

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL**

DATE	DISSEMINATION	CATEGORY	NUMBER
May 17, 2013	BUREAU-WIDE	BAILIFF AND SECURITY	C.5
SUBJECT: COURT ORDERED REMANDS			PAGE 1 OF 1

Purpose:

To establish guidelines for Court Services Bureau (CSB) deputies when taking court remanded subjects into custody.

Policy:

When a person is remanded into custody by a judge, the deputy will remove the person from the courtroom without delay. Before a remanded person can be transported to jail, a copy of the court order and all booking paperwork must be completed.

Procedure:

- I. After a person is remanded into custody, the deputy will obtain a copy of the remand order (minutes) from the court clerk.
- II. The deputy will take the individual to a court holding facility to complete the pre-book screening and inventory process; refer to CSB P&P Section E.14.
- III. The prisoner shall not be transported to jail without a copy of the court order, a completed Booking and Intake/Property Form (J-15), and the Intake Screening Form.