

## 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 in-service 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.
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