

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.64	PAGES: 1 of 2
	RELATED ORDERS: P&P 11.20, 11.21, 11.22, 11.24, 11.26, 11.34, 11.36, 11.46, 13.02 2620 P.C.	
	ISSUED DATE: January 31, 2003	
	REVIEW DATE: September 7, 2016	
	REVISION DATE: September 7, 2016	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Release to Another Agency.	

- I. **PURPOSE:** To ensure the proper verification, transfer of documentation, and release of inmates to other agencies.
- II. **POLICY:** All inmates scheduled for release to another agency shall not be released without proper documentation, verification, review and transfer of relevant documentation.
- III. **PROCEDURE:** When an outside agency is scheduled to pick up a prisoner, the Records Deputy shall take the following steps to ensure a proper release occurs:
 - A. Confirm the inmate scheduled for pickup is cleared in JMS and CRIMS of all Alameda County cases.
 - B. Pull the booking files for the inmate and document the name of the agency making the pickup on the front of each booking jacket.
 - C. Schedule the time the inmate will be picked up in JMS.
 - D. Notify the housing unit of the scheduled transport.
 - E. Notify the Accounting Office and property room of the scheduled transport to ensure the inmate's money and property is prepared prior to release.
 - F. Advise *medical staff* of the scheduled transport to ensure the inmate's medical records are prepared.
 - G. Make copies of all outstanding warrant abstracts the inmate is being held on and provide them to the agency picking up the inmate. This shall be documented on the front of the inmate's booking jacket and initialed by the agency representative.
 - H. If an outstanding warrant exists for the inmate, an orange Holds/Warrants form shall be

completed noting the agency holding the warrant, charges, bail amount, and the docket # for the warrant. A copy of the form shall be given to the agency picking up the inmate. The name of the agency representative shall be documented on the front of the Holds/Warrants form, and the name of the ITR employee providing the copy.

- I. If a 3056 P.C. hold exists in addition to an out of county warrant, the inmate will remain in our custody while on a 3056 P.C. hold.
- J. The agency representative shall sign the front of each booking jacket, the property receipt, and the money receipt before the inmate is released. The outside agency shall also be given the inmate's medical records.
- K. A Records Deputy shall review all paperwork associated with the inmate's release to ensure all steps were completed properly. The Records Deputy shall initial the front of the booking jacket to indicate the paperwork was completed properly. In the Records Deputy's absence, a supervisor shall complete the review and initial the front of the booking jacket.
- L. Upon completion of the review by the Records Deputy, the booking jacket shall be secured in the enrouter bin.
- M. When the inmate is released to the other agency (ENRT), the Records Deputy shall make an entry in JMS reflecting the inmate's en route status.
- N. After release, time stamp and sign all the booking jackets indicating where the inmate was transferred.
- O. If it is discovered that the paperwork was not completed properly after the agency has left ITR, the ITR Sergeant shall be notified and the error corrected.
- P. Members of outside agencies are not to move inmates from holding cells, or gain access to, or sign any documentation in ITR on their own. Only the ITR staff is to obtain signatures on forms, or take any formal action to process inmates in, or out of ITR.
- Q. Members of outside agencies are only to be in the release/transfer workstation, or in the ITR muster room unless specifically working with an ITR staff member at their cubicle. They are not to wander the areas of ITR or disturb ITR staff.
- R. If there are any questions regarding this process from representatives of outside agencies, they are to be referred to the ITR supervisor.