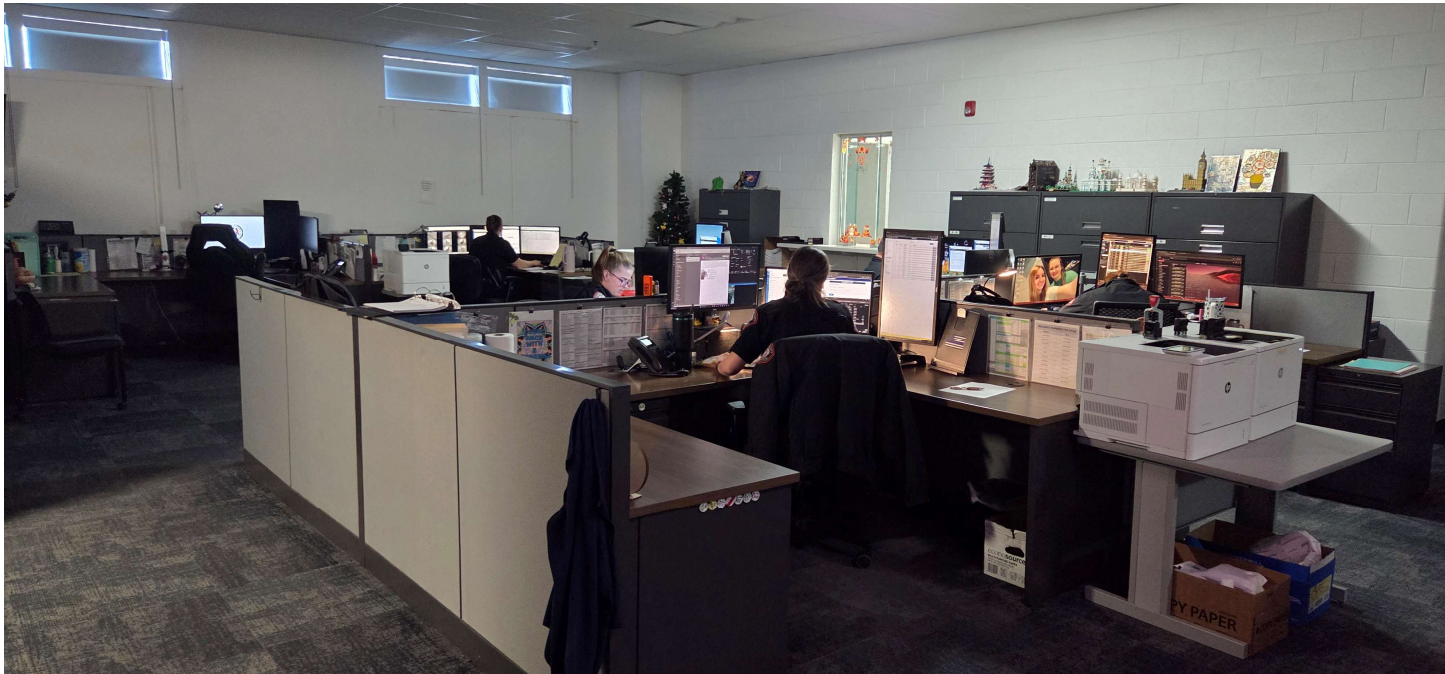
Intake to Booking Paperwork Passthrough



Warrants Division

- ▶ Warrants Officers are trained and classified as Detention Officers. However, their primary responsibility is to enter, search and confirm warrants through the Missouri Uniformed Law Enforcement System (MULES).
- ▶ When a warrant is confirmed on an arrestee, the Warrants Officers will obtain the necessary paperwork to give to the Arresting Officers for the booking process.
- ▶ There are many more responsibilities our Warrants Officers complete, but this is their main responsibility regarding Intake and Booking.

Warrants Division



Booking

- ▶ Once the Arresting Officer hands their paperwork to the Booking Supervisor, we have to verify the following:
 - ▶ 1. We have a legal right to keep the arrestee in our custody, based on charges, and other information provided.
 - ▶ 2. Accuracy of the information provided (sometimes people give false identities). If the arrestee has been booked before, we verify their identity through previous bookings (photos, tattoos, etc.)
 - ▶ 3. We have all the necessary paperwork and information to complete the booking process.

Booking: *continued*

- ▶ Booking Officers will begin entering all the required data, and retrieve the arrestee from the holdover cell when they are ready for mugshots, fingerprints and other required tasks.
- ▶ If the arrestee is well-behaved, they will be allowed to sit in the “Booking Pit.” If their behavior is less than desirable, they may remain in a holdover cell for a “cooling off” period.
- ▶ During the booking process, the arrestee is informed of the basic Jail rules. The arrestee also signs a form stating they understand we have a Zero Tolerance policy regarding sexual abuse, harassment and assault. Any actions of this sort are thoroughly investigated and prosecuted, if warranted.

