

Chapter 11 - Release Procedures

The following procedures shall be used when inmates are eligible for release from the court. These processes shall be followed by all Branches.

• 2-11/000.05 VINE Notification Procedures

Vine Notification Procedures: The VINE (Victim Information and Notification Everyday) program has been implemented by the Sheriff's Department. VINE uses state-of-the-art technology with a centralized "Call Center" to inform concerned persons about vital L.A. County inmate information 24 hours a day, 365 days a year.

The VINE system interfaces with the Automated Justice Interface System (AJIS), for its information; therefore, it is mandatory that all inmate information, especially releases, is updated in AJIS as soon as possible. In addition, every time the inmate's information is updated with court dates, release dates, etc., VINE is automatically notified.

Each Branch shall maintain a supply of VINE pamphlets that explains the program. The VINE Corporation will provide the pamphlets in Spanish and English, and a quantity will be maintained at Bureau Headquarters for distribution to the Branches, when needed.

Any Court Services personnel who becomes aware of a victim (or other concerned citizen) who could benefit by the VINE program shall provide him/her with one of the pamphlets.

• 2-11/000.10 RL13 Process

Lockup personnel shall update all release information for those inmates booked into our (AJIS) jail system and who are then released in court, updating is complete via an AJIS screen RL13 transaction.

It will be the responsibility of the Branch Supervisor to ensure there are a sufficient number of trained personnel to perform the RL13 transaction updates. These transactions have a very high priority, and individuals shall not be physically released from a courthouse until the RL13 update has been completed.

When the AJIS network is out of service (i.e., routine maintenance), inmates should not be released until the AJIS network is brought back on line and the RL13 transaction completed. Contact should be made to Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF) to ascertain the length of the outage. Any inmate, booked into AJIS, who receives a valid release order, and who cannot be released at the lockup, shall be returned to IRC/CRDF as a "Green Wrist Band" potential release.

Lockups that receive inmates not booked into County Jail System (AJIS) will continue to process the inmates in the normal manner consistent with Department policy.

Refer all questions to the IRC/CRDF Record Clerks at: (213) 893-5812 thru 893-5815 or (213) 893-5822.

• 2-11/000.15 Green Band Procedures

If an inmate qualifies for release but is in a classification listed below, they shall be returned to IRC/CRDF as a “Green Band” for processing.

Prior to Returning “Green Band” Inmates to IRC/CRDF:

- Obtain the Lockup Supervisor’s approval for the inmate to be returned to IRC/CRDF.
- Call IRC Document Control at (213)893-5725 and relay the pertinent release information regarding:
 - All inmates with a blue mental “M” wrist band
 - All inmates in a wheelchair
 - All inmates housed in jail locations: M322R, M331R, M332R, M342R
 - All inmates listed on Attachment “A” (Refer to CSDNet “Forms”)
- A Green Band shall be looped around the inmate’s identification wrist band, and the inmate’s information placed on a separate transmittal, either the “POTENTIAL RELEASE TRANSMITTAL” or the “VOLUNTARY DELAY RELEASE TRANSMITTAL” by the release Deputy.
- Once a green band has been placed on an inmate, the inmate shall not be returned into a general population cell.

• 2-11/000.20 Release of Military Personnel

When the court has ordered a custody serving in the military to be released to the military authorities, the release shall be made to the appropriate Army Military Police, Navy Shore Patrol, or Air Force Security Police by lockup personnel.

• 2-11/000.25 Waivers

In-Court Release Waiver:

There may be times when a person who is eligible for In-Court release, who needs to return to IRC/CRDF due to extenuating circumstances such as: extreme weather conditions, extended distance from the court to IRC/CRDF, no other means of transportation available, or those who choose to participate in the Voluntary Delayed Release process for various other reasons.

Lockup deputies will still need to obtain the approval from the IRC Document Control Clerk for inmates that fall under CSDM, 2-11/000.15 - Green Band Procedures. If the clerk disapproves the “Green Band” return, the IRC/CRDF Records Lieutenant can overrule the clerk and authorize the return. The Records Lieutenant can be reached at (213) 473-6009, or if the Records Lieutenant is unavailable (after 1600 hours or Fridays), contact IRC at (213) 893-5303, to authorize the “Green Band” return.

