

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”.
