

## **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.

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