

## Policy 1400 – Release

Inmates lawfully approved for release from the Sheriff's custody will be processed accurately and promptly. Property and money secured in the receiving process will be returned to the inmate.

### 1400.1 - Pre-Release File Preparation and Property Retrieval

- a) A [REDACTED] will be generated daily. From this list, Inmate Records personnel will collect the inmate files and related documents from within the Inmate Records Office.
- b) The Inmate Records Clerk will perform a Pre-Release transaction and a Case Disposition Control Sheet will be generated showing all charges.
  1. The clerk shall verify that all charges have been cleared and shall initial each disposition.
  2. Each file shall be double checked and initialed by a Records Supervisor.
  3. Successful completion of the Pre-Release transaction will cause notification to be sent to the Release Guard Station and Housing Guard Station of the facility in which the inmate is housed.
- c) After review, the folder and contents will be delivered to the Release Guard Station by Inmate Records personnel.
  1. The Release Deputy will check the file and its contents to ensure the name and booking number are the same on each document.
- d) The Release CST will request the inmate's personal property bag from the Property Room CST.
- e) The Release CST will take the Clothing Inventory Card, bulk items, and clothing to the Clothing Release area. The Release CST will hand the inmate's personal clothing to the inmate after verifying the inmate's identity. The Release CST will instruct the inmate to return all his jail issue clothing to the release area.
  1. If the Release CST is not able to stay in the Release clothing area due to his/her gender, the respective Clothing Room CST will replace the Release CST.
  2. The Release Deputy will conduct a visual non-intrusive search for any jail clothing or jail shoes prior to releasing.

### 1400.2 - Inmate File Preparation

- a) The Release Deputy will verify that the name and booking number on every document are correct and correspond to the given inmate.
  1. Immediately upon beginning his/her duty shift, the Release Deputy will conduct a physical body count of all inmates in the Release hold area. He/she will verify that there is a file, module card, and/or booking slip for each inmate. At no time will any deputy place an inmate in the Release hold area without first informing the Release Deputy.

- b) The Release Deputy will examine the Case Disposition Control Sheet to verify that the inmate has completed his/her sentence, and all pending court actions have been concluded and the qualifications for release have been met.
  - 1. Each case will be initialed by the [REDACTED] in the [REDACTED] column. The Records Clerk and a supervisor will sign and date the document.
  - 2. The Release Deputy will examine all related court papers in the booking file to verify that the inmate has fulfilled all his/her sentence(s) as prescribed by the court. The Records Supervisor will be immediately notified of any errors/discrepancies in the above referenced documents.
- c) There are certain crimes that require the completion of a Notice of Registration Requirement form (SS-8040, SS-8047, SS-8049).
  - 1. The Release Deputy, as required by sections CPC 290(SS-8047), CPC 457.1 (SS-8049) and H&S 11590 (SS-8040), will fill out the form.
  - 2. The Release deputy will obtain the inmate's rolled thumbprint during the release process on each of these forms.
    - i. Form SS-8047 is comprised of 2 pages. This form requires the inmate's signature on the first page with the inmate initialing every line of the second page.
    - ii. Form SS-8049 is comprised of one page requiring the inmate's signature.
    - iii. Form SS-8040 is comprised of one page requiring the inmate's signature.
- d) When all charges, holds, supplemental bookings and notifications have been properly completed and verified, the Release Deputy will legibly sign, date and place his/her badge number on the back of the history card where indicated.
- e) If the inmate has a scheduled future court appearance, the Release Deputy will fill out a "Court Appearance Information" form which will be given to the inmate upon release. The appearance information will be found on the source document. The court of jurisdiction, date, and time of appearance will be documented on the form.
- f) The Module Deputy from the inmate's housing location will hand the inmate his/her module card and instruct him/her to proceed to Release.

#### 1400.3 - Release Out of Custody

- a) Inmates who have completed their sentence obligation and are scheduled to be released, should be released no earlier than [REDACTED] on their sentence ending date to allow access to post release programs and resources. This only applies to inmates who have completed a sentence. Arrestees or inmates who have posted bail, or are being cited and released or released on their own recognizance, or have been ordered released by the court will be promptly processed for release.
- b) Prior to changing into his/her personal clothing, the inmate will hand the Release Deputy his/her module card and any jail documents.

