

TOMMY HERRING COMMISSIONER

Research, Monitoring, & Evaluation 50 Ripley St. Montgomery, Alabama 36130 JIM FOLSOM GOVERNOR

March 29, 1994

ADMINISTRATIVE REGULATION NUMBER 411

OPR: CENTRAL RECORDS OFFICE (CRO)

RELEASE OF STATE INMATES FROM COUNTY JAILS/ ALABAMA DEPARTMENT OF CORRECTIONS (ADOC) FACILITIES

I. GENERAL

This regulation outlines administrative procedures for release of state inmates.

II. RESPONSIBILITY

The Director, CRO, has overall responsibility for completion of required administrative documentation in this regard.

III. PURPOSE

To establish guidelines for administratively processing four (4) categories of releases.

IV. PROCEDURES

- A. End of Sentences Inmates incarcerated in county jails.
 - 1. Central Records Office will receive ADOC P01 Roster the first week of each month for immates to be released.
 - 2. Central files will be reviewed on Checklist of Inmates to be Released (Annex A) for verification of release.
 - 3. Upon receipt of Released Convict Form (C-80) (Annex C), Letter of Transmittal (Annex B) will be prepared.
 - 4. Immediately upon receipt of items cited in Section IV/A3 above, the Central Records Office Release Clerk will mail the completed release package directly to the sheriff for his administrative execution and return.
 - 5. The Release Clerk will ensure the following items are in the release package:

- a. Letter of Transmittal
- b. Receipt of Released Convict Form, C-80 (4 copies)
- 6. Sheriffs are not to release an inmate prior to the receipt of the release package, nor prior to the effective date of release as ordered on the Letter of Transmittal from the Director of Central Records, Alabama Department of Corrections.
 - a. The Letter of Transmittal is to be retained by the Sheriff as authority to release the inmate on the date specified.
 - b. The Receipt of Released Convict Form, (C-80), will be signed by the inmate and two (2) witnesses, in ink. If the inmate is unable to sign his* name, the document will be so indicated and witnessed by two (2) other people. The officer making delivery will ensure the documents are read to the inmate if he* is unable to read.
 - c. If any official detainers are on file with the ADOC, they will be so noted on the Letter of Transmittal. A Detainer Notification Letter (Annex F) will be forwarded by the Release Clerk to the agency that placed the hold as to the time and place of release.
 - d. The Letter of Transmittal directs the Sheriff to execute all documents as follows:

Receipt of Released Convict Form, C-80 (4 copies). One (1) copy to be given to the inmate. One (1) copy to be retained by the Sheriff. Two (2) copies to be returned to the Central Records Office.

- 7. Administrative Adjustment Authorization In the event release documents do not reach the Sheriff in time, administrative adjustment is authorized to the subject's records to reflect the true date of release from the custody of the Sheriff.
- 8. Retirement of Central Files Files will be closed out in the normal manner.
- B. End of Sentence Inmates incarcerated in ADOC Institutions
 - 1. Upon receipt of Released Convict Form (C-80), C-80's will be forwarded to appropriate institution for administrative execution and return.

- 2. Wardens/Directors are not to release an immate prior to receipt of the C-80 nor prior to the effective date of release as ordered on C-80. An exception will be made for immates to be released immediately by Court Order, Probation, Appeal Bond, Restoration of Good Time, or Incentive Good Time. Director, CRO or his* designee will ensure the release is substantiated by proper documentation prior to authorizing Release Clerk at Institution to prepare C-80.
 - a. The Receipt of Released Convict Form, C-80, will be signed by the inmate and two (2) witnesses, in ink. If the inmate is unable to sign his* name, the document will be so indicated and witnessed by two (2) people. The officer making delivery will ensure the documents are read to the inmate if he* is unable to read.
 - (1) One (1) copy to be given to the inmate, one (1) copy to be forwarded to Central Records Office, and one (1) copy to be retained in institutional file. Original will be retained by institution to substantiate the payment of funds.
- 3. Administrative Adjustment Authorization In the event release documents do not reach the appropriate institution in time, administrative adjustment is authorized to the subject's record to reflect the true date of release from the custody of the ADOC.
- 4. Retirement of Central Files Files will be closed out in the normal manner.
- C. Parole Certificates Inmates incarcerated in county jails, federal custody, or out-of-state.
 - 1. Parole Certificates will be sent to Central Records Office by Board of Pardons and Paroles in a cyclic manner for all inmates who are to be released on parole.
 - 2. Sheriffs of inmates in county jails will be forwarded the Release Convict Form (C-80), Letter of Transmittal (Annex B) and the Parole Certificates from the Central Records Office Parole Release Clerk.
 - 3. Upon receipt of Released Convict Form (C-80), Letter of Transmittal (Annex D) will be prepared for inmates in Federal custody or in out-of-state custody. Letters of Transmittal, C-80's, white and blue copy of Parole

Certificates, and address labels will be forwarded to Business Manager, KCF. Yellow copy of Parole Certificate will be retained in central file.

