

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.09	PAGES: 1 of 6
	RELATED ORDERS: ACA 4-ALDF-5B-13, 5B-18 P&P 13.02,17.01 P.C. 4011, <i>P.C. 825</i> <i>Code Civ. Proc. 135</i>	
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CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Inmate Release Process	

- I. **PURPOSE:** To provide an overview of the inmate release process.
- II. **POLICY:** All inmates who are determined to be eligible for release will be released as quickly as possible.
- A. No inmate will be released from physical custody without sworn supervisor approval.
 - B. Inmates being released who have clothing inadequate for climatic conditions, do not have clothing available at the time of release, or who can no longer fit their clothing, will be provided appropriate welfare clothing in accordance with the following procedure.
 - C. It is the responsibility of the Booking Technician to check the warrant/hold teletype printer, FAX machine and warrant tray at least once every hour during the entirety of their shift. This will be done to ensure all warrants and holds are tended to in a timely manner and no inmate is released in error.
- III. **PROCEDURE:**
- A. Intake, Transfer and Release (ITR) staff will ensure the inmate is eligible for release and all paperwork is completed correctly, including bail forms and citations.
 1. *If an individual has not been arraigned within the 48 hour arraignment requirement as calculated per 825 PC, the individual is to be released on that specific CEN. If there is no other holding authority (i.e. outstanding warrants, parole/probation violations, other CEN's etc.), the individual is to be released from custody. To ensure compliance with 825 PC, refer to the attached guidelines, "48 Hour Arraignment Guidelines" (Attachment 1).*

- B. The booking jacket and all paperwork will be brought to the ITR Sergeant for verification. The sergeant will verify the information, initial the booking jacket and return it to ITR staff for processing.
- C. ITR staff will perform a warrant check on all inmates being released, All warrants or holds must be checked immediately and then hourly to ascertain if the person wanted is currently in custody at the Santa Rita Jail, (SRJ) or the Glenn E Dyer Detention Facility, (GEDDF). If the person is found to be in custody, the warrant or hold must be booked immediately and without delay. If there is any reason that a warrant or hold cannot be booked immediately, the ITR Sergeant will be notified immediately. If the inmate is clear for release, ITR staff will:
 - 1. Notify housing control, property, clothing, and accounting of inmates cleared for release.
 - 2. Ensure the inmate turns in county clothing prior to returning the inmate's personal clothing.
 - 3. Determine an individual's need for welfare clothing at the time of release.
- D. The ITR clerk at the GEDDF or the clothing room clerk at the SRJ will:
 - 1. Issue welfare clothing as needed.
 - 2. Log inmate information into Indigent Inmate Log located in male dress.
 - 3. Update the welfare clothing inventory sheet as items of clothing are issued.
 - 4. Additionally, the day shift clothing room clerk will:
 - a. Contact the Inmate Services' Sergeant at the SRJ when the welfare clothing stock needs replenishing.
 - b. Restock the welfare clothing areas. Santa Rita Jail personnel will update the master inventory list when new supplies of welfare clothing are received in ITR.
- E. The releasing staff member will confirm the inmate's identity by checking his/her armband; verifying fingerprint identification by use of the Personal Identification System (PID); asking the inmate for confirming information such as date of birth, social security number or place of birth; and comparing the inmate's facial features to the inmate's custody card.
 - 1. If a discrepancy is noted, delay the inmate's release; confirm his/her identity with fingerprints through Central Identification Bureau (CIB).
 - 2. When the inmate's identity is confirmed, the inmate will sign all the necessary release

paperwork. The employee will ensure the inmate's armband is intact and legible, and then direct the inmate through the release door. The employee will also direct the releasee to the property and account clerks for personal property and money.

3. Inmates with disabilities, which include but are not limited to mobility, vision, or hearing, shall be escorted by a deputy to the property and accounting sections, to assist in the release process. Deputies shall assist those disabled inmates who require assistance as needed.

F. RETURNING INMATE'S MONEY AND PROPERTY AT THE GEDDF: This procedure takes place in the booking area and is done by an ITR deputy.

1. The account clerk will prepare a cash disbursement voucher. If the inmate has a balance, place the money in an envelope and forward the money and voucher to the ITR deputy.
2. The ITR deputy will have the inmate sign the property receipt, and cash received voucher, and return the inmate's personal property and money.
3. The deputy will forward the signed property receipt and Automated Jail Information System forms to Records for filing in the jail jacket and forward the signed cash voucher to Accounting.

G. RETURNING INMATE'S MONEY AND PROPERTY AT THE SRJ: This procedure takes place at the Property Release window by the Property Sheriff's Technician for property and for money out in the lobby (Control Point-11) at the money window by the accounting clerks.

