



KAY IVEY  
GOVERNOR

# State of Alabama Department of Corrections

Alabama Criminal Justice Center  
301 South Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130-1501  
(334) 353-3883



JOHN Q. HAMM  
COMMISSIONER

September 5, 2023

**ADMINISTRATIVE REGULATION  
NUMBER 411**

**OPR: CENTRAL RECORDS**

## **RELEASE OF STATE INMATES FROM COUNTY JAILS AND ALABAMA DEPARTMENT OF CORRECTIONS (ADOC) FACILITIES**

### **I. GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes procedures for release of state inmates.

### **II. POLICY**

It is the policy of the ADOC to establish guidelines for administratively processing releases.

### **III. ACRONYMS AND DEFINITIONS**

- A. **Act 754 Probation and Probation Dunk Sanction**: Release from custody to serve a probationary period.
- B. **Laserfiche Repository**: Electronic storage for documents maintained in an inmate's record.
- C. **Release Module**: Electronic application used to review an inmate record prior to the inmate being released from custody.

### **IV. RESPONSIBILITIES**

The Central Records Director has overall responsibility for completion of required administrative documentation related to the release of state inmates from county jails and ADOC facilities.

V. **PROCEDURES**

- A. End of Sentence, Act 754 Probation, and Probation Dunk Sanction inmates incarcerated in county jails:
1. The Central Records Office will receive a roster of inmates to be released the following month by the 28th day of each month.
  2. The Central Records Office Release Clerk will review the inmate files in the Laserfiche Repository and Release Module for those inmates to be released.
  3. Upon approval by the Director of Central Records/Designee, ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80) and ADOC Form CREC 027, *Letter of Transmittal* will be generated.
  4. Immediately upon receipt of items cited in Section V.A.3. above, the Central Records Office Release Clerk will send the completed release package directly to the sheriff for his administrative execution and return.
  5. The Central Records Office Release Clerk will ensure the following items are in the release package:
    - a. ADOC Form CREC 027, *Letter of Transmittal*.
    - b. ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80).
  6. Sheriffs are not to release an inmate prior to either the receipt of the release package or the effective date of release as ordered on ADOC Form CREC 027, *Letter of Transmittal* from the ADOC Director of Central Records.
    - a. Form ADOC CREC 027, *Letter of Transmittal* is to be retained by the Sheriff as authority to release the inmate on the date specified.
    - b. Form ADOC CREC 047, *Receipt of Released Convict* (also known as Form C-80) will be signed by the inmate and two (2) witnesses, in ink. If the inmate is unable to sign his/her name, the document will indicate and be witnessed by two (2) people. The officer making delivery will ensure the documents are read to the inmate if the inmate is unable to read, and that a witness will document that the documents were read to the inmate.
    - c. If any official detainers are on file with the ADOC, they will be so noted on ADOC Form CREC 027, *Letter of Transmittal*. ADOC Form CREC 038, *Detainer Notification Letter* will be forwarded by the Central Records Office Release Clerk to the agency that placed the hold, as to the time and place of release.

- d. ADOC Form CREC 027, *Letter of Transmittal* directs the Sheriff to execute all documents as follows:

ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80):

- One (1) copy to be given to the inmate.
  - One (1) copy to be retained by the Sheriff.
  - One (1) copy to be returned to 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 inmate's records to reflect the true date of release from the custody of the Sheriff.
  8. Retirement of Central Records: Files will be closed out in the normal manner.
- B. End of Sentence, Act 754 Probation, and Probation Dunk Sanction inmates incarcerated in ADOC facilities:
1. Upon approval by the Director of Central Records/Designee, ADOC Form 047, *Receipt of Released Convict* (also known as Form C-80) will be uploaded to appropriate facility shared Release Folder for administrative execution and return.
  2. Wardens/Designees are not to release an inmate prior to either the receipt of ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80) or the effective date of release as ordered on ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80). An exception will be made for inmates to be released immediately by court order, probation, appeal bond, restoration of good time, or incentive good time. The Director of Central Records/Designee will ensure the release is substantiated by proper documentation prior to authorizing Release Clerk to conduct the release review process.
    - a. ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80) will be signed by the inmate and two (2) witnesses, in ink. If the inmate is unable to sign his/her name, the document will indicate and be witnessed by two (2) people. The officer making delivery will ensure the documents are read to the inmate if the inmate is unable to read, and that a witness will document that the documents were read to the inmate.

