

DATE:	DECEMBER 17, 2015
NUMBER:	F.3
SUBJECT:	COMMITMENTS AND COURT ORDERS
RELATED SECTIONS:	P.15 , Q.49

PURPOSE

To establish a standard operating procedure for the processing of court orders received on “In custody” inmates.

POLICY

Every effort will be made to comply with valid court orders.

PROCEDURE

I. COURT ORDER ACCEPTANCE

- A. If there is a question as to the authenticity of a court order, the court clerk should be contacted to verify the order. Legal Affairs should be contacted in the event a court clerk cannot be reached.
- B. Any court order received at a detention facility, whether via transportation, messenger mail or hand delivery, will be inspected for authenticity and validity prior to processing. Any questions or discrepancies should be directed to the clerk of the court issuing the order. Hand delivered court orders will not be accepted if incomplete or invalid.
- C. Court orders will be accepted from anyone eighteen (18) years of age, or older. Family or friend must present a valid driver license or other valid picture identification. A bail bond agent must present a valid bail bond identification card with a driver's license or other picture identification. An attorney must present a valid bar card with a driver license or other picture identification. The court order will be inspected for authenticity and validity prior to processing. Any questions or discrepancies should be directed to the clerk of the court issuing the order.
- D. Court orders (other than “To-report commitments”) will not be accepted regarding inmates who are not physically in custody at the time the order is received. Such orders will be returned to the issuing judge with a written explanation as to why the order was not accepted.

II. COURT ORDER PROCESSING

- A. All court orders accepted are to be time-stamped immediately upon receipt, inmate’s booking number written on the face of the document and processed in the following manner:
 - 1. Court orders authorizing jail entry of an outside party, (i.e. court appointed psychiatric investigators) will be reproduced and copies distributed as follows:

- a. The original document will be filed in the inmate's custody record.
 - b. A copy will be provided to the watch commander.
 - c. A copy will be filed in the alphabetical file, by inmate's name, in the custody information office.
 - d. If the court order pertains to a medical or psychiatric evaluation, a copy will be sent to the medical staff.
2. Court orders ordering the release or transport of an inmate for other than custody related purposes (i.e., family funeral services) will be immediately directed to the watch commander for review and approval. The document shall be distributed as follows:
- a. The original document will be placed in the inmate's custody record.
 - b. A copy will be directed to the watch commander.
 - c. A copy will be forwarded to the medical staff if the court order pertains to a medical issue.
3. Court orders for release or transport of an inmate for medical reasons (i.e. dental/medical/psychiatric) will be immediately directed to the watch commander for verification and acceptance. The watch commander (along with the medical staff on medical/dental/psychiatric orders) shall make any and all efforts to ensure the following:
- a. Confirm the necessity for the transport or release if the same could not be accomplished by having the other party (ies) come to the facility.
 - b. Confirm the exact date, time and location of the appointment as well as the expected duration.
 - c. Confirm all other aspects of the court order (transportation method, criminal record and driver's license validity of the person named to transport, if other than Sheriff's personnel).

Any court order not received in ample time to allow confirmation, or which appears unreasonable, or places the security of the inmate(s), facility or staff in jeopardy is subject to amendment or denial by the facility commander. Efforts should be made to inform the issuing judge, and/or initiating attorney, of the changes or denial, prior to the effective time of the original order. The facility commander shall contact Legal Affairs when presented with such an order.

- B. The computer records will be updated to reflect the court order.
1. Update the computerized custody record to reflect future court dates and times, sentencing information and other pertinent court ordered information.

2. Release orders will be processed as soon as possible.