

UNION COUNTY SHERIFF'S OFFICE STANDARD OPERATING PROCEDURES																	
VOLUME: VII	CHAPTER: 10	# OF PAGES: 21															
SUBJECT: DOC POST ORDER: INTAKE AND RELEASING AREA																	
EFFECTIVE DATE: May 23, 2023	REVISIONS <table border="1"> <thead> <tr> <th>DATE</th> <th>PAGE #</th> <th>SECTION</th> </tr> </thead> <tbody> <tr> <td>7/1/2024</td> <td>2</td> <td>II-A</td> </tr> <tr> <td>7/1/2024</td> <td>5</td> <td>III-G</td> </tr> <tr> <td>7/1/2024</td> <td>10</td> <td>F</td> </tr> <tr> <td>7/11/2024</td> <td>3</td> <td>II-G</td> </tr> </tbody> </table>			DATE	PAGE #	SECTION	7/1/2024	2	II-A	7/1/2024	5	III-G	7/1/2024	10	F	7/11/2024	3
DATE	PAGE #	SECTION															
7/1/2024	2	II-A															
7/1/2024	5	III-G															
7/1/2024	10	F															
7/11/2024	3	II-G															
BY THE ORDER OF: SHERIFF PETER CORVELLI																	

PURPOSE:

To inform Union County Sheriff's Office Division of Corrections (UCSO-DOC) personnel of the Specified Duties of Intake and Release Area Posts.

POLICY:

The following are post orders to be followed by Correctional Police Officers assigned to the Intake and Release Area Posts. While these orders are as thorough as possible, they cannot cover every situation that may arise; therefore, common sense must be used at all times. It is the responsibility of an Area Supervisor to request assistance from the Shift Commander if he or she is uncertain about any situation that may arise.

Post orders are **confidential** and should be kept in a secure area. Review post orders for changes, additions, deletions, or new orders. **Post orders are not to be read by inmates.**

DEFINITIONS:

- A. **I/R:** Intake and Release Area.
- B. **I/R Officer(s):** Correctional Police Officers assigned to the Intake/Release Area.
- C. **OMS:** Offender Management System.
- D. **CCIS:** County Corrections Information System.
- E. **NCIC:** National Crime Information Center.
- F. **eCourts:** State of New Jersey electronic courts online system.
- G. **PCSAM:** Person Case Search and Manage function of the New Jersey eCourts system.
- H. **eAgent:** NCIC search.
- I. **Keefe:** Designated vendor for inmate commissary accounts.
- J. **GTL:** Global-Tel Link, designated vendor for inmate phone accounts.

PROCEDURE:

I. General Duties

- A. Intake and Release Officers are responsible to adhere to *Volume VII, Chapter 03, DOC General Post Orders* at all times.
- B. Officers will assist/relieve other Officers in the I/R Area as directed by the Area Supervisor.
- C. In the event that an officer is reassigned to cover any other post, they will follow the Post Order for that particular area.

II. Specific Intake Duties of I/R Officers

- A. Officers will keep the UCDOC.BK.REL email account open on their desktop during the entire shift.
 - 1. Officers will ensure prompt commitment of any direct intakes booked into the Essex County Jail received through the UCDOC.BK.REL email account into the OMS.
 - 2. Officers will print out the complete commitment paperwork received through email sent from the Essex County Jail.
 - 3. Officers will create a complete I/P commitment jacket to be filed.
 - 4. Officers will request the I/P's personal property and clothing to be transferred back to our facility via email from the Essex County Jail.
 - 5. Officers will open a Keefe commissary account.

- B. Verifying that all paperwork from the committing authority is accurate and complete before accepting an incarcerated person(s) for processing.
 - 1. Incomplete paperwork will not preclude an incarcerated person from being committed into the Jail's custody; every courtesy will be afforded to the committing agency to obtain necessary documents.
- C. Time stamping commitment forms and returning the white copy to the transporting authority as a receipt when applicable.
- D. Verify height, weight, and race when applicable for an eCourt commitment. This information can be found on the Finger Print Card or Arrest Report.
- E. Fill out the receive sheet in its entirety, to include incarcerated person(s) name, commitment number, housing location and box number.
- F. Re-book incarcerated person(s) into the OMS using the SBI# as the primary identifier and/or the incarcerated person(s) name via the Booking Wizard.
- G. Enter all pertinent information and charges found on the commitment form, warrant (pages) and upload receipt into the OMS.
- H. Enter victim notification information.
- I. Assign incarcerated person(s) appropriate housing locations. Cell locations must also be entered into CCIS. Any issues shall be reported to the Area Supervisor.
- J. Property box numbers will be issued from the list of available boxes in the OMS. Property box numbers will not be entered manually. Only one incarcerated person(s) is permitted per property box. Multiple inmates cannot be issued the same box number. Property boxes located in the basement Laundry Area must be utilized.
- K. Officers will log on to the eAgent portal and PCSAM and search for the incarcerated person(s) NCIC and review for any wants, warrants, and/or holds.
- L. Enter all detainer information into the OMS and file all hard copies in the detainer file box in commitment number order
- M. E-mail/Fax the Classification Unit all Court Sentenced Dispositions and/or commitments recording a sentence including New Jersey State Parole Commitments.
- N. Complete the commitment jacket to include incarcerated person(s) full name, commitment number, housing location, box number, and detainer information.
- O. Officers must include their Badge Number on all documents which require an Officer's signature.
- P. Oversized property will be accepted only on Union County Sheriff's Office bench warrant commitments. The oversized property boxes in the laundry area will be utilized.
- Q. Officer will do the following regarding incarcerated person(s) property, clothing and funds, etc;
 - 1. Inventory and accept allowable incarcerated person(s) property from the committing agency.
 - 2. Prepare the incarcerated person(s) personal property envelope to include the incarcerated person(s) full name, address, commitment number and box number.
 - 3. Inventory the incarcerated person(s) property in front of him/her, document on the cover receipt what is being stored inside of the envelope.
 - 4. Count and verify all funds received; notify the Area Supervisor of any discrepancy.

