

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.28	PAGES: 1 of 2
	RELATED ORDERS: P.C. 1209	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: September 30, 2010	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Civil Commitment	

I. **PURPOSE:** To set policy and procedure for processing civil commitments.

II. **POLICY:** Individuals committed under Civil Code Sections only, will be accepted, processed, and housed separately from criminal commitments.

III. **PROCEDURE:**

A. **CIVIL CHARGES:**

1. In most cases, civil commitments will be for civil contempt pursuant to Section 1209 of the Penal Code (PC), and in conjunction with criminal charges.
 - a. If included with criminal charges, a split booking will have to be done. A split booking is two (2) jackets containing the same CEN, with different actions occurring on them, i.e., court appearance on one and sentencing being served on the other. This will allow the 1209 PC commitment to be served and the related criminal charges to continue.
 - b. The inmate does not have to be isolated and handled separately while in custody on both criminal and civil matters.
2. If the civil charge is the only charge the individual is being held on, the inmate must be processed, transported, housed and fed separately. If only civil charges exist, the subject will be booked on a UFN (Un-verified File Number).

B. **WITNESSES ORDERED HELD:**

1. These are not normally criminal prisoners, and are often held for their own protection.
2. They are to be booked on a UFN per CORPUS Regulations.

3. Charge field will read "Witness Only."
4. They will be transported, housed, fed, etc. separately.