

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.22	PAGES: 1 of 2
	RELATED ORDERS: None	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: September 30, 2011	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Disposition of Court Proceedings and Telephone Court Orders	

- I. **PURPOSE:** To establish clarification of dispositions from criminal court proceedings.
- II. **POLICY:** Agency personnel shall not, under any circumstances, transmit or reduce to writing Judicial Orders, verbally rendered, which affect the custody status of prisoners held by this Agency.
- III. **PROCEDURE:** Agency Personnel shall not act upon any judicial order emanating from a court which directly affects the status of an in-custody prisoner unless such order meets the following criteria:
- A. THE ORDER IS received directly from a judge or assigned court
 - B. IS IN WRITING or machine print form
 - C. IS RECEIVED via telephone, with the following conditions met:
 - 1. The Watch Commander is the only person authorized to accept the directives.
 - 2. It is mandatory that a call back procedure to the judge be utilized.
 - a. Confirming calls will only be made to the court or the requesting judge's residence.
 - b. Telephone numbers for confirming calls will only be obtained from a telephone book or the confidential list of judges' numbers kept in the Watch Commander's office.
 - D. Court orders immediately affecting the custody status of a prisoner are to be reviewed by the Booking Deputy at the Glenn E. Dyer Detention Facility, or the Disposition Deputy/Technician at the Santa Rita Jail, and appropriate action taken.

1. Any order which is unclear will be immediately referred to the Records' Deputy.
2. If the Records' Deputy cannot resolve the issue, the clerk of the issuing court will be contacted for clarification. During hours the court is not in session, the judge of the issuing court will be contacted at home. If the judge is not available, the on-call judge of the Judicial District will be contacted.