5. Enter incarcerated person(s) funds into the Keefe computer establishing a fund account for each newly committed individual. The Keefe account must be established regardless if an incarcerated person(s) has funds. This will interface with the phone system (GTL V-Track) opening a phone account.
6. Deposit the incarcerated person(s) money envelope in the drop safe located in the I/R Area.
7. In the event there is a Keefe/GTL outage; generate a log and make the appropriate notifications. The Area Supervisor must be notified.
8. File a copy of the incarcerated person(s) account receipt into the commitment jacket.
9. Have the incarcerated person(s) sign the property envelope verifying that they have witnessed the inventory of their property and money.
10. Legibly print and sign the property envelope. The incarcerated person(s) will be given a receipt.
11. Secure the incarcerated person(s) personal property envelope in the designated locked cabinet.
12. Secure the incarcerated person(s) clothing room bag in the designated property box when instructed by the Area Supervisor.

III. Daily Operations

- A. Operation of all security doors in the assigned area to include; the sally-port overhead doors, sally-port slider/doors (pat search area) and the holding cell (bull pen) doors.
- B. Update the I/R Sally Port Log when needed.
- C. Provide incarcerated person(s) information to the public; with the exception of his/her social security number and SBI number.
- D. Check the fax machine on a frequent and continuing basis, separating urgent transmittals (i.e.; warrants, detainers, additional charges, change in bails, etc.) and inputting all relevant information into the OMS when required.
- E. Process bails when assigned by the Area Supervisor.
- F. Ensure the following documents are filed in the newly committed incarcerated person(s) jacket:
 1. A current photo of the incarcerated person(s) provided by the committing agency;
 2. Jail commitment forms and/or court dispositions;
 3. Victim witness form when applicable;
 4. Copy of all bench and/or compliant warrants, complaints, and/or summonses that are listed on the commitment form;
 5. Copy of the NCIC Wanted Persons Report;
 6. A Copy of the incarcerated person(s) funds account receipt;
 7. A signed copy of personal property receipt;
 8. A signed copy of clothing inventory form;
 9. A signed body scanner and/or strip search form;
 10. A signed receipt of jail issued uniform; and
 11. A copy of the Upload Receipt (when applicable).

G. *Specific 1500-2300 Shift Daily Responsibilities:*

1. Create new daily receive and release sheets at 12:01 am and ensure they coincide with the current date and next available incarcerated person(s) commitment number.
2. Forward Fingerprint ID Cards (Live Scan Upload Receipts) to the UCSO Bureau of Criminal Identification (BCI) via interoffice envelope left in the UCSO-DOC Control Center.

IV. Pre-Admission Protocols

- A. In an effort to efficiently process newly committed incarcerated person(s) and maintain a safe and steady flow of vehicles from committing authorities through the sally port, the following pre-admission protocols will be followed:
1. I/R Officers will check the commitment and documentation for accuracy.
 2. The Charge Nurse will conduct a pre-assessment of the incarcerated person for any visible injuries, medical conditions and/or mental health concerns
 - a. Should the Charge Nurse find the incarcerated person(s) unfit for incarceration, he/she will be turned back over to the custody of the committing agency. The incarcerated person(s) will be listed on the Unfit for Incarceration Log and the Area Supervisor will be notified
 - b. Previously rejected individuals that return to the facility from the hospital must be accompanied by paperwork stating that they are medically cleared and released from the hospital. However, should the Charge Nurse determine that the inmate is not fit for incarceration; the Charge Nurse will then notify the Jail Physician (Essex County Jail) who will make the final decision on whether or not an individual will be committed into the facility and the Area Supervisor will be notified.
 3. The incarcerated person(s) will be pat frisked, placed in the BOSS Chair, and put through the Adani Compass Full Body Scanner as directed in *Volume VII, Chapter 5, DOC Full Body Scanner Procedure*.
 4. Officers will verify that each property bag is identified and separated for each incarcerated person(s).
 5. If no contraband is found, the committing authority will be permitted to leave the facility. If contraband is found, the item(s) will be turned over to the committing agency, and the Area Supervisor will be notified.
 6. Incarcerated person(s) are accepted into the facility 24 hours a day, 7 days a week unless otherwise directed by the Officer in Charge or his/her designee.

V. Jail Triplicate Commitment Form

- A. The Jail Commitment Form must be completed with the following:
1. Arresting/Committing Authority; and
 2. Date/Time.

- B. ***Only Union County Sheriff's Officers, Union County Prosecutor's Detectives, and New Jersey State Parole Officers are permitted to sign Union County Jail Commitments (Triplicate) or eCourt Documents. All other Union County Jail Commitments (Triplicate) or eCourt Documents must be signed by a Judge, Court Administrator, or Deputy Court Administrator.***
- C. Incarcerated Person Information:
1. Incarcerated person(s) full name and AKA (if applicable)
 2. Incarcerated person(s) date of Birth
 3. Incarcerated person(s) social security number
 4. Height and weight
 5. Full address
 6. Telephone number
 7. Next of kin and relationship
 8. Next of kin's address and phone number
- D. Charge Information - Triplicate Commitment (Not For e-Commitments)
1. Appropriate boxes checked for- Act of Domestic Violence ☐ Yes ☐ No
 2. Violation of Restraining Order ☐ Yes ☐ No
 3. Case Data ☐ Indictable ☐ Non-Indictable ☐ Family Court
 4. Summons/Warrant/Indictment/Accusation/Domestic #'(s)
 5. 2C: Code/Statue #'(s)
 6. Charge (written out) and degree
 7. Bail
 8. Source of Funds
 9. Special Condition of Bail
 10. Date of next scheduled court appearance
 11. Type: ☐ Municipal ☐ Superior/first appearance ☐ Grand Jury
☐ Trial ☐ Sentence ☐ Family Court ☐ Other
 12. Commitment reason:
 - a. ☐ Sentenced; Term _____ Credit _____
 - b. ☐ Bench Warrant ☐ Parole Warrant ☐ Fugitive ☐ Juvenile
 - c. ☐ Other ☐ Federal; Federal Register No. _____
 13. Committed By: _____ Title: _____ Court: _____
 14. SBI # and FBI#. _____
- E. Attached to the completed commitment must be:
1. A photograph of the incarcerated person(s);
 2. Copy of complaint(s) and/or a bench warrant;
 3. Original or Copy of Victim Notification (if applicable);
 4. Original or Copy of detainers from other law enforcement agencies (if applicable);
 5. Print Card (Complaint-Warrant); and
 6. Upload Receipt.
- F. Victim-based crimes which require a victim notification, ***unless committed by a bench warrant***, are:
1. 2C:11 Homicide
 2. 2C:12 Aggravated Assault/Simple Assault
 3. 2C:13 Kidnapping
 4. 2C:14 Sexual Assault
 5. 2C:15 Robbery

