

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 10.11	PAGES: 1 of 3
	RELATED ORDERS: P&P 10.01, 15.06	
	ISSUED DATE: June 1, 1992	
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CHAPTER: Post Orders	SUBJECT: Intake, Transfer and Release; Records (ITR) Sheriff's Technicians Post Order	

I. **PURPOSE:** To describe the duties of Sheriff's Technicians assigned to Intake, Transfer and Release (ITR).

II. **POLICY:** Sheriff's Technicians assigned to ITR shall have a working knowledge of, and comply with, all existing post orders, policies, procedures and directives. They will also have a working knowledge of all emergency procedures that apply to them and the ITR operations and terminal manuals.

III. **PROCEDURE:**

A. INTAKE TECHNICIAN:

1. Receive all money, jewelry and personal property, inventory the items; and complete an Automated Jail Information System (AJIS) receipt for all property taken.
2. Gather and record admission information.
3. Complete medical screening classification questionnaire headings.
4. Complete warrant checks on new arrestees.
5. Ensure that commitment papers and other documents are properly completed and signed.
6. Ensure that proper entries are made in *the Advanced Technology Information Management System (ATIMS)* to accomplish pre-booking.
7. Process express booking intakes and issue citations for release.
8. Perform other duties as assigned.

B. CLOTHING ROOM TECHNICIAN:

1. Receipt civilian clothing at intake for newly arrested or committed persons.
2. Handle severely soiled personal clothing pursuant to Policy and Procedure 15.06,

“Cleaning and Storage of Inmate Personal Clothing.”

3. Issue clean facility clothing and receive jail-issued clothing from inmates being released.
4. Reissue inmate civilian clothing.
5. Dress-out inmates going to court in civilian clothing when ordered to do so.
6. Complete reception lobby/Control Point (CP)-11 clothing exchanges.
7. Correctly handle and store inmate clothing in the clothing storage area.
8. Perform other duties as assigned.

C. PROPERTY TECHNICIAN:

1. Correctly handle and store inmate personal property stored in the property storage area.
2. Ensure the inmate’s out-of-pocket property is properly stored in the correct bin.
3. Return the discharged inmate’s out-of-pocket property and monies.
4. Ensure that inmates being released have signed a receipt indicating that all property and money have been returned to them.
5. Ensure that all documents relating to released inmates are forwarded to the Records’ Office for inclusion in the inmate’s file.
6. Complete reception lobby property releases.
7. Perform other duties as assigned.

D. RECORDS: The accuracy and confidentiality of inmate records is absolutely necessary to ensure that inmates serve only the time required by law. Accurate records must be kept to ensure that inmates are scheduled for court and hearing dates as required, eliminating conflicts. The care and accuracy of inmate records is the responsibility of the Records’ Office staff. The Records’ Office staff shall:

1. Ensure that commitment papers and other documents are properly completed and signed.
2. Ensure the proper entries are made in the *ATIMS* system.
3. Maintain an accurate schedule of inmate court and hearing dates and when conflicts arise, address them appropriately.
4. Generate lists for court, hearings, etc., and ensure these lists are forwarded to the appropriate locations.

5. Complete credits toward sentences and establish minimum and maximum release dates.
6. Ensure that detainers, other sentences, etc. are properly logged and removed from inmate records, as required, and that the inmate is notified of these actions.
7. Ensure inmates are released on the proper date and time and notify appropriate persons of the discharge.
8. Upon discharge determination, ensure the inmate being discharged has been called for.
9. Ensure that only authorized persons have access to inmate records.
10. Ensure that all file cabinets and other storage areas containing inmate records are secured and locked when not in use.
11. Ensure there is a record of all inmate files removed from the Records' Office by authorized staff.
12. Ensure that no confidential inmate information is released to the public or the media.
13. Ensure the security and good condition of all keys and equipment in the Records Office.
14. Coordinate records activities with the courts and other agencies.
15. Coordinate and clear facility counts.
16. Maintain statistical data related to inmates.
17. Review bail bond paperwork for completeness and accuracy.
18. When releasing an inmate:
 - a. Ensure release paperwork is properly completed, including registrant requirements.
 - b. Ensure the inmates being released are properly identified by asking for identifying information such as social security number, date of birth, address, Personal File Number, etc.
 - c. Ensure that inmates sign the appropriate portions of the jail jacket and release forms.
19. Perform other duties as assigned.