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RELEASE/TRANSFER OPERATIONS

- I. PURPOSE: To establish a policy and procedure for releasing inmates in an expeditious manner.
- II. POLICY: All inmates to be released under legal authority shall be released in an expeditious manner to ensure inmates are not detained any longer than required by law. As defined in Penal Code Section 646.9, Corrections personnel shall notify a victim/witness of an inmate's pending release, escape or transfer to another facility.
- III. DEFINITIONS
 - A. PERMANENT RELEASE - A permanent release occurs when all charges pending in this or other jurisdictions have been satisfied.
 - B. TEMPORARY RELEASE - A temporary release is for a limited time, which is specified by the court, Probation Department, or the Sheriff.
- IV. INMATES PROHIBITED FROM RELEASE

The Mendocino County Sheriff's Office Corrections Division shall not discharge or release any of the following persons:

 - 1. A person known to have active tuberculosis; or
 - 2. A person who the medical staff has reasonable grounds to believe has active tuberculosis.

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- B. These transfers or discharges shall occur only after directions and treatment plans have been received from the local health officer as set forth in the Health and Safety Code Section 121361.
- V. PERMANENT RELEASES: These releases are authorization to release an inmate from custody permanently, on the charge(s) specified by the court document and the Penal Code.
- A. 849 P.C.
 - 1. When an arrest is made without a warrant by a peace officer or private person, the person arrested, if not otherwise released, shall, without unnecessary delay, be taken before the nearest or most accessible magistrate in the county in which the offense is triable, and a complaint stating the charge against the arrest person shall be laid before such magistrate.
 - 2. Any peace officer may release from custody, instead of taking such person before a magistrate, any person arrested without a warrant whenever:
 - a. That peace officer is satisfied that there are insufficient grounds for making a criminal complaint against the person arrested;
 - b. The person arrested was arrested for intoxication only, and no further proceedings are desirable; or
 - c. The person was arrested for only being under the influence of a controlled substance or drug and such person is delivered to a facility or hospital for treatment and no further proceedings are desirable.
 - 3. Any record of an 849 P.C. arrest shall include a record of release. Thereafter, such arrest shall not be deemed an arrest, but a detention only.
 - 4. In any case, where a person is arrested and released and no accusatory pleading is filed charging him with an offense, any record of arrest of the person shall include a record of release. The arrest shall not be deemed an arrest, but a detention only.
 - 5. Corrections personnel must complete a computer generated "Detention Certificate" form:

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- a. A copy goes to:
 - 1) The inmate being released;
 - 2) The inmate's "A" file; and
 - 3) Criminal Records.

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- B. BAIL (815, 1268, 1269 (a and b) P.C.)
1. Every inmate may be admitted to bail, with the exception of those arrested for “Capital Crimes” or those denied by the courts for the following reasons:
 - a. There is probable cause that bail, security, or deposit paid was feloniously obtained, also known as a PC 1275 Bail Hearing;
 - b. A positive identification of the subject is pending; or
 - c. The warrant is “no bail” or an open charge is listed in the bail schedule as “no bail” (i.e. 1203.2 P.C).
 2. Civil arrestees may only bail with cash.
 3. Bail may be accepted in two forms – cash or bail bonds.
 - a. Cash bail must be by:
 - (1) Cash;
 - (2) Cashier Check
 - (3) Certified Bank Check or
 - (4) Money Order
 - b. Cashier check, certified bank check or money orders are made out to the court having jurisdiction over the case.
 - c. Bail posted in cash shall be receipted in the name of the individual putting forth the cash.
 - (1) If the bailing party is someone other than the inmate, then that person’s name and address goes on the receipt.
 - (2) The exception is if the bail is to be forfeited to the court in lieu of personal appearance, the receipt is to be made out in the name of the inmate.
 4. A bail bond must be an authorized, unexpired bond of an amount equal to the amount of the bail set by the court of jurisdiction.

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- a. A bail bond must be posted by a licensed bondsman.
 - b. A bail bond must be delivered to the Mendocino County Jail by a licensed bondsman or bonded courier.
5. Inmates released prior to arraignment by way of bail shall be given a date to appear in the court of jurisdiction.
- a. Court dates will be determined from guidelines set forth by the District Attorney's Office and the courts.

C. BAIL ON APPEAL

1. Upon conviction, a person may petition the court to post an appeal bond. The bond qualifications are the same as described in Penal Code Section 1277 through 1279.

