

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 11.11	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> P&P 11.10, 11.22 P.C. 853.6	
	<b>ISSUED DATE:</b> September 25, 1990	
	<b>REVIEW DATE:</b> December 1, 2015	
	<b>REVISION DATE:</b> December 1, 2015	
<b>CHAPTER:</b> Intake, Transfer, Release and Records	<b>SUBJECT:</b> Citation Release Form Procedures	

I. **PURPOSE:** To establish a policy and procedure for issuing manual and electronic jail citations.

II. **POLICY:** If all release criteria have been met, pursuant to Detention and Corrections (D&C) Policy and Procedure (P&P) 11.10, "Citation Release," a jail citation shall be used. Detention and Corrections staff issuing citations for inmate releases shall use **CRIMS** to issue an Electronic jail citation form.

III. **PROCEDURE:**

A. USE AND DISTRIBUTION OF JAIL CITATIONS:

1. The jail citation shall be used for inmates being released on their promise to appear, pursuant to Section 853.6 of the Penal Code. Jail citations shall not be used for non-custody matters, e.g., parking ticket.
2. In the event the Electronic jail citation system is down, a Manual Jail Citation Log Sheet will be accurately maintained and properly filled in with each citation issued.
3. A copy of Electronic jail citations will be given to the arrestee being released, arrestee's custodial file and the assigned Court.
4. A manual jail citation will be distributed as specified on the form.
  - a. White, original, to appropriate court
  - b. Yellow, released person's copy
  - c. Pink, control copy, to custodial file
5. The day shift Booking Sergeant will maintain and log issuance the citation books.

- B. TELEPHONIC OWN RECOGNIZES (OR): The jail citation form will be used to release an inmate pursuant to telephonic OR's as specified in D&C P&P 11.22, "Disposition of Court Proceedings and Telephone Court Orders," and the Intake, Transfer, and Release Operations Manual.
  
- C. AUDIT TRAIL: Each supervisor issuing jail citations will be responsible for tracking and proper use.
  - 1. All jail citation books will have a register, entitled "Jail Citation Log Sheet" to record citations issued.
  - 2. Jail citation forms are serialized and will be accounted for.
  - 3. Prior to requesting replacement citation books, the supervisor will ensure that all log sheet entries have been completed correctly and the citations accounted for.
  - 4. Completed log sheets will be forwarded to the day shift ITR Sergeant. It will be the responsibility of the day shift ITR Sergeant to maintain citation records for audits.
  - 5. The completed log sheets and voided citations will be maintained for one year from the date issued. At the completion of the one year period, the log sheets and voided citations will be destroyed.
  
- D. VOIDED CITATIONS: When a jail citation is voided, a memorandum will be prepared by the employee stating the reason why voiding the citation was necessary.
  - 1. Memorandums accompanying voided citations will be original documents; fill-in memorandums will not be accepted. All voided citations will be approved by and submitted to the shift supervisor.
  - 2. Voided citations with accompanying memorandums will be forwarded to the day shift ITR Sergeant, including the shift supervisor's comments.
  - 3. Each shift supervisor shall account for lost or missing jail citations.