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<b>DETENTION FACILITY POST ORDERS</b>		
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<b>NUMBER 012</b>	<b>TITLE</b>	<b>POSTS INVOLVED</b>
<b>PAGES 20</b>	<b>BOOKING/RELEASING OF INMATES</b>	<b>ALL STAFF</b>

**PURPOSE:**

Specific information is recorded for every person admitted to the Adams County Detention Facility. During the admission process, newly admitted inmates are searched, information forms are completed, they are fingerprinted, a photo is taken, they are permitted a free phone call, and they are issued clothing and bedding prior to being housed. During the releasing process, information is used to verify identity of the person being released and cross check national databases for warrants. The purpose of these practices is to ensure responsible public record accuracy, protect the identities of the innocent and maintain public and victim safety.

**PROCEDURE:**

**Preliminary Special Note:** No person will be admitted who suffers from an apparent serious illness or injury or female who is seven or more months pregnant without having been previously medically cleared.

**RECEIVING INMATES:**

- 1. Booking personnel shall ensure persons are medically able to be admitted to jail prior to receiving them.**
- 2. The Booking Nurse or a nurse from the Medical Unit shall be notified of any medical or psychiatric condition requiring attention prior to receiving the inmate.** The medical authority has the final say on whether a person is medically able to be admitted into jail.

**3. Booking personnel shall ensure that the appropriate charging paperwork, as described in *Post Order 162 Receiving New Arrests*, accompanies the person being admitted and that the person's description and identification match the paperwork:** Persons received with sealed cases or charges will be handled according to *PO 171.5 Sealed Cases*.

**4. Booking personnel shall search every person before they are admitted into the booking area for processing.** The search shall include an initial 'Pat' search of the person for weapons and a thorough search for contraband items and personal property.

- a. A search will be completed before the arresting/transporting officer leaves the receiving area.
- b. Items recovered during the search will be given to the arresting/transporting officer to process appropriately.
- c. The search shall include removal of the inmate's shoes and socks. The shoes and socks will be placed with the inmate's other property in a property tote.

**5. Booking personnel shall accept all appropriate property from the arresting**

**Officer:** When accepting property from arresting officers, the following shall be taken into consideration:

- a. Large, bulky items, such as suitcases, radios, etc., shall not be accepted.
- b. If weapons or contraband are discovered prior to the receiving of the inmate, the arresting officer shall be responsible for the disposition of the weapons or contraband.
- c. Most US currency will be deposited in the booking sally port money kiosk. Checks from other detention facilities shall be counted and placed in a money envelope and placed in the booking safe. The amount shall be recorded on the back of the custody and the envelope then placed in the booking safe in the Sally Port or fed into the money kiosk. Foreign currency or partial pieces of U.S. paper currency will be placed in the inmate's property. *(Currency that is blood stained, wet or soiled is to be packaged in a separate plastic bag and placed in the inmate's property bag. **CURRENCY OF THIS CONDITION WILL NOT BE PLACED IN A MONEY ENVELOPE OR GIVEN TO ACCOUNTING.**)*
- d. Document this type of property with a complete and accurate inventory of amount of funds.
- e. All accepted property shall be listed on the custody report.
- f. All personal property received other than clothing, money, and prescription medicines must be in a sealed in plastic. Inmates shall have the opportunity to retrieve any allowable property such as paper with phone numbers, legal work, etc. *before* the plastic is sealed. The inmate's last name and property tote number shall be written on the sealed property.
- g. The inmate must have signed the acknowledgement of property on the back of the

custody report. Any sealed property opened after the inmate is received shall be resealed. The name of the person opening, it and the reason for opening it shall be written on the inmate's booking jacket.

h. All inmate property except money and the clothes the inmate is still wearing shall be placed in a property tote. The tote number shall be recorded on the custody form.

**6. Once an inmate is received, the following booking tasks shall be completed:**

- a. The inmate's charging paperwork shall be copied and distributed.
- b. A booking number shall be obtained by initial computer entry.
- c. The inmate shall sign appropriate paperwork.
- d. A photograph and digital fingerprints shall be taken.
- e. An ID card shall be created, and additional photograph copies printed and placed on the custody form, inmate issue sheet and court sheet as necessary.
- f. The inmate shall be fingerprinted on AFIS according to current procedures.
- g. The inmate shall submit to DNA sampling according to current procedures.
- h. The inmate shall receive a free call.

