

## Final Release

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The Detention Processing Technician (DPT) assigned to the final release position is responsible for verifying the correct inmate is released with a valid release authority for each arrest. Prior to the inmate's release from custody all money and property are returned, the inmate's wristband is removed, and the final release process is completed before the inmate is physically released.

For security purposes, inmates with yellow wristbands (special handling) are released separately. The release deputy may remove the wristband before bringing the inmate to the final release clerk and at such time the wristband will be given to the release clerk in a discreet manner.

Additionally, inmates with large amounts of money are also released separately from other inmates.

### **RELIEVE PREVIOUS SHIFT**

At the beginning of each shift the on-coming Final Release DPT is briefed on any problems, special pick-ups, and pending releases.

### **PROCESSING FINAL RELEASES**

When the Final Release clerk receives a custody record for release, TAKE EVERYTHING out of the custody record and ensure all arrest(s) have a release authority.

#### **Pending Release Queue**

Access the inmate's record by double clicking on the inmate's name from the Pending Release Queue.

#### **Dispositions**

Go to Dispositions on the Final Release Navigator to ensure the correct disposition(s) were applied.

[Back to Top](#)

If the arrest was pre-released the previous day, re-apply the disposition(s) so the current and correct date is reflected into the inmate's Criminal History.

**NOTE: In JIMS, the DISPOSITION is entered into the inmate's Criminal History, not the Release Type used in the Final Release navigator.**

#### **Wants and Warrants**

Verify the proper Release Clearance was entered in Wants & Warrants.

#### **Related Addresses**

Verify any Notifications at Release were completed.

#### **Release Reports**

Ensure any necessary release reports were printed at the Pre Release position, if not print them.

Call one (1) inmate to the Final Release window at a time. Inmates are not to be processed in groups.

### **IDENTIFY INMATE**

This is the primary responsibility of the Final Release position.

1. Verify the inmate's wristband to ensure the correct JIMS record was retrieved.
2. Right Click on the aqua bar to view the inmate's mug shot.
3. Ask pertinent questions from the information displayed on the Demographic Detail screen to verify the identity of the inmate. (I.e. inmate's complete name, DOB, SSN, place of birth, etc.)
4. Verify the inmate's home address. Click Address Info tab, highlight most current "HOME" address, and click the Address Detail tab. If the information is incorrect DO NOT OVERLAY with new information. Return to the Address Look-up tab and click ADD. Enter information provided by the inmate. Enter in the notes section "address per inmate."

[Back to Top](#)

5. Develop a system of questioning. The custody record and/or DPT are subject to subpoena at any time. If you develop a technique of interviewing an inmate, it is easier to be confident on the witness stand.

The JIMS AKA, Additional Numbers, and Address Info tabs are available for further identification.

### **WEB I.D. FINGERPRINT VERIFICATION SYSTEM**

Web I.D. will be the final form of verification.

1. Personnel will log into the system by accessing the SDLaw Main Menu page and clicking the Web ID button.
2. To log into the application, enter the username assigned by SDLaw (EX: User is Holly Molly, username: hmollysh) and their unique password.

Refer to the [WEB I.D. FINGERPRINT VERIFICATION SYSTEM](#) power point presentation for technical guidance in using the system.

### **RELEASE DOCUMENTS**

After the inmate is properly identified, have the inmate sign any necessary release authorizations. Explain the conditions of the release and give the inmate any documents required.

### **FINAL RELEASE OF FUNDS**

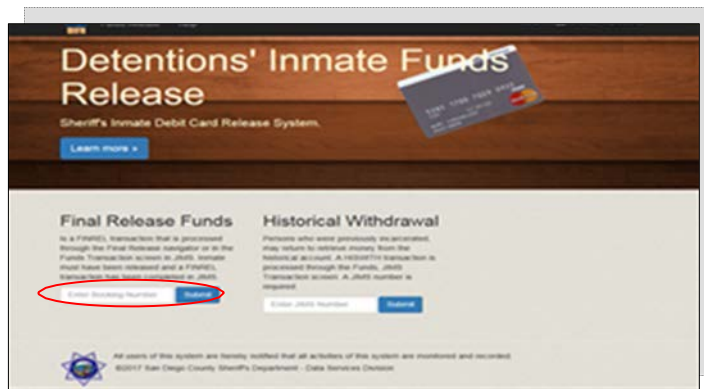
The disbursement of debit release cards will be provided by the on-duty supervisor or designee to assigned staff at the beginning of shift. The debit release cards must be maintained in numerical order according to the sequence number on back of the card, and locked in the cashier drawer at all times. A preloaded debit card will be given to all inmates with funds regardless of the amount. The Inmate Release Debit Card Tracker Form will be used to account for the disbursement of the cards. The tracker can be accessed on the Inmate Processing Division's SharePoint Site under the Forms and Resources tab.

