

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.23	PAGES: 1 of 2
	RELATED ORDERS: None	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: September 7, 2012	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Court Identification and Release Orders	

- I. **PURPOSE:** To set policy and procedure for processing individuals ordered by the court to have their identification verified by a law enforcement agency.

- II. **POLICY:** It is Sheriff's Office policy that individuals, ordered by an Alameda County Court to have their identification verified by a law enforcement agency, shall be processed at the Santa Rita Jail (SRJ).

- III. **PROCEDURE:**
 - A. Out of custody individuals ordered by the court to have their identification verified will be instructed to report to Control Point (CP)-11 at the SRJ reception lobby.

 - B. The designated CP-11 Clerk/Technician will review the court order and confirm that the subject is reporting within the time frame required by the court.
 1. If the subject has failed to comply with this order, the actual time will be documented on the court order and the subject is to be instructed to return the document to the court.

 2. If the subject has reported in a timely manner, the lobby clerk will complete a Consolidated Arrest Report (CAR) using the subject's identification information on the court order and notify an Intake, Transfer and Release (ITR) Deputy to complete the process.

 - C. The ITR Deputy will respond to the lobby and review the court order. The subject shall be pat searched for weapons or contraband prior to being moved to ITR.

 - D. The subject's fingerprints shall be captured using the Identix fingerprint equipment and forwarded to Central Identification Bureau (CIB) for confirmation. The individual will be photographed and returned to the CP-11 lobby and instructed to remain there until

the fingerprint confirmation process is complete.

- E. During this process, the individual awaiting fingerprint confirmation shall not be placed in any holding cell or with other inmates; they shall be moved to the CP-11 lobby as soon as possible after the process is completed. Intake, Transfer and Release staff should avoid mixing these individuals with inmates whenever possible.
- F. Once a teletype confirmation of the subject's identity has been received from CIB (fingerprints and Personal File Number (PFN)), the ITR booking technician will complete the booking process and conduct a wants/warrant check without delay. Any warrants or holds found on the subject during this process shall be brought to the ITR Sergeant's attention and appropriate action taken.
- G. The designated ITR employee shall record the subjects' verified PFN in the appropriate space on the court document. The employee's signature, badge number and date shall be written on the face of the court document. A copy of the completed document shall be made for ITR records. Once completed, the original court order shall be returned to the subject, to be returned to the court as required.
- H. The copy of the completed court document shall be placed in the new booking jacket. The verification form received from CIB shall be stapled to the newly created CAR and placed into the new booking jacket, which will then be filed in the dead files.