

**PALM BEACH COUNTY**  
**SHERIFF'S OFFICE**

RIC L. BRADSHAW, SHERIFF



**INTER-OFFICE MEMORANDUM**  
Inmate Management Division

**TO:** All Affected Staff

**DATE:** July 29, 2014

**FROM:** Captain Alan W. Fuhrman

**FILE:** IMD-007 (R1)

**SUBJECT:** DHS Form I-247 Detainers

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Effective immediately **PBSO WILL NOT BOOK** DHS Form I-247 Detainers absent other judicial authority. Judicial authority for booking purposes will include Order of Deportation or Warrant signed by a federal judge/magistrate.

When a DHS agent submits a DHS Form I-247 Detainer to the Booking Desk, the deputy will annotate the DHS Form I-247 in IMACS accordingly and place the appropriate HOLD stamp on the booking card.

When an inmate is in the process of being released on Court Order Release, Time Served, or on Cash/Surety, the Intake Sergeant will be notified immediately. The sergeant will copy the booking card and the DHS Form I-247 Detainer and email it to DHS.

PBSO will not hold or detain an inmate beyond the time the inmate would otherwise be released from custody.

As part of the release process, the DHS Form I-247 Detainer will be removed from IMACS with the reason stated as "Per PBSO Policy – DHS notified date and time"

If a DHS agent delivers an Order of Deportation or Warrant signed by a federal judge/magistrate to the Booking Desk prior to an inmate's release, the sergeant will ensure that the DHS Form I-247 Detainer is removed with the reason stated "Per PBSO Policy – DHS provided Order of Deportation or Warrant"

The sergeant will then change the HOLD information in IMACS to reflect a FEDERAL HOLD.

When an inmate is eligible for release on Court Order Release, Time Served, or on Cash/Surety, the FEDERAL HOLD will be booked as other federal holds are.