

## 2-13/030.00 Papers Only Holds

When lockup personnel is given a "Papers Only Hold" that involves a remand, sentence, or other action which would cause an inmate not to be released, they shall check DIMMS, SI01 or SI03 to locate the whereabouts of the inmate. After locating the inmate, the assigned lockup personnel shall follow one of the four procedures listed below, and a Papers Only Hold Log shall be completed. The log will assist the Branch in clearly tracking the notification process to ensure compliance.

- If the inmate is at the same court issuing the hold, personnel shall see that the inmate's records are updated to include the new hold. The original hold is to be sent on a papers only transmittal to IRC.
- If the inmate is at another court, personnel shall contact the other Court's Lockup Supervisor and advise them that hold papers were received. Personnel shall then fax the hold papers to the other Court's Lockup Supervisor.

The Fax copy and confirmation should be maintained at the court that faxed the hold paperwork for thirty days. The original hold is to be sent on a papers only transmittal to IRC.

- If the inmate is at a Sheriff's station or police agency, personnel shall contact that Station or agency advising them of the hold and fax a copy to them. Arrangements should be made to have the inmate sent to court. The original hold shall be kept at that court until the inmate arrives at court or until the inmate is booked directly into IRC. If the inmate is booked directly into IRC, the hold shall be faxed to IRC at (323) 415-4474. Personnel must then call IRC and confirm that the fax was received. The fax copy and confirmation should be maintained at the court that faxed the hold paperwork for thirty days. The original hold is to be sent on a papers only transmittal to IRC.
- If the inmate is at a county jail housing unit or IRC, The hold shall be faxed to IRC at (323) 415-4474. Personnel must then call IRC and confirm that the fax was received. The fax copy and confirmation should be maintained at the court that faxed the hold paperwork for thirty days. The original hold is to be sent on a papers only transmittal to IRC.

### Lockup Personnel and Lockup Supervisors Responsibilities

In addition to the above duties, if lockup personnel receive a Papers Only Hold, for an inmate not appearing in the issuing court, from anyone other than a supervisor, they are to immediately notify a supervisor. The supervisor must conduct an inquiry to see if the bailiff failed to follow procedure in CSD Manual Bailiff Section 3-14/055.05. If this section was not followed, the supervisor must confer with their Area Lieutenant to determine what action should be taken as it relates to the bailiff.

Lockup Personnel completing papers only transmittals must have these transmittals reviewed and approved by a supervisor prior to sending them to IRC. Lockup Supervisors are required to check all papers only transmittals to ensure that there are no paper only holds that have not already been handled. The supervisor must initial the transmittal.

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