5-03/125.00 - Station Releases

Stations shall make a record and want search inquiry via JDIC prior to proceeding with bail or bond releases.

The station jailer shall review the JDIC message want response and contact the assigned Unit to determine if there are additional holds or charges.

A prisoner can be released only when bail or bond has been posted for all charges or for any reason found listed in the release codes in the AJIS Manual. A prisoner can only be released via a JDIC entry from the station where he was booked.

When actual release procedures are begun, the station jailer shall:

- Prepare three fingerprint cards (see section 5-03/050.00);
- Obtain the prisoner's signature on lines 17 and 20 of the B&PR (SH-J-293);
- Return cash and property to the prisoner;
- Obtain the prisoner's right-hand flat prints on the reverse side of the original (white) copy of the B&PR;
- Review booking slip and compare the prisoner's physical description with the description on the booking slip and any identification that may be in the prisoner's property bag;
- Compare prisoner's release signature on the booking slip with the signature when the prisoner was booked;
- If the jailer has been trained and certified in fingerprint comparisons, they shall compare the fingerprints which were taken at the time of booking on the booking slip and/or the print card from the "Live Scan" computer to the prints taken at the time of release, making sure they match;
- If the jailer is not positive as to the identity of the prisoner they are releasing, they shall advise the watch sergeant and the watch commander who shall review the documents. The watch commander shall make a final determination whether or not the prisoner should be released;
- Fill in the information regarding the release on the reverse side of the original (white) of the B&PR;
- Forward to RIB, Fingerprint Section, the following:
    - Three fingerprint cards (when required);
        - Blue copy of the B&PR; and
        - Copies of any other pertinent documents (e.g., warrant checks, bail, or bond information, etc.) pertaining to the booking and/or release of the prisoner;
- The white copy of the booking slip (original) shall be forwarded to RIB to be imaged and then placed in the archives files temporarily;
- Remove and destroy the prisoner's identification band;
- Inform the prisoner of the date, time, and place of his court appearance;
- Release the prisoner; and
- Notify the station JDIC operator to update the computer by entering the release information into AJIS.