

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	FEBRUARY 24, 2023
NUMBER:	Q.75.L
SUBJECT:	RELEASE OF "SERVED TIME" INCARCERATED PERSONS

PROCEDURE

I. ADMINISTRATION (ADMIN) BUILDING RELEASES (MAIN LOBBY)

- A. Once incarcerated persons have completed their sentence in Sheriff's custody and are not being transferred to another facility, agency, prison or the San Diego County Psychiatric Hospital – Emergency Psychiatric Unit (EPU), they will be released from custody and exit through the main lobby in the administration building. Time served incarcerated persons and "book and release" incarcerated persons will be released from 0700-2200 hours. Absent exigent circumstances, incarcerated persons who post bail will be released immediately upon the completion of their release paperwork.
- B. Periodically throughout the shift, the housing deputies will review the final release queue and notify those incarcerated persons of their pending release. The housing deputy will instruct the incarcerated person to gather all their module property and place all linen and extra jail issued clothing in a designated laundry bin.

Safety/Security Interests - 7922.000

- 3. Every effort should be made to accommodate released incarcerated persons with disabilities. It will be at the watch commander's discretion on how to accommodate incarcerated persons with disabilities.
- C. The release deputy or facility rover will gather all face cards and verify all incarcerated persons by face card, wristband, and release list at the release area. After incarcerated persons have been verified, the release deputy will let the incarcerated persons into the release room. The release deputy should instruct the incarcerated persons to check-in with the Detentions Processing Technician (DPT) and direct them to the changing stalls, where they can change their jail issued clothing to personal clothing. The deputy must verify each incarcerated person places all jail issued clothing into the laundry bin.

- D. The DPT will complete all required tasks and give the incarcerated person(s) their clear sealed personal property bag. The release deputy will conduct a final inspection of the incarcerated person to ensure they are not leaving the facility with jail issued clothing. The DPT will release the incarcerated person through the release sally port.
- E. Time served incarcerated person workers and incarcerated persons housed in Incentive Based Housing may submit a request to the incarcerated person worker deputy, the incentive-based housing deputy, or the on-duty watch commander to be released at midnight. The incarcerated person must have someone check in at the information lobby stating they are giving the incarcerated person a ride from the facility. The incarcerated person must submit their request a week prior to their release date. The DPT would contact the housing deputy notifying them of the midnight release.

II. INTAKE BUILDING RELEASES

- A. Incarcerated persons who have completed their sentence in Sheriff's custody, but will be transferred to prison, another agency, EPU, or another facility will be released through the intake building.
- B. The housing deputy will be notified when an incarcerated person is to be released through the intake area and the deputy will notify the incarcerated person. The incarcerated person will place all linen and excess jail issued clothing in the housing unit's laundry bin. A rover will escort all incarcerated persons to the intake building, and either have them sit off to the side of open booking or secure them in a court holding cell. The rover will ensure the incarcerated person has completed all procedures with DPT and changed into personal clothing. The rover will conduct a final inspection of the incarcerated person to ensure they are not leaving the facility with jail issued clothing. The rover will inform the intake control deputy where the incarcerated person is secured to await transportation out of the facility.
- C. When transportation arrives to pick-up the incarcerated person(s), the intake control deputy will inform an available search or intake deputy to assist the transportation unit or other agency in chaining or escorting the incarcerated person.
- D. If an incarcerated person is released from PSU via a court appearance, while on a 72-hour hold, the incarcerated person will be dressed in their personal clothing and transported with their property to EPU. The incarcerated person will be evaluated by EPU staff and released if appropriate.