



## Releases to Another Agency

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### RELEASING TO ANOTHER AGENCY

The arrest releasing the incarcerated individual to another agency is a booked type of arrest. Therefore, if it is booked as a hold type of arrest, it is re-booked as a booked type of arrest. The disposition RBHD (Rebook hold) is entered for the hold arrest and an additional arrest is completed with the appropriate booked type of arrest.

- Copies of remaining active warrants or holds are made. The originals will go with the incarcerated individual and the copies are filed in the incarcerated individual's custody record. A teletype or phone call is made to notify the issuing agency(s) of any remaining holds of the incarcerated individual's transfer of custody.

The appropriate disposition is entered for the booked and hold type of arrests prior to forwarding the custody record to final release.

***NOTE:** When a release disposition is entered for a hold type of arrest the date and time automatically populates in the disposition date/time field. This date is also manually entered in the return/release date/time field.*

### COUNTY MENTAL HEALTH/COURTESY DROP OFF

In ALL cases where an incarcerated individual is being transported to county mental health, this should be entered in the "Agency Released to" field as CMH-County Mental Health.

When an incarcerated individual is being transferred to CMH as a courtesy; the custody record will be closed out in JIMS prior to the incarcerated individual leaving the facility.