Prisoner Transport Documentation

Date: February 25, 2019

FROM: JAMES D. TATREAU, CAPTAIN
NORWALK STATION

TO: ALL PERSONELL
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 19-02

Purpose:

The purpose of this directive is to ensure transportation of prisoners out of Norwalk Station are properly documented.

SCOPE OF ORDER:

This directive applies to all Norwalk sworn and professional staff involved in the administration and transportation of Norwalk Station prisoners.

ORDER:

A prisoner transport form has been developed which can be obtained at the jailer's desk. Prior to having a prisoner transported out of the station the Custody Assistant or Deputy Sheriff working as the jailer must seek approval from the Watch Commander. If the Watch Commander is not available approval can be gained through the Watch Sergeant. The Watch Commander or Watch Sergeant will be responsible for determining if there is a valid reason for the prisoner to be transported out of Norwalk Station.

Once the form is approved, the Custody Assistant or Deputy Sheriff working the jail will contact the Watch Deputy to arrange transportation for the prisoner. Once the prisoner is transported out of the station the prisoner transport form will be stored with the station booking packet.

JDT:JFS:jfs