6. 2C:17 Arson, Criminal Mischief, and other property destruction
7. 2C:18 Burglary
8. 2C:20 Theft and related offenses
9. 2C:21 Forgery
10. 2C:24 Offenses against family, children, and incompetents
11. 2C:25 Domestic Violence matters
12. 2C:29-9b Contempt/Domestic Violence matters

VI. eCourt Documents

- A. ***Only Union County Sheriff's Officers, Union County Prosecutor's Detectives, and New Jersey State Parole Officers are permitted to sign Union County Jail Commitments (Triplicate) or eCourt Documents. All other Union County Jail Commitments (Triplicate) or eCourt Documents must be signed by a Judge, Court Administrator, or Deputy Court Administrator.***
- B. The following will be required on eCourt commitments (indictable/non-indictable):
 1. Electronic Commitment
 2. The assigned I/R Officer will verify incarcerated person(s) height, weight, and race in instances when it isn't on the electronic commitment form. This information can be found on the Finger Print Card or Arrest Report.
 3. In the charge screen, ACJP (Pending CJP Court) will be used in the charge event code field.
 4. In the hearing screen, ACJP (Pending CJP Court) will be used in the hearing type event code field
 5. In the custody screen, 21 (Pending first appearance) will be used in the custody status field
 - a. Warrant
 - b. Victim Note (when applicable)
 - c. Print Card
 - d. Upload Receipt
 - e. Picture
- C. For any other Jail Commitments, the appropriate Court code is to be applied from the "admission type, charge screen, hearing screen and custody screen" dropdown boxes i.e. Municipal Court Hearing, Superior Court Sentenced, State Parole hold, Fugitive, etc.

VII. General Commitments

- A. *Indictable and non-indictable offenses that are listed on the same commitment form **must** appear together under the same complaint/warrant number; and, will be considered indictable.*
- B. *Indictable and non-indictable offenses that do not appear together under the same complaint/warrant number **will require separate commitment forms.***
- C. *A non-indictable, Petty Disorderly (PDP) charge is only accepted on Union County Jail Commitments (Triplicate) forms, unless directly related to an indictable charge on the eCourt (electronic) document.*

- D. For *non-indictable municipal commitments on tickets*, a completed triplicate commitment is required. To Include:
1. Court Date (when applicable);
 2. Sentence (when applicable); and
 3. Photo.
 4. Note: A copy of the ticket is not needed.
- E. *Individuals arrested and charged as a fugitive from justice* must be committed as a fugitive. **No other charge can appear on that particular commitment form.**
1. Out of state wants, warrants, or hits produced by a committing agency will not be entered as detainers. The incarcerated person must be charged as a Fugitive on a completed e-Commitment or a Union County Jail Triplicate Commitment form.
 2. Once the incarcerated person(s) is booked in under a Fugitive charge, all related paperwork must be forwarded via e-mail to the Union County Sheriff's Fugitive Warrant Division.

VIII. Drug Court, Collection Enforcement Unit and Bench Warrant Commitments

- A. Any individual remanded to the custody of the Jail by Drug Court or the CEU Collection Enforcement Unit; or committed to the Jail by the Union County Sheriff's Office, the Union County Probation Department, the Union County Prosecutor's Office, or the Union County Police, may be accepted and processed with a Union County Superior Court Bench Warrant and/or a Union County Superior Court Disposition. The following items are also required:
1. A current photograph of the incarcerated person(s)
 2. Drug Court Dispositions must be e-mailed and/or faxed to the UCSO-DOC Classification Unit.

IX. Temporary Prisoner Holds

- A. The Division of Corrections will assist other UCSO Divisions by temporarily holding arrestees wanted by a Municipality. These arrestees will be categorized as Temporary Prisoner Holds and will not be committed to the Jail.
- B. When accepting a temporary prisoner hold the following steps shall occur:
1. The Temporary Prisoner Hold Form must be completed by the arresting officers of the Division requesting the hold and accompanied by the following:
 - a. Photograph of the individual
 - b. Copy of the Warrant
 - c. A verified contact name and phone number of the detaining agency
 2. The individual will be searched for contraband, i.e.:
 - a. Pat frisked
 - b. Placed in BOSS Chair
 - c. Put Through the Adani CONPASS full body scanner
 3. The individual will be seen by the assessment nurse. In addition:
 - a. The individual should be kept separate from other incarcerated person(s) until picked up by the issuing agency.
 - b. The individual will not be held past 2130 hours.

- c. The issuing municipal agency will be contacted to coordinate a transport time.
- d. If the individual is not picked up by 9:30pm by the issuing agency, the Prisoner Transportation Unit will be contacted to transport the individual to the issuing agency.
- e. A body sheet must be completed and signed when the issuing agency/prisoner transportation unit picks up the individual for transport.
- f. The Temporary Prisoner Hold Form and signed body sheet must be forwarded to the Classification Unit and placed in the designated binder.

