


2004

# By the Book: Interpreting an Intake in a County Jail

Digiterp Communications

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**By the Book**

# *Interpreting an Intake at a County Jail*

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## **Navigating the CD:**

You can move through the information on this CD in a variety of ways:

- ✎ Click on the title of any of pages on the Table of Contents to go to that page.
- ✎ Open Bookmarks by clicking [HERE](#) or on the tab in the upper left corner of this window. Use those links to navigate.
- ✎ Click on [Blue Links](#) on the rest of the pages to take you to specified locations.
- ✎ Click on the arrows at the bottom of the page to go forward or backward.
- ✎ Use the arrows on the toolbar at the top of your screen.

# **Click Here to Begin**





**By the Book**

## *Interpreting an Intake at a County Jail*

1

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# By the Book

*Interpreting an Intake  
in a County Jail*

**Featuring:**

**Cheryl Blue  
Officer Lurye  
Officer Elder**

**with interpretations by**

**Susan Lorenz  
Doug Bowen-Bailey**

A creation of  
**Digiterp Communications**  
in collaboration with  
*CSD*

**Deaf and Hard of Hearing Services ~ Northeast  
and the  
St. Louis County Sheriff's Office**

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Funded by grants awarded to the  
**COLLEGE OF ST. CATHERINE** and  
*CSD*  
from the

**Minnesota Department of Human Services—  
Deaf and Hard of Hearing Services Division**

Produced in partnership with the  
**COLLEGE OF ST. CATHERINE**  
and **SLICES, LLC**

Distributed in agreement with the **NE Minnesota Region III Low Incidence Project**

*Click anywhere on the page to go on to the Table of Contents.*



By the Book

## Interpreting an Intake at a County Jail

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### Printing Advice:

*Pages 75-190 are designed for providing captioning for the consecutive format. To save paper and ink, print out the specific page ranges you desire.*

**To go to any of these pages,  
click on the title or number.**





## Using this CD-ROM

### Software Installation

The best configuration is [QuickTime 6](#) and [Acrobat Reader 5.1](#) ([Adobe Reader 6](#) does not yet have as much functionality as version 5.1.) You can click on the name of the software to go to a website for downloading. (QuickTime 5 will play the movies--just not as smoothly.) See *Begin* file for more details.

### Printing

To print pages, select the page range which you want in your print dialogue box and set your printer to landscape perspective. Some of the page may be beyond your printer's margin. The information in the margin is only useful for navigation on the computer--not necessary for off screen reading.

### Navigating Through This CD

Tips for navigating this CD are given on the [first page](#). Because there is so much on this single CD-ROM, you may want to print out the file *BytheBook.pdf* in its entirety and use it to help find your way.

### Video Instructions

Click on the **Title** to see movie. Click on **Large** to play a larger version of the same video file. Click on **Captions** to open captioned version of the video. The captioned video may not play as smoothly as the regular video due to the added track of the captions.

### Shortcut Keys:

- ✎ The "esc" button in upper left of keyboard closes movie window.
- ✎ Click on Control Bar at the bottom of the Movie Window to move to different locations in the video. (Clicking here moves to halfway point of movie.)



### For Acrobat Reader 5.1:

- ✎ Press Space Bar for Pause/Play.
- ✎ Right arrow (→) on keyboard allows you to play video in slow motion. (Mac: Hold button down. Windows users need to repeatedly tap the key to move from frame to frame.)

*(Adobe Reader 6 doesn't support these functions, which is why Acrobat Reader 5.1 is recommended.)*



# Troubleshooting

## **Large link video is same as the Title link.**

The video files have a resolution of 480 x 360. By selecting **Large**, it will play that file in the largest multiple of this which fits on your screen. If your monitor is set at 800 x 600, you will not be able to play the larger version. If your monitor is set at 1024 x 768, it will play the movie full screen. See your computer's control panel or system preferences to adjust your monitor's resolution.

## **Captions failed to load.**

You need to upgrade your version of QuickTime. In the installation process, you are given options of *Minimum*, *Recommended*, or *Custom*. Your computer has the *Minimum* installed. Choose instead the *Recommended* option. Go to [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/) for the software.

## **The captions are too small to read.**

You can increase the visual size of the captions by adjusting your monitor setting to 800 x 600. The captioned movies are 480 x 460, so it will fill up most of your screen.

## **Short videos in consecutive format don't play correctly.**

It sometimes takes a few seconds for the video to activate. If the clip is only a few seconds long, it may be over by the time the video starts showing. Simply press the play arrow on the control bar to play it again.

## **Movie links do not work.**

Be sure you have at least [Acrobat Reader 5.1](#) installed. Acrobat Reader 5.05 for Mac OS X did not support playing movies in floating windows. You may need to reinstall this program

## **When I play the captioned version of the movie, it is not smooth.**

The captions add another track to the movie file, which may make the actual video less smooth in its delivery. You can print out a copy of the transcript to follow along and watch the video without captions.

## **Video in consecutive format won't close when I press 'esc.'**

Make sure you have Acrobat Reader 5.1 installed. Version 4 will play the video, but won't close with the 'esc' option.

## **Video stutters or appears blurry.**

QuickTime 5 may not play the video as clearly as QuickTime 6. Try upgrading at [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/). If this doesn't work, try playing the smaller versions of the video.

## **Slow Motion and Pause don't work.**

Adobe Reader 6 doesn't support playing the video in slow motion by hitting the arrow key or pausing by the space bar. The best option is to install [Acrobat Reader 5.1](#) and use that for playing the files. Open Acrobat Reader 5.1 and then choose File>Open>ByTheBook.pdf.



## Overview of this Project

This project is the result of an incredible collaboration of different agencies and individuals. First of all, I would like to thank the St. Louis County Sheriff's Department for their willingness to provide access and information that has made this resource possible. I particularly want to thank Captain Gregorich, who is in charge of operations at the St. Louis County Jail, for his support in this endeavor.

In the filming, Communication Services for the Deaf (CSD) provided the support for Susan Lorenz to be a part of the filming and Deaf and Hard of Hearing Services ~ Northeast allowed Cheryl Blue to also take part. The College of St. Catherine and SLICES provided support in coordination, and funding came through the Minnesota Department of Human Services—Deaf and Hard of Hearing Services Division.

The idea for this project came as part of a discussion about the Interpreter Capacity Building grant from DHS. Focused on legal and medical settings, I thought that interpreting a booking at a jail might be a good entry point for interpreters considering working in legal settings. Here are two of my primary reasons:

1. The goal of the jail staff is to collect information from the inmate to ensure safety during the stay, not to investigate anything related to the merits of this person's case. So the information that is discussed during the booking process is not information that will be used during court proceedings. It is still vital to have accurate and effective interpretations, but I think it is important to know this is not part of the criminal investigative process.
2. The process is very standardized, so it is possible to simulate a booking that has elements of a real one. This resource can give interpreters access to the questions that will be asked and have a general sense of how the staff will relate to the inmate. While there will be variation depending on the jail, inmates, and staff, the information and scenarios provided on this CD give a sense of what a booking entails.

The CD itself is designed to guide you through the process of interpreting a booking. It includes considerations for how to prepare for entering the facility and what to expect in the interpreting situation itself. Overall, I hope it proves to be a very useful resource to providing interpreting services for the booking process.

*Doug Bowen-Bailey*





**By the Book**

## *Interpreting an Intake at a County Jail*

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# **Suggestions for Working with these Situations**

### **1. Prepare for Entering the Facility and Working in a Corrections Environment.**

Read the considerations to prepare for entering a facility such as a county jail, and then functioning within such an environment.

### **2. Meet the Booking Officer and do prediction/preparation for interpreting this booking.**

On page 11, there is an opportunity to find out more about the specifics of the booking, both in terms of who was arrested and for what charges. As well, you can meet the Booking Officer who has copies of the materials that will be covered in the Booking Process for you to look over before the intake interview begins.

### **3. Practice checking-in for an appointment.**

As an interpreter in medical settings, you need to be prepared to handle the check-in in an efficient and effective way. On page 10, there is a video which allows you to practice and some perspective from Nancy Niggley on how she handles the many check-ins that she does throughout the course of her work.

### **4. Interpret the intake interview in a consecutive manner.**

The first offering of the actual interaction is presented in a format designed for consecutive interpretation. Each turn is offered as a separate movie, allowing you to work on interpreting without the constraints of time.

### **5. Observe/analyze the original interpretation.**

The interpretation is also offered as it was actually created by Susan Lorenz during filming. The video contains a shot of the officer and interpreter, as well as the Deaf inmate. Using a framework developed by Dr. Melanie Metzger, you can analyze the interpretation to be more effectively prepared for working in actual settings. Susan's perspectives on the interpretation are also included for your consideration.

*(continued on next page)*



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# **Suggestions for Working with these Situations**

### **6. Interpret the intake interview in a simultaneous manner.**

After having spent time preparing for the content of the appointment, and analyzing the features which might present a challenge, go ahead and interpret the booking in a simultaneous manner.

### **7. View other parts of booking process.**

In addition to the Intake Interview, there are video clips of other parts of the booking process, including getting a photograph, fingerprints, and changing into jail-issued clothing. These are primarily offered to familiarize yourself with the entire process, but you can also use them to practice interpreting.

### **8. Interpret Video Orientation to St. Louis County Jail.**

Each inmate is required to watch a video orientation as part of the booking process. You can practice interpreting this video.

### **9. Observe/analyze the interpretation of Video Orientation.**

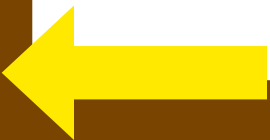
An interpretation of the video orientation is included. Created by Doug Bowen-Bailey, it demonstrates a combination of simultaneous and consecutive interpreting. His perspectives on the interpretation are also included for your consideration.

### **10. Re-Interpret Video Orientation to St. Louis County Jail.**

Each inmate is required to watch a video orientation as part of the booking process. You can practice interpreting this video.

### **11. Work with "Inmate Handbook."**

Mentioned in both the Intake Interview and the Orientation, the Inmate Handbook is offered for you to work with. You can both read through to understand more thoroughly the rules and expectations of the jail. You can also practice translating sections from written English to ASL.





# Entering the Facility

## Playing Movies

Click on **Title** to see movie.

**Large** opens larger scale version of movie.

Click on **Captions** to see captioned version.

“esc” button upper left of keyboard closes movie window.

Press **Space Bar** for Pause/Play.

**Right arrow** (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

[See Using this CD for details.](#)

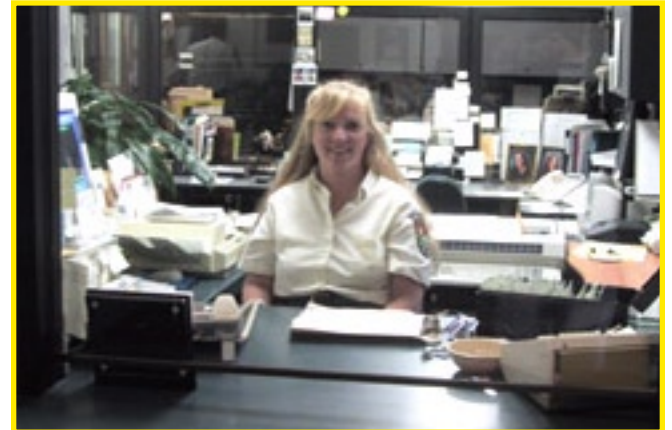
[Table of Contents](#)

Upon arriving at any county jail, you will encounter some type of restricted entry. At the St. Louis County Jail in Duluth, there are several layers to this. Here is what to expect:



**1. Intercom at Entry:** During after hours appointments, expect to have to speak with someone in the office through an intercom at the door before being allowed to enter the lobby of the jail.

**2. Check-in with Main Office:** After being allowed in, you will need to check in with the office. Be prepared to provide picture ID, as well as proof of your certification level. A picture ID badge, such as ones created by IDMatters ([www.IDmatters.biz](http://www.IDmatters.biz)) are excellent ideas. Upon checking in, you will receive a visitor’s badge which you must have visible at all times during your assignment.



**3. Store Belongings in Locker and Go through Metal Detector:** All professional visitors are required to leave outer garments and personal items in storage lockers, and then pass through the metal detector before approaching Central Control--which controls access into the intake area of the jail. *It is a good idea to leave any unnecessary item either at home or locked in your car.* Click on the link below to see a video example of this set-up.

## Lockers and Metal Detector

**Large**

**4. Enter the Secure Area:** You can expect to be escorted by Jail staff through the locked doors and into the area where the intake occurs.

**Recommended Software Combination: QuickTime 6 and Acrobat Reader 5.1**

See *Begin* file for software installation instructions.



## Working in a Corrections Environment

### Playing Movies

Click on  
**Title**

to see movie.

**Large**  
opens larger scale  
version of movie.

Click on  
**Captions**  
to see captioned  
version.

“*esc*” button  
upper left of  
keyboard closes  
movie window.

Press *Space Bar*  
for Pause/Play.

**Right arrow** (→)  
allows you to play  
video in slow motion.

Click on control bar  
to move to that  
point in video.

[See \*\*Using this CD\*\*  
for details.](#)

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A professional approach is critical to working effectively during the intake process. Here are a few points to consider as you approach such an assignment:

- **Address Staff by Title:** The jail functions in a manner similar to military operations, and the rank of individuals are denoted by their title. Use of first names is discouraged. Depending on who you are working with, be sure to address them as Officer \_\_\_\_\_ or Captain \_\_\_\_\_ as is appropriate.
- **Ask Questions in Advance of Intake:** If you arrive after the Deaf person is in a holding area, you should have time to discuss the intake process with the Booking Officer. Being clear in advance of what is coming will assist the process in going smoothly. (The next page will give you more specific ideas about what to expect, but depending on which jail you are working at, you should check to make sure procedures are consistent with what is demonstrated on this CD.)
- **Limit Direct Communication with the Deaf inmate:** In the course of a booking, the Deaf inmate may want to have direct communication with you. Uninterpreted communication may cause an officer to question your impartiality and may also provide information about the case which you should not know. Discourage this by limiting eye contact with the inmate only to times when communication is occurring between the officer and the inmate.
- **Limit Interactions with Other Inmates:** Depending on the size and logistics of the jail, you may come in contact with other inmates. Remain as professional as possible in your demeanor while limiting any interaction you might have with them.

With these principles in mind, you are now ready to meet the Booking Officer for this intake, and begin preparing more specifically for what will be discussed during the booking process.

**Recommended Software Combination: QuickTime 6 and Acrobat Reader 5.1**

See *Begin* file for software installation instructions.



# Preparing for the Intake

## Playing Movies

Click on **Title**

to see movie.

### Large

opens larger scale version of movie.

Click on **Captions**

to see captioned version.

“esc” button upper left of keyboard closes movie window.

Press **Space Bar** for Pause/Play.

**Right arrow** (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

[See Using this CD for details.](#)

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In the call during which you decided to accept this assignment, you learned that a Deaf woman named Mary was arrested by the Duluth Police Department and brought to the St. Louis County Jail to be charged with driving while intoxicated.

Once you go through the entry procedure and reach the intake area, you are greeted by Officer Lurye who will be the Booking Officer with whom you are working. Go ahead and watch this video greeting.

## Meet Officer Lurye

**Large**

**Captions**

In this greeting, Officer Lurye mentions some paperwork explaining what will be covered in the intake. The next six pages contain this information. It is recommended that you print out these pages so that you can study them to prepare more effectively for interpreting these scenarios. Items included in the paperwork are: the Tennessee Warning (Notice of Privacy Rights and Reason for Arrest); Inmate Information (Contact and Identifying Information); Medical Screening; Booking Fee; and Property Inventory.

*Note: the Booking Fee and Property Inventory are not covered in the scenario on the CD. Depending on the point when an interpreter arrives, they may or may not have already been completed communicating through means other than an interpreter.*

[See Paperwork Related to Booking Process](#)

**Recommended Software Combination: QuickTime 6 and Acrobat Reader 5.1**

See *Begin* file for software installation instructions.



## **The Relationship of Consecutive and Simultaneous Interpreting**

The intake interview on this CD-ROM is provided in both its complete version which is designed for practicing simultaneous interpretation and in sections designed to facilitate consecutive interpretations. While it is suggested that you may want to begin in a consecutive format, I think it is important to have a framework for thinking about the relationship of consecutive and simultaneous interpreting.

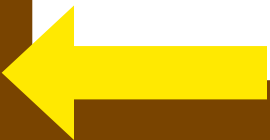
In practicing consecutive interpretation, it is vital to keep in mind that this is a critical skill not only in developing skills which lead to simultaneous interpretation, but also that it is an essential skill in and of itself. Debra Russell, in a study of courtroom interpreting situations, found that in many situations, consecutive interpretation led to significant reduction in the number of errors in an interpretation. Russell's point, backed up by research, is that our profession must see consecutive interpreting as a viable option, not just for beginning interpreters, but for all interpreters in situations where the text "was rich with technical data and contextually or culturally bound information that required greater processing time afforded by consecutive interpreting." (Russell, p.7)

Rather than consecutive interpreting just being a "stepping-stone" to simultaneous interpreting (as Russell suggests it currently is viewed by many) knowing when to shift between consecutive and simultaneous interpreting is an important skill for all interpreters. As you move forward, I hope you will take advantage of the consecutive options to practice this crucial skill.

### **For Deaf Interpreters**

Additionally, consecutive formats allow this resource to be useful for Deaf interpreters. Each of the spoken English segments are provided in captioned formats, so Deaf interpreters can practice translating genuine English discourse into ASL without having to worry about the time constraints of an event created without a Deaf interpreter present.

**Reference:** Russell, D. "Reconstructing Our Views," in Swabey, ed. (2002) *New Designs in Interpreter Education: The Proceedings of the 14th National Convention of the Conference of Interpreter Trainers*. <http://www.cit-asl.org/store.html>





## Format for Consecutive Interpreting

### Playing Movies

Click on  
**Title**  
to see movie.

**Large**  
opens larger scale  
version of movie.

Click on  
**Captions**  
to see captioned  
version.

“*esc*” button  
upper left of  
keyboard closes  
movie window.

Press **Space Bar**  
for Pause/Play.

**Right arrow** (→)  
allows you to play  
video in slow motion.

Click on control bar  
to move to that  
point in video.

See [Using this CD](#)  
for details.

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After taking time with the paperwork related to the booking, you are now ready for the next step: interpreting the booking in a consecutive format. The booking will go through the information connected to the Tennessee Warning, the Inmate Information, and the Medical Screening.

This first format for the Booking is filmed so that you hear Officer Lurye asking questions while the camera is focused on the Deaf person. All parts of the interpretation created during filming have been edited out. After each turn in the interaction, the video will freeze on the screen. This allows you to create an interpretation without time constraint so that you can focus more effectively on all that needs to be included in an interpretation in this type of setting.

To make sure you won't get stuck with the video frozen on your screen, practice with this test movie to close the movie window with your 'esc' key.

**Click here for Test Movie. (Consecutive)**

*To close the movie, hit the “esc” key in the upper left corner of your keyboard and then select the next movie in the sequence.*

*If a short movie does not play appropriately, press the play button on the control bar to restart the video clip.*

Press “esc” key in upper left to close movie window.



# The Booking (Consecutive)

## Playing Movies

Click on **Title** to see movie.

**Large** opens larger scale version of movie.

Click on **Captions** to see captioned version.

“esc” button upper left of keyboard closes movie window.

Press *Space Bar* for Pause/Play.

*Right arrow* (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

See [Using this CD](#) for details.

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## The Booking

Officer Lurye issues the Tennessee Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

### Officer

<b>Part 1a</b>	<b>Large</b>	<b>Caption</b>
<b>Part 1b</b>	<b>Large</b>	<b>Caption</b>
<b>Part 3</b>	<b>Large</b>	<b>Caption</b>
<b>Part 5</b>	<b>Large</b>	<b>Caption</b>
<b>Part 7</b>	<b>Large</b>	<b>Caption</b>
<b>Part 9</b>	<b>Large</b>	<b>Caption</b>
<b>Part 11</b>	<b>Large</b>	<b>Caption</b>
<b>Part 13</b>	<b>Large</b>	<b>Caption</b>
<b>Part 15</b>	<b>Large</b>	<b>Caption</b>
<b>Part 17</b>	<b>Large</b>	<b>Caption</b>
<b>Part 19</b>	<b>Large</b>	<b>Caption</b>
<b>Part 21</b>	<b>Large</b>	<b>Caption</b>
<b>Part 23</b>	<b>Large</b>	<b>Caption</b>

### Inmate

<b>Part 2</b>	<b>Large</b>
<b>Part 4</b>	<b>Large</b>
<b>Part 6</b>	<b>Large</b>
<b>Part 8</b>	<b>Large</b>
<b>Part 10</b>	<b>Large</b>
<b>Part 12</b>	<b>Large</b>
<b>Part 14</b>	<b>Large</b>
<b>Part 16</b>	<b>Large</b>
<b>Part 18</b>	<b>Large</b>
<b>Part 20</b>	<b>Large</b>
<b>Part 22</b>	<b>Large</b>
<b>Part 24</b>	<b>Large</b>





# The Booking (Consecutive)

## Playing Movies

Click on **Title** to see movie.

**Large** opens larger scale version of movie.

Click on **Captions** to see captioned version.

“esc” button upper left of keyboard closes movie window.

Press *Space Bar* for Pause/Play.

*Right arrow* (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

See [Using this CD for details.](#)

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## The Booking (continued)

Officer Lurye issues the Tennessen Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	Officer		Inmate	
<b>Part 25</b>	<b>Large</b>	<b>Caption</b>	<b>Part 26</b>	<b>Large</b>
<b>Part 27</b>	<b>Large</b>	<b>Caption</b>	<b>Part 28</b>	<b>Large</b>
<b>Part 29</b>	<b>Large</b>	<b>Caption</b>	<b>Part 30</b>	<b>Large</b>
<b>Part 31</b>	<b>Large</b>	<b>Caption</b>	<b>Part 32</b>	<b>Large</b>
<b>Part 33</b>	<b>Large</b>	<b>Caption</b>	<b>Part 34</b>	<b>Large</b>
<b>Part 35</b>	<b>Large</b>	<b>Caption</b>	<b>Part 36</b>	<b>Large</b>
<b>Part 37</b>	<b>Large</b>	<b>Caption</b>	<b>Part 38</b>	<b>Large</b>
<b>Part 39</b>	<b>Large</b>	<b>Caption</b>	<b>Part 40</b>	<b>Large</b>
<b>Part 41</b>	<b>Large</b>	<b>Caption</b>	<b>Part 42</b>	<b>Large</b>
<b>Part 43</b>	<b>Large</b>	<b>Caption</b>	<b>Part 44</b>	<b>Large</b>
<b>Part 45</b>	<b>Large</b>	<b>Caption</b>	<b>Part 46</b>	<b>Large</b>
<b>Part 47</b>	<b>Large</b>	<b>Caption</b>	<b>Part 48</b>	<b>Large</b>

Press “esc” key in upper left to close movie window.



# The Booking (Consecutive)

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## The Booking (continued)

Officer Lurye issues the Tennessen Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

Officer			Inmate	
<b>Part 49</b>	<b>Large</b>	<b>Caption</b>	<b>Part 50</b>	<b>Large</b>
<b>Part 51</b>	<b>Large</b>	<b>Caption</b>	<b>Part 52</b>	<b>Large</b>
<b>Part 53</b>	<b>Large</b>	<b>Caption</b>	<b>Part 54</b>	<b>Large</b>
<b>Part 55</b>	<b>Large</b>	<b>Caption</b>	<b>Part 56</b>	<b>Large</b>
<b>Part 57</b>	<b>Large</b>	<b>Caption</b>	<b>Part 58</b>	<b>Large</b>
<b>Part 59</b>	<b>Large</b>	<b>Caption</b>	<b>Part 60</b>	<b>Large</b>
<b>Part 61</b>	<b>Large</b>	<b>Caption</b>	<b>Part 62</b>	<b>Large</b>
<b>Part 63</b>	<b>Large</b>	<b>Caption</b>	<b>Part 64</b>	<b>Large</b>
<b>Part 65</b>	<b>Large</b>	<b>Caption</b>	<b>Part 66</b>	<b>Large</b>
<b>Part 67</b>	<b>Large</b>	<b>Caption</b>	<b>Part 68</b>	<b>Large</b>
<b>Part 69</b>	<b>Large</b>	<b>Caption</b>	<b>Part 70</b>	<b>Large</b>
<b>Part 71</b>	<b>Large</b>	<b>Caption</b>	<b>Part 72</b>	<b>Large</b>

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# The Booking (Consecutive)

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## The Booking (continued)

Officer Lurye issues the Tennessen Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	<b>Officer</b>			<b>Inmate</b>	
<b>Part 73</b>	<b>Large</b>	<b>Caption</b>		<b>Part 74</b>	<b>Large</b>
<b>Part 75</b>	<b>Large</b>	<b>Caption</b>		<b>Part 76</b>	<b>Large</b>
<b>Part 77</b>	<b>Large</b>	<b>Caption</b>		<b>Part 78</b>	<b>Large</b>
<b>Part 79</b>	<b>Large</b>	<b>Caption</b>		<b>Part 80</b>	<b>Large</b>
<b>Part 81</b>	<b>Large</b>	<b>Caption</b>		<b>Part 82</b>	<b>Large</b>
<b>Part 83</b>	<b>Large</b>	<b>Caption</b>		<b>Part 84</b>	<b>Large</b>
<b>Part 85</b>	<b>Large</b>	<b>Caption</b>		<b>Part 86</b>	<b>Large</b>
<b>Part 87</b>	<b>Large</b>	<b>Caption</b>		<b>Part 88</b>	<b>Large</b>
<b>Part 89</b>	<b>Large</b>	<b>Caption</b>		<b>Part 90</b>	<b>Large</b>
<b>Part 91</b>	<b>Large</b>	<b>Caption</b>		<b>Part 92</b>	<b>Large</b>
<b>Part 93</b>	<b>Large</b>	<b>Caption</b>		<b>Part 94</b>	<b>Large</b>
<b>Part 95</b>	<b>Large</b>	<b>Caption</b>		<b>Part 96</b>	<b>Large</b>



# The Booking (Consecutive)

## Playing Movies

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to see movie.

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opens larger scale  
version of movie.

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**Captions**  
to see captioned  
version.

“esc” button  
upper left of  
keyboard closes  
movie window.

Press *Space Bar*  
for Pause/Play.

*Right arrow* (→)  
allows you to play  
video in slow motion.

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to move to that  
point in video.

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## The Booking (continued)

Officer Lurye issues the Tennessee Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	Officer		Inmate	
<b>Part 97</b>	<b>Large</b>	<b>Caption</b>	<b>Part 98</b>	<b>Large</b>
<b>Part 99</b>	<b>Large</b>	<b>Caption</b>	<b>Part 100</b>	<b>Large</b>
<b>Part 101</b>	<b>Large</b>	<b>Caption</b>	<b>Part 102</b>	<b>Large</b>
<b>Part 103</b>	<b>Large</b>	<b>Caption</b>	<b>Part 104</b>	<b>Large</b>
<b>Part 105</b>	<b>Large</b>	<b>Caption</b>	<b>Part 106</b>	<b>Large</b>
<b>Part 107</b>	<b>Large</b>	<b>Caption</b>	<b>Part 108</b>	<b>Large</b>
<b>Part 109</b>	<b>Large</b>	<b>Caption</b>	<b>Part 110</b>	<b>Large</b>
<b>Part 111</b>	<b>Large</b>	<b>Caption</b>	<b>Part 112</b>	<b>Large</b>
<b>Part 113</b>	<b>Large</b>	<b>Caption</b>	<b>Part 114</b>	<b>Large</b>
<b>Part 115</b>	<b>Large</b>	<b>Caption</b>	<b>Part 116</b>	<b>Large</b>
<b>Part 117</b>	<b>Large</b>	<b>Caption</b>	<b>Part 118</b>	<b>Large</b>
<b>Part 119</b>	<b>Large</b>	<b>Caption</b>	<b>Part 120</b>	<b>Large</b>



# The Booking (Consecutive)

## Playing Movies

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## The Booking (continued)

Officer Lurye issues the Tennessen Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	<b>Officer</b>		<b>Inmate</b>	
<b>Part 121</b>	<b>Large</b>	<b>Caption</b>	<b>Part 122</b>	<b>Large</b>
<b>Part 123</b>	<b>Large</b>	<b>Caption</b>	<b>Part 124</b>	<b>Large</b>
<b>Part 125</b>	<b>Large</b>	<b>Caption</b>	<b>Part 126</b>	<b>Large</b>
<b>Part 127</b>	<b>Large</b>	<b>Caption</b>	<b>Part 128</b>	<b>Large</b>
<b>Part 129</b>	<b>Large</b>	<b>Caption</b>	<b>Part 130</b>	<b>Large</b>
<b>Part 131</b>	<b>Large</b>	<b>Caption</b>	<b>Part 132</b>	<b>Large</b>
<b>Part 133</b>	<b>Large</b>	<b>Caption</b>	<b>Part 134</b>	<b>Large</b>
<b>Part 135</b>	<b>Large</b>	<b>Caption</b>	<b>Part 136</b>	<b>Large</b>
<b>Part 137</b>	<b>Large</b>	<b>Caption</b>	<b>Part 138</b>	<b>Large</b>
<b>Part 139</b>	<b>Large</b>	<b>Caption</b>	<b>Part 140</b>	<b>Large</b>
<b>Part 141</b>	<b>Large</b>	<b>Caption</b>	<b>Part 142</b>	<b>Large</b>
<b>Part 143</b>	<b>Large</b>	<b>Caption</b>	<b>Part 144</b>	<b>Large</b>



# The Booking (Consecutive)

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## The Booking (continued)

Officer Lurye issues the Tennessee Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	Officer		Inmate	
<b>Part 145</b>	<b>Large</b>	<b>Caption</b>	<b>Part 146</b>	<b>Large</b>
<b>Part 147</b>	<b>Large</b>	<b>Caption</b>	<b>Part 148</b>	<b>Large</b>
<b>Part 149</b>	<b>Large</b>	<b>Caption</b>	<b>Part 150</b>	<b>Large</b>
<b>Part 151</b>	<b>Large</b>	<b>Caption</b>	<b>Part 152</b>	<b>Large</b>
<b>Part 153</b>	<b>Large</b>	<b>Caption</b>	<b>Part 154</b>	<b>Large</b>
<b>Part 155</b>	<b>Large</b>	<b>Caption</b>	<b>Part 156</b>	<b>Large</b>
<b>Part 157</b>	<b>Large</b>	<b>Caption</b>	<b>Part 158</b>	<b>Large</b>
<b>Part 159</b>	<b>Large</b>	<b>Caption</b>	<b>Part 160</b>	<b>Large</b>
<b>Part 161</b>	<b>Large</b>	<b>Caption</b>	<b>Part 162</b>	<b>Large</b>
<b>Part 163</b>	<b>Large</b>	<b>Caption</b>	<b>Part 164</b>	<b>Large</b>
<b>Part 165</b>	<b>Large</b>	<b>Caption</b>	<b>Part 166</b>	<b>Large</b>
<b>Part 167</b>	<b>Large</b>	<b>Caption</b>	<b>Part 168</b>	<b>Large</b>



# The Booking (Consecutive)

## Playing Movies

Click on **Title** to see movie.

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## The Booking (continued)

Officer Lurye issues the Tennessen Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	<b>Officer</b>		<b>Inmate</b>	
<b>Part 169</b>	<b>Large</b>	<b>Caption</b>	<b>Part 170</b>	<b>Large</b>
<b>Part 171</b>	<b>Large</b>	<b>Caption</b>	<b>Part 172</b>	<b>Large</b>
<b>Part 173</b>	<b>Large</b>	<b>Caption</b>	<b>Part 174</b>	<b>Large</b>
<b>Part 175</b>	<b>Large</b>	<b>Caption</b>	<b>Part 176</b>	<b>Large</b>
<b>Part 177</b>	<b>Large</b>	<b>Caption</b>	<b>Part 178</b>	<b>Large</b>
<b>Part 179</b>	<b>Large</b>	<b>Caption</b>	<b>Part 180</b>	<b>Large</b>
<b>Part 181</b>	<b>Large</b>	<b>Caption</b>	<b>Part 182</b>	<b>Large</b>
<b>Part 183</b>	<b>Large</b>	<b>Caption</b>	<b>Part 184</b>	<b>Large</b>
<b>Part 185</b>	<b>Large</b>	<b>Caption</b>	<b>Part 186</b>	<b>Large</b>
<b>Part 187</b>	<b>Large</b>	<b>Caption</b>	<b>Part 188</b>	<b>Large</b>
<b>Part 189</b>	<b>Large</b>	<b>Caption</b>	<b>Part 190</b>	<b>Large</b>
<b>Part 191</b>	<b>Large</b>	<b>Caption</b>	<b>Part 192</b>	<b>Large</b>

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# The Booking (Consecutive)

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## The Booking (continued)

Officer Lurye issues the Tennessee Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	Officer		Inmate	
<b>Part 193</b>	<b>Large</b>	<b>Caption</b>	<b>Part 194</b>	<b>Large</b>
<b>Part 195</b>	<b>Large</b>	<b>Caption</b>	<b>Part 196</b>	<b>Large</b>
<b>Part 197</b>	<b>Large</b>	<b>Caption</b>	<b>Part 198</b>	<b>Large</b>
<b>Part 199</b>	<b>Large</b>	<b>Caption</b>	<b>Part 200</b>	<b>Large</b>
<b>Part 201</b>	<b>Large</b>	<b>Caption</b>	<b>Part 202</b>	<b>Large</b>
<b>Part 203</b>	<b>Large</b>	<b>Caption</b>	<b>Part 204</b>	<b>Large</b>
<b>Part 205</b>	<b>Large</b>	<b>Caption</b>	<b>Part 206</b>	<b>Large</b>
<b>Part 207</b>	<b>Large</b>	<b>Caption</b>	<b>Part 208</b>	<b>Large</b>
<b>Part 209</b>	<b>Large</b>	<b>Caption</b>	<b>Part 210</b>	<b>Large</b>
<b>Part 211</b>	<b>Large</b>	<b>Caption</b>	<b>Part 212</b>	<b>Large</b>
<b>Part 213</b>	<b>Large</b>	<b>Caption</b>	<b>Part 214</b>	<b>Large</b>
<b>Part 215</b>	<b>Large</b>	<b>Caption</b>	<b>Part 216</b>	<b>Large</b>





# The Booking (Consecutive)

## Playing Movies

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## The Booking (continued)

Officer Lurye issues the Tennessee Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	<b>Officer</b>			<b>Inmate</b>	
<b>Part 217</b>	<b>Large</b>	<b>Caption</b>		<b>Part 218</b>	<b>Large</b>
<b>Part 219</b>	<b>Large</b>	<b>Caption</b>		<b>Part 220</b>	<b>Large</b>
<b>Part 221</b>	<b>Large</b>	<b>Caption</b>		<b>Part 222</b>	<b>Large</b>
<b>Part 223</b>	<b>Large</b>	<b>Caption</b>		<b>Part 224</b>	<b>Large</b>
<b>Part 225</b>	<b>Large</b>	<b>Caption</b>		<b>Part 226</b>	<b>Large</b>
<b>Part 227</b>	<b>Large</b>	<b>Caption</b>		<b>Part 228</b>	<b>Large</b>
<b>Part 229</b>	<b>Large</b>	<b>Caption</b>		<b>Part 230</b>	<b>Large</b>



## Observing the Interpretation

### Exemplary vs. Developmental Models

In observing the interpretation created during filming, it is vital to be clear how it differs from many video interpreting models. In most available resources, sample interpretations represent *exemplary models*. That is, they show experienced interpreters, *the best of the best*, doing their work, and when we watch them, we think, “Oh, that’s how you are supposed to do it.”