- c) The Release Deputy will admit the inmate(s) into the Release sally port after the inmate has changed into his/her personal clothing. The inmate will be in possession of his/her bulk property and will leave jail issued clothing/property in the dress out area.
- d) The Registration Notification form, if applicable, is then completed. In the presence of the Release Deputy, the inmate will sign the document and provide a rolled thumbprint on the Registration Notification form. Upon completion of these forms the release deputy will make four (4) copies of the form. Distribution will be as follows:
  - 1. One copy to inmate
  - 2. One copy to inmates file
  - 3. The original and two copies to Inmate Records.
- e) The inmate will sign the Clothing form, documenting the return of all of the inmate's clothing. Jail staff will sign and legibly print his/her name and include his/her PID number on the Clothing form. If an inmate claims an item of his/her clothing is missing, a deputy will document the circumstances on a jail incident report and provide the inmate with a County Claim for Money or Damages form. See CCOM Section 1400.13.
- f) The Release Deputy will inventory the inmate's property while the inmate is present. Both the inmate and deputy will sign the property inventory form, acknowledging that the inmate has received his/her property. The Release Deputy will legibly print his/her name and include his/her PID number on the property inventory form. If an inmate claims his/her property is missing, the Release Deputy will document the circumstances on a jail incident report and provide the inmate with a County Claim for Money or Damages form. (See CCOM Section 1400.13).
- g) Verify Inmate's Identity: The Release Guard Station Deputy must make positive identification of the inmate prior to releasing him/her. Positive identity of the inmate is aided by taking a flat right hand and thumb print on the lower left front side of the Booking and Property Record and then comparing the prints to the prints taken at the time of booking on the right side of the form. Signatures and electronic right thumbprint image will be compared, and the inmate's module card photograph will compared with his/her actual appearance.
  - 1. Further identifying information can be obtained by questioning the inmate from information contained in the file. Unresolved questions of the inmate's identity will be addressed with the Operations Sergeant prior to releasing the inmate.
  - 2. All inmates being released through the release sally port will have their picture taken prior to being released.
- h) Complete identification of the inmate is then determined by:
  - 1. Matching prints on the Booking Advisement form.
  - 2. Comparing signatures on the same form.
  - 3. Comparing the inmate's module card photograph with the inmate's actual appearance. Further identifying information can be obtained by questioning the inmate from information

contained in the file. Unresolved questions concerning the inmate's identity will be resolved via consultation with the Operations Sergeant prior to releasing the inmate.

- i) If the inmate refuses to sign any document the Operations Sergeant will be summoned. The Operations Sergeant will determine the reason for the inmate's refusal and attempt to resolve the problem.
- j) The Court Appearance Information form is given to the inmate with a verbal explanation of its contents.
- k) The Release Deputy will place the inmate's name and booking number on the blue 4x5 Inmate Money Release Authorization form to be signed by the inmate and Release Deputy. The subject is directed to take the form to the Cashier's Office for a return of personal funds.
- l) The subject is directed from the Release sally port into the Cashier's sally port where the subject will present his/her receipt to the Cashier for return of personal funds.
  1. The Cashier will instruct the subject to sign the Inmate Personal Funds Ledger, and will return any money to the subject. The subject will be directed through the exit door into the Cashier's lobby and out of the facility through the main lobby.
- m) File folders will be placed in a 24-hour file until they are counted at midnight. The folders will be filed in numerical sequence.
- n) The inmate's jail file contains documents that are attached to the folder's right side. The documents will appear in the following order from bottom to top:
  1. Miscellaneous Papers
  2. Pre-Booking Record (white copy)
  3. Personal Property Inventory Form
  4. O.R. Form (yellow copy) (if applicable)
  5. Clothing and Bulk Property Inventory Card
  6. Booking Advisement
  7. Case Disposition Control Sheet
  8. Bail or Bond Slip
  9. History Card
  10. Module Card