X. Municipal Court Returns, Writs, ISP Hearings

- A. Incarcerated person(s) being returned to the Jail from Municipal Court must be accompanied by a new commitment form with a Court Date, appropriate documents, and/or Union County Jail Detainer.
- B. Email/Fax the Classification Unit all Court Sentenced Dispositions (County or State Sentenced) and/or commitments recording a sentence including New Jersey State Parole and ISP Commitments.

XI. Jail Commitments on Out-of-County Superior Court Warrants

- A. A completed triplicate Union County Jail Commitment Form will be utilized by the committing agency using the information on the warrant, i.e.:
 - 1. County of issuance
 - 2. Judge that issued
 - 3. Date of issue
 - 4. Warrant Number, Indictment Number

Union County Jail Commitments (Triplicate) or e-Court Documents must be signed by Judge, Court Administrator, or Deputy Court Administrator. Only the Union County Sheriff's Office, Union County Prosecutor's Office, and New Jersey State Parole are permitted to sign Union County Jail Commitments (Triplicate) or e-Court Documents.

- B. The Union County Jail Commitment Form must be accompanied by:
 - 1. Copy of the Warrant
 - 2. Photograph of the individual
 - 3. A verified contact name and phone number of the detaining agency
phone number Commitments on Out of County Superior Court Warrants
 - 4. All current Union County Jail Commitment procedures will be followed
 - 5. The individual will be processed for transfer to the Essex County Jail

6. A note will be placed on the individual's commitment jacket identifying the contact name and phone number of the detaining agency
7. The individual's commitment jacket will be placed on the Releasing Area board while awaiting pick up
- C. The detaining agency will be contacted to coordinate a pickup date and time. Release/Turn Over to Detaining, Transporting Agency on Out of County Superior Court Warrants:
 1. All current releasing procedures will be followed when turning the individual over to the detaining agency using the signed body sheet as the release
 2. If the detaining agency determines the warrant is no longer active and will not pick up; a release will be needed to discharge the individual from custody

XII. PLACEMENTS OF ADULTS FOR JUVENILE ARRESTS/WARRANTS

- A. Per NJSA 2A:4A-37d (2) in the case of a person 20 years of age or older, the person shall be incarcerated in the county jail unless good cause is shown.

XIII. SPECIFIC RELEASING DUTIES OF THE I/R OFFICER

- A. Officers will keep the UCDOC.BK.REL email open on their desktop during the entire shift. Officers will ensure prompt processing of all eCourt (electronic) court orders and documents received and will print any court documents received via e-mail. Any updates will be immediately recorded in OMS. The electronic copy will be placed in the Incarcerated Person(s) commitment jacket in addition to any hard copies received. Current releasing protocols remain in place.
- B. Each shift will review all commitment jackets on the "Board" which are pending further action (updated court paperwork, fugitive charges, detainer pickups, etc.) ensuring proper follow-up with designated agencies/Courts has been taken.
- C. Officers will log on to the eAgent and PCSAM and search for the incarcerated person(s) NCIC and review for any wants, warrants, and/or holds.
- D. Pre-Trial Release Orders will not be used to release an incarcerated person(s) from custody. Only a Union County Superior Court Disposition will be utilized for their release.
- E. Officers will provide the Shift Commander or Designee the commitment jacket of all Incarcerated person(s) designated for release from the facility for their review. If the incarcerated person(s) has met all the requirements for release (i.e.; no pending charges, no detainers, satisfied victim notification etc.) the Shift Commander or designee will "sign off" on the jacket by name, badge number and date indicating the incarcerated person(s) being released has met all requirements designated by the Courts.
- F. The Shift Commander or designee will review the commitment jacket and OMS records of all incarcerated person(s) scheduled for transport out of the facility (i.e.; Municipal Courts, Out of County Superior Courts etc.) then date and initial the commitment jacket in the NOTES field indicating that the incarcerated person(s) is approved for transport out of the facility with a Union County Jail

Detainer (if required) and/or any other detainers. A Union County Jail Detainer will accompany an Incarcerated Person(s) when he/or she have open Union County Charges and is being transferred out of the facility.

- G. Officers will notify the appropriate facility of the incarcerated person(s) release via email utilizing the appropriate release form.
- H. Any incarcerated person(s) being discharged from custody must be permanently discharged and their Property Box released from the OMS system. Any issues shall be reported to the Area Supervisor.
- I. Officers will retrieve the incarcerated person(s) personal property envelope from the secured locked cabinet.
- J. Officers will retrieve the incarcerated person(s) clothing room bag from the designated property box when instructed by the Area Supervisor
- K. Officers will “Fast ID” all incarcerated person(s) leaving the facility for any reason (court, release from custody, turn over to another agency, etc.) when instructed by the Area Supervisor.
- L. Upon receipt of the Grand Jury Indictment List from the UCDOC.BK.REL website, the I/R Officer will update the listed incarcerated person(s) status in the OMS and place a copy in the commitment jacket
- M. Verification of Incarceration Letters will be processed by the assigned I/R Officer. The form is generated via the drop-down menu in the OMS reports screen.
- N. Officers will process bails when assigned by the Area Supervisor.
- O. Provide an incarcerated person(s) information to the public; with the exception of his/her social security number and SBI number
- P. Officers will review and update as needed any Transportation forms completed by the 11pm to 7am Shift
- Q. Officers will check the fax machine on a frequent and continuing basis, separating urgent transmittals (i.e.; warrants, detainers, additional charges. Change in bails, etc.) and inputting relevant information into the OMS when required.
- R. All incarcerated persons commitment jackets must be filed in the designated filing cabinet in commitment order

XIV. MUNICIPAL WARRANTS \$500.00 OR LESS

Officers will follow the following procedures when an individual is scheduled for release, and they have a \$500.00 or less municipal warrant. The dollar amount must be \$500.00 or less. The 10 percent option is not applicable towards deciding if the warrant qualifies. If an individual has multiple warrants with bail amounts of \$500 or less, the bail amounts should generally be considered individually and not added together.