- 4. Immediately upon receipt of Released Convict Form (C-80) (Annex C) Letter of Transmittal (Annex B) and address labels, the Warden will require the Business Manager, KCF, to mail the completed release package directly to the Sheriff concerned for his administrative execution and return.
- 5. The Business Manager will ensure the following items are in the release package:
 - a. Letter of Transmittal
 - b. Receipt of Released Convict Form, C-80 (4 copies)
 - c. Parole Certificates
 - Receipt for Discharge Orders and Request for a Suit of Clothing (Annex E)
 - e. Detainer/warrant (if applicable)
 - f. Check for release money
- 6. Sheriffs are not to release an inmate prior to receipt of the release package, nor prior to the effective date of release as ordered on the Letter of Transmittal from the Director, Central Records Office, Alabama Department of Corrections.
 - a. The Letter of Transmittal is to be retained by the Sheriff as authority to release the inmate on the date specified.
 - b. The Receipt of Released Convict Form, C-80, will be signed by the inmate and two (2) witnesses, in ink. If the inmate is unable to sign his* name, the document will be so indicated and witnessed by two (2) people. The officer making the delivery will ensure the documents are read to the inmate if he* is unable to read.
 - The applicable parole papers will also be signed and witnessed.
 - d. The Letter of Transmittal directs the Sheriff to execute all documents as follows:

(1) Receipt of Released Convict Form, C-80 (4 copies). One (1) copy to be given to the inmate. One (1) copy to be retained by the Sheriff. Two (2) copies to be returned to the Business Manager, Kilby Correctional Facility or the Central Records Release Clerk (whichever is applicable).

(2) Parole Documents

- (a) White copy to be given to the immate and blue copy to be sent to the Board of Pardons and Paroles.
- (b) Waiver of extradition (if applicable), signed and witnessed, returned to the Board of Pardons and Paroles.
- (c) Application for compact service signed and witnessed, returned to the Board of Pardons and Paroles.
- (3) Receipt for Discharge Orders and Request for a Suit of Clothing returned to Business Manager, Kilby Correctional Facility.
- 7. The Business Manager, Kilby Correctional Facility will execute all documents received as follows:
 - a. Receipt of Released Convict Form, C-80 (2 copies).
 One (1) copy to be retained by the Business Manager to substantiate the payment of funds to the released inmates. One (1) copy will be forwarded to Central Records for inclusion in the inmate's central file.
 - b. Receipt for Discharge Orders and Request for a Suit of Clothing (1 copy). Upon request for suit of clothing, Business Manager will forward to appropriate address.
- D. Parole Certificates Immates incarcerated in ADOC facilities.
 - 1. Upon receipt of Released Convict Form (C-80), C-80's, white and blue copy of Parole Certificate will be forwarded to appropriate institution for administrative execution and return.
 - Wardens/Directors are not to release an inmate prior to receipt of the C-80 and Parole Certificate, nor prior to the effective date of release as ordered on C-80 and Parole Certificate.

- a. The Receipt of Released Convict Form, C-80, will be signed by the inmate and two (2) witnesses, in ink. If the inmate is unable to sign his* name, the document will be so indicated and witnessed by two (2) people. The officer making delivery will ensure the documents are read to the inmate if he* is unable to read.
 - (1) One (1) copy to be given to the immate, one (1) copy to be forwarded to Central Records Office, and one (1) copy to be retained in institutional file. Original will be retained by institution to substantiate the syment of funds.
- b. The applicable parole page 3 will also be signed, witnessed and distributed follows:
 - (1) White copy of Parole Certificate to be given to the inmate, yellow copy to be retained in Central Record file, and blue copy to be sent to the Board of Pardons and Paroles.
 - (2) Waiver of extradition (if applicable) signed and witnessed, returned to Board of Pardons and Paroles.
 - (3) Application for compact services (if applicable) signed and witnessed, returned to Board of Pardons and Paroles.
 - (4) Retirement of Central Files Files will be closed out in the normal manner.

