3-16/020.00 - Orders Issued by a Judicial Officer (Verbal or Written)

All court orders shall be in written form. Court Services personnel shall not accept verbal court orders from a judicial officer. Anytime a judicial officer issues a verbal order to Department personnel a written order from the court shall be requested.

Personnel receiving a court order, which affects the status of an inmate, shall comply with the order in an expeditious manner. Orders that dictate special treatment, visits, transportation, medical treatment, etc. are commonly issued by courts and should comply within the normal course of duties. If the order is in conflict with Department policies and practices, personnel shall immediately contact the branch supervisor. Branch supervisors shall review the order to determine if there is a conflict, and/or if the court will consider modifying the order to comply with the Department's policy.

Any request made of Sheriff's Department personnel by a judicial officer in open court shall be considered a court order and a written court order must be requested. If the judicial officer/court does not wish to issue a written court order contact the branch supervisor.