

**KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
Policies and Procedures Manual**

TITLE: RELEASE OF WRONG PERSON ARRESTED

F-300

EFFECTIVE DATE: 10-3-98

REVISED: 5-12-03

APPROVED BY: C.R.F. Division Manager

REVIEWED: 5-12-03

REFERENCE: PC849b

POLICY

The Central Receiving Facility will maintain a permanent record of all inmates booked into the facility regardless of any type of release or releases of persons wrongly arrested.

If a person is arrested on a warrant and the person alleges that he or she is not the person sought in the warrant, IRC staff will take reasonable steps to determine if the person is the person sought in the warrant.

If it is determined that the wrong person was arrested, IRC staff will release the subject on that particular charge. If no other charges are pending the subject will be released from custody as soon as possible according to CRFPPM F-100.

PROCEDURE A. RELEASE PRIOR TO RECEPTION

If it is determined that the wrong subject has been arrested and the Arresting Officer has not left the Inmate Reception Center, all paperwork will be returned to the Arresting Officer and the inmate will not be accepted by IRC staff. The arresting officer will be responsible for completing any necessary reports on the incident.

PROCEDURE B. RELEASE PRIOR TO BOOKING

Detentions Staff will:

- Complete a PC849b form, write the warrant number and charges on the form.
- Give the yellow copy of the form to the inmate.
- Seize the original FAD, complete a CJIS incident and C&I report detailing the incident.

- Attach the original FAD and PC849b form copy to the C&I report.

- Have the inmate sign for the return of his property.
- Return the inmate's personal property and release the inmate.

PROCEDURE C. RELEASE AFTER BOOKING**Detentions Staff will:**

- Contact the Identification Technicians to confirm or deny the inmate's identity through fingerprints and the LAR number.
- Complete a PC849b form including the warrant number and the charges. Give the inmate the yellow copy of the PC849b form.
- Release the inmate according to CRFPPM F-100.

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TITLE: ELECTRONIC MONITORING PROGRAM F-400

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE:

POLICY

The Kern County Probation Department will assign eligible inmates to the Electronic Monitoring Program. The custody status will remain in-custody while these inmates are on home detention. The Probation Department will notify the Sheriff's Department staff when an inmate is to be assigned to this program. Sheriff's Department staff will ensure these inmates are processed for transfer to EMP.

DEFINITION

Electronic Monitoring Program:

This is an alternative program to incarceration operated by the Kern County Probation Department. Qualified applicants will be assigned to home detention, with monitoring and compliance accomplished by electronic monitoring technology and Probation staff. Inmates assigned to this program will remain on an in-custody status even though they will be at home. When the inmate is time served, the inmate will be released from IMS by the Jail Clerk who processes the Time Served List. Inmates assigned to EMP will have a location in the IMS system SOCRF "EM."

PROCEDURE A. ASSIGNMENT TO THE ELECTRONIC MONITORING PROGRAM

The Probation Department will notify the Jail Clerical Office when an inmate has been assigned to EMP using the form provided.

The Clerk will:

- Bring the inmate's record up in IMS "IMDSPREC."
- Verify all charges have dispositions.
- Obtain a Release Order.
- Fill out the inmate's name, date, booking number, reason for release and LAR number.
- At the bottom of the Release Order, write:
RELEASE TO AUTHORIZED PROBATION OFFICER ONLY.
- Obtain an ETA from the Probation Officer. Verify the inmate's name.
- Pull the inmate's folder.
- Staple the EMP notice to the front of the folder so that it is visible.
- Place the Release Order inside the folder.
- Make sure the outdate is in the computer.
- Write the Probation Officer's estimated time of arrival on the Release Order.
- Close the inmate's Swanson account.
- Pull the inmate's property.
- Give the EMP transfer to Classification.

Classification will:

- Change the inmate's location in the IMS SOCRF to "EM."
- Send the file to the Releasing Officer.

