

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 8.07	PAGES: 1 of 3
	RELATED ORDERS: ACA 4-ALDF-7D-20	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Security and Control	SUBJECT: <i>ATIMS</i> Custody Cards	

- I. **PURPOSE:** To set procedures whereby *Advanced Technology Information Management System (ATIMS)* custody cards are initiated, maintained and filed.
- II. **POLICY:** The *ATIMS* custody cards are a backup system for our computers, when there is a computer failure and during jail counts, and inmate accountability and locations must be maintained. Automated Jail Information System cards are official jail records and must be secured.
- III. **PROCEDURE:**
 - A. GLENN E. DYER DETENTION FACILITY (GEDDF):
 1. All inmates received at the GEDDF will be booked and have two *ATIMS* custody cards made with the inmate's photograph on it prior to being sent to a housing floor.
 2. Once the booking process is complete, the inmate will be assigned and moved to a housing floor. One completed *ATIMS* custody card will accompany the inmate to the housing floor. The second *ATIMS* custody card will be retained in the Record's Office, marked in red pen on the bottom of the card as a "Movement Card" and placed inside the inmate's jail jacket. The "Movement Card" will follow the inmate to any external appointment.
 3. Housing control will file the *ATIMS* custody card in a central location with all custody cards of that particular housing unit.
 4. When inmates go to court or appointments, the housing control *ATIMS* custody card will remain in the custody card file in housing control. The inmate shall be moved out to court or appointment in the *ATIMS* computer only.
 - a. Each swing-shift housing control technician will check the computer to determine which inmates have not returned to their housing floor. Housing control will find out the reason the inmate has not returned.
 - b. If the inmate is out to court, it shall be noted on the custody card with a stick- on note, until he/she returns. If the inmate was released from booking after court, housing control will note it on the custody card and route it to Booking to be filed in the inmate's jail jacket.

5. The Record's Office copy of the **ATIMS** custody card will be maintained in the inmate's jail jacket.
 - a. The **ATIMS** custody card and jail jacket maintained in Records will be pulled and sent with the inmate anytime the inmate is moved out to an intra-facility transfer.
 - b. If an inmate is bailed or released from his/her housing floor, the **ATIMS** custody card will be taken to Booking with the inmate. The deputy will give the custody card to the release staff in Booking, who will file the custody card in the released inmate's jail jacket.
6. Under no circumstances will inmates ever be allowed possession of an **ATIMS** custody card. All filing, reconciliation, transportation, destruction, or storing of **ATIMS** custody cards will be done by Sheriff's personnel only.

B. SANTA RITA JAIL (SRJ):

1. Inmates received at the SRJ will be booked and have a custody card made complete with the inmate's photograph on it prior to being sent to a housing unit.
2. Once the booking process is complete, the inmate will be assigned and moved to a housing unit with the **ATIMS** custody card.
3. At the housing unit, housing control will file the custody card in a central location with all custody cards for that housing unit.
4. When inmates go to court or out to appointments, the **ATIMS** custody card shall be taken from the active file and filed in a designated suspense file. . When the inmate returns from court or an appointment, housing control will re-file the **ATIMS** custody card in the active file.
 - a. The midnight shift housing control technician will check the file of **ATIMS** custody cards to determine which inmates have not returned to the housing unit. Housing control shall find out why the inmate has not returned, note it on the **ATIMS** custody card, and route it to Intake, Transfer and Release (ITR) so that it can be filed in the inmate's jail jacket.
 - b. If an inmate is bailed or released from his/her housing unit, the **ATIMS** custody card will be taken to ITR by a deputy along with the inmate. The deputy will give the **ATIMS** custody card to release staff in ITR for filing in the released inmate's jail jacket.
 - c. Housing control technicians shall update the **ATIMS** custody card active file prior to the end of shift.
5. Security sergeants will oversee the reconciliation process for their housing unit. The C and D team sergeants will audit the **ATIMS** custody card file to ensure compliance. The **ATIMS** custody card file in each housing control will be reconciled against the computer. Each **ATIMS** custody card will be compared to the computer readout by name, housing location and Personal File Number. Any changes that need to be made on the **ATIMS** custody card will be done from the computerized information.

6. Under no circumstances will inmates ever be allowed possession of an **ATIMS** custody card. All filing, reconciliation, transportation, destruction or storing of **ATIMS** custody cards will be done by Sheriff's Office personnel.