



SHERIFF'S DEPARTMENT INTAKE / BOOKING FLOWCHART

DETENTIONS SAFETY PROGRAM (DSP)

BOOKING PROCESS

SOBERING CELL

REFUSAL

Claims Self Harm and/or Meets DSP Criteria

Evaluated & Cleared to Cont. Booking

***RISK LEVEL ASSESSMENT (**QMHP)**

SHERIFF NURSE
Partial Assessment
(Auto High Risk)

SHERIFF QMHP
Full Assessment
(Determine Risk:
Low/High)

Assessment Frequency
Within 12 Hours in DSP
Teleconference or Other

Assign Garments
Food & Water

**SELF HARMING/
ACTIVELY ASSAULTIVE**

Yes

SAFETY CELL (SC)

B&R

SC Rounds Frequency
Sworn: Within 15 Mins
QMHP: Within 4 Hours
Nurse: Within 1 Hour
Vitals: Within 4 Hours

No

ENHANCED OBSERVATION HOUSING (EOH)

Cleared (LMHC or Higher)

EOH Rounds Frequency
Sworn: Within 15 Mins
QMHP: 2x (12 Hour Ea.)
Nurse: 24 Hours

High

2ND STAGE *RISK LEVEL ASSESSMENT

Cleared to Cont. Booking Process (2 Low Scores)

INTAKE
(Photograph/Booking#
/Pat Down Search)

COOPERATIVE

No

Yes

MEDICAL ASSESSMENT (NURSE)

Vitals Not Cleared

Medical/Sworn Recommendation

SOBERING CELL

Criteria
Sworn: 2x Within 30 Mins
Nurse: Within 4 Hours
Vitals: Once Per Shift
Physician & Mental Health:
Within 24 Hours

^May be initiated at any time in the booking process

COOPERATIVE

No

Cleared; Resume Booking

2ND STAGE MEDICAL ASSESSMENT

Vitals Cleared;
Resume Booking

Vitals Cleared;
Resume Booking

Vitals Not Cleared

BOOKING

Process:
Bail, Phone, Fingerprints (Livescan)

**FINAL SEARCH /
CLOTHING EXCHANGE**

CLASSIFICATION AND HOUSING

**VISUAL /
VERBAL TEMPERMENT
BASED**

Not Cleared

**NO SCREENING/
BOOKING REFUSED**

**ER SENDOUT FOR
ARRESTING AGENCY
REFERRAL**

**BOOK AND RELEASE
(B&R)**

*Assessments are based on Columbia Suicide Severity Rating Scale (C-SSRS)

** QMHP Definition: Psychologist, Psychiatrist, Licensed MH Clinician (LMHC), Psych Nurse Practitioner, or Sheriff Psych RN

