

## **SEALED COURT ORDERS**

### ***Reference Sheriff's Policy and Procedure section Q.49 Sealed Court Papers***

Any court order received at detention facilities with a notation that it be "sealed" and remain "confidential" will be directed to the on-duty watch commander. The watch commander will review the order and comply with the wishes of the court. If there is a problem with the order, or its interpretation, the on-duty facility commander shall be immediately notified. The contents of the sealed order shall be maintained strictly confidential.

Any sealed order is defined as "an instrument closed against inspection of the contents." This means the contents of the order are to be read only by those persons who need the information in order to accomplish the intent of the order. Unless specified in the order, a sealed order does not restrict viewing by jail personnel.

**Sheriff's Department employees will not disclose the contents of, or the fact that the order exists, except at the further direction of the court and ID.**

#### **All court orders after review are:**

1. All pages of the court order will be clipped together, along with a cover sheet bearing the words "SEALED COURT ORDER.
2. Placed in the inmate's custody record.

***Note: Sealed court orders will not be physically sealed in envelopes when the custody record is sent to Sheriff's Records***

#### **If the order deals with a professional visit:**

1. A written authorization is prepared notifying facility information personnel the specified inmate has a "SEALED COURT ORDER" permitting a professional visitor to enter the jail.
2. This authorization will contain the notation to be destroyed upon completion of visit.
3. The authorization will contain the name of the inmate, booking number, and the authorizing Watch Commander.
4. The authorization will not contain the visitor's name or occupation.
5. The authorization will be placed into the facility's alphabetical "Pending Professional Visit File". When an individual arrives for the visit (the individual should state the

visit is court ordered). The watch commander will confirm the individual's name by reading the "Sealed Court Order" in the inmate's custody record.

The detention information assistant will complete the Request to Interview Prisoner blue card (J-47) with the required information. This information will also be used to verify the individual's name.

At the conclusion of the visit, the authorization will be given to the watch commander for destruction.

The J-47 will be clipped to the "Sealed Court Order" papers in the inmate's custody record.

***NOTE: There will not be a computerized visitation record established for any Sealed Court Orders dealing with professional visits. These visits will not be entered into the Jail Information Management System (JIMS) Professional or Social Visitation navigator and recorded as a visit.***

If a "Sealed Court Order" deals with matters other than a professional visit, the watch commander will prepare whatever instructions are necessary.

**WRITTEN AUTHORIZATION PERMITTING  
A SEALED COURT ORDERED PROFESSIONAL VISIT**

**DATE:** \_\_\_\_\_

**TO: PERSONNEL CONCERNED**

**FROM:** \_\_\_\_\_, WATCH COMMANDER  
(DETENTION FACILITY)

**SUBJECT: SEALED COURT ORDERS – PROFESSIONAL VISITS**

**Inmate \_\_\_\_\_, Booking Number \_\_\_\_\_, has a court ordered visit. When the visit is completed, this memo is to be destroyed by the Watch Commander.**

The Visitor Card is to be retained and secured in the "Sealed Court Order" located in the inmate's custody record.

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**(Signature)**

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