D. PROPERTY BOND (1298 P.C.)

1. In lieu of a deposit of money, the defendant or any other person may deposit bonds of the United States or of the State of California of the face value of the cash deposit required, and these bonds shall be treated in the same manner as a deposit of money or the defendant or any other person may give as security any equity in real property which they own, provided that no charge is made to the defendant or any other person for the giving as security of any equity in real property.
2. A hearing, at which witnesses may be called or examined, shall be held before the magistrate to determine the value of the equity and if the magistrate finds that the value of the equity is equal to twice the amount of the cash deposit required they shall allow the bail.
3. Once the property bond is accepted by the court, documentation will be made on the court paperwork releasing the inmate on the property bond.

E. BAIL REINSTATEMENT

1. Bail reinstatement is a procedure where the court of jurisdiction has reinstated and ordered the person released of a bail that was previously posted.

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- a. Documentation will be made by the court on the court paperwork authorizing the inmate's release.

F. PROMISE TO APPEAR – 853.6 P.C. – PRE-TRIAL RELEASE

1. A person arrested for an on-view misdemeanor offense may be released from custody on a signed "Promise To Appear" in court at a specified time and date if that person meets all established criteria (refer to 853.6(i) Penal Code Sections 1-9).
2. If the person arrested has numerous previous "Failure to Appear," that person may not be suitable for a Pre-Trial Release (PTR).
 - a. A check of the criminal history (RAP) will be made to ensure that no parole or probation holds are in effect and to ensure the arrestee does not have a history of violations involving drugs, weapons, violence, or felony convictions, which would change the status of a current misdemeanor charge to a felony charge.
 - (1) In the event only a manual RAP is available, a check of the "A" file will be made prior to initiation of a PTR to ensure a prior conviction does not change a misdemeanor to a felony.
 - (2) The Booking Deputy shall be responsible for running the RAP and conducting the "A" file check as applicable.
3. Extensive Failure to Appear history shall be excluded from the Pre-trial Release process, such as:
 - a. Three or more violations of 40508(a) CVC or 853.6 PC that are not indicated as cleared on the CLETS printout; or
 - b. Any un-adjudicated violations of 1320(a) PC or 1320 (b) PC.
4. There must be no immediate danger to the community if released. Any violation of 242 PC that involved domestic violence shall be excluded from consideration for Pre-Trial Release.

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5. Defendants booked on misdemeanor bench warrants issued by all Mendocino County Superior Courts may be cited to appear if they meet all established requirements (refer to 827.1 PC).
 - a. The defendant is able to prove by valid California Driver's License or other reliable means of identification that the defendant is a bona fide resident of the State of California and has a permanent resident address within this state or can successfully show a genuine intent to reside in this state shall be considered.
6. Warrants shall be attached to the original copy of the release form and forwarded to Superior Court of California, County of Mendocino, Courtroom – Ukiah.
7. Any Pre-Trial Release on a warrant arrest shall be at the discretion of the issuing magistrate. The magistrate shall indicate on the warrant, DO NOT CITE, if the subject is not to be released. The amount of bail on the warrant will not be part of the criteria for release.
 - a. The Facility Supervisor will review all such releases and record their initials and I.D. number on the bottom of the forms.
8. Three copies of the "Promise To Appear" form will be generated from the computer.
 - a. One copy is given to the inmate; and
 - b. Two copies are placed into the inmate's "A" file. The "A" file will be sent to the Corrections Division Records Clerk.
 - (1) That Records Clerk will send a copy of the "Promise To Appear" form to Court of Jurisdiction.
9. Court dates will be determined from guidelines set forth by the District Attorney's Office and the courts.

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G. OWN RECOGNIZANCE (O.R.)

1. The courts may release an inmate on their own recognizance. The inmate will be required to sign a "Promise to Appear" form, be advised not to leave the State, agree to waive extradition, and be advised of the possible consequences of failure to appear as ordered.
2. Penal Code Section 1318 (a) (1 through 5) sets forth the criteria for the release of an inmate from custody, in lieu of posting a bail.

H. RELEASE TO PAY FINE (1205 (b) P.C)

1. Anyone, including the inmate, may post cash in the amount of the fine set by the courts.
2. Money orders, certified checks, traveler's checks in the exact amount of the fine, made payable to the court of jurisdiction may be accepted to satisfy the fine.
3. Upon depositing the amount and signing the required documents, the inmate shall be released from custody.

I. MODIFICATION OF SENTENCE

1. Inmates may, through their Attorney, Probation Officer or by placing themselves on the court calendar, petition the court for a modification of their sentence. The petition, if granted, may result in an inmate being time served earlier than the original sentenced that was ordered.

