

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 20.22 PAGES: 1 of 2
	RELATED ORDERS: CALEA 71.1.6
	ISSUED DATE: May 1, 1993
	REVIEW DATE: September 7, 2016
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CHAPTER: Transportation	SUBJECT: Commitments

- I. **PURPOSE:** To establish procedures for accepting and processing legal documents pertaining to court commitments, and the logistics of delivering sentenced prisoners with commitments.
- II. **POLICY:** Commitments and prisoners subject to such commitments shall be processed and transported according to procedures described herein.
- III. **PROCEDURE:**
 - A. **OFFICE PROCEDURES:**
 1. Each commitment must have an original court clerk's signature and a court seal.
 2. The Transportation Sheriff's Technician (S/T) will confirm, via computer, that each prisoner under commitment does not have any pending court appearances. He/she shall then check with the ITR Records Deputy to confirm each prisoner is cleared for transport and whether a detainer is required to go with the prisoner.
 3. The S/T shall give the receiving agency, via facsimile, one week notice of the anticipated time of delivery of the prisoners. The receiving agency must pre-approve the transport and reception of the prisoners.
 4. The ITR Records Deputy shall provide *medical staff* with the name(s) of the prisoner(s) for medical clearance, 48 to 72 hours in advance.
 - B. **TRANSPORTATION PROCEDURES:**
 1. The Transportation S/T shall schedule the delivery of prisoners on commitment, as needed.
 2. Transporting deputies shall check with ITR personnel to ascertain if there are any medical reports from *medical staff* that need to accompany the inmate to the receiving facility.
 3. Transporting deputies shall complete a "Personal Property" form for each trip. The receiving agency signs the form and retains the original. Transportation deputies shall return a copy to the Transportation S/T.

4. Transporting deputies shall obtain a body receipt from the receiving agency and deliver the receipt to the Transportation S/T.