PROCEDURE B. RELEASE TO THE PROBATION OFFICER

- Check the Probation Officer's identification and release.
- Return the transfer package to the Jail Clerical staff.

PROCEDURE C. PROCESSING THE FOLDER

- DO NOT TEAR DOWN THE FOLDER. DO NOT RELEASE THE INMATE FROM THE IMS IN THE COMPUTER.
- Route the folder to Classification.

Classification will:

- Punch holes in the Property Forms, Swanson receipt and station cards.
- File these items on the left hand side of the folder.
- Place the release order in the release file cabinet.
- When the inmate is time served as stated in the IMS IMDSPREL, release the inmate from the IMS IMPRTREL, IMRLSINM.

**KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: RELEASES TO OTHER AGENCIES

F-600

EFFECTIVE DATE: 10-3-98

REVISED: 5-12-03

APPROVED BY: C.R.F. Division Manager

REVIEWED: 5-12-03

REFERENCE: PC821, PC822

POLICY

Inmates sentenced to the California Department of Corrections, or who have charges pending in another jurisdiction, may be released to an authorized transporting agency.

Inmates who are attending court proceedings, or who have additional charges pending, will be released to another jurisdiction if the transporting agency presents a Superior Court Order with a Return Clause. A Detainer letter detailing any holds for Kern County, or other jurisdictions, will accompany the inmate.

Inmates who are either time served or have no other charges pending in Kern County will be released to other agencies according to the following:

- PC822 (misdemeanor) states that an agency placing a hold on an inmate will have five (5) days to take custody of such defendant.
- PC 821 (felony) states that such law enforcement agency shall take custody of the defendant within five (5) days, or five (5) court days if the law enforcement agency requesting the arrest is more than 400 miles.

Title 15 requires that Medical Record Summaries be sent with inmates that are transferred to other agencies.

PROCEDURE A. ALLIED AGENCY RELEASES

The Jail Clerk will:

- Note in the computer on the disposition line when a Detainer will accompany the inmate.

The Shift Supervisor will:

- Confirm that a Court Order is in the file or delivered by the transporting agency if the inmate has any additional charges pending in Kern County.
- Confirm that the Detainer letter details all holds for Kern County or other jurisdictions.
- Follow the steps outlined in CRFPPM Section F-100.

Detentions Staff will:

- Follow the release procedure in CRFPPM F-100.
- DO NOT give the inmate his money from Swanson account or personal property.
- Place the inmate's money and personal property in a paper bag with the inmate's name and booking number on it.
- Obtain the Medical Records Summary from the Medical Staff.
- Place the inmate in a holding cell until the transporting agency arrives (turn off any phones).

When the transporting agency arrives:

- Get a Court Order or additional paperwork from the Transporting Officer when required.
- Have the Transporting Officer sign the Body Receipt for each inmate.
- Give the Transporting Officer the Detainer envelope (if applicable).
- Give the Transporting Officer the medical summary and inmate property.
- Release the inmate and sign the release order.
- Return the inmate file and all paperwork to the Clerical Staff.

PROCEDURE B. CDC RELEASES

Inmates sentenced on new commitments to the California Department of Corrections are transported to the CDC Reception Center on Wednesdays (females) and Fridays (males) from the Lerdo Pre-Trial Facility.

Parole violators are transported to the CDC Reception Center on Mondays and Thursdays

(males) and Wednesdays (females) from the Lerdo Pre-Trial Facility.

Every effort will be made to transfer inmates committed to CDC to Pre-Trial for housing prior to their transportation date to the CDC Reception Center.

The CRF Classification / Clerical Staff will:

- Prepare weekly lists of new commitments to CDC based upon Abstracts of Judgement received from the courts.
- Receive from CDC Parole weekly lists of all inmates to be transferred to the CDC Reception Facility.
- Enter on the IMS appointment list (IMMNTAPT) all inmates with new commitments and parole violators ready for transfer to the CDC Reception Center.

Detentions Staff will:

- Follow the Transfer to Pre-Trial policy in CRFPPM F-100.