[Back to Top](#)

1. The DPT must complete the final release process in JIMS (this includes the release of funds) and the Web ID Fingerprint Verification prior to loading the debit card. If a JIMS transaction has not been completed, a message box will appear prompting the user to do so. Both the JIMS transaction and the loading of the debit card must be processed on the same day. Keep this in mind when processing releases close to the midnight hour. If the inmate is a special release and is being picked up by a program or another agency, postpone the release of funds in JIMS and the loading of the debit card until they have arrived for the inmate.

No FINREL transaction found. Reminder: The transaction MUST be completed in JIMS on the same day prior to loading the debit card.


2. Access the DIFR application and enter the inmate's booking number in the Final Release Funds field.



3. Verify the inmate's information to ensure the correct booking number was entered.

**Please verify inmate's information.**

Book Number: <b>17115635</b>	Transaction Number: <b>406418254</b>
Last Name: <b>KENASTON</b>	Transaction Type: <b>FINREL</b>
First Name: <b>RONALD</b>	Facility: <b>7</b>
DOB: <b>19780719</b>	Amount: <b>\$266</b>

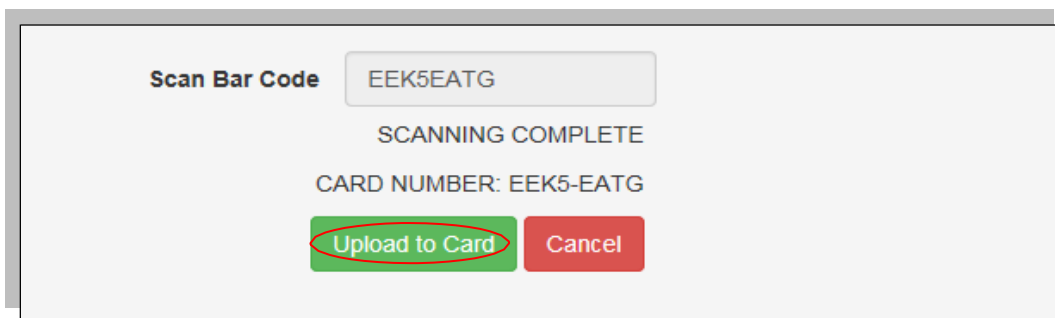
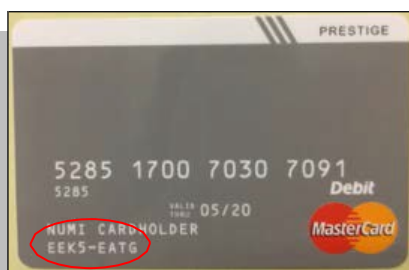


[Back to Top](#)

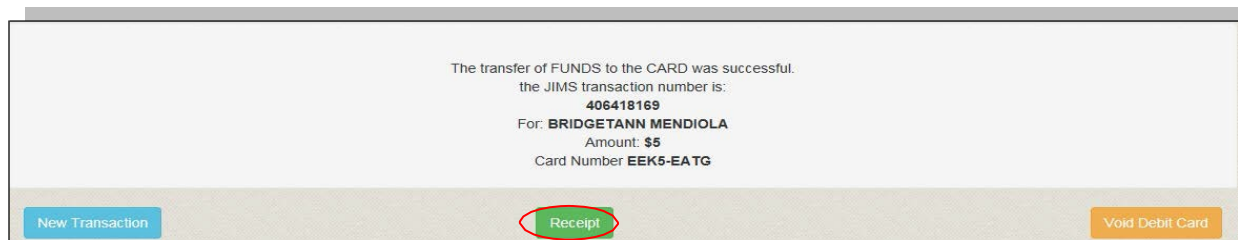
- The DPT will retrieve the debit release card from the cashier drawer and scan the bar code on the back of the card with the bar code scanner.



