

10.100. INMATE RELEASE PROCEDURES

103.00. ADJUSTED OUT DATE: Sentenced inmates shall be released on their adjusted out date. Inmates with adjusted out dates which fall after the next scheduled transportation time shall be transferred to a Type II facility.

(Rev. 05/2019)

105.00. DUTY OFFICER RESPONSIBILITY: Duty officer responsibilities at Type I facilities are assumed and shared by on-duty jail staff members. In general, duty officer's responsibilities during the release are as follows:

- Review entire content of the inmate's booking jacket to ensure all bookable offenses and holds have been entered
- Ensure all bookable offenses and holds have a proper disposition
- Make appropriate entries into JIMSnet, properly documenting the release criteria for each charge or hold
- Make appropriate notations on the cover of the inmate's booking jacket, documenting the release criteria for each charge or hold
- Sign/initial the cover of the inmate's booking jacket, signifying that the inmate is eligible for release

(Rev. 05/2019)

110.00. RELEASING OFFICER RESPONSIBILITIES: It is the responsibility of the releasing officer/staff member to evaluate the legitimacy of every release. Prior to release, the following procedures shall be followed:

- Review the booking jacket to make sure all holds and/or warrants have a proper disposition, indicating that release is appropriate
- When a second jail staff member is available, all prospective releases shall be checked by that second staff member to ensure the release is legitimate
- If the second staff member is not available, safety staff shall authorize a release and physically release the inmate
- The authorizing releasing officer shall initial the booking jacket in the "authorized by" box
- Check for any discrepancies in the court case, warrant or booking numbers
- Court commitments should be checked to ensure the proper time has been served
- Sign the bottom of each booking sheet giving the reason for the release
- Indicate the date and time of release
- Retrieve the inmate's property and compare the property with the property record
- Compare the name, booking number and photograph on the inmate's wristband/identification card with the name and booking number on the inmate's booking jacket
- Verify the information on the document authorizing release

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- Utilize the Department's Biometric Identification System (BIS) to confirm the identity of the inmate
- Ask the inmate pertinent questions to further verify their identification
- Compare the inmate's physical description with the information on the booking paperwork. Compare marks, scars, and tattoos
- Obtain the inmate's right thumbprint and affix the print to the booking record. Compare the thumbprint with the thumbprint obtained at the time of booking
- Compare the inmate's signature with the one taken at the time of booking
- Prior to removing the inmate's wristband, check to see if the wristband has been tampered with in any way.
- The wristband shall be removed and placed into the inmate's booking jacket.
- Update JIMSnet to show that the inmate has been released

(Rev. 05/2019)

120.05. INMATE DRESS OUT: Generally, Type I facilities do not dress out inmates prior to release. However, if an inmate is ordered released from a Type I facility, the inmate is given their personal clothing, inmate clothing is recovered and the inmate is released in accordance with Detention and Corrections Bureau policy.

(Rev. 05/2019)

120.10. IDENTITY VERIFICATION: Upon release of an inmate, the Type I facility shall retain the inmate's identification (ID) card or wristband. These shall be placed inside the inmate's booking jacket. If the inmate has no other form of photo identification, the inmate may be allowed to retain their inmate identification card but only after the entire portion above the photograph has been cut off.

(Rev. 05/2019)

120.12. INMATE CASH PAYOUT: When an inmate is released, staff will return the inmate's money to them either in cash, check or a combination of both. Staff shall ensure the amount returned to the inmate is the correct amount: based on review of intake documents, information from JIMSnet, and other pertinent sources. Staff shall count out the remittance to the inmate and have the inmate sign for the money received. Any discrepancy noted during the release requires supervisor notification.

(Rev. 05/2019)

120.13. NOTIFICATION OF ARRESTING AGENCIES: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

120.15. NOTICE OF REGISTRATION REQUIREMENT: Detention and Corrections Bureau policy shall be followed without amendment.

(Rev. 05/2019)

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120.22. HIGH PROFILE INMATE RELEASE: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

121.00. CITATION RELEASES: Inmates booked on under the influence charges shall be held a minimum of five hours from the time of arrest. Under the influence charges include but are not limited to Penal Code Section 647(f), Vehicle Code Section 23152 and Health and Safety Code Section 11550. (Refer to Department Manual Section 3.416.10)
(Rev. 05/2019)

122.00. MISDEMEANOR WARRANT CITATION RELEASES: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

125.00. RELEASE FROM CUSTODY: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

170.00. INMATE WORKER RELEASE TIMES: Generally, Type I facilities do not release inmate workers. Inmate workers are released from West Valley Detention Center (WVDC). Typically, Inmate workers are sent from the Type I facility back to WVDC one day prior to their date of release so they may be processed for release. (Refer to Facility Specific Policy)
(Rev. 05/2019)

190.00. OWN RECOGNIZANCE INTERVIEWS: Generally, Type I facilities do not host own recognizance (OR) interviews. In rare cases an interview may be scheduled and accomplished through interaction with and approval from a supervisor.
(Rev. 05/2019)

194.00. MANUAL RELEASES: CONTINGENCY FOR COMPUTER OR POWER FAILURE: In the case of computer/JIMSnet system failure, Type I facilities shall follow manual release procedures. Only funds that are verified as belonging to the inmate shall be dispensed at the time of release.
(Rev. 05/2019)

194.05. CASH DRAWER CONTINGENCY PLAN: Detention and Corrections Bureau policy shall be followed without amendment.
(Rev. 05/2019)

10.200. BAIL INFORMATION

210.00. PAYMENT OF BAILS AND FINES: Payment for bail is accepted at the public lobby window. Anytime bail payment is received in a form other than a bail bond, a cash bail receipt must be completed. The cash bail receipt serves as a notice to the inmate as to the appearance date or that the case has been forfeit (if warrant indicates choice). The cash bail receipt will be distributed as follows:

- Original (white) copy shall be given to the person posting the bail
- Second white copy and green copy are attached to the bail and placed in the cash bail box to be forwarded to the Bureau of Administration
- Yellow copy shall be retained in the station file

The cash bail receipts and cash bail log will be kept in a locked drawer or cabinet in the jail/booking office or other location as determined by a shift supervisor. Staff shall notify the shift supervisor of a cash bail. The shift supervisor will issue a cash bail receipt then log in the amount and receipt number given to the staff member. The staff member accepting the bail and completing the receipt shall be responsible for its safe deposit in the cash bail box.

If a mistake is made on the receipt, it must be voided. A voided receipt shall be handled as follows:

- The word "VOID" shall be printed in large letters on the receipt portion
- The staff member who voids the receipt shall sign their name, employee number, date and time under the word "VOID" and they shall type their name under the signature
- The word "VOID" shall also be printed in large letters on the check portion of the receipt. The yellow copy shall always be retained in the station file
- The remaining completed receipt shall be deposited in the cash bail box and forwarded to the Bureau of Administration
- The shift supervisor shall be notified of the voided receipt and noted on the cash bail log as voided and signed off by the staff member

Packaging: When cash is received for bail, it must be placed in a CASH BAIL VERIFICATION envelope. If the amount exceeds five hundred dollars, the amount must be verified by a shift supervisor. Both staff members verifying the amount must sign where indicated on the envelope. (Refer to Detention and Corrections Bureau Policy Section 10.200)

(Rev. 05/2019)

228.00. COMPLETING THE CASH BAIL VERIFICATION ENVELOPE: Jail staff shall ensure the cash bail verification envelope is signed by both the jail employee and the supervisor. (Refer to Detention and Corrections Bureau Policy Section 10.228.00)

(Rev. 05/2019)