7-02/080.25 Special Handling Court List

The purpose of this policy is to have a uniformly prepared Special Handling Courtlist. Any Deputy assigned to the Transportation Bureau Security Deputy position will be able to prepare the Special Handling Courtlist, utilizing the TMAS Special Handling printout, and the Inmate Special Handling Request card file.

The TMAS "Special Handling Inmates Appearing in Court Today" (Appendix IX) report automatically prints at 0115 hours each morning. This report is sequenced in court/name order by male and female special handling inmates, for all planning facilities.

The report lists the special handling number codes (i.e., 01, 02, 03, etc.) and letter codes (i.e., A, D, T, etc.). The inmates booking number, name, charge, race, age, permanent housing location, the planning facility for each inmate, the court and the court case number are also listed.

The report will list the special handling code "X" for two strike inmates, and "F" for three strike inmates.

NOTE: This is different from the codes which appear on the inmate's wristband. For two strike inmates, the code on the wristband is "2X", and for three strike inmates, the code is "3X".

The male and female Special Handling Inmate Appearing in Court Today Courtlist shall be prepared as follows (Appendix IX):

- Most inmates on the Special Handling Inmate Appearing in Court Today Courtlist require some type of special handling or security during transportation, particularly those inmates with a "T" designation in the "SPECIAL HANDLING" column.
- There must be an Inmate Special Handling Request card on file at Transportation Bureau for each inmate on the Special Handling Inmate Appearing in Court Today Courtlist.
- The following transporting codes and their designation shall be used. The codes will also be hand printed in the space to the left of the booking number:

Code	Designation
(.)	On The Bus
(B)	Central Jail Arraignment Court (CJAC) tunnel (The TMAS system will indicate these as "CJAC-T")

- The TMAS system will indicate Criminal Courts Building (CCB) forthwith inmates (CCB - forthwith) as "CCB F/W".
- Inmates requiring a particular bus or particular seating on a bus, for security reasons will be indicated by hand printing the following notations on the same line next to the inmate's last name, as follows:
  - CAGE
  - CAGE ALONE
  - CAGE - SPOT (number)
  - SPOT (number)

- WILL CALL
  - (These are usually K-1, K-9 and K-10 inmates going to court at CCB and transported by the CCB Forthwith Crew).

- Inmates requiring particular chaining will be indicated by the following codes. These codes will be hand printed to the left of the transportation codes.

CODE	
LW	Leg chain and waist chain or "4-man wrap"
WC	Waist chain
KA	Keep Away - (Print last name and last three booking number of the inmate to be kept away from. This information can be obtained from the Inmate Special Handling Request Card in the file box or the TMAS system)

- Additional information or instructions that will assist in handling and/or transporting inmates may be added by the Security Deputy to the Inmate Special Handling Request Report via TMAS.