- A. Contact the Municipal Court /Police Department for pick-up or release – If a release is provided or if a pick-up is coordinated, the current releasing procedure will be followed.
- B. If the Municipal Court / Police Department is notified and they will not pick up per the Attorney General Directive, request the Municipal Court / Police Department to send over a completed Bail Recognizance Form to include a court date. Once the incarcerated person(s) signs, the form will then be emailed or faxed back to the Municipal Court / Police Department and the original placed in the incarcerated person(s) commitment jacket.

- C. If the Municipal Court / Police Department notify Officers that they will not send a Bail Recognizance, Officers must request a court date and complete a Bail Recognizance Form. UCSO – Special Order 2022-021 – Page 2 of 2 The one-part form -that has no bail recognizance number associated will be utilized. If a court date is not provided, the Bail Recognizance Form will still be completed.
- D. The form must be filled out in its entirety and include all of the following information:
 - E. Court information on the top of the form
 - F. Name, address and phone number.
 - G. Email address for the defendant
 - H. Court date as provided by the Police Department
 - I. Incarcerated person(s) signature
 - J. The form must be emailed or faxed back to the Municipal Court/Police Department once completed and the original placed in the incarcerated person(s) commitment jacket. If the Municipal Court/Police Department will not complete the Bail Recognizance Form or send an Order to Discharge/R.O.R. (i.e. Cranford will not send an R.O.R.), a notation must be made on the Bail Recognizance Form in the Special Conditions of Bail field.
- K. Please see the associated PDF on Power DMS for a blank copy of a Bail Recognizance Form.

1500-2300 Shift:

- A. Will set up all Orders to Produce/Writs/Municipal Court Transports (Order to Discharge) for the following morning.
- B. Will set up all scheduled In-Patient Drug Program admission transports for the following morning.
- C. Will set up all scheduled transports for ISP Writs/Hearings for the following morning.
- D. State Shipments
 - 1. Review the State Shipment list from the Classification Unit
 - 2. Pull the incarcerated person(s) commitment jacket in OMS for any other open charges and/or detainers
 - 3. Prepare any Union County Jail detainers if necessary
 - 4. Pre-release in OMS after midnight
- E. Officers will provide the Shift Commander or designee the commitment jacket of all incarcerated person(s) scheduled for transport out of the facility (i.e.; Municipal Courts, Out of County Superior Courts etc.) for their review. The Shift Commander or designee will date and initial the commitment jacket in the NOTES field indicating that the incarcerated person(s) is approved for transport out of the facility with a Union County Jail Detainer (if required) and/or any other detainers. A Union County Jail Detainer will accompany an Incarcerated Person(s) when he/or she have open Union County Charges and is being transferred out of the facility.

XV. UPDATING INCARCERATED PERSON'S INFORMATION IN THE OMS, THE PROCESSING OF COURT DISPOSITIONS, BAILS AND DETAINERS

- A. Upon receipt, Officers will time stamp all court paperwork received and separate court dispositions designated for release (RBC, ROR, etc.) from those designated for updates in the OMS.
- B. Officers will record the current court ordered information in the bail, charge and hearing screens. New court dates will be updated if indicated on the court/bail disposition received.
- C. Officers will modify the custody screen applying the primary status code first followed by the remaining custody codes when applicable in the Case Details and under Classification Status in the OMS.
- D. All court/bail dispositions or Union County Jail Commitments ordering an incarcerated person(s) sentenced to a custodial term i.e. county sentence, sentenced to NJDOC, municipal sentence, drug court sanctions, release by court order on a later date will be e-mailed/faxed to the Classification Unit.
- E. Any wants, warrants or holds, detainers found in eAgent and PCSAM will be entered into the OMS

XVI. INCOMPLETE/INACCURATE PAPERWORK

If a court disposition (or agency paperwork) is incomplete or inaccurate, Officers will make every effort to contact the appropriate court or agency in order to rectify the issue in a timely manner. When the issuing court or agency is closed, the disposition will be left on "the board" so that it may be taken care of the next business day. However, every effort should be made to contact the appropriate agency, even when it is outside of "normal" business hours, as many courts and agencies now have evening hours.

Noted discrepancies, which require further action the next business day, will be brought to the attention of the Area Supervisor as soon as possible. The I/R Officer will initial and record the action taken, contact information and/or amendments needed on the front of the commitment jacket. The commitment jacket will be placed on the board under "Court Errors" until such time the noted discrepancy has been corrected.

XVII. RELEASING AN INCARCERATED PERSON (WITHOUT DETAINER(S))

- A. Retrieve the incarcerated person(s) commitment jacket from the file cabinet
- B. Check the detainer file and confirm that no active detainers are on file.
- C. Confirm that the incarcerated person(s) being released has the required victim/witness notification form(s) for victim-based crimes.
- D. Review all paperwork in the commitment jacket with the court disposition (this involves matching the document numbers on the current disposition to those on the commitment and/or previous court dispositions).
- E. Officers will log on to the eAgent and PCSAM and search for the incarcerated person(s) NCIC and review for any wants, warrants, and/or holds.