Complete all of the “GREEN BAND” release procedures as listed, except:

- DO NOT put the inmate in temporary white jail clothing
- DO NOT remove the inmate's wrist band

Have all release inmates read and sign the "IRC Written Expressed Consent to Remain in Custody" waiver form (CSDNet forms) acknowledging that they are giving up their right to be released from the court lockup, or refusing this service and want to be released from the court lockup.

This form shall be signed by each inmate being released.

- If the inmate wants to be released at the court lockup and qualifies, place an "X" next to "Refused Services", and the inmate will need to sign the inmate signature line, date, and time line.
- If the inmate chooses to participate in the Voluntary Delayed Release process, place an X next to the corresponding reason that the inmate is choosing to remain in custody, and the inmate will need to sign the inmate signature line, date and time line.

Once a "green band" has been placed on an inmate, the inmate shall not be returned into a general population cell.

Transportation and Release Waiver:

If the inmate does not have a means of transportation, such as someone enroot, relatives waiting in the courthouse, etc., then bus token(s), if applicable to the area, shall be offered to the released person. If a token(s) is provided, it shall be indicated on the Transportation Waiver and Release Agreement Form (copy attached) and logged on the Bus Token Control Log (copy attached).

Ask if the released person is an "Insulin Dependent Diabetic." If yes, obtain the inmate's signature on the Transportation Waiver and Release Agreement Form.

If available, Transportation Vouchers can be issued for inmates having special needs, (i.e., difficulty walking, pregnancy, an insulin dependent diabetic, etc.). The issuance of Transportation Vouchers will be determined by the Branch Supervisor.

• 2-11/010.00 Personnel Duties for the In-Court Release Process

Bailiff Responsibilities:

Advise lockup personnel if a "conditional release" exists (i.e., a psychological, physical or medical exam, etc.), as this could prevent the inmate's release from the lockup.

Release Personnel Responsibilities:

The processing of paperwork and release procedures shall be the duties of release personnel, which is a separately titled position and shall be indicated on the daily inservice sheet. Release Personnel can perform other functions if needed. However, their primary function is to process and release inmates as ordered by the court.

The release personnel shall:

- Verify the inmate does not have any other warrants, cases or holds pending.
- **Warrants:** If the inmate has an outstanding warrant making them ineligible for release when all other charges have been adjudicated, an LASD “Warrant Arrest Booking Approval Form” (found in CSDNet – Forms) shall be filled out by the Release deputy. The Branch Supervisor shall review and approve the form before the inmate can be returned to a custody facility. The approved “Warrant Arrest Booking Approval Form” shall be attached to the paperwork which accompanies the inmate back to their custody facility. A copy of the form shall remain at the Unit
- **Cases or Holds:** If the inmate has an outstanding hold making them ineligible for release when all other charges have been adjudicated, the Branch Supervisor shall review and approve that hold prior to the inmate’s return to a custody facility. The Branch Supervisor approving the inmate’s “ok to return to custody” shall sign the transmittal that the concerned inmate is listed on.
- Gather all paperwork pertaining to the inmate’s possible release.
- Be the contact for the court and IRC/CRDF Document Control.
- Ensure positive identification of the inmate being released.
- Ensure that all forms and documents are completely filled out.
- Ensure that a complete release packet is given to the supervisor. The supervisor will review the release packet for completeness, approve the in-court release, and confirm the positive identification of the inmate being released.
- Maintain the In-Court Release Log, Release Checks Lists, In-Court Identified Release Daily Report Worksheet, and any other forms used for the In-Court Release Process.

Lockup Supervisor’s Responsibilities:

- Resolve Discrepancies
- If all efforts to verify the identification of the inmate have been exhausted, and IRC/CRDF has approved the return of the inmate as a Green Band, the supervisor shall authorize the inmate to be green banded and returned to IRC/CRDF.
- The supervisor shall review the release packet for completeness, approve the incourt release, and confirm the positive identification of the inmate being released.
- The Lockup Supervisor shall make the final determination to release the inmate.

