5-03/165.05 - Stations to IRC/CRDF

Court Services Transportation Bureau shall deliver prisoners to IRC/CRDF on all court days. Transportation arrangements shall be made with Court Services Transportation Bureau for juveniles and female prisoners.

All requests for transportation shall be made via JDIC and shall include any unusual information, e.g., suicidal, sick, injured, mental, "keep-aways," etc. Requests for transportation of juveniles shall include a "mandatory pickup time."

The following procedures shall be observed by the station jailer in the processing of prisoners to be transported to IRC/CRDF:

- Place the prisoner's property in the property bag;
- Place all paperwork concerning the prisoner, except station (white) copy of the B&PR, in the envelope; and
- Fill out Transmittal Sheet:
    - Original and two copies to the transportation deputies; and
    - One (last) copy in property bag when picked up by transportation deputies.

The transportation deputies shall sign the transmittal sheet, receipting for the number of prisoners and locked property bag. In addition, they shall sign the station (white) copy of the B&PR as the transporting officer. Upon signing the transmittal sheet and B&PR, the responsibility for the prisoners and property is transferred from the station to the Court Services Transportation Bureau. Station jailers shall assist transportation deputies in a backup role as the transportation deputies handcuff the prisoners and load the prisoners and property into the transportation vehicles.