

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.

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- 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)
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