

COUNTY of INGHAM
State of Michigan
SHERIFF'S OFFICE



Scott Wriggelsworth
Sheriff

Andrew R. Bouck
Undersheriff

630 North Cedar Street
Mason, MI 48854
(517) 676-2431
FAX (517) 676-8299

Jason Ferguson
Chief Deputy

Darin Southworth
Major

TO: All Approved Ingham County Bond Agencies
FROM: Major Darin Southworth, Jail Administrator
DATE: Wednesday, October 10, 2018
RE: Contact with Ingham County Jail (ICJ) staff and inmates

To better assist bond agencies and adhere to County business expectations we call attention to the items below and ask for your adherence to action items:

1. ICJ staff are prohibited from extending special courtesy or recommendation to any bond agent or agency. Please notify on-duty command should you have specific knowledge of such a circumstance.
2. Bond agency's phone numbers will be displayed equally in the Booking area.
3. Business cards are not to be left in general areas of the facility
4. Messages will not be passed from bond agents to specific inmates by ICJ Staff. Messages can be left for inmates by using the Securus message platform (Standard rates apply).
5. All bond agents must present identification to enter the facility and be current with the court to issue surety bonds.
6. Bond agents seeking charges information about inmates should call through the Ingham County Jail Lobby during normal business hours. (517-676-8356)
7. After lobby hours, bond agents may call through the non-public Receiving/Booking number for general inmate information. This number is not to be shared with the general public. (517-676-8204)
8. Please have full name and correct spelling of inmate's name prior to calling Jail staff.