5-03/165.15 - Station to LAC/USC Medical Center

The station shall:

- Arrange for delivery of the prebooked prisoner to the jail ward; and
- Forward three fingerprint cards with Records and Identification Bureau (blue) copy of B&PR (SH-J-293) to the Records and Identification Bureau, Attn: Fingerprint Section.

The transporting officer shall:

- Deliver the prisoner to the jail ward officer;
- Deliver cash, property, form envelope and all warrants, commitment papers, etc., to the jail ward officer;
- If transported by station personnel, return the station (white) copy of the B&PR with the signature of the jail ward officer to the station; and
- If transported by Transportation Bureau, make appropriate entries on the transmittal sheet.

The jail ward officer shall sign the station (white) copy of the B&PR or the transmittal sheet for the prisoner.

If not prebooked, refer to section 5-03/040.00.

Refer to section 5-03/055.00 when a prisoner is unable to complete next-of-kin notification.