3-14/075.00 - Releases

The following procedures shall be used when inmates are eligible for release from the court. This process shall be followed by all branches.

Bailiff Responsibilities

At the start of each shift, the bailiff shall check the in-custody court list to determine which inmates may potentially be eligible for release:

- The bailiff shall check to see if the inmate has any other cases or holds pending.
- Notify the court clerk of the inmate's potential release status and encourage the court to hear those matters first (when possible) on a priority basis.
- Notify lockup release personnel of the inmate's potential release status.
- Monitor the status of court cases involving potential releases.
- Upon completion of the court case, notify the lockup release personnel of the status and if ordered released, attach the court release documents (if immediately available) to the front of an inmate transmittal form. After notification of the release, obtaining the release order shall be the responsibility of lockup release personnel.
- Also, advise if a "conditional release" exists, i.e., a psychological, physical, medical exam, etc. as this could prevent the inmate's release from the lockup.
- If the release order is for a wheel chair inmate, or one housed in the medical section of the jail, and the judge orders a release from court a specific order shall be required from the judge acknowledging the inmate's condition and ordering the Sheriff's Department to release the inmate forthwith and not return them to the jail. Have the inmate sign and acknowledge, on the back of the release order, that they are responsible for returning county property to the county jail within sixty days of release.

See the CSDM, 2-11/000, Release Procedures, for complete release instructions.