

<b>DATE:</b>	MAY 23, 2022
<b>NUMBER:</b>	Q.11
<b>SUBJECT:</b>	WEEKEND SENTENCES
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To establish guidelines for processing incarcerated persons committed to weekend custody by the court ("weekenders").

**POLICY**

Incarcerated persons committed to serve weekends at a Sheriff's detention facility may be accepted upon meeting the established guidelines.

**PROCEDURE**

- I. When a weekender reports to the facility for their first weekend, the receiving/intake deputy will escort them through the booking process. The following will be required for acceptance and processing:
  - A. Booking Intake/Personal Property Inventory (J-15) form
  - B. A copy of the commitment
  - C. A sealed property bag
  - D. Valid identification

During the booking process a Detentions Processing Technician (DPT) will enter the sentencing information, turn on the "Weekender Flag," complete the sentence calculation and generate a "Weekender Schedule" in the Jail Information Management System (JIMS).

- II. The incarcerated person will be logged in and out of custody in the "Weekender Schedule" in JIMS. Status change of weekenders who are out of custody is accomplished through the "Temp Release/Return" navigator.
- III. When any person fails to appear for their first weekend, a Failure to Report for Confinement (J-69) form will be completed, attached to the commitment, and returned to the issuing court.
- IV. When any person arrives late for a weekend commitment, but still before the expiration of that commitment period (weekend), they will be accepted despite their lateness. County Counsel's opinion advises, "The Sheriff may not refuse to accept a incarcerated person who reports later than the specified time and date." However, a J-69 form will be completed, indicating the circumstances resulting in the late arrival, and forwarded to the issuing court.

- V. If an incarcerated person fails to report at any time during any specified period of confinement after initially reporting for the first weekend, a J-69 form will be completed and attached to the commitment.
  - A. The J-69 form will indicate the number of weekends or total days of the sentence completed.
  - B. The J-69 form will be forwarded to the issuing court with a copy to be placed in the incarcerated person's custody record.
  - C. The JIMS record will be closed, and the subject will not be accepted on that commitment again. The custody record will then be forwarded to the Sheriff's Records Division.
- VI. If a weekender reports under the influence of drugs and/or alcohol, they should be arrested and booked with the appropriate charge(s). The appropriate reports shall be processed for prosecution. Incarcerated person processing staff will contact the appropriate court of jurisdiction to provide notification of the new arrest and to receive direction pertaining to the weekender's sentence. The incarcerated person will receive credit for the weekend served unless the court specifies otherwise.
- VII. If an incarcerated person is brought in on new charges, the process listed under section VI of this policy will be followed.