V. DISCHARGE CLOTHING - INMATES INCARCERATED IN DOC FACILITIES

- A. If it is determined that the inmate has immediate access to suitable clothing and he* desires to furnish his own clothing at discharge time, then it is not necessary for the Department to furnish him* with clothing. However, they must make available means for the inmate to have the clothing received at the institution by the discharge date.
- B. Clothing will consist of the following: pants, shirt, belt, socks, shoes and underwear. Jacket will be issued from October 1st to April 15th.
- C. The above clothing will be stocked in the Central Warehouse to be issued to institutions as requests are made.
- D. The law requires the Department to furnish clothing only one (1)

Multiple offenses being served consecutively time per offense. or concurrently shall for this purpose be considered one offense.

E. If an inmate has already received discharge clothing once and is returned to the Alabama Department of Corrections on the same offense and is due for second release, the institution will attempt to persuade the inmate that he* is responsible to obtain his* own discharge clothing. However, if the inmate is unable to obtain the clothing, then the Alabama Department of Corrections will provide the second issue.

VI. REFERENCES

- A. Sections 14-10-1, 14-10-2, Code of Alabama, 1975.
- в. Section 15-11-1, et. seq., Code of Alabama, 1975.

VII. SUPERSESSION

This regulation supersedes Administrative Regulation 411, dated November 12, 1991.

Tommy Herring, Commissioner

ANNEXES

Checklist for Inmates to be Released Annex A

Annex B Letter of Transmittal (State Inmates in County Jails)

Department of Corrections Receipt of Released Convict, Form C-80 Annex C

Annex D Letter of Transmittal (State Inmates in Federal or Out-of-State

Custody)

Annex E Receipt for Discharge Orders and Request for a Suit of Clothing

Annex F Letter of Transmittal (For Inmates Scheduled to be Released EOS)

SUMMARY OF CHANGES

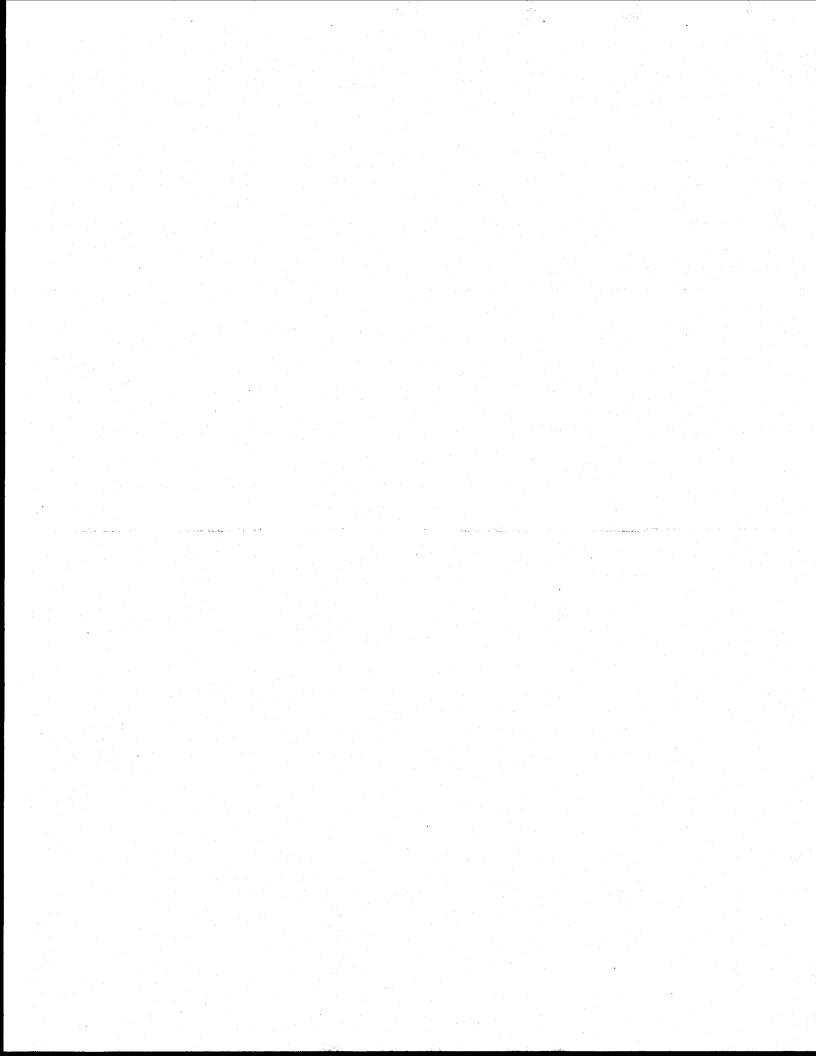
revision updates procedures for release of state inmates from county jails and Alabama Department of Corrections facilities.