Booking: *continued*

- ▶ **Fingerprints:**
- ▶ Fingerprints are required for certain crimes. Once the fingerprints are taken, an Offense Cycle Number (OCN) is generated that forever ties that record to that case moving forward throughout the Court processes.
- ▶ **DNA Collection:**
- ▶ State law requires a buccal swab DNA sample be taken for certain crimes. Booking Officers are required to take these DNA samples when applicable. These samples get mailed to the MSHP crime lab for processing. If the arrestee is found “not guilty,” their DNA record is removed for that crime.

Booking: *continued*

- ▶ **Mugshots:**
- ▶ Two pictures are taken for each arrest: Frontal and Side Profile.
- ▶ In addition, pictures of all tattoos are taken, as long as they are visible if the person were wearing a bathing suit.
- ▶ A grey background is required for all mugshots. This is based on recommendations from photographic companies and the FBI for technical reasons related to automatic camera exposure and facial recognition software compatibility, ensuring consistent and clear images.

Semantics

- ▶ In a pre-trial detention facility, a person is considered an arrestee from the time of arrest, until they are booked and housed in a cell.
- ▶ Once housed in a cell, people are commonly referred to as an inmate, offender or detainee (ICE).

Medical Intake

- ▶ Once the booking process is complete, the arrestee is seen by a Jail nurse for an initial Medical Intake.
- ▶ This process includes going over medical and mental health history, to include current ideation (suicidal, homicidal, other threat assessments, etc.).
- ▶ Medical staff will determine if the arrestee needs to be housed on a medical or mental health watch, which requires monitoring and documentation every fifteen minutes, to ensure the person's safety.

Booking Station and Male Pit



Booking Stations and Female Pit



Booking Board (1,112 inmates in custody on 11/12/2025)

The booking board is a large, multi-sectioned chart mounted on a wall. It displays inmate counts by gender and housing unit. The board is divided into several main sections: In-Custody Release, Booking, Medical, and Total Inmate Count. The Total Inmate Count section shows a total of 1112 inmates. The board also includes a section for the Greene County Sheriff's Office logo and a section for the date 11/12/2025.

Gender	Housing Unit	Count
Male	Unit 1	47
	Unit 2	59
	Unit 3	64
	Unit 4	60
	Unit 5	63
	Unit 6	42
	Unit 7	46
	Unit 8	53
	Unit 9	46
	Unit 10	56
Female	Unit 1	58
	Unit 2	71
	Unit 3	56
	Unit 4	54
	Unit 5	50
	Unit 6	54
	Unit 7	50
	Unit 8	54
	Unit 9	50
	Unit 10	54

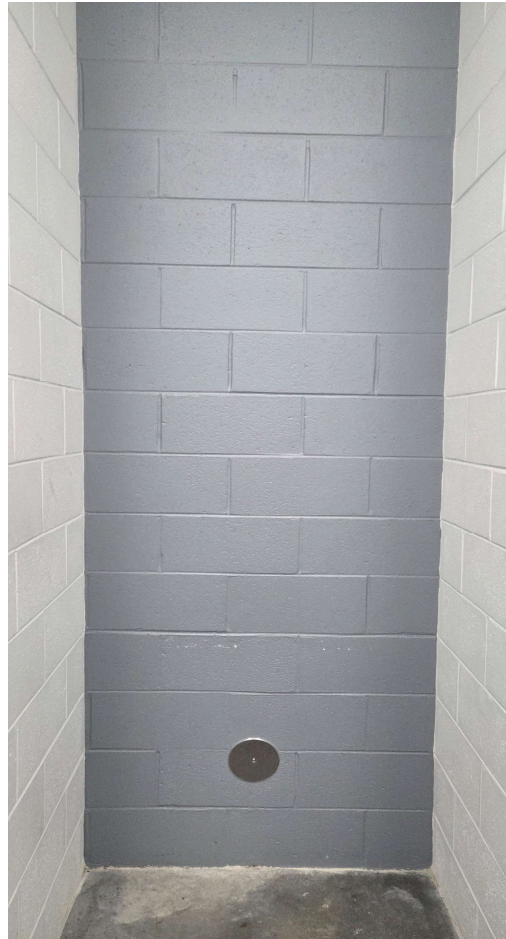
Livescan Machine (fingerprints)



