

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.36	PAGES: 1 of 3
	RELATED ORDERS: P.C. 1320, 2620	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: December 4, 2015	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Removal Orders	

- I. **PURPOSE:** To set policy and procedure for receiving and releasing inmates on removal orders.
- II. **POLICY:** Demands for removal orders by outside agencies will be accepted and processed except when:
 - A. The inmate has been sentenced to state prison. He/she will be transported to state prison, and the demanding agency can obtain him/her from the state prison facility.
 - B. A conflict with our County's unsentenced case is apparent. Conflicts will be referred to the ITR Sergeant or Watch Commander for resolution.
- III. **DEFINITIONS:**
 - A. **REMOVAL ORDER:** An official court order from the court of a County to another County demanding that a specific inmate be released to the Sheriff of the demanding County.
 - B. **DETAINER:** A written document issued by the submitting County that describes the type(s) of want(s) or hold(s) from that County and gives the status of those cases.
- IV. **PROCEDURE:** The removal order is turned over to the Sheriff of the requesting County for execution, and is normally coordinated by transportation units. The following, will apply when receiving and releasing inmates on removal orders.
 - A. **RECEIVING:**
 1. After receiving a removal order, Alameda County Sheriff's Office Transportation will pick-up the inmate.
 2. Transportation will deliver the inmate to ITR, with an *Electronic* Consolidated

Arrest Report (*eCAR*), copy of the removal order and detainers from the submitting County.

3. When an inmate has an active case pending in the submitting County, our Transportation Unit will track the inmate to ensure his/her return prior to the scheduled court date. If the case is a sentenced matter, Records will track observance of the release date.
4. At intake, the inmate shall be processed as a new arrest. All property, clothing and money will be receipted. Pre-booking, medical screening, classification, etc., will be completed.
5. The inmate will be booked on a verified PFN. Booking will be done on an enroute mask for each detainer received, booking the subject back to the agency picked-up from.
 - a. The inmate may not be booked or re-booked on the removal order unless a valid warrant is received, or that he/she is remanded on the case.
 - b. If the court remands the subject and our Transportation Unit returns the subject to the original County, an ACSO detainer (PD-45), shall be sent informing the agency that we have a further want.
 - c. A copy of the removal order must be placed on the court continuance calendar, and an appointment scheduled in *JMS*.
6. Subject shall remain enroute until:
 - a. The subject is returned to the agency received from.
 - b. The original agency's detainer has expired.
 - 1) The Records Deputy will contact that agency to confirm their release date.
 - 2) If correct, request a teletype confirming the agency's hold is dropped.
 - 3) If no other holds exist, the inmate will be physically released.

B. RELEASE:

1. When an agency calls to arrange for pick-up on a removal order, the calls shall be handled by the Records Deputy. The Records Deputy will check the inmate's status, approve or deny the request, and advise the requesting agency.
2. Approved requests for pick-up shall be scheduled on the external appointment calendar, including a bag and baggage notation, reason for removal order, and name of the demanding agency in the description field.
3. The inmate will be brought to ITR, allowing sufficient time to be ready before the

officers arrive. Every effort should be made not to delay transporting officers. Preparation includes, writing a detainer for each CEN the subject is in custody on. .

4. On a release to a removal order, all property and money will be signed for and released to the demanding agency.
5. The booking release code used for removal orders shall be "RMOV." Custodial files with a copy of the detainers shall be placed in the suspense file in the Records Office. *JMS* will be updated to reflect the agency the inmate was released to.
6. Detainer PD-45: It is most important that concise detainers be written for each CEN upon release to removal order. This is our only formal notification to the receiving agency of our want for the subject. Failure to supply detainers could result in erroneous releases and liability to our Sheriff. Make sure the agency picking up the inmate signs the detainer, and a copy of the detainer is placed in the custodial file going to suspense.

C. RETURN BY DEMANDING AGENCY:

1. Remove the custodial file from the suspense file.
2. Remove and reuse the old custody card, or print a new one if it is not available.
3. Process as any newly arrested subject, no *eCAR* is needed, **and reactivate the *JMS* record.**
4. If a court date was missed, schedule the subject for the next available court date.
5. If the subject is sentenced in this County, make sure the jail jacket is returned to the time keeper who will re-enter the release date in *JMS*.