- F. In instances when an out of state active want, warrant, or NCIC Hit is found the Union County Sheriff's Fugitive Unit will be notified via Email, followed up with a phone call.
- G. Review and cross-reference all paperwork to the information stored in the OMS, if all information is correct and no detainers are found Officers will satisfy all screens pertaining to discharge:
 - 1. Charge Screen
 - 2. Bail Screen
 - 3. General Information Screen
 - 4. Property Release Screen
 - 5. Discharge Screen (the incarcerated person(s) will not be discharged in OMS until he or she is returned to the Union County Jail)
- H. Officers will provide the Shift Commander or Designee the commitment jacket of all incarcerated person(s) designated for release from the facility for their review. If the incarcerated person(s) has met all the requirements for release (i.e.; no pending charges, no detainers, satisfied victim notification etc.) the Shift Commander or Designee will "sign off" on the jacket by name, badge number and date indicating the incarcerated person(s) being released has met all requirements designated by the Courts
- I. Fill out the daily release sheet to include incarcerated person(s) full name, commitment number, box number, housing location, discharge code, and the agency authorizing the discharge.
- J. Officers will notify the appropriate facility of the incarcerated person(s) release via email utilizing the appropriate release form.
- K. Officers will Fast I.D. all incarcerated person(s) having an SBI number to ensure their identification and record the results on the designated IRC SBI Log when instructed by the Area Supervisor.
- L. Officers will collect all issued items to include his/her uniform
- M. Officers will sign the incarcerated person(s) personal property envelope receipt once the incarcerated person(s) verifies the contents and the envelope will be forwarded to him/her upon exiting the Jail.
- N. Give the incarcerated person(s) their personal clothing and direct them to change.
- O. The signed personal property sheet will be filled into the commitment jacket.
- P. Any discrepancies/concerns with the incarcerated person(s) releasing documents i.e. court dispositions, detainers, warrants and/or holds, will be brought to the attention of the Area Supervisor before the incarcerated person(s) is released from the facility.
- Q. The Area Supervisor will issue a debit card with the available funds from the incarcerated person(s) Keefe commissary account.
- R. The Area Supervisor will ensure the incarcerated person(s) identity for release.
- S. Any incarcerated person(s) being discharged from custody must be permanently discharged from the OMS system including their property box. Any issues shall be reported to the Area Supervisor.
- T. Officers will escort the released incarcerated person(s) from the facility.

XVIII. INCARCERATED PERSON WITH OTHER CHARGES PENDING AND/OR DETAINERS

Upon completion of all Union County Superior/Municipal Court Detainers: Essex County and/or Hudson County will take precedence depending on which county the Incarcerated Person(s) is housed. See XVII Receiving a Rollover Request and XVIII Rollover to Essex County Jail or Hudson County Jail.

If an incarcerated person(s) has satisfied all pending charges/sentences, and is ready to be released but has outstanding detainer(s)(charges) from another authority, Officers will:

- A. Officers will notify any out of County Superior Court Agency with the highest bail amount (a “no” bail supersedes any monetary bail) followed by any Municipal Court bail in descending order
- B. Notify the pending agency via phone, email and/or fax, advising them that an incarcerated person(s) is being held on their detainer, and needs to be picked up or to forward authorization for release from custody.
- C. If Officers are unable to contact an agency for pick up or release, place the commitment jacket on “the board” with a brief note describing efforts made to make contact and to follow up the next business day.
- D. If the agency, wishes to pick up the incarcerated person(s), arrange pick-up by date and time, with the exception of:
 1. Prepare a body sheet to include the incarcerated person(s) full name, commitment number and authority being turned over to
 2. List on the body sheet any additional detainers being turned over to the transporting authority (when applicable)
 3. Turn over the incarcerated person(s) personal property envelope to the transporting authority. The Transporting Authority will sign for the personal property envelope
 4. The transporting officer will sign the body sheet to serve as receipt of the incarcerated person(s) being turned over. The original will be filed in the incarcerated person(s) commitment jacket and a copy will be placed on the designated clip board.

NOTE: ANY INCARCERATED PERSON THAT IS BEING HELD HERE SOLELY ON DETAINERS, WILL HAVE THEIR COMMITMENT JACKET PLACED AND MAINTAINED ON THE “BOARD” AND WILL NOT BE FILED INTO THE CABINET.

XIX. RECEIVING A ROLLOVER REQUEST FROM THE ESSEX COUNTY JAIL OR HUDSON COUNTY JAIL:

- A. Check to see if Union County Superior Court or Municipal Court charge is still active.
- B. If the charge is an active Union County Superior Court Bench Warrant, no commitment form is needed. Upon commitment, e-mail a copy of the incarcerated person(s) Commitment Summary (ISR) to the Essex County Jail or Hudson

County Jail as a new intake. Notify the appropriate facility that the rollover is completed.

- C. If the charge is a complaint warrant, complaint summons, or a traffic matter from a Union County municipality, contact the municipality to see if they want to commit or release the incarcerated person. If the municipality chooses to release, forward all relevant paperwork from the municipality stating that they do not want to commit via email to Essex County Jail or Hudson County Jail canceling the rollover. If the municipality chooses to commit, a signed commitment form is required from that municipality. Once the commitment is received, process the rollover as a new intake and email the Essex County Jail or Hudson County Jail email group a copy of the incarcerated person(s) Commitment Summary (ISR) and that the rollover is completed.
- D. Once the rollover has been confirmed, an email request for the incarcerated person(s) property is to be made to Essex County Jail or Hudson County Jail.
- E. The UCSO-DOC cannot book a Municipal Court Charge without Commitment.

XX. ROLLOVER TO THE ESSEX COUNTY JAIL OR HUDSON COUNTY JAIL

- A. Rollover – An incarcerated person(s) who has completed his/her charges within our county and has an outstanding detainer(s) in Essex County or Hudson County where the incarcerated person(s) is housed. (This is a paper change. The incarcerated person(s) will be removed from our head count and is transferred to the appropriate facility)
- B. The incarcerated person(s) being rolled over does not have to be transported back to the Union County Jail to complete the rollover.
- C. The incarcerated person is not to be discharged from custody until confirmation that the rollover is completed by the Essex County Jail or Hudson County Jail

Upon completion of all Union County Superior/Municipal Court Detainers:

Essex County or Hudson County Superior/Municipal Court Detainers will take precedence depending on which County the Incarcerated Person(s) is housed.

