

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.50	PAGES: 1 of 2
	RELATED ORDERS: P&P 11.26	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Bureau of Prisons Inmates (Federal)	

- I. **PURPOSE:** To provide detention space and services for Federal Bureau of Prisons inmates. This policy and procedure only applies to Glenn E. Dyer Detention Facility (GEDDF). Under certain circumstances inmates requiring additional medical services will be housed at Santa Rita Jail (SRJ).

- II. **POLICY:** Under the conditions of the U.S. Marshal's Contract, (GEDDF) will be allowed to house Bureau of Prisons inmates. These inmates will be those who violate their parole and will be housed for four to six weeks. Bureau of Prisons inmates will have the same rights, privileges and living conditions as inmates in the general population.

- III. **PROCEDURE:**
 - A. GEDDF Records personnel will be notified 48 hours prior to any Bureau of Prisons inmates' arrival. A copy of the judgment and commitment order will be provided by fax, 48 hours prior to the inmates' arrival.

 - B. A copy of the Bureau of Prisons sentence computation will be faxed to GEDDF within 48 hours of the inmates' arrival. This will provide notification of the inmates' release date if they are not in a pre-trial status. Inmates will be released from GEDDF upon notification by the U.S. Marshal's Office or Bureau of Prisons, if it is not indicated on the commitment order.

 - C. The U.S. Marshal's Office will transport the inmate to GEDDF.
 1. The U.S. Marshal will fill out an *eCAR* when they surrender the inmate to the custody of GEDDF staff.

 2. The U.S. Marshal's Office will be provided a copy of the completed *eCAR*.

D. GEDDF staff will:

1. Only accept the clothing the inmate is wearing.
2. Accept the money an inmate brings with him/her and give the inmate a receipt.
3. Not accept any other property.
4. Classify the inmate and assign them a "U" number.

E. BILLING INFORMATION: If a Federal Bureau of Prisons inmate is received, ITR will accept the inmate and book in compliance with *ATIMS*/CORPUS procedures. The Federal Bureau of Prisons inmates will be booked the same as U.S. Marshal inmates with the following exceptions:

1. Enroute booking:
 - a. "Federal Bureau of Prisons" will be used instead of "U.S. Marshals" in the "Other Agency Space."
 - b. The NCIC number, CA03802 will be used instead of CAUSM04, in the "Code Space."
2. Billing code:
 - a. The Billing Code will be "FBOP" instead of "USMO."
 - b. Federal Bureau of Prisons inmates' records must be flagged for billing at the time the inmate is booked.
3. Billing for Federal Bureau of Prisons inmates will be done by the Account Technician pursuant to established procedure and contractual agreement with the U.S. Marshal's Office.

F. A list of Federal Bureau of Prisons contact personnel will be located in the Watch Sergeant's Office and in Records. This confidential list will include home telephone numbers and pager numbers.

1. If any Federal Bureau of Prisons inmate needs to be admitted to a hospital, a representative from the confidential list will be contacted.
2. The Federal Bureau of Prisons shall be responsible for and provide security for the inmate, while he/she is hospitalized.