



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 47	DATE February 27, 2004
SUBJECT:	BOOKING/NEW INMATES UPDATE/COURT RECORDS	DISTRIBUTION A, B, D-I & D-II.
REFERENCE:		

1.0 INITIAL BOOKING PROCEDURE/NEW INMATES

- 1.1 Determine whether or not the individual has been previously lodged in OAKLAND COUNTY JAIL BY RUNNING A NAME SEARCH ON JAILTRAC. If nothing is found, run the name in the micro-film file as well.
- 1.2 If the individual has been in Oakland County Jail, use the same inmate number and modify {Pf 3: MINMT, Pf 9: BOOK/BKO2}. If the individual has not been in Oakland County Jail, assign a new inmate number {Pf 9: INMT/IN02}.
- 1.3 Run a L.E.I.N. on the individual to check for outstanding warrants. If so, Holds {HOLD} and Charge Disposition Records {CHGO} must be added during the booking process. Use {CHGO} if the warrants are held by Oakland County agencies; use {HOLD} if warrants are held by agencies outside of Oakland County.
- 1.4 L.E.I.N.'s must be run on all aliases.
- 1.5 Receipt the inmate's money and provide him/her with a copy of the receipt. Fill out the money sheet and place in the proper book.
- 1.6 Complete the inmate wristband with name, inmate number, DOB, picture and bar code. Place the completed wristband on the inmate.
- 1.7 Complete the computer process by following procedures outlined in the user manual. Use the proper combination of screens: {Pf 9} CHGO; CHGS; SENT; HOLD; AKAS.
- 1.8 Complete the Medical Screening process according to the procedure "Medical Screening." If any problems that require immediate attention are identified, contact the Clinic and/or Counseling immediately.
- 1.9 Print computer sheet {Pf 8} for inmate's file and place medical screening sheet in box marked "Clinic."

POLICIES AND PROCEDURES NO. 47

Booking/New Inmates

Update/Court Records

February 27, 2004

Page 2

2.0 **UPDATING COURT RECORD**

- 2.1 The following screens must be completed on all persons returning from Court with a Mittimus: {Pf 3} Add INLO; Add EVNT; Add SCHD; Modify CHDS; Modify Bond; {Pf 9} Add CHGO.
- 2.2 Print new computer sheet {Pf 8} and place in inmate's file. Medical screening sheets on printed updates may be discarded.
- 2.3 The following screens must be completed on all persons returning from Court with a Commitment: {Pf 3} Add INLO; Add EVNT; Modify CHDS; Modify Bond; Add HOLD {if sentenced to state time}.
- 2.4 If the inmate is sentenced to County time, place the computed release date in RED ink on the lip of the file folder.



Michael J. Bouchard
Sheriff

MJB/bjw