

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: NOTIFICATION OF INCARCERATED PERSON RELEASE OR ESCAPE A-1800

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
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APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE: P.C. 646.92, DBPPM K-700

POLICY

In keeping with its mission to protect the community and pursuant to Penal Code 646.92, it is the policy of the Kern County Sheriff's Office to notify any person the court identifies as a victim of the offense, a family member of the victim or a witness to the offense upon request when an incarcerated person is to be released or escapes.

All information relating to any person who receives notice under this section shall remain confidential and shall not be made available to the person convicted of violating this section.

Procedure A: Requests for Notification

Any staff member who receives a request from a victim or witness to be notified when an incarcerated person is released, or escapes will:

- Confirm that the incarcerated person in question is in custody.
- Fill in the contact information (name, phone number, etc.) of the person requesting notification on an Incarcerated Person Release Notification Form (Attachment A).

Note: A victim may designate another person for the purpose of receiving notification. If the victim wishes to do so, complete the secondary contact information section of the form.

- Confirm the person's preferred method of contact (phone, e-mail, certified mail) and check the appropriate box.

TITLE: NOTIFICATION OF INCARCERATED PERSON RELEASE OR ESCAPE A-1800

- Forward the form to clerical staff.

Upon receipt of an Incarcerated Person Release Notification Form, clerical staff will:

- Attempt to confirm the person requesting notification's status as a protected person in CLETS and/or JMS.
- Indicate in JMS that there is a notification request on file for the incarcerated person. The notation will be entered as an appointment (IMMNTAPT) for the incarcerated person under the appointment code NTIFY, with the comment RELEASE NOTIFICATION REQUIRED.
- Forward a copy of the form to the Classification Sheriff's Support Technician.
- Attach the original form to the front of the incarcerated person's file.

Procedure B: Advance Notification of Release

The Classification Sheriff's Support Technician will:

- Upon receipt of an Incarcerated Person Release Notification Form, confirm that the notification has been entered into JMS.
- Monitor the charges and case disposition of all incarcerated persons for whom notification has been requested to identify any such incarcerated persons who have been convicted of PC 646.9 (Stalking) or a felony involving domestic violence.

For any incarcerated person identified as detailed above, the Classification Sheriff's Support Technician will:

- At least twenty days prior to the incarcerated person's scheduled release date, send a Notification of Release Letter (**attachment B**) by certified mail to the person(s) requesting notification. Record the date that the notification was sent on the Incarcerated Person Notification Release Form (**attachment A**).
- At least fifteen days prior to the incarcerated person's scheduled release date, contact the person(s) requesting notification via the noted preferred method and advise them of the incarcerated person's scheduled release date. Record the

TITLE: NOTIFICATION OF INCARCERATED PERSON RELEASE OR ESCAPE A-1800

date and time of the notification or attempted notification on the Incarcerated Person Notification Release Form (attachment A).

- If phone contact is preferred and the person requesting notification can no longer be reached at the number(s) indicated, the SST will make a reasonable attempt to locate the person (such as asking the person who answers if they know where the requesting person can be reached or looking in the phonebook).
- File and maintain the Incarcerated Person Notification Release Form and all documentation for the certified letter for a minimum of five (5) years.

Procedure C: Notification upon Release (Including EMP, Sheriff's Parole or Temporary Release pursuant to DBPPM K-700)

When preparing an incarcerated person file for release upon which an Incarcerated Person Release Notification Form is attached, facility clerical staff will:

- Contact the person(s) requesting notification via the noted preferred method and notify them of the pending release.
- If phone contact is preferred and the person requesting notification can no longer be reached at the number(s) indicated, the SST will make a reasonable attempt to locate the person (such as asking the person who answers if they know where the requesting person can be reached or looking in the phonebook).
- Document the notification or attempt to notify on the Notification Form.
- File the form with the rest of the incarcerated person's release paperwork.

DIRECTIVE #1

If an incarcerated person is released to another agency, the Incarcerated Person Release Notification Form will be given to the transporting officer with the rest of the paperwork that accompanies transferred incarcerated persons.

Procedure D: Notification in the event of Escape

When retrieving the file of an incarcerated person who has escaped and an Incarcerated Person Release Notification Form is attached to that file, the facility clerical

TITLE: NOTIFICATION OF INCARCERATED PERSON RELEASE OR ESCAPE A-1800

staff will notify the shift supervisor that a request for notification is on file of the escaped incarcerated person.

The shift supervisor or their designee will:

- Attempt to contact the person(s) requesting notification and notify them of the escape
- If phone contact is preferred and the person requesting notification can no longer be reached at the number(s) indicated, the supervisor or their designee will make a reasonable attempt to locate the person (such as asking the person who answers if they know where the requesting person can be reached or looking in the phonebook).
 - If the shift supervisor is unable to make contact, they will notify the classification deputy, who will attempt notification.
 - If the classification deputy is unable to make contact, the classification supervisor will coordinate follow-up attempts to make contact.
- Document the notification or attempts to notify on the Notification Form.
- Place the form in the incarcerated person's file.

Procedure E: Retention of the Notification Form

The clerical staff member responsible for tearing down the incarcerated person's file after release will:

- Forward the Incarcerated Person Release Notification Form to the Classification Sheriff's Support Technician.
- All Incarcerated Person Release Notification Forms will be retained for a minimum of five (5) years.