J. BOOK AND RELEASE

1. A book and release occurs when a person is ordered by the court or the District Attorney to be booked into custody to establish an arrest record, and immediately released to appear with a date and time.

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2. Two copies are made of the Book/Release letter:
 - a. The original will be returned to the inmate to forward to the District Attorney's Office, as proof of being booked and released.
 - b. The two copies shall be forwarded to the Corrections Division Records Clerk.

K. DEPARTMENT OF HOMELAND SECURITY (DHS)

1. Inmates born outside the United States who have a DHS warrant will be released to the DHS/ICE authorities once all local charges are completed.
 - a. Should the DHS drop the HOLD, the inmate will be released after all local charges and/or jail sentence is served.

L. PRISON

1. Inmates that have been convicted of a crime and ordered by the court to serve a sentence in a California Department of Corrections and Rehabilitation or are returning to prison will be transported by the Corrections Division Transportation Unit as soon as the proper paperwork has been completed and authorization has been granted by the prison.
 - a. Commitment Packet – Paperwork that is required by CDCR for inmates that have been convicted and sentenced by the court to serve a specific amount of time in prison for the criminal offense they committed.
 - b. CDCR Form 1018 “Notice of Return to Prison” – Used for returning parole violators to prison.
2. All of the inmate's personal property will be sent with the inmate, and not stored at the jail.

M. RELEASE ACCELERATED 4024.1 P.C.

1. Accelerated releases per 4024.1 P.C. are court authorizations in order to relieve overcrowding of all inmates, under the following circumstances:

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- a. There must be overcrowding beyond the rated bed capacity of the facility;
- b. Releases can be no more than thirty days early or ten percent of an inmate's sentence;
- c. Inmates nearest their dates must be released first; and
- d. The total number of inmates released pursuant to this section shall not exceed a number necessary to balance the inmate count and actual bed capacity.

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N. RELEASE TO OTHER AGENCY

1. An inmate held on another agency's warrant (en route bookings), with no local charges pending, may be released to an agency without other documents.
2. To ensure consistency on all shifts the following shall be observed:
 - a. Once an inmate becomes "en route", (for example; no local charges and falls within the guidelines of 821 and 822 Penal Code), the responsible agency shall be notified immediately via teletype, once court procedures are completed.
 - b. The teletype shall inform the responsible agency of the date and time of the last day for pick up.
 - c. The last date and time for pick up will be entered into the inmate's event screen.
 - d. The date and time listed shall be five (5) days, from the date and time the inmate became "en route."
 - (1) Felony – if the law enforcement agency requesting the arrest is more than 400 miles from the county in which the defendant is held in custody, the requesting law enforcement agency will have 5 court days, excluding holidays and weekends, to take custody of the defendant.
 - (2) Felony/Misdemeanor – if the law enforcement agency requesting the arrest is less than 400 miles from the county in which the defendant in held in custody, will have 5 calendar days to take custody of the defendant.
3. Any time an inmate is released due to the expiration of the pickup time, the person authorizing the release will ensure the responsible agency is notified via teletype and a copy is filed in the inmate's "A" file as a permanent record.

O. TIME SERVED

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1. An inmate sentenced to a term to be served in the county jail per the courts, and that term having expired, will be released as time served.

VI. TEMPORARY RELEASE

A. COURT ORDER

1. Courts of competent jurisdiction may order the temporary release of an inmate for, but not limited to, a temporary pass, pre-sentence evaluations, or hospitalization.
2. Inmates released temporarily for these purposes will be entered into the events section of the jail computer system. Comments will be entered in order to provide all Corrections personnel information concerning the release including:
 - a. Date/time the inmate is to be released; and,
 - b. Date/time the inmate is to return.

B. ESCAPE (4532 P.C.)

1. An escape is a willful attempt or unauthorized leaving of a prisoner under jail or prison custody, or the willful failure of a prisoner to return from a pass at a prescribed time designated by the courts, probation and/or custody.
2. When it is determined that an inmate has escaped, they will be processed out of the computer system as a release with their charge disposition processed as an escape.

C. MEDICAL TREATMENT (4011.5 P.C.)

1. An inmate, without a court order, may be taken to a medical facility within the county for special treatment, tests, etc., not to exceed forty-eight (48) hours. The inmate will be re-housed in the computer and a notation of their location will be made.

