7-03/100.00 Courtline Miss Outs

All inquiries from the courts regarding miss outs shall be reported to the Watch Sergeant. The Watch Sergeant shall ensure that the status of the inmate is determined, that the court is advised of the estimated time of arrival, and that the inmate either arrives at the time given or the court is to be advised otherwise. In particular, when the court is told the inmate will be arriving on the noon bus, the Watch Sergeant will ensure the inmate is on the noon bus. The Watch Sergeant shall log the time the inquiry was received and the disposition.