2-06/020.10 Records Forms - Court Lockups

Lockup personnel are responsible for maintaining the attached forms on a daily basis (except the Emergency Equipment Test Record). The Emergency Equipment Test Record will be maintained to reflect the last time an item listed was inspected or reported as deficient. It is important to log the precise time (not rounded off to the nearest 5 or 10 minute interval) when completing these forms. This is especially critical on the Cell/Inmate Inspection Record. Upon completion of any form, retention will be made in chronological order and filed appropriately.

Branch Supervisors shall be responsible to ensure the proper completion and two year retention of these forms. All forms can be found in the section “Forms” on CSDNet intranet.