

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 12.05
		Issue Date: March 21, 2005
		Revision Date: March 2, 2015; March 8, 2016
CHAPTER: Corrections		Related Policy: G.O. 12.02 (Specific Operations Related to the Jail), G.O. 12.04 (Transporting Inmates)
SUBJECT: Temporary Removal of Inmates from the Jail		Related Laws:

POLICY: Prior to initial court appearance, an inmate may be removed from the Corrections Division custody by the arresting agency with or without the consent of the inmate. After arraignment or other court action committing an individual into the custody of the Sheriff, it will be required for the inmate to provide his/her consent prior to being removed from the facility by another law enforcement agency. This policy does not prohibit transport to and from the court or executing provisions of court orders requiring transportation of inmates.

RULE:

1. When another law enforcement agency wishes to temporarily take an inmate out of the jail for investigative purposes, they must fill out the Temporary Custody Request form and submit it to the Security Supervisor for approval.
2. A security supervisor must review and approve the temporary removal prior to the inmate leaving the facility on the Temporary Custody Request form.
3. At the completion of the temporary removal, completed forms will be placed in the inmate's file.

PROCEDURE:

- I. Removal of Inmates Prior to Initial Court Appearance
 - A. If approved, the Security Supervisor will notify Corrections staff to prepare the inmate(s) for temporary removal.
 1. Medical staff will be notified to ensure medical needs will be met during the temporary removal.
 2. If it appears that the inmate will miss a meal period, kitchen staff will be notified so a sack lunch may be provided for the inmate.

3. If applicable, a transport alert form will be filled out and provided to the transporting officer.

II. Removal of Inmates After Initial Court Appearance

- A. If approved, the Security Supervisor will notify Corrections staff to prepare the inmate(s) for temporary removal.
 1. Medical staff will be notified to ensure medical needs will be met during the temporary removal.
 2. If it appears that the inmate will miss a meal period, kitchen staff will be notified so a sack lunch may be provided for the inmate.
 3. If applicable, a transport alert form will be filled out and provided to the transporting officer.
- B. Records will prepare a Temporary Custody Authorization Form for the Officer's signature and the inmate's signature.
- C. Corrections staff will ensure that the Temporary Custody Authorization Form is signed by the officer and inmate in the appropriate places.
- D. Corrections staff will note on the Temporary Custody Authorization Form the date and time when the inmate left the facility.
- E. The signed Temporary Custody Authorization Form will be retained by Records while the inmate is out of the facility.
- F. Upon the inmate's return to the facility, Corrections staff will note on the Temporary Custody Authorization Form when the inmate was returned.

