7-02/020.05 Routing of Court Orders

Court orders received by Transportation Bureau personnel shall be forward directly to the Transportation Bureau desk without delay.

- The Desk Deputy shall time stamp the court order and give it to the Watch Commander.
- The Watch Commander shall review the order, take action if necessary then give the court order to the Watch Sergeant.
- The Watch Sergeant shall record the order in the Court Order Log and place it in the Day File.
- The Unit Commander shall be advised when unusual court orders are received.