



Hold for Pick-Up

REHABILITATION/PROGRAMS (Counseling Staff approved)

The counseling staff at each facility works diligently with incarcerated individuals while in custody, offering them counseling, classes, and rehabilitation. To continue this treatment, the counseling staff is able to obtain placement for many of these incarcerated individuals upon their release. Unfortunately, because detentions processing staff releases some of our "serve time" incarcerated individuals shortly after midnight, many of them scheduled for a program never make it. To help alleviate this problem the **Hold for Pick-up form** was created.

The counseling staff utilizes the **Hold for Pick-up form** to notify IPD staff of any special transportation and/or pick-up arrangements made on behalf of an incarcerated individual. The form is filled out by the counseling staff and signed by the incarcerated individual. The completed form is forwarded to the detentions processing staff, where the Detentions Processing Technician schedules the pick-up as an event in the Jail Information Management System (JIMS) (*See Schedule Events section*).

If the designated pick-up person does not arrive at the time indicated, notify the on-duty supervisor. The supervisor will place a courtesy call to the counseling staff for further follow-up.

NOTE: This form is not authorization to hold the incarcerated individual past their release date nor does it supersede any early "kicks."

MILITARY

The military utilizes the Military Hold Authorization Form to notify detentions processing staff that an incarcerated individual's command wishes to pick them up upon release. The form is placed in the custody record once the agency notification is entered into the JIMS.

This form is NOT authorization to hold the incarcerated individual past their release date. After the agency notification is made, if the incarcerated individual is not picked up within 8 hours, the on-duty supervisor is notified immediately.

NOTE: COUNSELING AND MILITARY HOLD FORMS, SEE FORMS AND RESOURCES, IN CUSTODY PROCESSING SECTION.