

DATE:	FEBRUARY 11, 2016
NUMBER:	Q.27
SUBJECT:	COURT LIST UPON COMPUTER FAILURE
RELATED SECTIONS:	

PURPOSE

To establish a uniform system to be used in the event the computer system fails.

POLICY

To prepare for possible computer failure, Inmate Processing Division staff will generate a facility court list each night for the following three days.

PROCEDURE

- I. Upon notification by the detention processing supervisor (DPS) or watch commander, the designated detention processing technician (DPT) will retrieve the court list for the affected date and disseminate it as follows:
 - A. A copy of the court list will be provided to each of the facility court deputies. Housing Unit deputies will be notified of the inmates needed for court and will be required to check the face cards for verification. If the inmate(s) is no longer housed in a particular housing unit, control deputies shall be notified.
 - B. If applicable, the Jail Information Management System (JIMS) manual pre-booking and booking sheets will be reviewed to identify any inmates required to appear in court. A manual list of these inmates will be provided to the facility court deputy.
 - C. As time is of the essence, inmates scheduled for morning courts shall be transported first, followed by the inmates scheduled for court in the afternoon.