5-03/165.07 - Deletions From Inmate Transfer Lists

Inmates' names shall not be deleted from any inmate transfer list (i.e., transmittal sheets, teletypes, court lists, etc.) without accounting for the actual location of the inmate. The person making the deletion shall be accountable for verifying the location of the inmate prior to making the deletion.

Whenever an inmate's name is deleted from a transmittal sheet, the person making the deletion shall sign his name and employee number legibly next to the deletion and provide a brief reason for the deletion next to his signature.