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JAIL RECORDS MANAGEMENT AND ACCESS

I. PURPOSE

- A. Accessibility to jail records shall be regulated and personnel access shall be restricted. The jail records system shall be maintained in an efficient and logical manner by the Corrections Division Records Clerk under the direct supervision of the Corrections Sergeant.

II. POLICY

- A. No member shall release confidential records or information except as provided by law or by competent authority pursuant to the directives of the Sheriff's Office.

III. MAINTENANCE OF JAIL RECORDS

- A. The inmates' "A" files will be processed when inmates are:
 - 1. Released because of time served,
 - 2. Transferred per court order to another institution/facility to conclude their sentence,
 - 3. Ordered released by a judge,
 - 4. Bailed,
 - 5. Released on a pre-trial release, or
 - 6. 849(b)(1) and (b)(2).
- B. The Corrections Division Records Clerk has the responsibility for the scanning

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and maintenance of all records pertaining to inmates; this includes "A" files and classification files.

- C. Booking documents are maintain in Jail Management System the by the specific booking record and are located in the document section of each booking.
- D. Between the hours of 0800 and 1700, Monday through Friday, access to information controlled by the Corrections Division Records Clerk will be done by making a request of the clerk for assistance.
 - 1. It is the clerk's responsibility to provide the requested information in accordance with local CORI regulations.

IV. ADMINISTRATIVE DIVISION MANAGER and RECORDS CLERK RESPONSIBILITIES:

- A. It is the responsibility of the Corrections Division Records Clerk to pick up accumulated miscellaneous paperwork from Building One and Building Two in a routine and timely manner and to process accordingly.
- B. MEDICAL BILLING
 - 1. The Administrative Division Manager, or designee, will verify if the bill is to be paid by jail medical provider, the Sheriff's Office, or another agency.
 - a. This is done by determining why the individual in question required medical attention. (Medical includes hospital visit, ambulance response, radiation treatment, and any other submitted medical billing.)
 - 2. Verify that the inmate was in custody on the date medical attention was required.
 - a. Enter dates booked and released (when applicable) or write "Current" to reflect that the inmate is still in custody.
 - b. Enter "A" number.
- C. FILING
 - 1. Practice routine general filing practices.

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- a. All "A" files are to be scanned into the jail management system.
- b. Scan incoming documents with existing "A" files when available.

D. TELEPHONE OPERATION

1. Practice routine proper telephone etiquette.

E. STATE PAROLE BILLING

1. Parole billing is done through the Community Corrections Program (CCP).

F. RELEASE OF INFORMATION

1. Local CORI dictates precisely what kinds of information and to what extent the information may be released upon inquiry.
 - a. Refer to Records Management binder located in the Corrections Sergeants' office or Corrections Division Records office.
2. Corrections Division Commander has directed that inquiries from the District Attorney's Office are to be honored.

G. PROBABLE CAUSE STATEMENTS AND WARRANTS

1. The Records Clerk is to ensure that the probable cause statement and/or warrant(s) are attached to the pre-trial release forms prior to forwarding them to court.
2. The Corrections Division staff will ensure the probable cause statement is attached to the bail prior to being forwarded to the Warrants Division.

H. SHREDDING OF DOCUMENTS

1. The maintenance and shredding of routine jail documents shall be done in accordance with the below listed schedule:
 - a. SHIFT ACTIVITY REPORT
 - (1) Maintain for three (3) years

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- (2) Maintain face page for five (5) years
- b. LINEN AND CLOTHING EXCHANGE
 - (1) Current plus two (2) years
- c. OUTSIDE EXERCISE YARD
 - (1) Current plus two (2) years
- d. TRANSPORTATION COURT ROSTER
 - (1) Current plus two (2) years
- e. INMATE HOLDING FACILITIES MONITORING LOG
 - (1) Current plus two (2) years
- f. LOCKDOWN ACTIVITY LOG
 - (1) Current plus two (2) years
- g. INMATE GRIEVANCE
 - (1) Six (6) months
- h. INMATE GRIEVANCE LOG
 - (1) Six (6) months
- i. INCIDENT REPORTS
 - (1) Six (6) months
- j. COMMANDER's FILES (Originals)
 - (1) SAVE
- k. LAW LIBRARY
 - (1) Current plus two (2) years
- l. DIET SLIPS

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- (1) Two (2) years

m. PRISON RAPE ELIMINATION ACT REPORTS

- (1) Ten (10) years**

V. MISCELLANEOUS RESPONSIBILITIES

A. Every Morning:

1. Inmate Daily Population Sheet

- a. Copy and distribute to:
 - (1) Corrections Division Records
 - (2) Inmate Services Coordinator
 - (3) Social Services, and
 - (4) Mental Health Department

2. Booking Recap Sheet

- a. Copy and distribute to:
 - (1) Detectives Secretary
 - (2) Ukiah Daily Journal (place on the Media Board for them to pickup.)

B. Monthly:

1. Copy machine reports (due by the 15th via internet)

2. List of Past Inmates

- a. Mail copy to Social Services, Attn: Fraud Liaison Special Investigation Unit.

3. CDC Transport Billing

- a. Original to Department of Corrections with a copy filed in the Records Clerk's file.

4. Jail Profile Survey

- a. Send via internet to Board of State and Community Corrections and keep original in the Records Clerk's file.

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5. Average Daily Population

- a. Provide copy to on-site jail medical provider and e-mail copy to Sheriff's Administrative Division Manager.

C. Quarterly/Monthly

1. Jail Profile Survey

- a. Send via internet to Board of State and Community Corrections with that month's statistics.

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