



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 180	DATE October 12, 2005
SUBJECT: INMATES LODGED ON WRIT	DISTRIBUTION A, B, D-I, D-II, Booking Unit, Classifications Unit	
REFERENCE: Most Serious Charge Documentation		

POLICY

The Oakland County Sheriff's Office shall adhere to the following procedure to enhance the safety and security of the Oakland County Jail and Oakland County Courtrooms for the safe transport and movement of inmates.

PROCEDURE

1.0 Transporting Officer

1.1 The Oakland County Sheriff's Office transporting officer(s) shall obtain the most serious charge that a prisoner is lodged on at the outside agency. This charge shall be documented on the Oakland County Jail Commitment Form. Any serious assaultive felony or serious security crime shall also be reported to Oakland County Booking staff verbally at the time of lodging at the Oakland County Jail.

2.0 Lodging Outside Agency Writ

2.1 When an outside agency lodges their writ at the jail, booking staff shall attempt to obtain the most serious charge from the former holding agency and document the charge on the Oakland County Jail Commitment Form.

3.0 Booking Supervisor/Booking Staff

3.1 The Oakland County Booking Supervisor shall review serious assaultive felony charges and/or serious security crimes and notify the Classification Officer when appropriate. Oakland County Booking staff shall enter the most serious charge in the inmate's WARR/HOLD comment field.

4.0 Releasing Officer

4.1 When an outside agency writes out one of our prisoners, the releasing officer shall advise the transporting officer(s) of the most serious charge the prisoner is being held on in Oakland County.

A handwritten signature in blue ink that reads "Michael J. Bouchard".

Michael J. Bouchard
Sheriff