**7. Upon completion of the above booking process, all information shall be placed into the inmate's Booking Jacket:**

Inmate information will then enter all remaining required data into the computers and ensure that the Inmate's jacket is placed in the active records.

**8. Inmates that will be housed will be dressed in appropriate uniforms:**

- a. At the time of dressing they will be strip searched according to *C.R.S. 16-3-405 Strip Searches-when authorized or prohibited*.
- b. At the time of dressing, inmates may be either given the opportunity to shower or directed to shower as needed.
- c. The dressing officer shall locate the inmate's property and confirm with the inmate that the contents of the tote are that persons. That will be accomplished by comparing the name of the inmate on the property tote and asking the inmate if the contents are that persons.
- d. The deputy dressing the inmate shall seal the inmate's remaining clothing, and place in the tote. If additional loose property is found, it will also be sealed and placed in the original tote. The deputy shall sign the inmate's jacket as the dressing deputy
- e. All personal property shall be stored and secured in property tote in the property room.
- f. Excess property shall be stored in a designated location.

**9. Inmates will be issued clean clothing and bedding before going to housing:**

- a. The following items will be issued to new female inmates:
  - 2 detention uniforms
  - 1 cup
  - 2 T-shirts

- 2 bras (females or authorized)
- 1 comb
- 4 panties (females or authorized)
- 2 towels
- 2 blankets
- 3 pairs of socks
- 1 toothbrush
- 1 washcloth
- 1 toothpaste
- 1 pair facility shoes
- 1 mesh laundry bag
- 1 spoon
- 1 bar soap
- 1 storage box (females and work release)

b. The following items will be issued to new male inmates going to intake:

- 1 detention uniform
- 2 sheets
- 1 cup
- 2 blankets
- 1 comb
- 1 pair boxers
- 1 towels
- 1 pair socks
- 1 toothbrush
- 1 toothpaste
- 1 bar of soap
- 1 pair of facility shoes
- 1 spoon

c. The issue shall be recorded on the inmate's Inmate Issue Report (form #4328).

d. Module or Medical Deputies shall record changes made in issue on the form when the inmate moves to general population. The form shall then be filed in the inmate's booking jacket. The inmate shall be responsible for maintaining and returning, all items listed, upon release from custody.

e. Inmates may be permitted to retain the following personal property in their possession:

- Legal documents for current case.
- Family photos, not to exceed ten (10)
- photos must be 5"x7" or smaller
- Polaroid pictures shall not be accepted.
- Prescription glasses/contacts.
- Dentures.

- List of addresses, telephone numbers and correspondence.

## **10. Inmate Booking Jackets will be prepared upon notification from outside agencies of a new arrest, Booking Deputies will prepare the booking file:**

When the arrestee is received, all detainers and court appearance records will be placed in the inmate's jacket.

- a. Three (3) copies of the warrant/arresting paperwork will be made on each new inmate. One (1) copy will be stapled to the yellow court sheet (originals on new charges) or pink detainer. One (1) copy will remain in the jacket stapled to the right inside of the red folder in the inmate jacket. The third copy is stapled to the file that goes to pre-trial (if the charge is from a **federal agency**, another county or a municipality outside of Adams County, a pink detainer and a yellow court sheet will need to be prepared).
- b. One copy of inmate rules receipt will be prepared for signature.
- c. One copy of the inmate's criminal history will be placed inside the red folder.
- d. The front of the jacket shall be signed or initialed as appropriate for each step in the booking process.
- e. Any kites written by the inmate during that persons incarceration period or other paperwork pertaining to the inmate will be placed in the back of the inmate's jacket.

## **11. Fingerprint procedures:**

Operators must complete fingerprints in accordance with established rules set forth by CBI and the Adams County Sheriff's Office. Fingerprints will be done on all the following arrestees:

- a. The ACSO;
- b. North Metro Task Force;
- c. Colorado State Patrol (CSP);
- d. Colorado Division of Wildlife (DOW);
- e. University of Colorado Health Science Center Police-Fitzsimmons;
- f. State of Colorado Parole (new state criminal charges and warrants only);
- g. or any other State of Colorado Enforcement Agency.
- h. Exceptions – Prints may be submitted for additional agencies if they are unable to print an arrestee (combative, etc.);
- i. or when CBI needs to identify the person;
- j. and for court ordered fingerprints. *If a police department arrested an individual, only one local fingerprint card is to be completed to prevent the submission of duplicate ARN's to CBI.*
- k. Prints shall not be done on new arrestees coming in only on Mittimus', technical parole violations or warrant arrests that were printed at another jail on the current warrant.

