

## **7-02/100.00 LASD/LAPD Transfer Record (Transmittal)**

The LASD/LAPD Transfer Record, (SH-C-R-275) (Appendix X) is commonly referred to as a "transmittal." The basic purpose of the transmittal is to provide a record of the movement of inmates, court papers and property. The transmittal also provides a receipt for inmates, therefore, acts as a protection against accusations of mishandling that might arise. Inmate Reception Center also uses the transmittal to release or detain individuals. It is imperative that transmittals are legible, neat, accurate and complete.

Generally, a transmittal must accompany all inmates transported to the Inmate Reception Center unless they are coming from a Custody Division facility. When inmates are transported from a Custody Division facility they will be accompanied by a teletype listing all inmates transported. Usually the Unit or agency requesting transportation will prepare the transmittal, however, transporting Deputies will occasionally be required to prepare the transmittal (i.e., when picking up a warrant arrestee at an outside agency).

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