Branch Supervisor Responsibility:

- Establish a liaison with the Branch District or City Attorney’s Office to ensure that release personnel is notified in a timely manner regarding cases against inmates in the lockup that result in a “reject” or other disposition, which would prevent the case from going before the court.
- If an inmate is in need of Travel Voucher(s) when being released from the lockup, either approve or deny the request. Also, consider the possibility of having the released person transported by Sheriff’s personnel to a local bus stop or Metrolink station.
- The Branch Supervisor shall conduct a random weekly audit of the in-court release procedures to ensure compliance with this section and make an entry in the Facility Lockup Log (SH-CI-388).
- The Branch Supervisor shall submit a weekly release status report to the Area Lieutenant identifying the number of inmates released number of inmates returned to IRC/CRDF, and reasons listed from the Daily Report Worksheet.

Area Lieutenants:

- When advised by court personnel that a request for an inmate to return to IRC/CRDF has been denied by both the IRC/CRDF clerk and the IRC/CRDF Lieutenant or Watch Commander, make a determination as to the reasonableness and intercede with the denying IRC/CRDF Lieutenant to request approval.
 - The Area Lieutenant shall conduct random monthly audits of the Branches to ensure compliance with this section. They shall also review the In-Court Identified Release Daily Report Worksheet.
-

• **2-11/015.00 In-Court Release Process for County Jail Inmates**

Pre-release:

- Read All Release Papers in Detail
 - Ensure that you have read and received all pages of the release order (i.e., page 1 of 2, page 2 of 2, etc.).
 - Ensure that there are no remands on other cases connected to this release.
- Check AJIS for open cases, holds, etc.
 - Print a copy for Branch file.
 - No warrant check is required (This is responsibility of IRC/CRDF).
- Inmates with no open cases or holds should be segregated from other inmates to ensure the integrity of the identification process.
- E-Mail to "IRC IN COURT RELEASE AM or PM" or "CRDF"
 - Write "Inmate Court Releases AM or PM" on the In-Court Release Worksheet.
 - Check inmate's wristband for "M" classification. If he/she is "M" classed, enter this information under remarks.
 - ALL potential releases, as well as all green band inmates, must be placed on worksheet.
- Wait for instructions from IRC/CRDF - on whether to release the inmate, return him/her as Green Band, or return to housing as regular court returnee.
- For approved releases, check the inmate's criminal charge
 - If convicted of any crime requiring registration, complete appropriate DOJ Registration Notification form.
- Enter inmate's information on the "IN-COURT RELEASE LOG".

Release Process and Procedures:

- Imprint release information stamp on back of order when received in lockup.
- Obtain inmate photo via LACRIS or Cal Photo ID for identification.
 - If needed, LIVE SCAN the inmate to positively identify.
 - If unable to ID inmate by one of the above, call IRC/CRDF and request them to fax booking slip with fingerprints and photo.

- Examine the inmate's wristband to ensure that the name and booking number match that of the person to be released, and that there is no evidence of wristband tampering.
- Confirm the inmate's full name, address, date of birth, social security number, driver's license, height, weight, scars, marks, and tattoos or other physical oddities, with the LACRIS print out, or the IC01 print out.
- Have released inmate sign the "In-Court Release Instruction" form and provide inmate with a copy.
- Allow the inmate the opportunity to use a telephone, and if necessary, the use of the lockup desk phone to call for own transportation.
- Ask if the inmate is an "Insulin Dependent Diabetic".
 - If yes, he/she is required to sign the Transportation Waiver and Release Agreement Form
- Provide the inmate with a Transportation Vouchers or Tokens, if necessary. This must be tracked on the log.
- Once an inmate has been removed from the cell and the process of release has started, do not return inmate to a general population cell.
- The supervisor shall review the release packet for completeness, approve the incourt release, and confirm the positive identification of the inmate being released, as well as confirm the inmate does not qualify as a Green Band return to IRC.
- Obtain the inmate's flat prints in ink, on the back of the release order.
- Provide the released inmate County-issued clothing, including jail-issued shoes, if necessary.
- Cut off wrist band (attach to release order) and walk inmate out, releasing the inmate from lockup.

Use the County Jail In-Court Release Check Off List.

Upon completion of the release, the check-off form shall be signed by the releasing personnel and approving supervisor. The original form shall be submitted with the booking package, and a copy of the form shall be maintained at the Branch for 30 days.

Note: The "In-Court Property Release Instruction" form can be found in CSDNet "Forms".

