DATE:	MARCH 11, 2016
NUMBER:	Q.71
SUBJECT:	INMATE RELEASES WHEN COMPUTER IS INOPERATIVE
RELATED SECTIONS:	

PURPOSE

To establish a procedure for releasing inmates when the computers are inoperative.

POLICY

All inmates will have a thorough computer check completed prior to their release. If the computers are inoperative for any reason, the custody records may be held until the check can be accomplished.

PROCEDURE

I.   When a release of any kind is processed on an inmate and the computers are inoperative, the detention processing supervisor (DPS) or designee will contact the DSD Help Desk to determine the length of down time. If the computers are expected to be back in service in less than four hours, the custody records will be set aside until the computers are working and the record check can be completed.

II.   When the computers are back in service, the check shall consist of standard operating procedures for the pre-release and final release positions.

III.   If the computer down time exceeds four hours, the detention processing technician (DPT) shall:

   A.   Pull all documents from the custody record and make sure there are no additional pending cases.

   B.   Check the custody record for any pending warrants or holds.

   C.   Review the Booking Intake/Personal Property Inventory (J-15 form) to see if the arresting officer has written any information that is not already within the custody record.

IV.   The DPT will then submit the custody records to the watch commander or designee for review to determine whether the inmate will be released. If the release is authorized, the release process will commence. The inmate will be informed that they will be released without receiving their money and will have to return at a later time to pick up the money. A compass card may be issued if necessary.