

<b>DATE:</b>	DECEMBER 30, 2019
<b>NUMBER:</b>	U.8
<b>SUBJECT:</b>	TEMPORARY RELEASES BY COURT ORDER TO A DISTRICT ATTORNEY OR LAW ENFORCEMENT AGENCY
<b>RELATED SECTIONS:</b>	<a href="#">U.7</a> , <a href="#">CSB E.18</a>

PURPOSE

To provide guidance on the temporary release of inmates to the custody of the District Attorney's Office or other law enforcement agencies.

POLICY

An inmate may be temporarily removed from a detention or court facility while remaining in law enforcement custody, upon the order of a judge of the Superior Court.

Upon receipt and verification of a "Declaration and Order for Production of Defendant," which is processed as an Order to Produce (OTP), the requesting agency will assume temporary custody of an inmate currently in Sheriff's custody.

PROCEDURE

I. TEMPORARY RELEASE OF AN INMATE FROM A DETENTION FACILITY

[REDACTED]

The following procedures shall be followed for the temporary release of an inmate from a detention facility to the custody of the District Attorney or other law enforcement agency.

- A. [REDACTED]
- B. [REDACTED]
- C. The inmate will be correctly identified and accounted for by utilizing the designators of "District Attorney Pick Up" (DAPU) and "Law Enforcement Pick Up" (LEPU). These designators will be entered into the Jail Information Management System (JIMS) by the detention processing supervisor (DPS) or designee when processing temporary releases to the District Attorney and other law enforcement agencies.
- D. In accordance with the OTP, the DPS will enter the event start date and time and the event end date and time into JIMS. The only entries that will be utilized for this purpose will be the DAPU and LEPU descriptors.

- E. [REDACTED]
- F. [REDACTED]
- G. [REDACTED]
- H. The watch commander or designee will print the transportation trip ticket from JIMS (IMS/SCHEDULE/SCHEDULING REPORTS/TRANSPORTATION TRIP TICKET) and document the time the inmate was picked up and by whom.
- I. When the inmate is returned to the facility, the watch commander or designee will document the time the inmate was returned and file the completed transportation trip ticket form and original court order in the inmate's custody record.

II. TEMPORARY RELEASE OF AN INMATE FROM COURT

[REDACTED]

The District Attorney investigators will fax a copy of the court order to the watch commander of the facility where the inmate is housed.

- A. The watch commander will review and sign the face of the court order and make two copies. The watch commander will maintain one copy and provide the second copy to the DPS or designee.
- B. The watch commander will fax the court order to the requesting investigator. Any concerns about a release order should be addressed first with the requesting investigator, or if necessary, with the court. Court Services Bureau (CSB) staff will handle approved temporary releases according to [Court Services Bureau Policy and Procedure E.18](#).

If the court order is to be sealed, it will be processed by the watch commander in accordance with Detention Policy and Procedure [Q.49](#).

- C. Upon receipt of the OTP, the watch commander or designee will determine the current housing facility of the inmate. If the inmate is not at the facility where the OTP was received, the order will be faxed to the inmate's housing facility. The receipt of the OTP by the inmate's housing facility must be confirmed.

- D. The DPS or designee will schedule the pickup event through the Schedule Events navigator in JIMS. If the District Attorney is assuming temporary custody of the inmate, the event type will be entered as DAPU, destination NO BUS (Hold for Pick Up). All other law enforcement agencies will be entered as LEPU, destination NO BUS (Hold for Pick Up).

### III. RELEASE TO OTHER SHERIFF'S PERSONNEL

Facility watch commanders may authorize San Diego Sheriff's investigative personnel to remove inmates from detention facilities without a court order for investigative purposes. In these cases, a note will be made in the Watch Commander's Log identifying the inmate, the Sheriff's personnel taking custody of the inmate and the estimated time of return. The Sheriff's personnel taking custody of the inmate will maintain custody, at all times and will not relinquish custody of the inmate to anyone else.