*Masculine pronouns are used for the sake of simplicity and ease of Where the masculine form is used it should be read as including reading. the feminine.

CHECKLIST FOR INMATES TO BE RELEASED

I DO HEREBY CERTIFY THE FOLLOWING DOCUMENTS HAVE BEEN REVIEWED PRIOR TO APPROVAL OF SUBJECT'S RELEASE:

nmate's name:		AIS#:
TRANSCRIPT(s)	· · · · · · · · · · · · · · · · · · ·	
PSI(s)		
INMATE SUMMARY SHEET		
FBI RAP SHEET		
CLASSIFICATION SUMMARY		
DETAINER(s)		
	Reviewed By	Reviewed By
GENCY(s) CONTACTED		
	Approved	
	Date	





Central Records Office Gordon Persons Building 50 Ripley Street Montgomery, Alabama 36130 (205) 242-9400

State Inmates in County Jails

Dear Sir:	
The subject named below was sentenced to the Alabama Department of Corrections and is in your custody. The inmate is to be released on those cases described below:	Е Э
Subject's Name AIS# R/S	_
Case No.	
Release Date: Release Order:	_
Type of Release: EOS Parole To a Detainer	_
Placed by	
All copies of the attached forms <u>must</u> be signed and witnessed (i applicable):	f
* Receipt of Prisoner Form C-80; signed by inmate in ink; tw witnesses.	Ю
* Certificate of Parole; signed by immate and witnessed (i applicable).	f
* Waiver of extradition; signed by immate and two witnesses (implicable).	Ĺ£
* Application for Compact Service; signed by inmate and witnessed (applicable).	Lf
TN NO CASE WILL INMATE BE RELEASED PRIOR TO RELEASE DATE INDICATED ABOVE	

- Form Distribution -

Annex B to AR 411 (Page 1 of 2 pages)

- 1. Inmate will be given:
 - a. One copy Release of Prisoner Form C-80.
 - b. White copy of Parole Certificate (if applicable)
- 2. Send the Receipt of Prisoner Form C-80 (original and one copy) to:

Department of Corrections Central Records Office 50 North Ripley Street, Third Floor Montgomery, AL 36130

3. Send the Parole Certificate (blue copy), waiver of extradition, and application for contract services (if applicable) to:

Board of Pardons and Paroles Gordon Persons Building 50 No. Ripley St. Montgomery, AL 36130

4. The releasing agency will retain one copy of Release of Prisoner Form C-80 and Letter of Transmittal to complete his file.

Your past cooperation and assistance is appreciated, and I feel certain you and your staff will continue to render prompt and efficient service.

If any questions arise in this case, please notify me or my staff for assistance.

Sincerely,

Director Central Records Office

cc: Inmate Central Records File (ICRF)

FORM C-80

STATE OF ALABAMA DEPARTMENT OF CORRECTIONS

910821 050	RECEIPT OF RELEASE	ED CONVICT	CJP216
INSTITUTION: MONIGOMERY	WORK RELEASE	DATE RELEASED:	AUGUST 26, 1991
NAME: TARVER, JOHN		SERIAL NUM	BER: 00141050B
COUNTY COMMITTED FROM:	BULLOCK	DATE COMMITTED	MAY 29, 1990
HOW RELEASED: PAROLE -	PGBH		
REMARKS:			
******	*****	******	*****
*******	******	******	*****
RECEIVED FROM WARDEN:		DOLLA	RS:
IN FULL PAYMENT OF AMOUN			
DISCHARGE MONEY: 01 YR	. 05 MO.	\$	e evaluación esta en esta en esta en esta en esta en esta en en esta en en esta en en esta en en en en en en e
BUS FARE TO:		\$0	
1 DAY TRAVEL	. — — — — — — — — — — — — — — — — — — —	- \$0	
1 OUTFIT CLOTHING		- \$ 0	
TOTAL		- \$ <u>0</u>	
SIGNED			
WITNESS	S		
WITNESS	3		
DETAINER/WARRANT RECEIPT SIGNATURE	·		
	ALL SIGNATURES MU		



