

## 5-22/002.00 Conditional Release Process

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the conditional release process of inmates into a "Supervised Release Program" 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 the IRC, specifically those assigned to the release area and/or the "release rehabilitation position."

### ORDER:

Personnel assigned to the rehabilitation position in the release area receive a list daily (Monday through Friday), of inmates scheduled to be released to different rehabilitation programs. The release deputy and/or custody assistant shall contact the inmate's housing location and request for a pass to be issued. In the event an inmate is classified as mental health, the inmate shall be cleared by a Correctional Health Services (CHS) mental health clinician or psychiatrist prior to being escorted to the release area for processing.

Once advised that a representative from a program has arrived, the release deputy and/or custody assistant shall request and retrieve the following documents:

- A copy of the program representative's driver's license.
- A copy of the program's letterhead stating which inmate(s) is to be released to their program.

All inmates live scanned and cleared for release shall be seated on bench one (1) in the secured release

area. The release deputy and/or custody assistant shall hand deliver the inmate's record jacket(s) to the release gate deputy, who shall check and confirm the inmate(s) has been released in the Automated Justice Information System (AJIS) in accordance with IRC Unit Order 5-22/001.00, "Processing Releases."

The release deputy and/or custody assistant shall escort the inmates from bench one (1) to the property window to retrieve their property. Once their property is retrieved, the release deputy and/or custody assistant shall ensure that inmates are secured behind the release gate slider [REDACTED TEXT] prior to making contact with the program representative.

The release deputy and/or custody assistant shall make contact with the program representative at the lobby door [REDACTED TEXT]. The program representative shall sign and fill out the appropriate boxes on the back of the booking and property record card. The release deputy and/or custody assistant shall escort the inmate(s) to the program representative in order to ensure the correct inmate is transferred to the program. The release deputy and/or custody assistant shall then sign the back of the booking and property record card under, "Released By."

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