The interpretation which comes next is not intended to be *exemplary*. Rather it is an unrehearsed, *developmental model* of an interpretation by someone who has the interpreting credentials required for, but not the actual experience of, working in a jail setting. In other words, this model represents the developmental stage we envision for the target audience of this project.

Susan Lorenz, who served as the interpreter for this filming, holds RID’s CI and CT, as well as NAD’s Level IV. However, she had never interpreted a booking before. While she had access to all of the paperwork prior to interpreting, the actual experience of working in a jail setting was new. Having someone like Susan, who is as new to the jail setting as those who this CD is intended to serve, allows you to learn both from what Susan does well, and from the things that she can (and will) improve upon in her next interpretation in this setting.

To maximize learning, it is critical for you to read the reflections on the interpretation. Do not simply treat this as an *exemplary model* and watch for “how to do it.” Rather, use this *developmental model* as an entry point for reflections on the challenges to be faced in this setting. Through conversations with Susan, as well as Jill Hartman, a legally certified interpreter with a wealth of experience, we have identified some challenges and some suggestions for how to manage them. In many ways, the reflections offer a form of mentoring to which you are offered access.

Describing Susan’s work as a “developmental model” is not intended to say that Susan produced a poor interpretation. Quite the opposite is the case. But the richness of this opportunity comes not only from observing the interpretation, but in learning from the reflections and mentoring which occurred after the interpreted event itself. So be sure to read the reflections on the interpretation so you can get all the benefit possible from this resource.

Additionally, before you view the interpretation, go over the next two pages to see a more general framework for observing interpreted interaction. These features, developed by Dr. Melanie Metzger, can focus your observation so that you can more effectively notice the challenges that present themselves in an intake at a jail.



## A Framework for Observation of Interpreted Interaction

This framework comes from the work of Dr. Melanie Metzger as explained in her chapter on “Interactive Role-Plays as a Teaching Strategy” in *Innovative Practices for Teaching Sign Language Interpreters*. This framework makes it possible to make the most effective use of observation of an actual interpreted event.

### Interpreting Strategies for Interactive Discourse

On page 28, you can observe the actual interpretation created during the filming of this project. It is presented in the format similar to the picture at right where you can watch simultaneously all parties in the interaction. In doing so, it is possible to observe features of interactive discourse and recognize the interpreter’s strategies for coping with this discourse.



Metzger separates interpreter’s strategies into two categories: interactional management and relayings. In the first category, she lists: 1. *Introductions*; 2. *Summonses/attention-getting strategies*; 3. *Turn taking and overlap*; and 4. *Responses to questions*. In the “Relaying” category, she lists: 1. *Source Attribution*; 2. *Requests for clarification*; and 3. *Relaying of pronominal reference*. A brief description of these strategies are below. For more in-depth descriptions, see the chapter (and its bibliography) referenced on the next page.

### Interactional Management

*Introductions*: This refers not only to the introduction between the individuals who require the presence of an interpreter, but also the introduction of the interpreter. In this segment, the introduction of the interpreter happened prior to filming. For a resource with this feature, see Dr. Carol Patrie’s series on interpreting in Medical, Legal, and Insurance settings available from Dawn Sign Press. ([www.dawnsign.com](http://www.dawnsign.com).)

*Summonses/attention-getting devices*: This refers to how an interpreter manages getting the attention of participants in an interaction when they may have different formats for getting attention. For instance, a person using spoken English may say a person’s name and assume that that individual will then tune in. However, if a Deaf person isn’t looking, an interpreter needs to have an alternative strategy to simply signing that person’s name.

(continued)



## **A Framework for Observation (continued)**

### **Interactional Management (Continued)**

*Turn taking and Overlap:* In a natural interaction, speakers have to establish the right to take a turn and negotiate giving the floor to others. The signals for turn-taking are different between languages, and so an interpreter needs strategies to guide the turn taking process. Additionally, speakers will often talk over each other or overlap. Given that an interpreter can only interpret one utterance at a time, interpreters have to make choices about how to handle those overlaps.

*Responses to questions:* Interpreters are often asked questions directly by the Deaf or hearing individuals who are participants in the interaction. Interpreters need to make decisions about how to respond in a way that most effectively ensures that the interaction moves forward in a way respectful of all parties.

### **Relayings**

*Source Attribution:* Particularly for individuals who have limited experience in working with an interpreter, they may be unsure when they see or hear the interpreter talking if those ideas are generated by the interpreter--or come from someone else. Source attribution refers to the strategies used by interpreters to make the source of an utterance to all the participants.

*Requests for Clarification:* Given the importance of understanding a message before being able to interpret it, interpreters may at times need to request clarification before being able to proceed. Interpreters need to have strategies for effectively asking for clarification.

*Relaying pronominal reference:* This refers to how interpreters handle the use of first-person versus third-person address in an interaction. For example, if an individual keeps saying, "Tell her..." does the interpreter maintain that form and allow the Deaf person to make a request to be addressed directly or switch it to the first person to not draw the attention away from the topic of the interaction.

Reference: Metzger, M. "Interactive Role-Plays as a Teaching Strategy," in Roy, ed. (2000) *Innovative Practices for Teaching Sign Language Interpreters*. Washington, DC: Gallaudet University Press. <http://gupress.gallaudet.edu/IPTSLI.html>



# The Booking--The Original Interpretation

The following video shows the original interpretation created when filming this booking. **Before viewing it, be sure to read the information contained on the page, [Observing the Original Interpretation](#).** Once you have read that and the pages on a framework for observing interpreted interaction, go ahead and view the interpretations. You may choose to focus on one of the features or strategies which Dr. Metzger suggests are a part of interpreted interactions.

## The Booking

**Large**

**Captions** [Transcript](#)

In this video, you can see and hear the actual interpretation produced by Susan Lorenz during the filming process. (24:30)

## Meet the Interpreter

**Large**

In this video, Susan Lorenz introduces herself.

## Reflections on the Interpretation

After watching the original interpretation, read the reflections on it which are a combination of discussion between Susan Lorenz, Jill Hartman, a legally certified interpreter, and Doug Bowen-Bailey.

***Reading the reflections is a critical part of benefitting from observing the original interpretation.***

[Click here to read the reflections.](#)

### Playing Movies

Click on **Title** to see movie.

**Large** opens larger scale version of movie.

Click on **Captions** to see captioned version.

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## Reflections on the Interpretation

As described previously, the interpretation shown here represents a developmental model. While as a whole it represents a successful piece of work, there are pieces of it which need to be analyzed to help interpreters be even more prepared. The following represents a combination of reflections from Susan Lorenz, the interpreter for the intake, and Jill Hartman, an experienced legal interpreter in the Twin Cities area. Additionally, Captain Gregorich and Officer Lurye from St. Louis County Jail were asked for their perspectives. All of this is synthesized by Doug Bowen-Bailey in a way that will hopefully maximize your learning.

*Be sure to read these reflections before moving on to your own interpretation.*

### **Perspectives from Jail Staff**

After the intake was completed, both Captain Gregorich, who observed in the background, and Officer Lurye, who conducted the intake, felt that as a whole, the intake was very similar to bookings conducted without an interpreter present. There was nothing that stood out to them marking the situation as out of the ordinary. In looking at the interpretation as a whole, this represents a sign of success.

### **Dynamics of the Interpreting Event**

In reflecting on her work, Susan recognized several important dynamics. One was simply the fact that this was her first time interpreting in this setting. Coupled with the fact that cameras were focused on her, it was a little intimidating, but in the end she felt like it was worth it--both in producing this resource and allowing her an opportunity to talk about her own work with people she trusts and who are knowledgeable in the field.

Additionally, her prior relationship with Cheryl Blue, who acts in the role of the Deaf inmate, was a challenge. Having worked with Cheryl for many years, it was difficult for her to know how much of her knowledge of Cheryl really applied to this situation when she was dealing with the fictional character of "Mary."



## Reflections on the Interpretation (cont.)

### Interpreting in a Corrections Environment

As an interpreter, it is also important to think about the broader sociocultural context. In this resource, the inmate shown is a woman who is of European descent and who gives indication of being of middle-class economically. While it is important to recognize that acts of breaking the law cut across lines of race, gender, culture, and economics, statistics from the Minnesota's correctional system shows that the demographics of inmates are not equally distributed. Most inmates are men, though the percentage of women are rising. According to a 2003 FBI crime report, men account for 77 percent of arrests, but the arrests of women increased 14 percent from 1993. (Duluth *News Tribune*, 10/28/2003) Additionally, people of color are disproportionately represented in the system. For example, in Minnesota, the 2000 Census noted that 3.5% of the population was African-American, yet 34% of the inmates housed by the Department of Corrections are black. For more statistics, visit the US.Census (<http://quickfacts.census.gov/qfd/states/27000.html>) and the Minnesota Department of Corrections (<http://www.doc.state.mn.us/aboutdoc/statistics/default.htm>.)

While the reasons for these demographic disparities are complex (and beyond the scope of this resource), it is important for interpreters (particularly given the currently reality that our field is predominantly white and female) to be prepared for working with someone whose cultural background and understanding may be different than our own. In addition, the inmate may be unfamiliar with the military-like culture of the jail staff, as described in [Working in a Corrections Environment](#).

### Matching Register

Working within this culture, it can be a challenge to match the appropriate register. Jill, in her reflection on this work, stressed the need to walk a fine line between accurately representing the message of the Deaf inmate and not creating an interpretation that annoys the booking officer because of its level of casualness. Susan felt like she was really wrestling with how to adequately voice for a drunk individual whose signing was sloppy. Her work included lots of casual language like, *Nope, Nothin', Yeah...* While in many ways these are an accurate representation of a person under the influence, an interpretation that overdoes it could result in serious consequences for an inmate such as receiving a more restrictive housing option. While there is no clear answer here, Jill suggests that interpreters might want to err on the side of having a more formal register in the interpretation and let the Deaf person's visual actions be a sign of their intoxication. Additionally, it might have been helpful in maintaining the more formal register to limit eye contact with the Deaf person to only the times when communication was happening.



## Reflections on the Interpretation (cont.)

### **Working in a Rural Setting:**

In her review of the work, Jill was particularly concerned by the inmate's stating that the interpreter was a friend. From her experience of working in the metro area, her original thought was to edit that section out. That if an interpreter is friends with someone, they should not accept the assignment to interpret for a setting such as this. In the end, we decided to leave in this apparent "conflict-of-interest" as a learning opportunity. Such a conflict may be more likely in rural settings as there are fewer qualified interpreters and interpreters may be more likely to know a larger percentage of the Deaf community. This means, the interpreter may very well know the person who is going through the intake process. Additionally, it is important to recognize that a Deaf person may have a different perspective on the relationship than the interpreter. In the video, the inmate names Susan as her friend. Susan responds that they "know each other."

The point here is to recognize that there is a danger of this type of conflict. Interpreters need to be as judicious as possible in accepting assignments to avoid the conflicts, and then as proactive as possible to clarify the appropriate role of the interpreter if a conflict arises during the interpretation. If the Deaf person actually were a friend, and this wasn't discovered until after you arrived at the jail, it would be critical to disclose this relationship to the staff at the Jail. Because an intake is not a part of a court or investigative process, the friendship might not mean you should not go ahead and interpret. But it would be vital to be clear about the relationship before beginning the intake.

### **The Language of the Medical History**

Despite having done some preparation with the questions for the intake, Susan wished she had done more. Particularly with the medical history, she was not always sure that she was able to fully get out the intent of the question. One example of this was when Officer Lurye asked about if Mary had heart disease. Mary immediately responded, "No." Susan wonders however if it would have been more appropriate to include an list of examples of heart trouble. Officer Lurye had mentioned that the nurse will be following up on the intake, so that allows a second chance to look over some of these issues. However, in rural settings, there is no guarantee that an interpreter will be present at that. Sometimes, it is easier to fill an interpreting request at 1:00 am then it is during the following workday because so many of the interpreters who freelance already have fulltime jobs in schools or other settings.





## Reflections on the Interpretation (cont.)

Susan noted another couple of phrases which she struggled with during the medical history portion: “*For no apparent reason...*” and “*for longer than a month.*” In her reflection, she realized that her newness to the situation and her being on camera, may have prevented her from taking the time necessary for her to make those concepts more clear.

### **Interpreting Questions – Eliciting Responses**

There were also several times when Susan wondered if in interpreting questions, she didn’t “add” a little too much to elicit a response. An example of this came at the end of the interview when Officer Lurye asked her if she was too tired to continue and wanted to sleep, or if she was ready to have her picture taken. Mary did not respond after that was interpreted, so Susan included, “YOUR DECISION.” This prompting elicited the appropriate response. Susan talked afterwards that such an addition probably would not be appropriate in a courtroom setting, but that for the intake, it seemed to be successful in getting the response that the officer was looking for.

### **Who’s Talking? Source Attribution**

Jill also noted that it is crucial in legal settings for an interpreter to make it clear when the words voiced are generated by the interpreter, and when they are an interpretation of the ideas generated by the Deaf person. (This is what Dr. Melanie Metzger calls source attribution.) During this interpretation, there were many times when Susan was the source of the message. On some occasions, Susan identified herself as the source; on others, she did not. Based on her legal experience, Jill Hartman stresses that it is vital for interpreters to consistently be clear when they are the source of messages. One option Susan said she might have used in a real situation was to clarify with the officer after the event at what points she was speaking as the interpreter and at what points she was interpreting the signing of the Deaf person just to make sure it was all clear to the Officer.

*Click the right arrow to go on to Interpreting the Booking in a simultaneous format.*





# Interpreting the Booking (Simultaneous)

The Booking is presented in a simultaneous format. That is, you will see the camera angle of the interpreter's perspective that will run in the same timing of the original setting. All of the original interpretations are removed from this video to allow you to practice.

## Playing Movies

Click on **Title**

to see movie.

### Large

opens larger scale version of movie.

Click on **Captions**

to see captioned version.

"esc" button upper left of keyboard closes movie window.

Press **Space Bar** for Pause/Play.

**Right arrow** (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

[See Using this CD for details.](#)

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## The Booking

### Large

### Captions

Officer Lurye issues the Tennesen Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

## More of the Booking Process:

The following clips include more of the booking process. They are primarily included to give a greater familiarity with what occurs during a booking. They do not contain much language, but can also be used to practice an interpretation.

## Photograph

### Large

### Captions

Officer Lurye photographs the inmate. (1:00)

## Fingerprints

### Large

### Captions

Officer Lurye records the inmate's fingerprints. (1:09)

## Changing Clothes

### Large

### Captions

Officer Elder takes the inmate to exchange civilian clothes for ones issued by the jail. (0:27)

[Go on to the Orientation Video](#)

Recommended Software Combination: QuickTime 6 and Acrobat Reader 5.1

See *Begin* file for software installation instructions.



# The Video Orientation to the Jail

## Playing Movies

Click on **Title**

to see movie.

### Large

opens larger scale version of movie.

Click on **Captions**

to see captioned version.

“esc” button upper left of keyboard closes movie window.

Press **Space Bar** for Pause/Play.

**Right arrow** (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

See [Using this CD](#) for details.

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After an inmate changes clothes, he or she is shown a video orientation to the county jail. For an inmate without an interpreter, they are generally left alone to watch the video. It may be necessary for you to talk with an officer to make sure you are not left alone in a room with the inmate.

## The Orientation

**Large**

**Captions**

This video is shown as an orientation to all inmates who come to the St. Louis County Jail. It is designed to introduce them to some of the procedures of the jail and how their behavior determines the surroundings in which they will spend their time. (12:16)

[Transcript](#)

## On Processing Time for Videos:

In a situation where the interpreter has control over the play of the video, it can be extremely beneficial to use a combination of simultaneous and consecutive interpreting. The following interpretation, done by Doug Bowen-Bailey, is an example of an interpretation which includes several times when the interpreter stops the tape to be able to render a more complete and detailed interpretation.

## Orientation Interpretation

**Large**

**Captions**

An interpretation by Doug Bowen-Bailey. (12:45)

[Interpreter Perspectives](#)

[Go on to Inmate Handbook](#)



**By the Book**

## *Interpreting an Intake at a County Jail*

34

# **The Inmate Handbook**

## **ST. LOUIS COUNTY JAIL**



## **INMATE HANDBOOK**

4th EDITION

March 2000

The *Inmate Handbook* is referred to in both the Booking interview and the Orientation video. While it, or something like it, may be something the inmate only reads, there is the possibility that you would have to interpret from written English to ASL. The Handbook is provided on this CD for you to have a better idea the more detailed rules of the jail, and to understand what you might be called upon to interpret.

By following the link, you will go to the text from the Inmate Handbook, which you can print out by choosing the page range 37-53.

[\*\*Text of Inmate Handbook\*\*](#)

**TENNESSEN WARNING**

You have been arrested by: \_\_\_\_\_  
(List Agency)

For the following charge(s): \_\_\_\_\_  
\_\_\_\_\_

Your detention in the St. Louis County Jail requires that certain information be received from you. Before we request this information, I am advising you of the following:

In compliance with the Minnesota Government Data Practices Act, I am required to inform you that some of the questions that I will be asking you involve public, private and confidential information.

The information you supply, may be used by the St. Louis County Sheriff's Department, by the court, by other law enforcement agencies and/or by medical personnel. The information you provide is intended to be used for identification purposes and to determine the conditions of your release.

If you choose not to answer any of the following questions or if you provide false information, you may not receive the proper medical care and your release from jail may be delayed.

**PHONE CALL INFORMATION**

You are also advised that any non attorney/client privileged phone calls completed in this facility may be monitored and/or recorded.

**INMATE HANDBOOK**

You have been provided an Inmate Handbook and have been advised to read this booklet in order to be aware of the expectations and rules of the St. Louis County Jail.

Do you understand what I have just read to you?    Yes                    No    (Circle One)

Are you willing to answer my questions?            Yes                    No    (Circle One)

Please sign:

\_\_\_\_\_  
(Inmate Signature)

\_\_\_\_\_  
(Staff Signature)

\_\_\_\_\_  
(Date)



### ST. LOUIS COUNTY JAIL INMATE INFORMATION

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_  
LAST FIRST MIDDLE SUFFIX

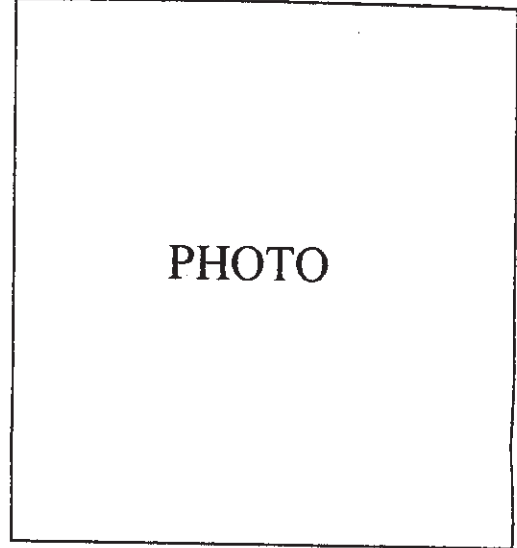
ADMIT DATE: \_\_\_\_\_ ADMIT TIME: \_\_\_\_\_

RGN: \_\_\_\_\_ LID: \_\_\_\_\_

ARRESTING AGENCY: \_\_\_\_\_ ESCORT: \_\_\_\_\_

ESCORT COMMENTS: \_\_\_\_\_

ADM. COMMENTS: \_\_\_\_\_



ADDRESS _____		
CITY _____	STATE _____	ZIP _____
PHONE _____		

HT.	WT.	BUILD	GENDER	MARITAL	RELIGION	FACIAL HAIR	HAIR COLOR	BALDNESS
			M / F	M W S D				

COMPLEXION	EYE COLOR	RACE	GLASSES	CONTACTS	DEXTERITY
		W / B / I / A / H / OTH	Y / N	Y / N	R / L / BOTH

**IDENTIFYING MARKS:**

TYPE: \_\_\_\_\_ ORIENTATION: \_\_\_\_\_ SIDE: \_\_\_\_\_ BODY PART: \_\_\_\_\_

COMMENT: \_\_\_\_\_

TYPE: \_\_\_\_\_ ORIENTATION: \_\_\_\_\_ SIDE: \_\_\_\_\_ BODY PART: \_\_\_\_\_

COMMENT: \_\_\_\_\_

**EMERGENCY CONTACT:**

NAME/RELATIONSHIP _____	ADDRESS _____	PHONE _____
-------------------------	---------------	-------------

EMPLOYER: _____	ADDRESS: _____	PHONE: _____	OCCUPATION: _____
-----------------	----------------	--------------	-------------------

**ALERTS: CIRCLE APPROPRIATE ALERT(S) AND LIST REASONS**

DIETARY: \_\_\_\_\_

MEDICAL: \_\_\_\_\_

SECURITY: \_\_\_\_\_

**ALIASES:**

NAME: LAST _____	FIRST _____	MIDDLE _____	SUFFIX _____	DOB _____
NAME: LAST _____	FIRST _____	MIDDLE _____	SUFFIX _____	DOB _____

**OTHER IDENTIFIERS:**

DESCRIPTION	NUMBER	STATE

**WARRANT INFO:**

TYPE	INFO #	CUSTODY	ARRESTING AGENCY	OFFICER
		36 / 48 HOURS		
ARREST DATE	ARREST TIME	CONTROL AGENCY	OFFENSE DATE	ARREST LOCATION

VICTIM NOTIFICATION: NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

**CHARGES**

	OFFENSE /INCLUDE MSS	LEVEL M / GM / F	CTS.	BAIL
1				
2				
3				
4				
5				

**HOLDS**

	AGENCY	CHARGE	BAIL
1			
2			
3			

ADDITIONAL INFO:

**OFFENDER RELEASE:**

DATE: _____ TIME: _____ REASON CODE: _____ COMMENT: _____
VICTIM NOTIFICATION: METHOD: _____ TIME: _____ OFFICER: _____

[Return to "Preparing for the Intake"](#)

ST. LOUIS COUNTY JAIL  
MEDICAL SCREENING

1. Are you presently taking medications? List  Y/N \_\_\_\_\_
2. Do you have it with you?  Y/N \_\_\_\_\_
3. Can you get someone to bring it here?  Y/N \_\_\_\_\_
4. Hosp. or seen by med/psych doctor this year?  Y/N \_\_\_\_\_
5. Are you allergic to any medications?  Y/N \_\_\_\_\_
6. Have you fainted or injured your head recently?  Y/N \_\_\_\_\_
7. Have you even been diagnosed with epilepsy?  Y/N \_\_\_\_\_
8. Diagnosed with any infectious diseases? TB?  Y/N \_\_\_\_\_
9. Ever been diagnosed with diabetes?  Y/N \_\_\_\_\_
10. Ever been diagnosed with high blood pressure?  Y/N \_\_\_\_\_
11. Ever been diagnosed with heart disease?  Y/N \_\_\_\_\_
12. Ever been diagnosed with seizures?  Y/N \_\_\_\_\_
13. Ever been diagnosed with asthma?  Y/N \_\_\_\_\_
14. Ever been diagnosed with ulcers?  Y/N \_\_\_\_\_
15. Ever been diagnosed with psychiatric problems?  Y/N \_\_\_\_\_
16. Dental problem that requires emergency treatment?  Y/N \_\_\_\_\_
17. Do you have a disability?  Y/N \_\_\_\_\_
18. Any other med problems we should be aware of?  Y/N \_\_\_\_\_
19. Do you have a regular medical doctor?  Y/N \_\_\_\_\_
20. Do you have medical insurance?  Y/N \_\_\_\_\_
21. Do you have medical assistance? Card #?  Y/N \_\_\_\_\_
22. (FEMALE BOOKINGS)/Are you pregnant?  Y/N \_\_\_\_\_





**Visual Observations:**

- 1. Trauma requiring emergency treatment? Y/N \_\_\_\_\_
- 2. Under the influence of alcohol/drugs? Y/N \_\_\_\_\_
- 3. Visible signs of withdrawal from alcohol/drugs? Y/N \_\_\_\_\_
- 4. Behavior suggest risk of assault to others? Y/N \_\_\_\_\_
- 5. Obvious sign of medical treatment? Y/N \_\_\_\_\_
- 6. Inmate cooperative during this process? Y/N \_\_\_\_\_

**Suicide Screening Questions:**

- 1. Have you ever been in jail before? Y/N \_\_\_\_\_
- 2. Have you ever attempted suicide while in jail? Y/N \_\_\_\_\_
- 3. Have you made any other suicide attempts? Y/N \_\_\_\_\_
- 4. When?            Where?            How? Y/N \_\_\_\_\_
- 5. Plan to harm yourself while you are here? Y/N \_\_\_\_\_

**Suicide Screening Observations:**

- 1. Does person appear unduly sad or depressed? Y/N \_\_\_\_\_
- 2. Does charge have anything to do with suicide? Y/N \_\_\_\_\_
- 3. Willing to answer questions about self harm? Y/N \_\_\_\_\_

**Symptoms of Contagious Diseases:**

- 1. Ever had any of the following..chest pains? Y/N \_\_\_\_\_
- 2. A wet cough lasting 3 weeks or more? Y/N \_\_\_\_\_
- 3. Coughing up blood? Y/N \_\_\_\_\_
- 4. Losing weight for no apparent reason? Y/N \_\_\_\_\_
- 5. Loss of appetite for a month or longer? Y/N \_\_\_\_\_
- 6. Fatigue that lasted a month or longer? Y/N \_\_\_\_\_
- 7. Night sweats (drenching sweat while sleeping)? Y/N \_\_\_\_\_
- 8. Fever for a month or longer? Y/N \_\_\_\_\_

## ST. LOUIS COUNTY JAIL BOOKING FEE

Pursuant to Minnesota State Statute 641.12 Subd. 1 which states:

" A county board may require that each person who is booked for confinement at a county or regional jail, and not released upon completion of the booking process, pay a fee of \$10.00 to the Sheriff's Department of the county in which the jail is located.

The fee is payable immediately from any money then possessed by the person being booked, or any money deposited with the Sheriff's Department on the persons behalf.

If the person has no funds at the time of booking, during the period of incarceration, the Sheriff shall notify the district court in the county where the charges related to the booking are pending, and shall request the assessment of the fee.

Notwithstanding section 609.10(125), or any other law to the contrary. upon notification from the Sheriff, the district court must order the fee paid to the Sheriff's Department as part of a sentence or disposition imposed.

If the person is not charged, is acquitted, or if the charges are dismissed, the Sheriff shall return the fee to the person at the last known address listed in the booking records."

Inmate Name: \_\_\_\_\_ Date: \_\_\_\_\_

LID No: \_\_\_\_\_ Booking No. \_\_\_\_\_

\$10.00 booking fee received at time of booking

Partial booking fee collected in the amount of \$\_\_\_\_\_

Booking fee deferred to any deposits; no money at time of booking

Inmate Signature: \_\_\_\_\_

Inmate Refused to Sign

Signature of Intake Officer: \_\_\_\_\_

(Place this form in Inmate's File)

Form 101-72

[Return to "Preparing for the Intake"](#)



## **St. Louis County Jail** **Inmate Handbook**

### **Introduction**

The St. Louis County Jail is managed by the Sheriff and the Jail Staff. This inmate handbook has been prepared for your benefit. It contains general information and rules to guide you through your stay.

This handbook contains rules of conduct designed to maintain security, a standard of cleanliness and discipline within the Jail. You should read this handbook carefully so you will know what is expected of you, and what action could happen if you fail to follow the rules.

Our responsibility is for your personal safety and well-being during your stay. Your responsibility is to comply with all policies, procedures, and directives of the Jail Staff. Your behavior will have a direct bearing on your level of custody while at the St. Louis County Jail.

If you do not understand any part of the handbook, ask a Staff member to assist you.

### **Classification**

Once you have viewed the orientation video and have been issued this handbook, you will be placed in an Observation Unit. You will remain in this unit in order for your behavior to be observed and documented. This process will determine your security status, Housing Unit designation, and any Special Needs based on your age, medical condition, offense, prior record, and your general attitude and behavior. At the end of this time, you will be classified and assigned to a Housing Unit.

Change in classification status is an administrative action, not disciplinary. Classification status may be reduced for appropriate behavior or may be increased as a result of inappropriate behavior or security/safety breaches.

When you are placed in a Housing Unit, an Officer will assign you a cell and assist you in checking to make sure everything is working properly, and that there is no contraband or damage to the cell, including marks or writing in the cell. You will be required to sign a document stating the condition of the cell and will be held accountable for its condition throughout your stay.

### **Clothing and Bedding**

Prior to entering the Observation Unit, you will be issued bedding, linen, and towels. You will be responsible for their condition when returned. At no time shall any of these items be modified in any way other than their intended use. Exchanges will occur as per the Housing Unit schedule.

Proper Dress is defined as:

In Housing Unit Out of Cell:

Top: T-Shirt and/or Uniform Top

**[Return to “The Inmate Handbook”](#)**

Bottom: Uniform Pants or Gym Shorts  
Footwear: Shoes and Socks

Out of Housing Unit:

Top: Uniform Top  
Bottom: Uniform Pants  
Footwear: Shoes and Socks

Exception: Inmates escorted to the Gym from Delta or Sigma can be in Gym wear.

Gym Wear:

Top: T-Shirt  
Bottom: Gym Shorts  
Footwear: Shoes and Socks

You are responsible for the clothing, bedding and linens issued to you. You shall use or wear these items as they are intended to be used. It is our expectation that you report damaged jail issued clothing, bedding and linens when it is discovered. Damage to the items may be grounds for discipline and you may have to pay for these damaged items.

**Laundry Program:**

**Intake Initial Issue:**

**All Inmates**

- 1 - Pillowcase
- 1 - Fitted Sheet
- 1 - Top Sheet
- 1 - Blanket
- 1 - Bath Towel
- 1 - Hand Towel
- 1 - Pair Socks
- 1 - Orange Uniform Top
- 1 - Orange Gym Shorts
- 1 - Orange Uniform Bottom
- 1 - Pair Shoes
- 1 - Washcloth
- 1 - Hygiene Kit

**Male Inmates**

- 1 - T-Shirt
- 1 - Boxer Shorts

**Female Inmates**

- 1 - Bra
- 1 - Underpants
- 1 - T-Shirt

Once you are Classified, you will be taken to Intake for further issue (Female inmates shall be changed over in the Delta Unit after classification. It is very important to take **ALL** the INTAKE INITIAL ISSUE with you. Once in Intake, you will receive the following items in addition to your INTAKE INITIAL ISSUE :

**All Inmates**

- 3 - Pair Socks
- 1 - Bath Towel
- 1 - Washcloth
- 1 - Hand Towel

**Male Inmates**

- 3 - Boxer Shorts
- 3 - T-Shirts

**Female Inmates**

- 3 - Bras
- 3 - Underpants
- 3 - T-Shirts



Once you arrive at your assigned Housing Unit, the Officer will assign you a cell and a bunk. You will receive a blue bin numbered the same as your cell and bunk. In the blue bin is a mesh bag with numbering that coincides with your cell and bunk. You are to use the bin for clean clothes and the mesh bag for dirty clothes.

Once in the assigned unit, you will be changed into a uniform designated for that unit.

Once per week the mesh bag and bed linens shall be laundered. Check the laundry schedule for your unit. Place all your white clothing (t-shirts, boxers, socks, towels, washcloths, bras, underpants) in the mesh bag and continue to wear one set. Items in the mesh bag are NOT removed for laundering or drying. They remain in the bag. If you stuff everything in a wad, it may not dry properly. This bag will be returned within 2 days. Uniforms are exchanged twice a week.

You are responsible for wearing the uniform as it is intended by design, this includes the proper sizes, failure to do so is a violation and may result in discipline.

## **Personal Care**

### **Hygiene Items.**

You will be given an initial issue of personal hygiene items. Replacement items will be available in the vending machines as well as other personal hygiene items that you may prefer. Indigent inmates (defined as: having less than \$.50 on account for a minimum of one (1) month) will continue to be supplied with necessary personal hygiene items. No personal hygiene items from your stored property will be allowed for your use in the housing units.

### **SHOWERS.**

Personal hygiene is very important to your health, as well as to the health of others. You are required to shower frequently and otherwise maintain personal cleanliness.

### **RAZORS.**

Razors will be available to each inmate between 0700 - 0800 only, unless inmate behavior or other factors indicate that such availability constitutes a threat to safety and/or security. Razors **must** be returned to the Housing Unit Officer by 0800.

