



DEPARTMENT OF CORRECTIONS

PRIDE: Professionalism, Respect, Integrity, Dignity, and Excellence



GENERAL ORDER NUMBER 30.03.01		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 9
ORDER TITLE Release of Offenders	SERIES NO. 30	SERIES TITLE/SUBJECT Management of Offenders	
TOPICS/REFERENCE 9 GCA Chapter 90, § 90.15, § 90.25, § 90.30, §90.35			APPENDICES None
ORIGINAL ISSUE/EFFECTIVE DATE April 09, 2025	Rescinds: General Order: 30.03		EXPIRATION DATE This order remains in effect until revised or rescinded

PURPOSE:

This policy provides guidance, criteria, and authority to release offenders, as well as specific procedures for the proper release of offenders from Department of Corrections (DOC) custody. This policy applies to all DOC facilities that release offenders from DOC custody.

OBJECTIVE:

On August 24, 2024, the Department of Corrections officially implemented Enterprise Corrections as its Jail Manager software, replacing Naviline and the Hagåtña Detention Databases. Both databases are no longer being updated but may be available for historical data. The Jail Manager software is the department's official Adult Correctional Management Inmate System (ACMIS).

This new ACMIS system automates the process and efficiently manages an offender's incarceration, from booking to release. By transitioning to a digital format, the Department enhances efficiency, reduces paperwork errors, and ensures all necessary documentation is readily accessible, ultimately improving the inmate release process and accountability.

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

- I. POLICY**
- II. DEFINITIONS**
- III. TYPE OF OFFICIAL RELEASE DOCUMENTS**
- IV. RELEASE PROCEDURE**
- V. PERSONAL PROPERTY**
- VI. DOCUMENTATION**
- VII. RELEASE TO OTHER JURISDICTIONS**
- VIII. TEMPORARY RELEASE OF OFFENDER FOR SPECIFIC PURPOSE**
- IX. TEMPORARY TRANSFER OF CUSTODY OF OFFENDER FOR SPECIFIC PURPOSE**
- X. REVIEWS, REVISIONS, AND CANCELLATIONS**

I. POLICY

- A. The Department of Corrections policy is to have procedures and legal release authority in place to release offenders from the Department of Corrections (DOC) promptly and accurately. This policy protects the community and reduces the DOC's exposure to liability for an offender's improper or untimely release.
- B. Offenders are entitled to timely release when they receive a court-ordered release (Local or Federal), complete a sentence (Full-time Release), or are released from custody by a court, agency, or board of competent jurisdiction.
- C. All staff assigned to the Central Processing Center (CPC), Unit Officers from which the offenders are being released, and Supervisors on duty shall be trained and have access to DOC's ACMIS/Jail Manager and files utilized for release clearance. CPC officers, Unit Officers, and Supervisors shall meticulously cross-check and verify information in ACMIS/Jail Manager, as well as the required documents, before approving the release of any offender from DOC custody.
- D. Under no circumstances shall any officer (CPC Officer, Supervisor, Unit Officer) approve an offender's release unless they were adequately trained by someone competent in the release process. The trainer will determine the training hours based on the officer's training needs.

- E. The supervisors are responsible for cross-checking and verifying that the offender being released is released per this policy and any other policy or unit directive related to releasing an offender from the Department of Corrections' custody.
- F. The Operations Commander and Hagåtña Detention Commander shall periodically review the records of released offenders to validate the work of the officers responsible for clearing an offender for release. Based on the review, the Operations Commander and Hagåtña Detention Commander shall take corrective action to rectify any issues or concerns. All corrective actions must be documented in accordance with the department's report submission procedures.
- G. Official documents releasing an offender may be received directly from a Superior Court Marshal, U.S. Marshal, U.S. Immigration, Parole, or Probation Officer. Documents provided by the offender, their attorney, or family member are not considered official and shall not legally be used to release an offender from DOC custody. If there are concerns about the validity of the documents, consult with the supervisor before deciding to release the offender.
- H. Official documents releasing an offender received via email from a government email address of the Guam Attorney General, the Superior Court of Guam Marshals, the U.S. Marshals, the Parole Officers, or the U.S. Immigration shall be considered official service. If there are concerns about the validity of the email and the attached documents, consult with the supervisor before releasing the offender.

