

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.
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