• 2-11/020.00 Outside Agency and Station Booking Release Check-Off List

Pre-Release Procedures:

- Read all release papers in detail ensuring that:
 - You have read and received all pages of the release order (i.e., page 1 of 2, page 2 of 2, etc.).
 - There are no remands on other cases connected to this release.
- Match the court release paper and booking number with the name and booking number on the booking slip (B&PR) and the new booking custody list.
- Confirm that the court release paper accounts for the charge in which the inmate appeared in court.
 - If different, check the agency's paper work, verify with the custody clerk, or the clerk of the court, from which the release order was issued.
- Review all papers in the booking package, including any bail enhancements, and ensure total bail

amounts are correct. Read all release papers for accuracy.

- Compare the booking package and new booking custody list. This list is received from the court custody clerk.
- Compare the booking slip with SI01 & DA01 screens to ensure that there are no discrepancies.
 - If discrepancies are noted, contact the custody clerk and resolve the issues. [A removal for another court or court date is not necessarily a hold.]
 - If only a removal order is observed, list the inmate's name on the potential release e-mail that is sent to IRC/CRDF. IRC/CRDF will advise if that removal order has a remand order assigned. Other discrepancies should be cleared up with IRC Document Control before proceeding further.
 - If there is no remand on file, if possible, you should contact the court about the removal and inquire if they wish to issue a remand. Print and Attach SI01/DA01 to Packet.

Warrant Check:

Check CWS & WPS via JDIC for hits on the inmate's name and a.k.a.'s. If reply from C.W.S. is "No Hits", continue to process the release. Note "No Hits per C.W.S." on the back of the release order and PRINT the screen MPP, 5-03/130.10 - Prisoners Going Directly to Court. Attach PRINTOUT to the booking package. If there are hits under similar names, examine the hit information to determine if the hit belongs to the inmate being released. If a determination is made that it is not the same person, note this information on the printout(s) and continue to process the release.

Once it has been determined that an inmate is eligible for an in-court release and all existing warrants are citable, IRC/CRDF personnel shall fax the warrant abstract(s) to lockup personnel.

NOTE: Please indicate "Booked as" name and booking number, when applicable.

Lockup personnel will be responsible for filling out the citation(s) (including the court name, address, and date of mandatory appearance). Court lockup personnel shall also be responsible for distributing of all original citation copies

After having the inmate sign the citation(s), court lockup personnel shall fax a copy of the signed citation(s) to IRC/CRDF Inquiry Desk Personnel, so the computerized release process may begin. IRC/CRDF personnel will be responsible for updating the disposition of all warrants and performing the RL13 function.

The inmate shall be released in court pursuant to Court Services Policy and Procedures.

NOTE: Inmates who do not qualify for a 'cite and release' on outstanding warrants, shall be returned to IRC/CRDF pursuant to current policy.

Release Procedures:

- Examine the inmate's wristband to ensure that the name and booking number match that of the person to be released, and that there is no evidence of wristband tampering.
- Identify inmate: with a photo, using LACRIS, LIVE SCAN, or Cal Photo, and finger prints on booking slip, and confirm with the booking slip the inmate's full name, address, date of birth, social security number, driver's license, height, weight, scars, marks, and tattoos or other physical oddities.

- Obtain the inmate's signature on Lines 17 & 20 of the B&PR. Compare signatures with booking signatures.
- Print the inmate's right four fingers and thumb on the booking slip white copy of the B&PR. Compare the prints with those that were taken when booked, to ensure identity.
- Fill in the information regarding the release on the reverse side of the white copy of the B&PR.
- The supervisor shall review the release packet for completeness, approve all incourt release, and confirm the positive identification of the inmate being released.
- Once an inmate has been removed from the cell and the process of release has started, do not return inmate to any general population cell.
- Ensure that there are no further holds or open charges, which would keep the inmate in custody, or that a citation may be issued for. [All charges, warrants, wants, holds or Probation Violations (1203.2 P.C.) must have a release before proceeding further.]
- Return cash and/or property to the inmate.
- Cut off wristband (attach to release order) and walk inmate out, releasing him/her from the lockup.

Use the Outside Agency and Station Booking Release Check-Off List.