II. DEFINITIONS

- A. **Offender** - Any person (sentenced or non-sentenced) committed to DOC custody according to Guam and United States laws.
- B. **Citation and Notice to Appear (NTA)**- This is a written order issued by a Corrections Officer on behalf of the Guam Attorney General's office and issued to a person accused of violating Guam law. An NTA typically refers to a summons or court order requiring someone to appear in court, AG's office, for a specific reason, such as a trial, hearing, or to show cause. An NTA is issued instead of a magistrate's hearing, and it is instructed by an attorney from the Attorney General's office via a written document. An NTA is an official document releasing an offender from DOC custody.
- C. **Order of Conditional Release and Appearance Bond (OCRAB)**- A court order releasing an offender with conditions contingent upon the offender obeying the conditions of their release.
- D. **Court Order Release**- A court order signed by a judge releasing an individual from confinement in a particular case or cases.

- E. **Commitment Order** - This is a court order signed by a judge, committing an individual into the custody of the Director of Corrections or another agency with the legal authority to hold an individual.
- F. **USM-41**- A U.S. Marshal Service Order is used when taking an offender into custody or releasing the offender from custody.
- G. **Order Granting Parole**—A document signed by the Chairman or Chairperson of the Guam Parole Board with a Certificate of Parole attached.
- H. **Order Continuing Parole** - An order signed by the Chairman or Chairperson of the Guam Parole Board with a release order attached.
- I. **Full-Time Release Order**- A release order signed by the Director of Corrections or designee when an offender has served his sentence as determined by sentencing laws, sentencing judge, or the Guam Parole Board.
- J. **Central Processing Center (CPC)** - The Central Processing Center (CPC), located within the Hagåtña Detention Facility, provides initial confinement processing for all male arrested and court-committed offenders. The CPC operates 24 hours a day, 7 days a week. Before releasing any male offender, the CPC is the first section to provide release clearance for male offenders confined in any male facility or male housing unit.
- K. **Women's Facility**—The Women's Facility, located within the Adult Correctional Facility in Mangilao, confines all female offenders committed to the Department of Corrections' custody. The Facility operates 24 hours a day, 7 days a week. Before releasing any female offender, officers assigned to the Women's Facility will provide release clearance for female offenders confined in DOC per this policy.
- L. **Adult Correctional Management Information System (ACMIS)**- The department's primary electronic records management system collects and manages data on adult offenders. ACMIS aims to manage all aspects of offender incarceration, supervision, and rehabilitation and share incarceration information with interested parties. This system is also referred to as Jail Manager. A Quick Reference Guide binder has been created and is available at Central Control, CPC, and Women's Facility.

III. TYPE OF OFFICIAL RELEASE DOCUMENTS

- A. The following official documents are generally used to release an offender from the custody of the Department of Corrections;
 - 1. Department of Corrections Certificate of Full-time Release,
 - 2. Superior Court of Guam Order of Conditional Release
 - 3. Commitment order
 - 4. Federal USM-41/ 42 form
 - 5. Federal Immigration I-203-B form

6. Guam Parole Board Order granting parole with Certificate of Parole
7. Guam Parole Board Order Continuing Parole with Release Order attached.
8. Guam Parole Board "Release Order" signed by the Chairman or Chairperson.
9. Attorney General Magistrate listings for booked or release status.

IV. PROCEDURES

- A. The officer clearing an offender for release shall follow standard procedures to ensure proper documentation of the release, collection of property issued during incarceration, release of offender property, updating the department ACMIS/Jail Manager, and collection and storage of records related to the offender's confinement.

