7-02/080.20 Court Lockup and Transportation Crew Use of Inmate Special Handling Request Card

A Transportation Management Automated System (TMAS) report, of the Inmate Special Handling Request cards maintained at the Bureau, will accompany the concerned inmate(s) to court, in the court briefcase. The transporting deputies shall review the reports prior to leaving the Men's Central Jail facility.

The Court Lockup Deputy should ensure that all officers handling the concerned inmate are aware of the inmate's status. After completing the transmittal of a special handling inmate(s), for the return to Men's Central Jail, the Court Lockup Deputy shall staple the copy of the TMAS Inmate Special Handling Request Card report to the transmittal. In addition, the Court Lockup Deputy shall make an oral report to the transporting Deputy, of the inmate's special handling status.

All copies of the TMAS Inmate Special Handling Request Card report shall be returned to Transportation Bureau each day and not retained at the court lockup. New copies will be sent to the court lockup each time a special handling inmate goes to court, as they may contain additional information.

After arriving at the custodial facility and verbally informing the Receiving Deputy of the special handling information, the transporting Deputy shall remove from the transmittal the TMAS Inmate Special Handling Request Card report and destroy it.

Care shall be exercised by all personnel utilizing the TMAS Inmate Special Handling Request Card report that they are not exposed to scrutiny by inmates.