## **12. Booking a person of interest:**

- a. Whenever an employee, a member of an employee's family, or a close friend of an employee is booked into custody at the Facility or other arrest of interest, The employee/booking staff shall immediately notify that person supervisor and/or duty sergeant.
- b. The information shall be passed up the chain of command to the Division Chief. The Division Chief or designee shall make the decision to maintain the person's custody in the Facility or to transfer them to another agency. If the person is to be transferred, the Detention Manager shall ensure the transfer is arranged and conducted in a timely manner.
- c. When the relative or friend of a deputy assigned to the Detention Facility is held in The ACDF, the supervisor/sergeant shall make changes in duty assignments when deemed necessary. The employee, whose family member or friend has been booked in, may:
  - i. Visit only while off duty and during the regular visitation hours, unless granted special permission by the Division Chief or designee.
  - ii. Leave money while off duty or while on break during working hours or before/after working hours.
- d. Any special concerns shall be brought to the immediate attention of the supervisor/duty sergeant.

## **13. When receiving Non-English-Speaking Inmates:**

- a. The Adams County Detention Facility provides guidance to staff and inmates in aiding non-English speaking inmates received in the Booking area and throughout their incarceration. Assistance is provided using staff interpreters in the language necessary when available, or the use of Language Line Services by telephone.
- b. Once the language has been identified, the booking sergeant or designee will arrange for a staff interpreter to respond to assist the inmate to understand and complete the booking processes.
- c. If a staff interpreter is not available, arrangements shall be made for the inmate to speak to an interpreter using the Language Line Services. If the inmate is identified to be a foreign national from a country other than the United States of America, the inmate will be asked if they wish to contact their respective Foreign Consulate. However, upon request of any foreign national at any time, we will contact that person's foreign diplomatic representative. If the inmate's country requires mandatory notification, booking staff will notify the nearest consular office without delay, of the arrest/detention.
- d. Whenever a foreign consulate is informed of the detention of a foreign national, a

copy of the written notification will be placed in the inmate's jacket. The Fax Form provided in the US Department of State Consular Notification and Access Publication 10518 shall be utilized for the Consular notification.

- e. If the inmate is suspected of being in the United States without proper authorization, I.C.E. (Immigration and Customs Enforcement) must be notified immediately by teletype. A copy of the teletype must remain in the jacket and the front of the jacket must indicate that notification was made. At no time however will the Adams County Detention Facility hold an inmate that would otherwise be eligible for release based solely upon an I.C.E. detainer.
- f. The United States Department of State Fax number is (202) 736-7559.
- g. Receiving and booking persons (with disabilities) who are Deaf or Hard of Hearing:
  - i. Upon becoming aware that a person is deaf or hard of hearing in the booking area, the Booking Sergeant or designee will be notified so that the most appropriate form of communication for the booking process can be determined. Once it is determined an inmate is deaf or hard of hearing, a notation shall be made in the alert field of the inmate's name record in the Jail Management System and on the inmate's paper jacket.
- h. An entry shall also be made on the inmate's chronological record of their disability and the preferred method of communication. Notification will also be made to the Platoon Commander and the Jail Division Chief.
- i. The inmate shall be shown an orientation video about the booking process and the facility as soon as they are physically received from the sally port area.
- j. The deaf inmate will be offered the services of a sign language interpreter for the booking process using *Exhibit A (Ref: Post Order 109.1 Inmates with Disabilities)*.
- k. If the deaf inmate does not indicate a preference for a sign language interpreter, the inmate will be offered a choice of other auxiliary aids and services using *Exhibit B (Ref: Post Order 109.1 Inmates with Disabilities)*.
- l. Primary consideration will be given to the type of communication aid requested by the inmate.
- m. Types of communication may include but are not limited to:
  - i. Sign Language Interpretation
  - ii. inmate owned hearing aid
  - iii. written communication
  - iv. electronic typing device (*Ref: The Ubi Duo*)
- n. In all instances, documentation of the communication is necessary:
  - i. When an inmate keeps their hearing aid or other assistive device in general population it will be noted on their chronological log;
  - ii. Notes from written communication will be placed in the inmates booking

