

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.08	PAGES: 1 of 1
	RELATED ORDERS: None	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 9, 2015	
	REVISION DATE: December 9, 2015	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Courtesy Housing	

- I. **PURPOSE:** To set policy and procedure for granting overnight courtesy housing requests.
- II. **POLICY:** Occasionally, a law enforcement agency transporting inmates through the county will request overnight housing in an Alameda County Sheriff's Office facility. It is the policy of this Agency to honor these requests, whenever possible.
- III. **DEFINITION:** COURTESY HOUSING: Temporary care and custody of an inmate at the request of a non-Alameda County law enforcement agency.
- IV. **PROCEDURE:**
 - A. Personnel receiving a request to courtesy house a prisoners will notify the Intake, Transfer and Release (ITR) Sergeant.
 - B. The ITR Sergeant will grant the request unless unusual circumstances prevent us from housing the prisoners.
 - C. Intake staff will have the requesting officer complete a "Detainer," or a Consolidated Arrest Report in lieu of the Detainer. It is imperative that we know how to contact the officer in the event of a problem with the prisoner.
 - D. Prisoner(s) housed on a courtesy basis will be *held under the Advanced Technology Information Management Systems (ATIMS) prebooking number.*
 - E. The prisoner will be medically screened, but not classified; and will be housed in isolation.
 - F. The release portion of the courtesy housing form will be completed when the prisoner(s) is picked up. The completed form will be forwarded to the Records' Deputy, who will maintain it in the file. The form will be purged and destroyed after one (1) year.