

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Release Procedures

Bureau Policy: 10.103.00 Adjusted Out Date

Facility Policy: (34)10.103.00 Adjusted Out Date

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Section: Inmate Release Procedures

Bureau Policy: 10.105.00 Duty Officer Responsibilities

Facility Policy: (34)10.105.00 Duty Officer Responsibilities

The assigned duty officer shall verify:

- Release status for inmates eligible for the misdemeanor warrant and pretrial release programs
- Verify bail bonds for accuracy and process for release
- Verify adjusted out date for sentenced inmates
- Verify inmate has no holds or outstanding warrants

The duty officer shall approve, sign the booking jacket and initiate the release process in the computer system. The duty officer will send the booking jacket to the property officer to continue the release procedures.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.110.00 Releasing Officer Responsibilities

Facility Policy: (34)10.110.00 Releasing Officer Responsibilities

The release officer shall:

- Conduct a secondary review of the booking jacket documents
- Notify the housing unit staff of the inmate's release by providing the full name, booking number and assigned housing
- Follow identity verification guidelines adhering to Bureau Policy 10.120.10.
- Determine if the release has special procedures (Ex: High Profile release)
- Verify all county property has been returned in exchange for the inmate's personal property adhering to Bureau Policy 10.120.12.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.120.05 Inmate Dress Out

Facility Policy: (34)10.120.10 Inmate Dress Out

Any inmate who has obtained a religious head covering during their incarceration (during a conversion or reaffirmation of their faith) shall be allowed to keep the item.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

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Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.194.05 Cash Drawer Contingency Plan

Facility Policy: (34)10.210.00 Cash Drawer Contingency Plan

Facility Procedure Manual does not differ from Bureau Policy. For information on Manual Releases refer to Bureau Policy 10.194.00.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.210.00 Bail Acceptance

Facility Policy: (34)10.210.00 Bail Acceptance

Bail shall be accepted at the Public Information Window in the West Valley Detention Center Public Lobby.

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Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.212.00 Bail Bonds

Facility Policy: (34)10.212.00 Bail Bonds

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.228.00 Completing the Cash Verification Envelope

Facility Policy: (34)10.228.00 Completing the Cash Verification Envelope

The sheriff's custody assistant (SCA) assigned to the Bail Up desk shall assist with all cash bails. When the SCA receives a cash bail less than \$1,000.00 involving U.S. currency, the SCA will count the currency and a second count will be conducted by a fiscal assistant. The count can be accomplished by using a counting machine. In the event the two counts don't match, a third count will be conducted by hand. Once the count matches, the SCA will take the cash bail to the fiscal assistant and the bail envelope will be cosigned and sealed. The fiscal assistant will unlock the "cash bail drop box" and watch the SCA deposit the sealed envelope containing the cash bail amount. Both the SCA and the verifying fiscal assistant will cosign the Bail Log.

When the SCA receives a cash bail \$1,000.00 or more and involving U.S. currency, the SCA will notify a fiscal assistant and a shift sergeant. The fiscal assistant and shift sergeant will each conduct a separate count of the currency. The count can be accomplished by using a counting machine. In the event the two counts don't match, a third count will be conducted by hand. The fiscal assistant and shift sergeant will cosign and seal the bail envelope with the verified money. The fiscal assistant will unlock the "cash bail drop box" and watch the SCA deposit the sealed envelope containing the cash bail amount. The SCA, shift sergeant, and the verifying fiscal assistant will cosign the Bail Log.



WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Release Procedures

Bureau Policy: 10.239.00 Accepting Bail for Another Facility

Facility Policy: (34)10.239.00 Accepting Bail for Another Facility

Facility Procedure Manual does not differ from Bureau Policy.