

2-14/010.00 Preparation Of Transmittals

Each transmittal should contain the following information. (The sections highlighted in bold type indicate a specific section or location on the transmittal form.):

- Title (written in large letters across the top of the form) and nature of inmate (i.e., male or female, new booking, returnee, LAPD new booking, station booking, special handling (K-10), etc.).
- Purpose of the transmittal. Check all appropriate boxes: (i.e., property, papers, prisoners, and papers only).
- The date and time the form was prepared.
- "From" box - Place of origin of the transmittal (i.e., Court, Sheriff's Station, Police Department, LAPD, etc.)
- "To" box - Destination, (i.e., Men's Central Jail, Century Regional Detention Facility (CRDF), etc.)
- Name - Inmate's Name (i.e., last name (write this first), first name, middle initial).
- Special Handling Classification Code - when an inmate has any special handling classification, the code shall be written in the left margin, next to the inmate's last name.
- Booking Number - If one has been issued Lockup personnel shall obtain a booking number for all new bookings. Agencies that are part of the consolidated booking system will have Sheriff's booking numbers. For agencies that are not a part of the system, if the custody has been remanded to the Sheriff, a booking number shall be obtained by lockup personnel.
- Charges and/or Warrant Numbers - Use one line of the transmittal for each charge and/or warrant number, accompanied by a Court Order or warrant.
- Remarks - This section defines exactly what is to happen to this individual as a result of having been to court this date, (i.e., hold, return court date, status change, change in charge, etc.)
- Property R - This refers to retained property. As of March 8, 1995, all jail facilities became "cashless jails"; therefore, the inmate may not retain any money. All money taken from an inmate in custody must be counted and sealed in a Record of Valuables Envelope (SH-J-370). Entries in this section should be (0). This is property stored for the new booking. It may have been packaged at a Sheriff's station, LAPD, Police Department or removed from a new booking at a court lockup. This property is contained in a sealed property envelope, and will be transmitted with the prisoner to Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF). Bulk property should not be listed in this section, since it is maintained at the location where the custody was arrested or remanded. Money deposited should be sealed in a separate section of the property envelope.
- Disposition - In this column, describe the disposition of that particular charge (i.e., Reject (D.A.), Trial, Hold, Release, Days in County Jail, etc.)
- Case/Warr # - Commitment - Enter case number
- Bail - The amount of bail should be entered. If it is a no bail case, write "no bail"
- Transferred by - Enter the name and employee number of the originator and the time the form was completed
- Transported by - Print the last name and employee number of the transporting Deputy. The transporting Deputy shall sign the transmittal
- Time - Enter the time the inmates were picked up
- Received by - Name and employee number of the person who received paperwork at IRC/CRDF,

L.C.M.C., CRDF, etc.

- Number of - An inventory of each classification of inmates transported, along with a total number of warrants, court papers, and a total thereof
- Entry Control Deputy - Signature of control Deputy who received the inmate at IRC/CRDF

Attach all court papers relating to the transmittal to the top of the document. Each paper should match what is entered on the face of the transmittal. Deletions, errors, and corrections should be clearly identified by crossing out the line item with a single black line with an explanation of the deletion or correction.
