

## **2-09/030.20 - Inmate Reception Center**

The Inmate Reception Center, located within the Men's Central Jail and the Twin Towers complex, is responsible for the following:

- booking and release of all male prisoners;
  - maintaining booking and commitment records for male inmates in custody;
  - arranging to have male inmates available for court appearances or for other agencies;
  - safekeeping male inmates' property and clothing and making clothing and shoe exchanges;
  - inspecting and routing of all incoming inmate mail;
  - maintaining the Inmates' Trust and the Bail and Fine Accounts and issuing prisoner money drafts;
  - answering Writs of Habeas Corpus for the Sheriff;
  - coordinating the integrated bail and bond system;
  - placement of warrants and detainers against inmates;
  - collecting both the Custody Divisions' Inmate Count on a daily basis;
  - maintaining the original booking jacket on all deceased inmates;
  - interviewing, classifying and placing inmates at various facilities according to security and institutional needs;
  - coordinating Inmate Classification Information System;
  - managing the inmate Work Release and Weekender Programs; and
  - deploying the Field Booking Team.
-