3-14/090.00 - Failure of Inmate to Appear

At the beginning of each court day the bailiff shall check the custody transportation list to make sure that all custodies ordered have been secured in the holding facilities. If it is noted that there is a "miss out" the bailiff shall immediately notify lockup and ask lockup personnel to DIMMS the booking number for current housing location of the missing inmate. If DIMMS does not show the inmate in court-line or on a bus, then ask lockup personnel to run the inmate’s booking number in the AJIS System to see if the inmate was ordered out to court. If the inmate was not ordered out to court, contact the court Liaison. Arrangements will then be made for a special transportation run to that court to minimize any delay in the court proceedings.

All complaints relative to the transportation of inmates or the failure of inmates to appear in court when ordered shall be reported to the bailiff's immediate supervisor.