# Chapter 14 - Transmittals

The LASD/LAPD Transfer Record (SH-C-R-275) is commonly referred to as a "transmittal". The basic purpose of the transmittal is to provide a record of the movement of inmates, court papers, and property. The transmittal also provides a receipt for inmates; therefore, acts as a protection against accusations of mishandling that may occur. IRC/CRDF also uses the transmittal to release or detain individuals. It is imperative that transmittals are legible, neat, accurate, and complete.

Generally, a transmittal must accompany all inmates transported to IRC/CRDF, unless they are coming from a Custody Division facility. When inmates are transported from a Custody Division facility, they will be accompanied by a teletype listing all inmates transported. Usually the Unit or agency requesting transportation will prepare the transmittal; however, transporting Deputies will occasionally be required to prepare the transmittal (i.e., when picking up a warrant arrestee at an outside agency).