- Select Upload to Card. The 8 character customer code will appear (not the 16 digit card number).



- Print Receipt.

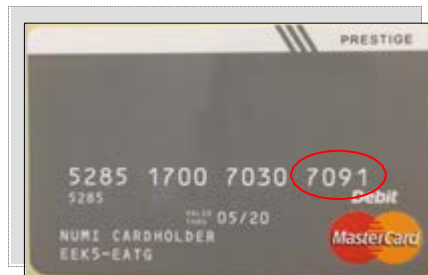


[Back to Top](#)

7. Obtain the inmate's signature on the receipt. The original will be maintained with the custody record and forwarded to Sheriff's Records.

Staff will complete the following columns on the Inmate Release Debit Card Tracker Form and obtain the inmate's signature:

- Date
- Inmate's signature
- Inmate Name
- VOID Y/N (if applicable)
- Booking #
- Void reason (if applicable)
- Amt Disbursed
- DPT ARJIS#
- Debit card last 4



The preloaded debit card will be handed to the inmate, along with the cardholder folder containing the cardholder agreement and wallet card. Inform the inmate their PIN is the MMDD of their birthday and that the card is active and ready for immediate use. To keep in compliance with Federal and State Banking Regulations, all inmates' receiving a debit card must be accompanied with the Cardholder Agreement and is available in English and Spanish.

**INMATE FUNDS OVER \$9500**

Due to banking regulations, the maximum amount that can be loaded onto any individual card is \$9,500, with a limit of one card per inmate. A check will be issued by Financial Services Division for any amount in excess. The DPS will be responsible for contacting the facility accountant to request a check.

**Example:**

If an inmate has \$12, 784 on their funds account, only \$9,500 should be released in JIMS. If the entire amount is released, the transaction will need to be voided in JIMS. If done incorrectly the application will not allow you to proceed and inform you the JIMS transaction must be voided.

[Back to Top](#)

**INMATE RELEASE DEBIT CARD TRACKER FORM**

Inventory of the debit release cards will be maintained locked in the facility safe. The supervisor will verify the numerical sequence of the cards being dispersed to ensure all cards are accounted for.

**Beginning of shift**

The DPS will retrieve (20) debit release cards from the facility safe and verify the numerical sequence, according to the sequence number on the back of the card, in the presence of the DPT.



- The DPS will notate the amount of cards being disbursed to staff and the sequence number of the first and last debit card, in the "Number of Cards Received" line.
- The receiving staff member will verify the number of cards and the numerical sequence of the cards received. Staff will notate their initials and ARJIS in the "Debit Cards received and verified by" line.
- Any additional cards received during the shift will be notated in the "Additional Cards Received (if any)" line as well as the cards sequence numbers.

Number of Cards Received	+ _____	Card sequence # _____ to Card sequence # _____
Additional Cards Received (if any)	+ _____	Card sequence # _____ to Card sequence # _____
Total number of Cards Disbursed	- _____	Card sequence # _____ to Card sequence # _____
Total number of Cards Returned	= _____	Card sequence # _____ to Card sequence # _____
Debit cards received and verified by:	_____	Original to: Financial Copy to: on-line facility folder
	Initials and ARJIS #	

[Back to Top](#)

### End of shift-Staff

Staff will determine the number of cards disbursed by counting the number of entries on the tracker. The amount of cards disbursed will be entered in the "Total number of Cards Disbursed" line of the form.

- Count the number of debit cards remaining. Cards must be kept in numerical order. The total amount left will be noted in the "Total Number of Debit Cards Returned" line of the tracker. The card sequence numbers will also be entered in this line.
- Calculate the total amount disbursed during the shift and enter the information in the "Total Amt Disbursed" line of the tracker.
- The total entered in the "Total Amt Disbursed" line will be matched to the FINREL/Final Release of Inmate Funds total line located in the Total Amount by Transaction Type section of the JIMS Cash Drawer Balancing Report.
- Return any unused cards, the Inmate Release Debit Card Tracker Form and the JIMS Cash Drawer Balancing Reports to the DPS.