#### 1400.4 - Cash Bail or Bond Release

- a) Releases of this type require additional steps to be taken with the file contents during the release process.
- b) If a cash bail or bond has been posted for charges arising from a warrant or remanding order, the Release Deputy will remove the warrant or remanding order from the inmate's file. The Release Deputy will compare the dollar amount recorded in the "Amount Received" space of the white Bail or Fine Information Return form or the pink copy of the Bond Information Return form against the bail amount recorded on the warrant or remanding order. The warrant number, or case

number, name and court jurisdiction will be verified. If any of the information on any of the documents associated with the inmate's release is out of variance with what is necessary to properly release the inmate, then the inmate's entire file will be returned to Inmate Records for evaluation and correction.

- c) The Release Deputy will write the receipt numbers for the corresponding warrant or Remanding Order on the Cash Bail Return or Bond Information Slip. These documents are retained in the inmate's jail file as a permanent record.
- d) Warrants and Remanding Orders will be given to the Cashier's Office for return to the court of issuance.
- e) The white supplemental booking copy will be retained in the file; the pink and blue copies will be forwarded to Sheriff's Records. Each supplemental booking must be completed prior to the release process at the Release Guard Station.

#### 1400.5 - Quick Release, Own Recognizance (OR) and Work Furlough Release

- a) Releases of these types require additional steps to be taken with the contents of the inmate's file.
- b) The Inmate Personal Funds Ledger and the inmate's money will be processed in the same manner as other bookings.
- c) Quick Releases: The Release Deputy will notify the Booking Prowler when the inmate file is completed. The Booking Prowler will escort the inmate to the Release Guard Station.
- d) "OR" Releases: The Release Deputy will have the inmate sign and complete the "OR" form. The Release Deputy will staple the white and gold copies together and place them on a designated clipboard in the Release Guard Station. The [REDACTED] is placed in the inmate file and the [REDACTED] is given to the inmate.
  - 1. When the "OR" Release is for charges arising from a warrant or a Remanding Order, the warrant or Remanding Order will be attached to the white copy of the O.R. form. Warrants and Remanding Orders are always returned to the court of issue and are not left in an inmate file.
- e) Weekender to Return, Work Furlough Releases or Pre-Booker
  - 1. Classification deputy will classify and screen the inmate for possible transfer to another facility. The Classification Deputy will complete in duplicate the Branch Jail Transfer Form as part of the release process. The original remains in the inmate's file. The inmate retains a copy.
    - i. Module cards will be placed in the inmate's file and the file returned to the appropriate location (i.e. Records, Classification) by the Release Deputy.

## 1400.6 - In-Custody Release

- a) These releases require the completion of the Inmate and Property Receipt form to include: inmate name, booking number, all personal property listed by item, all legal documents and reason for release.
- b) The original form will be placed in the inmate's file. Any out-of-county warrants and hold letters in the inmate's file will be attached to the copy of the form and will be listed in the "Legal Documents" space. These documents will be sent with the transporting officer that receives the inmate from CJX custody.
- c) When summoning an in-custody inmate from his/her housing module, the Release Deputy will tell the Module Deputy to which law enforcement agency the inmate will be transferred. The Module Deputy will send the inmate to the Court Transfer or Receiving area on the first floor, rather than to Release.
- d) The Clothing Room CST will be notified of the inmate's in-custody status, and will hand the inmate's clothing to a deputy in the Court Transfer or Receiving area. The deputy will place the inmate in a cell to change clothes. The CST will take the bulk and personal property items and Clothing Card to the Court Transfer or Receiving Guard Station.
- e) In the area of the Court Transfer Guard Station, the Court Transfer Deputy, a Court Prowler, or one of the Release Deputies will obtain the signature of the inmate and transporting officer(s) where required on the release documents. All property items and documents will be handed to the transporting officer(s) after obtaining the required signatures.
- f) The transporting officer(s) will be required to go to the Cashier's Office to sign for, and take custody of any money belonging to the inmate(s).
- g) Upon completion of the release process, the inmate's file will be returned to the Release Guard Station for filing.
- h) In-Custody Releases Without a Detainer
  1. In order for the Sheriff's Department to have legal cause to release an inmate to another agency, a hold or detainer from that agency must have been placed against the inmate.
  2. This applies to releases to federal agencies where an Orange County law enforcement agency has provided a CPC 849 (b) release on local charges. It is also applicable to releases to investigators from the Orange County Sheriff's Department.
  3. In the absence of a hold or detainer from a federal agency or other jurisdiction, the inmate will be released from custody and allowed to enter a public area (i.e., Cashier's Window, Visiting Lobby) of the Intake/Release Center (IRC). The federal agency or Sheriff's Department officers may re-arrest the inmate once he/she enters a public area.
- i) In-Custody release with Notification Form
  1. The Registration Notification form, if applicable, is then completed. In the presence of the processing deputy, the inmate will sign the document and provide a rolled thumbprint on the

