



# LEON COUNTY SHERIFF'S OFFICE

## *Standard Operating Procedure 450.I8 Inmate Furloughs*

<b><i>EFFECTIVE:</i></b>	<b><i>REVISED:</i></b>	<b><i>RESCINDS:</i></b>
<b>1 OCTOBER 1999</b>	<b>11 January 2017</b>	<b>26 July 2013</b>

- A. PURPOSE:** The purpose of this procedure is to establish guidelines for Inmate Furloughs.
- B. SCOPE:** This procedure shall apply to all Corrections Personnel.
- C. POLICY:** It is the policy of the Leon County Detention Facility that eligible inmates may be permitted escorted and unescorted leaves into the community for the purpose of attending a funeral or due to a family crisis. All such leave shall be approved by the Court.
- D. DEFINITIONS:** N/A

**Furlough:** Temporary release of an inmate, entrusted to the care custody and control of the Leon County Detention Facility, from the physical confines of the Detention Facility, for the intended purpose.

**Inmate:** A person with pending criminal charges, or one who has been sentenced, who is being held in the custody in the Leon County Detention Facility and/or entrusted to the custody of the Leon County Sheriff.

**Immediate Family:** Father, mother, spouse, children, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, grandparent, grandchild, stepparent, stepchild, great grandmother or great grandfather. Individuals properly registered with the Leon County Domestic Partner Registry are also included for purposes of this written directive.

### **E. PROCEDURE:**

#### **1. REQUEST AND PETITION TO THE COURT**

- a. Defense counsel may petition the court to approve leave for an inmate in the event of the death of a member of the inmate's immediate family (as defined).
- b. Defense counsel shall notify the Detention Facility Chief that they will be seeking a furlough at least 36 hours prior to the need for the furlough and ascertain whether or not there is an objection to the furlough.

- 1) The details of the requested furlough, to include but not limited to whether the furlough is to be escorted, the destination, the purpose, the date(s) and time(s) of anticipated release and return shall be provided / obtained.
  - 2) Criteria for consideration shall include, but is not limited to, the inmate's criminal history and pending charges, bond amount, purpose of the request, location/destination (if applicable, and any intelligence information which may be available. The inmate's behavior noted in the classification file and medical history shall also be considered.
- c. In the event that defense counsel cannot notify the Detention Facility Chief 36 hours prior to the furlough, the Detention Facility Chief will make every effort to satisfy the request, but it will be contingent upon the Detention Facility Chief's ability to staff the furlough with the given time constraints.
  - d. Defense counsel shall contact the Assistant State Attorney and advise him/her of the Sheriff's position. Defense counsel shall ascertain the State's position.
  - e. Defense counsel shall draft a motion outlining all the particular details and conditions. The motion shall set forth the position of the Sheriff and the State. It shall identify who the defense has contacted, whether the furlough is to be escorted, and the date/time of release and date/time of return to the Detention Facility. The motion shall also state that the defendant will bear the costs associated with the furlough and that they must be paid in advance.
  - f. The Assistant State Attorney and the Sheriff's Legal Counsel shall be copied in the Certificate of Service of all motions. Likewise, both parties shall be noticed for any hearings that are required.

## **2. CONDITIONS OF FURLOUGHS**

- a. The decision to grant or deny a furlough shall be at the sole discretion of the court, after considering input from the Sheriff's Office and the State Attorney's Office.
- b. Any order granting a furlough shall be copied to the Leon County Sheriff, the Leon County Detention Facility, the Office of the State Attorney and the Defense Counsel. Approved leaves require a member of the court to notify the Detention Facility by fax, computer entry, or hand delivered order. The order shall contain the following:
  - 1) The Judge's decision to release (including his/her name) must cover each charge that the inmate is incarcerated on;
  - 2) Release date and time;
  - 3) Transportation or Security Requirements; and

- 4) Return date and time.

### 3. TYPES OF FURLOUGHS

- a. **Unescorted Furloughs** - Court order releasing the inmate.
- b. **Escorted Furloughs** - Court order releasing the inmate and requiring the inmate to pay the cost of transportation and supervision by the Sheriff's Office prior to the leave. Upon notification of an approved escorted leave, the procedure listed below shall be followed:
  - 1) The estimated cost for transportation and Supervision will be figured by the Extra Duty Employment Office. The inmate or his/her family must pay the estimated amount in advance at the Sheriff's Office. The cost will be based on two Deputies for a minimum of three hours each.
  - 2) The Personnel arrangements for the transportation/supervision of the inmate shall be made by the Extra Duty Employment Officer.
  - 3) Inmates approved for escorted leave shall be handcuffed and shackled while out of the secure confines of the facility.
  - 4) The activity must be held within the boundaries of Leon County.

### 4. WARRANT CHECKS

- a. A local, state and national computer check on all persons to be furloughed shall be initiated by the member receiving such information, request or court order. Charges of a serious nature and/or new pending cases or warrants discovered during the check shall be brought to the attention of the Detention Facility Chief immediately.

---

APPROVED: \_\_\_\_\_



DEPARTMENT OF DETENTION CHIEF