### End of Shift-DPS

- The DPS will count the number of entries on the tracker form and the number of cards being returned ensuring they are in numerical order.
- The DPS will review the total entered in the Total Amt Disbursed line of the Inmate Release Debit Card Tracker Form and verify the amount balances found on the FINREL/Final Release of Inmate Funds total line located in the Total Amount by Transaction Type section of the JIMS Cash Drawer Balancing Report.
- Once the DPS has confirmed the information, they will notate their initials and ARJIS next to staff's initials in the "Debit cards received and verified by" line.

[Back to Top](#)





Number of Cards Received	+ 20	Card sequence # 66710741	to Card sequence # 66710761
Additional Cards Received (if any)	+ 5	Card sequence # 66710762	to Card sequence # 66710767
Total number of Cards Disbursed	- 25	Card sequence # 66710741	to Card sequence # 66710767
Total number of Cards Returned	= 0	Card sequence #	to Card sequence #
Debit cards received and verified by:	AK #1234 / JC #3094	Initials and ARJIS #	Original to: Financial Copy to: on-line facility folder

- The DPS will place the remaining cards in the facility safe.
- The tracker will be scanned into the Detentions Inmate Funds Release Folder located in the v drive: Inmate Processing Division>Detentions Inmate Funds Release. The hardcopy will be forwarded to Financial Services Division along with the Cash Drawer Balancing Report.

**VOIDED TRANSACTIONS**

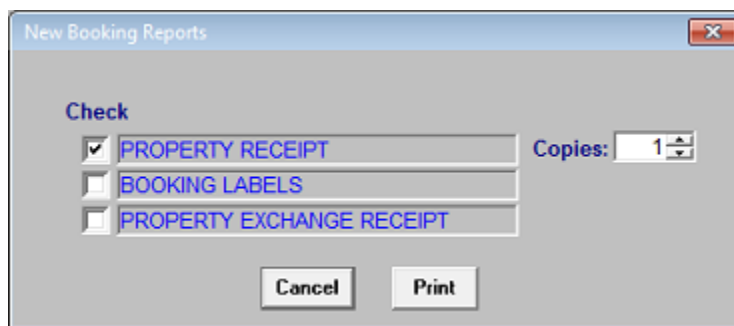
Voided transaction information will be documented in the Inmate Release Debit Card Tracker Form. All columns will be filled out in their entirety. An inmate signature will not be collected. The voided card will be secured in the locked cashier drawer and returned to the DPS at the end of shift with the tracker.

- Assigned staff will contact the DPS regarding the voided transaction.
- The DPS will perform an internal void in JIMS.
- The DPS will log the voided transaction into the DPS log.
- The DPS will collect voided debit cards at the end of the shift with the tracker.
- The DPS will log the voided card in the Defective Card Log located in the Detentions Inmate Funds Release folder and forward the voided debit card and Defective Card Log to the SOS.
- The SOS will email the Defective Card Log to Numi Financial and destroy the voided debit card.

**PERSONAL PROPERTY**

In the Personal Property Navigator in JIMS, release the inmate's storage by clicking **Rls/d** under Storage Locations. Print one copy of the Property Receipt and uncheck the remaining reports.

[Back to Top](#)

A screenshot of a software dialog box titled "New Booking Reports". The dialog has a "Check" section with three items: "PROPERTY RECEIPT" (checked), "BOOKING LABELS" (unchecked), and "PROPERTY EXCHANGE RECEIPT" (unchecked). To the right of these items is a "Copies:" label and a spinner box set to "1". At the bottom of the dialog are "Cancel" and "Print" buttons.

Return the inmate's property after the inmate has signed for it ([Detentions Policy and Procedures Q.69](#)). Ensure ONLY the property that is released to the inmate is what is released in JIMS. If specific property items stored are not released to the inmate, DO NOT release the property in JIMS.