### **HAIRCUTS.**

Haircuts may be obtained by filling out an Inmate Request Form. A volunteer Barber/Beautician, will cut your hair free of charge. If you do not want to wait for a Volunteer to cut your hair, you may request a professional haircut - providing you are willing to pay for it. If you are able to pay, the cost - currently \$10.00 will be deducted from your jail account. Requests for haircuts are sent to the Program Services Unit.

## **Tobacco Free Jail Information**

All tobacco products have been prohibited in the Jail since January 6, 1992. Any tobacco products, including lighters, etc., shall be considered contraband and subject to disciplinary action. For cessation assistance, complete an Inmate Request Form and send it to the Program Services Unit.

## **Safety and Emergency Procedures**

The St. Louis County Jail is in strict compliance with fire safety codes. To ensure continued compliance, there will be fire and safety inspections. The Jail Staff is trained in written emergency plans. All safety and emergency procedures are designed to ensure the safety, security, and well being of staff and inmates. Failure to cooperate with staff instructions during a drill or actual emergency will constitute a major violation of Jail rules and will result in disciplinary action.

Minnesota Statute 609.686 states that whoever intentionally gives a false alarm or tampers or interferes with any fire system (detectors, sprinkler heads, etc.) is guilty of a misdemeanor or felony. Tampering or interfering with the St. Louis County Jail fire system (detectors, sprinkler heads, etc.) creates the potential for bodily harm. The St. Louis County Jail shall prosecute **all** cases to the fullest extent of the law.

### **Lock-down**

Any time an Officer calls "LOCK-DOWN", you are to IMMEDIATELY go to your cell and close the door. Any time a "Lock-down" is called, inmates shall remain in their cells for a minimum of 30 minutes or until the Housing Unit Officer deems necessary. Failure to comply with this order SHALL result in disciplinary action.

## **Inmate Communication**

### **TELEPHONES.**

Each new inmate arriving at the St. Louis County Jail will be given the opportunity to complete collect calls upon completion of the Intake process, for the purpose of making bail, family notification or attorney contact.

Inmate phones are located in the housing units and Intake. The phones are collect call phones for local calls as well as long distance, they do not accept incoming calls. Collect calls cost approximately \$1.65 to accepting party (local calls) so please keep this in mind when you call. Personal calls are a PRIVILEGE which can be lost as part of disciplinary action. Inmates on discipline will have limited access to phones, such as calls pertaining to bail, legal or emergency matters ONLY. The Jail accepts only VERIFIABLE MEDICAL EMERGENCY calls for inmates.

Any controlling of the telephone, failure to follow facility directives or any loud, abusive, obscene or destructive behavior will result in the loss of telephone privileges, and may include disciplinary action, reimbursement and/or possible criminal charges.

Non attorney/client privileged phones completed in the jail may be monitored and/or recorded.

### **MAIL--INCOMING.**

There will be no limit on the volume of lawful letters that you may receive. Unlawful mail includes, but is not limited to, that which is libelous, obscene or contains contraband. Periodicals, newspapers and packages are not permitted. For exceptions, complete an Inmate Request Form and submit the request to Administration.

All incoming mail must be processed and delivered by the U.S. Postal Service. No mail is accepted from the lobby.

Mail will be delivered as soon as inspected. All incoming non-legal mail will be opened by Jail staff and inspected for contraband and money. All money will be placed in your account, a receipt will be placed in the envelope and delivered to you.

Legal mail (attorneys, legal aid agencies, courts, and other local, state or federal officials) will be treated as legal mail ONLY if the name and official status of the sender appear on the envelope. Incoming legal mail may be opened and inspected in front of the receiving inmate, but will not be read or censored.

Mail addressed to an inmate who has been transferred or released shall be forwarded to the address provided by the inmate or returned to sender.

### **MAIL--OUTGOING.**

Inmates will be provided unlined writing paper by the Jail and lined paper is available through the commissary. Stamped envelopes may be purchased in the vending machines. The Jail will provide pencils on request however, more than two (2) is considered excess and will be removed. Upon request, the Jail will provide postage for three personal letters per week (not to exceed \$.33 each) for indigent inmates. All legal mail pertaining to offense in which you are currently incarcerated will be mailed for indigent inmates.

All outgoing mail will be processed through the U.S. Postal Service. All outgoing mail must be turned in to the mail box in the Housing Unit. **All mail, except legal mail, is to be left unsealed.** Mail will be sent out daily, except weekends and holidays. All outgoing mail must have a return address:

Your Name  
4334 Haines Rd.  
Duluth, MN 55811

Inmates are permitted to send sealed legal mail to courts, counsel, officials of the confining authority, government officials, probation officers, and administrators of grievance system.

All outgoing inmate mail will be stamped with the following:

THIS CORRESPONDENCE IS FROM  
A CORRECTIONAL FACILITY  
ST. LOUIS COUNTY JAIL  
DULUTH, MN

### **Visiting**

The St. Louis County Jail visiting segment schedule is:  
Tuesday, Thursday, Saturday, Sunday

Segment # 1: 1:00 p.m. to 5:00 p.m.  
Segment # 2: 6:30 p.m. to 8:30 p.m.

A visitor may visit only one (1) inmate per visiting segment. During busy times visits may be restricted to 20 minutes.



For special visiting requests, see your Housing Unit Officer.

Inmates may refuse to see a visitor, either professional or social.

High Risk and Disciplinary Segregation inmates are allowed no more than one hour visits.

Inmates may be restricted from visiting any time if their behavior is deemed inappropriate by Jail Staff.

Each visitor shall be required to register with the Visiting Officer. Visitors must be 18 years of age and present a picture ID with date of birth or be accompanied by a parent or guardian (with a picture ID and date of birth) to visit. Handicapped visitors who desire assistance should ask the Visiting Officer. The St. Louis County Jail shall provide TDD machines for those visitors who need them. No more than 4 visitors (at least 1 adult) shall be allowed to visit at the same time, children (defined as 17 years old and younger) shall not be left unattended. No more than ONE inmate will be allowed in a visiting booth.

Any visitor appearing to be under the influence of alcohol or drugs will be denied the visit and asked to leave the facility. Visitors are not allowed to use tobacco, eat or drink during the visitation. Any visitor who attempts to smuggle tobacco or other prohibited materials into the Jail will be asked to leave and have further visits denied. Rules of appropriate conduct apply to visitors as well as inmates during visits.

All visitors coming into the facility must be and remain fully clothed. Visitors will not be allowed to carry anything on their person that has not been approved by Jail Staff. Lockers are provided for visitors' property. All visitors will be required to go through a metal detector and may be searched. Refusal will result in denial of visiting privileges. Visitors are ONLY allowed to leave money for the inmate they are visiting. Outstanding warrant checks shall be conducted on visitors.

## **Commissary**

Commissary is available to inmates by use of a Debittek card, as per Housing Unit Schedule. Commissary is a privilege that can be lost or restricted for disciplinary reasons. Your Debittek card is numbered and you are responsible for its safekeeping. If you lose it, notify the Officer immediately. Replacement of the Debittek card costs \$2.50.

There will be NO REFUNDS for any vending transactions. NO EXCEPTIONS.

## **Medical/Dental**

The St. Louis County Jail Health Services will operate daily, seven (7) days a week. Staffing includes an on-call physician licensed to practice in the state of Minnesota. Registered Nurse(s) are on duty daily.

All inmates are entitled to medical attention for valid medical complaints. Inmates who are in need of medical attention for non-emergency complaints **must** complete an INMATE REQUEST FORM. Inmates are to complete the form and return it to the Housing Unit Officer. All emergencies are promptly referred to the Health Services Staff.

Inmates requesting medical attention will first be screened by the nurse, who will determine whether the

inmate will be referred to the physician or a medical facility. NOTE: NOT ALL medical complaints will be referred to the physician.

Medication is prescribed to those inmates under treatment by order of the Jail physician and distributed by the Housing Unit Officers. At medication times, inmates are called to the dispensing area, medication is given and the inmate shall follow all directions given by staff. Medication times are 0700, 1200, 1700 and 2200 hours. Inmates must be responsible for reporting for medication times.

Inmates requiring dental care must complete an INMATE REQUEST FORM and return it to the Housing Unit Officer. The Health Services Staff will screen all requests for dental appointments.

Housing Unit Officers are not medical staff; they are trained to respond to emergencies only. For non-emergency medical issues, complete a Request Form, do NOT ask Housing Unit Officers to address your medical concerns. They are your medical concerns and are to be addressed with the Jail Health Services.

### **Inmate Co Pay:**

The St. Louis County Board has mandated that according to Minnesota Statute 641.15, the Inmate Medical Co-payment for Health Care Services shall be in effect in the St. Louis County Jail. The inmate co pay amount determined by the St. Louis County Board is \$5.00 for each **INMATE INITIATED HEALTH CARE SERVICE.**

As an inmate, this means that each time you request a Health Care Service, the St. Louis County Jail will remove \$5.00 from your account as authorized by statute. This includes:

- a). Doctor Visits
- b). Nurse Visits
- c). Dental Requests
- d). Mental Health Visits
- e). Ophthalmologist/Optomtrist Visits
- f). Sick Call/Cell Visits
- g). Delayed Reporting of Injuries/Illness
- h). Refused Appointments

The \$5.00 co-payment does **not** apply to the following:

- a). Emergency/Urgent Visits
- b). Extraordinary Event (natural disaster)
- c). Infectious Diseases (reportable)
- d). Follow-up/Health Services Staff Initiated
- e). Intake Assessment
- f). TB Screening and Follow-up
- g). Chronic Clinics (Diabetes, BP, HIV)
- h). Prenatal Obstetrics
- l). Regulated Medical Care
- j). Immunizations
- k). Treatments
- l). Prescriptions

- m). Prescription Refills
- n). Prosthetic Devices

Please be advised that you will not be denied services because of a lack of money. However, once you receive money, the amount you owe will be deducted from your account.

## **Meals**

Food service at the St. Louis County Jail is in compliance with Minnesota Department of Corrections rules and regulations for dietary allowances.

Inmates in the facility will receive three (3) meals, of which a minimum of two (2) are hot, at regular meal times during each 24 hour period, with no more than 14 hours between the evening meal and breakfast. Exception: two meals on Sunday.

All special diets for medical or religious reasons, must be approved by Health Services Staff or the Facility Chaplain. If you need to be on a special diet for medical or religious reasons, you must complete an Inmate Request Form and submit it to either the Health Services Staff or the Facility Chaplain in order for your request to be considered. The Health Services Staff will require you to provide documentation from your doctor substantiating the need for a special diet. Special diets that are not based on documented medical or religious reasons shall not be approved.

The meal schedule is as follows:

Breakfast	0700
Lunch	1200
Supper	1800

## **Inmate Property Exchange**

Inmates may release personal property, including funds, to another party. To release property or funds, you must sign an AUTHORIZATION FOR RELEASE OF PROPERTY Form. Staff will assist in completing the form which you and the person receiving the property must sign before property can be released. The person receiving the property must present a valid drivers license or other official identification with picture.

FUNDS OR PROPERTY CANNOT BE RELEASED TO ANOTHER INMATE!

## **Incoming Funds and Property**

Inmates may receive funds through the mail or it may be deposited at the main lobby. All funds shall be placed into your account. The following instruments are acceptable:

- Bank or Postal Money Orders
- Certified checks, cashier checks, and traveler's checks
- Cash--paper money only, no coins.

The volume of property coming into the Jail will be strictly limited. Property accepted shall be receipted and a record kept. The Jail will not accept or store any inmate property other than personal apparel or personal articles on the individual at the time of booking. Arrangements for storage of property such

as automobiles, valuables, or large items shall be made at the time of booking and at the inmate's expense. The best rule to follow is have nothing brought to the jail. Money is all that is needed. Visitors are ONLY allowed to leave money for the inmate they are visiting. The Jail reserves the right to refuse funds for other inmates from your family or other contacts. Upon release from jail, your property will be disposed of if it is not picked up within 30 days.

### **Inmate Programs**

There are various programs and activities available for inmates, unless the inmate is on disciplinary restriction. Religious activities, educational classes, alcohol and drug counseling, AA meetings, individual counseling, vocational assessment, etc. are available. Inmates wanting to know what restrictions apply to them because of classification (if any), should contact a Corrections Counselor, for more specifics.

Each inmate shall have access to a Corrections Counselor, who is available to address such issues as institutional adjustment, personal counseling, discharge planning, etc.

Program involvement is dependent upon being cooperative and following the rules at all times.

A Facility Chaplain is available to assist inmates with personal problems, issues relating to one's faith, religious services, etc. Access to the Chaplain shall be through the Inmate Request Form procedure.

A Jail library is available in the Program Services Area. Some library materials may be checked out by the inmate to their housing unit. Other materials such as magazines and daily newspapers are restricted to be used only in the Program Services Area.

### **Inmate Workers**

Inmate workers are selected according to classification, attitude and behavior, willingness to work and personal hygiene. Generally, only general population inmates are selected. You must be in jail at least 10 days before applying. If you are interested in being an inmate worker, contact your Housing Unit Officer and ask to fill out an application.

If you quit an inmate worker position, there will be no good time granted for that month.

Kitchen workers having contraband and dismissed from their position shall lose all inmate worker good time accrued.

### **Radios/Televisions**

The Jail supplies televisions in the housing units and there is access to pre-programmed radio stations in each cell. Radio and TV are a privilege and controlled by the Housing Unit Officer.

### **Newspapers**

Newspapers are a privilege and shall be shared in the housing units. Newspapers or any part are NOT to be taken into cells.

## **Security**

One of the main objectives of the St. Louis County Jail is to maintain a safe and secure facility. Your cooperation is required so the Jail Staff can perform their duties safely and without interference. Lack of cooperation will result in disciplinary action.

Use of intercoms are for emergency purposes only. Talk to the Housing Unit Officer, when available, or seek out the Housing Unit Officer if you have questions/concerns. Do NOT USE INTERCOMS UNLESS YOU HAVE AN EMERGENCY!!!!!!

## **Jail Transfer**

Be aware that you are subject to being transferred to another jail to alleviate housing overcrowding. Jail transfers are not done for disciplinary reasons.

## **Shakedowns/Inspections**

For the security and safety of inmates and staff, unannounced shakedown searches will be conducted in your cell and housing unit on an irregular schedule. Each day certain individual cells will be inspected. Any contraband and/or unauthorized items will be confiscated. You MUST cooperate with Jail Staff conducting such searches.

Inspections will be conducted regularly for safety, hygiene, housekeeping, fire and emergency reasons. You MUST cooperate with Jail Staff conducting such inspections.

## **Searches**

Inmates may be pat-searched or have an unclothed body search completed at any time. These searches are to maintain security and protect inmates and staff by preventing the introduction of any article or substance which might cause or be used to cause injury, be considered contraband, effect an escape or achieve any other undesirable result in the County Jail.

Inmates will have an unclothed body search completed when returning to the secure perimeter of the Jail (from court, medical appointments, etc.)

## **Contraband**

You are prohibited from having in your possession or under your control (including in your cell) any item that is considered to be contraband. Contraband is defined as any item possessed by inmates or found within the facility that is illegal by law (drugs, non-prescribed medication) or anything not issued by the jail. Any legal item altered for other than it's intended purpose. For purposes of mail: maps, codes, unreadable text and escape plans are considered contraband. Security/threat groups symbolism is considered code.

Articles are also considered contraband when they are found in excess of approved quantities or have been altered from their original state. Items passed from one inmate to another without proper authorization are also considered to be contraband.

## **General Rules/Housekeeping**

You are responsible for keeping your cell and day area clean. Cleaning supplies are available from the Housing Unit Officer. All litter must be properly disposed of.

You must address staff by their title and last name: example, Officer Smith; Sgt Doe.

Damaging or defacing of walls or any other county property including clothing or bedding is forbidden.

While in General Population you may be issued a pass to go to a destination outside your housing unit. You must go directly to the destination and provide the pass to the staff. You may be stopped in route and asked for your pass. Failure to present the pass is a violation.

Nothing shall be pasted to the walls in cells or anywhere in the jail. Nothing is to be pasted over lights or intercoms.

You must be fully clothed with shirt, pants and shoes when leaving the housing unit.

You will be subject to periodic checks and are responsible for covering yourself.

You are responsible for making your bed DAILY, when you are not in it.

All inmates are responsible for the upkeep and cleanliness of their cellblock.

Chairs, mattresses, blankets, pillows and other bedding shall remain in your cell at all times, other than linen exchange.

Once assigned a cell, you are responsible for that cell. Housing Unit Officers shall make cell assignments.

Excessive noise and horseplay are not allowed.

Upon notification of staff to leave the housing unit, you shall be ready as quickly as possible.

Upon completion of meals, you are responsible for returning your utensils, cup and plate to the food service area.

You are provided with a bin for the storage of your personal belongings and is to be kept under the bottom bunk. If you cannot fit belongings into the bin, some will be removed and placed in storage. All items are to be kept in the bin when not in use.

Inmates shall stay out of other inmate's cells. Failure to do so is considered a violation and discipline shall be imposed.

## **Inmate Grievances**

All inmates will have a grievance procedure available to express grievances without fear of retaliation regardless of the action taken during the procedure.

 [Return to "The Inmate Handbook"](#) 

A grievance is defined as: an issue personally affecting an inmate in the area of health, welfare or services of the Jail that is within the power of the Jail Staff to correct. Group grievances or grievances submitted on behalf of others are NOT VALID. Personal disputes between an inmate and a staff member are not considered grounds for a grievance. Most grievances should be settled with the Housing Unit Officer where the inmate resides.

Inmates may file a grievance for all matters EXCEPT:

- Court Orders (separate appeal process is available)
- Disciplinary Hearing result (separate process available)
- Administrative action to ensure the safety, security and good order of the facility.

Inmates must first attempt to resolve all grievances informally with the Officer at the post where the inmate resides. If this is not possible, the inmate will be permitted to file a formal written grievance on the GRIEVANCE FORM, which will be provided on request.

Procedures for Informal Resolution:

1. Inmate requests a Grievance Form from staff.
2. Staff gives the Grievance Form to the inmate.
3. Staff dates and initials the Grievance Form when returned or submitted by the inmate.
4. Staff address the grievance verbally with the inmate.
5. If the grievance is resolved, the staff shall check the informal resolution box on the grievance form, sign and date the form, and have the inmate sign and date the form.
6. The grievance form shall be sent to the Administrator for viewing and to be scanned into the inmate's file.
7. If the grievance is not resolved informally, the inmate may request that the Formal Resolution process begin or may elect to not go on any further with the process.

Procedures for Formal Resolution:

Step One:

1. If a resolution is not reached through the Informal Grievance Process, a Formal Grievance Process may be started by the inmate.
2. Jail staff shall collect the completed Grievance Form from the inmate.
3. The Grievance Form shall be delivered to the Shift Commander without altering or delay.

Step Two:

1. The Shift Commander shall investigate the grievance and reply to the inmate on the Grievance Form within three (3) days.

2. If the grievance is resolved by the Shift Commander, the original form is forwarded to the Jail Administrator.
3. The Jail Administrator or designee shall be responsible for scanning the grievance into the computer in the inmate's file for future reference.
4. If the Shift Commander's reply is not accepted and the inmate chooses to continue the process, the Shift Commander shall forward the grievance and all documentation to the Jail Administrator or designee, without delay. Shift Commander's decision is final on Minor Violations.

Step Three:

1. The Jail Administration shall review all grievance related documentation and reply to the inmate on the Grievance Form within 5 days (excluding weekends and holidays).
2. Original copies of the grievance shall be kept by the Jail Administrator.
3. The Jail Administration shall be responsible for scanning the grievance information into the computer in the inmate's file for future reference.
4. The decision of the Jail Administration is final.

No grievance will be accepted by the Shift Commander if it contains obscene, insulting or sexual language that does not apply or relate to the matter being grieved. ABUSE OF THE GRIEVANCE PROCEDURE WILL NOT BE TOLERATED.

### **Inmate Rules and Discipline**

To maintain inmate discipline within the Jail, rules and regulations are established and sanctions specified. These rules and regulations are relayed to inmates by way of the INMATE HANDBOOK or by posting throughout the facility. Posted rules carry the same force as rules in the INMATE HANDBOOK.

Inmates in violation of Jail rules may be placed into segregation without a hearing if determined necessary.

If the offense/violation committed constitutes a crime, the Criminal Division of the Sheriff's Department shall be notified for possible charges.

Whether or not an offense/violation constitutes a crime, the inmate shall be subject to disciplinary action.

Violations shall be classified as either Minor or Major Violations.

**MINOR VIOLATIONS:**

- A-1. Possessing contraband
- A-2. Tattooing self or others
- A-3. Destruction of property valued less than \$50.00
- A-4. Use of threatening or intimidating behavior directed toward inmates, staff or visitor

**[Return to "The Inmate Handbook"](#)**





- A-5. Possessing another inmate's property without permission
- A-6. Providing false information to staff
- A-7. Failure to obey a direct order given by staff
- A-8. Offering a bribe to staff or visitors to the facility
- A-9. Storing of non-prescription medications
- A-10. Creating a disturbance
- A-11. Rattling of cell doors, excessive noise, loud talking.
- A-12. Possession of an unauthorized amount of issued items (hygiene, linen, pencils)
- A-13. Failure to maintain cleanliness of the cell and self (personal hygiene)
- A-14. Storing non-commissary food in cell
- A-15. Obstructing the view of one's cell
- A-16. Wearing uniform inappropriately
- A-17. Being in another inmate's cell
- A-18. Wearing or keeping unauthorized clothing or linen
- A-19. Horseplay (any game or action outside the Rec Areas that involve running, jumping or physical contact between inmates)
- A-20. Gambling
- A-21. Misuse of telephone privileges
- A-22. Misuse of bedding or clothing
- A-23. Misuse of inmate radio/intercom station within the cell
- A-24. Failing to perform work as directed by staff
- A-25. Defacing county property
- A-26. Possession of contraband or any allowable item that has been altered or used for other than it's intended purpose
- A-27. Use of insulting, abusive, profane or intimidating language directed toward staff, inmates or visitors
- A-28. Interference with staff duties and responsibilities
- A-29. Misuse of equipment, games, books, etc.
- A-30. Possession of jail issued property issued to another inmate
- A-31. Misuse of visiting privileges, visiting space, or visiting equipment
- A-32. Failure to comply with facility dress code
- A-33. Purchasing or providing commissary items for an inmate on restriction
- A-34. Affiliation with or behavior (such as sagging) conducive to security threat groups, i.e. gangs, cults, anti-social cliques.
- A-35. Other behaviors which disrupt or threaten the cleanliness, safety and/or security of the facility, staff, inmates or public to a minor degree.
- A-36. Misuse of Program Area

Sanctions for Minor Violations shall include:

- A. Verbal reprimand, documented on Inmate Tracking Sheet
- B. Loss of commissary privileges for 1 day
- C. Lock down in cell for up to 23 hours
- D. Loss of recreation and programs for up to 10 days
- E. Restitution
- F. Other reasonable sanctions appropriate to a minor violation.

MAJOR VIOLATIONS:

- B-1. Possessing contraband

[Return to "The Inmate Handbook"](#)



- B-2. Tattooing self or others
- B-3. Destruction of property valued in excess of \$50.00
- B-4. Use of threatening or intimidating behavior directed toward inmates, staff or visitor
- B-5. Possessing another inmate's property without permission
- B-6. Providing false information to staff
- B-7. Failure to obey a direct order given by staff
- B-8. Offering a bribe to staff or visitors to the facility
- B-9. Storing of prescription medications
- B-10. Indecent exposure
- B-11. Refusal to cooperate with a housing change
- B-12. Being in an unauthorized area
- B-13. Interfering with or disrupting jail operations
- B-14. Accessory to commit any violation
- B-15. Conspiracy to commit any violation
- B-16. Possession of prescription medications
- B-17. Tampering with or blocking any locking device or life support system
- B-18. Possession of a weapon or any allowable item utilized as a weapon
- B-19. Inciting/encouraging a riot or rioting
- B-20. Possessing or using an explosive or ammunition
- B-21. Setting a fire
- B-22. Assault/battery
- B-23. Escape, attempting or planning escape, assisting an escape
- B-24. Taking hostage(s)
- B-25. Sexual activity involving another person
- B-26. Extortion or blackmail
- B-27. Theft
- B-28. Fighting
- B-29. Three or more minor violations
- B-30. Other behaviors which disrupt or threaten the cleanliness, safety and/or security of the facility, staff, inmates or public to a major degree.

Sanctions for major violations shall include:

- A. Filing of formal criminal charges.
- B. Loss of recreation and programs not to exceed 60 days.
- C. Loss of good time.
- D. Loss of commissary privileges shall not exceed 30 days per rule violation.
- E. Disciplinary segregation shall not exceed 30 days per rule violation.
- F. Disciplinary segregation shall not exceed 60 days per behavioral incident
- G. Restitution
- H. Any combination of the above.

**PROCEDURE:**

**Minor Violations:**

1. Reporting staff shall determine that a minor rule violation has occurred.
2. Reporting staff shall note the behavior on the Inmate's Tracking Form.

3. Reporting staff shall advise the inmate of the minor rule violated and the sanctions to be imposed.
4. If an inmate requests to appeal a minor violation, the following shall occur:
  - A. Staff shall advise the Shift Commander.
  - B. The Shift Commander shall review the incident with the reporting staff.
  - C. Shift Commander shall hear the inmate's appeal.
  - D. Shift Commander shall render a decision on the matter.
  - E. The decision of the Shift Commander is final.

### **Major Violations**

1. Reporting staff shall determine that a major rule violation has occurred and note the incident on the Inmate Tracking Sheet.
2. Staff shall give a copy of the Disciplinary Offense Report to the inmate for signature.
3. Reporting staff shall order pre-hearing detention if deemed necessary for safety or security reasons.
4. Staff shall collect the completed Disciplinary Offense Report from the inmate, make a copy for the inmate and forward the original to the Shift Commander to assign an Investigator.
5. A Correctional Officer will be assigned to investigate the major violation. It is at this time you should tell the Officer if you have witnesses that will testify on your behalf.
6. If the inmate is in pre-hearing detention, the Hearing Officer shall schedule a disciplinary hearing within 72 hours of the violation, exclusive of weekends and holidays.
7. If the inmate is not in pre-hearing detention, the Hearing Officer shall schedule a disciplinary hearing within 7 days of the violation, exclusive of weekends and holidays.
8. The inmate shall be given all pertinent information, date and time of the hearing at least 24 hours in advance unless the time frame is waived.
9. The Hearing Officer shall tape record the disciplinary hearing.
10. The Hearing Officer's decision shall be based solely on the information obtained in the hearing process.
11. The Hearing Officer shall render the decision on an inmate's discipline within 72 hours of the hearing, excluding weekends and Holidays. The inmate shall be advised of the decision in writing. Inmate discipline may be subject to review and modification after half of the sanction is served.
12. The Jail Administrator or designee shall review all disciplinary hearings and dispositions to ensure conformity with policy and regulations.
13. Unless a waiver has been signed, inmates shall have the right to appeal the decision of the disciplinary hearing to the Jail Administrator.





## Transcripts--The Booking

*Note that the transcript represents the ASL to English interpretation, rather than attempting a transcription of the ASL source. A possible activity could be to use the this transcript to compare to the source and see more specifically what choices Susan used in creating this interpretation.*

Officer: All right, Mary. What I have here is a Tennessee warning. We're going to read this to you to inform you who you were arrested by, why you were arrested and what the information is that I need to receive from you today.

Interpreter: Mmhuh.

Officer: So you were arrested by the Duluth Police Department for a third-degree DWI.

Interpreter: A third?

Officer: Yeah.

Interpreter: Third? I'm innocent. Third? Third what?

Officer: It's a third degree. That's just the level of the charge. Whether you're guilty or innocent, that's not what we're here to talk about or decide. That will happen tomorrow when you go to court.

Interpreter: Court tomorrow?

Officer: Yes.

Interpreter: You mean, am I going to have an interpreter there?

Officer: You should. Yes.

Interpreter: Tomorrow, oh...OK.

Officer: All right? Are you ready to continue?

Interpreter: Well, am I gonna have an attorney there?

Officer: You'll be assigned an attorney when you go to court tomorrow. Yes. (Radio chatter.)

Interpreter: But I'm innocent. I'm innocent.

Officer: Well, you can take that up with your attorney and the court tomorrow. (over Radio chatter.) Right now, we just need to get through this and get the information that we need to make sure you'll be OK while you're here.

Interpreter: Oh, this is about me?

Officer: Yes.

Interpreter: Got it. Got it. OK. (Radio chatter.)

Officer: Your detention in the St. Louis County Jail requires that certain



## By the Book

# Interpreting an Intake at a County Jail

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## Transcripts--The Booking (continued)

information be received from you. Before we request this information, I'm advising you of the following:

In compliance with the Minnesota Government Data Practices Act, I'm required to inform you that some of the questions I'll be asking you involve public, private, and confidential information.

The information you supply, may be used by the St. Louis County Sheriff's Department, by the court, by the Law Enforcement Agencies, and/or by medical personnel.

Interpreter: (overlap) But it's my first time. I'm not understanding. This is kind of ambiguous.

Officer: Uh, basically, a lot of the information I need to ask you will be medical information, um, confirming your address, your social security number. Just basically enough information to make sure that you're gonna be OK while you're here and for us to know who you are for sure.

Interpreter: Ah-uh.

Officer: The information you provide is intended to be used for identification purposes and to determine the condition of your release. If you choose not to answer any of the following questions, or if you provide false information, you may not receive the proper medical care and your release from jail may be delayed.

Interpreter: Uh-huh.

Officer: You're also advised that a non-attorney client privileged phone ca-

Interpreter: (Overlap) Boy, this is so long!

Officer: Yes, it is.

Interpreter: Can you begin at the beginning of that sentence again for the interpreter?

Officer: You're also advised that any non-attorney-client privileged phone calls in this facility may be monitored and/or recorded.

Interpreter: I don't need a phone. I got a pager.

Officer: You can't use that while you're here.

Interpreter: I got a Sidekick. Oh. Hmm. Well what about a phone? You got a TTY?

Officer: Yes, we do. And we'll arrange that for you when we're done here.

Interpreter: Fine. Thank you.

Officer: You'll be provided an Inmate Handbook and are advised to read this book in order to be advised of the rules and regulations of the St. Louis County Jail.

Interpreter: An in? An in? What?

Officer: An Inmate Handbook.

Interpreter: Oh, in...I thought it was a "Y." OK.



**Transcripts--The Booking (continued)**

Officer: Do you understand what I just read to you?

Interpreter: Totally beyond me. I don't get it at all, but we'll just go ahead with it.

Officer: Are you willing to answer questions?

Interpreter: It depends on the questions. What questions?

Officer: There'll be medical questions. Um, questions regarding your address. Any problems you may have.

Interpreter: Yeah.

Officer: Nothing that's gonna have anything to do with your case or why you're here, just simply things we need to know while you're here.

Interpreter: OK.

Officer: All right, I'll need you to sign this at the bottom right here.  
(Radio chatter.)

Interpreter: Sign it?

Officer: Yes.

Interpreter: And what am I signing it for?

Officer: Basically you're signing so that we know that it was read to you and you're willing to answer these questions.

Interpreter: I don't have my glasses.

Officer: Did you have them with you when you were arrested?

Interpreter: I can't remember.

Officer: I didn't...I don't believe we saw them in your property. Is it possible they could still be in your car?

Interpreter: I, uh, just don't remember.

Officer: Well, we'll look for them again in a little while.

Interpreter: Great.

Officer: Alright, we're gonna start right now with the medical questions.

Interpreter: Mm-hmm.

Officer: Are you presently taking any medications?

Interpreter: Yeah.

Officer: And what are they?

Interpreter: Uh, uh, wait a minute.P..It's a P. What's that P..

Officer: (overlap) What do you take it for?

Interpreter: Depression. I'm just not happy. Real bummed.



## By the Book

# Interpreting an Intake at a County Jail

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## Transcripts--The Booking (continued)

Officer: Prozac?

Interpreter: That's the one. Yep, yep, yep.

Officer: OK. Did you have it with you?

Interpreter: No, uh-uh.

Officer: Can you get someone to bring it here?

Interpreter: I'd have to use my pager. I could send it.

Officer: Um, if you used a TTY later, uh, or TTD, excuse me, could you get someone to bring it that way?

Interpreter: It depends on if I can reach anybody. The best way, of course, is through the pager. But I'll try.

Officer: Well, we'll have the nurse talk to you tomorrow morning. And as long as you know where you get your prescription from, then they can confirm it and we can get it for you if you're gonna stay here.

Interpreter: Mm-hmm.

Officer: Have you been hospitalized or seen by a medical or psychological doctor this year?

Interpreter: Uh-huh, uh-huh. Counselor. I do one-on-ones with my counselor.

Officer: And whe.. when and where was that?

Interpreter: Here in Minnesota.

Officer: Which hospital?

Interpreter: H... No it wasn't at the hospital, It was at H...HDC.

Officer: And what is that?

Interpreter: HDC...you know. What is it? What does it mean? It's right on... it's right on the corner. It's on 4th or 3rd street.

Officer: Well, we'll put it in as that. The nurse may know for sure what it is. And what was the counselor's name?

Interpreter: Yeah, I get counseling there. That's where I go to counseling down there. My medications. I get my medications somewhere else. I forget where.

Officer: Who's your doctor that prescribed that medication?

Interpreter: I don't remember his name. Oh, uh, the counselor, the counselor has it on my file.

Officer: OK, We can talk to the nurse and they'll be able to call and check on that. You'll probably have to sign a medical release so that they can release that information to them.

Interpreter: Yeah. .whatever.

Officer: Are you allergic to any medications?

Interpreter: Yes, I have allergies.





**Transcripts--The Booking (continued)**

Officer: To what?

Interpreter: To aspirin. And what else? Oh, um. S. S-U...L Sul-something. Sul-something.

Officer: Sulfates?

Interpreter: Something like that. Yeah.

Officer: All right. We'll put that in with a question mark and the nurse will probably talk to you about that some more.

Interpreter: All right.

Officer: Have you fainted or injured your head recently?