- b. One (1) copy to be given to the inmate. ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80) will be scanned into Laserfiche Repository in the inmate's file. The original will be retained by facility to substantiate the payments of funds.
  3. Administrative Adjustments Authorization: In the event release documents are not uploaded into the appropriate facility release Shared Folder in time, administrative adjustment is authorized to the inmate's record to reflect the true date of release from the custody of ADOC.
  4. Retirement of Central Files: Files will be closed out in the normal manner.
- C. Parole Certificates for inmates incarcerated in county jails, federal custody, or out-of-state custody:
  1. Parole Certificates will be sent to Central Records Office by the Alabama Bureau 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 ADOC Form CREC 047, *Receipt of Released Convict Form* (also known as Form C-80), ADOC Form CREC 027, *Letter of Transmittal*, and the Parole Certificates from Central Records Office Parole Release Clerk.
  3. Upon receipt of ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80), ADOC Form CREC 027, *Letter of Transmittal* will be prepared for inmates in federal or in out-of-state custody. ADOC Form CREC 027, *Letter of Transmittal*, ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80), white and blue copy of Parole Certificates, and address labels will be forwarded. A copy of the Parole Certificate will be scanned into Laserfiche Repository in the inmate's file.
  4. Immediately upon approval of ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80) and ADOC Form CREC 027, *Letter of Transmittal*, the Central Records Office Release Clerk shall forward the documents to the agency concerned for administrative execution and return.
  5. The Facility Business Manager will ensure the following items are in the release package:
    - a. ADOC Form CREC 027, *Letter of Transmittal*;
    - b. ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80);
    - c. Parole Certificates;

- d. Detainer/warrant (if applicable);
  - e. Check for release money
6. Agencies are not to release an inmate prior to either the receipt of the release package or the effective date of release as ordered on ADOC Form CREC 027, *Letter of Transmittal* from the ADOC Director of Central Records.
- a. ADOC Form 027, *Letter of Transmittal* is to be retained by the Agency as authority to release the inmate on the date specified.
  - b. ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80) will be signed by the inmate and two (2) witnesses, in ink. If the inmate is unable to sign his/her name, the document will indicate and be witnessed by two (2) people. The officer making the delivery will ensure the documents are read to the inmate if the inmate is unable to read, and that a witness will document that the documents were read to the inmate.
  - c. The applicable parole documents will also be signed and witnessed.
  - d. ADOC Form CREC 027, *Letter of Transmittal* directs the Agency to execute all documents as follows:
    - (1) ADOC Form 047, *Receipt of Released Convict* (also known as Form C-80). One (1) copy to be given to the inmate. One (1) copy to be retained by the Agency. Copy to be returned to the Central Release Clerk.
    - (2) Parole Documents:
      - (a) A copy to be given to the inmate;
      - (b) Waiver of extradition (if applicable), signed and witnessed, returned to the Central Records Office;
      - (c) Application for compact services signed and witnessed, returned to the Central Records Office.

D. Parole Certificates for inmates incarcerated in ADOC facilities:

- 1. Upon approval by the Director of Central Records/Designee, ADOC Form CREC 047, *Receipt of Release Convict* (also known as Form C-80), the Parole Certificate will be forwarded to appropriate facility for administrative execution.

2. Warden/Designee are not to release an inmate prior to either the receipt of ADOC Form 047, *Receipt of Released Convict* (also known as Form C-80) and the Parole Certificate or the effective date of release as ordered on ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80) and the Parole Certificate.
  - a. ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80) will be signed by the inmate and two (2) witnesses, in ink. If the inmate is unable to sign his/her name, the document will indicate and be witnessed by two (2) people. The officer making delivery will ensure the documents are read to the inmate if the inmate is unable to read, and that a witness will document that the documents were read to the inmate.
    - (1) One (1) copy to be given to the inmate and a copy scanned into Laserfiche Repository in the inmate's file;
    - (2) The original will be retained by the facility to substantiate the payment of funds.
  - b. The applicable parole documents will also be signed, witnessed, and distributed as follows:
    - (1) A copy of Parole Certificate to be given to the inmate and scanned into Laserfiche Repository the inmate's file;
    - (2) Waiver of extradition (if applicable) signed and witnessed, returned to Alabama Bureau of Pardons and Paroles;
    - (3) Application for compact services (if applicable) signed and witnessed, returned to Alabama Bureau of Pardons and Paroles.
  - c. Retirement of Central Files: Files will be closed out in the normal manner.
- E. Mandatory Supervision and Parole Dunk Sanction inmates will be processed in the same manner as inmates in Section V.C. and V.D. with the exception of not receiving a Parole Certificate.
- F. Discharge clothing for inmates incarcerated in ADOC Facilities:
  1. If it is determined that the inmate has immediate access to suitable clothing and the inmate desires to furnish his/her own clothing at discharge time, then it is not necessary for ADOC to furnish him/her with clothing. However, ADOC will make available means for the inmate to have the clothing received at the facility by the discharge date.