- B. The release process begins at the CPC for all male offenders and at the Women's Facility for female offenders. The clearing officer must undertake the following steps before releasing an offender from the Department of Corrections, either by parole, expiration of sentence, conditional release, or other legally constituted authority after completion of any required release arrangements with the authorized releasing authorities;
 1. All DOC employees have credentials, and, based on their assignment, they will have specific rights and privileges within the ACMIS/ Jail Manager system. No one shall share their credentials with any other employee.
 2. Log on to the ACMIS/Jail Manager using your credentials (username & password). To find the individual being released, go to the Find tab, click on Jailing, and use the search by party information. When you find the correct individual being released, click the 'Release' tab at the top of the screen and then click 'Start Release'. *(Refer to the quick reference guide for more specific instructions on navigating the system).*
 3. All charges must be disposed of before the offender can be released. If holds exist, the hold must be inactive before the system will allow the release to be completed. Once all charges are cleared, the release link in the upper right-hand corner of the charge list will become active. Click the release link to begin the release process.
 4. Authenticate release authorization documents and verification that there are no outstanding warrants, commitment orders on pending cases, detainers, or any other document that requires DOC to hold an offender in our custody until disposition by a releasing authority;
 5. If the prisoner was actively confined before September 2024, the clearing officer shall verify that no other cases are holding the prisoner within the HDF database.
 6. Shall authenticate the prisoner's identity to include any known alias by photograph and comparison of physical description, body markings (tattoos), and fingerprints (If available);

7. Ensure that court case numbers on the commitment order, judgment, or other legal document holding the offender are verified and are consistent with the release order. Some offenders might have more than one court case in which they are being held;
8. If possible, ensure that the police case number is associated with the court case number in which the offender is released. For example, an offender may be confined on a warrant (one case number) and additional criminal charges for which no criminal case number has been assigned. When brought before a judge, they are released on the warrant, but no disposition is made on the remaining criminal charges. In this instance, the offender shall not be released until there is a disposition of all criminal charges for which they were confined. If you have any questions, consult with your supervisor.
9. If the release is not in proper order or has conflicting information in our ACMIS system or documents provided by any law enforcement agency are in question, contact the agency's point of contact, e.g., the arresting officer, the on-call attorney general or their agency's chain of command and verify the conflicting information in question. **DO NOT RELEASE** until verification is made and it is clear that the person in custody is cleared for release by the appropriate authority. If you have any questions, consult your supervisor before giving the clearance.
10. Complete release arrangements, including verification that other law enforcement agencies have been notified via email or different types of communication and adequately documented for future reference;
11. The clearing officer will release every offender from DOC custody using the built-in "Release Checklist" via the ACMIS/Jail Manager.
12. Once the clearing officer has completed their portion of the release process by completing their portion of the checklist, the supervisor will log on to ACMIS/Jail Manager using their credentials, review the offender file, and verify and authenticate the information prepared by the clearing officer of CPC and Women's Facility officer to ensure the accuracy and verification of the documents releasing the offender from DOC custody.
13. Once the supervisor has verified the released documents against the documents detailing the officer, the supervisor completes the release process by following the instructions when prompted.
14. No offender shall be released from DOC custody without being released from the ACMIS/Jail Manager first. Once the offender has been released from the ACMIS/Jail Manager, they should promptly be physically released from DOC's custody.

V. PERSONAL PROPERTY

- A. When the offender is released from custody, all government property is inventoried, returned, and receipted. In transfer releases, personal property is inventoried in the offender's presence and packaged with a copy of the inventory sheet. The officer will provide the offender with a copy of this form, and the officer will file a copy in the offender's file. Then, the property is transferred to the receiving or transporting officer. Some receiving or transporting agencies do not allow personal property to be accepted or transferred to the receiving agency. Property left at the facility for more than thirty [30] days becomes the property of the Department of Corrections and may be disposed of per department policy.
- B. If a property release form is completed, and DOC has documents to verify that the property belongs to the offender, a family member or some other approved person may pick up the offender's property.

VI. DOCUMENTATION

- A. Each offender's jailing file within ACMIS/Jail Manager has a documents tab. Under the documents tab, all files associated with that jailing shall be uploaded, including system-generated reports and all release documents, which include the date, time, and authority that authorized the release.

VII. RELEASE TO OTHER JURISDICTIONS

- A. Offenders being released to other jurisdictions on a detainer or warrant are searched before being turned over to the custody of the transporting or receiving officers, whose credentials are reviewed and determined appropriate before the offender's release.
- B. A receipt is obtained for the offender's custody transfer, and any necessary medical and security-related information is provided to the transporting officer or receiving agency.

