

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 18.16	PAGES: 1 of 2
	RELATED ORDERS: P.C. 4025h P&P 2.07	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: January 26, 2017	
	REVISION DATE: January 26, 2017	
CHAPTER: Inmate Services and Programs	SUBJECT: Services for Released Inmates	

- I. **PURPOSE:** To describe procedures governing the issuing of bus and BART tickets for released, indigent inmates. This policy and procedure only applies to the Santa Rita Jail (SRJ).
- II. **POLICY:** The Sheriff's Office recognizes the need for indigent inmates to be provided transportation to various core population areas of Alameda County.
- III. **PROCEDURE:**
 - A. The Inmate Services' Lieutenant shall be responsible for maintaining an adequate supply of Wheels Direct Access Responsive Transit (DART) bus and Bay Area Rapid Transit (BART) tickets for indigent inmates. A record of all bus and BART tickets purchased will be maintained utilizing the accounting software QuickBooks. The log will include the date and number of purchased tickets.
 1. After recording the purchase, the bus and BART tickets will be given to the Inmate Services' Accounting Unit for storage in the Accounting Unit's safe.
 2. Each lobby Account Clerk will record in the control log book each supply of tickets he/she removes from the safe by entering their name, date, number of tickets removed, and the individual numbers on the tickets. Tickets are sequentially stamped by the Lobby accounting staff upon receipt from Inmate Services for tracking.
 3. This log will be stored in the Lobby Accounting Unit's safe.
 - B. *The Account Clerk is responsible for processing inmate releases and shall issue bus and BART tickets according to the below table.*

Release \$	Ticket Type
\$0.00 - \$1.59	Bus and BART
\$1.60 - \$4.79	BART
\$4.80 - \$6.39	Bus
\$6.40 and up	Nothing

1. A bus/BART ticket log shall be maintained in a bound ledger. The ledger will be filled out by the Account Clerk responsible for processing inmate releases and will contain the

following information:

- a. The date the bus and/or BART tickets are issued to the inmate
 - b. The name and PFN of the inmate
 - c. The individual number on each ticket
2. When the ledger is full, it will be returned to Inmate Services for storage. It shall be the responsibility of the Account Clerk to notify Inmate Services when the ledger is getting full and a replacement is needed.
 3. Inmate Services will store the completed ledger for two years. After two years, Inmate Services may authorize destruction of the ledgers.
 4. The day shift Account Clerk shall ensure a sufficient quantity of bus and BART tickets are maintained in the lobby. Prior to the total depletion of tickets, the Accounting Technician shall notify the Inmate Services' accounting specialist and request additional tickets.
- C. Requests to purchase bus and BART tickets shall be approved by the Inmate Services' Lieutenant per Detention and Corrections' Policy and Procedure 2.07, "Inmate Welfare Fund." Approved requests will be forwarded to the Inmate Services' Accounting Specialist for processing.
- D. The Inmate Services' Lieutenant will submit a quarterly status report to the IWF Committee.
1. The report will minimally contain information regarding the number of tickets issued during the quarter and the cost.
 2. Any information that has an impact on the bus and BART ticket policy will be included.
- E. Released inmates from the SRJ who do not have a ride may obtain bus service in front of the facility, Monday through Sunday, excluding holidays. Wheels DART service operates from 0600 to 2044, Monday through Saturday, 0800-2044 on Sundays, excluding holidays, between the SRJ and the BART station.
1. Released inmates will be given the attached map, directing them to the BART station. These are located in the lobby or handed out by CP-11 personnel, if asked for by the released inmate.
 2. Inmates with adequate funds will be required to pay for their bus/BART tickets. The Account Clerk will change large bills into one dollar bills for the inmates' use in the buses, for the bus automatic coin changer.