5-03/165.10 - Station to Court

Station prisoners shall be transported to court by station personnel when possible. Court Services Transportation Bureau shall provide transportation when the number of prisoners exceeds the capabilities of the station.

Requests for transportation to a local court shall be sent via JDIC prior to 0600 hours.

In preparation for the transportation of prisoners to court, the station jailer shall:

- Place the three fingerprint cards in envelope;
- Obtain prisoner's right-hand flat prints on reverse side of station (white) copy and on Records and Identification Bureau (blue) copy of the B&PR;
- Release prisoner, cash, property, and envelopes to court deputy or transportation deputies; and
- The deputy transporting the prisoner to court shall sign the station (white) copy of the B&PR indicating the number of property envelopes received.