Interpreter: Uh-uh.

Officer: Have you ever been diagnosed with epilepsy?

Interpreter: Uh-uh.

Officer: OK. Have you ever been diagnosed with any infectious disease?

Interpreter: Nuh-uh.

Officer: Diagnosed with tuberculosis?

Interpreter: Just had a test.

Officer: OK. How about diabetes?

Interpreter: Nuh-uh. None.

Officer: High blood pressure?

Interpreter: Nu-huh.

Officer: Heart disease.

Interpreter: (overlap) Oh, I'm healthy. I'm so healthy.

Officer: Well, we still have to ask these questions.

Officer: Have you been diagnosed with heart disease?

Interpreter: What was that again?

Officer: Heart disease?

Interpreter: No, no heart problems.

Officer: Seizures?

Interpreter: Nope.

Officer: Asthma?

Interpreter: Nope.

Officer: Ulcers?



**Transcripts--The Booking (continued)**

Interpreter: No. Come on, come on. Let's get this over with.

Officer: Psychiatric problems.

Interpreter: I already told you. You already asked me that question.

Officer: Was there anything else beside depression?

Interpreter: Nope. Nothing.

Officer: OK. Any dental problems that require emergency treatment?

Interpreter: (overlap) I'm so tired.

Officer: I know. We'll get it done as soon as we can and we'll get you someplace to lay down and rest. OK?

Interpreter: Can you repeat that last question about dental?

Officer: Do you have any dental problems that require emergency treatment?

Interpreter: No, I got healthy teeth, too.

Officer: That's good. Do you have any disabilities?

Interpreter: Well..yeah. You know why. I'm deaf.

Officer: Do you feel that that's a disability?

Interpreter: What? Do I feel?

Officer: Yes.

Interpreter: I guess I wouldn't call myself disabled.

Officer: (overlap) well, ok then, I don't think..

Interpreter: (Overlap) Just deaf.

Officer: Well, we'll list it, but I don't really feel it's probably a disability either.

Interpreter: Cool. You're cool. You're a nice man.

Officer: Do you have any other medical problems we need to be aware of?

Interpreter: Nothing.

Officer: All right. Do you have a regular medical doctor?

Interpreter: Yeah.

Officer: Do you know who it is?

Interpreter: Dr. P.S. Rudie.

Officer: P.S. Rudie. All right, and..

Interpreter: (overlap) and associates.



**Transcripts--The Booking (continued)**

Officer: And Associates, OK. And which clinic is that through?

Interpreter: No, that's the clinic. P.S., that thing.

Officer: OK. Well, we'll give that to the nurse so that she can talk to them. Do you have any kind of medical insurance?

Interpreter: Oh, yeah.

Officer: And who is that through..

Interpreter: (Overlap) Where did I put it?

Officer: (Overlap) Do you remember if it's Blue Cross?

Interpreter: (Overlap) It's with my glasses.

Officer: OK. Do you remember if it's Blue Cross? Blue Shield? Who's it through?

Interpreter: Yeah, that's the one. It's the "Blue" one.

Officer: OK. (Radio chatter) And are you pregnant?

Interpreter: No.

Officer: All right. (Radio)

Interpreter: Oh, God, I hope not.

Officer: (Laughter) Have you...Have you ever been in jail before?

Interpreter: The person has their eyes closed.

Officer: Mary.

Interpreter: Yeah, yeah, yea.

Officer: Have you ever been in jail before/

Interpreter: No, first time.

Officer: Have you, uh, ever attempted suicide?

Interpreter: No.

Officer: No?

Interpreter: No.

Officer: Do you plan to harm yourself while you're here?

Interpreter: No.

Officer: Alright.

Interpreter: I wanna just sleep.

Officer: In just a few minutes, we're almost done.

Interpreter: Uh-huh.

Officer: Have you ever had any of the following for any unexplained reasons: Chest pains?



## By the Book

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## Transcripts--The Booking (continued)

Interpreter: Like chest, chest. Reinterpretation. No, I have not.

Officer: OK. A wet cough lasting three weeks or more.

Interpreter: Yeah, I cough.

Officer: All the time..

Interpreter: (Overlap) The interpreter needs to go back a little bit. Um, for no reason? Was that the intent?

Officer: Yes.

Interpreter: So with chest pain? No, I haven't had any.

Officer: OK. What about the wet cough for three weeks or more?

Interpreter: Yeah, I cough and cough and cough.

Officer: Is it a wet cough or a dry cough?

Interpreter: I don't know I guess.

Officer: Alright, we'll put it down as, "Yes" and I'm sure the nurse will follow up with that tomorrow morning.

Interpreter: Mm-hmm.

Officer: Have you been coughing up any blood?

Interpreter: No.

Officer: OK. Any loss of weight for no apparent reason?

Interpreter: Well, I am losing weight, but... Huh?

Officer: Because you're trying to, or is it just happening and you don't know why?

Interpreter: No, it's my goal to lose weight.

Officer: OK. Have you had a loss of appetite for a month or longer?

Interpreter: Yeah, food's fine.

Officer: Fatigue that's lasted for a month or longer?

Interpreter: With the medicine, I'm not used to the medication and so I've been really tired.

Officer: OK. Well, we'll list that and, as a possible side effect of your medication.

Interpreter: OK.

Officer: Have you had any night sweats, drenching sweats while you're sleeping?

Interpreter: Once in a while.

Officer: How often? And were they recent?

Interpreter: Well, it has happened recently, but I really can't tell you how



## By the Book

# Interpreting an Intake at a County Jail

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## Transcripts--The Booking (continued)

frequent it was.

Officer: OK. And have you had a fever for a month or longer?

Interpreter: No.

Officer: Um, can you tell me your current address?

Interpreter: I live where? I live here in Duluth.

Officer: But what is your actual address, the street address?

Interpreter: 3..., oh, 394 East,...East Franklin.

Officer: OK.

Interpreter: You know where that is?

Officer: Not off hand, but I'm sure we could find it. Do you remember the zip code there?

Interpreter: 55801.

Officer: OK. And what's your phone number?

Interpreter: 761-3322

Officer: OK.

Interpreter: Hurry up.

Officer: We're going as fast as we can. How tall are you?

Interpreter: Five two.

Officer: And your weight?

Interpreter: I already told you.

Officer: You didn't tell me your weight.

Interpreter: I don't want to.

Officer: But I need you to.

Interpreter: One fifty.

Officer: OK. Do you have any religion you'd like listed?

Interpreter: No, none.

Officer: And you said you wear glasses. Do you wear contacts also?

Interpreter: No, I don't.

Officer: Ok. Are you right-handed?

Interpreter: Right. I do have glasses. I use my glasses for reading. That's it.

Officer: OK. And which state were you born in?

Interpreter: Minnesota.



## By the Book

# Interpreting an Intake at a County Jail

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## Transcripts--The Booking (continued)

Officer: Alright. Perfect. Do you have any identifying marks, scars, or tattoos, that you could show us or tell us about?

Interpreter: Uh-huh.

Officer: No surgical scars

Interpreter: (Overlap) Do you?

Officer: Not that I can show you. No.

Interpreter: Hmm.

Officer: Do you have any surgical scars? Piercings?

Interpreter: No, oh, my ears.

Officer: Pierced ears? That's it?

Interpreter: Yep. Just my ears.

Officer: OK. Who can we list as an emergency contact for you just in case something were to happen to you while you were here?

Interpreter: Call the interpreter.

Officer: Call the interpreter?

Interpreter: She's a good friend of mine. (Sim-com) Actually, it would be better not to list the interpreter for that kind of a situation. I'm just here to facilitate the communication. (Just voice.) But you're my good friend. (sim-com) Yeah, we know each other, that's right. But

it's better to keep that separate.

Officer: Do you have a family member or something we could list?

Interpreter: (Overlap) Oh fine.

Interpreter: I guess a friend of mine.

Officer: And what's your friend's name?

Interpreter: Doug

Officer: What's his last name?

Interpreter: His last name...it's K something. K, E, N...you know, like JFK. It's the same name as JFK

Officer: (overlap) Kennedy)

Interpreter: That guy.

Officer: Kennedy.

Interpreter: Yeah, that's the spelling of it.

Officer: Alright. And what is his phone number?

Interpreter: 7, 2,4, 6,7,6,2

Officer: OK.

Interpreter: Are we done yet?



**Transcripts--The Booking (continued)**

Officer: We're almost there. Alright. What I'm gonna have you do is to take a seat back in that room for a minute, OK? I'll get a female officer down here.

Interpreter: And they will get you in the shower and ready to go down the hall. When she's done with that, we'll get a picture and you'll be all set.

Interpreter: Ready for what?

Officer: Um, ready to go down to the unit that you'll have to be in for the night.

Interpreter: Hmm, uh...

Officer: OK?

Interpreter: Fine.

Officer: Do you not want to stay awake at this point? Is that the problem? Are you too tired to do this?

Interpreter: Yeah, I am too tired to shower.

Officer: Alright, then at that point, we'll just have you...we can have you, you know, lay down out here in a cell. We'll give you a blanket. You can lay down and relax for a little while. We'll get you back up later. Would that be better?

Interpreter: Huh...are they comfortable here?

Officer: (Laughter) I don't know. I've never slept on one.

Interpreter: Well, I'll just follow where you take me.

Officer: OK.

Interpreter: Yeah?

Officer: You can have a seat in there for a minute. We'll see how you do in just a couple of minutes. OK?

Interpreter: Great.



## **Transcripts--The Orientation Video**

This is your orientation to the St. Louis County Jail. Please pay close attention to the information given in this videotape. It has been prepared for your benefit and will help you to have a successful stay here. If there is anything you do not understand, or if you have any questions, make sure to ask an officer after the tape is finished.

The environment of the St. Louis County Jail may be different than you expected. Here, it is your behavior that determines what your physical surroundings will be and what opportunities will be offered to you while you are incarcerated. Your behavior will be judged by:

1. how well you follow jail rules;
2. how well you can get along with staff; and
3. how well you can get along with other inmates.

The staff of the St. Louis County Jail will be recording your behavior, both positive and negative throughout your stay.

All of the rules you will need to know are listed in your Inmate Handbook. You will be responsible for all of the information in the Inmate Handbook, so please, take the time to read it. If you need help with this, ask the officer after this tape is finished.

Once you are assigned to a housing unit, your housing unit officer will be available to answer any questions you may have. Any requests for information, such as medical attention, release dates, or jail provided services, should be made using the inmate

request forms provided at the day room service counters. The request must be filled out completely and given to the housing unit officer in order for it to be answered.

You will be issued a package of basic hygiene items. Replacement items will be available in the vending machines and you may purchase them at your own expense. If you have no money, see your inmate handbook for Indigent Status.

Your next destination after this videotape is completed will be the observation unit. You will spend up to three days in the observation unit while the staff determines your classification. Throughout your assignment to the observation unit, you will have access to the Day Room, TV, telephone, exercise equipment, and commissary machines during non-Lockdown hours. Each day, Monday through Saturday, a counselor will visit the unit.

Scheduled Lockdowns, which is defined as time in your cell with the door closed and locked, are listed in your Inmate Handbook and posted in the Day Room. It is important to know that you will also be required to go to your cell for unscheduled Lockdowns. Anytime the housing Unit Officer calls, "Lockdown," you must go directly to your cell and pull the door completely closed. This is a very important rule and failure to comply with this rule will result in disciplinary action.





**Transcripts--The Orientation Video (continued)**

In every cell is an intercom button. This should only be used in emergency situations or during lockdown times. If you have a non-emergency question, ask the officer in person. Abuse of the intercom can lead to discipline. Also, in many of the cells, are buttons for your light, radio, and door. The radio button allows you to listen to radio stations that have been pre-selected. By pushing the button, you will turn the radio on and by pushing the button again, you will be able to select a radio station. Volume is controlled by the officer.

The door button allows you to go into your cell, close the door, and exit your locked door during non-lockdown times by simply pushing the button and the door. Remember, anytime your door closes, it locks. It is important to know that all the radio, light, and door functions can be controlled by the officer in the unit.

Any time you are out of your cell, the cell door must be left wide open. If you close the door, you cannot get back in. It is a rule to never go into any cell except your own, and not allow anyone else into your cell. Any time you are out of your cell, you must be properly dressed. This means you must have your upper and lower body covered with jail-issued clothing and footwear. All clothing must be worn in the fashion intended.

Your housing unit officer will assign you to a cell. All of the cells in the observation Unit are single cells. If you are assigned

to a cell on the first floor, you must stay on the first floor except for visiting. If you are assigned to a cell on the upper level, you will only be permitted upstairs to go to your cell or to the showers. Loitering on the upper level is not permitted.

You will be held responsible for maintaining your cell in the same condition as when it was assigned to you, and for any damage done to your cell. Your housing Unit officer will inspect the cell with you and list any discrepancies before you move in. Here is an example of what your cell should look like. Your cell must be cleaned daily, kept orderly at all times, beds should be made when not in use. Your personal and facility property must be stored in your bin at all times.

There will also be times when you are selected to perform cleaning duties in the Housing Unit common areas such as cleaning the Day Room or the shower areas. Your Housing Unit Officer will give you the equipment and direction you will need to complete your assigned duties.

If you demonstrate normal adult behavior while you are assigned to the Observation Unit, you can expect to be classified as General Population. General Population is very much like the Observation Unit, except that the units are larger and will afford you with the opportunity to earn even more freedom and opportunities. In general population, you will have expanded access to telephone and commissary machines, the opportunity



**Transcripts--The Orientation Video (continued)**

to room with a cell mate, and direct access to program services and activities, such as the library, education and vocational programs, counseling, spiritual counseling and services, and recreation.

Your ability to remain in Observation or General Population will be as a direct result of your positive behavior. Those inmates who demonstrate that they cannot follow institutional rules will not be allowed to remain in Observation or General Population. Remember, you are responsible for your behavior and will be held accountable for your actions. You always have choices. If you are confronted or threatened by someone, you should walk away, see the officer of your unit, or go to your cell and lock yourself in.

One of the alternatives to Observation or General Population is Disciplinary Segregation. Inmates will be classified to the Disciplinary Segregation Unit for a specified amount of time as a result of violating institutional rules. All facility rules and discipline for violations are listed in your Inmate Handbook.

Living conditions in Disciplinary Segregation are significantly different than those in Observation or General Population. Cell accommodations in the Disciplinary Segregation Unit are constructed of steel and concrete rather than porcelain, wood, and plastic. You will find no TV in the Day Room. Inmates are locked in their cells for 23 hours per day and have no access to

the program services area. Disciplinary Segregation inmates are allowed out of their cells for only one hour per day to exercise and shower. This is not the place you want to be.

You will be allowed access to visiting as long as you follow the rules while visiting. Visiting hours are from 1 pm to 5 pm and 6:30 pm to 8:30 pm every Tuesday, Thursday, Saturday, and Sunday. Visitors must be at least 18 years old unless accompanied by a responsible adult and must present a picture ID that includes the visitor's birth date.

Medical staff are on duty daily. If you have a medical concern or problem, you must complete an Inmate Request Form and turn it into the officer in the unit. Medical staff will address your concern at the earliest available time. Non-emergency requests are not addressed immediately. If you are having a problem of an emergency nature, contact an officer immediately.

Feel free to bring any questions or concerns you have to your Housing Unit Officer. It is very important to read your Inmate Handbook as the information is more detailed there. It is the goal of the entire jail staff to provide a clean, safe, and secure environment for everyone in the St. Louis County Jail. Good luck.



## Perspectives on Interpreting the Orientation Video

Interpreting a video can be quite a challenge. The end product shown here is not my first attempt. I originally attempted to do it while letting the video run straight through. (The *Get It Over as Fast as Possible* technique.) I found that I was not able to provide enough emphasis on some of the important ideas, nor was I able to explain more fully some of the ideas which were briefly touched upon but seemed significant to me.

Nancy Niggley, who interprets in medical settings with the use of a lot of video for patient education, explains on the CD, **Internal Discussions: An Appointment in Gastroenterology**, that she uses the technique of pausing the video to more fully interpret portions of the video. Based on her advice, I chose to pause the video...which would be an option open to me if I were actually interpreting the video with the sole audience being the Deaf inmate going through the intake process.

As one example of when I used this technique, the video talks about “Indigent Status” and the fact that the Inmate Handbook explains it in more detail. I felt that “Indigent Status” was a term which needed some explanation, as well as time to emphasize that the Inmate Handbook represented a resource in that area. So, I paused there to give me more time to stress these points. I also used this to stress that inmates can approach their Housing Unit officers to ask questions and get assistance.

In an actual booking situation, I would take my cues from the Deaf inmate as to when pausing was necessary. If there

were times when the inmate gave me feedback demonstrating questions or confusion, I would pause the video to allow time to make the interpretation more clear. If an officer was present in the room, I would explain to the officer that there might be points in the video where I pause it to allow for a more complete interpretation than is allowed by the timing of the video. Additionally, I might use the officer as a resource to have the Deaf person ask questions of directly.

Overall, in my interpretation, I wanted to stress two points: that there are resources in the jail setting where inmates can go to help and that the inmate’s behavior is the determining factor in what their living environment will be. I hope that those important points came through clearly.

### About the Interpreter

Doug Bowen-Bailey is an interpreter and educator who lives in Duluth, Minnesota. Through his business, Digiterp Communications, he has been part of creating a variety of digital resources for interpreter skill development, including this one. Additionally, he currently serves as the President of the Arrowhead Interfaith Council, which contracts with St. Louis County to provide chaplaincy services at the St. Louis County Jail. So he is familiar with the intake process both as an interpreter practitioner and as a member of an organization which provides services to assist inmates in their time in jail and in their transition after incarceration.



# Credits for this Project

## Actors for Booking

Cheryl Blue, [Click for Video Intro](#)  
Officer Lurye  
Officer Elder

## Model Interpretations and Perspectives

Susan Lorenz, CSD  
Doug Bowen-Bailey

## Filming/Video Editing/Computer Design/Transcripts

Doug Bowen-Bailey

## Video Editing

Patrick Kamau

## Coordination at St. Louis County Jail

Captain Gregorich

## Filming Location Provided by:

St. Louis County Sheriff's Office

## Reviewers:

Jill Hartman  
Mari Magler

*Support in Production and Distribution:*  
**RSA Region V Interpreter Education Project**

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## NE Minnesota Region III Low Incidence Project

## Facilitator:

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## Project TIEM.online

## Project Director

Elizabeth Winston

## Media and Technology Coordinator

Sarah Snow

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### The Booking

### Consecutive Format

### Part 1a

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

All right, Mary. What I have here is a Tennessee warning. We're going to read this to you to inform you who you were arrested by, why you were arrested and what the information is that I need to receive from you today.

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## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 1b

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**So you were arrested by the Duluth Police Department for a third-degree DWI.**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 3

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**It's a third degree. That's just the level of the charge. Whether you're guilty or innocent, that's not what we're here to talk about or decide. That will happen tomorrow when you go to court.**

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## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 5

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Yes.**

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## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 7

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**You should. Yes.**

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## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 9

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**All right? Are you ready to continue?**

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## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 11

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**You'll be assigned an attorney when you go to court tomorrow. Yes. (Radio chatter.)**

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### The Booking

### Consecutive Format

### Part 13

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

Well, you can take that up with your attorney and the court tomorrow. (over Radio chatter.) Right now, we just need to get through this and get the information that we need to make sure you'll be OK while you're here.

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## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 15

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Yes.**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 17

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Your detention in the St. Louis County Jail requires that certain information be received from you. Before we request this information, I'm advising you of the following: In compliance with the Minnesota Government Data Practices Act, I'm required to inform you that some of the questions I'll be asking you involve public, private, and confidential information. The information you supply, may be used by the St. Louis County Sheriff's Department, by the court, by the Law Enforcement Agencies, and/or by medical personnel.**

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## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 19

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

Just basically enough information to make sure that you're gonna be OK while you're here and for us to know who you are for sure. The information you provide is intended to be used for identification purposes and to determine the condition of your release. If you choose not to answer any of the following questions, or if you provide false information, you may not receive the proper medical care and your release from jail may be delayed. You're also advised that a non-attorney client privileged phone ca-

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## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 21

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Yes, it is. You're also advised that any non-attorney-client privileged phone calls you complete in this facility may be monitored and/or recorded.**

[Return to "The Booking--Consecutive"](#)





By the Book

## Interpreting an Intake at a County Jail

87

**The Booking**

**Consecutive  
Format**

Part 23

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**You can't use that while you're here.**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

88

### The Booking

### Consecutive Format

### Part 25

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Yes, we do. And we'll arrange that for you when we're done here. You'll be provided an Inmate Handbook and are advised to read this book in order to be aware of the rules and expectations of the St. Louis County Jail.**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

89

**The Booking**

**Consecutive  
Format**

Part 27

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Inmate Handbook.**

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By the Book

## Interpreting an Intake at a County Jail

90

### The Booking

### Consecutive Format

### Part 29

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Do you understand what I just read to you?

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By the Book

## Interpreting an Intake at a County Jail

91

**The Booking**

**Consecutive  
Format**

Part 31

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# Are you willing to answer questions?

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By the Book

## Interpreting an Intake at a County Jail

92

### The Booking

### Consecutive Format

### Part 33

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**There'll be medical questions. Um, questions regarding your address. Any problems you may have. Nothing that's gonna have anything to do with your case or why you're here, just simply things we need to know while you're here. All right, I'll need you to sign this at the bottom right here. (Radio chatter.)**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

93

**The Booking**

**Consecutive  
Format**

Part 35

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Yes.**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

94

### The Booking

### Consecutive Format

### Part 37

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Basically you're signing so that we know that it was read to you and you're willing to answer these questions.**

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By the Book

## Interpreting an Intake at a County Jail

95

**The Booking**

**Consecutive  
Format**

Part 39

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Did you have them with you when you were arrested?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

96

### The Booking

### Consecutive Format

Part 41

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**I didn't...I don't believe we saw them in your property. Is it possible they could still be in your car?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

97

### The Booking

### Consecutive Format

Part 43

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Well, we'll look for them again in a little while.**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

98

### The Booking

### Consecutive Format

### Part 45

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Alright, we're gonna start right now with the medical questions. Are you presently taking any medications?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

99

### The Booking

### Consecutive Format

Part 47

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

## And what are they?

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

100

### The Booking

### Consecutive Format

### Part 49

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# What do you take it for?

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

101

**The Booking**

**Consecutive  
Format**

Part 51

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Prozac?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

102

**The Booking**

**Consecutive  
Format**

Part 53

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Did you have it with you?**

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By the Book

## Interpreting an Intake at a County Jail

103

**The Booking**

**Consecutive  
Format**

Part 55

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Can you get someone to bring it here?**

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By the Book

## Interpreting an Intake at a County Jail

104

### The Booking

### Consecutive Format

Part 57

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Um, if you used a TTY later, uh, or TTD, excuse me, could you get someone to bring it that way?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

105

### The Booking

### Consecutive Format

### Part 59

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Well, we'll have the nurse talk to you tomorrow morning. And as long as you know where you get your prescription from, then they can confirm it and we can get it for you if you're gonna stay here. Have you been hospitalized or seen by a medical or psychological doctor this year?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

106

### The Booking

### Consecutive Format

Part 61

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# And whe.. when and where was that?

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

107

### The Booking

### Consecutive Format

### Part 63

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Which hospital?

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

108

**The Booking**

**Consecutive  
Format**

Part 65

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# And what is that?

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By the Book

## Interpreting an Intake at a County Jail

109

### The Booking

### Consecutive Format

Part 67

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Well, we'll put it in as that. The nurse may know for sure what it is. And what was the counselor's name?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

110

### The Booking

### Consecutive Format

### Part 69

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Who's your doctor that prescribed that medication?

[Return to "The Booking--Consecutive"](#)





By the Book

## Interpreting an Intake at a County Jail

111

### The Booking

### Consecutive Format

Part 71

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK, We can talk to the nurse and they'll be able to call and check on that. You'll probably have to sign a medical release so that they can release that information to them.**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

112

### The Booking

### Consecutive Format

### Part 73

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Are you allergic to any medications?

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By the Book

## Interpreting an Intake at a County Jail

113

### The Booking

### Consecutive Format

Part 75

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

To what?

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By the Book

## Interpreting an Intake at a County Jail

114

**The Booking**

**Consecutive  
Format**

Part 77

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Sulfates?

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By the Book

## Interpreting an Intake at a County Jail

115

### The Booking

### Consecutive Format

Part 79

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**All right. We'll put that in with a question mark and the nurse will probably talk to you about that some more. Have you fainted or injured your head recently?**

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By the Book

## Interpreting an Intake at a County Jail

116

**The Booking**

**Consecutive  
Format**

Part 81

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# Have you ever been diagnosed with epilepsy?

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By the Book

## Interpreting an Intake at a County Jail

117

### The Booking

### Consecutive Format

Part 83

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Have you ever been diagnosed with any infectious disease?**

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By the Book

## Interpreting an Intake at a County Jail

118

**The Booking**

**Consecutive  
Format**

Part 85

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Diagnosed with tuberculosis?

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By the Book

## Interpreting an Intake at a County Jail

119

**The Booking**

**Consecutive  
Format**

Part 87

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. How about diabetes?**

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By the Book

## Interpreting an Intake at a County Jail

120

**The Booking**

**Consecutive  
Format**

Part 89

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# High blood pressure?

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By the Book

## Interpreting an Intake at a County Jail

121

**The Booking**

**Consecutive  
Format**

Part 91

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# Heart disease?

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By the Book

## Interpreting an Intake at a County Jail

122

**The Booking**

**Consecutive  
Format**

Part 93

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Well, we still have to ask these questions.**

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By the Book

## Interpreting an Intake at a County Jail

123

### The Booking

### Consecutive Format

Part 95

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Have you been diagnosed with heart disease?

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By the Book

## Interpreting an Intake at a County Jail

124

**The Booking**

**Consecutive  
Format**

Part 97

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# Heart disease?

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By the Book

## Interpreting an Intake at a County Jail

125

**The Booking**

**Consecutive  
Format**

Part 99

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Seizures?**

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By the Book

## Interpreting an Intake at a County Jail

126

**The Booking**

**Consecutive  
Format**

Part 101

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Asthma?**

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By the Book

## Interpreting an Intake at a County Jail

127

**The Booking**

**Consecutive  
Format**

Part 103

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Ulcers?**

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By the Book

## Interpreting an Intake at a County Jail

128

**The Booking**

**Consecutive  
Format**

Part 105

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Psychiatric problems?

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By the Book

## Interpreting an Intake at a County Jail

129

**The Booking**

**Consecutive  
Format**

Part 107

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Was there anything else besides depression?

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By the Book

## Interpreting an Intake at a County Jail

130

**The Booking**

**Consecutive  
Format**

Part 109

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Any dental problems that require emergency treatment?**

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By the Book

## Interpreting an Intake at a County Jail

131

### The Booking

### Consecutive Format

Part 111

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**I know. We'll get it done as soon as we can and we'll get you someplace to lay down and rest. OK? Do you have any dental problems requiring emergency treatment?**

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By the Book

## Interpreting an Intake at a County Jail

132

**The Booking**

**Consecutive  
Format**

Part 113

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**That's good. Do you have any disabilities?**

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By the Book

## Interpreting an Intake at a County Jail

133

**The Booking**

**Consecutive  
Format**

Part 115

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# Do you feel that that's a disability?

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By the Book

## Interpreting an Intake at a County Jail

134

**The Booking**

**Consecutive  
Format**

Part 117

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Yes.**

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By the Book

## Interpreting an Intake at a County Jail

135

**The Booking**

**Consecutive  
Format**

Part 119

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Well, we'll list it, but I don't really feel it's probably a disability either.**

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By the Book

## Interpreting an Intake at a County Jail

136

### The Booking

### Consecutive Format

Part 121

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Do you have any other medical problems we need to be aware of?**

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By the Book

## Interpreting an Intake at a County Jail

137

**The Booking**

**Consecutive  
Format**

Part 123

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**All right. Do you have a regular medical doctor?**

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By the Book

## Interpreting an Intake at a County Jail

138

**The Booking**

**Consecutive  
Format**

Part 125

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Do you know who it is?**

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By the Book

## Interpreting an Intake at a County Jail

139

**The Booking**

**Consecutive  
Format**

Part 127

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**P.S. Rudie.**

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By the Book

## Interpreting an Intake at a County Jail

140

**The Booking**

**Consecutive  
Format**

Part 129

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**And Associates, OK. And which clinic is that through?**

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By the Book

## Interpreting an Intake at a County Jail

141

### The Booking

### Consecutive Format

Part 131

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Well, we'll give that to the nurse so that she can talk to them. Do you have any kind of medical insurance?**

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By the Book

## Interpreting an Intake at a County Jail

142

**The Booking**

**Consecutive  
Format**

Part 133

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**And who is that through..**

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By the Book

## Interpreting an Intake at a County Jail

143

**The Booking**

**Consecutive  
Format**

Part 135

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Do you remember if it's Blue Cross? Blue Shield? Who's it through?**

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By the Book

## Interpreting an Intake at a County Jail

144

**The Booking**

**Consecutive  
Format**

Part 137

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. (Radio chatter) And are you pregnant?**

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By the Book

## Interpreting an Intake at a County Jail

145

**The Booking**

**Consecutive  
Format**

Part 139

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Have you...Have you ever been in jail before?  
Mary. Have you ever been in jail before?**

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By the Book

## Interpreting an Intake at a County Jail

146

**The Booking**

**Consecutive  
Format**

Part 141

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Have you, uh, ever attempted suicide?**

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By the Book

## Interpreting an Intake at a County Jail

147

**The Booking**

**Consecutive  
Format**

Part 143

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Do you plan to harm yourself while you're here?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

148

### The Booking

### Consecutive Format

Part145

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**In just a few minutes, we're almost done.  
Have you ever had any of the following for any  
unexplained reasons: Chest pains?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

149

**The Booking**

**Consecutive  
Format**

Part 147

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. A wet cough lasting three weeks or more?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

150

**The Booking**

**Consecutive  
Format**

Part 149

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Is it a wet cough or a dry cough?**

[Return to "The Booking--Consecutive"](#)





By the Book

## Interpreting an Intake at a County Jail

151

**The Booking**

**Consecutive  
Format**

Part 151

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Alright, we'll put it down as, "Yes" and I'm sure the nurse will follow up with that tomorrow morning.**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

152

**The Booking**

**Consecutive  
Format**

Part 153

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Have you been coughing up any blood?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

153

**The Booking**

**Consecutive  
Format**

Part 155

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Any loss of weight for no apparent reason?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

154

**The Booking**

**Consecutive  
Format**

Part 157

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Because you're trying to, or is it just happening and you don't know why?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

155

**The Booking**

**Consecutive  
Format**

Part 159

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Have you had a loss of appetite for a month or longer?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

156

**The Booking**

**Consecutive  
Format**

Part 161

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# Fatigue that's lasted for a month or longer?

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

157

### The Booking

### Consecutive Format

Part 163

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Well, we'll list that and, as a possible side effect of your medication then. (Pause) Have you had any night sweats, drenching sweats while you're sleeping?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

158

### The Booking

### Consecutive Format

Part 165

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# How often? And were they recent?

[Return to "The Booking--Consecutive"](#)





By the Book

## Interpreting an Intake at a County Jail

159

### The Booking

### Consecutive Format

Part 167

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. And have you had a fever for a month or longer?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

160

### The Booking

### Consecutive Format

Part 169

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Um, can you tell me your current address?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

161

### The Booking

### Consecutive Format

Part 171

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**But what is your actual address, the street address?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

162

**The Booking**

**Consecutive  
Format**

Part 173

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK.**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

163

### The Booking

### Consecutive Format

Part 175

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Not off hand, but I'm sure we could find it. Do you remember the zip code there?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

164

**The Booking**

**Consecutive  
Format**

Part 177

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. And what's your phone number?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

165

**The Booking**

**Consecutive  
Format**

Part 179

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK.**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

166

**The Booking**

**Consecutive  
Format**

Part 181

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**We're going as fast as we can. How tall are you?**

[Return to "The Booking--Consecutive"](#)





By the Book

## Interpreting an Intake at a County Jail

167

**The Booking**

**Consecutive  
Format**

Part 183

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**And your weight?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

168

**The Booking**

**Consecutive  
Format**

Part 185

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Do you have any religion you'd like listed?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

169

**The Booking**

**Consecutive  
Format**

Part 187

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**And you said you wear glasses. Do you wear contacts also?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

170

### The Booking

### Consecutive Format

Part 189

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Are you right-handed?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

171

**The Booking**

**Consecutive  
Format**

Part 191

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK.**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

172

### The Booking

### Consecutive Format

Part 193

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. And which state were you born in?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

173

### The Booking

### Consecutive Format

Part 195

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Alright. Perfect. Do you have any identifying marks, scars, or tattoos, that you could show us or tell us about?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

174

**The Booking**

**Consecutive  
Format**

Part 197

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Not that I can show you. No.**

[Return to "The Booking--Consecutive"](#)





By the Book

## Interpreting an Intake at a County Jail

175

**The Booking**

**Consecutive  
Format**

Part 199

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Do you have any surgical scars? Piercings?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

176

### The Booking

### Consecutive Format

Part 201

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

## Pierced ears? That's it?

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

177

### The Booking

### Consecutive Format

Part 203

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Who can we list as an emergency contact for you just in case something were to happen to you while you were here?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

178

### The Booking

### Consecutive Format

Part 205

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

## Call the interpreter?

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

179

**The Booking**

**Consecutive  
Format**

Part 207

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Do you have a family member or something we could list?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

180

### The Booking

### Consecutive Format

Part 209

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**And what's your friend's name?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

181

**The Booking**

**Consecutive  
Format**

Part 211

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**What's his last name?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

182

**The Booking**

**Consecutive  
Format**

Part 213

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Kennedy?**

[Return to "The Booking--Consecutive"](#)





By the Book

## Interpreting an Intake at a County Jail

183

**The Booking**

**Consecutive  
Format**

Part 215

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Alright. And what is his phone number?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

184

### The Booking

### Consecutive Format

Part 217

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**We're almost there. Alright. What I'm gonna have you do is to take a seat back in that room for a minute, OK? I'll get a female officer down here. And they will get you in the shower and ready to go down the hall. When she's done with that, we'll get a picture and you'll be all set.**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

185

**The Booking**

**Consecutive  
Format**

Part 219

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Um, ready to go down to the unit that you'll have to be in for the night.**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

186

**The Booking**

**Consecutive  
Format**

Part 221

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

187

### The Booking

### Consecutive Format

Part 223

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Do you not want to stay awake at this point? Is that the problem? Are you too tired to do this?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

188

### The Booking

### Consecutive Format

Part 225

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Alright, then at that point, we'll just have you...we can have you, you know, lay down out here in a cell. We'll give you a blanket. You can lay down and relax for a little while. We'll get you back up later. Would that be better?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

189

### The Booking

### Consecutive Format

Part 227

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**(Laughter) I don't know. I've never slept on one.**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

190

### The Booking

### Consecutive Format

Part 229

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**You can have a seat in there for a minute. We'll see how you do in just a couple of minutes. OK?**

[Return to "The Booking--Consecutive"](#)





# By the Book

*Interpreting an Intake  
in a County Jail*

**Featuring:**

**Cheryl Blue  
Officer Lurye  
Officer Elder**

**with interpretations by**

**Susan Lorenz  
Doug Bowen-Bailey**

A creation of  
**Digiterp Communications**  
in collaboration with  
*CSD*

**Deaf and Hard of Hearing Services ~ Northeast  
and the  
St. Louis County Sheriff's Office**

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*Click anywhere on the page to go on to the Table of Contents.*



By the Book

## *Interpreting an Intake at a County Jail*

3

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### Printing Advice:

*Pages 75-190 are designed for providing captioning for the consecutive format. To save paper and ink, print out the specific page ranges you desire.*

**To go to any of these pages,  
click on the title or number.**





## Using this CD-ROM

### Software Installation

The best configuration is [QuickTime 6](#) and [Acrobat Reader 5.1](#) ([Adobe Reader 6](#) does not yet have as much functionality as version 5.1.) You can click on the name of the software to go to a website for downloading. (QuickTime 5 will play the movies--just not as smoothly.) See *Begin* file for more details.

