

## **7-02/100.10 Processing and Disposition of Transmittal**

Transmittals will be prepared as an original and four copies. One copy will remain at the court lockup as their receipt. When delivering inmates to the Inmate Reception Center, the original and one copy will be given to the Inmate Reception Center Receiving Clerk with the property and court papers. The third copy will serve as a body receipt. The Inmate Reception Center Control Deputy will sign the copy of the transmittal acknowledging receipt of a particular quantity of inmates. The fourth copy will be placed in the inmate canvas property bag, as a receipt.

The transporting crew shall place the signed copy acknowledging receipt of the inmates in the tray marked transmittals located on the Transportation Bureau counter at the front desk.

Each day the Early Morning Watch Deputy will bundle together the previous day's transmittals and place them on the shelf underneath the counter. The transmittals will be kept for three working days and then be destroyed.

Inquiries regarding information on completed transmittals, should be referred to the Inmate Reception Center/Sybil Brand Institute.

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