

## 5-22/001.05 Voluntary Delayed Release Process

### PURPOSE OF ORDER:

The purpose of this order is to set forth policies and procedures regarding the Delayed Release Process (VDR) at the Inmate Reception Center (IRC).

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

### ORDER:

Per Senate Bill (SB) 833, inmates have the right to remain in custody of the Los Angeles County Sheriff's Department for *sixteen* (16) hours (or until normal business hours, whichever is shorter) in order to be discharged to a treatment center or during daytime hours. Normal business hours are; 0700 hours – 1700 hours. This request is voluntary and can be revoked by the inmate at any time. Staff shall not encourage inmates to participate in this Voluntary Delayed Release (VDR) program nor shall staff utilize this program unless an inmate expressly requests its use.

#### Line Personnel

When an inmate scheduled for release expresses interest in delaying their release per (SB 833), IRC personnel shall relate said information to a supervisor (supervising line deputy or higher) as soon as possible or practicable. IRC personnel shall provide the inmate with a "Written Expressed Consent to Remain in Custody" form to read and sign. Once the form is signed, IRC personnel shall immediately escort the inmate and the signed form to the release area. The form shall be hand delivered to the release deputy. Release personnel shall review the form, then immediately escort the inmate to the VDR holding cell #234. IRC release personnel shall then ensure inmates are given a sack lunch and juice, a bedroll and the opportunity to use the telephone in order to make notifications of their voluntarily decision to remain in custody. Inmates shall not be delayed in this process.

#### Release Area Deputy

All inmates upon entry into the release area hallway shall be informed of the VDR program. All inmates are asked to sign the "Written Expressed Consent to Remain in Custody" form and choose whether they want to take part in the program or be released per the normal procedure.

If the inmate requests to take part in the program, he/she will sign the form and check the box stating they want to take part in the program. The form shall also be signed by the release area employee, the watch sergeant and watch commander. The release deputy shall immediately notify the release area clerk of any inmate(s) requesting the VDR program and make a notation on the e-UDAL. Additionally, the release deputy shall update the Automated Justice Information System (AJIS) by utilizing the code "VDR" in the MC07 movement screen; this removes the inmate from the current processing time in the Custody Information Portal (CIP). The inmate shall be escorted to the VDR holding cell #234.

IRC personnel shall then ensure the inmate is given a sack lunch and juice, a bedroll and the opportunity to use the telephone in order to make notifications of their voluntarily decision to remain in custody. The release deputy shall stamp the inmate's record "folder" with the "VDR" stamp and place the signed form inside the folder.

During weekday business hours, the release deputy shall contact the Community Transition Unit (CTU), at [REDACTED TEXT] Monday – Friday from 0700 hours – 1600 hours, and advise their staff of the inmate's name and booking number. CTU will then conduct a follow-up interview with the inmate. After hours or on weekends, release area staff shall provide the inmate with informative brochures from CTU related to transitional services. In addition, the inmate will be informed of the services provided by the CTU's Community Reentry Resource Center. The inmate may continue his/her right to participate in the VDR program, by electing to be released during normal business hours. Inmates on the VDR program shall be processed for release in a timely manner not to exceed the *sixteen* (16) hours or the normal business hours, whichever is shorter.

### Revoking the Delayed Release Process

Inmates have the right to revoke their request for a VDR at any time. Although they retain this right, this does not absolve staff from ensuring that all standard release protocols are followed. Inmates that choose to revoke the VDR shall be immediately, and without delay, escorted to the release area. The release area deputy shall retrieve the inmate's record "folder" and remove the signed "Written Expressed Consent to Remain in Custody" form. The inmate shall write their request to revoke the VDR program in the comments section of the form and by signing their name in the revocation box section. The release deputy shall also write their name and employee number in the revocation box section. The release area deputy shall then process the inmate for release based upon standard release procedures and wait times.

All inmates entering the IRC release area shall be tracked on the "VDR" processing log. Each shift is responsible for maintaining a current log.

Written Expressed Consent to Remain in Custody Forms

IRC personnel can obtain the "Written Expressed Consent to Remain in Custody" forms through outlook under all forms.

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