A. Examples

- 1. Union County incarcerated person(s) with Essex County detainers (Housed at Essex County Jail) – Rollover to the Essex County Jail
- 2. Union County incarcerated person(s) with Hudson County detainers (Housed at the Hudson County Jail) – Rollover to the Hudson County Jail.

*** Incarcerated person(s) housed at the Essex County Jail cannot be rolled over to the Hudson County Jail

*** Incarcerated person(s) housed at the Hudson County Jail cannot be rolled over to the Essex County Jail

B. Conducting a Rollover to the Essex County Jail or the Hudson County Jail

- 1. Prepare a Discharge Form
- 2. Email the discharge form (to the designated email groups at the Essex County Jail or Hudson County Jail) along with a copy of the Court Disposition (Release) and the detainer relating to the specific County

3. In the email subject, note Officers are Requesting a Rollover. Ask them to please confirm when the rollover is complete. Should the responding agency state, that the detainer has been cleared, request a copy of the ROR and process the incarcerated person(s) for release.
4. Upon confirmation of the Rollover - Send the incarcerated person(s) personal property envelope and clothing room bag to the corresponding county. The transporting/ receiving agency will sign for all of the incarcerated person(s) property.

XXI. ICE

- A. Officers will follow DOC procedure *P05.009*.

XXII. RELEASING A FUGITIVE

- A. An incarcerated person(s) that has an open warrant from another State that had been charged as a Fugitive.
- B. Officers must obtain a signed waiver of extradition from the Union County Superior Court, signed by a Union County Superior Court Judge
- C. Once a signed waiver of extradition is received the incarcerated person can be scheduled for pick up with the designated out of state agency
- D. Pickups will be scheduled during normal business hours.
 1. Any other Union County Superior/Municipal Court Warrants the incarcerated person is committed on, must be cleared before processing the individual for release on a Fugitive Charge
 2. The Fugitive Warrant will supersede any Municipal Court Detainer's or Complaint Summons' less than \$500, that the incarcerated person is not committed on. The incarcerated person will be released with those detainers to the designated Out-of- State Agency.

XXIII. MUNICIPAL COURT APPEARANCE OF INCARCERATED PERSON

When a Municipal Court orders an incarcerated person(s) for a court appearance and has no indictable or outstanding charges from another municipality within Union County Officers will:

- A. Check the OMS to verify the incarcerated person(s) is in custody and their location.
- B. Verify that the incarcerated person(s) is on the daily transportation list for pick-up.
- C. Pull the commitment jacket from the file cabinet and check the detainer file.
- D. Review and cross-reference all paper work in the OMS with the incarcerated person(s) commitment jacket to ensure that the incarcerated person(s) charges are non-indictable, and are from the municipality requesting the incarcerated person(s).

- E. Officers will log on to the eAgent and PCSAM and search for the incarcerated person(s) NCIC and review for any wants, warrants, and/or holds.
- F. Officers will provide the Shift Commander or designee the commitment jacket of all incarcerated persons scheduled for transport out of the facility (i.e; municipal courts, out of county Superior Courts, etc.) for their review. The Shift Commander or designee will date and initial the commitment jacket in the NOTES field indicating that the incarcerated person(s) is approved for transport out of the facility with a Union County Jail Detainer (if required) and/or any other detainers. A Union County Jail Detainer will accompany an Incarcerated Person(s) when he/or she open Union County charges and is being transported out of the facility
- G. Complete the body sheet to include the incarcerated person(s) full name, commitment number, requesting agency, and any detainers.
- H. Officers will retrieve the incarcerated person(s) person's clothing when instructed by the Area Supervisor.
- I. Officers will retrieve the incarcerated person(s) personal property envelope from the secured filing cabinet.
- J. The appropriate facility will be notified of the incarcerated person(s) release via email utilizing the appropriate release form.
- K. Officers will Fast I.D. all incarcerated person(s) having an SBI number to ensure their identification and record the results on the designated IRC SBI Log when instructed by the Area Supervisor. The Area Supervisor will confirm the incarcerated person(s) identification upon turnover to the Transporting Agency.
- L. Officers will collect all issued items to include his/her uniform.
- M. Give the incarcerated person(s) their personal clothing and direct them to change.
- N. When the transporting authorities arrives, check the "Order to Discharge" from the municipality and ensures that it matches with the incarcerated person(s) being turned over.
- O. The transporting agency will sign for the personal property envelope. The property receipt will be attached to the order to discharge and filed in the commitment jacket along with the signed body sheet.
- P. The transporting officer will sign the body sheet to serve as receipt of the incarcerated person(s) being turned over. The original will be filed in the incarcerated person(s) commitment jacket and a copy will be placed on the designated clip board.

If the Incarcerated person(s) requested is committed on other Union County Superior/ Municipal charges, a "Union County Jail Detainer" will be completed and logged on the body sheet. The completed Union County Jail Detainer will be turned over to the transporting agency and a copy filed in the commitment jacket. He/she will not be changed out of their Jail uniform. Officers will make a notation on the incarcerated person(s) commitment jacket, the date, Court sent and indicate "As Is"

- A. When the incarcerated person(s) is returned to the Union County Jail from municipal court, all pertinent court dispositions, commitments, etc., will be entered into the OMS with the hard copy(s) filed into the commitment jacket.
- B. In the event an incarcerated person(s) was transported to Municipal Court without a Union County Jail Detainer and is returned, a completed new

commitment form with a Court date or Sentence is needed and will be entered or updated in the OMS.

