

TO: All Personnel

FROM: Sheriff Jeff Shrader

DATE: December 6, 2019

SUBJECT: Inmate Population Directive

Effective January 1, 2020, and until further notice, the 7th floor of the Jefferson County Detention Facility will be closed, reducing the operational capacity of the County jail to 1,148. To attain this, and thereafter to sustain it, control measures will be implemented whenever the housed inmate population exceeds the operational capacity by 2%.

Each morning, at 0800 hours, detentions command staff will meet and review the housed inmate count to determine if inmate population control measures should be enacted. When authorized by the Detention Services Division chief, or designee, the following steps will be used in sequential order to ensure the inmate population is adjusted to meet operational capacity.

The Sheriff's Office will release the least number of inmates possible to reduce the jail population within the affected units to manageable levels.

Step #1 Early Release:

- The on-duty watch commander will forward the number of inmates needing to be released to meet operational capacity to the on-duty ISU supervisor.
- ISU will compile a list of eligible inmates who have served at least fifty percent of their sentence, in declining order of greatest amount of sentence served, equal to the number of inmates needing to be released to meet operational capacity.
 - *Inmates with a judge-endorsed mittimus stating "Not eligible for emergency release pursuant to the provisions of Chief Judge Directive 97-8" will be excluded from the list.*
 - *Inmates who have been sentenced to a statutory minimum as provided by Colorado law will be excluded from the list.*
- ISU will forward the early release list to the on-duty watch commander and all other Detention Services command personnel.
- The watch commander will verify that each inmate on the list meets the requirements and will obtain confirmation/authorization from the Detention Services Division chief, or designee, to begin releasing inmates. Once authorized, the watch commander will forward the certified release list to the on-duty ISU supervisor.
- The on-duty ISU supervisor will then release the listed number of eligible inmates necessary to reduce the housed inmate population to operational capacity.
- ISU will make all Victims Rights Act (VRA) notifications in accordance with current release procedures.

- ISU will immediately inform the Jefferson County Probation Department of any released inmates who were sentenced as a condition of probation.
- ISU will provide a complete list of all released inmates to the District Administrator of the First Judicial District within (24) twenty-four hours following their release, under this program.

In the event the early release option has been exhausted, and the housed inmate population still exceeds operational capacity by 2%, Step #2 will be enacted.

Step #2 Enhanced Arrest Standards:

- The on-duty watch commander will notify the on-duty detention supervisor, ISU supervisor and booking staff that ‘enhanced arrest standards’ are in effect.
- When in effect, only offenders with the following types of charges will be accepted into the jail.
 - *Charges that require an advisement under VRA*
 - *Charges F3/DF3 and higher*
 - *Warrant arrests for jail-able offenses*
 - *Court remands*

In the event the early release and the ‘enhanced arrest standards’ options have been exhausted, and the housed inmate population still exceeds operational capacity by 2%, Step #3 will be enacted.

Step #3 Arresting Agency Hold:

- Arresting agencies wishing to jail an eligible offender will be required to maintain custody of the offender until space in the jail is available.

Notifications:

When any of these steps are enacted or rescinded, the on-duty watch commander will make the following notifications:

- Notify JeffCom to request a county-wide CCIC message and direct notification to all county agencies advising which control measure(s) is/are either in effect or being rescinded.
- Notify Detention Services Division chain of command, including the sheriff and undersheriff, via a special report.