D. MENTAL HEALTH TREATMENT (4011.6 P.C.)

1. An inmate without a court order may be taken to a mental health facility for a 72-hour treatment and evaluation pursuant to Section 5150 of the Welfare

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and Institution Code. The inmate will be re-housed in the computer and a notation of their location will be made.

E. OUT-OF-COUNTY HOUSING

1. An inmate may be temporarily housed under contractual arrangement and/or court order in another jurisdiction if circumstances dictate (i.e.: overcrowding, medical treatment, facility security/operations, etc.). The inmate will be re-housed in the computer and a notation of their location will be made.

F. PROBATION PASS (1203.1(a) P.C.)

1. The Probation Officer or designee may, for purposes preparatory to the inmate's return to the community, allow an inmate to be released from custody for up to three (3) days.
2. All release authorizations will be documented by the Probation Officer or designee, and forwarded to the Corrections Division.

G. REMOVAL ORDER

1. An inmate may be removed from the Mendocino County Jail on a removal order by another county.
2. For the removal order to be valid it must contain:
 - a. The inmate's name, date, and time the person is due in court, and the reason;
 - b. The name of the agency requesting the removal, the agency where the inmate is to be removed from, and the issuing judge's signature; and
 - c. A stamp "Filed" with the Court of the County requesting the removal.

H. SHERIFF'S PAROLE (3074 P.C.)

1. Inmates sentenced to 30 days county jail time or more may be granted Sheriff's Parole pursuant to the regulations adopted by the Mendocino

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County Board Of Parole. (Refer to Policy and Procedure [1803.00 – Board of Parole Commissioners Rules and Regulations.](#))

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I. SHERIFF'S PASS (4018.6 P.C.)

1. The Sheriff or designee may, under certain circumstance such as a "family emergency" or "preparation for return to the community," allow an inmate to be released from custody for up to seventy-two (72) hours.
 - a. Inmates requesting a pass under 4018.6 P.C. will be required to fill out an *Application for Pass* form.
 - (1) The Facility Supervisor will review the form, interview the inmate and either grant or deny the pass.
 - (2) The Facility Supervisor will fill out the *Application for Release from Custody (4018.6 PC)* form checking the box for temporary release from custody.
 - (a) The Facility Supervisor will sign the bottom of the form authorizing the temporary release.
 - (3) The releasing Corrections Deputy will go over the form with the inmate, advising them of the consequences for failing to re-surrender.
 - (4) The Corrections Deputy will have the inmate sign the form along with the date and time.
 - (5) The Corrections Deputy will then sign the form and give the inmate the yellow copy of the form.
 - (6) The original copy of the form will be placed in the inmate's "A" file.
 - (7) Inmates given a pass for a family emergency under 4018.6 P.C. will be placed in interrupted sentence in the jail computer.

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2. Inmate workers assigned to Wings Two and Three may receive an early release under 4018.6 PC.
 - a. Early release calculations are as follows:
 - (1) Worked 1 – 5 days.....1 day early release.
 - (2) Worked 6-10 days.....2 day early release.
 - (3) Worked 11-15 days.....3 day early release.
3. Inmate workers that used 4018.6 time for a pass will have this time subtracted from the early release calculations. An inmate can only use the 4018.6 P.C. early release calculations once, for a maximum of 3 days, either through a pass or subtracted from the inmate's release date, but not both.
4. Inmates on the Work Furlough Program who work on a work crew prior to being accepting into the Work Furlough program shall receive an early release per the above calculations.

J. UNGUARDED HOSPITALIZATION OF MISDEMEANANT (4011.7 P.C.)

1. When it appears that an inmate is in need of medical or surgical treatment necessitating hospitalization or in need of medical or hospital care and was arrested for, charged with, or convicted of an offense constituting a misdemeanor, the court or the Sheriff may direct the guard to be removed from the inmate while in the hospital.
 - a. A Corrections Deputy will fill out an *Unguarded Hospitalization* form checking the box marked 4011.7 PC.
 - (1) The form will be signed by the Facility Supervisor prior the removal of the guard.
 - b. The Corrections Deputy will read the form to the inmate explaining that they are still an inmate and if they escape or attempt to escape from the hospital, they will be charged with a violation 4532 P.C.
 - c. The inmate will also be admonished that they will obey all laws and will not use or possess intoxicants or weapons of any kind.

