DATE:	JUNE 18, 2018
NUMBER:	Q.83
SUBJECT:	LAW ENFORCEMENT NOTIFICATIONS
RELATED SECTIONS:	Q.82

PURPOSE

To establish guidelines for processing law enforcement notifications to local and state police at the time of an inmate's release.

POLICY

Inmate Processing Division (IPD) staff will be responsible for updating and contacting law enforcement agencies requesting to be notified when an inmate is being processed for release out of San Diego Sheriff's custody and/or being transferred to another agency.

PROCEDURE

I.   REQUIRED INFORMATION

When a law enforcement agency calls IPD and requests they be notified at the time an inmate is to be released, the Detention Processing Technician (DPT) will input the following information into the Jail Information Management System (JIMS) under the 'Related Address' tab in the Maintenance navigator:

1.   Name of person(s) who will be notified.

2.   Name of Agency making the request.

3.   Contact Telephone number(s).

II.   NOTIFICATION OF REQUESTING AGENCY

During the pre-release procedure the DPT will be unable to complete the release process until a notification to the requesting agency is made. Once successful in notifying a contact from the requesting agency or after the fourth attempt to contact the requesting agency is unsuccessful, the DPT will continue with the release process. At no time will the efforts to reach the requesting agency cause an over detention.

1.   The DPT will log in JIMS, under the "contact detail;" and "related address" tab, each time they have attempted to contact the law enforcement agency until they have made contact.

2.   Once a contact has been made and logged in JIMS under the "contact detail" tab, the DPT will continue with the release process.

3.   After three failed attempts to make contact with the requesting agency, the Detention Processing Supervisor (DPS) will make a fourth attempt to make contact and log the event into the DPS log.