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:

0

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R-	"0" - As of March 8, 1995 - All jail facilities became
(Retained)	"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 <u>CSDM, 7-02/060.00</u> - <u>Money and Property</u>

- 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

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completed.

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- 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.
