5-03/130.20 - IRC Procedures

The receiving office clerk at IRC/CRDF, upon arrival of release envelope, shall:

- Sign for the envelopes on the Transmittal Sheet (SH-CR-275); and
- Route three fingerprint cards and original of the B&PR and any attached additional charges forms to RIB.

When a prisoner is released or transferred to another agency, all his property shall be released to the other agency.