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Over Detentions

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OVER DETENTIONS

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I. GENERAL INFORMATION

- A. Any Corrections Deputy receiving a complaint claiming that an inmate's release date has passed shall immediately contact the Facility Supervisor and request an investigation of the inmate's allegation.

II. PROCEDURE

- A. Each Facility Supervisor will immediately, upon notification of a possible over detention or false imprisonment situation, cause an investigation to be conducted into the inmate's allegation.
- B. Upon verifying the over detention, the Facility Supervisor will:
1. Cause Corrections personnel to immediately process the inmate for release; and
  2. Prepare a Corrections Incident Report covering the investigation of the incident.
    - a. The Corrections Incident Report will contain all information pertaining to the inmate's custody status:
      - (1) Jail Booking Record;
      - (2) Court Commitment Documents;
      - (3) Release Date Computation Document; and
      - (4) Any other custody documentation.
    - b. The Facility Supervisor will forward a copy of the completed investigation to the Corrections Division Commander, via the Corrections Lieutenant.