VIII. TEMPORARY RELEASE OF OFFENDER FOR SPECIFIC PURPOSE

- A. An offender may be temporarily released (unescorted by DOC staff) from the custody of the Department of Corrections only when the department receives a valid court order from a court of proper jurisdiction. Some examples in which a court may order the temporary release of an offender include, but are not limited to, the following;
 - a. To attend counseling not otherwise available in DOC;
 - b. Medical treatment not otherwise available in DOC;
 - c. Attending a funeral of a relative;
 - d. Visiting a relative who is dying;
 - e. Engaging in any other significant activity consistent with the public interest.

- B. If the offender being temporarily released has a detainer or commitment order from another agency or court with the legal authority to hold an offender, that agency or court shall be informed of the order releasing the offender. For example, a judge issues a court order temporarily releasing an offender on one case, but the offender has a commitment order issued by another judge on another case; in this case, the offender is not released until a second court order is issued on the second case. In instances like this, the CPC officer shall seek guidance from their supervisor if in doubt.
- C. When an offender is temporarily released from DOC custody to a third party, the releasing officer shall verify the third party's name (driver's license, Guam I.D., Passport, or other valid government I.D.). The officer shall document (blotter) the vehicle information used to pick up the offender. All this information shall be documented in the department's activity blotter.
- D. Before releasing the offender, the CPC Officer, Unit Officer, and Supervisors shall comply with all releasing procedures outlined in this policy.

IX. TEMPORARY TRANSFER OF CUSTODY OF OFFENDER FOR SPECIFIC PURPOSE

- A. An offender may be temporarily transferred to the custody of another law enforcement government agency when requested by that agency for the specific purpose of investigation or similar activity. For example, the Guam Police may need to interview offenders relative to their current case or another case in which they may be involved. In this case, GPD may request that the offender be taken to their office to conduct the interview. A temporary custody transfer is not considered a release from confinement because the offender will be in the care and custody of a government official for government/official business. Under a temporary transfer, do *not release the person from the ACMIS/Jail Manager*.
- B. If such a request is made, the supervisor shall complete the "Transfer of Custody Form" (appendix B) and give a copy to the escorting official. Upon the offender's return, the receiving officer shall ensure that the offender is free of injuries and contraband. A copy of the completed transfer form shall be uploaded to the ACMIS/Jail Manager under the documents tab.
- C. Upon return of the prisoner to DOC, the prisoner shall be searched following DOC's established search policies.

X. REVIEWS, REVISIONS, AND CANCELLATIONS

- A. This General Order will be reviewed each year by the Office of the Deputy Director or designee and, when necessary, revised or canceled in accordance with the procedures for reviewing written directives established in General Order 1.01 – Written Directives.
- B. This policy is a living document. New laws, court decisions, methodologies, emergencies, and other factors necessitate continual review and adjustments.

- C. The Prison Security Administrator (Warden) is authorized to develop operational procedures under this policy to ensure that all prisoners are released in accordance with Federal and local law. Operating procedures shall be consistent to the extent practical among all DOC units and facilities.
- D. Everyone in this organization can influence our policies and procedures and is encouraged to provide feedback at any time by submitting a memorandum with their ideas via channels to the Director of Corrections or designee.
- E. No policy, no matter how complete, can address all the situations we may encounter in performing our duties. There will be situations that must be left to the reasonable judgment and discretion of the person(s) involved. This judgment and discretion must be employed with sound reason, promoting the interests of the citizens we serve, the department, and the people who comprise this organization.
- F. It is every employee's responsibility and duty to become thoroughly familiar with and adhere to this policy. Employees are expected to read, understand, and comply with this policy. Ignorance of policy is not an excuse for non-compliance. Employees who have questions regarding this policy should speak to their supervisor. All employees are responsible for maintaining their copies, including keeping up with updates and amendments.