- jacket;
- iii. Typed conversations on the electronic device will be saved to the device's download file;
- iv. The name of sign language interpreters, the tasks completed, employee witness and the time frame used will be recorded on the inmate's chronological record.
- o. If a sign language interpreter is requested an interpreter will be contacted through the approved list. The sign language interpreter will be utilized to explain and complete the booking process, medical and mental health intake interviews, pretrial interview, classification interview if staff is available and answer any additional questions the inmate may have prior to being sent to housing.
- p. Once the booking process is complete, the Deputy sending the inmate to housing shall notify the housing unit staff of the inmate's disability. Any inmate who has requested a sign language interpreter will also be offered and shown a video with the entire Inmate Handbook interpreted by a sign language interpreter and the video explaining how deaf inmates request interpreters for other programs and services.

#### **14. Booking uncooperative inmates:**

- a. Arresting agencies should make a diligent effort to positively identify all arrestees prior to bringing them to the ACDF. If an agency has made the effort but is unable to positively identify an arrestee, the arrestee will be received under the identity provided by the arresting agency. Booking staff will continue efforts to positively identify the individual and may assist outside agencies with fingerprinting uncooperative individuals. The inmate will not be entered into the computer as a John or Jane Doe.
- b. In the event an inmate does not cooperate in the booking process and will not submit to the fingerprinting, they will not be housed in the general population.
- c. If the inmate has not complied with any portion of the required booking process at the expiration of 12 (twelve) hours, the Booking Sergeant will ensure the necessary reports are completed, and the inmate is moved to special management housing. The inmate will be accounted for by booking. The Booking Sergeant shall ensure that information is provided for notification to the courts. The facility will respond to the order of the court concerning the inmate.

#### **15. Housing of Inmates:**

All male inmates are generally housed initially in the Intake Unit.

Female inmates are housed according to their Classification assessment and determined custody level. The initial classification is determined during booking.



## 16. Releasing Inmates:

The Booking Staff shall ensure the following:

- a. Verify that the releasing paperwork is in order and check the inmate's booking file to see that all charges against him have been satisfied.
- b. The Adams County Sheriff's Office will not maintain custody of any inmate solely based on an I.C.E. Detainer and/or Federal Administrative Warrant for Arrest of Alien. I.C.E. shall be notified in advance of a pending release when ICE has expressed interest. If an I.C.E. Agent is present at the time of release, the agent will have the opportunity to execute their Administrative Federal Warrant for Arrest of Alien as prescribed in Federal Law. If an I.C.E. Agent is not present at the time of release and the Inmate has satisfied all other detainers, the inmate shall be released in accordance with Post Order 12. The releasing procedures for inmates with I.C.E. detainers will be as follows;
  - i. The inmate must be picked up by I.C.E. as soon as they are released of all other charges. Inmates will not be held pending the arrival of I.C.E. Agents.
  - ii. Every Monday morning before 0600 hours, a Booking deputy will send I.C.E. via the [acjailbooking@adcogov.org](mailto:acjailbooking@adcogov.org) e-mail address, a Served Time Release report for the following week. The STR report will include that Tuesday through the following Monday.
  - iii. When an inmate will be released to another Jurisdiction (**RTOJ**) the Record staff will scan and e-mail from the [acjailbooking@adcogov.org](mailto:acjailbooking@adcogov.org) e-mail address, the I.C.E. detainer, to I.C.E. with an explanation of where the inmate is going.
  - iv. When an inmate is scheduled for Served Time Release (STR), I.C.E. will be advised by the Releasing Deputies via e-mail from [acjailbooking@adcogov.org](mailto:acjailbooking@adcogov.org), letting I.C.E. know of the 0400 hours release time. The Releasing Deputies will send the e-mail to I.C.E. every night by 0030 hours. The email will have all applicable scanned I.C.E. Detainers attached.
  - v. After a Bond or a Release by Order of Court is received the Record staff will email I.C.E. from [acjailbooking@adcogov.org](mailto:acjailbooking@adcogov.org) and let them know of the projected time of release so they can make arrangements to have an agent present at the time of release.
  - vi. In the event an inmate is bonding on a class 3 felony or above, The P.B.O. will contact either the Booking Sergeant or Administrative Commander who will contact the Division Chief to determine if there is a safety concern for the public.

