



## Erroneous Release

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### ***Reference Sheriff's Policy and Procedure section Q.79 Erroneous Release***

When it is first discovered that an incarcerated individual may have been erroneously released from custody, the Detention Processing Technician (DPT) is to IMMEDIATELY contact the on-duty Detention Processing Supervisor (DPS). If there is not a supervisor on duty, the on-duty Watch Commander (WC) will be notified. It is essential, the DPT provide the DPS/WC with the incarcerated individual's information, custody record and all relevant facts surrounding the incident.

The DPS will be responsible for obtaining and verifying all the facts in order to make a determination that an erroneous release did occur. The DPS will then IMMEDIATELY contact the Sheriff's Operations Supervisor (SOS) to notify them of the incident.

Once the SOS has been notified, the DPS will notify the Watch Commander and provide them with 2 copies of the incarcerated individual's custody record and supporting documentation and 2 copies of the incarcerated individual's history sheet and face card. The Watch Commander is then responsible for contacting the Detentions Investigations Unit (DIU) and the Fugitive Task Force Sergeant (619) 572-3507 of the erroneous releases.

If the incarcerated individual has future court appearance dates scheduled, the DPS will notify the court. In the event a lead DPT is on duty, the oncoming DPS will contact the court.

If the booking was closed in the Jail Information Management System (JIMS):

1. The original final release date/time the incarcerated individual was erroneously released will be retrieved from the JIMS Booking Summary screen.
2. The DPS will reactivate the booking to reflect the incarcerated individual was erroneously released and notify Sheriff's Records.
3. The booking will be pre-released and the disposition IERL will be entered ONLY on the applicable arrest(s) and the original date and time will be entered.
4. The booking will be closed out also using the disposition IERL in the final release disposition field and manually entering the original date and time in the Release Date/Time field at the bottom of the screen.

The disposition IERL will only be utilized when an incarcerated individual has been physically released from custody in error.



Upon return to custody, the incarcerated individual will be booked with a new booking number on the same charges, bail, etc., as the erroneously released arrest(s). In the Booking Maintenance notes of the new booking, enter the related closed out booking number. *Example: same as booking #1234567.*

In all cases of erroneous releases, the on duty DPS supervisor will complete an "Incident Notification". The completed "Incident Notification" will be forwarded, via the chain of command, to the Manager for review.