### Printing

To print pages, select the page range which you want in your print dialogue box and set your printer to landscape perspective. Some of the page may be beyond your printer's margin. The information in the margin is only useful for navigation on the computer--not necessary for off screen reading.

### Navigating Through This CD

Tips for navigating this CD are given on the [first page](#). Because there is so much on this single CD-ROM, you may want to print out the file *BytheBook.pdf* in its entirety and use it to help find your way.

### Video Instructions

Click on the **Title** to see movie. Click on **Large** to play a larger version of the same video file. Click on **Captions** to open captioned version of the video. The captioned video may not play as smoothly as the regular video due to the added track of the captions.

### Shortcut Keys:

- ✎ The "esc" button in upper left of keyboard closes movie window.
- ✎ Click on Control Bar at the bottom of the Movie Window to move to different locations in the video. (Clicking here moves to halfway point of movie.)



### For Acrobat Reader 5.1:

- ✎ Press Space Bar for Pause/Play.
- ✎ Right arrow (→) on keyboard allows you to play video in slow motion. (Mac: Hold button down. Windows users need to repeatedly tap the key to move from frame to frame.)

*(Adobe Reader 6 doesn't support these functions, which is why Acrobat Reader 5.1 is recommended.)*



## Troubleshooting

### **Large link video is same as the Title link.**

The video files have a resolution of 480 x 360. By selecting **Large**, it will play that file in the largest multiple of this which fits on your screen. If your monitor is set at 800 x 600, you will not be able to play the larger version. If your monitor is set at 1024 x 768, it will play the movie full screen. See your computer's control panel or system preferences to adjust your monitor's resolution.

### **Captions failed to load.**

You need to upgrade your version of QuickTime. In the installation process, you are given options of *Minimum*, *Recommended*, or *Custom*. Your computer has the *Minimum* installed. Choose instead the *Recommended* option. Go to [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/) for the software.

### **The captions are too small to read.**

You can increase the visual size of the captions by adjusting your monitor setting to 800 x 600. The captioned movies are 480 x 460, so it will fill up most of your screen.

### **Short videos in consecutive format don't play correctly.**

It sometimes takes a few seconds for the video to activate. If the clip is only a few seconds long, it may be over by the time the video starts showing. Simply press the play arrow on the control bar to play it again.

### **Movie links do not work.**

Be sure you have at least [Acrobat Reader 5.1](#) installed. Acrobat Reader 5.05 for Mac OS X did not support playing movies in floating windows. You may need to reinstall this program

### **When I play the captioned version of the movie, it is not smooth.**

The captions add another track to the movie file, which may make the actual video less smooth in its delivery. You can print out a copy of the transcript to follow along and watch the video without captions.

### **Video in consecutive format won't close when I press 'esc.'**

Make sure you have Acrobat Reader 5.1 installed. Version 4 will play the video, but won't close with the 'esc' option.

### **Video stutters or appears blurry.**

QuickTime 5 may not play the video as clearly as QuickTime 6. Try upgrading at [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/). If this doesn't work, try playing the smaller versions of the video.

### **Slow Motion and Pause don't work.**

Adobe Reader 6 doesn't support playing the video in slow motion by hitting the arrow key or pausing by the space bar. The best option is to install [Acrobat Reader 5.1](#) and use that for playing the files. Open Acrobat Reader 5.1 and then choose File>Open>ByTheBook.pdf.



## Overview of this Project

This project is the result of an incredible collaboration of different agencies and individuals. First of all, I would like to thank the St. Louis County Sheriff's Department for their willingness to provide access and information that has made this resource possible. I particularly want to thank Captain Gregorich, who is in charge of operations at the St. Louis County Jail, for his support in this endeavor.

In the filming, Communication Services for the Deaf (CSD) provided the support for Susan Lorenz to be a part of the filming and Deaf and Hard of Hearing Services ~ Northeast allowed Cheryl Blue to also take part. The College of St. Catherine and SLICES provided support in coordination, and funding came through the Minnesota Department of Human Services—Deaf and Hard of Hearing Services Division.

The idea for this project came as part of a discussion about the Interpreter Capacity Building grant from DHS. Focused on legal and medical settings, I thought that interpreting a booking at a jail might be a good entry point for interpreters considering working in legal settings. Here are two of my primary reasons:

1. The goal of the jail staff is to collect information from the inmate to ensure safety during the stay, not to investigate anything related to the merits of this person's case. So the information that is discussed during the booking process is not information that will be used during court proceedings. It is still vital to have accurate and effective interpretations, but I think it is important to know this is not part of the criminal investigative process.
2. The process is very standardized, so it is possible to simulate a booking that has elements of a real one. This resource can give interpreters access to the questions that will be asked and have a general sense of how the staff will relate to the inmate. While there will be variation depending on the jail, inmates, and staff, the information and scenarios provided on this CD give a sense of what a booking entails.

The CD itself is designed to guide you through the process of interpreting a booking. It includes considerations for how to prepare for entering the facility and what to expect in the interpreting situation itself. Overall, I hope it proves to be a very useful resource to providing interpreting services for the booking process.

*Doug Bowen-Bailey*



**By the Book**

## *Interpreting an Intake at a County Jail*

7

# **Suggestions for Working with these Situations**

### **1. Prepare for Entering the Facility and Working in a Corrections Environment.**

Read the considerations to prepare for entering a facility such as a county jail, and then functioning within such an environment.

### **2. Meet the Booking Officer and do prediction/preparation for interpreting this booking.**

On page 11, there is an opportunity to find out more about the specifics of the booking, both in terms of who was arrested and for what charges. As well, you can meet the Booking Officer who has copies of the materials that will be covered in the Booking Process for you to look over before the intake interview begins.

### **3. Practice checking-in for an appointment.**

As an interpreter in medical settings, you need to be prepared to handle the check-in in an efficient and effective way. On page 10, there is a video which allows you to practice and some perspective from Nancy Niggley on how she handles the many check-ins that she does throughout the course of her work.

### **4. Interpret the intake interview in a consecutive manner.**

The first offering of the actual interaction is presented in a format designed for consecutive interpretation. Each turn is offered as a separate movie, allowing you to work on interpreting without the constraints of time.

### **5. Observe/analyze the original interpretation.**

The interpretation is also offered as it was actually created by Susan Lorenz during filming. The video contains a shot of the officer and interpreter, as well as the Deaf inmate. Using a framework developed by Dr. Melanie Metzger, you can analyze the interpretation to be more effectively prepared for working in actual settings. Susan's perspectives on the interpretation are also included for your consideration.

*(continued on next page)*



**By the Book**

## *Interpreting an Intake at a County Jail*

8

# **Suggestions for Working with these Situations**

### **6. Interpret the intake interview in a simultaneous manner.**

After having spent time preparing for the content of the appointment, and analyzing the features which might present a challenge, go ahead and interpret the booking in a simultaneous manner.

### **7. View other parts of booking process.**

In addition to the Intake Interview, there are video clips of other parts of the booking process, including getting a photograph, fingerprints, and changing into jail-issued clothing. These are primarily offered to familiarize yourself with the entire process, but you can also use them to practice interpreting.

### **8. Interpret Video Orientation to St. Louis County Jail.**

Each inmate is required to watch a video orientation as part of the booking process. You can practice interpreting this video.

### **9. Observe/analyze the interpretation of Video Orientation.**

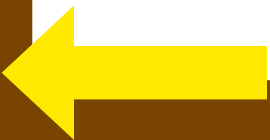
An interpretation of the video orientation is included. Created by Doug Bowen-Bailey, it demonstrates a combination of simultaneous and consecutive interpreting. His perspectives on the interpretation are also included for your consideration.

### **10. Re-Interpret Video Orientation to St. Louis County Jail.**

Each inmate is required to watch a video orientation as part of the booking process. You can practice interpreting this video.

### **11. Work with "Inmate Handbook."**

Mentioned in both the Intake Interview and the Orientation, the Inmate Handbook is offered for you to work with. You can both read through to understand more thoroughly the rules and expectations of the jail. You can also practice translating sections from written English to ASL.





# Entering the Facility

## Playing Movies

Click on **Title** to see movie.

**Large** opens larger scale version of movie.

Click on **Captions** to see captioned version.

“esc” button upper left of keyboard closes movie window.

Press **Space Bar** for Pause/Play.

**Right arrow** (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

[See Using this CD for details.](#)

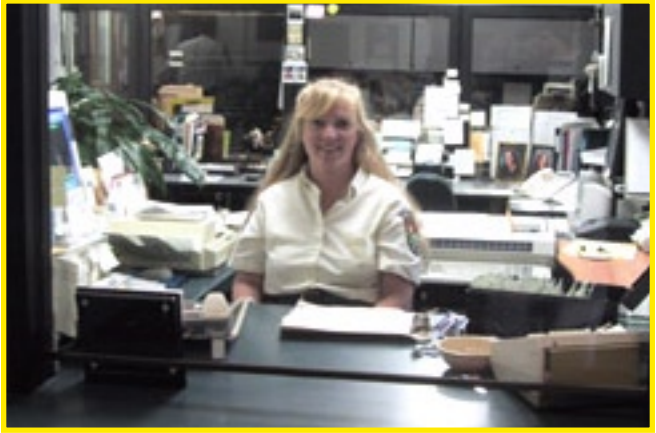
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Upon arriving at any county jail, you will encounter some type of restricted entry. At the St. Louis County Jail in Duluth, there are several layers to this. Here is what to expect:



**1. Intercom at Entry:** During after hours appointments, expect to have to speak with someone in the office through an intercom at the door before being allowed to enter the lobby of the jail.

**2. Check-in with Main Office:** After being allowed in, you will need to check in with the office. Be prepared to provide picture ID, as well as proof of your certification level. A picture ID badge, such as ones created by IDMatters ([www.IDmatters.biz](http://www.IDmatters.biz)) are excellent ideas. Upon checking in, you will receive a visitor’s badge which you must have visible at all times during your assignment.



**3. Store Belongings in Locker and Go through Metal Detector:** All professional visitors are required to leave outer garments and personal items in storage lockers, and then pass through the metal detector before approaching Central Control--which controls access into the intake area of the jail. *It is a good idea to leave any unnecessary item either at home or locked in your car.* Click on the link below to see a video example of this set-up.

## Lockers and Metal Detector

**Large**

**4. Enter the Secure Area:** You can expect to be escorted by Jail staff through the locked doors and into the area where the intake occurs.

**Recommended Software Combination: QuickTime 6 and Acrobat Reader 5.1**

See *Begin* file for software installation instructions.







## Working in a Corrections Environment

### Playing Movies

Click on  
**Title**

to see movie.

**Large**  
opens larger scale  
version of movie.

Click on  
**Captions**  
to see captioned  
version.

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upper left of  
keyboard closes  
movie window.

Press *Space Bar*  
for Pause/Play.

**Right arrow** (→)  
allows you to play  
video in slow motion.

Click on control bar  
to move to that  
point in video.

[See \*\*Using this CD\*\*  
for details.](#)

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A professional approach is critical to working effectively during the intake process. Here are a few points to consider as you approach such an assignment:

- **Address Staff by Title:** The jail functions in a manner similar to military operations, and the rank of individuals are denoted by their title. Use of first names is discouraged. Depending on who you are working with, be sure to address them as Officer \_\_\_\_\_ or Captain \_\_\_\_\_ as is appropriate.
- **Ask Questions in Advance of Intake:** If you arrive after the Deaf person is in a holding area, you should have time to discuss the intake process with the Booking Officer. Being clear in advance of what is coming will assist the process in going smoothly. (The next page will give you more specific ideas about what to expect, but depending on which jail you are working at, you should check to make sure procedures are consistent with what is demonstrated on this CD.)
- **Limit Direct Communication with the Deaf inmate:** In the course of a booking, the Deaf inmate may want to have direct communication with you. Uninterpreted communication may cause an officer to question your impartiality and may also provide information about the case which you should not know. Discourage this by limiting eye contact with the inmate only to times when communication is occurring between the officer and the inmate.
- **Limit Interactions with Other Inmates:** Depending on the size and logistics of the jail, you may come in contact with other inmates. Remain as professional as possible in your demeanor while limiting any interaction you might have with them.

With these principles in mind, you are now ready to meet the Booking Officer for this intake, and begin preparing more specifically for what will be discussed during the booking process.

**Recommended Software Combination: QuickTime 6 and Acrobat Reader 5.1**

See *Begin* file for software installation instructions.



## Preparing for the Intake

### Playing Movies

Click on  
**Title**

to see movie.

### **Large**

opens larger scale  
version of movie.

Click on  
**Captions**

to see captioned  
version.

“*esc*” button  
upper left of  
keyboard closes  
movie window.

Press **Space Bar**  
for Pause/Play.

**Right arrow** (→)  
allows you to play  
video in slow motion.

Click on control bar  
to move to that  
point in video.

[See \*\*Using this CD\*\*  
for details.](#)

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In the call during which you decided to accept this assignment, you learned that a Deaf woman named Mary was arrested by the Duluth Police Department and brought to the St. Louis County Jail to be charged with driving while intoxicated.

Once you go through the entry procedure and reach the intake area, you are greeted by Officer Lurye who will be the Booking Officer with whom you are working. Go ahead and watch this video greeting.

### **Meet Officer Lurye**

**Large**

**Captions**

In this greeting, Officer Lurye mentions some paperwork explaining what will be covered in the intake. The next six pages contain this information. It is recommended that you print out these pages so that you can study them to prepare more effectively for interpreting these scenarios. Items included in the paperwork are: the Tennessee Warning (Notice of Privacy Rights and Reason for Arrest); Inmate Information (Contact and Identifying Information); Medical Screening; Booking Fee; and Property Inventory.

*Note: the Booking Fee and Property Inventory are not covered in the scenario on the CD. Depending on the point when an interpreter arrives, they may or may not have already been completed communicating through means other than an interpreter.*

[See \*\*Paperwork Related to Booking Process\*\*](#)

**Recommended Software Combination: QuickTime 6 and Acrobat Reader 5.1**

See *Begin* file for software installation instructions.



## **The Relationship of Consecutive and Simultaneous Interpreting**

The intake interview on this CD-ROM is provided in both its complete version which is designed for practicing simultaneous interpretation and in sections designed to facilitate consecutive interpretations. While it is suggested that you may want to begin in a consecutive format, I think it is important to have a framework for thinking about the relationship of consecutive and simultaneous interpreting.

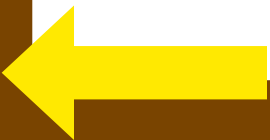
In practicing consecutive interpretation, it is vital to keep in mind that this is a critical skill not only in developing skills which lead to simultaneous interpretation, but also that it is an essential skill in and of itself. Debra Russell, in a study of courtroom interpreting situations, found that in many situations, consecutive interpretation led to significant reduction in the number of errors in an interpretation. Russell's point, backed up by research, is that our profession must see consecutive interpreting as a viable option, not just for beginning interpreters, but for all interpreters in situations where the text "was rich with technical data and contextually or culturally bound information that required greater processing time afforded by consecutive interpreting." (Russell, p.7)

Rather than consecutive interpreting just being a "stepping-stone" to simultaneous interpreting (as Russell suggests it currently is viewed by many) knowing when to shift between consecutive and simultaneous interpreting is an important skill for all interpreters. As you move forward, I hope you will take advantage of the consecutive options to practice this crucial skill.

### **For Deaf Interpreters**

Additionally, consecutive formats allow this resource to be useful for Deaf interpreters. Each of the spoken English segments are provided in captioned formats, so Deaf interpreters can practice translating genuine English discourse into ASL without having to worry about the time constraints of an event created without a Deaf interpreter present.

**Reference:** Russell, D. "Reconstructing Our Views," in Swabey, ed. (2002) *New Designs in Interpreter Education: The Proceedings of the 14th National Convention of the Conference of Interpreter Trainers*. <http://www.cit-asl.org/store.html>





## Format for Consecutive Interpreting

### Playing Movies

Click on  
**Title**  
to see movie.

**Large**  
opens larger scale  
version of movie.

Click on  
**Captions**  
to see captioned  
version.

“*esc*” button  
upper left of  
keyboard closes  
movie window.

Press **Space Bar**  
for Pause/Play.

**Right arrow** (→)  
allows you to play  
video in slow motion.

Click on control bar  
to move to that  
point in video.

See [Using this CD](#)  
for details.

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After taking time with the paperwork related to the booking, you are now ready for the next step: interpreting the booking in a consecutive format. The booking will go through the information connected to the Tennessee Warning, the Inmate Information, and the Medical Screening.

This first format for the Booking is filmed so that you hear Officer Lurye asking questions while the camera is focused on the Deaf person. All parts of the interpretation created during filming have been edited out. After each turn in the interaction, the video will freeze on the screen. This allows you to create an interpretation without time constraint so that you can focus more effectively on all that needs to be included in an interpretation in this type of setting.

To make sure you won't get stuck with the video frozen on your screen, practice with this test movie to close the movie window with your 'esc' key.

**Click here for Test Movie. (Consecutive)**

*To close the movie, hit the “esc” key in the upper left corner of your keyboard and then select the next movie in the sequence.*

*If a short movie does not play appropriately, press the play button on the control bar to restart the video clip.*

Press “esc” key in upper left to close movie window.



# The Booking (Consecutive)

## Playing Movies

Click on **Title** to see movie.

**Large** opens larger scale version of movie.

Click on **Captions** to see captioned version.

“esc” button upper left of keyboard closes movie window.

Press *Space Bar* for Pause/Play.

*Right arrow* (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

See [Using this CD](#) for details.

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## The Booking

Officer Lurye issues the Tennessee Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

### Officer

### Inmate

	Officer		Inmate
<b>Part 1a</b>	<b>Large</b>	<b>Caption</b>	
<b>Part 1b</b>	<b>Large</b>	<b>Caption</b>	<b>Part 2</b>
<b>Part 3</b>	<b>Large</b>	<b>Caption</b>	<b>Part 4</b>
<b>Part 5</b>	<b>Large</b>	<b>Caption</b>	<b>Part 6</b>
<b>Part 7</b>	<b>Large</b>	<b>Caption</b>	<b>Part 8</b>
<b>Part 9</b>	<b>Large</b>	<b>Caption</b>	<b>Part 10</b>
<b>Part 11</b>	<b>Large</b>	<b>Caption</b>	<b>Part 12</b>
<b>Part 13</b>	<b>Large</b>	<b>Caption</b>	<b>Part 14</b>
<b>Part 15</b>	<b>Large</b>	<b>Caption</b>	<b>Part 16</b>
<b>Part 17</b>	<b>Large</b>	<b>Caption</b>	<b>Part 18</b>
<b>Part 19</b>	<b>Large</b>	<b>Caption</b>	<b>Part 20</b>
<b>Part 21</b>	<b>Large</b>	<b>Caption</b>	<b>Part 22</b>
<b>Part 23</b>	<b>Large</b>	<b>Caption</b>	<b>Part 24</b>

Press “esc” key in upper left to close movie window.



# The Booking (Consecutive)

## Playing Movies

Click on **Title** to see movie.

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Click on **Captions** to see captioned version.

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Press *Space Bar* for Pause/Play.

*Right arrow* (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

See [Using this CD for details.](#)

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## The Booking (continued)

Officer Lurye issues the Tennessen Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	Officer		Inmate
<b>Part 25</b>	<b>Large</b>	<b>Caption</b>	<b>Part 26</b>
<b>Part 27</b>	<b>Large</b>	<b>Caption</b>	<b>Part 28</b>
<b>Part 29</b>	<b>Large</b>	<b>Caption</b>	<b>Part 30</b>
<b>Part 31</b>	<b>Large</b>	<b>Caption</b>	<b>Part 32</b>
<b>Part 33</b>	<b>Large</b>	<b>Caption</b>	<b>Part 34</b>
<b>Part 35</b>	<b>Large</b>	<b>Caption</b>	<b>Part 36</b>
<b>Part 37</b>	<b>Large</b>	<b>Caption</b>	<b>Part 38</b>
<b>Part 39</b>	<b>Large</b>	<b>Caption</b>	<b>Part 40</b>
<b>Part 41</b>	<b>Large</b>	<b>Caption</b>	<b>Part 42</b>
<b>Part 43</b>	<b>Large</b>	<b>Caption</b>	<b>Part 44</b>
<b>Part 45</b>	<b>Large</b>	<b>Caption</b>	<b>Part 46</b>
<b>Part 47</b>	<b>Large</b>	<b>Caption</b>	<b>Part 48</b>



# The Booking (Consecutive)

## Playing Movies

Click on **Title** to see movie.

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Click on **Captions** to see captioned version.

“esc” button upper left of keyboard closes movie window.

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Click on control bar to move to that point in video.

See [Using this CD for details.](#)

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## The Booking (continued)

Officer Lurye issues the Tennessee Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

Officer			Inmate	
<b>Part 49</b>	<b>Large</b>	<b>Caption</b>	<b>Part 50</b>	<b>Large</b>
<b>Part 51</b>	<b>Large</b>	<b>Caption</b>	<b>Part 52</b>	<b>Large</b>
<b>Part 53</b>	<b>Large</b>	<b>Caption</b>	<b>Part 54</b>	<b>Large</b>
<b>Part 55</b>	<b>Large</b>	<b>Caption</b>	<b>Part 56</b>	<b>Large</b>
<b>Part 57</b>	<b>Large</b>	<b>Caption</b>	<b>Part 58</b>	<b>Large</b>
<b>Part 59</b>	<b>Large</b>	<b>Caption</b>	<b>Part 60</b>	<b>Large</b>
<b>Part 61</b>	<b>Large</b>	<b>Caption</b>	<b>Part 62</b>	<b>Large</b>
<b>Part 63</b>	<b>Large</b>	<b>Caption</b>	<b>Part 64</b>	<b>Large</b>
<b>Part 65</b>	<b>Large</b>	<b>Caption</b>	<b>Part 66</b>	<b>Large</b>
<b>Part 67</b>	<b>Large</b>	<b>Caption</b>	<b>Part 68</b>	<b>Large</b>
<b>Part 69</b>	<b>Large</b>	<b>Caption</b>	<b>Part 70</b>	<b>Large</b>
<b>Part 71</b>	<b>Large</b>	<b>Caption</b>	<b>Part 72</b>	<b>Large</b>

Press “esc” key in upper left to close movie window.



# The Booking (Consecutive)

## Playing Movies

Click on **Title** to see movie.

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Click on **Captions** to see captioned version.

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Press *Space Bar* for Pause/Play.

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Click on control bar to move to that point in video.

See [Using this CD for details.](#)

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## The Booking (continued)

Officer Lurye issues the Tennessen Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	<b>Officer</b>			<b>Inmate</b>	
<b>Part 73</b>	<b>Large</b>	<b>Caption</b>		<b>Part 74</b>	<b>Large</b>
<b>Part 75</b>	<b>Large</b>	<b>Caption</b>		<b>Part 76</b>	<b>Large</b>
<b>Part 77</b>	<b>Large</b>	<b>Caption</b>		<b>Part 78</b>	<b>Large</b>
<b>Part 79</b>	<b>Large</b>	<b>Caption</b>		<b>Part 80</b>	<b>Large</b>
<b>Part 81</b>	<b>Large</b>	<b>Caption</b>		<b>Part 82</b>	<b>Large</b>
<b>Part 83</b>	<b>Large</b>	<b>Caption</b>		<b>Part 84</b>	<b>Large</b>
<b>Part 85</b>	<b>Large</b>	<b>Caption</b>		<b>Part 86</b>	<b>Large</b>
<b>Part 87</b>	<b>Large</b>	<b>Caption</b>		<b>Part 88</b>	<b>Large</b>
<b>Part 89</b>	<b>Large</b>	<b>Caption</b>		<b>Part 90</b>	<b>Large</b>
<b>Part 91</b>	<b>Large</b>	<b>Caption</b>		<b>Part 92</b>	<b>Large</b>
<b>Part 93</b>	<b>Large</b>	<b>Caption</b>		<b>Part 94</b>	<b>Large</b>
<b>Part 95</b>	<b>Large</b>	<b>Caption</b>		<b>Part 96</b>	<b>Large</b>





# The Booking (Consecutive)

## Playing Movies

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for details.

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## The Booking (continued)

Officer Lurye issues the Tennessee Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	Officer		Inmate	
<b>Part 97</b>	<b>Large</b>	<b>Caption</b>	<b>Part 98</b>	<b>Large</b>
<b>Part 99</b>	<b>Large</b>	<b>Caption</b>	<b>Part 100</b>	<b>Large</b>
<b>Part 101</b>	<b>Large</b>	<b>Caption</b>	<b>Part 102</b>	<b>Large</b>
<b>Part 103</b>	<b>Large</b>	<b>Caption</b>	<b>Part 104</b>	<b>Large</b>
<b>Part 105</b>	<b>Large</b>	<b>Caption</b>	<b>Part 106</b>	<b>Large</b>
<b>Part 107</b>	<b>Large</b>	<b>Caption</b>	<b>Part 108</b>	<b>Large</b>
<b>Part 109</b>	<b>Large</b>	<b>Caption</b>	<b>Part 110</b>	<b>Large</b>
<b>Part 111</b>	<b>Large</b>	<b>Caption</b>	<b>Part 112</b>	<b>Large</b>
<b>Part 113</b>	<b>Large</b>	<b>Caption</b>	<b>Part 114</b>	<b>Large</b>
<b>Part 115</b>	<b>Large</b>	<b>Caption</b>	<b>Part 116</b>	<b>Large</b>
<b>Part 117</b>	<b>Large</b>	<b>Caption</b>	<b>Part 118</b>	<b>Large</b>
<b>Part 119</b>	<b>Large</b>	<b>Caption</b>	<b>Part 120</b>	<b>Large</b>



# The Booking (Consecutive)

## Playing Movies

Click on **Title** to see movie.

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Click on **Captions** to see captioned version.

“esc” button upper left of keyboard closes movie window.

Press *Space Bar* for Pause/Play.

*Right arrow* (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

See [Using this CD for details.](#)

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## The Booking (continued)

Officer Lurye issues the Tennessen Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	<b>Officer</b>		<b>Inmate</b>	
<b>Part 121</b>	<b>Large</b>	<b>Caption</b>	<b>Part 122</b>	<b>Large</b>
<b>Part 123</b>	<b>Large</b>	<b>Caption</b>	<b>Part 124</b>	<b>Large</b>
<b>Part 125</b>	<b>Large</b>	<b>Caption</b>	<b>Part 126</b>	<b>Large</b>
<b>Part 127</b>	<b>Large</b>	<b>Caption</b>	<b>Part 128</b>	<b>Large</b>
<b>Part 129</b>	<b>Large</b>	<b>Caption</b>	<b>Part 130</b>	<b>Large</b>
<b>Part 131</b>	<b>Large</b>	<b>Caption</b>	<b>Part 132</b>	<b>Large</b>
<b>Part 133</b>	<b>Large</b>	<b>Caption</b>	<b>Part 134</b>	<b>Large</b>
<b>Part 135</b>	<b>Large</b>	<b>Caption</b>	<b>Part 136</b>	<b>Large</b>
<b>Part 137</b>	<b>Large</b>	<b>Caption</b>	<b>Part 138</b>	<b>Large</b>
<b>Part 139</b>	<b>Large</b>	<b>Caption</b>	<b>Part 140</b>	<b>Large</b>
<b>Part 141</b>	<b>Large</b>	<b>Caption</b>	<b>Part 142</b>	<b>Large</b>
<b>Part 143</b>	<b>Large</b>	<b>Caption</b>	<b>Part 144</b>	<b>Large</b>

Press “esc” key in upper left to close movie window.



# The Booking (Consecutive)

## Playing Movies

Click on **Title** to see movie.

**Large** opens larger scale version of movie.

Click on **Captions** to see captioned version.

“esc” button upper left of keyboard closes movie window.

Press *Space Bar* for Pause/Play.

*Right arrow* (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

See [Using this CD for details.](#)

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## The Booking (continued)

Officer Lurye issues the Tennessee Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	<b>Officer</b>		<b>Inmate</b>	
<b>Part 145</b>	<b>Large</b>	<b>Caption</b>	<b>Part 146</b>	<b>Large</b>
<b>Part 147</b>	<b>Large</b>	<b>Caption</b>	<b>Part 148</b>	<b>Large</b>
<b>Part 149</b>	<b>Large</b>	<b>Caption</b>	<b>Part 150</b>	<b>Large</b>
<b>Part 151</b>	<b>Large</b>	<b>Caption</b>	<b>Part 152</b>	<b>Large</b>
<b>Part 153</b>	<b>Large</b>	<b>Caption</b>	<b>Part 154</b>	<b>Large</b>
<b>Part 155</b>	<b>Large</b>	<b>Caption</b>	<b>Part 156</b>	<b>Large</b>
<b>Part 157</b>	<b>Large</b>	<b>Caption</b>	<b>Part 158</b>	<b>Large</b>
<b>Part 159</b>	<b>Large</b>	<b>Caption</b>	<b>Part 160</b>	<b>Large</b>
<b>Part 161</b>	<b>Large</b>	<b>Caption</b>	<b>Part 162</b>	<b>Large</b>
<b>Part 163</b>	<b>Large</b>	<b>Caption</b>	<b>Part 164</b>	<b>Large</b>
<b>Part 165</b>	<b>Large</b>	<b>Caption</b>	<b>Part 166</b>	<b>Large</b>
<b>Part 167</b>	<b>Large</b>	<b>Caption</b>	<b>Part 168</b>	<b>Large</b>

Press “esc” key in upper left to close movie window.



# The Booking (Consecutive)

## Playing Movies

Click on **Title** to see movie.

**Large** opens larger scale version of movie.

Click on **Captions** to see captioned version.

“esc” button upper left of keyboard closes movie window.

Press *Space Bar* for Pause/Play.

*Right arrow* (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

See [Using this CD for details.](#)

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## The Booking (continued)

Officer Lurye issues the Tennessen Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	<b>Officer</b>		<b>Inmate</b>	
<b>Part 169</b>	<b>Large</b>	<b>Caption</b>	<b>Part 170</b>	<b>Large</b>
<b>Part 171</b>	<b>Large</b>	<b>Caption</b>	<b>Part 172</b>	<b>Large</b>
<b>Part 173</b>	<b>Large</b>	<b>Caption</b>	<b>Part 174</b>	<b>Large</b>
<b>Part 175</b>	<b>Large</b>	<b>Caption</b>	<b>Part 176</b>	<b>Large</b>
<b>Part 177</b>	<b>Large</b>	<b>Caption</b>	<b>Part 178</b>	<b>Large</b>
<b>Part 179</b>	<b>Large</b>	<b>Caption</b>	<b>Part 180</b>	<b>Large</b>
<b>Part 181</b>	<b>Large</b>	<b>Caption</b>	<b>Part 182</b>	<b>Large</b>
<b>Part 183</b>	<b>Large</b>	<b>Caption</b>	<b>Part 184</b>	<b>Large</b>
<b>Part 185</b>	<b>Large</b>	<b>Caption</b>	<b>Part 186</b>	<b>Large</b>
<b>Part 187</b>	<b>Large</b>	<b>Caption</b>	<b>Part 188</b>	<b>Large</b>
<b>Part 189</b>	<b>Large</b>	<b>Caption</b>	<b>Part 190</b>	<b>Large</b>
<b>Part 191</b>	<b>Large</b>	<b>Caption</b>	<b>Part 192</b>	<b>Large</b>

Press “esc” key in upper left to close movie window.



# The Booking (Consecutive)

## Playing Movies

Click on **Title** to see movie.

**Large** opens larger scale version of movie.

Click on **Captions** to see captioned version.

“esc” button upper left of keyboard closes movie window.

Press *Space Bar* for Pause/Play.