- vii. The Booking Sergeant will be responsible for notifying the Administrative Commander and Division Chief of who was picked up by I.C.E. and who was released out of the Facility.
- viii. All correspondence with I.C.E. will be initiated through [acjailbooking@adcogov.org](mailto:acjailbooking@adcogov.org) email. I.C.E. Detainers will no longer be faxed.
- c. In accordance with 16-4-102. Right to bail - before conviction: Unless extraordinary circumstances exist, the custodian of a jail shall release a defendant WHO IS GRANTED A PERSONAL RECOGNIZANCE BOND as soon as practicable but no later than SIX hours after the defendant is physically present in the jail. Unless extraordinary circumstances exist, the custodian of the jail shall release a defendant who is granted a cash bond as soon as practicable but no later than 6 (Six) hours after the bond is set, after the defendant is physically present in the jail, and after the defendant or surety notifies the jail that the defendant or surety is prepared to post bond. If the custodian fails to release the defendant within six hours, the custodian shall inform the defendant and any person posting bond on behalf of the defendant the reason for the delay and shall document the reason for the delay in the defendants file.  
A supervisory condition of release does not serve as a legal basis to continue to detain the defendant; except that, if the defendant is ordered released upon condition of being subject to electronic monitoring, the defendant may be held up to as long as practicable but no longer than 24 (twenty-four) hours after the defendant is physically present in the jail and the defendant's bond has been posted, if such delay is necessary to ensure the defendant is fitted with electronic monitoring and the court has authorized the defendant to be held until the electronic monitor is fitted. If the court orders electronic monitoring for the protection of a specific individual, and the defendant is ordered to have no contact with that specific individual, and the judge orders that the defendant not be released without electronic monitoring based on finding that the electronic monitoring is necessary for public safety, then the time limits regarding release of the defendant do not apply. However, if a defendant is held more than 24 (twenty-four) hours after posting bond awaiting electronic monitoring fitting, the sheriff shall bring the defendant to the court the next day the court is in session and explain the reason for the delay.
- d. Run a computer check for outstanding warrants from other agencies through CCIC/NCIC (that person clearance is valid for 12 (twelve) hours from the time is was completed). If CCIC/NCIC files are down for more than 4 (four) hours from the time an inmate is otherwise ready to be released, then an inmate may be released without that clearance. A notation shall be made on the inmate's jacket when that person occurs.
- e. When an inmate is being released into the custody of another agency, verify the identification and validity of the releasing paperwork.
- f. Notify persons listed on the inmate's file, if any. That person may include law enforcement personnel or the victim(s).
- g. Each step during the release is initialed on the outside of the booking jacket.

- h. Inmate jackets are forwarded to records after release is complete.
- i. Contact the Primary Booking Officer or the Booking Sergeant if questions or problems arise regarding the paperwork.
- j. An inmate who is deaf shall be offered a qualified sign language interpreter for the release process. How to request an interpreter for the release process will be explained in the video.

## **17. Release from the Module:**

The module deputy shall:

- a. Upon notification by booking, tell the inmate to gather all their possessions and Facility property.
- b. Check the inmate's cell for cleanliness, damage, and overlooked property.
- c. Inspect facility-issued items and verify that the inmate still has possession of those items issued to him at the time of that person booking. All linen and excess clothing items shall be collected.

## **18. Medical Releases:**

- a. The Adams County Detention Facility reviews court cases of inmates who have serious medical conditions in which continued incarceration could be detrimental to the inmate, other inmates, or staff members.
- b. When the medical staff has determined that the medical or mental condition of an inmate is significant, and that continued incarceration could interfere with effective treatment or endanger other inmates or staff, the Health Services Administrator shall notify the Detention Manager and provide them with information concerning the situation.
- c. The Detention Manager, or designee, shall ensure the following:
  - i. Determine the inmate's court case status, such as pretrial, sentenced, holds for other agencies, and fines and costs owed.
  - ii. Review prior criminal history and pretrial risk assessment factor to determine if the safety of the community is compromised should the inmate be released and any past failures of the defendant to appear for court hearings.
  - iii. When appropriate, investigate options, such as bonding, home incarceration, fines waived and referral to programs for assistance; confer with the County Attorney who will confer with court, defense attorney, district attorney and other outside resources for an acceptable resolution.
  - iv. Forward the results of the investigation and recommendations to the Jail Division Chief.