Upon completion of the release, the check-off form shall be signed by the releasing personnel and approving supervisor. The original form shall be submitted with the booking package and a copy of the form shall be maintained at the Branch for 30 days.

RL 13:

- Update the AJIS computer through RL13 (VINE program). If IRC/CRDF has to update Vine, send an e-mail to IRC/CRDF.
- Re-check SI01 and CONFIRM that the RL13 was successful.

Release Package:

- Log releases on transmittal and attach release packages.
- Have the release package transported to IRC/CRDF (if adult) or to RIB (if a juvenile), via Court Services Transportation Bureau.
- Attach the original "Outside Agency & Station Booking Release Check-off List" to the booking package, and keep a copy at the Branch for 30 days.

The package shall include the following:

- Copy of LAPD "Booking Slip"
- Los Angeles County Booking and Property Record (Live Scan Form)
- Outside Agency & Station Booking Release Check-off List
- Copy of Court Release Papers
- SI01 and DA01 Printouts
- Copy of Warrant Check
- Copy of Warrant Abstract (if applicable)
- Copy of Citation (if applicable)

• 2-11/025.00 Station Bookings

When a Station booking goes directly to court (without processing through IRC/CRDF) and is ordered to be released by the court after being remanded to the custody of the Sheriff, lockup personnel shall:

- Obtain the release order from the court.
- Check the booking slip for additional holds.
- Check CWS via JDIC or by telephone for hits. If the reply from CWS is “No Hits”, process the release.

Note: Write “No Hits” per CWS on the back of the release order.

If a JDIC message does not accompany the booking slip but a notation is made by the jailer, note the jailer’s name on the back of the release order, as verifying that no other holds exist.

If a JDIC message does not accompany the booking slip and there is no jailer’s notation, call the Station jailer and note his name on the back of the release order, as verifying that no holds exist. If the booking slip shows additional warrants for which bail is posted, obtain authorization from the Station jailer and note his name on the back of the release order as verification.

Note: If there are any problems or discrepancies, personnel shall immediately contact the Branch Supervisor.

- Obtain the inmate’s signature on Line 17 and 20 of the booking slip.
- Print the inmate (four fingers and thumb) on the reverse side of the white copy of the booking slip, and compare new prints to existing prints on the booking slip.
- Remove the wristband from the inmate, verify the name and booking number, and attach the wristband to the court papers.
- Return cash and property to the inmate.
- Release the inmate
- Fill in the information regarding the release on the reverse side of the white copy of the booking slip.
- Place the release order, booking slip, CWS sheet, and other papers in an envelope marked “Court Release”
- Transmit the court release envelope to IRC/CRDF.
- Make a release entry on the transmittal sheet.

City Police Department Bookings (except LAPD):

Inmates are held at courts for outside police departments as a courtesy only. If one of their inmates is to be released, determine if the inmate has holds from LASD. If the inmate has a hold, transport him/her to IRC/CRDF as a “Court New Booking.”

Inmates from other police agencies, that are not accompanied by a Sheriff’s warrant (which meets the current Misdemeanor Acceptance and Release Criteria) and have not been remanded, are being held as a courtesy. If a release is ordered, check the booking packet to determine if additional holds exist. If no holds exist, lockup personnel shall contact the arresting agency and the arresting agency shall complete the release of the

inmate.

Note: LAPD arrests that are not remanded to the custody of the Sheriff are released by the Sheriff's Department personnel in accordance with a yearly contract agreement.

If a hold exists, inform the arresting agency that it is their responsibility to pick up the inmate from our court lockup. If the agency refuses to pick up the inmate, or an inordinate amount of time is consumed waiting for them to pick up the inmate, contact the agency. Should the Watch Commander not be available, contact the Branch Supervisor or Sheriff's Headquarters for the Court Service's Duty Officer.

• 2-11/030.00 LAPD Booking

All LAPD inmates ready for release at court shall be released by Court Services personnel and shall be handled in the same manner as in the "in-court" release procedures.