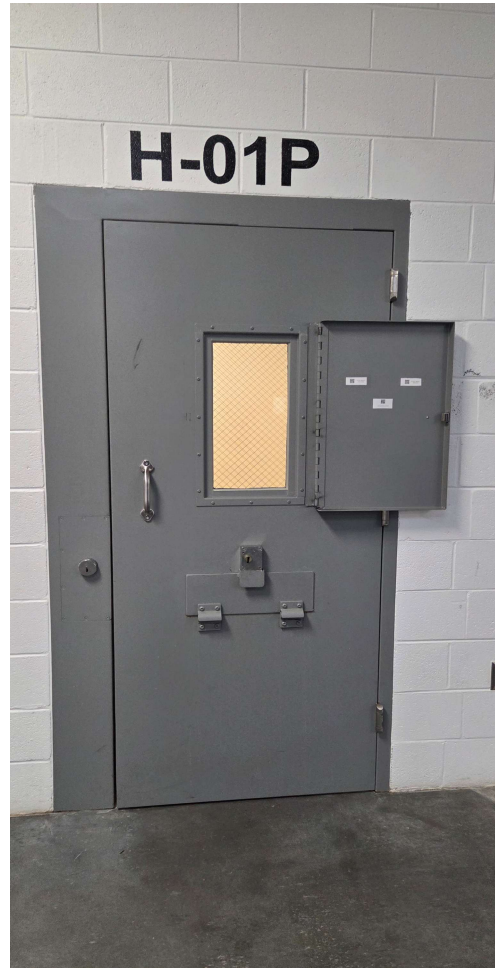
Mugshots



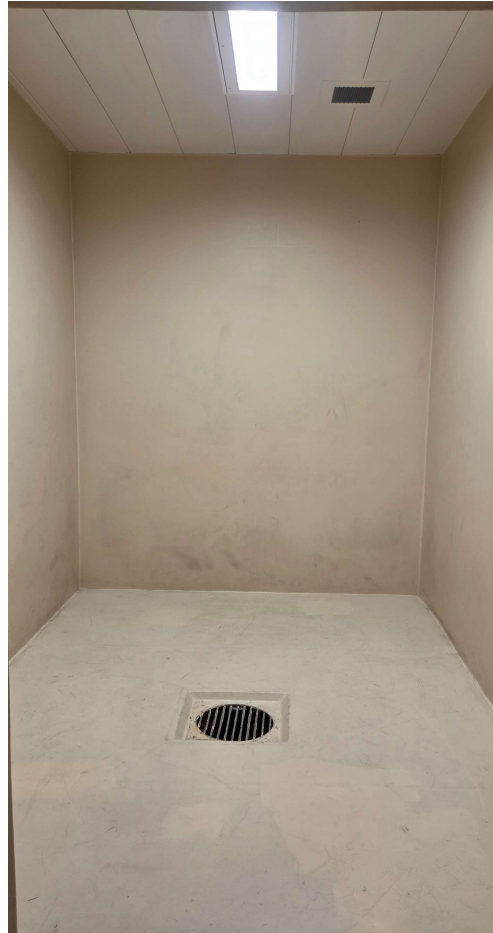
Mugshot Wall



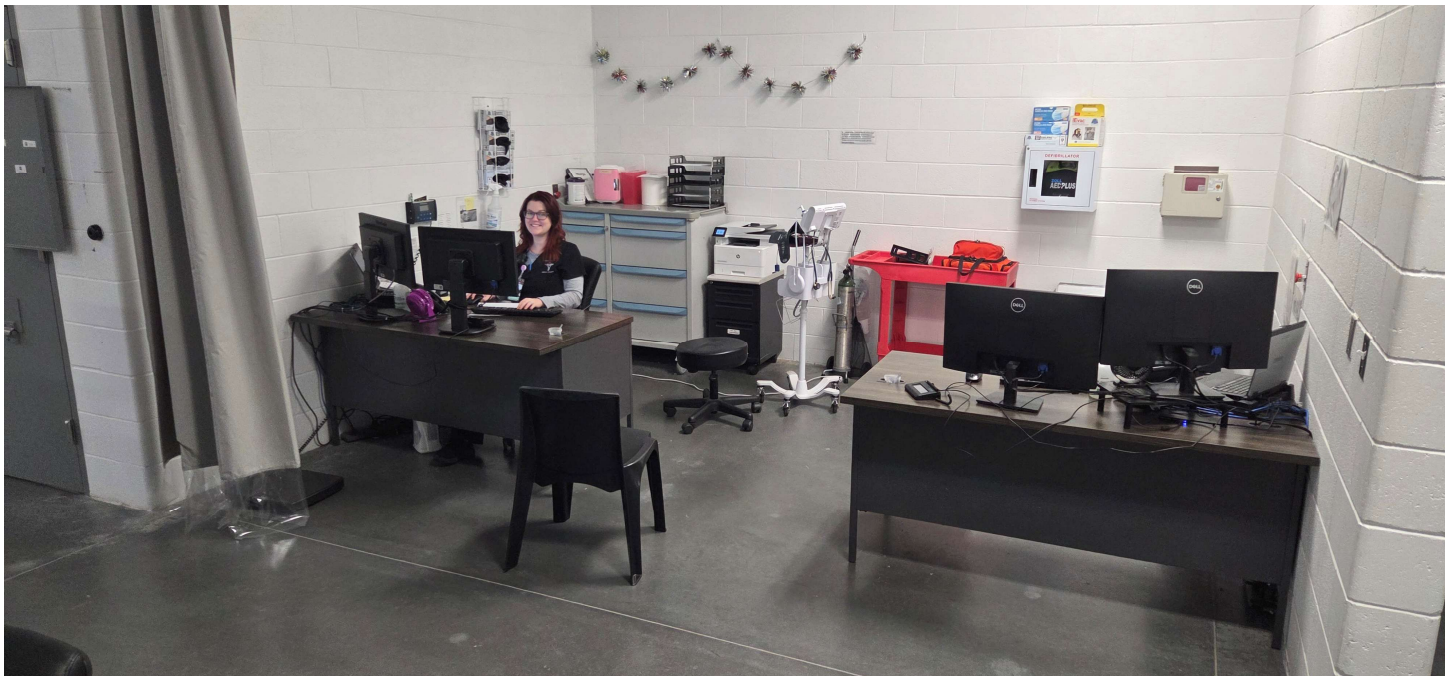
Padded Safety Cell



Padded Safety Cell



Booking Medical Station



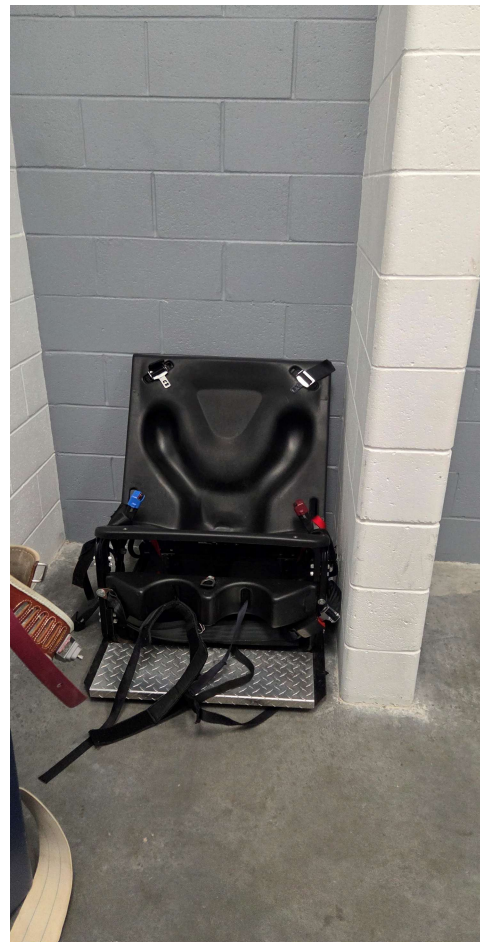
Managing Behavior

- ▶ Most folks cooperate with the booking process. However, keep in mind that several of the arrestees we deal with are:
 - ▶ 1. Upset they're in Jail. Depending on the severity of the crime, this will be a life changing event (kids, house, etc.)
 - ▶ 2. Intoxicated or drug impaired (affects their decision making processes)
 - ▶ 3. Combative

Managing Behavior

- ▶ Booking Officers are highly trained and excel in Interpersonal Communication Skills (IPC / verbal Judo). We are able to de-escalate combative/irate arrestees most of the time.
- ▶ For the occasions the arrestee is an active danger to themselves or others and IPC is ineffective, we may be forced to place the arrestee on a restraint bunk or restraint chair. This is a last resort, but sometimes necessary to control negative behavior. While the arrestee is restrained in this manner, 15 minute checks are done, with documentation. Medical also check to ensure the health and well-being of the person restrained.

