

## **2-06/030.35 Court Services Transportation Bureau (CST) Crews**

The foremost obligation of the Court Services Transportation Bureau (CST) is to preserve inmate security, officer safety, and maintain timely delivery of inmates to the court system. This section will establish and clarify the responsibilities of specifically designated crews to assist court personnel, in a team effort, to process court inmates.

Although these crews will spend a limited amount of time at the Courts, they will be required (in accordance with Bureau policy) to complete the process of unchaining the inmates, and as time permits, they will assist court personnel in the searching of inmates. When this process is completed, all chains are to be returned to the CST. The last crew delivering inmates to court will ensure that no chains are left at the court. Direct functional supervision will be provided by the Branch Supervisor.

Some variations of this procedure are expected to accommodate circumstances. For example, if the CST vehicle is parked in a secured area, both crew Deputies shall assist the court lockup personnel in processing the inmates. If the vehicle is in an unsecured area, the driver shall remain in the vehicle and the security Deputy will assist the court lockup personnel in processing the inmates.

The crews will be available for approximately thirty minutes. This time period may fluctuate depending on the physical location of the vehicle and/or the bus route schedule of each crew. The bus route schedule may be revised, occasionally which may change some elements of this section. If revisions are unacceptable, the Branch Supervisor may contact the CST Operations Deputy at (213) 974-4571.

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