7-02/100.05 Transmittal Contents

Each transmittal should contain the following information (a sample transmittal is included with this order for reference, Appendix X):

1. Title (written in large letters across the top of the form) and nature of inmates, i.e., male or female, new booking, returnee, L.A.P.D. new booking, station booking, sentenced, unsentenced, etc.
2. Purpose of the transmittal. Check all appropriate boxes:
    - Property
    - Prisoners
    - Paper
    - Paper Only
3. The date and time the form was prepared.
4. "From" box - Place of origin of the transmittal. This may be court, Sheriff's station, police department, L.A.P.D. station, etc.
5. "To" box - Destination, i.e., Men's Central Jail, Sybil Brand Institute, etc.
6. Name - Inmate's name, last name first, first name, middle initial.
7. Special handling classification code - When an inmate has any special handling classification, the code shall be written in the left margin next to the inmate's last name.
8. Sheriff's Department booking number, if one has been issued. L.A.P.D. uses Sheriff's Department booking numbers.
9. Charges and/or warrant numbers - Use one line of the transmittal for each charge and/or warrant number accompanied by a court order or a warrant.
10. Remarks - This section gives a definition of exactly what is to happen to this individual as a result of having been to court this date i.e., hold, return court date, status change, change in charge, etc.
11. Property:
    -

R - (Retained)	"0" - As of March 8, 1995 - All jail facilities became "cashless jails"
S - (Stored)	This is property stored for the new booking. It may have been packaged at a Sheriff's station, L.A.P.D. station, or removed from a new booking at a court lockup.
D - (Deposited)	This is a dollar amount deposited by the Sheriff's Department or L.A.P.D. personnel refer to CSDM, 7-02/060.00 - Money and Property

12. Disposition - In this column, describe the disposition of that particular charge i.e., reject (D.A.), trial, hold, release, days in county jail, etc.
13. Case/Warr # - Commitment - Enter case number.
14. Bail - The amount of bail should be entered. If a no bail case, write "no bail."
15. Transferred by - Enter the name and employee number of the originator and the time the form was

completed.

16. Transported by - Print the last name and employee number of the transporting Deputy. The transporting Deputy shall sign the transmittal.
17. Time - Enter the time the inmates are picked up.
18. Received by - Name and employee number of person receiving paperwork at Inmate Reception Center, Sybil Brand Institute, L.C.M.C., etc.
19. Number of - An inventory of each classification of inmates transported along with a total number of warrants, court papers, and a total thereof.
20. Entry Control Deputy - Signature of Entry Control Deputy at Inmate Reception Center, Sybil Brand Institute, L.C.M.C., etc. who received the inmate.