

## 5-14/020.00 Removal Orders

Inmates may be removed from custody on the order of the Court to accommodate special services or events. Department policy regarding removal orders is contained in the Department Manual of Policy and Procedures, sections 5-03/170.00, "Removal of Prisoner From County Jail By Court Order," 5-03/170.05, "Arrest Warrant - Juvenile (4004PC)," 5-03/170.10, "Department Responsibilities," 5-03/170.15, "Duties of Responsible Officers," 5-03/170.20, "Attempt to Deviate From Order," 5-03/170.25, "Capital Offense Charges and Cases Involving Great Notoriety," 5-03/172.00, "Request For Removal of Prisoners From State Institutions."

Additionally, prior to the release of any inmate and pursuant to a removal order, a copy of the removal order shall be delivered to the Warrants and Detainers Section of the Records Unit at the Inmate Reception Center (IRC). Inmates to be removed from custody, shall only be removed through the Inmate Reception Center. The only exception to this may occur when another unit within our Department is authorized by the Inmate Reception Center to directly remove the inmate from custody. Units seeking to directly remove an inmate from custody shall provide the Head Clerk at the Inmate Reception Center with the following information before they shall be allowed to do so:

- A court order authorizing the inmate's removal from custody
- The name(s) and employee number(s) of the personnel who will be removing the inmate from custody
- The date and time the inmate will be removed from custody
- The date and approximate time the inmate will be returned to custody

Upon receipt of this information, the Head Clerk at the Inmate Reception Center shall cause a teletype to be sent to the inmate's housing facility. The teletype shall include all of the above information, and shall authorize the inmate's removal from custody to the personnel named on the teletype. Each facility from which an inmate is removed shall maintain a log book that shall include the following information:

- The name(s) and employee number(s) of the personnel removing the inmate from custody, along with their signatures
- The date and time the inmate was removed from custody, along with the inmate's fingerprints at the time of removal
- The date and time the inmate was returned to custody, along with the inmate's fingerprints at the time of return

The Inmate Reception Center Head Clerk shall have the responsibility of insuring that the Warrants and Detainers Section properly documents, processes, and reports the removal of the inmate.

Inmate may receive removal orders directly from the courts. In these instances it is the responsibility of Court Services personnel to forward a copy of the court order to the Inmate Reception Center, Warrants and Detainers Section for processing.

If verification of a court order is needed by Inmate Reception Center personnel, then they shall forward the court order to the court deputy of the involved court. It is the responsibility of the personnel requesting verification to ensure that the Court Services desk deputy:

- Verifies that the information on the court order is accurate

- Ensures that the inmate has met the criteria for removal
  - If the inmate is found to be ineligible, Inmate Reception Center Personnel shall ensure that the Court Services desk deputy contacts the Court issuing the order and advises them of their findings
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