*Right arrow* (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

See [Using this CD for details.](#)

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## The Booking (continued)

Officer Lurye issues the Tennessee Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	Officer		Inmate	
<b>Part 193</b>	<b>Large</b>	<b>Caption</b>	<b>Part 194</b>	<b>Large</b>
<b>Part 195</b>	<b>Large</b>	<b>Caption</b>	<b>Part 196</b>	<b>Large</b>
<b>Part 197</b>	<b>Large</b>	<b>Caption</b>	<b>Part 198</b>	<b>Large</b>
<b>Part 199</b>	<b>Large</b>	<b>Caption</b>	<b>Part 200</b>	<b>Large</b>
<b>Part 201</b>	<b>Large</b>	<b>Caption</b>	<b>Part 202</b>	<b>Large</b>
<b>Part 203</b>	<b>Large</b>	<b>Caption</b>	<b>Part 204</b>	<b>Large</b>
<b>Part 205</b>	<b>Large</b>	<b>Caption</b>	<b>Part 206</b>	<b>Large</b>
<b>Part 207</b>	<b>Large</b>	<b>Caption</b>	<b>Part 208</b>	<b>Large</b>
<b>Part 209</b>	<b>Large</b>	<b>Caption</b>	<b>Part 210</b>	<b>Large</b>
<b>Part 211</b>	<b>Large</b>	<b>Caption</b>	<b>Part 212</b>	<b>Large</b>
<b>Part 213</b>	<b>Large</b>	<b>Caption</b>	<b>Part 214</b>	<b>Large</b>
<b>Part 215</b>	<b>Large</b>	<b>Caption</b>	<b>Part 216</b>	<b>Large</b>



# The Booking (Consecutive)

## Playing Movies

Click on **Title** to see movie.

**Large** opens larger scale version of movie.

Click on **Captions** to see captioned version.

“esc” button upper left of keyboard closes movie window.

Press *Space Bar* for Pause/Play.

*Right arrow* (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

See [Using this CD for details.](#)

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## The Booking (continued)

Officer Lurye issues the Tennessee Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

	<b>Officer</b>			<b>Inmate</b>	
<b>Part 217</b>	<b>Large</b>	<b>Caption</b>		<b>Part 218</b>	<b>Large</b>
<b>Part 219</b>	<b>Large</b>	<b>Caption</b>		<b>Part 220</b>	<b>Large</b>
<b>Part 221</b>	<b>Large</b>	<b>Caption</b>		<b>Part 222</b>	<b>Large</b>
<b>Part 223</b>	<b>Large</b>	<b>Caption</b>		<b>Part 224</b>	<b>Large</b>
<b>Part 225</b>	<b>Large</b>	<b>Caption</b>		<b>Part 226</b>	<b>Large</b>
<b>Part 227</b>	<b>Large</b>	<b>Caption</b>		<b>Part 228</b>	<b>Large</b>
<b>Part 229</b>	<b>Large</b>	<b>Caption</b>		<b>Part 230</b>	<b>Large</b>



## Observing the Interpretation

### Exemplary vs. Developmental Models

In observing the interpretation created during filming, it is vital to be clear how it differs from many video interpreting models. In most available resources, sample interpretations represent *exemplary models*. That is, they show experienced interpreters, *the best of the best*, doing their work, and when we watch them, we think, “Oh, that’s how you are supposed to do it.”

The interpretation which comes next is not intended to be *exemplary*. Rather it is an unrehearsed, *developmental model* of an interpretation by someone who has the interpreting credentials required for, but not the actual experience of, working in a jail setting. In other words, this model represents the developmental stage we envision for the target audience of this project.

Susan Lorenz, who served as the interpreter for this filming, holds RID’s CI and CT, as well as NAD’s Level IV. However, she had never interpreted a booking before. While she had access to all of the paperwork prior to interpreting, the actual experience of working in a jail setting was new. Having someone like Susan, who is as new to the jail setting as those who this CD is intended to serve, allows you to learn both from what Susan does well, and from the things that she can (and will) improve upon in her next interpretation in this setting.

To maximize learning, it is critical for you to read the reflections on the interpretation. Do not simply treat this as an *exemplary model* and watch for “how to do it.” Rather, use this *developmental model* as an entry point for reflections on the challenges to be faced in this setting. Through conversations with Susan, as well as Jill Hartman, a legally certified interpreter with a wealth of experience, we have identified some challenges and some suggestions for how to manage them. In many ways, the reflections offer a form of mentoring to which you are offered access.

Describing Susan’s work as a “developmental model” is not intended to say that Susan produced a poor interpretation. Quite the opposite is the case. But the richness of this opportunity comes not only from observing the interpretation, but in learning from the reflections and mentoring which occurred after the interpreted event itself. So be sure to read the reflections on the interpretation so you can get all the benefit possible from this resource.

Additionally, before you view the interpretation, go over the next two pages to see a more general framework for observing interpreted interaction. These features, developed by Dr. Melanie Metzger, can focus your observation so that you can more effectively notice the challenges that present themselves in an intake at a jail.



## A Framework for Observation of Interpreted Interaction

This framework comes from the work of Dr. Melanie Metzger as explained in her chapter on “Interactive Role-Plays as a Teaching Strategy” in *Innovative Practices for Teaching Sign Language Interpreters*. This framework makes it possible to make the most effective use of observation of an actual interpreted event.

### Interpreting Strategies for Interactive Discourse

On page 28, you can observe the actual interpretation created during the filming of this project. It is presented in the format similar to the picture at right where you can watch simultaneously all parties in the interaction. In doing so, it is possible to observe features of interactive discourse and recognize the interpreter’s strategies for coping with this discourse.



Metzger separates interpreter’s strategies into two categories: interactional management and relayings. In the first category, she lists: 1. *Introductions*; 2. *Summonses/attention-getting strategies*; 3. *Turn taking and overlap*; and 4. *Responses to questions*. In the “Relaying” category, she lists: 1. *Source Attribution*; 2. *Requests for clarification*; and 3. *Relaying of pronominal reference*. A brief description of these strategies are below. For more in-depth descriptions, see the chapter (and its bibliography) referenced on the next page.

### Interactional Management

*Introductions*: This refers not only to the introduction between the individuals who require the presence of an interpreter, but also the introduction of the interpreter. In this segment, the introduction of the interpreter happened prior to filming. For a resource with this feature, see Dr. Carol Patrie’s series on interpreting in Medical, Legal, and Insurance settings available from Dawn Sign Press. ([www.dawnsign.com](http://www.dawnsign.com).)

*Summonses/attention-getting devices*: This refers to how an interpreter manages getting the attention of participants in an interaction when they may have different formats for getting attention. For instance, a person using spoken English may say a person’s name and assume that that individual will then tune in. However, if a Deaf person isn’t looking, an interpreter needs to have an alternative strategy to simply signing that person’s name.

(continued)





## **A Framework for Observation (continued)**

### **Interactional Management (Continued)**

*Turn taking and Overlap:* In a natural interaction, speakers have to establish the right to take a turn and negotiate giving the floor to others. The signals for turn-taking are different between languages, and so an interpreter needs strategies to guide the turn taking process. Additionally, speakers will often talk over each other or overlap. Given that an interpreter can only interpret one utterance at a time, interpreters have to make choices about how to handle those overlaps.

*Responses to questions:* Interpreters are often asked questions directly by the Deaf or hearing individuals who are participants in the interaction. Interpreters need to make decisions about how to respond in a way that most effectively ensures that the interaction moves forward in a way respectful of all parties.

### **Relayings**

*Source Attribution:* Particularly for individuals who have limited experience in working with an interpreter, they may be unsure when they see or hear the interpreter talking if those ideas are generated by the interpreter--or come from someone else. Source attribution refers to the strategies used by interpreters to make the source of an utterance to all the participants.

*Requests for Clarification:* Given the importance of understanding a message before being able to interpret it, interpreters may at times need to request clarification before being able to proceed. Interpreters need to have strategies for effectively asking for clarification.

*Relaying pronominal reference:* This refers to how interpreters handle the use of first-person versus third-person address in an interaction. For example, if an individual keeps saying, "Tell her..." does the interpreter maintain that form and allow the Deaf person to make a request to be addressed directly or switch it to the first person to not draw the attention away from the topic of the interaction.

Reference: Metzger, M. "Interactive Role-Plays as a Teaching Strategy," in Roy, ed. (2000) *Innovative Practices for Teaching Sign Language Interpreters*. Washington, DC: Gallaudet University Press. <http://gupress.gallaudet.edu/IPTSLI.html>



# The Booking--The Original Interpretation

## Playing Movies

Click on **Title**

to see movie.

### Large

opens larger scale version of movie.

Click on

### Captions

to see captioned version.

“*esc*” button upper left of keyboard closes movie window.

Press *Space Bar* for Pause/Play.

*Right arrow* (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

See [Using this CD](#) for details.

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The following video shows the original interpretation created when filming this booking. **Before viewing it, be sure to read the information contained on the page, [Observing the Original Interpretation](#).** Once you have read that and the pages on a framework for observing interpreted interaction, go ahead and view the interpretations. You may choose to focus on one of the features or strategies which Dr. Metzger suggests are a part of interpreted interactions.

## The Booking

### Large

### Captions [Transcript](#)

In this video, you can see and hear the actual interpretation produced by Susan Lorenz during the filming process. (24:30)

## Meet the Interpreter

### Large

In this video, Susan Lorenz introduces herself.

## Reflections on the Interpretation

After watching the original interpretation, read the reflections on it which are a combination of discussion between Susan Lorenz, Jill Hartman, a legally certified interpreter, and Doug Bowen-Bailey.

*Reading the reflections is a critical part of benefitting from observing the original interpretation.*

[Click here to read the reflections.](#)



## Reflections on the Interpretation

As described previously, the interpretation shown here represents a developmental model. While as a whole it represents a successful piece of work, there are pieces of it which need to be analyzed to help interpreters be even more prepared. The following represents a combination of reflections from Susan Lorenz, the interpreter for the intake, and Jill Hartman, an experienced legal interpreter in the Twin Cities area. Additionally, Captain Gregorich and Officer Lurye from St. Louis County Jail were asked for their perspectives. All of this is synthesized by Doug Bowen-Bailey in a way that will hopefully maximize your learning.

*Be sure to read these reflections before moving on to your own interpretation.*

### **Perspectives from Jail Staff**

After the intake was completed, both Captain Gregorich, who observed in the background, and Officer Lurye, who conducted the intake, felt that as a whole, the intake was very similar to bookings conducted without an interpreter present. There was nothing that stood out to them marking the situation as out of the ordinary. In looking at the interpretation as a whole, this represents a sign of success.

### **Dynamics of the Interpreting Event**

In reflecting on her work, Susan recognized several important dynamics. One was simply the fact that this was her first time interpreting in this setting. Coupled with the fact that cameras were focused on her, it was a little intimidating, but in the end she felt like it was worth it--both in producing this resource and allowing her an opportunity to talk about her own work with people she trusts and who are knowledgeable in the field.

Additionally, her prior relationship with Cheryl Blue, who acts in the role of the Deaf inmate, was a challenge. Having worked with Cheryl for many years, it was difficult for her to know how much of her knowledge of Cheryl really applied to this situation when she was dealing with the fictional character of "Mary."



## Reflections on the Interpretation (cont.)

### Interpreting in a Corrections Environment

As an interpreter, it is also important to think about the broader sociocultural context. In this resource, the inmate shown is a woman who is of European descent and who gives indication of being of middle-class economically. While it is important to recognize that acts of breaking the law cut across lines of race, gender, culture, and economics, statistics from the Minnesota's correctional system shows that the demographics of inmates are not equally distributed. Most inmates are men, though the percentage of women are rising. According to a 2003 FBI crime report, men account for 77 percent of arrests, but the arrests of women increased 14 percent from 1993. (Duluth *News Tribune*, 10/28/2003) Additionally, people of color are disproportionately represented in the system. For example, in Minnesota, the 2000 Census noted that 3.5% of the population was African-American, yet 34% of the inmates housed by the Department of Corrections are black. For more statistics, visit the US.Census (<http://quickfacts.census.gov/qfd/states/27000.html>) and the Minnesota Department of Corrections (<http://www.doc.state.mn.us/aboutdoc/statistics/default.htm>.)

While the reasons for these demographic disparities are complex (and beyond the scope of this resource), it is important for interpreters (particularly given the currently reality that our field is predominantly white and female) to be prepared for working with someone whose cultural background and understanding may be different than our own. In addition, the inmate may be unfamiliar with the military-like culture of the jail staff, as described in [Working in a Corrections Environment](#).

### Matching Register

Working within this culture, it can be a challenge to match the appropriate register. Jill, in her reflection on this work, stressed the need to walk a fine line between accurately representing the message of the Deaf inmate and not creating an interpretation that annoys the booking officer because of its level of casualness. Susan felt like she was really wrestling with how to adequately voice for a drunk individual whose signing was sloppy. Her work included lots of casual language like, *Nope, Nothin', Yeah...* While in many ways these are an accurate representation of a person under the influence, an interpretation that overdoes it could result in serious consequences for an inmate such as receiving a more restrictive housing option. While there is no clear answer here, Jill suggests that interpreters might want to err on the side of having a more formal register in the interpretation and let the Deaf person's visual actions be a sign of their intoxication. Additionally, it might have been helpful in maintaining the more formal register to limit eye contact with the Deaf person to only the times when communication was happening.



## Reflections on the Interpretation (cont.)

### **Working in a Rural Setting:**

In her review of the work, Jill was particularly concerned by the inmate's stating that the interpreter was a friend. From her experience of working in the metro area, her original thought was to edit that section out. That if an interpreter is friends with someone, they should not accept the assignment to interpret for a setting such as this. In the end, we decided to leave in this apparent "conflict-of-interest" as a learning opportunity. Such a conflict may be more likely in rural settings as there are fewer qualified interpreters and interpreters may be more likely to know a larger percentage of the Deaf community. This means, the interpreter may very well know the person who is going through the intake process. Additionally, it is important to recognize that a Deaf person may have a different perspective on the relationship than the interpreter. In the video, the inmate names Susan as her friend. Susan responds that they "know each other."

The point here is to recognize that there is a danger of this type of conflict. Interpreters need to be as judicious as possible in accepting assignments to avoid the conflicts, and then as proactive as possible to clarify the appropriate role of the interpreter if a conflict arises during the interpretation. If the Deaf person actually were a friend, and this wasn't discovered until after you arrived at the jail, it would be critical to disclose this relationship to the staff at the Jail. Because an intake is not a part of a court or investigative process, the friendship might not mean you should not go ahead and interpret. But it would be vital to be clear about the relationship before beginning the intake.

### **The Language of the Medical History**

Despite having done some preparation with the questions for the intake, Susan wished she had done more. Particularly with the medical history, she was not always sure that she was able to fully get out the intent of the question. One example of this was when Officer Lurye asked about if Mary had heart disease. Mary immediately responded, "No." Susan wonders however if it would have been more appropriate to include an list of examples of heart trouble. Officer Lurye had mentioned that the nurse will be following up on the intake, so that allows a second chance to look over some of these issues. However, in rural settings, there is no guarantee that an interpreter will be present at that. Sometimes, it is easier to fill an interpreting request at 1:00 am then it is during the following workday because so many of the interpreters who freelance already have fulltime jobs in schools or other settings.



## Reflections on the Interpretation (cont.)

Susan noted another couple of phrases which she struggled with during the medical history portion: “*For no apparent reason...*” and “*for longer than a month.*” In her reflection, she realized that her newness to the situation and her being on camera, may have prevented her from taking the time necessary for her to make those concepts more clear.

### **Interpreting Questions – Eliciting Responses**

There were also several times when Susan wondered if in interpreting questions, she didn’t “add” a little too much to elicit a response. An example of this came at the end of the interview when Officer Lurye asked her if she was too tired to continue and wanted to sleep, or if she was ready to have her picture taken. Mary did not respond after that was interpreted, so Susan included, “YOUR DECISION.” This prompting elicited the appropriate response. Susan talked afterwards that such an addition probably would not be appropriate in a courtroom setting, but that for the intake, it seemed to be successful in getting the response that the officer was looking for.

### **Who’s Talking? Source Attribution**

Jill also noted that it is crucial in legal settings for an interpreter to make it clear when the words voiced are generated by the interpreter, and when they are an interpretation of the ideas generated by the Deaf person. (This is what Dr. Melanie Metzger calls source attribution.) During this interpretation, there were many times when Susan was the source of the message. On some occasions, Susan identified herself as the source; on others, she did not. Based on her legal experience, Jill Hartman stresses that it is vital for interpreters to consistently be clear when they are the source of messages. One option Susan said she might have used in a real situation was to clarify with the officer after the event at what points she was speaking as the interpreter and at what points she was interpreting the signing of the Deaf person just to make sure it was all clear to the Officer.

*Click the right arrow to go on to Interpreting the Booking in a simultaneous format.*





# Interpreting the Booking (Simultaneous)

The Booking is presented in a simultaneous format. That is, you will see the camera angle of the interpreter’s perspective that will run in the same timing of the original setting. All of the original interpretations are removed from this video to allow you to practice.

## Playing Movies

Click on **Title**

to see movie.

### Large

opens larger scale version of movie.

Click on **Captions**

to see captioned version.

“*esc*” button upper left of keyboard closes movie window.

Press **Space Bar** for Pause/Play.

**Right arrow** (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

[See Using this CD for details.](#)

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## The Booking

### Large

### Captions

Officer Lurye issues the Tennesen Warning and collects the necessary information in the Booking Process for completing the sections on Inmate Information and Medical Screening. (24:30)

## More of the Booking Process:

The following clips include more of the booking process. They are primarily included to give a greater familiarity with what occurs during a booking. They do not contain much language, but can also be used to practice an interpretation.

## Photograph

### Large

### Captions

Officer Lurye photographs the inmate. (1:00)

## Fingerprints

### Large

### Captions

Officer Lurye records the inmate’s fingerprints. (1:09)

## Changing Clothes

### Large

### Captions

Officer Elder takes the inmate to exchange civilian clothes for ones issued by the jail. (0:27)

[Go on to the Orientation Video](#)

Recommended Software Combination: QuickTime 6 and Acrobat Reader 5.1

See *Begin* file for software installation instructions.



# The Video Orientation to the Jail

## Playing Movies

Click on **Title**

to see movie.

### Large

opens larger scale version of movie.

Click on **Captions**

to see captioned version.

“*esc*” button upper left of keyboard closes movie window.

Press **Space Bar** for Pause/Play.

**Right arrow** (→) allows you to play video in slow motion.

Click on control bar to move to that point in video.

See [Using this CD](#) for details.

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After an inmate changes clothes, he or she is shown a video orientation to the county jail. For an inmate without an interpreter, they are generally left alone to watch the video. It may be necessary for you to talk with an officer to make sure you are not left alone in a room with the inmate.

## The Orientation

### Large

### Captions

This video is shown as an orientation to all inmates who come to the St. Louis County Jail. It is designed to introduce them to some of the procedures of the jail and how their behavior determines the surroundings in which they will spend their time. (12:16)

[Transcript](#)

## On Processing Time for Videos:

In a situation where the interpreter has control over the play of the video, it can be extremely beneficial to use a combination of simultaneous and consecutive interpreting. The following interpretation, done by Doug Bowen-Bailey, is an example of an interpretation which includes several times when the interpreter stops the tape to be able to render a more complete and detailed interpretation.

## Orientation Interpretation

### Large

### Captions

An interpretation by Doug Bowen-Bailey. (12:45)

[Interpreter Perspectives](#)

[Go on to Inmate Handbook](#)





**By the Book**

## *Interpreting an Intake at a County Jail*

34

# **The Inmate Handbook**

## **ST. LOUIS COUNTY JAIL**



## **INMATE HANDBOOK**

4th EDITION

March 2000

The *Inmate Handbook* is referred to in both the Booking interview and the Orientation video. While it, or something like it, may be something the inmate only reads, there is the possibility that you would have to interpret from written English to ASL. The Handbook is provided on this CD for you to have a better idea the more detailed rules of the jail, and to understand what you might be called upon to interpret.

By following the link, you will go to the text from the Inmate Handbook, which you can print out by choosing the page range 37-53.

[Text of Inmate Handbook](#)

**TENNESSEN WARNING**

You have been arrested by: \_\_\_\_\_  
(List Agency)

For the following charge(s): \_\_\_\_\_  
\_\_\_\_\_

Your detention in the St. Louis County Jail requires that certain information be received from you. Before we request this information, I am advising you of the following:

In compliance with the Minnesota Government Data Practices Act, I am required to inform you that some of the questions that I will be asking you involve public, private and confidential information.

The information you supply, may be used by the St. Louis County Sheriff's Department, by the court, by other law enforcement agencies and/or by medical personnel. The information you provide is intended to be used for identification purposes and to determine the conditions of your release.

If you choose not to answer any of the following questions or if you provide false information, you may not receive the proper medical care and your release from jail may be delayed.

**PHONE CALL INFORMATION**

You are also advised that any non attorney/client privileged phone calls completed in this facility may be monitored and/or recorded.

**INMATE HANDBOOK**

You have been provided an Inmate Handbook and have been advised to read this booklet in order to be aware of the expectations and rules of the St. Louis County Jail.

Do you understand what I have just read to you?    Yes                      No    (Circle One)

Are you willing to answer my questions?            Yes                      No    (Circle One)

Please sign:

\_\_\_\_\_  
(Inmate Signature)

\_\_\_\_\_  
(Staff Signature)

\_\_\_\_\_  
(Date)



### ST. LOUIS COUNTY JAIL INMATE INFORMATION

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_  
LAST FIRST MIDDLE SUFFIX

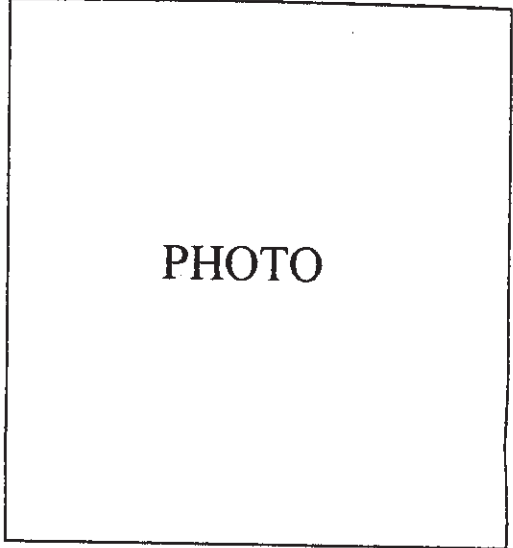
ADMIT DATE: \_\_\_\_\_ ADMIT TIME: \_\_\_\_\_

RGN: \_\_\_\_\_ LID: \_\_\_\_\_

ARRESTING AGENCY: \_\_\_\_\_ ESCORT: \_\_\_\_\_

ESCORT COMMENTS: \_\_\_\_\_

ADM. COMMENTS: \_\_\_\_\_



ADDRESS _____		
CITY _____	STATE _____	ZIP _____
PHONE _____		

HT.	WT.	BUILD	GENDER	MARITAL	RELIGION	FACIAL HAIR	HAIR COLOR	BALDNESS
			M / F	M W S D				

COMPLEXION	EYE COLOR	RACE	GLASSES	CONTACTS	DEXTERITY
		W / B / I / A / H / OTH	Y / N	Y / N	R / L / BOTH

**IDENTIFYING MARKS:**

TYPE: \_\_\_\_\_ ORIENTATION: \_\_\_\_\_ SIDE: \_\_\_\_\_ BODY PART: \_\_\_\_\_

COMMENT: \_\_\_\_\_

TYPE: \_\_\_\_\_ ORIENTATION: \_\_\_\_\_ SIDE: \_\_\_\_\_ BODY PART: \_\_\_\_\_

COMMENT: \_\_\_\_\_

**EMERGENCY CONTACT:**

NAME/RELATIONSHIP _____	ADDRESS _____	PHONE _____
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EMPLOYER: _____	ADDRESS: _____	PHONE: _____	OCCUPATION: _____
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**ALERTS: CIRCLE APPROPRIATE ALERT(S) AND LIST REASONS**

DIETARY: \_\_\_\_\_

MEDICAL: \_\_\_\_\_

SECURITY: \_\_\_\_\_

**ALIASES:**

NAME: LAST _____	FIRST _____	MIDDLE _____	SUFFIX _____	DOB _____
NAME: LAST _____	FIRST _____	MIDDLE _____	SUFFIX _____	DOB _____

**OTHER IDENTIFIERS:**

DESCRIPTION	NUMBER	STATE

**WARRANT INFO:**

TYPE	INFO #	CUSTODY	ARRESTING AGENCY	OFFICER
		36 / 48 HOURS		
ARREST DATE	ARREST TIME	CONTROL AGENCY	OFFENSE DATE	ARREST LOCATION

VICTIM NOTIFICATION: NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

**CHARGES**

	OFFENSE /INCLUDE MSS	LEVEL M / GM / F	CTS.	BAIL
1				
2				
3				
4				
5				

**HOLDS**

	AGENCY	CHARGE	BAIL
1			
2			
3			

ADDITIONAL INFO:

**OFFENDER RELEASE:**

DATE: _____ TIME: _____ REASON CODE: _____ COMMENT: _____
VICTIM NOTIFICATION: METHOD: _____ TIME: _____ OFFICER: _____

[Return to "Preparing for the Intake"](#)

ST. LOUIS COUNTY JAIL  
MEDICAL SCREENING

1. Are you presently taking medications? List  Y/N \_\_\_\_\_
2. Do you have it with you?  Y/N \_\_\_\_\_
3. Can you get someone to bring it here?  Y/N \_\_\_\_\_
4. Hosp. or seen by med/psych doctor this year?  Y/N \_\_\_\_\_
5. Are you allergic to any medications?  Y/N \_\_\_\_\_
6. Have you fainted or injured your head recently?  Y/N \_\_\_\_\_
7. Have you even been diagnosed with epilepsy?  Y/N \_\_\_\_\_
8. Diagnosed with any infectious diseases? TB?  Y/N \_\_\_\_\_
9. Ever been diagnosed with diabetes?  Y/N \_\_\_\_\_
10. Ever been diagnosed with high blood pressure?  Y/N \_\_\_\_\_
11. Ever been diagnosed with heart disease?  Y/N \_\_\_\_\_
12. Ever been diagnosed with seizures?  Y/N \_\_\_\_\_
13. Ever been diagnosed with asthma?  Y/N \_\_\_\_\_
14. Ever been diagnosed with ulcers?  Y/N \_\_\_\_\_
15. Ever been diagnosed with psychiatric problems?  Y/N \_\_\_\_\_
16. Dental problem that requires emergency treatment?  Y/N \_\_\_\_\_
17. Do you have a disability?  Y/N \_\_\_\_\_
18. Any other med problems we should be aware of?  Y/N \_\_\_\_\_
19. Do you have a regular medical doctor?  Y/N \_\_\_\_\_
20. Do you have medical insurance?  Y/N \_\_\_\_\_
21. Do you have medical assistance? Card #?  Y/N \_\_\_\_\_
22. (FEMALE BOOKINGS)/Are you pregnant?  Y/N \_\_\_\_\_



**Visual Observations:**

- 1. Trauma requiring emergency treatment? Y/N \_\_\_\_\_
- 2. Under the influence of alcohol/drugs? Y/N \_\_\_\_\_
- 3. Visible signs of withdrawal from alcohol/drugs? Y/N \_\_\_\_\_
- 4. Behavior suggest risk of assault to others? Y/N \_\_\_\_\_
- 5. Obvious sign of medical treatment? Y/N \_\_\_\_\_
- 6. Inmate cooperative during this process? Y/N \_\_\_\_\_

**Suicide Screening Questions:**

- 1. Have you ever been in jail before? Y/N \_\_\_\_\_
- 2. Have you ever attempted suicide while in jail? Y/N \_\_\_\_\_
- 3. Have you made any other suicide attempts? Y/N \_\_\_\_\_
- 4. When?            Where?            How? Y/N \_\_\_\_\_
- 5. Plan to harm yourself while you are here? Y/N \_\_\_\_\_

**Suicide Screening Observations:**

- 1. Does person appear unduly sad or depressed? Y/N \_\_\_\_\_
- 2. Does charge have anything to do with suicide? Y/N \_\_\_\_\_
- 3. Willing to answer questions about self harm? Y/N \_\_\_\_\_

**Symptoms of Contagious Diseases:**

- 1. Ever had any of the following..chest pains? Y/N \_\_\_\_\_
- 2. A wet cough lasting 3 weeks or more? Y/N \_\_\_\_\_
- 3. Coughing up blood? Y/N \_\_\_\_\_
- 4. Losing weight for no apparent reason? Y/N \_\_\_\_\_
- 5. Loss of appetite for a month or longer? Y/N \_\_\_\_\_
- 6. Fatigue that lasted a month or longer? Y/N \_\_\_\_\_
- 7. Night sweats (drenching sweat while sleeping)? Y/N \_\_\_\_\_
- 8. Fever for a month or longer? Y/N \_\_\_\_\_

## ST. LOUIS COUNTY JAIL BOOKING FEE

Pursuant to Minnesota State Statute 641.12 Subd. 1 which states:

" A county board may require that each person who is booked for confinement at a county or regional jail, and not released upon completion of the booking process, pay a fee of \$10.00 to the Sheriff's Department of the county in which the jail is located.

The fee is payable immediately from any money then possessed by the person being booked, or any money deposited with the Sheriff's Department on the persons behalf.

If the person has no funds at the time of booking, during the period of incarceration, the Sheriff shall notify the district court in the county where the charges related to the booking are pending, and shall request the assessment of the fee.

Notwithstanding section 609.10(125), or any other law to the contrary. upon notification from the Sheriff, the district court must order the fee paid to the Sheriff's Department as part of a sentence or disposition imposed.

If the person is not charged, is acquitted, or if the charges are dismissed, the Sheriff shall return the fee to the person at the last known address listed in the booking records."

Inmate Name: \_\_\_\_\_ Date: \_\_\_\_\_

LID No: \_\_\_\_\_ Booking No. \_\_\_\_\_

\$10.00 booking fee received at time of booking

Partial booking fee collected in the amount of \$\_\_\_\_\_

Booking fee deferred to any deposits; no money at time of booking

Inmate Signature: \_\_\_\_\_

Inmate Refused to Sign

Signature of Intake Officer: \_\_\_\_\_

(Place this form in Inmate's File)





## **St. Louis County Jail** **Inmate Handbook**

### **Introduction**

The St. Louis County Jail is managed by the Sheriff and the Jail Staff. This inmate handbook has been prepared for your benefit. It contains general information and rules to guide you through your stay.

This handbook contains rules of conduct designed to maintain security, a standard of cleanliness and discipline within the Jail. You should read this handbook carefully so you will know what is expected of you, and what action could happen if you fail to follow the rules.

Our responsibility is for your personal safety and well-being during your stay. Your responsibility is to comply with all policies, procedures, and directives of the Jail Staff. Your behavior will have a direct bearing on your level of custody while at the St. Louis County Jail.

If you do not understand any part of the handbook, ask a Staff member to assist you.

### **Classification**

Once you have viewed the orientation video and have been issued this handbook, you will be placed in an Observation Unit. You will remain in this unit in order for your behavior to be observed and documented. This process will determine your security status, Housing Unit designation, and any Special Needs based on your age, medical condition, offense, prior record, and your general attitude and behavior. At the end of this time, you will be classified and assigned to a Housing Unit.

Change in classification status is an administrative action, not disciplinary. Classification status may be reduced for appropriate behavior or may be increased as a result of inappropriate behavior or security/safety breaches.

When you are placed in a Housing Unit, an Officer will assign you a cell and assist you in checking to make sure everything is working properly, and that there is no contraband or damage to the cell, including marks or writing in the cell. You will be required to sign a document stating the condition of the cell and will be held accountable for its condition throughout your stay.

### **Clothing and Bedding**

Prior to entering the Observation Unit, you will be issued bedding, linen, and towels. You will be responsible for their condition when returned. At no time shall any of these items be modified in any way other than their intended use. Exchanges will occur as per the Housing Unit schedule.

Proper Dress is defined as:

In Housing Unit Out of Cell:

Top: T-Shirt and/or Uniform Top

Bottom: Uniform Pants or Gym Shorts  
Footwear: Shoes and Socks

Out of Housing Unit:

Top: Uniform Top  
Bottom: Uniform Pants  
Footwear: Shoes and Socks

Exception: Inmates escorted to the Gym from Delta or Sigma can be in Gym wear.

Gym Wear:

Top: T-Shirt  
Bottom: Gym Shorts  
Footwear: Shoes and Socks

You are responsible for the clothing, bedding and linens issued to you. You shall use or wear these items as they are intended to be used. It is our expectation that you report damaged jail issued clothing, bedding and linens when it is discovered. Damage to the items may be grounds for discipline and you may have to pay for these damaged items.

**Laundry Program:**

**Intake Initial Issue:**

**All Inmates**

- 1 - Pillowcase
- 1 - Fitted Sheet
- 1 - Top Sheet
- 1 - Blanket
- 1 - Bath Towel
- 1 - Hand Towel
- 1 - Pair Socks
- 1 - Orange Uniform Top
- 1 - Orange Gym Shorts
- 1 - Orange Uniform Bottom
- 1 - Pair Shoes
- 1 - Washcloth
- 1 - Hygiene Kit

**Male Inmates**

- 1 - T-Shirt
- 1 - Boxer Shorts

**Female Inmates**

- 1 - Bra
- 1 - Underpants
- 1 - T-Shirt

Once you are Classified, you will be taken to Intake for further issue (Female inmates shall be changed over in the Delta Unit after classification. It is very important to take **ALL** the INTAKE INITIAL ISSUE with you. Once in Intake, you will receive the following items in addition to your INTAKE INITIAL ISSUE :

**All Inmates**

- 3 - Pair Socks
- 1 - Bath Towel
- 1 - Washcloth
- 1 - Hand Towel

**Male Inmates**

- 3 - Boxer Shorts
- 3 - T-Shirts

**Female Inmates**

- 3 - Bras
- 3 - Underpants
- 3 - T-Shirts



Once you arrive at your assigned Housing Unit, the Officer will assign you a cell and a bunk. You will receive a blue bin numbered the same as your cell and bunk. In the blue bin is a mesh bag with numbering that coincides with your cell and bunk. You are to use the bin for clean clothes and the mesh bag for dirty clothes.

Once in the assigned unit, you will be changed into a uniform designated for that unit.

