

## 5-25-020 Voluntary Delayed Release Program

### PURPOSE OF ORDER:

The purpose of this order is to set forth policies and procedures for the Voluntary Delayed Release Program.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF).

### ORDER:

Per Senate Bill (SB) 833, all inmates have the right to remain in custody for 16 hours or until normal business hours, whichever is shorter, in order to be discharged to a treatment center or to be released from jail during the day time. In an effort to ensure the safe release of female inmates, normal business hours have been identified as 0600-2200 hours. [REDACTED TEXT] This request is voluntary and may be revoked by the inmate at any time. Staff shall not discourage an inmate to participate in this voluntary program.

### Line Personnel

All inmates who receive a release pass shall be informed by custody personnel of the Voluntary Delayed Release Program. It will be the responsibility of module personnel to provide each inmate with the "Written Expressed Consent to Remain in Custody" form. If the inmate voluntarily and knowingly elects to delay their release and to remain in custody, she shall indicate on the form her reason for electing to remain in custody. The inmate shall then sign and date the form. If the inmate declines to participate in this program, the inmate must indicate on the Written Expressed Consent to Remain in Custody waiver that she has refused the program; she shall then sign and date the form. [REDACTED TEXT]

Inmates who have elected to participate in this program shall remain in their housing location until they are released. They will continue to be provided with inmate meals, medication, and shall be granted the opportunity to use the telephone in order to make notifications of their voluntary decision to remain in custody. Inmates shall not be delayed in this process.

Inmates who have declined this program shall be escorted to the reception area to be processed for release. However, if it is between 2200-0600 hours, the inmate must remain in their housing location and wait until safe release hours.[REDACTED TEXT]

Custody Personnel assigned to a "Prowler and 2 East Escort" position will be responsible for obtaining the Watch Sergeant and Watch Commander's signatures for those inmates electing to participate in this program. Once obtained, the Prowler and 2 East Escort will return the waivers back to the corresponding housing location of the inmate, and attach it to the inmates release pass. Module personnel will then notify Reception Personnel via email, the inmate's name, booking number, time, and date of those electing to participate in the program. Reception Personnel shall enter the information in the "Delayed Release Process" log. When the time arrives for the inmate to be released, the inmate is to be escorted to the Reception area with their release pass and waiver. Reception Personnel shall attach **ALL** waivers to the inmates booking slip.

Court released inmates shall be transported back to their respective jail by the Correctional Services Transportation Bureau (CST) personnel, at which time the above procedures shall be implemented.

Module Personnel must contact the Community Transition Unit (CTU) [REDACTED TEXT] for inmates who have elected to participate in the Voluntary Delayed Inmate Release Program. Module Personnel shall provide CTU with the inmates name and booking number. CTU will then conduct a follow up interview with the inmate and provide any information and/or brochures related to transitional services. During holidays, weekends, or after hours, the inmate shall be provided with these brochures in the reception area.

Inmates who have elected to participate in the Voluntary Delayed Inmate Release program **SHALL** be processed for release in a timely manner, not to exceed the 16 hours or normal business hours period, whichever is shorter. It is imperative that this is closely monitored by reception personnel to prevent an over detention.

### **Revoking the Delayed Release Process**

Inmates have the right to revoke their request for a delayed release at any time. Although they retain this right, this does not absolve staff from ensuring that all standard release protocols are followed. Inmates who choose to revoke this right, shall be immediately, and without delay, escorted to the reception area to begin the release process, unless it between the hours of 2200-0600 hours (see note below). Reception Personnel shall obtain the inmate's original signed express consent form. The inmate shall write their request to revoke their request in the comments section of the form and sign the form. Reception personnel shall process the inmate for release based upon standard Custody Division release procedures.

All inmates who have elected to participate in the Voluntary Delayed Release Program, shall be logged on the "Voluntary Delayed Release" log. Each shift is responsible for maintaining a current log.

**Note: Inmates will not be released during 2200-0600 hours unless, transportation arrangements have been made and verified, the inmate is a 5150 or in-custody release, or the on-duty Watch Commander has authorized the release. Inmates who are a 5150 or in-custody release cannot delay their release and are not required to sign the waiver.**

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