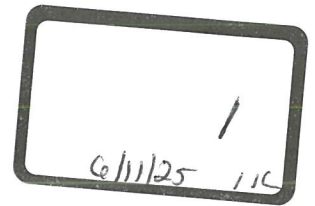


EXHIBIT 1



XIV. Release of Prisoners

- A. Positive identification (e.g., booking sheet photograph, driver's license, SSN, etc.) will be made of all prisoners/detainees before release.
- B. Prisoners/detainees will be released only from the lock-up or holding room unless otherwise ordered by the Judge.
- C. The Court Officer in the lock-up will determine that there are no "holds" on the prisoner/detainee and that he/she is properly identified before the person is released, based on paperwork provided by the court. (i.e., Clerks Office, Probation Department and/or WMS)
- D. If detainee comes to court from the Sheriff's Department Jail, House of Correction, or another Correctional facility, the Court Officer in the lock-up must call the records department of that facility to determine if there are any other holds before releasing the detainee. (Custodies brought to the court on Habeas Corpus are to return to the facility that they came from.)

XV. Release on Bail

Court Officers releasing a prisoner that is posting his or her own bail will do the following:

1. Verify the identity of the person posting bail before removing him/her from the cell. (i.e., date of birth, booking sheet, probation intake, or valid ID)
2. Verify that the accurate amount of money is in the property bag or on the person that was taken into custody while in the courtroom. Court Officer will count the money in the presence of another officer and the person posting the bail. Prisoner will sign the property form before money is retrieved. (See prisoner property section of this chapter.)
3. Court Officer will escort the prisoner to the Clerk's Office, handcuffed and leg-ironed. The Clerk will verify the identity of the individual and the correct amount of money. When the Clerk has confirmed the identity and amount of money, the Court Officer will remove the leg irons and release the prisoner to the Clerk's Office.

* If an erroneous release occurs, Court Officers will immediately call the Chief Court Officer, Assistant Chief Court Officer and local or state police, the warrant apprehension units of the holding institution as well as the Regional Security Director and the immediate supervisor on duty.

XVI. Disturbances