Restraint Bunk and Restraint Chair



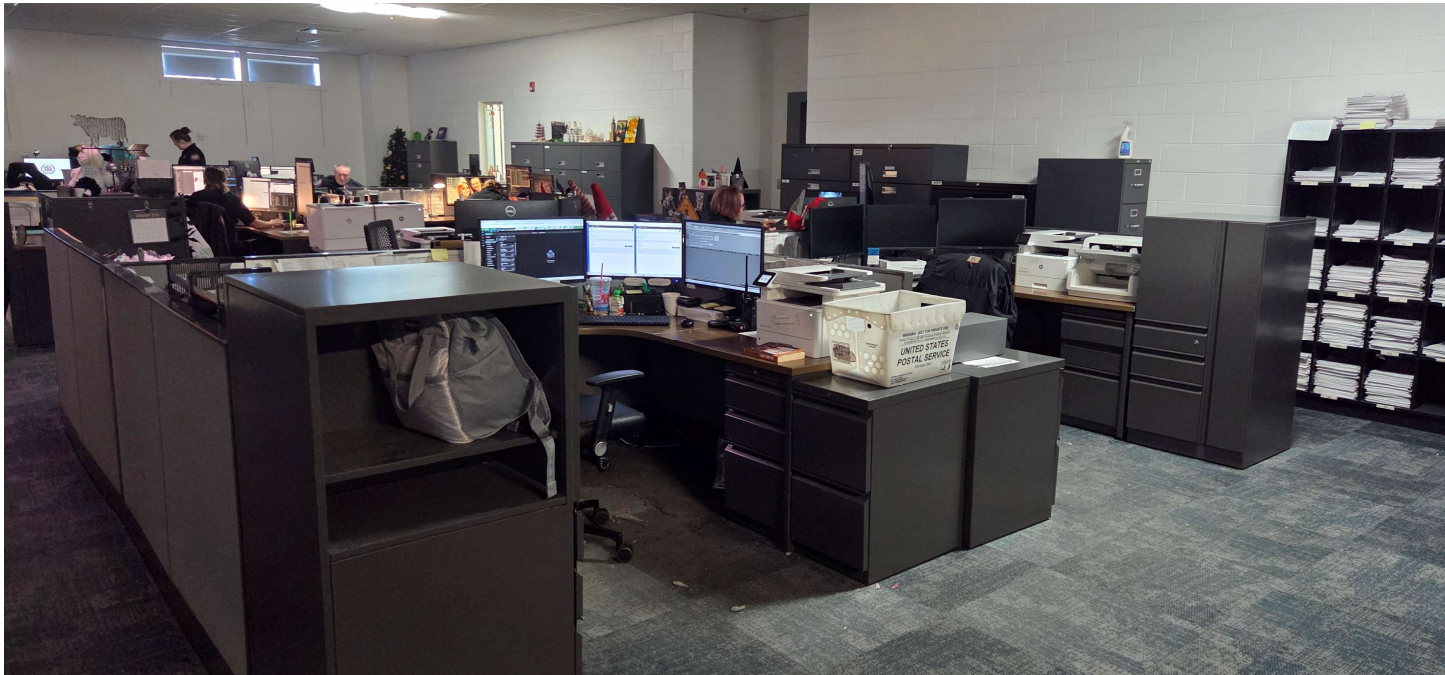
Court Liaison Officers

- ▶ Two very important posts are the Court Liaison and Release Officers, who work very closely together.
- ▶ Court Liaisons are responsible for working with the courts and updating inmate records on court date changes, bond changes, Pre-Trial Services decisions (home plans, GPS monitoring, etc.), release statuses and working with agencies outside of Greene County Jurisdiction regarding court processes (e.g. US Marshals, ICE, etc.).

Release Officers

- ▶ Release Officers are responsible for releasing inmates from custody. You can imagine the liability for this post. They ensure all documentation provided is correct before processing and releasing an inmate.
- ▶ We release inmates to the streets, treatment facilities, other law enforcement agencies and prison.
- ▶ This is also a very busy post. It is not uncommon to release 100+ inmates in a 12 hour shift. Often times, 50+ to prison or to a Federal agency transporting inmates to another jail or prison at once (US Marshals, ICE, JPATS).

Court Liaison and Release Work Stations



Statistics

► 2024: January 1st - December 31st

► Booked: 14,588

► Females: 3,674

► Males: 10,914

► Released: 14,439

► Females: 3,470

► Males: 10,969



Statistics

- ▶ January 1st - November 11th

	<u>2024:</u>	<u>2025:</u>	
▶ Booked:	12,788	14,664	Plus 1,876
▶ Released:	12,723	14,318	Plus 1,595

- ▶ The difference:
- ▶ In March, 2025, Sheriff Arnott offered 300 beds for ICE to house their detainees.