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- d. The inmate will be required to sign the form along with the date and time.
 - e. The inmate will be re-housed in the computer and a notation of their location will be made.
2. All paperwork will be completed, prior to the guard being removed.
- K. UNGUARDED HOSPITALIZATION OF FELON (4011.9 P.C.)
1. An inmate in need of medical or surgical treatment necessitating hospitalization, the courts, Sheriff, or jail may direct the guard to be removed from an inmate that was arrested, charged with, or convicted of an offense constituting a felony; and it reasonably appears that the inmate is physically unable to effectuate an escape or the inmate does not constitute a danger to life or property.
 2.
 - a. A Corrections Deputy will fill out an *Unguarded Hospitalization* form checking the box marked 4011.9 PC.
 - (1) The form will be signed by the Facility Supervisor prior the removal of the guard.
 - b. The Corrections Deputy will read the form to the inmate explaining that they are still an inmate and if they escape or attempt to escape from the hospital, they will be charged with a violation 4532 P.C.
 - c. The inmate will also be admonished that they will obey all laws and will not use or possess intoxicants or weapons of any kind.
 - d. The inmate will be required to sign the form along with the date and time.
 3. All paperwork will be completed and the above criteria must be met prior to the removal of the guard.
 4. The inmate will be re-housed in the computer and a notation of their location will be made.

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L. WORK FURLOUGH PASS (1208 (d) P.C.)

1. The Work Furlough Officer or designee may allow an inmate to be released from custody for up to seventy-two (72) hours (i.e.: medical, dental, psychiatric care, family emergencies, pressing business, attempt to secure housing, employment, entry into an educational program, or participation in community programs.)
2. The inmates on Work Furlough are responsible for their own medical, dental, and/or mental health bills.
3. Work Furlough staff is to pre-approve all above appointments requested by the inmate related to custody times.
4. Inmates released on a Work Furlough pass will be placed in interrupted sentence in the jail computer.

M. WORK RELEASE (4024.2 P.C.)

1. Notwithstanding any other law, the Board of Supervisors of any county may authorize the sheriff or other official in charge of county correctional facilities to offer a voluntary program under which any person committed to the facility may participate in a work release program pursuant to criteria described in Policy and Procedure [1801.00 – Work Release Program](#) in which one day of participation will be in lieu of one day of confinement.
2. Inmates accepted into this program are immediately released to the program.

VII. RELEASE OF COMMISSARY

- A. Refer to Policy and Procedure [1250.00 – Commissary Services](#).

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VIII. REVIEW OF CELL - RETURN OF COUNTY-ISSUED ITEMS

- A. Prior to the inmate's release, a Corrections Deputy will examine the inmate's cell or assigned sleeping area for cleanliness and significant damage.
 - 1. The Facility Supervisor will be notified of any damage.
 - a. Charges will be filed on any inmate who causes significant damage (4600 P.C.).
 - 2. If no action is required, the inmate will strip the bed and bundle the balance of linen, clothing, bedding, etc., using one sheet as the outer cover.
 - a. This will also include the return of all cups issued to the inmate.
- B. Corrections staff will ensure the inmate turns in all county-issued clothing, linen, and bedding prior to release.
 - 1. Inmates will not be allowed to leave the facility wearing county-issued Mendocino County Jail clothing (for example; under shorts, t-shirts, and socks.)
- C. The clothing and linen will be inventoried and examined for significant damage or shortages.
 - 1. The Facility Supervisor will be notified of any damage or shortage.
 - 2. If there are no shortages or damage, the clothing, linen, and bedding will be placed in the soiled clothing cart, or other designated receptacle, to await transfer to the Laundry Room.

IX. IDENTIFICATION VERIFICATION

- A. The inmate will be escorted to the assigned release area where the processing Corrections Deputy will verify the inmate's identity by checking their identification wristband and by comparing the picture in the inmate's "A" file with the inmate being released.

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1. After verification of the inmate's identity, the inmate will be given his or her personal clothing for changing.

X. RETURN OF INMATE'S PERSONAL PROPERTY

- A. Upon completion of the exchange of clothing and when the inmate is dressed in civilian clothes, the processing Corrections Deputy will return the inmate's personal property (when applicable) and obtain the inmate's signature to verify these items were returned. (Refer to Policy and Procedure [1601.40 – Inmate Personal Property and Clothing](#).)

1. If the property cannot be located, the Facility Supervisor will ensure the lost/missing inmate property claims procedure are followed (Policy and Procedure [1654.00 - Lost or Missing Property Claims](#)).

- B. Those inmates being transported to state prison will take all their property, if it has not been previously released. They can release their property from prison.

- C. Upon release, the jail will provide the inmate clothing from abandoned clothing if the inmate's clothing was taken as evidence, disposed of, or there has been a drastic change in seasons.

