Chapter 15 - Court Lists

To expedite the appearance of inmates in particular courtrooms within a facility, several lists of inmates will need to be prepared and maintained. The purpose of maintaining a current list of all inmates in the building is to prevent the erroneous release of an inmate and to ensure that lockup personnel know the location of every inmate in a facility. When any inmate is moved within the facility, a written record of that destination shall be maintained. When an inmate is returned to the main lockup, the master list shall be updated. An indication shall also be made of all court papers received, to ensure that the personnel writing the transmittals have all of the necessary papers on a particular inmate.

• 2-15/010.00 Master Appearance List

At 0100 hours daily, each Station Watch Commander shall transmit, via JDIC, a "Court List" message to Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF) with information containing the names of inmates who have been or are being sent to IRC/CRDF and are to be sent to court on that day. Court appearance information on station-booked inmates by non-station details shall be included only at the request of the detail. A court list received after 0130 will result in the inmate not appearing in court, a possible over-detention and/or an imperative release.

Prior to the opening of court, each Branch Court Services Office shall obtain the Master Appearance Court List from either the Court Clerks' Office or a designated JDIC terminal in the Court Services Branch Office. This list will be utilized as the Master Appearance List and should include all inmates being transported to the court from Central Jail, etc., for appearance that day.

Additional inmates may be picked up at LAPD, who will appear on the Master List, or be picked up at a Station as a new station booking. These individuals will be part of a supplemental list, since they are being transported directly from a Station to court and have not been processed through IRC/CRDF. Copies of the Master Appearance List and all supplemental lists should be used as the lockups' work sheets. All masters and work sheets shall be maintained for a period of six months.

When an outside agency brings new arraignments or warrant arrests directly to court, a separate list should be made and maintained. The use of a transmittal sheet may be useful since it contains all of the required information for the tracking of inmates.

• 2-15/015.00 Court Rooms/Bailiff's List

Lockup personnel shall be responsible for providing copies of court lists to those Deputies who need them.

• 2-15/020.00 District Attorney's List

For the District Attorney or City Attorney to properly track the filing of cases against those in custody, it is essential that they be given a current list of all inmates who are in the court that have not had charges filed on them. Most courts have specific rules regarding the filing of cases. Therefore, it is essential that the lockup

personnel keep the District Attorney's Office appraised of which inmates do not have charges filed.

• 2-15/025.00 Clercks Office List

Copies of all inmate lists shall be supplied to the Court Clerk's Office, criminal section, to allow for the expedient filing of custody cases. Branch Supervisors shall devise a method to notify Court Clerk's Office of additional inmates received.