5-03/070.00 - Court List

Station watch commanders shall send, via JDIC, "Court List" or "No Court List" messages to IRC (for males) and CRDF (for females), with the following information:

- Names of inmates who have been or are being sent to IRC/CRDF and are to be sent to court;
- "No Court List" messages shall advise that no inmates are ordered for court; and
- Court appearance information on Station booked inmates by non-station details shall be included only at the request of the detail.

Two court lists are required each evening preceding a day on which court will be in session. The first court list shall be sent at 1800 hours and the second at 0100 hours. The 0100 hours lists that are sent to IRC/CRDF shall contain the names of those inmates not previously ordered who are scheduled for court that day.

Court lists received after 0130 hours will result in the inmate not appearing in court, an over-detention and/or an imperative release. Special messages sent after 0100 hours of the actual court day must be restricted to urgent requests, as special transportation, if available, must be arranged to get the inmate to court.

Court list messages sent to IRC/CRDF shall contain the following:

- Standard abbreviations for courts and stations;
- Station identification repeated each time a different court and/or time of appearance is indicated;
- Inmates' names (last name first) shall be grouped under court and time of appearance;
- The listing shall be by booking number, prisoner's name, purpose of appearance, and the charge. The lists may be in random order;
- The message shall contain the jailer's name, the secretary's initials, and the station/unit designation number; and
- The "No Court List" message sent to IRC/CRDF shall also contain the above identifying information.

Court lists shall be filed at the unit and retained for six months.