

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.27	PAGES: 1 of 2
	RELATED ORDERS: P.C. 1026	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
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CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Section 1026 of the Penal Code Commitments	

- I. **PURPOSE:** To establish policy and procedure for processing inmates committed pursuant to Section 1026 of the Penal Code (PC).
- II. **POLICY:** Inmates committed pursuant to Section 1026 PC shall not be accepted without a specific order from the demanding court. The Transportation Unit will arrange the subject's housing and coordinate all hearing dates. Unless physically housed at the Glenn E. Dyer Detention Facility (GEDDF) or the Santa Rita Jail (SRJ), the subject will not appear on the facility count, nor will an entry be made in JMS/CORPUS.
- III. **DEFINITION: SECTION 1026 PC:** Pertains to inmates committed to confinement in a "State Hospital for the care and treatment of the mentally disordered or any other appropriate public or private treatment facility."

IV. PROCEDURE:

- A. When a subject committed under Section 1026 PC is brought to the facility without a court order specifically instructing that the subject is to be housed at the GEDDF or the SRJ, the following will occur:
 - 1. The Intake, Transfer and Release (ITR) staff will inform the Transportation deputy that the subject and paperwork will not be accepted. If a problem or disagreement arises, immediately contact the ITR Sergeant for resolution.
 - 2. If the Transportation deputy has left, prior to discovering that a subject is a Section 1026 PC commitment, the ITR staff noting the error will:
 - a. Have the subject placed in an isolation cell
 - b. Notify the ITR Sergeant of the discovery
 - c. Turnover all paperwork to the ITR Sergeant
 - d. The ITR Sergeant will:

- 1) Attempt to contact the Transportation Unit and explain the situation
 - 2) If a Transportation deputy is unavailable, have the subject transported to John George Pavilion via facility transport
 - 3) Inform the Watch Commander of the situation
- B. If a Transportation deputy arrives with a subject committed under Section 1026 PC with a court order specifically stating the subject is to be housed at the GEDDF or the SRJ, the following will occur:
1. The ITR staff will check the paperwork for completeness, accept the subject and process him/her as a new-book
 - a. The inmate is to be placed in an isolation cell
 - b. Notify the ITR Sergeant of the situation
 2. The booking process will be as follows:
 - a. Receipt property/money on an AJIS property/money receipt
 - b. A classification packet, including medical screening is to be completed
 - c. Reactivate the original Personal File Number (PFN)/CEN
 - d. A custody card with internal photo and armband will be made
 - e. Hearing dates will be scheduled as appointments
 - f. The inmate will be assigned housing to Administrative Isolation
 3. The day shift records officer will ensure hearing dates have been scheduled in **JMS** and track the inmate's custody.
 4. The ITR Sergeant receiving notification of a subject committed under Section 1026 PC will:
 - a. Notify the Watch Commander.
 - b. Write a memorandum, via chain of command, to the facility Commanding Officer advising him/her of the inmate's presence.