**NOTE:** *There is no need to release each item in the screen. Once you place a check mark in the RIs/d box for the hanger/bin, the S will automatically change to R for all listed property.*

#### **Property in Safe**

When property or money for an inmate is in the safe, the Watch Commander, Processing Sergeant, or the Detention Processing Supervisor is notified to remove the property from the safe.

#### **Contaminated Cash and Property**

Contaminated money and property is **not** inventoried. Contaminated money is placed in the sealed property bag at the time of Pre-book.

#### **Missing Property**

When an inmate claims lost/missing property, the Watch Commander or Processing Sergeant and the on-duty supervisor is notified. A report is completed per [Detentions Policy and Procedures Q.63](#). The inmate is given a Missing Property Claim Form at the discretion of the Sergeant or Watch Commander.

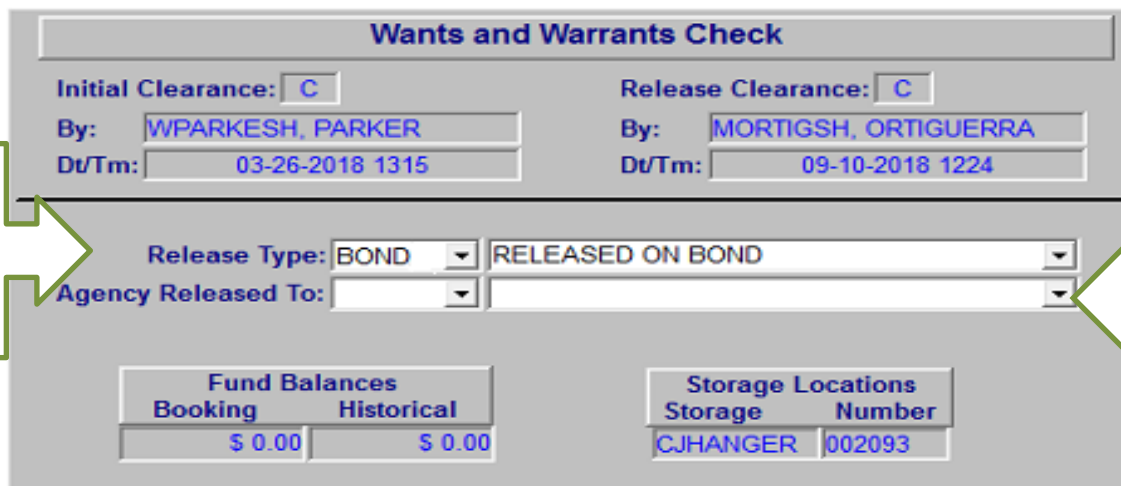
[Back to Top](#)

**NOTE: Sealed Property bags are not opened by jail staff without the Watch Commander's approval, therefore, if the item is not in the bag, it did not come into the jail and the inmate should be instructed to contact the Arresting Agency/Officer.**

**FINAL RELEASE is to be completed before physically releasing the inmate from the facility.**

To release the inmate from JIMS:

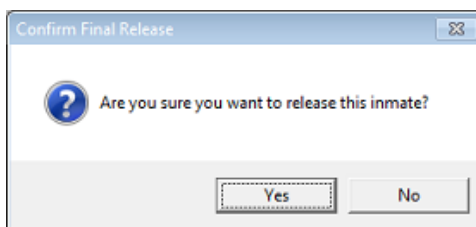
Select Final Release from the Final Release Navigator. Click Save.



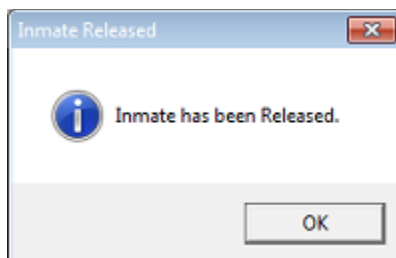
Enter the correct Release Type

Enter the Agency Released To (If appropriate)

- A message box asking, "Are you sure you want to release this inmate?" appears. Select Yes.

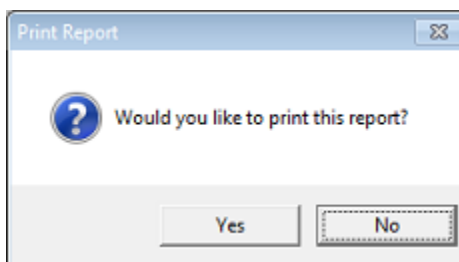


- A message box stating, "Inmate has been released" appear. Click OK.