Once per week the mesh bag and bed linens shall be laundered. Check the laundry schedule for your unit. Place all your white clothing (t-shirts, boxers, socks, towels, washcloths, bras, underpants) in the mesh bag and continue to wear one set. Items in the mesh bag are NOT removed for laundering or drying. They remain in the bag. If you stuff everything in a wad, it may not dry properly. This bag will be returned within 2 days. Uniforms are exchanged twice a week.

You are responsible for wearing the uniform as it is intended by design, this includes the proper sizes, failure to do so is a violation and may result in discipline.

## **Personal Care**

### **Hygiene Items.**

You will be given an initial issue of personal hygiene items. Replacement items will be available in the vending machines as well as other personal hygiene items that you may prefer. Indigent inmates (defined as: having less than \$.50 on account for a minimum of one (1) month) will continue to be supplied with necessary personal hygiene items. No personal hygiene items from your stored property will be allowed for your use in the housing units.

### **SHOWERS.**

Personal hygiene is very important to your health, as well as to the health of others. You are required to shower frequently and otherwise maintain personal cleanliness.

### **RAZORS.**

Razors will be available to each inmate between 0700 - 0800 only, unless inmate behavior or other factors indicate that such availability constitutes a threat to safety and/or security. Razors **must** be returned to the Housing Unit Officer by 0800.

### **HAIRCUTS.**

Haircuts may be obtained by filling out an Inmate Request Form. A volunteer Barber/Beautician, will cut your hair free of charge. If you do not want to wait for a Volunteer to cut your hair, you may request a professional haircut - providing you are willing to pay for it. If you are able to pay, the cost - currently \$10.00 will be deducted from your jail account. Requests for haircuts are sent to the Program Services Unit.

## **Tobacco Free Jail Information**

All tobacco products have been prohibited in the Jail since January 6, 1992. Any tobacco products, including lighters, etc., shall be considered contraband and subject to disciplinary action. For cessation assistance, complete an Inmate Request Form and send it to the Program Services Unit.

## **Safety and Emergency Procedures**

The St. Louis County Jail is in strict compliance with fire safety codes. To ensure continued compliance, there will be fire and safety inspections. The Jail Staff is trained in written emergency plans. All safety and emergency procedures are designed to ensure the safety, security, and well being of staff and inmates. Failure to cooperate with staff instructions during a drill or actual emergency will constitute a major violation of Jail rules and will result in disciplinary action.

Minnesota Statute 609.686 states that whoever intentionally gives a false alarm or tampers or interferes with any fire system (detectors, sprinkler heads, etc.) is guilty of a misdemeanor or felony. Tampering or interfering with the St. Louis County Jail fire system (detectors, sprinkler heads, etc.) creates the potential for bodily harm. The St. Louis County Jail shall prosecute **all** cases to the fullest extent of the law.

## **Lock-down**

Any time an Officer calls "LOCK-DOWN", you are to IMMEDIATELY go to your cell and close the door. Any time a "Lock-down" is called, inmates shall remain in their cells for a minimum of 30 minutes or until the Housing Unit Officer deems necessary. Failure to comply with this order SHALL result in disciplinary action.

## **Inmate Communication**

### **TELEPHONES.**

Each new inmate arriving at the St. Louis County Jail will be given the opportunity to complete collect calls upon completion of the Intake process, for the purpose of making bail, family notification or attorney contact.

Inmate phones are located in the housing units and Intake. The phones are collect call phones for local calls as well as long distance, they do not accept incoming calls. Collect calls cost approximately \$1.65 to accepting party (local calls) so please keep this in mind when you call. Personal calls are a PRIVILEGE which can be lost as part of disciplinary action. Inmates on discipline will have limited access to phones, such as calls pertaining to bail, legal or emergency matters ONLY. The Jail accepts only VERIFIABLE MEDICAL EMERGENCY calls for inmates.

Any controlling of the telephone, failure to follow facility directives or any loud, abusive, obscene or destructive behavior will result in the loss of telephone privileges, and may include disciplinary action, reimbursement and/or possible criminal charges.

Non attorney/client privileged phones completed in the jail may be monitored and/or recorded.

### **MAIL--INCOMING.**

There will be no limit on the volume of lawful letters that you may receive. Unlawful mail includes, but is not limited to, that which is libelous, obscene or contains contraband. Periodicals, newspapers and packages are not permitted. For exceptions, complete an Inmate Request Form and submit the request to Administration.

All incoming mail must be processed and delivered by the U.S. Postal Service. No mail is accepted from the lobby.

Mail will be delivered as soon as inspected. All incoming non-legal mail will be opened by Jail staff and inspected for contraband and money. All money will be placed in your account, a receipt will be placed in the envelope and delivered to you.

Legal mail (attorneys, legal aid agencies, courts, and other local, state or federal officials) will be treated as legal mail ONLY if the name and official status of the sender appear on the envelope. Incoming legal mail may be opened and inspected in front of the receiving inmate, but will not be read or censored.

Mail addressed to an inmate who has been transferred or released shall be forwarded to the address provided by the inmate or returned to sender.

### **MAIL--OUTGOING.**

Inmates will be provided unlined writing paper by the Jail and lined paper is available through the commissary. Stamped envelopes may be purchased in the vending machines. The Jail will provide pencils on request however, more than two (2) is considered excess and will be removed. Upon request, the Jail will provide postage for three personal letters per week (not to exceed \$.33 each) for indigent inmates. All legal mail pertaining to offense in which you are currently incarcerated will be mailed for indigent inmates.

All outgoing mail will be processed through the U.S. Postal Service. All outgoing mail must be turned in to the mail box in the Housing Unit. **All mail, except legal mail, is to be left unsealed.** Mail will be sent out daily, except weekends and holidays. All outgoing mail must have a return address:

Your Name  
4334 Haines Rd.  
Duluth, MN 55811

Inmates are permitted to send sealed legal mail to courts, counsel, officials of the confining authority, government officials, probation officers, and administrators of grievance system.

All outgoing inmate mail will be stamped with the following:

THIS CORRESPONDENCE IS FROM  
A CORRECTIONAL FACILITY  
ST. LOUIS COUNTY JAIL  
DULUTH, MN

### **Visiting**

The St. Louis County Jail visiting segment schedule is:  
Tuesday, Thursday, Saturday, Sunday

Segment # 1: 1:00 p.m. to 5:00 p.m.  
Segment # 2: 6:30 p.m. to 8:30 p.m.

A visitor may visit only one (1) inmate per visiting segment. During busy times visits may be restricted to 20 minutes.

For special visiting requests, see your Housing Unit Officer.

Inmates may refuse to see a visitor, either professional or social.

High Risk and Disciplinary Segregation inmates are allowed no more than one hour visits.

Inmates may be restricted from visiting any time if their behavior is deemed inappropriate by Jail Staff.

Each visitor shall be required to register with the Visiting Officer. Visitors must be 18 years of age and present a picture ID with date of birth or be accompanied by a parent or guardian (with a picture ID and date of birth) to visit. Handicapped visitors who desire assistance should ask the Visiting Officer. The St. Louis County Jail shall provide TDD machines for those visitors who need them. No more than 4 visitors (at least 1 adult) shall be allowed to visit at the same time, children (defined as 17 years old and younger) shall not be left unattended. No more than ONE inmate will be allowed in a visiting booth.

Any visitor appearing to be under the influence of alcohol or drugs will be denied the visit and asked to leave the facility. Visitors are not allowed to use tobacco, eat or drink during the visitation. Any visitor who attempts to smuggle tobacco or other prohibited materials into the Jail will be asked to leave and have further visits denied. Rules of appropriate conduct apply to visitors as well as inmates during visits.

All visitors coming into the facility must be and remain fully clothed. Visitors will not be allowed to carry anything on their person that has not been approved by Jail Staff. Lockers are provided for visitors' property. All visitors will be required to go through a metal detector and may be searched. Refusal will result in denial of visiting privileges. Visitors are ONLY allowed to leave money for the inmate they are visiting. Outstanding warrant checks shall be conducted on visitors.

## **Commissary**

Commissary is available to inmates by use of a Debittek card, as per Housing Unit Schedule. Commissary is a privilege that can be lost or restricted for disciplinary reasons. Your Debittek card is numbered and you are responsible for its safekeeping. If you lose it, notify the Officer immediately. Replacement of the Debittek card costs \$2.50.

There will be NO REFUNDS for any vending transactions. NO EXCEPTIONS.

## **Medical/Dental**

The St. Louis County Jail Health Services will operate daily, seven (7) days a week. Staffing includes an on-call physician licensed to practice in the state of Minnesota. Registered Nurse(s) are on duty daily.

All inmates are entitled to medical attention for valid medical complaints. Inmates who are in need of medical attention for non-emergency complaints **must** complete an INMATE REQUEST FORM. Inmates are to complete the form and return it to the Housing Unit Officer. All emergencies are promptly referred to the Health Services Staff.

Inmates requesting medical attention will first be screened by the nurse, who will determine whether the

inmate will be referred to the physician or a medical facility. NOTE: NOT ALL medical complaints will be referred to the physician.

Medication is prescribed to those inmates under treatment by order of the Jail physician and distributed by the Housing Unit Officers. At medication times, inmates are called to the dispensing area, medication is given and the inmate shall follow all directions given by staff. Medication times are 0700, 1200, 1700 and 2200 hours. Inmates must be responsible for reporting for medication times.

Inmates requiring dental care must complete an INMATE REQUEST FORM and return it to the Housing Unit Officer. The Health Services Staff will screen all requests for dental appointments.

Housing Unit Officers are not medical staff; they are trained to respond to emergencies only. For non-emergency medical issues, complete a Request Form, do NOT ask Housing Unit Officers to address your medical concerns. They are your medical concerns and are to be addressed with the Jail Health Services.

### **Inmate Co Pay:**

The St. Louis County Board has mandated that according to Minnesota Statute 641.15, the Inmate Medical Co-payment for Health Care Services shall be in effect in the St. Louis County Jail. The inmate co pay amount determined by the St. Louis County Board is \$5.00 for each **INMATE INITIATED HEALTH CARE SERVICE**.

As an inmate, this means that each time you request a Health Care Service, the St. Louis County Jail will remove \$5.00 from your account as authorized by statute. This includes:

- a). Doctor Visits
- b). Nurse Visits
- c). Dental Requests
- d). Mental Health Visits
- e). Ophthalmologist/Optometrists Visits
- f). Sick Call/Cell Visits
- g). Delayed Reporting of Injuries/Illness
- h). Refused Appointments

The \$5.00 co-payment does **not** apply to the following:

- a). Emergency/Urgent Visits
- b). Extraordinary Event (natural disaster)
- c). Infectious Diseases (reportable)
- d). Follow-up/Health Services Staff Initiated
- e). Intake Assessment
- f). TB Screening and Follow-up
- g). Chronic Clinics (Diabetes, BP, HIV)
- h). Prenatal Obstetrics
- i). Regulated Medical Care
- j). Immunizations
- k). Treatments
- l). Prescriptions

- m). Prescription Refills
- n). Prosthetic Devices

Please be advised that you will not be denied services because of a lack of money. However, once you receive money, the amount you owe will be deducted from your account.

## **Meals**

Food service at the St. Louis County Jail is in compliance with Minnesota Department of Corrections rules and regulations for dietary allowances.

Inmates in the facility will receive three (3) meals, of which a minimum of two (2) are hot, at regular meal times during each 24 hour period, with no more than 14 hours between the evening meal and breakfast. Exception: two meals on Sunday.

All special diets for medical or religious reasons, must be approved by Health Services Staff or the Facility Chaplain. If you need to be on a special diet for medical or religious reasons, you must complete an Inmate Request Form and submit it to either the Health Services Staff or the Facility Chaplain in order for your request to be considered. The Health Services Staff will require you to provide documentation from your doctor substantiating the need for a special diet. Special diets that are not based on documented medical or religious reasons shall not be approved.

The meal schedule is as follows:

Breakfast	0700
Lunch	1200
Supper	1800

## **Inmate Property Exchange**

Inmates may release personal property, including funds, to another party. To release property or funds, you must sign an AUTHORIZATION FOR RELEASE OF PROPERTY Form. Staff will assist in completing the form which you and the person receiving the property must sign before property can be released. The person receiving the property must present a valid drivers license or other official identification with picture.

FUNDS OR PROPERTY CANNOT BE RELEASED TO ANOTHER INMATE!

## **Incoming Funds and Property**

Inmates may receive funds through the mail or it may be deposited at the main lobby. All funds shall be placed into your account. The following instruments are acceptable:

- Bank or Postal Money Orders
- Certified checks, cashier checks, and traveler's checks
- Cash--paper money only, no coins.

The volume of property coming into the Jail will be strictly limited. Property accepted shall be receipted and a record kept. The Jail will not accept or store any inmate property other than personal apparel or personal articles on the individual at the time of booking. Arrangements for storage of property such



as automobiles, valuables, or large items shall be made at the time of booking and at the inmate's expense. The best rule to follow is have nothing brought to the jail. Money is all that is needed. Visitors are ONLY allowed to leave money for the inmate they are visiting. The Jail reserves the right to refuse funds for other inmates from your family or other contacts. Upon release from jail, your property will be disposed of if it is not picked up within 30 days.

### **Inmate Programs**

There are various programs and activities available for inmates, unless the inmate is on disciplinary restriction. Religious activities, educational classes, alcohol and drug counseling, AA meetings, individual counseling, vocational assessment, etc. are available. Inmates wanting to know what restrictions apply to them because of classification (if any), should contact a Corrections Counselor, for more specifics.

Each inmate shall have access to a Corrections Counselor, who is available to address such issues as institutional adjustment, personal counseling, discharge planning, etc.

Program involvement is dependent upon being cooperative and following the rules at all times.

A Facility Chaplain is available to assist inmates with personal problems, issues relating to one's faith, religious services, etc. Access to the Chaplain shall be through the Inmate Request Form procedure.

A Jail library is available in the Program Services Area. Some library materials may be checked out by the inmate to their housing unit. Other materials such as magazines and daily newspapers are restricted to be used only in the Program Services Area.

### **Inmate Workers**

Inmate workers are selected according to classification, attitude and behavior, willingness to work and personal hygiene. Generally, only general population inmates are selected. You must be in jail at least 10 days before applying. If you are interested in being an inmate worker, contact your Housing Unit Officer and ask to fill out an application.

If you quit an inmate worker position, there will be no good time granted for that month.

Kitchen workers having contraband and dismissed from their position shall lose all inmate worker good time accrued.

### **Radios/Televisions**

The Jail supplies televisions in the housing units and there is access to pre-programmed radio stations in each cell. Radio and TV are a privilege and controlled by the Housing Unit Officer.

### **Newspapers**

Newspapers are a privilege and shall be shared in the housing units. Newspapers or any part are NOT to be taken into cells.

## **Security**

One of the main objectives of the St. Louis County Jail is to maintain a safe and secure facility. Your cooperation is required so the Jail Staff can perform their duties safely and without interference. Lack of cooperation will result in disciplinary action.

Use of intercoms are for emergency purposes only. Talk to the Housing Unit Officer, when available, or seek out the Housing Unit Officer if you have questions/concerns. Do NOT USE INTERCOMS UNLESS YOU HAVE AN EMERGENCY!!!!!!

## **Jail Transfer**

Be aware that you are subject to being transferred to another jail to alleviate housing overcrowding. Jail transfers are not done for disciplinary reasons.

## **Shakedowns/Inspections**

For the security and safety of inmates and staff, unannounced shakedown searches will be conducted in your cell and housing unit on an irregular schedule. Each day certain individual cells will be inspected. Any contraband and/or unauthorized items will be confiscated. You MUST cooperate with Jail Staff conducting such searches.

Inspections will be conducted regularly for safety, hygiene, housekeeping, fire and emergency reasons. You MUST cooperate with Jail Staff conducting such inspections.

## **Searches**

Inmates may be pat-searched or have an unclothed body search completed at any time. These searches are to maintain security and protect inmates and staff by preventing the introduction of any article or substance which might cause or be used to cause injury, be considered contraband, effect an escape or achieve any other undesirable result in the County Jail.

Inmates will have an unclothed body search completed when returning to the secure perimeter of the Jail (from court, medical appointments, etc.)

## **Contraband**

You are prohibited from having in your possession or under your control (including in your cell) any item that is considered to be contraband. Contraband is defined as any item possessed by inmates or found within the facility that is illegal by law (drugs, non-prescribed medication) or anything not issued by the jail. Any legal item altered for other than it's intended purpose. For purposes of mail: maps, codes, unreadable text and escape plans are considered contraband. Security/threat groups symbolism is considered code.

Articles are also considered contraband when they are found in excess of approved quantities or have been altered from their original state. Items passed from one inmate to another without proper authorization are also considered to be contraband.

## **General Rules/Housekeeping**

You are responsible for keeping your cell and day area clean. Cleaning supplies are available from the Housing Unit Officer. All litter must be properly disposed of.

You must address staff by their title and last name: example, Officer Smith; Sgt Doe.

Damaging or defacing of walls or any other county property including clothing or bedding is forbidden.

While in General Population you may be issued a pass to go to a destination outside your housing unit. You must go directly to the destination and provide the pass to the staff. You may be stopped in route and asked for your pass. Failure to present the pass is a violation.

Nothing shall be pasted to the walls in cells or anywhere in the jail. Nothing is to be pasted over lights or intercoms.

You must be fully clothed with shirt, pants and shoes when leaving the housing unit.

You will be subject to periodic checks and are responsible for covering yourself.

You are responsible for making your bed DAILY, when you are not in it.

All inmates are responsible for the upkeep and cleanliness of their cellblock.

Chairs, mattresses, blankets, pillows and other bedding shall remain in your cell at all times, other than linen exchange.

Once assigned a cell, you are responsible for that cell. Housing Unit Officers shall make cell assignments.

Excessive noise and horseplay are not allowed.

Upon notification of staff to leave the housing unit, you shall be ready as quickly as possible.

Upon completion of meals, you are responsible for returning your utensils, cup and plate to the food service area.

You are provided with a bin for the storage of your personal belongings and is to be kept under the bottom bunk. If you cannot fit belongings into the bin, some will be removed and placed in storage. All items are to be kept in the bin when not in use.

Inmates shall stay out of other inmate's cells. Failure to do so is considered a violation and discipline shall be imposed.

## **Inmate Grievances**

All inmates will have a grievance procedure available to express grievances without fear of retaliation regardless of the action taken during the procedure.

 [Return to "The Inmate Handbook"](#) 

A grievance is defined as: an issue personally affecting an inmate in the area of health, welfare or services of the Jail that is within the power of the Jail Staff to correct. Group grievances or grievances submitted on behalf of others are NOT VALID. Personal disputes between an inmate and a staff member are not considered grounds for a grievance. Most grievances should be settled with the Housing Unit Officer where the inmate resides.

Inmates may file a grievance for all matters EXCEPT:

- Court Orders (separate appeal process is available)
- Disciplinary Hearing result (separate process available)
- Administrative action to ensure the safety, security and good order of the facility.

Inmates must first attempt to resolve all grievances informally with the Officer at the post where the inmate resides. If this is not possible, the inmate will be permitted to file a formal written grievance on the GRIEVANCE FORM, which will be provided on request.

Procedures for Informal Resolution:

1. Inmate requests a Grievance Form from staff.
2. Staff gives the Grievance Form to the inmate.
3. Staff dates and initials the Grievance Form when returned or submitted by the inmate.
4. Staff address the grievance verbally with the inmate.
5. If the grievance is resolved, the staff shall check the informal resolution box on the grievance form, sign and date the form, and have the inmate sign and date the form.
6. The grievance form shall be sent to the Administrator for viewing and to be scanned into the inmate's file.
7. If the grievance is not resolved informally, the inmate may request that the Formal Resolution process begin or may elect to not go on any further with the process.

Procedures for Formal Resolution:

Step One:

1. If a resolution is not reached through the Informal Grievance Process, a Formal Grievance Process may be started by the inmate.
2. Jail staff shall collect the completed Grievance Form from the inmate.
3. The Grievance Form shall be delivered to the Shift Commander without altering or delay.

Step Two:

1. The Shift Commander shall investigate the grievance and reply to the inmate on the Grievance Form within three (3) days.

2. If the grievance is resolved by the Shift Commander, the original form is forwarded to the Jail Administrator.
3. The Jail Administrator or designee shall be responsible for scanning the grievance into the computer in the inmate's file for future reference.
4. If the Shift Commander's reply is not accepted and the inmate chooses to continue the process, the Shift Commander shall forward the grievance and all documentation to the Jail Administrator or designee, without delay. Shift Commander's decision is final on Minor Violations.

Step Three:

1. The Jail Administration shall review all grievance related documentation and reply to the inmate on the Grievance Form within 5 days (excluding weekends and holidays).
2. Original copies of the grievance shall be kept by the Jail Administrator.
3. The Jail Administration shall be responsible for scanning the grievance information into the computer in the inmate's file for future reference.
4. The decision of the Jail Administration is final.

No grievance will be accepted by the Shift Commander if it contains obscene, insulting or sexual language that does not apply or relate to the matter being grieved. ABUSE OF THE GRIEVANCE PROCEDURE WILL NOT BE TOLERATED.

### **Inmate Rules and Discipline**

To maintain inmate discipline within the Jail, rules and regulations are established and sanctions specified. These rules and regulations are relayed to inmates by way of the INMATE HANDBOOK or by posting throughout the facility. Posted rules carry the same force as rules in the INMATE HANDBOOK.

Inmates in violation of Jail rules may be placed into segregation without a hearing if determined necessary.

If the offense/violation committed constitutes a crime, the Criminal Division of the Sheriff's Department shall be notified for possible charges.

Whether or not an offense/violation constitutes a crime, the inmate shall be subject to disciplinary action.

Violations shall be classified as either Minor or Major Violations.

**MINOR VIOLATIONS:**

- A-1. Possessing contraband
- A-2. Tattooing self or others
- A-3. Destruction of property valued less than \$50.00
- A-4. Use of threatening or intimidating behavior directed toward inmates, staff or visitor

**[Return to "The Inmate Handbook"](#)**



- A-5. Possessing another inmate's property without permission
- A-6. Providing false information to staff
- A-7. Failure to obey a direct order given by staff
- A-8. Offering a bribe to staff or visitors to the facility
- A-9. Storing of non-prescription medications
- A-10. Creating a disturbance
- A-11. Rattling of cell doors, excessive noise, loud talking.
- A-12. Possession of an unauthorized amount of issued items (hygiene, linen, pencils)
- A-13. Failure to maintain cleanliness of the cell and self (personal hygiene)
- A-14. Storing non-commissary food in cell
- A-15. Obstructing the view of one's cell
- A-16. Wearing uniform inappropriately
- A-17. Being in another inmate's cell
- A-18. Wearing or keeping unauthorized clothing or linen
- A-19. Horseplay (any game or action outside the Rec Areas that involve running, jumping or physical contact between inmates)
- A-20. Gambling
- A-21. Misuse of telephone privileges
- A-22. Misuse of bedding or clothing
- A-23. Misuse of inmate radio/intercom station within the cell
- A-24. Failing to perform work as directed by staff
- A-25. Defacing county property
- A-26. Possession of contraband or any allowable item that has been altered or used for other than it's intended purpose
- A-27. Use of insulting, abusive, profane or intimidating language directed toward staff, inmates or visitors
- A-28. Interference with staff duties and responsibilities
- A-29. Misuse of equipment, games, books, etc.
- A-30. Possession of jail issued property issued to another inmate
- A-31. Misuse of visiting privileges, visiting space, or visiting equipment
- A-32. Failure to comply with facility dress code
- A-33. Purchasing or providing commissary items for an inmate on restriction
- A-34. Affiliation with or behavior (such as sagging) conducive to security threat groups, i.e. gangs, cults, anti-social cliques.
- A-35. Other behaviors which disrupt or threaten the cleanliness, safety and/or security of the facility, staff, inmates or public to a minor degree.
- A-36. Misuse of Program Area

Sanctions for Minor Violations shall include:

- A. Verbal reprimand, documented on Inmate Tracking Sheet
- B. Loss of commissary privileges for 1 day
- C. Lock down in cell for up to 23 hours
- D. Loss of recreation and programs for up to 10 days
- E. Restitution
- F. Other reasonable sanctions appropriate to a minor violation.

MAJOR VIOLATIONS:

- B-1. Possessing contraband

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- B-2. Tattooing self or others
- B-3. Destruction of property valued in excess of \$50.00
- B-4. Use of threatening or intimidating behavior directed toward inmates, staff or visitor
- B-5. Possessing another inmate's property without permission
- B-6. Providing false information to staff
- B-7. Failure to obey a direct order given by staff
- B-8. Offering a bribe to staff or visitors to the facility
- B-9. Storing of prescription medications
- B-10. Indecent exposure
- B-11. Refusal to cooperate with a housing change
- B-12. Being in an unauthorized area
- B-13. Interfering with or disrupting jail operations
- B-14. Accessory to commit any violation
- B-15. Conspiracy to commit any violation
- B-16. Possession of prescription medications
- B-17. Tampering with or blocking any locking device or life support system
- B-18. Possession of a weapon or any allowable item utilized as a weapon
- B-19. Inciting/encouraging a riot or rioting
- B-20. Possessing or using an explosive or ammunition
- B-21. Setting a fire
- B-22. Assault/battery
- B-23. Escape, attempting or planning escape, assisting an escape
- B-24. Taking hostage(s)
- B-25. Sexual activity involving another person
- B-26. Extortion or blackmail
- B-27. Theft
- B-28. Fighting
- B-29. Three or more minor violations
- B-30. Other behaviors which disrupt or threaten the cleanliness, safety and/or security of the facility, staff, inmates or public to a major degree.

Sanctions for major violations shall include:

- A. Filing of formal criminal charges.
- B. Loss of recreation and programs not to exceed 60 days.
- C. Loss of good time.
- D. Loss of commissary privileges shall not exceed 30 days per rule violation.
- E. Disciplinary segregation shall not exceed 30 days per rule violation.
- F. Disciplinary segregation shall not exceed 60 days per behavioral incident
- G. Restitution
- H. Any combination of the above.

**PROCEDURE:**

**Minor Violations:**

1. Reporting staff shall determine that a minor rule violation has occurred.
2. Reporting staff shall note the behavior on the Inmate's Tracking Form.

3. Reporting staff shall advise the inmate of the minor rule violated and the sanctions to be imposed.
4. If an inmate requests to appeal a minor violation, the following shall occur:
  - A. Staff shall advise the Shift Commander.
  - B. The Shift Commander shall review the incident with the reporting staff.
  - C. Shift Commander shall hear the inmate's appeal.
  - D. Shift Commander shall render a decision on the matter.
  - E. The decision of the Shift Commander is final.

### **Major Violations**

1. Reporting staff shall determine that a major rule violation has occurred and note the incident on the Inmate Tracking Sheet.
2. Staff shall give a copy of the Disciplinary Offense Report to the inmate for signature.
3. Reporting staff shall order pre-hearing detention if deemed necessary for safety or security reasons.
4. Staff shall collect the completed Disciplinary Offense Report from the inmate, make a copy for the inmate and forward the original to the Shift Commander to assign an Investigator.
5. A Correctional Officer will be assigned to investigate the major violation. It is at this time you should tell the Officer if you have witnesses that will testify on your behalf.
6. If the inmate is in pre-hearing detention, the Hearing Officer shall schedule a disciplinary hearing within 72 hours of the violation, exclusive of weekends and holidays.
7. If the inmate is not in pre-hearing detention, the Hearing Officer shall schedule a disciplinary hearing within 7 days of the violation, exclusive of weekends and holidays.
8. The inmate shall be given all pertinent information, date and time of the hearing at least 24 hours in advance unless the time frame is waived.
9. The Hearing Officer shall tape record the disciplinary hearing.
10. The Hearing Officer's decision shall be based solely on the information obtained in the hearing process.
11. The Hearing Officer shall render the decision on an inmate's discipline within 72 hours of the hearing, excluding weekends and Holidays. The inmate shall be advised of the decision in writing. Inmate discipline may be subject to review and modification after half of the sanction is served.
12. The Jail Administrator or designee shall review all disciplinary hearings and dispositions to ensure conformity with policy and regulations.
13. Unless a waiver has been signed, inmates shall have the right to appeal the decision of the disciplinary hearing to the Jail Administrator.







## **Transcripts--The Booking**

*Note that the transcript represents the ASL to English interpretation, rather than attempting a transcription of the ASL source. A possible activity could be to use the this transcript to compare to the source and see more specifically what choices Susan used in creating this interpretation.*

Officer: All right, Mary. What I have here is a Tennessee warning. We're going to read this to you to inform you who you were arrested by, why you were arrested and what the information is that I need to receive from you today.

Interpreter: Mmhuh.

Officer: So you were arrested by the Duluth Police Department for a third-degree DWI.

Interpreter: A third?

Officer: Yeah.

Interpreter: Third? I'm innocent. Third? Third what?

Officer: It's a third degree. That's just the level of the charge. Whether you're guilty or innocent, that's not what we're here to talk about or decide. That will happen tomorrow when you go to court.

Interpreter: Court tomorrow?

Officer: Yes.

Interpreter: You mean, am I going to have an interpreter there?

Officer: You should. Yes.

Interpreter: Tomorrow, oh...OK.

Officer: All right? Are you ready to continue?

Interpreter: Well, am I gonna have an attorney there?

Officer: You'll be assigned an attorney when you go to court tomorrow. Yes. (Radio chatter.)

Interpreter: But I'm innocent. I'm innocent.

Officer: Well, you can take that up with your attorney and the court tomorrow. (over Radio chatter.) Right now, we just need to get through this and get the information that we need to make sure you'll be OK while you're here.

Interpreter: Oh, this is about me?

Officer: Yes.

Interpreter: Got it. Got it. OK. (Radio chatter.)

Officer: Your detention in the St. Louis County Jail requires that certain



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## Transcripts--The Booking (continued)

information be received from you. Before we request this information, I'm advising you of the following:

In compliance with the Minnesota Government Data Practices Act, I'm required to inform you that some of the questions I'll be asking you involve public, private, and confidential information.

The information you supply, may be used by the St. Louis County Sheriff's Department, by the court, by the Law Enforcement Agencies, and/or by medical personnel.

Interpreter: (overlap) But it's my first time. I'm not understanding. This is kind of ambiguous.

Officer: Uh, basically, a lot of the information I need to ask you will be medical information, um, confirming your address, your social security number. Just basically enough information to make sure that you're gonna be OK while you're here and for us to know who you are for sure.

Interpreter: Ah-uh.

Officer: The information you provide is intended to be used for identification purposes and to determine the condition of your release. If you choose not to answer any of the following questions, or if you provide false information, you may not receive the proper medical care and your release from jail may be delayed.

Interpreter: Uh-huh.

Officer: You're also advised that a non-attorney client privileged phone ca-

Interpreter: (Overlap) Boy, this is so long!

Officer: Yes, it is.

Interpreter: Can you begin at the beginning of that sentence again for the interpreter?

Officer: You're also advised that any non-attorney-client privileged phone calls in this facility may be monitored and/or recorded.

Interpreter: I don't need a phone. I got a pager.

Officer: You can't use that while you're here.

Interpreter: I got a Sidekick. Oh. Hmm. Well what about a phone? You got a TTY?

Officer: Yes, we do. And we'll arrange that for you when we're done here.

Interpreter: Fine. Thank you.

Officer: You'll be provided an Inmate Handbook and are advised to read this book in order to be advised of the rules and regulations of the St. Louis County Jail.

Interpreter: An in? An in? What?

Officer: An Inmate Handbook.

Interpreter: Oh, in...I thought it was a "Y." OK.



**Transcripts--The Booking (continued)**

Officer: Do you understand what I just read to you?

Interpreter: Totally beyond me. I don't get it at all, but we'll just go ahead with it.

Officer: Are you willing to answer questions?

Interpreter: It depends on the questions. What questions?

Officer: There'll be medical questions. Um, questions regarding your address. Any problems you may have.

Interpreter: Yeah.

Officer: Nothing that's gonna have anything to do with your case or why you're here, just simply things we need to know while you're here.

Interpreter: OK.

Officer: All right, I'll need you to sign this at the bottom right here.  
(Radio chatter.)

Interpreter: Sign it?

Officer: Yes.

Interpreter: And what am I signing it for?

Officer: Basically you're signing so that we know that it was read to you and you're willing to answer these questions.

Interpreter: I don't have my glasses.

Officer: Did you have them with you when you were arrested?

Interpreter: I can't remember.

Officer: I didn't...I don't believe we saw them in your property. Is it possible they could still be in your car?

Interpreter: I, uh, just don't remember.

Officer: Well, we'll look for them again in a little while.

Interpreter: Great.

Officer: Alright, we're gonna start right now with the medical questions.

Interpreter: Mm-hmm.

Officer: Are you presently taking any medications?

Interpreter: Yeah.

Officer: And what are they?

Interpreter: Uh, uh, wait a minute.P..It's a P. What's that P..

Officer: (overlap) What do you take it for?

Interpreter: Depression. I'm just not happy. Real bummed.



**Transcripts--The Booking (continued)**

Officer: Prozac?

Interpreter: That's the one. Yep, yep, yep.

Officer: OK. Did you have it with you?

Interpreter: No, uh-uh.

Officer: Can you get someone to bring it here?

Interpreter: I'd have to use my pager. I could send it.

Officer: Um, if you used a TTY later, uh, or TTD, excuse me, could you get someone to bring it that way?

Interpreter: It depends on if I can reach anybody. The best way, of course, is through the pager. But I'll try.

Officer: Well, we'll have the nurse talk to you tomorrow morning. And as long as you know where you get your prescription from, then they can confirm it and we can get it for you if you're gonna stay here.

Interpreter: Mm-hmm.

Officer: Have you been hospitalized or seen by a medical or psychological doctor this year?

Interpreter: Uh-huh, uh-huh. Counselor. I do one-on-ones with my counselor.

Officer: And whe.. when and where was that?

Interpreter: Here in Minnesota.

Officer: Which hospital?

Interpreter: H... No it wasn't at the hospital, It was at H...HDC.

Officer: And what is that?

