

## INMATE RELEASE

STANDARD NO(S):

NYSSA # 66

DATE:

October 13, 2009

REFER TO:

Thomas J. Mulheron

I. OBJECTIVE:

To establish a standardized inmate release process.

II. POLICY:

To ensure all inmates released from the Seneca County Correctional Facility are discharged under proper legal authority and that no inmate is detained longer than the law states.

III. DETAILS:

- A. An Escort Officer will verify the inmate's pending release with the Booking Officer.
- B. The Booking Officer will check the inmate's files for any warrants or detainers, and complete a CF-046 (Warrant Check Form) and forward to the Sergeant's Office where the information will be verified by the Shift Supervisor via the ejusticeNY systems.
- C. The Booking Officer will notify the housing unit of the inmate's pending release time.
- D. The Escort Officer will assist the Housing Unit Officer in examining the inmate's cell to verify that it is in good repair. Such verification will be documented using [Form SCSO-CF-013 \(Pre and Post Occupancy Cell Inspection Form\)](#). Any and all damage will be documented and notification made to the Shift Supervisor before the inmate is released. Such incidents will be handled in accordance with the policy entitled "[Facility Criminal Investigations](#)", this manual.
- E. The inmate will be escorted to the Shower/Search Room where facility issued property will be returned and placed in the laundry cart.

- F.** The inmate's personal property will be removed from their hanging property bag and returned to them through the Property Room pass-through by the Booking Officer/Escort Officer. The inmate's numbered handbook will be placed in the pass-through by the officer stationed in the Shower/Search Room and inspected by the Booking Officer/Escort Officer to ensure it is in good repair. If the handbook is found to be in good repair, it will be placed in the coinciding numbered hanging property bag's valuables pouch. If the handbook is found to be altered or unusable, such information will be forwarded to the Shift Supervisor. The inmate's empty property bin will be placed in the laundry cart for pick-up by the laundry inmate worker for cleaning and repackaging within the laundry room. If the property bin is found to be damaged in any way, such information will be forwarded to the Shift Supervisor. It will be the responsibility of the "A/B" corridor Escort Officer to regularly replenish the supply of facility issued items in both Housing Unit "A" and Housing Unit "B" storage closets.
- G.** The inmate will then be instructed to change out in the shower area, where upon completion; they will place the remainder of their facility issued items in the laundry cart. If facility issued items other than clothing or linens are found during the change out they will be discarded. The only items that will be retained, if in useable condition, will be the flex pen and drinking cup. Flex pens will be given back to the Housing Officer prior to leaving the unit for redistribution, drinking cups will be given back to the kitchen for cleansing.
- H.** Both the inmate and Booking Officer or Escort Officer will sign the property receipt form verifying the exchange of property and the form's accuracy. If there is any discrepancy with the exchange of property, the Shift Supervisor will be notified.
- I.** A copy of the completed form will be given to the inmate.
- J.** The inmate will be allowed to make a phone call for arranging transportation.
- K.** If the inmate is wanted by another agency, notification of the inmates pending release will be made as well as arrangement for transfer of custody.
- L.** The inmate will then be placed in inmate waiting or a holding cell pending the arrival of the outside agency.
- M.** All documents from the released inmates booking folder will be placed into a neat and reasonable order to be collected by the third Shift Supervisor for return to the Records Office.
- N.** All sentenced inmates will be released at 0800 hours on the date their sentence expires.