## **19. Verification of Inmate Identity:**

- a. The releasing deputy shall utilize the check list on the front of the inmate jacket when preparing an inmate for a release from the detention facility. The releasing deputy shall also take a fingerprint of the inmate's right index finger on the custody report

and compare it with the fingerprint taken when the inmate was booked in, as well as identity verification through the Morpho system. He shall also check the inmate's name and ID tag picture. The releasing deputy shall compare the inmate's signature on the releasing paperwork to the signature on the back of the custody when the inmate was booked in. In addition, the releasing deputy shall verify the identity of the inmate by asking them at least three of the following items from the custody report:

- i. What is your date of birth?
  - ii. Where were you born?
  - iii. Where do you work?
  - iv. What make and model of car do you have?
  - v. Who did you put down as your emergency contact while being incarcerated?
  - vi. Where do you live?
  - vii. What is your telephone number?
  - viii. What was the location where you were arrested?
  - ix. What is your middle name?
  - x. Do you have any nicknames?
  - xi. Do you have any tattoos, marks, or scars?
- b. The deputy shall vary which questions are asked and not always as the same three questions of every inmate.
  - c. If a discrepancy as to the identity of the inmate is noted, the release shall be delayed until it is resolved.

## **20. Property Inventory of Facility Issue:**

The property deputy shall receive from the inmate all Facility-issued items except for linen and excess clothing items. Damage to or loss of Facility property may result in inmate restitution.

## **21. Property Inventory-Inmate's Personal Property:**

- a. The inmate will be shown their clothing and personal property. The inmate shall be required to acknowledge, by signature on the custody report, that they have received all of their property and money by debit card or check. The property deputy shall return the inmate's clothing in the holding cell. The property deputy shall release the remaining personal property to the inmate once they are outside the secured area of the facility. No inducement shall be used to compel the inmate to sign the custody report first and inventory that person money/valuables/property later.
- b. If the inmate refuses to sign for that person property or check, the property and/or money will not be released, and the duty Sergeant shall be notified at once. The check shall be voided, and the property shall remain in the property room until further disposition by the Sergeant or designee.
- c. Once an inmate has signed as having received all that person property, the Facility is not responsible for property he may later claim to be missing.
- d. Inmates with less than \$20.01 on their inmate account will have their account balance returned to them in cash. A petty cash receipt shall be completed

and stapled to the hard copy of the custody report.

For account balances of \$20.01 or more, a debit card or check will be issued.

- e. Inmates returning to other jurisdictions will receive a check only. All other releases will receive the debit card or petty cash depending on amount noted above in section

## **22. Special Condition Releases:**

- a. If an inmate is too intoxicated to care for himself, that person release will be delayed until the Sergeant determines that the inmate can care for himself.
- b. No inmate released from the custody of the Facility will be transported to a medical or mental health facility by any Facility personnel unless such transportation is requested by the medical staff or is specified by a court order or approved by an on-duty supervisor.
- c. In the event of an in-custody death, the inmate's personal property will be removed from the assigned property tote and booked into evidence for safekeeping after the investigating detective has released it. A printed copy of the evidence voucher will be placed in the inmate's jacket.

## **23. Release for Fines and Costs/Restitution (*Moved to PO 191 Watch Commander, Fines and Costs, and Civil Warrant Releases*):**

## **24. Release to other Jurisdiction (RTOJ):**

- a. When booking is notified by another agency of an impending release of an inmate, a pending body release form will be completed showing:
  - Inmate last and first name
  - Housing location
  - Inmate DOB
  - Requesting agency name
  - Name of person who notified booking of the request and their phone number
  - Estimated time of arrival

***THE ONLY TIME A CLEARANCE ISN'T RUN IS WHEN THE INMATE IS A WRIT RETURN.***

***However, always check for Adams County warrants prior to release.***

- b. Only the pending body receipt will be given to the releasing deputy.  
The jacket will be given only upon request of the deputy.
- c. The releasing deputy will send a copy of all the inmate's active detainer(s) with the requesting agency.
- d. If an inmate is released to another jurisdiction, The Releasing Deputy will send copies of pertinent medical or disability information provided by the medical unit with the receiving agency. The Releasing Deputy will also notify the receiving agency of any physical limitations an inmate has including being deaf or hearing impaired by writing such information on the body receipt for that inmate.  
If a deaf inmate has used a sign language interpreter at any point during incarceration, the Sheriff's Office will notify the other agency that an interpreter

was used.

