

Section 18: Release

Subject: Identification and Release Documentation

Minimum Standard: 5120:1-8-01(A)(13)

Revised: 05/2005, 01/2008, 12/2008, 12/2011

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing inmate's identification and release documentation shall be verified. Inmates shall not be released, removed, or otherwise transferred from the Erie County Jail unless proper written documents are available to authorize the release or removal. Such documents include bond papers, courts orders, docket entries, written release orders, warrants, and/or other similar verification. The inmate's identification shall be verified by photo identification prior to release. It shall be the policy of the Erie County Jail to hold an inmate for a minimum of 4 hours in the event he inmate is displaying erratic, violent, and/or unruly behavior that could be harmful to the public. After the 4 hour period, the shift supervisor will have the option to release the inmate to a responsible, competent adult. This person will be required to co-sign the bond.

PROCEDURE

Any inmate who was arrested on an alcohol related charge or appears to be under the influence of alcohol must test below .08 prior to release from custody without a co-signer. Such test will be conducted using a portable breath tester or the BAC Datamaster. When using the PBT or Datamaster the officer conducting the test should attach the printed ticket to the inmate's file.

1. All documents or information provided for the release of an inmate shall be forwarded immediately to the Shift Supervisor prior to release of the prisoner.
2. Before the formal release, the Shift Supervisor must verify the legality of the action.
3. No inmate of the Erie County Jail shall be released unless:
 - a. They have met bond requirements set by the court.
 - b. They have fulfilled their obligations of sentence as set forth by the court.
 - c. There is a written court order or verbal directive from the court of record.
 - d. If the Corrections Officer has reason to question the validity of the documents or instructions presented for the release the Jail Administrator will be called.
4. The Corrections Officer assigned to release the inmate will satisfy all required information concerning the release of the inmate noting time, disposition, and/or reason for release on all jail forms and/or computerized records. The release section of the incarceration form shall be completed. The shift supervisor will review all data and sign the bottom of the checklist to indicate all release steps have been properly completed (See Forms: A: Incarceration Form). This is to be completed prior to the prisoner's release from custody.
5. The releasing Corrections Officer will make certain that no detainer, hold or warrants are pending by checking through LEADS, NCIC, and warrant information at the Erie County Sheriff's Office.