1. If the inmate has a money balance, the account clerk will prepare a cash disbursement voucher and prepare the money for release. The account clerk will verify the inmate's identification against his/her armband, count the money in the inmate's presence, have the inmate date and sign the voucher and release the money to the inmate. The account clerk will retain the signed voucher, and process it through Accounting.
2. The Property Sheriff Technician will confirm the inmate's identification against his/her armband. The technician will physically verify each item in the inmate's presence against the items listed on AJIS property receipt. As each item is accounted for, the technician will place a check mark next to the item on the AJIS receipt. If any items not listed, but in the bag, the technician will add the items onto the AJIS receipt and place a check mark next to the item. After all items are accounted for the technician will write "All property accounted for and released by," then sign, put their badge # and date the receipt. The property technician will then have the inmate sign and date the property receipt. The property will then be released to the inmate and the AJIS property receipt will then be filed in the Inactive AJIS filing cabinet.
3. If any items are listed on the AJIS receipt and not inside the property bag the item

will be marked "UTL" (unable to locate) and the inmate will be given a Lost Property or Clothing Information form to fill out. The technician will process the form per P&P 11.16 Section K.

H. PENDING ACTIONS: If an inmate's grievance is pending at the time of release, the following procedures will apply:

1. Grievances: Grievance investigations will be completed by the assigned staff member. Grievances resolved and/or completed after an inmate has been released will be properly documented. Released inmates who want to know the disposition of their grievances can mail a self-addressed stamped envelope to the Grievance Unit at Santa Rita Jail. The Grievance Unit will send a copy of the grievance disposition to the inmate in the envelope the inmate provides. Inmates returning to custody may request a copy of their grievance dispositions via inmate message request forms.
2. Missing property: If it is determined that property is missing, the staff working in property will institute a search for the property. If the search fails to locate the property, staff is to notify the ITR Sergeant and request a deputy to complete a report. A deputy will conduct an investigation and complete a numbered report
3. Mail: All mail delivered to the jails after an inmate's release shall be returned to the U.S. Postal Service pursuant to Detention and Corrections (D&C) Policy and Procedure 17.01, "Inmate Correspondence and Mail Regulations."
4. If an inmate is transferred between the GEDDF and the SRJ, the mail will be forwarded to the appropriate facility by the use of the Alameda County Messenger Service (QIC).

I. INMATE SERVICES:

1. The Inmate Services' Sergeant will ensure an adequate supply of welfare clothing is available to ITR as needed, and will coordinate with the day-shift ITR supervisor.
2. The Inmate Services' Sergeant will obtain welfare clothing by using purged clothing that has been laundered, and by purchasing clothes through the Inmate Welfare Fund.

J. INMATE JAIL JACKETS: No inmates will be released from custody on a duplicate jail jacket without a supervisor's approval.

1. All means should be exhausted to locate lost or misplaced jail jackets prior to generating a duplicate jail jacket.
2. A supervisor's approval is required prior to reproducing a jail jacket.
3. If a duplicate jail jacket is produced, both the employee and the supervisor who authorized the duplication will initial and date the new jail jacket.

4. All duplicate disposition slips sent to a court will have a short memorandum or note attached indicating this is a duplicate disposition slip and request for duplicate pertinent court documents; i.e. commitments, bail reductions, 4011 Penal Code orders, special orders, etc.

K. RELEASES WITH PENDING MEDICAL FOLLOW-UP: Inmates with a serious and/or life threatening illness will be assisted by medical staff in arranging follow-up medical consultation and obtaining required medication(s) on a limited basis.

1. Inmates being released and suffering from HIV or TB will be provided assistance in securing treatment from outside doctors and/or clinics, and can be provided information relative to the locations and contact persons for free clinics.
2. Follow-up medication may be provided to an inmate upon release, when the situation necessitates it, to allow the released inmate to continue treatment while seeking further medication from an outside provider. Psychotropic medication will be provided as detailed below.
3. An inmate's medical records may be released to an outside doctor upon receiving written authorization from the inmate, pursuant to D&C Policy and Procedure 13.02, "Inmate Medical/Mental Health."

L. RELEASES WITH PSYCHOTROPIC MEDICATION: There are inmates who have specific dosages of psychotropic medication prepared for them prior to their discharge from D&C facilities.

1. There are two methods to identify these individuals:
 - a. At the GEDDF, the inmate's jail jacket will be clearly marked 3-South and will be filed in the 3-South section of the live files. At the SRJ, the jail jacket will contain, on the face, a greenish-yellow sticker.
 - b. The inmate will have a "Treatment Continuity Agreement" letter in their possession
2. Sheriff's Office staff will follow the directions on the greenish-yellow sticker by notifying the medical staff at the GEDDF at 22750 or 22758; and at the SRJ at 46782 or 46685.
3. Outgoing inmates who refuse their medication will only do so to either the medical staff or Criminal Justice Mental Health staff, not to Sheriff's Office personnel.
3. Sheriff's Office staff will not handle any medication.
4. In cases where a short wait for the medication might occur, the inmate will wait in an ITR holding area. No inmate will be sent to the lobby to wait for their medication.

5. Community resource information will be given to each releasee at the GEDDF and the SRJ release counter.

ATTACHMENTS:

1. [Alameda County Sheriff's Office 48 Hour Arraignment Guidelines for Release](#)