

DATE:	February 4, 2021
NUMBER:	I.57.V
SUBJECT:	TRANSPORTATION OF INMATES

PROCEDURE

TRANSPORTATION – EMERGENCY / TRANSFERS

The Male Intake Deputy will log all pertinent information in JIMS. The Processing Sergeant will document the same information on the dry erase board located in the Processing Sergeant’s office. The following information will also be entered into JIMS under the event “TRANS” in the Male Intake Activity Log.

- A. Name(s) of deputy(s) performing the transportation run
- B. Call sign of deputy(s) performing the transportation run
- C. Name of inmate(s) being transported
- D. Destination of transportation run
- E. Radio number
- F. Vehicle number
- G. Cell phone number to be reached at (Do not put number in JIMS)