

5-24-300 Over-Detention

PURPOSE OF ORDER:

Over-Detentions are one of the standards by which our efficiency is judged. It is imperative that we make every effort to comply with issued release passes and to be responsive to inmates who allege over-detention so that we can be pro-active in our risk management.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Any member receiving a complaint from an inmate claiming his release date has passed shall investigate the claim to the fullest extent of his ability and relay that information to his immediate supervisor who, in turn, shall notify the Watch Commander. Any member investigating a claim of over-detention shall contact the IRC Document Control Supervisor. Once the Document Control Supervisor has researched the claim, the findings shall be relayed to the inmate.

If the investigation proves the inmate's claim, he shall be processed for release and escorted to IRC for release without delay. The Watch Commander shall ensure a memo is submitted to the Unit Commander whenever there is a founded over-detention.