Registration Notification form. The processing deputy will sign and date the notification form. Upon completion of these forms the deputy will make four (4) copies of the form. Distribution will be as follows:

- i. One copy to inmate
- ii. One copy to inmate's file
- iii. Original and two remaining copies to Sheriff Records

#### 1400.7 - Hospital and Compassionate Releases and Medical Sentence Modifications

- a) Hospital and compassionate releases require that a deputy go to the inmate's place of confinement to conduct the release. A compassionate release may be considered for inmates with terminal medical conditions that would produce death within six months and pose no credible threat to public safety. A medical sentence modification may be considered for inmates who pose no credible threat to public safety and for whom the County is unable to provide adequate care/treatment within a custodial setting; and such care/treatment at an off-site facility would create an unreasonable burden on County resources and/or personnel.
- b) Protocol for a Compassionate Release or Medical Sentence Modification
  1. A doctor from CHS will recommend a compassionate release by providing a letter addressed to Assistant Sheriff detailing the medical condition and prognosis that makes the inmate eligible. A CHS doctor will request a medical sentence modification by providing a letter addressed to the Assistant Sheriff detailing the medical diagnosis and the unreasonable burden which would be created by providing care/treatment at an off-site facility.
  2. If the Assistant Sheriff approves the compassionate release or medical sentence modification, the Special Services Bureau Captain will assign a Classification Sergeant to create a synopsis package and deliver it to a Detention Release Officer/Judicial Hearing Officer. The synopsis package will contain the following:
    - i. CHS doctor's letter
    - ii. Approval of the Assistant Sheriff
    - iii. Copy of the inmate's jail file including the booking details
  3. The Pre-Trial Services Officer will give the synopsis package to the court/judge for review and approval/denial. The following notifications will be made of the approval or denial:
    - i. Court/Judge will consider the request brought by the Orange County Sheriff's Department on behalf of the Orange County Health Care Agency and decide whether a compassionate release or medical sentence modification is warranted. The court will make a decision and issue an order. If the request is granted, the court's order is sent to the Orange County Sheriff, and the inmate is released in accordance with the terms of the order.
    - ii. Court/judge notifies Pre-Trial Services Officer.
    - iii. Pre-Trial Services Officers notifies the Watch Commander

- iv. Watch Commander notifies Special Services Bureau Captain, Division Commander, Assistant Sheriff, and the Records Supervisor
  - v. The Records Supervisor will include the CHS doctor's letter, the Assistant Sheriff's approval, and court's order in the synopsis package and forward it to the Commitment Clerk.
  - vi. The Commitment Clerk will process the paperwork for release.
4. The Watch Commander will notify Special Services Bureau Captain, Division Commander, Assistant Sheriff, and the Department Commander when the release is complete.
- c) The Release Deputy will prepare the inmate's release file in the same manner as for an out-of-custody release.
- d) A deputy will take the inmate's file (and contents), personal property items, any bulk items, all clothing and money (including Inmate Personal Funds Ledger) to the inmate's location.
- 1. An inkpad will be needed to take the required fingerprints. If the required fingerprint cards have not been taken, the deputy conducting the release must first take the inmate's fingerprints required for proper booking.
  - 2. The Release Deputy will check [REDACTED] for the inmate's booking photograph. If the inmate was not properly photographed, the deputy will take a digital camera to the inmate's location and photograph him/her (e.g., the inmate was booked and released directly from the hospital without ever having been brought to the CJX for processing).
    - i. A digital camera will be located and maintained in the [REDACTED]
  - 3. After the inmate's signature, fingerprints, and photograph are obtained, the complete file will be returned to the Release Guard Station. The money card will be transferred to the Cashier.