BY ORDER OF



Fred E. Bordallo, Jr.
Director

Appendices:
Temporary Transfer of Offender Custody
Corrections Quick Reference Guide, Releasing an Inmate from Custody
Corrections Quick Reference Guide, Disposing Charges



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TEMPORARY TRANSFER OF OFFENDER CUSTODY

The temporary custody and control of offender _____ *D.O.B.* _____
DOC Master I.D. # _____ (*offender DOC I.D. #*) is hereby temporarily transferred to
 the custody of _____ (agency) on this date _____ at _____ hrs.
 authorized by _____ (a DOC Official) for the purpose of
 _____ (Reason for transfer) at the request of _____. (person)

 Name of relinquishing officer (sign & print)

Date: _____ Time: _____

Acknowledgement Receipt of Offender

I, _____, a _____, hereby acknowledge and accept
 the Transfer of custody, control, safety, and responsibility of the above-mentioned offender
 for the purpose as Indicated above.

 Name of receiving officer (sign & print)

Date: _____ Time: _____

Acknowledgement Return of Offender

I, _____, a _____, hereby acknowledge and accept
 the return of the above-mentioned offender. Furthermore, the offender is free of injuries and
 contraband.

 Name of relinquishing / receiving officer (sign & print)

Date: _____ Time: _____

Releasing an Inmate from Custody

Purpose Release an inmate from Tyler Corrections with their property.

Audience Release Users

Details

All Charges must first be disposed before the inmate can be released. If holds exist, the hold must be inactive before the system will allow the release to be completed. Once all charges are released the Release link in the upper right-hand corner of the charge list will become active.

1. Click the Release link to begin the process:
2. If any Information is set up to notify of the Release, follow the instructions of the note:
3. In the Release Inmate dialog box, select the Release Reason from the drop-down menu
4. Enter the Release Date and Time
5. Enter the Badge Number of the releasing Officer
6. Enter all necessary Comments corresponding to all charges in detail:
7. Click Save:

Attachment General Order 30.03-01



Disposing Charges

Purpose Adding a Charge Disposition to a Jailing Record's Charge or Charges.

Audience Release Users

Details

Disposing of a charge in Tyler Corrections refers to when an inmate is no longer serving time for a particular offense. This is in effect closing an Offense/Charge that's on the Jail record for various reasons. All charges must have a disposition to release an inmate from custody.

To dispose of a charge, start from within a jail.

1. Find → Jailing → Enter booking number → Charges Tab
2. Click on Charge to add disposition.

Charge(s)/Hold Reason	Case Number	Additional Info	Bond	Case Fine/Costs Total Due	Jail Fine/Costs Total Due
10/21/2020 - Warrantless/On-View Attempt to Commit Arson Prosecutor Decision Accept 10/22/2020		Transferred 12/08/2020	Not Set No Bond	0.00 / 0.00	0.00 / 0.00
10/21/2020 - Warrantless/On-View Kidnaping Prosecutor Decision Accept 10/22/2020			Not Set No Bond	0.00 / 0.00	0.00 / 0.00



3. Click on the **Disposition Tab**
4. Click on the **Charge Disposition drop-down**; Select the appropriate Disposition
5. Enter date; the time will default (may be changed if necessary)
6. Make any necessary Comments (optional)
7. Click **Save**

Modify Charge Information

DETAIL **DISPOSITION**

SO # 0074 Cooper, Sheldon Active

DOB: 08/12/1981 Desc: White Male 6' 180 lbs Arrest: LPD-Heyworth
 DL #: Emerg Unknown Booked: 10/21/2020 10:45 AM
 Cell: MH

Charge Detail

Arresting Agency
 10/18/2020 11:00 PM (Felony 1) UNK (400
 Prosecutor Decision: Accept 10/22/2020
 Jurisdiction

Arrest Date: 10/21/2020 10:00 AM
Arrest Agency: Local PD
Arrest Officer: Heyworth
Current Attorney: Smith, AJ
Initial Attorney:
Requested Date/Time:
Appointed Date/Time:

Disposition

Charge Disposition: **Dismissed**
 Date: 04/15/2021 Time: 2:41 PM
 Comment:

Hold Information

Reason: Warrantless/On-View
 Magstrated:
 Bond: Not Set
 Bond Amt:
 Alternative:
 Fine/Costs: \$0.00 / \$0.00

Posted Bonds Total Posted: \$0.00

#	Date Posted	Amount	Bond Posted By	Amount

Save Exit << Back Next >>

Attachment General Order 30.03-01