2. Clothing will consist of the following: pants, shirt, belt, socks, shoes, and underwear. Jacket will be issued from October 1st to April 15th.
3. The law requires ADOC to furnish clothing only one (1) time per offense. Multiple offenses being served consecutively or concurrently shall, for this purpose, be considered one offense.
4. If an inmate has already received discharge clothing once and is returned to ADOC on the same offense and is due a second release, and it is determined the inmate has immediate access to suitable clothing at discharge time, then it is not necessary for ADOC to furnish the inmate with clothing. However, if the inmate is unable to obtain the clothing, ADOC will provide discharge clothing the second time.

**VI. DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

**VII. FORMS**

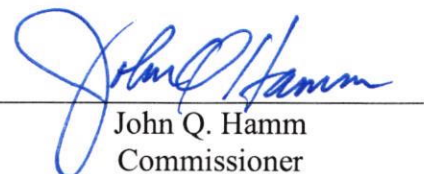
- A. ADOC Form CREC 027, *Letter of Transmittal*
- B. ADOC Form CREC 038, *Detainer Notification Letter*
- C. ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80)

**VIII. SUPERSEDES**

This Administrative Regulation supersedes AR 411, *Release of State Inmates from County Jails/Alabama Department of Corrections (ADOC) Facilities*, dated, March 29, 1994, and any changes.

**IX. PERFORMANCE**

- A. Code of Alabama 1975 §§ 14-1-1.1 *et seq.*, 14-10-1, 15-18-8, 15-22-26.2, 15-22-32, 15-22-54.

  
John Q. Hamm  
Commissioner



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GOVERNOR

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301 South Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130-1501  
(334) 353-3883



JOHN Q. HAMM  
COMMISSIONER

Current Institution: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Sir: \_\_\_\_\_

The subject named below was sentenced to the Department of Corrections and is still in custody. The inmate is to be release on those cases described below:

Subject Name: \_\_\_\_\_ AIS: \_\_\_\_\_ Race and Sex: \_\_\_\_\_

Case Number: \_\_\_\_\_

Release Date: \_\_\_\_\_ Release Order #: \_\_\_\_\_ Release Type: \_\_\_\_\_

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

**Note: The attached form hereby cancels any prior holds placed by Alabama Department of Corrections.**

All copies of the attached forms must be signed and witnessed on above release date:

- \* ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80); signed by inmate in ink; two witnesses.
- \* Certificate of Parole; signed by inmate in ink and witnessed (if applicable).
- \* Waiver of Extradition; signed by inmate in ink and two witnesses (if applicable).
- \* Application for Compact Service signed by inmate and witnessed (if applicable).

===== **Form Distribution** =====

1. Inmate will be given:
  - (a) One copy of ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80).
  - (b) White copy of Parole Certificate (if applicable).

2. Send ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80) (Original and one copy) to:

**Department of Corrections  
Central Records Office  
P.O. Box 301501  
Montgomery, Alabama 36130-1501**

3. Send the Parole Certificate, Waiver of Extradition and Application for Compact Services (If applicable) to:

**Board of Pardons and Paroles  
P.O. Box 302405  
Montgomery, Alabama 36130-2405**

4. The releasing agency will retain one copy of ADOC Form CREC 047, *Receipt of Released Convict* (also known as Form C-80) and this Letter of Transmittal to complete his/her 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, please notify me or my staff for assistance.

Sincerely,

\_\_\_\_\_  
Director of Central Records





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JOHN Q. HAMM  
COMMISSIONER

## CENTRAL RECORDS DIVISION

Date:

Dear Sir:

This is to notify you that the individual named below is to be released. This information is furnished per your request.

Inmate's Name: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_

AIS#: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Location: \_\_\_\_\_

Release Date: \_\_\_\_\_

Offense: \_\_\_\_\_

Case#: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Director of Central Records



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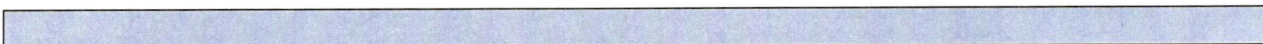
## Receipt of Released Convict

Form C-80

CRO COPY

Date: \_\_\_\_\_

Release Order ID: \_\_\_\_\_



Institution: \_\_\_\_\_

Date Released: \_\_\_\_\_

Inmate Name: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Commit County: \_\_\_\_\_

Date Committed: \_\_\_\_\_

How Released: \_\_\_\_\_



Received from Warden: \_\_\_\_\_

Dollars: \_\_\_\_\_

In full payment of amount as set out below:

Discharge Money: \_\_\_\_\_

\$ \_\_\_\_\_

Bus Fare To: \_\_\_\_\_

\$ \_\_\_\_\_

One (1) Day Travel: \_\_\_\_\_

\$ \_\_\_\_\_

One (1) Outfit Clothing: \_\_\_\_\_

\$ \_\_\_\_\_

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_

Detainer/Warrant Receipt

Signature: \_\_\_\_\_

**NOTE: ALL SIGNATURES MUST BE MADE IN INK**

ADOC FORM CREC 047  
09-2023