2-14/035.00 Transmittals Expediting Court Appearances Of In-Trial Inmates

When an inmate has been ordered to begin trial, it is the bailiff's responsibility to prominently mark the removal order "IN-TRIAL INMATE" in the upper right corner, either in red or highlighted in yellow marker. The bailiff then takes the paper to the lockup and personally informs lockup personnel regarding the in-trial inmate. The bailiffs will enter the appropriate inmate information on the "In-Trial/Last Day" List. (Refer to CSDM, 3-14/085.05 - Expediting Appearance of Last Day or In-Trial Inmates, for detailed procedure)

Lockup personnel will create a separate transmittal for in trial inmates, and attach copies of any special handling or keep away information to the transmittal.

Lockup personnel will provide CST personnel a separate transmittal listing all in-trial inmates. CST personnel will ensure that all inmates listed have a purple loop band attached to their wristband.

Note: Due to security and other special handling concerns, general population security level 9, K-1, K-6 and K-10 inmates will not be included in this plan. Additionally, pro-per inmates, inmates housed in CTC or those with an "A," "D" or "W" special handling code will also not be included.