#### 1400.8 - Military Personnel

- a) Inmates on a supplemental booking via a formal military hold will be processed as an in custody release to military personnel. If the inmate is ready for release and is on an informal military hold, then the Inmate Records Supervisor will notify the military personnel listed on the hold. The Records Supervisor will note the date, time and person notified on a Trouble Log. The Trouble Log and informal hold will be stapled to the left side of the inmate file. The inmate will be processed for release, but held in the pre-release area for the period of time documented on the informal hold (usually 8 hours). If military personnel have not responded after the eight (8) hours have elapsed, the Release Deputy will "final release" the inmate. The eight (8) hour timeframe begins when the Inmate Records Supervisor converses with the appropriate military personnel.

#### 1400.9 - Custody Death

- a) When an inmate dies in custody, Inmate Records will forward the inmate's jail file to the Release Guard Station. The Release Deputy will notify the Cashier, Clothing Room, and Correctional Health



Services (CHS) to bring the inmate's custody documentation, property, money, and medical items to the Release Guard Station.

1. Notification and staff reporting guidelines for in-custody deaths shall also be followed for the following deaths:
  - i. Death of a person within twenty-four (24) hours of release from custody, including Compassionate Releases.
  - ii. Death of a baby born by an in-custody female inmate.
- b) The Release Deputy will request to have a Module or Prowler Deputy gather the inmate's personal items from the housing unit and deliver them to Release. If the inmate has been assigned to a branch facility or the hospital, the appropriate deputy will be called by the Release Deputy and requested to retrieve the inmate's property and deliver it to Release.
- c) The Release Deputy will deliver all items belonging to the deceased inmate to the Watch Commander's Office as soon as possible.

#### 1400.10 - Final Release Transaction (Computer)

- a) The Release Guard Station and Court Transfer Guard Station will use the following procedures when releasing inmates from the CJX:
  1. All inmates being released [REDACTED] will have the release transaction completed as soon as the inmate is released.
  2. All inmates being released [REDACTED] will have the release transaction completed as soon as the inmate is released. The [REDACTED] is placed next to [REDACTED] with the release type as [REDACTED]. The inmate's entire jail file is then returned to the Records Supervisor for filing.
  3. If the inmate is being released through the Court Transfer Guard Station, the appropriate transaction will be prepared by the [REDACTED] and forwarded to the [REDACTED] personnel.
  4. All inmates being released [REDACTED] will have the release transaction done as soon as the inmate's jail file is processed by the Records Unit and delivered to the Release Guard Station. The [REDACTED] is placed next to [REDACTED] with the release type as [REDACTED]. The inmate's jail file is then returned to the Records Supervisor for filing in the Escape drawer.
  5. All inmates being released as [REDACTED] Weekender to Return will be processed per existing procedures. The Classification Deputy will then do [REDACTED] housing change [REDACTED] transactions. [REDACTED] to current facility [REDACTED] then, [REDACTED] to reporting facility [REDACTED]. This then shows the inmate was released from the current facility and placed OFF COMPOUND for the reporting facility ready to be housed when he/she reports in. The jail file will be returned to the Records Supervisor for proper filing and transmittal of the Module Card, and any other documentation to the reporting facility.

