

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.35	PAGES: 1 of 2
	RELATED ORDERS: P.C. 4011.6 CORPUS Procedures	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: September 30, 2010	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Court Calendar Conflicts	

- I. **PURPOSE:** To set policy and procedure to resolve court appointment conflicts.
- II. **POLICY:** Whenever an inmate is scheduled for multiple courts on the same date and time, or medical and court appointments on the same date and time, the procedure below will be adhered to.
- III. **PROCEDURE:**
 - A. **COURT CONFLICTS:**
 1. Check booking records, court calendars, court disposition slips and all pertinent documents available to verify the purpose of the scheduled appearance in each court.
 2. When the purpose of the court appearance is for trial or preliminary examination, either to start or to continue, the prisoner will be sent to that court. Appropriate notation will be made on the other court's list to make the court aware of the reason for non-appearance.
 3. It is conceivable that a defendant may be scheduled for preliminary examination or trial in multiple courts at the same time. In such an incidence, the Superior Court appearance will take precedence.
 - B. **MEDICAL AND COURT CALENDAR CONFLICTS:**
 1. If an inmate is scheduled for court and an appointment, medical or psychiatric, conflicts with court, the court appearance takes precedence, with some exceptions.
 2. Exceptions must be initiated and documented by the medical staff. Exceptions include:
 - a. A medical or psychiatric emergency, determined by a clinical assessment or

inmate's condition as observed by deputies.

- b. Court ordered evaluations for physiological or psychological reasons (4011.6 PC).
- c. A medical appointment that is essential to the inmate's health, which is for evaluation of specialized conditions and is not available on a routine basis.

C. CANCELLATIONS:

1. Whenever it is necessary to cancel a court appearance, ITR staff will make the cancellation upon advice from the medical staff.
2. The midnight shift medical staff will inform the ITR Records Deputy of the reason for the cancellation. The ITR Records Deputy receiving the information will make appropriate notations on the jail records and inform the court of the cancellation.
3. Under no circumstances will a court appearance be cancelled for routine medical or psychiatric appointments.
4. Inmates may not refuse to attend their court appearance. Refusals will be reported to the Watch Sergeant to determine the appropriate action necessary to ensure their appearance.