

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 16.04	PAGES: 1 of 1
	RELATED ORDERS: ACA 4-ALDF-6A-01 P.C. 1473	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 15, 2015	
	REVISION DATE: January 1, 1998	
CHAPTER: Inmate Rights, Rules, and Discipline	SUBJECT: Inmate Writs	

- I. **PURPOSE:** To describe the procedure for handling and routing inmate Writs.
- II. **POLICY:** Inmate writs shall be handled and routed to appropriate locations expeditiously.
- III. **PROCEDURE:**
 - A. Writ forms shall be supplied to inmates, via message request from the Legal Research Associates or Legal Assistance Program
 - B. Inmates may turn in completed writ forms to any staff member.
 - C. Staff receiving completed writ forms shall forward them to Inmate Services for copying. Three (3) copies will be made and distributed as follows:
 1. The original and two copies will be forwarded to the facility Commanding Officer.
 2. One copy will be returned to the inmate.
 - D. The Commanding Officer shall review and route inmate writs as follows:
 1. The original writ will be forwarded to the appropriate court.
 2. One copy will be forwarded to Records for filing in the inmate's booking file.
 3. One copy will be retained in the Administration Office files.