#### 1400.11 - Records Storage

- a) Released Inmate Files will be maintained in the [REDACTED]. Released Theo Lacy inmate files will be returned to the [REDACTED] to be maintained in the file room near the [REDACTED] releases station.
- b) After [REDACTED], the [REDACTED] files will be kept in a file room near the [REDACTED] in booking number sequence. Each day the [REDACTED] will file the previous day's released inmate files and label the shelves according to the booking number sequence.
- c) [REDACTED]  
[REDACTED]  
[REDACTED]
  1. [REDACTED]
  2. [REDACTED]
  3. [REDACTED]
  4. [REDACTED]
  5. [REDACTED]  
[REDACTED].
6. Inmate Records shall periodically review the pending files to determine if the inmate should remain in pending status. When the inmate is no longer expected to return, Inmate Records shall notify the Inmate Records Manager who will properly close the inmate's jail file.
- d) At [REDACTED] hours each day a [REDACTED] Book and Release Roster will be generated by the computer that lists all new bookings, supplemental bookings, and releases for the previous day.
- e) The [REDACTED] or [REDACTED] will handle inquiries about released inmates. Only verified official agency inquiries will be answered. Inmate files will be retained for three years in a file room near the Release Guard Station in numerical booking number sequence.

#### 1400.12 - Release of Clothing and Property

- a) All personal clothing exchanges and property releases will take place in the Release Guard Station.
- b) When the Visiting Guard Station staff has determined the inmate is in custody, the deputy/SSO will prepare a Property Release Authorization form (J-025). The Property CST will be notified to prepare the inmate's property for the impending release/exchange.
- c) When the form is signed by the inmate, it will be returned to the Visiting Guard Station. The Property CST will also be notified that the exchange is ready to take place.
- d) The Visiting or Receiving Guard Station Deputy will give the signed Authorization form to the person bringing in the clothing for exchange or requesting the release.
- e) The CST will ensure that the Women's-side Release sally port is unoccupied when the release/exchange takes place.

- f) When the release/exchange has been completed, the requestor will be directed to exit through the Cashier's Lobby. The Property CST will return the appropriate items to storage.
- g) Whenever a law enforcement agency or District Attorney requests to search and/or seize the property or clothing belonging to an inmate, at least one of the following is required:
  - 1. A written consent waiver (form #J-025)
  - 2. Warrant
  - 3. Court order
- h) Inmates refusing to release property (IRC Personnel Only):
  - 1. If an inmate who is housed, refuses to release their property, do not have the inmate sign a Property Release Form. Instead, use the "Inmate Refused to Release Property" stamp to indicate the inmate's refusal. The Deputy, SSO, or CSA will then sign the bottom portion and return the form to Visiting.
  - 2. If an inmate who is on the booking loop refuses to release their property, the handling deputy will indicate this on the Property Release Form. The deputy will sign the bottom portion of the form, advise Visiting of the refusal and return the form to Visiting. The Visiting Guard SSO or CSA will then stamp the Property Release Form.

#### 1400.13 - Claim for Lost Money or Property

- a) Claims involving missing money or property are received at the Release Guard Station. The Operations Sergeant will be notified of each claim prior to the departure of the claimant.
- b) The Release Deputy will draw a Jail Incident and DR number. The deputy will complete a "Lost Property or Money Report" for each claim. The report will be submitted to the Operations Sergeant for review and approval.
  - 1. One copy of the report will be made and forwarded to the Division Commander's office for the jail claims staff representative. A second copy will be made and forwarded to the inmate's jail file.
- c) The Release Deputy will print the claimant's name (as booked) and booking number on a "County Claim for Money and Damages" (form VCF-1/5).
  - 1. This form will be handed to the claimant by the deputy. The claimant will be instructed to complete the form per the printed instructions if the claim is to be pursued.

#### 1400.14 - Found Property

- a) Any employee who finds personal property or money of an inmate shall notify his/her supervisor and will attempt to locate the rightful owner.
- b) If a Deputy finds property:
  - 1. The owner is not in custody:
    - i. The Deputy will write a Found Property report accompanied with a Found Inmate Property Form (J-049). Place the Found Inmate Property Form on the property bag

and list the inmate's full address and booking number in the space provided. The Deputy will then take the property to Sheriff's Property Room. The property will be stored for a ninety-day period and then it will be disposed of according to law.

