

## 2-09/000.10 Court Lockup Inmate Verification

This section is to establish the processing and verification of inmates arriving or leaving court lockup facilities on any Court Services Transportation Bureau (CST) Vehicle (bus, van, radio car, etc.).

Personnel assigned to the lockup shall be responsible for maintaining the Uniform Daily Activity (UDAL) /Title 15 Log book. All entries on the log shall be done in blue or black indelible ink. Liquid paper, White-Out, correction tape, etc. shall not be used on this log. If corrections are necessary, draw a line through the area that requires correction and make a new entry (i.e., proper correction).

Inmates Arriving At Court Facility From Court Services Transportation Bureau When CST Deputies arrive at the court with inmates, lockup personnel shall meet them at the Sally Port door and ask how many inmates, and what type, i.e. special handling, males/females, etc., are being delivered to the court. This entry shall be made in the Uniform Daily Activity (UDAL) /Title 15 Log. As the inmates are off loaded, a court lockup personnel shall scan, refer to CSDM, 2-09/010.05 - DIMMS (Defendant Inmate Movement Management System), each inmate into the facility. When all inmates have been off loaded, the personnel who scanned the inmates shall verify the receiving count. If the count matches what was verbally reported, the CST Deputy shall sign the Uniform Daily Activity (UDAL) /Title 15 Log to verify the count. If the counts do not match, all movement shall stop until the counts can be corrected and verified. CST Deputies shall not be allowed to leave until the counts have been verified and the Uniform Daily Activity (UDAL)/Title 15 Log has been signed.

**Inmates Leaving A Court Facility Via Court Services Transportation Bureau:** When an inmate has completed their court appearance, and is to be transported to the IRC/CRDF or Custody facility, the court lockup personnel shall inform the CST Deputy of the total inmate count and type of inmates to be transported, (i.e. special handles, males/females, remands, etc.). Court lockup personnel shall scan, DIMMS (Defendant Inmate Movement Management System) each inmate as they are handcuffed/chained by the CST Deputy. When all inmates have been handcuffed/chained, the personnel who scanned the inmates shall verify the outgoing count. If the count matches what was verbally reported, the CST Deputy shall sign the Uniform Daily Activity (UDAL)/Title 15 Log to verify the count. If the counts do not match, all movement shall stop until the counts can be corrected and verified. CST Deputies shall not be allowed to leave until the counts have been verified and the Uniform Daily Activity (UDAL) /Title 15 Log has been signed.

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