Interpreter: HDC...you know. What is it? What does it mean? It's right on... it's right on the corner. It's on 4th or 3rd street.

Officer: Well, we'll put it in as that. The nurse may know for sure what it is. And what was the counselor's name?

Interpreter: Yeah, I get counseling there. That's where I go to counseling down there. My medications. I get my medications somewhere else. I forget where.

Officer: Who's your doctor that prescribed that medication?

Interpreter: I don't remember his name. Oh, uh, the counselor, the counselor has it on my file.

Officer: OK, We can talk to the nurse and they'll be able to call and check on that. You'll probably have to sign a medical release so that they can release that information to them.

Interpreter: Yeah. .whatever.

Officer: Are you allergic to any medications?

Interpreter: Yes, I have allergies.



**Transcripts--The Booking (continued)**

Officer: To what?

Interpreter: To aspirin. And what else? Oh, um. S. S-U...L Sul-something. Sul-something.

Officer: Sulfates?

Interpreter: Something like that. Yeah.

Officer: All right. We'll put that in with a question mark and the nurse will probably talk to you about that some more.

Interpreter: All right.

Officer: Have you fainted or injured your head recently?

Interpreter: Uh-uh.

Officer: Have you ever been diagnosed with epilepsy?

Interpreter: Uh-uh.

Officer: OK. Have you ever been diagnosed with any infectious disease?

Interpreter: Nuh-uh.

Officer: Diagnosed with tuberculosis?

Interpreter: Just had a test.

Officer: OK. How about diabetes?

Interpreter: Nuh-uh. None.

Officer: High blood pressure?

Interpreter: Nu-huh.

Officer: Heart disease.

Interpreter: (overlap) Oh, I'm healthy. I'm so healthy.

Officer: Well, we still have to ask these questions.

Officer: Have you been diagnosed with heart disease?

Interpreter: What was that again?

Officer: Heart disease?

Interpreter: No, no heart problems.

Officer: Seizures?

Interpreter: Nope.

Officer: Asthma?

Interpreter: Nope.

Officer: Ulcers?



**Transcripts--The Booking (continued)**

Interpreter: No. Come on, come on. Let's get this over with.

Officer: Psychiatric problems.

Interpreter: I already told you. You already asked me that question.

Officer: Was there anything else beside depression?

Interpreter: Nope. Nothing.

Officer: OK. Any dental problems that require emergency treatment?

Interpreter: (overlap) I'm so tired.

Officer: I know. We'll get it done as soon as we can and we'll get you someplace to lay down and rest. OK?

Interpreter: Can you repeat that last question about dental?

Officer: Do you have any dental problems that require emergency treatment?

Interpreter: No, I got healthy teeth, too.

Officer: That's good. Do you have any disabilities?

Interpreter: Well..yeah. You know why. I'm deaf.

Officer: Do you feel that that's a disability?

Interpreter: What? Do I feel?

Officer: Yes.

Interpreter: I guess I wouldn't call myself disabled.

Officer: (overlap) well, ok then, I don't think..

Interpreter: (Overlap) Just deaf.

Officer: Well, we'll list it, but I don't really feel it's probably a disability either.

Interpreter: Cool. You're cool. You're a nice man.

Officer: Do you have any other medical problems we need to be aware of?

Interpreter: Nothing.

Officer: All right. Do you have a regular medical doctor?

Interpreter: Yeah.

Officer: Do you know who it is?

Interpreter: Dr. P.S. Rudie.

Officer: P.S. Rudie. All right, and..

Interpreter: (overlap) and associates.



**Transcripts--The Booking (continued)**

Officer: And Associates, OK. And which clinic is that through?

Interpreter: No, that's the clinic. P.S., that thing.

Officer: OK. Well, we'll give that to the nurse so that she can talk to them. Do you have any kind of medical insurance?

Interpreter: Oh, yeah.

Officer: And who is that through..

Interpreter: (Overlap) Where did I put it?

Officer: (Overlap) Do you remember if it's Blue Cross?

Interpreter: (Overlap) It's with my glasses.

Officer: OK. Do you remember if it's Blue Cross? Blue Shield? Who's it through?

Interpreter: Yeah, that's the one. It's the "Blue" one.

Officer: OK. (Radio chatter) And are you pregnant?

Interpreter: No.

Officer: All right. (Radio)

Interpreter: Oh, God, I hope not.

Officer: (Laughter) Have you...Have you ever been in jail before?

Interpreter: The person has their eyes closed.

Officer: Mary.

Interpreter: Yeah, yeah, yea.

Officer: Have you ever been in jail before/

Interpreter: No, first time.

Officer: Have you, uh, ever attempted suicide?

Interpreter: No.

Officer: No?

Interpreter: No.

Officer: Do you plan to harm yourself while you're here?

Interpreter: No.

Officer: Alright.

Interpreter: I wanna just sleep.

Officer: In just a few minutes, we're almost done.

Interpreter: Uh-huh.

Officer: Have you ever had any of the following for any unexplained reasons: Chest pains?





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## Transcripts--The Booking (continued)

Interpreter: Like chest, chest. Reinterpretation. No, I have not.

Officer: OK. A wet cough lasting three weeks or more.

Interpreter: Yeah, I cough.

Officer: All the time..

Interpreter: (Overlap) The interpreter needs to go back a little bit. Um, for no reason? Was that the intent?

Officer: Yes.

Interpreter: So with chest pain? No, I haven't had any.

Officer: OK. What about the wet cough for three weeks or more?

Interpreter: Yeah, I cough and cough and cough.

Officer: Is it a wet cough or a dry cough?

Interpreter: I don't know I guess.

Officer: Alright, we'll put it down as, "Yes" and I'm sure the nurse will follow up with that tomorrow morning.

Interpreter: Mm-hmm.

Officer: Have you been coughing up any blood?

Interpreter: No.

Officer: OK. Any loss of weight for no apparent reason?

Interpreter: Well, I am losing weight, but... Huh?

Officer: Because you're trying to, or is it just happening and you don't know why?

Interpreter: No, it's my goal to lose weight.

Officer: OK. Have you had a loss of appetite for a month or longer?

Interpreter: Yeah, food's fine.

Officer: Fatigue that's lasted for a month or longer?

Interpreter: With the medicine, I'm not used to the medication and so I've been really tired.

Officer: OK. Well, we'll list that and, as a possible side effect of your medication.

Interpreter: OK.

Officer: Have you had any night sweats, drenching sweats while you're sleeping?

Interpreter: Once in a while.

Officer: How often? And were they recent?

Interpreter: Well, it has happened recently, but I really can't tell you how



## By the Book

# Interpreting an Intake at a County Jail

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## Transcripts--The Booking (continued)

frequent it was.

Officer: OK. And have you had a fever for a month or longer?

Interpreter: No.

Officer: Um, can you tell me your current address?

Interpreter: I live where? I live here in Duluth.

Officer: But what is your actual address, the street address?

Interpreter: 3..., oh, 394 East,...East Franklin.

Officer: OK.

Interpreter: You know where that is?

Officer: Not off hand, but I'm sure we could find it. Do you remember the zip code there?

Interpreter: 55801.

Officer: OK. And what's your phone number?

Interpreter: 761-3322

Officer: OK.

Interpreter: Hurry up.

Officer: We're going as fast as we can. How tall are you?

Interpreter: Five two.

Officer: And your weight?

Interpreter: I already told you.

Officer: You didn't tell me your weight.

Interpreter: I don't want to.

Officer: But I need you to.

Interpreter: One fifty.

Officer: OK. Do you have any religion you'd like listed?

Interpreter: No, none.

Officer: And you said you wear glasses. Do you wear contacts also?

Interpreter: No, I don't.

Officer: Ok. Are you right-handed?

Interpreter: Right. I do have glasses. I use my glasses for reading. That's it.

Officer: OK. And which state were you born in?

Interpreter: Minnesota.



## By the Book

# Interpreting an Intake at a County Jail

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## Transcripts--The Booking (continued)

Officer: Alright. Perfect. Do you have any identifying marks, scars, or tattoos, that you could show us or tell us about?

Interpreter: Uh-huh.

Officer: No surgical scars

Interpreter: (Overlap) Do you?

Officer: Not that I can show you. No.

Interpreter: Hmm.

Officer: Do you have any surgical scars? Piercings?

Interpreter: No, oh, my ears.

Officer: Pierced ears? That's it?

Interpreter: Yep. Just my ears.

Officer: OK. Who can we list as an emergency contact for you just in case something were to happen to you while you were here?

Interpreter: Call the interpreter.

Officer: Call the interpreter?

Interpreter: She's a good friend of mine. (Sim-com) Actually, it would be better not to list the interpreter for that kind of a situation. I'm just here to facilitate the communication. (Just voice.) But you're my good friend. (sim-com) Yeah, we know each other, that's right. But

it's better to keep that separate.

Officer: Do you have a family member or something we could list?

Interpreter: (Overlap) Oh fine.

Interpreter: I guess a friend of mine.

Officer: And what's your friend's name?

Interpreter: Doug

Officer: What's his last name?

Interpreter: His last name...it's K something. K, E, N...you know, like JFK. It's the same name as JFK

Officer: (overlap) Kennedy)

Interpreter: That guy.

Officer: Kennedy.

Interpreter: Yeah, that's the spelling of it.

Officer: Alright. And what is his phone number?

Interpreter: 7, 2,4, 6,7,6,2

Officer: OK.

Interpreter: Are we done yet?



**Transcripts--The Booking (continued)**

Officer: We're almost there. Alright. What I'm gonna have you do is to take a seat back in that room for a minute, OK? I'll get a female officer down here.

Interpreter: And they will get you in the shower and ready to go down the hall. When she's done with that, we'll get a picture and you'll be all set.

Interpreter: Ready for what?

Officer: Um, ready to go down to the unit that you'll have to be in for the night.

Interpreter: Hmm, uh...

Officer: OK?

Interpreter: Fine.

Officer: Do you not want to stay awake at this point? Is that the problem? Are you too tired to do this?

Interpreter: Yeah, I am too tired to shower.

Officer: Alright, then at that point, we'll just have you...we can have you, you know, lay down out here in a cell. We'll give you a blanket. You can lay down and relax for a little while. We'll get you back up later. Would that be better?

Interpreter: Huh...are they comfortable here?

Officer: (Laughter) I don't know. I've never slept on one.

Interpreter: Well, I'll just follow where you take me.

Officer: OK.

Interpreter: Yeah?

Officer: You can have a seat in there for a minute. We'll see how you do in just a couple of minutes. OK?

Interpreter: Great.



## **Transcripts--The Orientation Video**

This is your orientation to the St. Louis County Jail. Please pay close attention to the information given in this videotape. It has been prepared for your benefit and will help you to have a successful stay here. If there is anything you do not understand, or if you have any questions, make sure to ask an officer after the tape is finished.

The environment of the St. Louis County Jail may be different than you expected. Here, it is your behavior that determines what your physical surroundings will be and what opportunities will be offered to you while you are incarcerated. Your behavior will be judged by:

1. how well you follow jail rules;
2. how well you can get along with staff; and
3. how well you can get along with other inmates.

The staff of the St. Louis County Jail will be recording your behavior, both positive and negative throughout your stay.

All of the rules you will need to know are listed in your Inmate Handbook. You will be responsible for all of the information in the Inmate Handbook, so please, take the time to read it. If you need help with this, ask the officer after this tape is finished.

Once you are assigned to a housing unit, your housing unit officer will be available to answer any questions you may have. Any requests for information, such as medical attention, release dates, or jail provided services, should be made using the inmate

request forms provided at the day room service counters. The request must be filled out completely and given to the housing unit officer in order for it to be answered.

You will be issued a package of basic hygiene items. Replacement items will be available in the vending machines and you may purchase them at your own expense. If you have no money, see your inmate handbook for Indigent Status.

Your next destination after this videotape is completed will be the observation unit. You will spend up to three days in the observation unit while the staff determines your classification. Throughout your assignment to the observation unit, you will have access to the Day Room, TV, telephone, exercise equipment, and commissary machines during non-Lockdown hours. Each day, Monday through Saturday, a counselor will visit the unit.

Scheduled Lockdowns, which is defined as time in your cell with the door closed and locked, are listed in your Inmate Handbook and posted in the Day Room. It is important to know that you will also be required to go to your cell for unscheduled Lockdowns. Anytime the housing Unit Officer calls, "Lockdown," you must go directly to your cell and pull the door completely closed. This is a very important rule and failure to comply with this rule will result in disciplinary action.



**Transcripts--The Orientation Video (continued)**

In every cell is an intercom button. This should only be used in emergency situations or during lockdown times. If you have a non-emergency question, ask the officer in person. Abuse of the intercom can lead to discipline. Also, in many of the cells, are buttons for your light, radio, and door. The radio button allows you to listen to radio stations that have been pre-selected. By pushing the button, you will turn the radio on and by pushing the button again, you will be able to select a radio station. Volume is controlled by the officer.

The door button allows you to go into your cell, close the door, and exit your locked door during non-lockdown times by simply pushing the button and the door. Remember, anytime your door closes, it locks. It is important to know that all the radio, light, and door functions can be controlled by the officer in the unit.

Any time you are out of your cell, the cell door must be left wide open. If you close the door, you cannot get back in. It is a rule to never go into any cell except your own, and not allow anyone else into your cell. Any time you are out of your cell, you must be properly dressed. This means you must have your upper and lower body covered with jail-issued clothing and footwear. All clothing must be worn in the fashion intended.

Your housing unit officer will assign you to a cell. All of the cells in the observation Unit are single cells. If you are assigned

to a cell on the first floor, you must stay on the first floor except for visiting. If you are assigned to a cell on the upper level, you will only be permitted upstairs to go to your cell or to the showers. Loitering on the upper level is not permitted.

You will be held responsible for maintaining your cell in the same condition as when it was assigned to you, and for any damage done to your cell. Your housing Unit officer will inspect the cell with you and list any discrepancies before you move in. Here is an example of what your cell should look like. Your cell must be cleaned daily, kept orderly at all times, beds should be made when not in use. Your personal and facility property must be stored in your bin at all times.

There will also be times when you are selected to perform cleaning duties in the Housing Unit common areas such as cleaning the Day Room or the shower areas. Your Housing Unit Officer will give you the equipment and direction you will need to complete your assigned duties.

If you demonstrate normal adult behavior while you are assigned to the Observation Unit, you can expect to be classified as General Population. General Population is very much like the Observation Unit, except that the units are larger and will afford you with the opportunity to earn even more freedom and opportunities. In general population, you will have expanded access to telephone and commissary machines, the opportunity



**Transcripts--The Orientation Video (continued)**

to room with a cell mate, and direct access to program services and activities, such as the library, education and vocational programs, counseling, spiritual counseling and services, and recreation.

Your ability to remain in Observation or General Population will be as a direct result of your positive behavior. Those inmates who demonstrate that they cannot follow institutional rules will not be allowed to remain in Observation or General Population. Remember, you are responsible for your behavior and will be held accountable for your actions. You always have choices. If you are confronted or threatened by someone, you should walk away, see the officer of your unit, or go to your cell and lock yourself in.

One of the alternatives to Observation or General Population is Disciplinary Segregation. Inmates will be classified to the Disciplinary Segregation Unit for a specified amount of time as a result of violating institutional rules. All facility rules and discipline for violations are listed in your Inmate Handbook.

Living conditions in Disciplinary Segregation are significantly different than those in Observation or General Population. Cell accommodations in the Disciplinary Segregation Unit are constructed of steel and concrete rather than porcelain, wood, and plastic. You will find no TV in the Day Room. Inmates are locked in their cells for 23 hours per day and have no access to

the program services area. Disciplinary Segregation inmates are allowed out of their cells for only one hour per day to exercise and shower. This is not the place you want to be.

You will be allowed access to visiting as long as you follow the rules while visiting. Visiting hours are from 1 pm to 5 pm and 6:30 pm to 8:30 pm every Tuesday, Thursday, Saturday, and Sunday. Visitors must be at least 18 years old unless accompanied by a responsible adult and must present a picture ID that includes the visitor's birth date.

Medical staff are on duty daily. If you have a medical concern or problem, you must complete an Inmate Request Form and turn it into the officer in the unit. Medical staff will address your concern at the earliest available time. Non-emergency requests are not addressed immediately. If you are having a problem of an emergency nature, contact an officer immediately.

Feel free to bring any questions or concerns you have to your Housing Unit Officer. It is very important to read your Inmate Handbook as the information is more detailed there. It is the goal of the entire jail staff to provide a clean, safe, and secure environment for everyone in the St. Louis County Jail. Good luck.



## Perspectives on Interpreting the Orientation Video

Interpreting a video can be quite a challenge. The end product shown here is not my first attempt. I originally attempted to do it while letting the video run straight through. (The *Get It Over as Fast as Possible* technique.) I found that I was not able to provide enough emphasis on some of the important ideas, nor was I able to explain more fully some of the ideas which were briefly touched upon but seemed significant to me.

Nancy Niggley, who interprets in medical settings with the use of a lot of video for patient education, explains on the CD, **Internal Discussions: An Appointment in Gastroenterology**, that she uses the technique of pausing the video to more fully interpret portions of the video. Based on her advice, I chose to pause the video...which would be an option open to me if I were actually interpreting the video with the sole audience being the Deaf inmate going through the intake process.

As one example of when I used this technique, the video talks about “Indigent Status” and the fact that the Inmate Handbook explains it in more detail. I felt that “Indigent Status” was a term which needed some explanation, as well as time to emphasize that the Inmate Handbook represented a resource in that area. So, I paused there to give me more time to stress these points. I also used this to stress that inmates can approach their Housing Unit officers to ask questions and get assistance.

In an actual booking situation, I would take my cues from the Deaf inmate as to when pausing was necessary. If there

were times when the inmate gave me feedback demonstrating questions or confusion, I would pause the video to allow time to make the interpretation more clear. If an officer was present in the room, I would explain to the officer that there might be points in the video where I pause it to allow for a more complete interpretation than is allowed by the timing of the video. Additionally, I might use the officer as a resource to have the Deaf person ask questions of directly.

Overall, in my interpretation, I wanted to stress two points: that there are resources in the jail setting where inmates can go to help and that the inmate’s behavior is the determining factor in what their living environment will be. I hope that those important points came through clearly.

### About the Interpreter

Doug Bowen-Bailey is an interpreter and educator who lives in Duluth, Minnesota. Through his business, Digiterp Communications, he has been part of creating a variety of digital resources for interpreter skill development, including this one. Additionally, he currently serves as the President of the Arrowhead Interfaith Council, which contracts with St. Louis County to provide chaplaincy services at the St. Louis County Jail. So he is familiar with the intake process both as an interpreter practitioner and as a member of an organization which provides services to assist inmates in their time in jail and in their transition after incarceration.





# Credits for this Project

## Actors for Booking

Cheryl Blue, [Click for Video Intro](#)  
Officer Lurye  
Officer Elder

## Model Interpretations and Perspectives

Susan Lorenz, CSD  
Doug Bowen-Bailey

## Filming/Video Editing/Computer Design/Transcripts

Doug Bowen-Bailey

## Video Editing

Patrick Kamau

## Coordination at St. Louis County Jail

Captain Gregorich

## Filming Location Provided by:

St. Louis County Sheriff's Office

## Reviewers:

Jill Hartman  
Mari Magler

## Support in Production and Distribution:

### RSA Region V Interpreter Education Project

#### Project Director:

Laurie Swabey

#### Project Managers:

Paula Gajewski  
Richard Laurion

#### Administrative Assistant:

Rosa Ramirez

### NE Minnesota Region III Low Incidence Project

#### Facilitator:

Pat Brandstaetter

#### Administrative Assistant:

Tasha Honkola

### Project TIEM.online

#### Project Director

Elizabeth Winston

#### Media and Technology Coordinator

Sarah Snow





By the Book

## Interpreting an Intake at a County Jail

75

### The Booking

### Consecutive Format

### Part 1a

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

All right, Mary. What I have here is a Tennessee warning. We're going to read this to you to inform you who you were arrested by, why you were arrested and what the information is that I need to receive from you today.

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By the Book

## Interpreting an Intake at a County Jail

76

### The Booking

### Consecutive Format

### Part 1b

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**So you were arrested by the Duluth Police Department for a third-degree DWI.**

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By the Book

## Interpreting an Intake at a County Jail

77

### The Booking

### Consecutive Format

### Part 3

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**It's a third degree. That's just the level of the charge. Whether you're guilty or innocent, that's not what we're here to talk about or decide. That will happen tomorrow when you go to court.**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 5

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Yes.**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 7

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**You should. Yes.**

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By the Book

## Interpreting an Intake at a County Jail

80

**The Booking**

**Consecutive  
Format**

Part 9

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**All right? Are you ready to continue?**

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By the Book

## Interpreting an Intake at a County Jail

81

### The Booking

### Consecutive Format

### Part 11

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**You'll be assigned an attorney when you go to court tomorrow. Yes. (Radio chatter.)**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 13

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

Well, you can take that up with your attorney and the court tomorrow. (over Radio chatter.) Right now, we just need to get through this and get the information that we need to make sure you'll be OK while you're here.

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By the Book

## Interpreting an Intake at a County Jail

83

### The Booking

### Consecutive Format

### Part 15

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Yes.**

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By the Book

## Interpreting an Intake at a County Jail

84

### The Booking

### Consecutive Format

### Part 17

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Your detention in the St. Louis County Jail requires that certain information be received from you. Before we request this information, I'm advising you of the following: In compliance with the Minnesota Government Data Practices Act, I'm required to inform you that some of the questions I'll be asking you involve public, private, and confidential information. The information you supply, may be used by the St. Louis County Sheriff's Department, by the court, by the Law Enforcement Agencies, and/or by medical personnel.**

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By the Book

## Interpreting an Intake at a County Jail

85

### The Booking

### Consecutive Format

### Part 19

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

Just basically enough information to make sure that you're gonna be OK while you're here and for us to know who you are for sure. The information you provide is intended to be used for identification purposes and to determine the condition of your release. If you choose not to answer any of the following questions, or if you provide false information, you may not receive the proper medical care and your release from jail may be delayed. You're also advised that a non-attorney client privileged phone ca-

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 21

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Yes, it is. You're also advised that any non-attorney-client privileged phone calls you complete in this facility may be monitored and/or recorded.**

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By the Book

## Interpreting an Intake at a County Jail

87

**The Booking**

**Consecutive  
Format**

Part 23

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**You can't use that while you're here.**

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By the Book

## Interpreting an Intake at a County Jail

88

### The Booking

### Consecutive Format

### Part 25

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Yes, we do. And we'll arrange that for you when we're done here. You'll be provided an Inmate Handbook and are advised to read this book in order to be aware of the rules and expectations of the St. Louis County Jail.**

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By the Book

## Interpreting an Intake at a County Jail

89

**The Booking**

**Consecutive  
Format**

Part 27

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Inmate Handbook.**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 29

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Do you understand what I just read to you?

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By the Book

## Interpreting an Intake at a County Jail

91

**The Booking**

**Consecutive  
Format**

Part 31

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Are you willing to answer questions?

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 33

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**There'll be medical questions. Um, questions regarding your address. Any problems you may have. Nothing that's gonna have anything to do with your case or why you're here, just simply things we need to know while you're here. All right, I'll need you to sign this at the bottom right here. (Radio chatter.)**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 35

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Yes.**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 37

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Basically you're signing so that we know that it was read to you and you're willing to answer these questions.**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 39

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Did you have them with you when you were arrested?

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By the Book

## Interpreting an Intake at a County Jail

96

### The Booking

### Consecutive Format

### Part 41

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**I didn't...I don't believe we saw them in your property. Is it possible they could still be in your car?**

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By the Book

## Interpreting an Intake at a County Jail

97

### The Booking

### Consecutive Format

Part 43

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Well, we'll look for them again in a little while.**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

### Part 45

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Alright, we're gonna start right now with the medical questions. Are you presently taking any medications?**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 47

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

## And what are they?

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By the Book

## Interpreting an Intake at a County Jail

100

### The Booking

### Consecutive Format

### Part 49

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# What do you take it for?

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By the Book

## Interpreting an Intake at a County Jail

101

### The Booking

### Consecutive Format

Part 51

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Prozac?

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By the Book

## Interpreting an Intake at a County Jail

102

**The Booking**

**Consecutive  
Format**

Part 53

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Did you have it with you?**

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By the Book

## Interpreting an Intake at a County Jail

103

**The Booking**

**Consecutive  
Format**

Part 55

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Can you get someone to bring it here?**

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By the Book

## Interpreting an Intake at a County Jail

104

### The Booking

### Consecutive Format

Part 57

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Um, if you used a TTY later, uh, or TTD, excuse me, could you get someone to bring it that way?**

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

105

### The Booking

### Consecutive Format

### Part 59

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Well, we'll have the nurse talk to you tomorrow morning. And as long as you know where you get your prescription from, then they can confirm it and we can get it for you if you're gonna stay here. Have you been hospitalized or seen by a medical or psychological doctor this year?**

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By the Book

## Interpreting an Intake at a County Jail

106

### The Booking

### Consecutive Format

Part 61

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# And whe.. when and where was that?

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By the Book

## Interpreting an Intake at a County Jail

107

### The Booking

### Consecutive Format

### Part 63

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Which hospital?

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By the Book

## Interpreting an Intake at a County Jail

108

**The Booking**

**Consecutive  
Format**

Part 65

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# And what is that?

[Return to "The Booking--Consecutive"](#)



By the Book

## Interpreting an Intake at a County Jail

109

### The Booking

### Consecutive Format

### Part 67

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Well, we'll put it in as that. The nurse may know for sure what it is. And what was the counselor's name?**

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By the Book

## Interpreting an Intake at a County Jail

110

### The Booking

### Consecutive Format

### Part 69

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Who's your doctor that prescribed that medication?

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By the Book

## Interpreting an Intake at a County Jail

111

### The Booking

### Consecutive Format

Part 71

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK, We can talk to the nurse and they'll be able to call and check on that. You'll probably have to sign a medical release so that they can release that information to them.**

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By the Book

## Interpreting an Intake at a County Jail

112

### The Booking

### Consecutive Format

### Part 73

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Are you allergic to any medications?

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By the Book

## Interpreting an Intake at a County Jail

113

### The Booking

### Consecutive Format

### Part 75

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

## To what?

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By the Book

## Interpreting an Intake at a County Jail

114

**The Booking**

**Consecutive  
Format**

Part 77

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# Sulfates?

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By the Book

## Interpreting an Intake at a County Jail

115

### The Booking

### Consecutive Format

Part 79

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**All right. We'll put that in with a question mark and the nurse will probably talk to you about that some more. Have you fainted or injured your head recently?**

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By the Book

## Interpreting an Intake at a County Jail

116

**The Booking**

**Consecutive  
Format**

Part 81

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

# Have you ever been diagnosed with epilepsy?

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By the Book

## Interpreting an Intake at a County Jail

117

### The Booking

### Consecutive Format

Part 83

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Have you ever been diagnosed with any infectious disease?**

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By the Book

## Interpreting an Intake at a County Jail

118

**The Booking**

**Consecutive  
Format**

Part 85

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

# Diagnosed with tuberculosis?

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 87

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**OK. How about diabetes?**

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By the Book

## Interpreting an Intake at a County Jail

120

**The Booking**

**Consecutive  
Format**

Part 89

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# High blood pressure?

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By the Book

## Interpreting an Intake at a County Jail

121

### The Booking

### Consecutive Format

Part 91

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

# Heart disease?

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 93

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Well, we still have to ask these questions.**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 95

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

# Have you been diagnosed with heart disease?

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 97

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# Heart disease?

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 99

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Seizures?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 101

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Asthma?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 103

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**Ulcers?**

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By the Book

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**The Booking**

**Consecutive  
Format**

Part 105

*Click on picture to start movie.*



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# Psychiatric problems?

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 107

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

# Was there anything else besides depression?

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 109

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Any dental problems that require emergency treatment?**

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By the Book

## Interpreting an Intake at a County Jail

131

### The Booking

### Consecutive Format

Part 111

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**I know. We'll get it done as soon as we can and we'll get you someplace to lay down and rest. OK? Do you have any dental problems requiring emergency treatment?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 113

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**That's good. Do you have any disabilities?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 115

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

# Do you feel that that's a disability?

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 117

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Yes.**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 119

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**Well, we'll list it, but I don't really feel it's probably a disability either.**

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By the Book

## Interpreting an Intake at a County Jail

136

### The Booking

### Consecutive Format

Part 121

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Do you have any other medical problems we need to be aware of?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 123

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**All right. Do you have a regular medical doctor?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 125

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**Do you know who it is?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 127

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**P.S. Rudie.**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 129

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**And Associates, OK. And which clinic is that through?**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 131

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Well, we'll give that to the nurse so that she can talk to them. Do you have any kind of medical insurance?**

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By the Book

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**The Booking**

**Consecutive  
Format**

Part 133

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**And who is that through..**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 135

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Do you remember if it's Blue Cross? Blue Shield? Who's it through?**

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By the Book

## Interpreting an Intake at a County Jail

144

**The Booking**

**Consecutive  
Format**

Part 137

*Click on picture to start movie.*



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**OK. (Radio chatter) And are you pregnant?**

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By the Book

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**The Booking**

**Consecutive  
Format**

Part 139

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Have you...Have you ever been in jail before?  
Mary. Have you ever been in jail before?**

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By the Book

## Interpreting an Intake at a County Jail

146

**The Booking**

**Consecutive  
Format**

Part 141

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**Have you, uh, ever attempted suicide?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 143

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**Do you plan to harm yourself while you're here?**

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By the Book

## Interpreting an Intake at a County Jail

148

### The Booking

### Consecutive Format

Part145

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**In just a few minutes, we're almost done.  
Have you ever had any of the following for any  
unexplained reasons: Chest pains?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 147

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. A wet cough lasting three weeks or more?**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 149

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

# Is it a wet cough or a dry cough?

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By the Book

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**The Booking**

**Consecutive  
Format**

Part 151

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Alright, we'll put it down as, "Yes" and I'm sure the nurse will follow up with that tomorrow morning.**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 153

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**Have you been coughing up any blood?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 155

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Any loss of weight for no apparent reason?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 157

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Because you're trying to, or is it just happening and you don't know why?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 159

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Have you had a loss of appetite for a month or longer?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 161

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

# Fatigue that's lasted for a month or longer?

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 163

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Well, we'll list that and, as a possible side effect of your medication then. (Pause) Have you had any night sweats, drenching sweats while you're sleeping?**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 165

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

# How often? And were they recent?

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 167

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**OK. And have you had a fever for a month or longer?**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 169

*Click on picture to start movie.*



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**Um, can you tell me your current address?**

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## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 171

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**But what is your actual address, the street address?**

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By the Book

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**The Booking**

**Consecutive  
Format**

Part 173

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**OK.**

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### The Booking

### Consecutive Format

Part 175

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**Not off hand, but I'm sure we could find it. Do you remember the zip code there?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 177

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**OK. And what's your phone number?**

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By the Book

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**The Booking**

**Consecutive  
Format**

Part 179

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**OK.**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 181

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**We're going as fast as we can. How tall are you?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 183

*Click on picture to start movie.*



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If short video does not play well, use the play button on the control bar to re-play the video.

**And your weight?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 185

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Do you have any religion you'd like listed?**

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By the Book

## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 187

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format**.

If short video does not play well, use the play button on the control bar to re-play the video.

**And you said you wear glasses. Do you wear contacts also?**

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By the Book

## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 189

*Click on picture to start movie.*



Use the link at the bottom to return to the list of parts for **The Booking Consecutive Format.**

If short video does not play well, use the play button on the control bar to re-play the video.

**OK. Are you right-handed?**

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## Interpreting an Intake at a County Jail

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**The Booking**

**Consecutive  
Format**

Part 191

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**OK.**

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### The Booking

### Consecutive Format

Part 193

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**OK. And which state were you born in?**

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## Interpreting an Intake at a County Jail

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### The Booking

### Consecutive Format

Part 195

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**Alright. Perfect. Do you have any identifying marks, scars, or tattoos, that you could show us or tell us about?**

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**The Booking**

**Consecutive  
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Part 197

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**Not that I can show you. No.**

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### The Booking

### Consecutive Format

Part 199

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**Do you have any surgical scars? Piercings?**

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### The Booking

### Consecutive Format

Part 201

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## Pierced ears? That's it?

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### The Booking

### Consecutive Format

Part 203

*Click on picture to start movie.*



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**OK. Who can we list as an emergency contact for you just in case something were to happen to you while you were here?**

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### The Booking

### Consecutive Format

Part 205

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## Call the interpreter?

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**The Booking**

**Consecutive  
Format**

Part 207

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**Do you have a family member or something we could list?**

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### The Booking

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Part 209

*Click on picture to start movie.*



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**And what's your friend's name?**

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**The Booking**

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Part 211

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**What's his last name?**

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Part 213

*Click on picture to start movie.*



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**Kennedy?**

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**The Booking**

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Part 215

*Click on picture to start movie.*



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**Alright. And what is his phone number?**

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Part 217

*Click on picture to start movie.*



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**We're almost there. Alright. What I'm gonna have you do is to take a seat back in that room for a minute, OK? I'll get a female officer down here. And they will get you in the shower and ready to go down the hall. When she's done with that, we'll get a picture and you'll be all set.**

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### The Booking

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Part 219

*Click on picture to start movie.*



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**Um, ready to go down to the unit that you'll have to be in for the night.**

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**The Booking**

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Part 221

*Click on picture to start movie.*



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**OK?**

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**The Booking**

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Part 223

*Click on picture to start movie.*



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**Do you not want to stay awake at this point? Is that the problem? Are you too tired to do this?**

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### The Booking

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Part 225

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**Alright, then at that point, we'll just have you...we can have you, you know, lay down out here in a cell. We'll give you a blanket. You can lay down and relax for a little while. We'll get you back up later. Would that be better?**

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Part 227

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**(Laughter) I don't know. I've never slept on one.**

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**The Booking**

**Consecutive  
Format**

Part 229

*Click on picture to start movie.*



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**You can have a seat in there for a minute. We'll see how you do in just a couple of minutes. OK?**

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