• 2-11/035.00 Bail Posted

When a person appears at the lockup with a receipt indicating that the bail has been posted, lockup personnel shall:

- Check with the respective court to ascertain if any change has taken place in the inmate's status.
- If any changes exist in the inmate's case, do not release.
- If no changes exist in the inmate's status, the following shall be done:
 - County Inmates - Call IRC/CRDF to verify that bail has been posted and to determine if additional charges or holds exist. Releases or holds are to be processed as outlined in the preceding section.
 - Station Bookings - Verify with the Station jailer that bail has been posted on the proper charge and in the correct amount. If no CWS slip is in the inmate's packet, obtain verification from the Station jailer. The release is then processed, and authority to release is noted on the transmittal sheet.
 - LAPD or other Agency Booking - Verify with the agency that the correct amount of bail has been posted and that there are no holds. If there are no holds, process the release.

• 2-11/040.00 No Filing

Inmates who are taken to court but do not have charges filed while they are there, are to be returned to the arresting agency or Sheriff's Station, or in the case of returnees of California Highway Patrol (CHP) arrests, to Inmate Reception Center (IRC)/Century Regional Detention Facility (CRDF).

If the respective agency does not respond within an hour of the status change notification to pick up the inmate from lockup, a Court Services supervisor at the rank of Bonus-1 or above, shall contact the Watch

Commander of the respective agency for notification of the inmate's case being a "no file."

The contact information of the Watch Commander shall be documented in the Electronic-Uniformed Daily Activity Log (e-UDAL). Documented information shall include, but not limited to: agency, name and rank of person contacted, date and time, inmate's information, and supervisor making contact. The exception to this notification is any Los Angeles Police Department (LAPD) "new booking."

A "no filing" is not a release order, but merely a notification that a particular case was not filed that day. Unless the inmate is an imperative release (which is determined by the responsible agency), he/she will be returned to court the next day.

Under certain circumstances, Court Services Transportation (CST) will handle imperative releases, although not routinely handled by this Bureau. If the inmate's attorney or other party advises that the inmate should be released and verification is received of a no filing, advise the person to contact IRC/CRDF. Upon proper authorization from IRC/CRDF, release the inmate per the normal release procedures.

• **2-11/045.00 District Attorney Reject/Charge Reduced**

It is not unusual for inmates to be taken to court and have the original charges rejected, or when the original charge is a felony, have lesser or misdemeanor charges filed.

If the respective agency does not respond within an hour of the status change notification to pick up the inmate from lockup, a Court Services supervisor at the rank of Bonus-1 or above, shall contact the Watch Commander of the respective agency for notification of the inmate's case being rejected and/or the charges reduced.

The contact information of the Watch Commander shall be documented in the pass-on book or Electronic-Uniformed Daily Activity Log (e-UDAL). Documented information shall include, but not limited to: agency, name and rank of person contacted, date and time, inmate's information, and supervisor making contact. The exception to this notification is any Los Angeles Police Department (LAPD) "new booking."

Notification of a change in charges or a charge rejection will be accepted only from:

- The Detective assigned to the case with the concurrence of his supervisor
- Court Liaison Officers
- Court Clerks
- Deputy District Attorneys or their staff

The name of the person making the notification shall be listed on the transmittal sheet. If the original charge is a felony, whenever possible, obtain a copy of the District Attorney Charge Evaluation Work Sheet signed by the Deputy District Attorney. Attach the worksheet to the court papers.

When the District Attorney rejects or charge reductions are verified, proceed with release per normal release procedures. In the absence of proper documentation or verification, do not release the inmate. Note on the transmittal sheet "Action Unknown", and return the inmate to the arresting agency or Inmate Reception Center (IRC)/Century Regional Detention Facility (CRDF).

- **2-11/050.00 Erroneous Release**

Any incident, wherein an inmate is mistakenly released from custody without malice, is considered an erroneous release.

If circumstances indicate that the inmate concerned played a substantial role in gaining release or initiated the release process through his own action, the incident shall be classified as an escape.

Any incident when an inmate leaves the lawful confines of a custodial facility, station compound, or work location, regardless of the intent to voluntarily return or the completion of a voluntary return, shall be construed as an escape and shall be classified in the appropriate category.

The escape, attempted escape, or erroneous release of an inmate from a custody unit, CST, or any criminal court shall be reported immediately to Main Control, Central Jail, by the Facility or Unit from which the escape occurred.

An erroneous release from a court lockup shall be handled in the same manner as an escape.

Refer to CSDM, 2-03/040.00 - Inmate Escape/Erroneous Release.
