7-02/080.15 Use of Inmate Special Handling Request Card

The Transportation Bureau Security Deputy is responsible for listing the transporting codes on the Special Handling Inmates Appearing in Court Today List (Appendix IX). The transporting code information is obtained from the Inmate Special Handling Request cards on file, or by telephonic contact with the Inmate Reception Center. Each Inmate Special Handling Request Card must have the Watch Commander's initials and date. Any cards found without these notations are to be handled as new cards.

If cards are missing, the Security Deputy is to review the Inmate Reception Center's Inmate Special Handling Request card and obtain a copy for processing by this Bureau's Watch Commander.

Some special handling inmates cannot always be transported as directed on the Inmate Special Handling Request card. Deviation from coded transportation may be done by the Security Deputy or by the Watch Deputy. Such deviations will be reported immediately to the Watch Commander and his/her approval must be obtained.

Special transportation that may require special security arrangements or require overtime shall be noted by the Early Morning Watch Sergeant, for approval by the Day Watch Commander. If it is felt that a Lieutenant's approval is needed immediately, the Watch Sergeant is to call the appropriate Lieutenant at home.

Lack of available personnel is not a sufficient reason to deviate from Transportation Bureau special handling codes. If it is necessary to use overtime to provide a proper level of security, the Watch Commander will authorize the necessary time.

Inmate Special Handling Request cards are designed to protect personnel and provide extra security for inmates when needed. They do not preclude the Transportation Deputy from increasing security measures in a given situation.