- e. The Releasing Deputy shall ensure that any assistive devices belonging to the Sheriff's Office are retrieved from any inmates released.  
The Releasing Deputy shall also ensure any devices stored on behalf of the inmate is returned to the inmate or sent with the transporting officer.
- f. The releasing deputy shall:
  - ensure all active county holds are satisfied
  - notify the module to have the inmate sent to the pre-release cell
  - verify all facility issued property with the departing inmate
- g. The only property given to the inmate at the time of release will be the inmate's clothing and shoes. All other property will be given to the transporting deputy.  
Ensure the transporting officer signs the pending body release.
- h. The inmate jacket will then be forwarded to the record room for disposition.

## **25. Releasing a Charge:**

Booking personnel will verify the inmate's jacket to the releasing paperwork received. They must ensure that each charge has been satisfied and that proper bond information such as amount, return location, return date and time are complete and recorded. The releasing deputy will also verify all charging paperwork, with the releasing paperwork, before a charge is released. The releasing deputy shall:

- a. Verify the inmate booking number, name, and DOB on the jacket file
- b. Verify that any release and charging paperwork are the same and cross-referenced to any A.K.A.
- c. Ask the Record staff to check the in-house computer for any warrants not yet entered on NCIC/CCIC and to check the bonds to verify all the information is correct.
- d. Check the Jacket and copies of the custody to ensure there are no additional charges.
- e. Check the computer for active in-house charges.

## **26. Bonds:**

- a. Warrants, teletypes, a letter to the Sheriff, warrant of commitments, summons and court appearance sheets will be verified with the bond to ensure the following are correct:
  - Warrant or case number
  - Bond return-location, date, time
  - The amount of the bond
  - Bond type
- b. Ensure the proper payment has been met for the bond condition.
- c. Ensure additional bond conditions have been typed on the bond per court order.  
Any errors on the bond will be corrected, before the charge is released.
- d. The Releasing Deputy will deliver in person, the original copy of the bond to the Front Desk. Record staff shall log the time of delivery on the Bond Request Log.

## **27. Releasing a Charge:**

- a. When releasing a charge on an inmate that has been sentenced, the following will apply:
  - Any charge on an inmate that has been sentenced over 2 days, requires a time computation sheet completed by Court Services personnel or paperwork from the originating agency indicating a release date.
  - Verification that name and DOB are the same on the jacket, charging paperwork, and computation sheet.
  - Verification of case and warrant numbers.
  - Verification of the day and time for charge(s) to be released.
- b. When an inmate has been sentenced to less than 2 (two) days, (24 to 48 hours), that persons jail time will begin from the time they are taken into custody. They will be released after their sentence of 24 (twenty-four) to 48 (forty-eight) hours have been met.

## **28. Court Ordered Release:**

Verify the inmate name, DOB and case number on the court appearance sheet and the inmate's charging paperwork.

## **29. Investigator Release:**

A Detective from any agency may release a new case prior to an advisal, by filling out the 'Investigator's Release' Form. If the inmate has been advised in court, the detective will file the Investigators Release through the court and bring the release from the court to booking.

## **30. Other Releases:**

A teletype from a recognized authority (court, law enforcement, etc.) may release a charge once the name, DOB, and warrant or case number has been verified with the inmate's jacket and charging paperwork. However, a municipality cannot release the hold for a state court docket number (*example: Lakewood police department cannot drop the hold for a case with a Jefferson County case number*). **Faxes will not be accepted.**

## **31. Booking Fee Invoices:**

If an inmate is being released and the "Booking Fee" has not been collected the releasing deputy will present the released inmate with an automatically generated invoice from Keefe. The inmate will have 30 (Thirty) days to return the "Booking Fee".