

Example Expedited Booking/Arrestment Days

1. When a defendant comes to the counter on (expedited booking days) with a notice to appear (NTA), verify that the warrant is in the file before sending them to the sheriff's department. For prints: if a warrant is not in the file, send the defendant over to jail records and call them to inform them the defendant is coming over and has an open warrant. Jail records is to be sent copies of the defendant's complaint and warrants from the court of upcoming expedited booking days on the Friday before.
2. All 93 day or more warrants require fingerprints.
3. If a bond was not previously posted, call jail records to inform them of the defendant coming over to pull the copy of the previously sent complaint and warrant. The clerk is to identify himself/herself with an appropriate 4-digit telephone number for any possible call backs.

If a bond was previously posted at the sheriff's department, check with the assignment clerk to verify if the court has prints. If the court does not have prints, the defendant will have to go to sheriff's department to be printed or to pickup prints. If prints are available in the sheriff department's booking jacket, they should be sent over to the court with the defendant.

4. If bond was posted other than at the sheriff's department, and the charge is a sheriff department warrant, the defendant will have to go to the sheriff department where the warrant was issued. When the defendant leaves, a criminal division clerk must call jail records to inform them the defendant was previously booked by another agency and fax a copy of the warrant to MCSD. The clerk is to identify himself/herself with an appropriate 4-digit telephone number for any possible call backs.
5. If the defendant needs to go to the city for prints, make sure the defendant has a copy of the NTA and has a CTN (criminal tracking number) on the NTA.
6. If the defendant needs to go to the Michigan State Police for prints, you must fax a copy of the warrant to MSP and tell the defendant to bring a copy of the print cards back to the court. The MSP court officer will later bring the original card to the court. The NTA should tell the defendant to report to MSP between 8:00 and 8:30 for printing purposes.
7. On any OUIL-1st charges (tickets) for the sheriff department or (tickets or complaints) for the city police department, remind the defendant to bring the original print cards with them back to the court. All OUIL-1st offense charges require fingerprints.