



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Correctional Services	Section: 505.5
Subject: Classification and Inmate Records	Topic: Release of Inmates
Accreditation: 6VAC15-40-420, 6VAC15-40-1090	
Enacted: 04/16/2008	Revised: 09/22/2016
Last Review:	Reaffirmed:
	Review:

I. PURPOSE

The purpose of this General Order is to provide directives for the lawful and proper release of inmates from the Loudoun County Adult Detention Center.

II. POLICY

It shall be the policy of the Corrections/Court Services Division to establish release procedures to support the proper and timely release of inmates from the Adult Detention Center or Work Release Facility.

During hours of operation for the Records Section, the Records Supervisor shall approve all inmates for release. The approval shall be documented on the inmate record with the Records Supervisor's initials and a notation stating that the file was reviewed and approved. In the absence of the Records Supervisor, the releasing authority must be a supervisor on shift.

Prior to the release of any inmate, the inmate record and all court paperwork shall be reviewed by the following: Records staff (during their hours of operation), shift and/or squad supervisors and the Booking Deputy.

III. DEFINITIONS:

Detainer: A warrant or hold placed against a person in a federal, state or local correctional facility notifying the holding authority of another jurisdiction's intent to take custody of that individual when he/she is released.

III. PROCEDURE

A. Release of Inmates

1. Records Supervisor Responsibilities

- a. When an inmate is due for release or attempting to bond, the inmate record (either the permanent or temporary record) will be reviewed to make sure that there are no detainers on file and that all charges are adjudicated and/or all sentences are served.

- b. Ensure all court paperwork from the inmate record is in chronological order and matches all charges listed on the Inmate Summary Sheet using Offense Tracking Numbers (OTN) and Case Numbers.
 - 1) Track the proceedings of the court pertaining to each charge.
 - 2) The supervisor is to verify the final disposition of each charge or that a bond is assigned allowing the inmate to make bond.
 - 3) Look for any time computation sheets for all charges and verify that it is the proper date for release (for sentenced inmates only).
 - c. Verify that the charge(s) listed on the Inmate Summary Sheet in the record match the charges listed in the Offender Management System.
 - d. If it is a scheduled release, verify that the release date is also listed in the Offender Management System under inmate release section.
 - e. After the Records Supervisor completes the review and approves the inmate for release, they will sign on the inmate record that the inmate record has been reviewed and approved for release. The record will be forwarded to a squad supervisor for review.
 - f. If an inmate is being transferred to another jurisdiction, the Records Supervisor will:
 - 1) Ensure that the transfer is recorded on the Records Daily Pass On.
 - 2) Notify the medical section so a medical transfer sheet can be completed to accompany the inmate.
 - 3) Notify the Inmate Accounts Clerk of the transfer so that if the inmate has funds on an account, the account can be closed and a check will be written to accompany the inmate to the destination facility.
2. Squad Supervisor Responsibilities
- a. When a squad supervisor is made aware of a release, they will perform the same steps (Section A, #1, subsection a through e) taken by the Records Supervisor.
 - b. Contact the Leesburg Police Department in order to have them check for local wants and/or warrants on the inmate.
 - c. Run a Warrants check through NCIC/VCIN on the inmate to make sure that there are no outstanding warrants on the inmate.

- d. Review the wanted list from the Loudoun County Sheriff's Office Administrative Records Section to check that the inmate being released does not have an outstanding warrant(s).
 - e. Contact the Inmate Account Clerk to release any funds due to the inmate.
 - 1) If the inmate is being released at night or when the Inmate Account Clerk is not working, have the inmate fill out the Authorization to Mail Released Funds form with a working address and place the form into the box for the inmate accounts clerk.
 - 2) Check the secure lock box in Intake behind the booking desk to see if money is still in the box; and sign the money out of the money book.
 - f. Contact the medical staff to check if the inmate being released has any medication or medical supplies that needs to be taken with them.
 - g. When the squad supervisor completes their file review following the steps outlined above, they will sign on the inmate record that the inmate record has been reviewed and approved for release. The record will then be forwarded to the Booking Deputy.
3. Booking Deputy Responsibility
- a. Once the Booking Deputy is made aware of a release, they will perform the same steps (Section A, #1, subsection a through e) taken by the Records Supervisor. If the inmate is being taken to the magistrate to obtain a release order, the booking deputy shall verify that the all charges have been released properly before physically releasing the inmate.
 - b. If, for any reason, the squad supervisor or the Booking Deputy finds a discrepancy with the information in the record, the release must be stopped until all the information can be verified and/or corrected.
 - c. The Booking Deputy will call the housing unit where the inmate is located and the following will be completed:
 - 1) The housing unit deputy will have the inmate pack their personal and Adult Detention Center belongings.
 - 2) All property belonging to the Adult Detention Center will be collected and returned to the appropriate storage location and documented on the Loudoun County Adult Detention Center Inmate Property Record.

b. All reasonable efforts will be taken to affect the recovery of the inmate.

IV. DOC STANDARD

6VAC15-40-420: Transfer of Summaries of Medical Record

Summaries of the medical record file shall be forwarded to the facility to which the inmate is transferred.

Compliance Documentation:

- Review summary sheets
- Interview medical staff

It is recommended that medical health transfer sheets include a summary of current medical problems, inmate current health status, current level of activities, current therapy including medication and anticipated future health care needs.

6VAC15-40-1090: Release of Inmate

Written policy, procedure and practice shall require that, prior to an inmate's release, positive identification is made of the release, authority for release is verified and a check for holds in other jurisdictions is completed.

Compliance Documentation:

- Review written policy and procedures
- Review documentation of NCIC/CCRE checks
- Interview staff

From the standpoint of liability and public safety, considerable care must be taken to correctly identify the inmate scheduled for release or transfer (i.e., by fingerprints, identification card, wrist band, picture, etc.) and to verify the authorizing documentation presented to discharge the inmate (i.e., writ of habeas corpus, parole release order, court order, release by expiration of sentence, etc.). NCIC/VCIN checks must be made at the time of release to ensure no additional charges in other jurisdictions are pending.

This General Order becomes effective September 23, 2016, and rescinds all previous rules and regulations pertaining to the subject.