[Back to Top](#)

- Another message box asks, "Would you like to print this report?" Select No.



**NOTE: Be sure to cut the inmate's wristband. If the inmate is seen in public with a wristband, it is presumed the inmate has escaped.**

## STATE TRANSFERS

When an inmate is released to a State institution or the inmate has a negative balance, the fund balance is transferred to the inmate's Historical Account. The Accounting office sends the funds to the inmate's destination. To transfer an inmate's fund balance to a Historical Account:

- Click on the box next to the General account under the Summary of Accounts.
- Click on Transfer to History.

## INDIGENT INMATES

Indigent inmates released with \$5.00 or less are given a Limited Use Compass Card and/or taxi voucher ([Detentions Policy and Procedures T.25](#)). When such inmates request a Limited Use Compass Card and/or taxi voucher the following procedures apply:

1. The DPT will complete the appropriate sections of the Indigent Inmate Transportation Voucher Log (J-81) form. Upon receipt of the card/voucher, the inmate will sign the appropriate section.
  - a. One Limited Use Compass Card shall be given to an inmate
  - b. One to four inmates can ride per taxi voucher (if releasing from East Mesa Detention Facility or George Bailey Detention Facility)

[Back to Top](#)

2. At the end of each shift, the J-81 form will be scanned and saved to the appropriate online folder and the original sent to the Reentry Services Division (RSD) **MS S-286**. The DPS or other designated person will maintain a supply of cards/vouchers and ensure an adequate supply is on hand between purchase requests.

### **TRANSPORTATION TO ANOTHER COUNTY**

An Indigent Inmate Travel Voucher (J-82) form is issued to inmates who are released and reside within 500 miles of San Diego County and is limited to the State of California.

1. The DPT will complete the appropriate sections of the J-82 form and have the inmate sign the form. The watch commander or DPS will sign to authorize the J-82 form and make a copy.
2. Upon release, the inmate will deliver the original J-82 form to the Greyhound station ticket counter. A ticket will be issued to the inmate.
3. The DPS, of the issuing detention facility, will scan a copy of the J-82 form to the RSD for payment from the Inmate Welfare Fund.

### **CUSTODY RECORD PROCESSING (RELEASED INMATE RECORDS)**

The contents of the released inmate custody records are removed and placed in the following order before sending to Sheriff's Records.

- Mugshot profile/Facecard
- Booking Intake/Personal Property Inventory (Form J-15)
- Court documents in arrest & chronological order
- Quality Assurance/review sheet

**NOTE: The package is kept at the facility for 3 days before sending to Sheriff's Records.**

- Duplicate copies of court orders, holds, etc. must be disposed of
- Staple all documents together in the upper left corner
- All other staples, paper clips, fasteners and sharp objects will be removed
- Completed packages are placed in a designated bin/box

[Back to Top](#)

## INMATE RELEASES WHEN COMPUTER IS INOPERATIVE

Per [Detentions Policy and Procedures Q.71](#), In the event the computer system is inoperative, (including the records and identification system) and an inmate cannot be identified, the following procedures apply. The detentions processing supervisor or designee will contact the DSD Help Desk to determine the length of down-time. If the computers are expected to return to service in less than four (4) hours, the custody records are set aside until the computers are working and the records check completed. When the computers are back in service, the check consists of standard operating procedures for the pre-release and final release position.

If the computer down time exceeds four (4) hours, the DPT shall:

1. Pull all documents from the custody record and ensure no additional cases are pending.
2. Check the custody record for any pending warrants or holds.
3. Review the Booking Intake/Personal Property Inventory (form J-15) to see if the arresting officer has written any information that is not already within the custody record.

The DPT will submit the custody record to the watch commander or designee for review to determine whether the inmate will be released. If the release is authorized, the release process will commence. The inmate is informed of his/her release without receiving their money and is told to return at a later time to retrieve their money. A compass card may be issued if necessary.

[Back to Top](#)