2-14/020.00 Distribution Of Transmittals

Transmittals will be prepared as an original and four copies. When the CST bus arrives at a court facility, the bus crew will check the transmittal and all of the attached papers. The distribution is as follows:

- The original and one copy will be used by IRC/CRDF for inmate tracking.
- The second copy will be detached by the CST Deputy after it is checked and signed, and retained at the court as a property receipt and record of the movement of the inmate.
- The third copy will be used by the CST as a body receipt, and will be used to acknowledge the receipt of a particular number of inmates by the IRC/CRDF control Deputy. This copy will be signed and delivered to the CST desk.
- The fourth copy will be placed in the property box/bag.
- The fifth copy will be attached to "New Remand Packets", along with the medical forms.