- D. Corrections personnel will notify medical staff of a pending release, in order to provide medications that the inmate may need.

XI. FACILITY SUPERVISOR'S RESPONSIBILITY

- A. The Facility Supervisor will conduct a final review of the release to ensure the following:

1. Inmate's identity is confirmed as the person actually authorized/entitled to be released;
2. The review of records before the inmate is released, and when satisfied that all requirements have been met, will authorize the release and will place their signature and I.D. number on the release paperwork;
 - a. In order to ensure verification of proper release procedures, this will be required on every release, without exception, regardless of the simplicity of the charge(s).

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3. Completion of release arrangements, including the person or agency to whom the inmate is to be released (when applicable);
4. All personal effects, including money, has been returned;
5. The inmate is aware of the next court date, if applicable; and
6. All required receipts and release documents have been signed by the inmate.

XII. HOURS OF RELEASE

- A. In general inmates due to be released on cite, 849(b)(1) or (2), or time served will be released between 08:30 AM and 10:00 PM, unless the following exists:
 1. Inmates that bail, eligible to cite, qualify under 849(b) (1) or (2), and someone providing transportation can be released at any hour.

XIII. RELEASE OF INTOXICATED OFFENDERS

- A. Persons arrested for public intoxication will be held until the Facility Supervisor has determined the arrestee is able to exercise care and control for their own safety, or for the safety of others.
- B. D.U.I. arrestee will be held until the arrestee has a BAC of .00%
 1. BAC will be determined by subtracting .02% per hour from the original BAC supplied by the arresting officer.
 2. If the arrestee refuses to give a breath test at the time of arrest, then the arrestee will be held for 10-12 hours or until deemed sober.

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XIV. RELEASE NOTIFICATION

- A. As defined in Penal Code Section 646.9, Corrections personnel shall notify a victim/witness of an inmate's pending release, escape or transfer to another facility.
- a. The **Release Notification** form will be used to notify victims/witnesses.
 - b. Persons wishing to be notified of an inmate's release should also be referred to the Vine System (1-800-546-4711).
- B. Completing the Release Notification Form
1. Agency Request --
 - a. This section of the form is designated for law enforcement or related agencies that request to be notified concerning an individual's release.
 - b. Upon receipt of a request to be notified, the receiving Corrections Deputy shall properly initiate a "Release Notification" form.
 - c. There will be one form initiated for each requesting individual/agency. An agency or shelter will qualify as an individual.
 - d. The completed form shall be placed inside and on top of other documents on the left portion of the inmate's "A" file.
 2. Victim/Witness Request --
 - a. The victim/witness must be identified by the court of jurisdiction and will only be notified of an inmate's pending release upon the individual's request to be notified.
 - b. The victim/witness will be notified both telephonically and by registered mail, not less than fifteen (15) days prior to the involved inmate's release or immediately upon the inmate's escape.

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- c. Upon receipt of a request to be notified, the receiving Corrections Deputy shall properly initiate a "Release Notification" form.
 - (1) There will be one form initiated for each requesting individual.
 - d. The completed form shall be placed inside and on top of other documents on the left portion of the inmate's "A" file.
 - e. This portion of the "Release Notification" form will also be used to notify private persons that have initiated a "private person" arrest, as defined by Penal Code Section 837, who were victims of violence.
 - (1) Notification will only be done when an arrestee is released prior to arraignment.
 - (2) Contact through telephonic means or contact with a representative from the arresting agency is all that is required.
- C. Notification Responsibility
- 1. Corrections Deputy
 - a. When the Booking Deputy has determined that notification needs to be accomplished, the Facility Supervisor is to be immediately notified for verification.
 - 2. Facility Supervisor
 - a. The Facility Supervisor will be responsible for making the telephonic notification of the inmate's release.
 - b. The Facility Supervisor will notify the Corrections Division Records Clerk, via e-mail, that notification is necessary.

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c. The Facility Supervisor will provide this Records Clerk with:

- (1) Inmate's name;
- (2) Inmate's master I.D. number;
- (3) Date of Release;
- (4) Person making request of notification; and
- (5) Address.

D. Corrections Division Records Clerk

1. Upon notification from the Facility Supervisor, the Records Clerk will make notification by certified mail (only) during regular business hours.
 - a. The Records Clerk will keep the receipt from the certified mail until the proof of service is returned from the U.S. Postal Service.
 - d. Upon return, the Records Clerk will place both receipts in the inmate's "A" file.

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