

7-17/000.00 Processing and Classification of Sexually Violent Predators

PURPOSE OF ORDER

The purpose of this order is to establish criteria and procedures for processing and classifying an individual who is being housed in the custody of the Sheriff's Department as a Sexually Violent Predator [REDACTED TEXT]. An [REDACTED TEXT] held in the custody of the Sheriff's Department is considered a civil detainee, not an inmate.

SCOPE OF ORDER

This order shall apply to all personnel assigned to, and/or working within, the Inmate Reception Center (IRC).

ORDER:

Individuals determined to be [REDACTED TEXT] are covered under California Welfare and Institutions Code (W.I.C.) section 6600. For classification purposes, an individual who has been deemed an [REDACTED TEXT], as well as an individual who has pending court proceedings for determination of [REDACTED TEXT] status, are both to be classified as an [REDACTED TEXT].

DUTIES:

[REDACTED TEXT] processing:

IRC Records:

- The receiving clerk shall review the booking packet for all Court Order Returnees (CO RET), with special attention to the Affidavit of Attendance, and ensure any individual coming into Sheriff's custody for 6600 W.I.C. – Sexually Violent Predator [REDACTED TEXT] is noted on the booking slip and the record jacket by placing [REDACTED TEXT] on the front of the record jacket. A special handle card shall be completed and taken to the Classification Unit.
 - In the event "statewide" personnel didn't complete a special handle card, receiving personnel shall make a copy of the Affidavit of Attendance and take the copy to the Classification Unit.
 - To assist the Population Management Bureau in ensuring all [REDACTED TEXT] civil detainees are classified and housed correctly, the receiving clerk shall send an email notification to the following email groups when [REDACTED TEXT] court documents are discovered:
 - PMB Classification: [REDACTED TEXT]
IRC DEP Records [REDACTED TEXT]
 - The email shall contain the individual's name and booking number with a statement that the

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individual needs to be classified as an [REDACTED TEXT]. The email shall not give any unnecessary details about the individual or court information.

- The receiving unit personnel shall classify the record jacket to state prison basket “SPQC.”
 - The State Prison Unit Supervisor shall direct the record jacket to the personnel handling the [REDACTED TEXT] records.
 - The clerk handling the [REDACTED TEXT] record jacket shall confirm in Automated Justice Information System (AJIS) that the individual has a special handle code of [REDACTED TEXT]
 - If the individual doesn't have a special handle of [REDACTED TEXT], the clerk shall make a copy of the Affidavit of Attendance and bring it to Classification Unit
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