- C. If an incarcerated person(s) does not return from municipal court within 24 hours, the I/R Officer will confirm that the incarcerated person(s) has been released from the Municipality, or turned over to another authority, at which time the I/R Officer will discharge the incarcerated person(s) from the OMS, using the “Order of Discharge” as authority to release. The “Order to Discharge” will serve to satisfy the charge for that particular municipal charge for which they appeared in Court
- D. If an incarcerated person(s) went to Municipal Court with a Union County Jail Detainer and comes back with no other paperwork than the Union County Jail Detainer, the “Order to Discharge” will serve to satisfy the charge for that particular municipal charge for which they appeared in Court

XXIV. ORDER TO PRODUCE (WRIT)

A writ is an order from a Superior/Municipal Court Judge that authorizes the transport of an incarcerated person(s) to an out of county Superior or Municipal Court. An incarcerated person(s) CANNOT be transported from the Union County Jail to any out of County Court or authority without a writ signed by a **Superior/Municipal Court Judge**.

When a Superior/Municipal Court writ is received the I/R Officer will:

- A. Check the OMS to verify that the incarcerated person(s) is in custody and record the commitment number and location on the writ.
- B. Email/Fax a copy of the writ to the Transportation Division and the Classification Unit for transportation.
- C. Place the writ on the writ clip board in order according to court appearance date (present date first).
- D. Complete a Union County Jail Detainer if applicable.
- E. Check the detainer file for any detainer(s) logged by the requesting court/authority. A copy of the detainer will be attached to the Writ.
- F. Complete the Order to Produce Log and body sheet with name, commitment number, housing location, requesting agency
- G. Officers will ensure the incarcerated person(s) is on the appropriate transportation form requesting the individuals return to the jail.
- H. Officers will provide the Shift Commander or designee the commitment jacket of all incarcerated persons scheduled for transport out of the facility (i.e.; municipal courts, out-of-county superior courts, etc.) for their review. The Shift Commander or designee will date and initial the commitment jacket in the NOTES field indicating that the I/P is approved for transport out of the facility with a Union County Jail Detainer (if required) and /or any other detainers. A Union County Jail detainer will accompany an I/P when he/she has open Union County charges and is being transported out of the facility for any reason Officers will Fast I.D. the incarcerated person(s) and record the results on the IRC SBI Log when instructed by the Area Supervisor. Incarcerated person(s) identification will be confirmed by the Area Supervisor.

XXV. IN-PATIENT DRUG PROGRAM ADMISSIONS

In-Patient Drug Program admission transports are coordinated through Superior Court Orders, Classification Unit and the Transportation Division

- A. Check the OMS to verify if the incarcerated person is in custody and record the incarcerated person(s) commitment number and location on the “Order to Produce and/or Court Order.”
- B. Run e-Agent and PCSAM for any wants, warrants or holds.
- C. Verify that the incarcerated person(s) is on the Transportation Division’s list for pick-up. Any discrepancies must be emailed/faxed to the Classification Unit & Transportation Division to schedule pick-up.
- D. Complete the body sheet with the incarcerated person(s) full name, commitment number and in-patient drug program.
- E. Officers will Fast I.D. the incarcerated person(s) and record the results on the IRC SBI Log when instructed by the Area Supervisor. Incarcerated person(s) identification will be also confirmed by the Area Supervisor.
- F. Officers will provide the Shift Commander or designee the commitment jacket of all incarcerated persons scheduled for transport out of the facility (i.e.; municipal courts, out-of-county superior courts, etc.) for their review. The Shift Commander or designee will date and initial the commitment jacket in the NOTES field indicating that the I/P is approved for transport out of the facility with a Union County Jail Detainer (if required) and /or any other detainers. A Union County Jail detainer will accompany an I/P when he/she has open Union County charges and is being transported out of the facility for any reason Include all pertinent paperwork with the body sheet.
- G. Contact the appropriate facility (Essex County Jail/Hudson County Jail) via e-mail with the court order requiring a supply of the incarcerated person(s) prescribed medication to be turned over to the transporting authority.
- H. The transporting officer will sign the body sheet to serve as receipt of the incarcerated person(s) being turned over. The original will be filed in the incarcerated person(s) commitment jacket and a copy will be placed on the designated clip board.
- I. The Transporting Authority will sign for the personal property envelope.

XXVI. Victim/Witness Unsuccessful Notification

- A. In the event UCSO-DOC Control Center staff receive an automated victim witness non-notification message, the Area Supervisor will be notified immediately and the receiving staff member will complete the designated VINE Unsuccessful Victim Notification Form and ensure it is forwarded to the designated staff to complete the notification to the victim as outlined in Special Memorandum 2023-012 available in Power DMS.
- B. All staff will confirm that incarcerated person(s) being released for victim-based crimes have the required victim/witness notification form(s). A victim/witness notification form is also required for domestic violence charges or violations of a restraining order, regardless of if they are indictable or non-indictable offenses. All staff must verify that the victim/witness form has been entered into the OMS

system, and if has not been entered, Officers will enter the information prior to discharging the incarcerated person(s) from OMS. In the absence of a required victim/witness notification form, staff will contact the agency charging the individual with the victim-based crime and request a copy of the victim/witness notification form. An incarcerated person(s) charged with a victim-based crime as stated above, who has no victim/witness notification form on file, will not be discharged or released until the victim notification information is entered into the OMS prior to discharging the incarcerated person(s) in the OMS. In the event of an OMS failure and/or receipt of a VINE Unsuccessful Victim Notification Form, any incarcerated person(s) charged with a victim-based crime will not be released until personal notification is made by the I/R Officer via phone. After (2) documented attempts by the I/R Officer have been made, if they are both unsuccessful, the police department in the town that the victim resides in will be contacted and asked to make a victim notification. The agency representative contacted will be documented in the area provided at the bottom of the VINE Unsuccessful Victim Notification Form. All attempts as well as when the victim is notified will be documented in the area provided at the bottom of VINE Unsuccessful Victim Notification Form. Upon completion, the VINE Unsuccessful Victim Notification Form will be placed into the incarcerated person(s) commitment file.