2. The owner is known and still in custody:
  - i. Place the property in the inmate's property bag in the property room and list the found items on an Inmate Property Receipt.
  - ii. The original receipt will be sent to Inmate Records.
  - iii. One copy of the receipt will be placed with the inmate's property.
  - iv. The second copy of the receipt will be sent to the inmate.
- c) If a CST or CSA finds property, they will notify the Release Deputy. The Release Deputy will handle the property accordingly:
  1. Each Saturday, on night shift, the Release Deputy shall write a Found Property Report. The Release Deputy will follow the appropriate procedure. See CCOM section 1400.14 (b)1.

#### 1400.15 - Inadvertent Release/Over Detention

- a) Inadvertent Release Notifications
  1. If a staff member determines an inmate has been inadvertently released, they will immediately notify their supervisor. Notifications will be made as follows.
    - i. The supervisor will notify the Operations Sergeant and Watch Commander.
    - ii. The Watch Commander will notify the Division Commander of the facility of occurrence, the Division Commander of the IRC and the Department Commander
    - iii. The Department Commander will notify Investigations.
    - iv. If an OCSA Personnel Investigation reveals another agency's actions contributed to an inadvertent release, the Division Commander will send a notification letter to that agency.
- b) Inadvertent Release Documentation
  1. [REDACTED]  
[REDACTED] The release deputy will also notify [REDACTED] of the inadvertent release and request [REDACTED] A copy of the report will be given to the Watch Commander for Investigations.
  2. Watch Commander: After making the telephone notifications, the Watch Commander will send an initial email to the Department Commander documenting the inadvertent release. The email will include the following:
    - i. Inmate's name and booking information
    - ii. Time of the inadvertent release
    - iii. A brief explanation
  3. The Watch Commander will compile an investigative package to include:
    - i. Copy of inmate's jail file (Records)

- ii. Follow up DR titled "Inadvertent Release" (Operations Sergeant)
  - iii. Names of who visited the inmate (Visiting Guard)
  - iv. Any pending mail (Mailroom)
  - v. Classification will provide the Watch Commander with the following:
    - A. Local Arrest Record
    - B. Booking photo in color
    - C. CII printout
    - D. DMV L1 printout
    - E. DMV photo
- c) Over Detention
1. Once a records supervisor determines an inmate has been overly detained, the records supervisor will notify the Facility Watch Commander. The overly detained inmate will be released in an expedient manner. The Facility Watch Commander will make the following notifications:
    - i. Notify the Division Commander
    - ii. Write a memorandum to Risk Management
  2. If an OCSO Personnel Investigation reveals another agency's actions contributed to an over detention, the Division Commander will send a notification letter to that agency.

#### 1400.16 - USMS Property Policy

The United States Marshals Service (USMS) will not allow USMS inmates to take property accumulated while in OCSO custody to a federal institution. Every USMS inmate will be given the opportunity to either dispose of or have their property stored for safekeeping for 90 days. The inmate will be expected to arrange for the property to be picked up during that time otherwise it will be disposed of. All perishable items will be disposed of.

- a) Prior to arrival at the Orange County Jail, the USMS inmate will be instructed of the provisions listed on the US Marshal Property Release Request Form and will be requested to complete and sign the form. The form will be forwarded to Inmate Records to be included in the records jacket.
- b) When the USMS inmate is to be released to the USMS or transferred to a federal institution, a deputy will check the records jacket of each inmate to determine if they have requested to have their property be stored.
- c) When a USMS inmate requests their property to be stored, the deputy will take the signed US Marshal Property Release Request Form from the records jacket and make two copies. One copy will be attached to the outside of the property bag/envelope. The original will be retained in the records jacket.
  1. USMS inmates will be permitted to store legal materials, in the form of a flash drive (data storage device) or compact disk, in their personal property.

- d) The deputy shall request a separate DR number and write a separate Property Report for each inmate's property. Each inmate's property will be booked in evidence for safekeeping. The second copy of the US Marshal Property Release Request Form will be submitted with the Property Report.