

**Section 18: Release**

**Subject: Releasing an Inmate to Another Agency**

**Minimum Standard: 5120-1-8-01(A)(14)**

**Revised: 05/2019**

**Authorized:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

**POLICY**

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance showing upon an inmate's release to another agency the jail shall document:

- a. The identity of the receiving officer and agency taking custody of the inmate.
- b. The date and time of release to the agency taking custody of the inmate.
- c. The authority for the release.

No inmate of the Erie County Jail will be released unless the legality of the action is clearly established and the identity of the inmate is certain.

**PROCEDURE**

- A. The Corrections Officer who is to release an inmate on a holder, detainer, warrant, or other legal document to the custody of another law enforcement agency, detention facility, or other jurisdiction will:
  1. Have the Shift Supervisor confirm the proper documentation and ensure that all necessary waivers of the extradition or court entries are in order.
  2. The releasing officer will then make arrangements for the transfer by notifying the agency from which the holder or detainer originated by notifying them through a LEADS communication.
  3. In the event that there are multiple holder or detainees on the inmate, the Shift Supervisor will contact the agency closest to the Erie County Jail that has a holder or detainees on the inmate.
  4. Before transferring custody of any inmate to another agency the Corrections Officer escorting the agents or officer inside the security perimeter will verify their identity.
  5. Prior to the release of an inmate to the care and custody of another agency the officer receiving the inmate shall sign for receipt of the inmate pursuant to the form generated by the current jail Records Management System. The form containing the receiving officer's signature will be placed in the inmate's document file.