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.