Central Records Office Gordon Persons Building 50 Ripley Street Montgomery, Alabama 36130 (205) 242-9400

> State Inmates in Federal or Out-of-State Custody

Dear	Sir	•
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The subject named below was sent Corrections and is in your custody. cases described below:	enced to the The inmate is	Alabama De to be releas	partment of ed on those
Subject's Name	AIS# _		R/S

Case
No. Release Date: Release Order:

Type of Release: EOS _____ Parole ____ To a Detainer ____

Placed

All copies of the attached forms <u>must</u> be signed and witnessed (if applicable):

- * Receipt of Released Convict Form C-80; signed by inmate in ink; two witnesses.
- * Receipt for Discharge Orders and Request for Suit of Clothing; signed by Sheriff and Immate.
- * Certificate of Parole; signed by inmate and witnessed (if applicable).
- * Waiver of extradition; signed by inmate and two witnesses (if applicable).
- Application for Compact Service; signed by immate and witnessed (if applicable).

IN NO CASE WILL INMATE BE RELEASED PRIOR TO RELEASE DATE INDICATED ABOVE

---- Form Distribution ----

- 1. Inmate will be given:
 - a. One copy Receipt of Released Convict Form C-80
 - b. White copy of Parole Certificate (if applicable)
- 2. Send the Receipt of Released Convict Form C-80 (original and one copy) and the Receipt for Discharge Orders and Request for a Suit of Clothing to:

Business Manager Kilby Correctional Facility P. O. Box 125 Mt. Meigs, AL 36057

 Send the Parole Certificate (blue copy), waiver of extradition, and application for contract services (if applicable) to:

Board of Pardons and Paroles Gordon Persons Building 50 No. Ripley St. Montgomery, AL 36130

4. The releasing agency will retain one copy of Receipt of Released Convict C-80 and Letter of Transmittal to complete his file.

Your past cooperation and assistance is appreciated, and I feel certain you and your staff will continue to render prompt and efficient service.

If any questions arise in this case, please notify me or my staff for assistance.

Sincerely,

Director Central Records Office

cc: Inmate Central Records File (ICRF)

Kilby Correctional Facility P. O. Box 125 Mt. Meigs, Alabama 36057

SUBJECT:	RECEIPT FOR DISCHARGE OR	DERS AND REQUEST FOR A SUIT OF CLOTHING
TO:	Sheriff	County
DATE MAILE):	
PERTAINING	TO RELEASE ORDER #	
Atta	achments:	
1.	Receipt of Released Concopies	vict Form, C-80 (Original and three (3)
2.	Check, #in cashed within 90 days)	the amount of \$ (must be
3.	Parole Certificate (on (if applicable)	e (1) white copy and one (1) blue copy)
4.	Warrants: Yes/No	and the second of the second o
PLEASE COM	PLETE THIS FORM AND RETURN	TO THIS OFFICE
		Business Manager, KCF
and	/or their execution upon (which may arise regarding the documents date of release, please feel free to call 242-9400 and ask for Release Clerk.
I hereby a	cknowledge receipt of all	items as itemized above on this date.
Date		Sheriff/Chief Deputy/Clerk
I do (following) do not () request address:	a suit of clothing to be forwarded to the
_		Coat Size
		Pants Size
		Inmate Signature



Central Records Office Gordon Persons Building 50 Ripley Street Montgomery, Alabama 36130 (205) 242-9400

Dear Sir:	1 1	D OF SENTENCE
The individual named	below is scheduled to be released EN	D OF SENTENCE.
	Our records indicate a HOLD in	effect for your hand between 8:00
	office. Please have your agent or a.m. and 12:00 noon, on said date t	to take subject into
	custody. PLEASE BRING A CERTIF WARRANT WITH YOU TO THE INSTITU	FIED COPY OF YOUR
	FACILITATE EXECUTION OF CUSTODY BY RELEASE.	YOUR AGENT UPON
	PLEASE ADVISE WHETHER OR NOT YOU	J INTEND TO EXERCISE
Maria de la companio de la Companio de Maria de	YOUR DETAINER. CONTACT: END OF SENTENCE/PROBATION	N RELEASE CLERK
	This is to notify you that the incis to be released end of sentence.	dividual named below This information
	is furnished per your request.	
	Name	
	AIS Number	
	Location	
	EOS	
	Yours truly,	

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Betty H. Teague Director

BHT/vdc

cc: Institution

Annex F to AR 411