

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 11.63	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> P.C. 1026, 1610, 2962, 2964	
	<b>ISSUED DATE:</b> February 17, 1994	
	<b>REVIEW DATE:</b> September 7, 2016	
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<b>CHAPTER:</b> Intake, Transfer, Release and Records	<b>SUBJECT:</b> 1610 PC & 2964 PC Commitments from CONREP	

- I. **PURPOSE:** To establish policy and procedure for accepting 1610 Penal Code (PC) and 2964 PC persons from Conditional Release Program (CONREP) staff members. This policy and procedure applies only to the Glenn E. Dyer Detention Facility (GEDDF).
  
- II. **POLICY:** Persons under the supervision of the CONREP will be accepted into GEDDF, per Sections 1610 or 2964 of the Penal Code. These subjects will not be accepted without the appropriate, completed forms (MH 1718 or MH 1791).
  
- III. **PROCEDURE:**
  - A. **CONDITIONAL RELEASE PROGRAM (CONREP):**
    1. When GEDDF is notified by a CONREP staff member requesting confinement of a 1610 or 2964 PC individual, the appropriate paper work must accompany the subject, or he/she will not be accepted.
      - a. If committed under 1610 PC, an MH 1718 form must accompany the subject.
      - b. If committed under 2964 PC, an MH 1791 form must accompany the subject.
    2. Criminal Justice Mental Health (CJMH, tie line 46740) should be notified immediately.
    3. An arrest report and property inventory must accompany the subject. If the subject is escorted to the facility by a CONREP employee only, it will be incumbent upon the ITR deputy to complete the Consolidated Arrest Report (CAR) and property inventory. The CAR should be completed as a citizen's arrest with the CONREP employee's signature, or insertion of the information on line #48 of the CAR.

4. The subject will be booked and classified. **Medical** personnel will contact CJMH (tie line 46905) to determine the subject's destination. The CONREP employee must provide a telephone number where he/she can be reached.

B. BOOKING:

1. ITR staff will be provided with the appropriate paperwork.
2. These subjects should be booked as a "No Bail" under a "U" number.
3. All other booking procedures should be followed, (i.e. medical screening, classification, etc.).
4. CONREP is responsible for notifying the GEDDF of any pending court dates.