

ORDER TO PRODUCE (OTP)

An Order to Produce (OTP) is issued by the court to direct the jail to produce an inmate already in custody in court at a specified date and time. Whether or not bail is specified on an OTP determines how the OTP is processed.

OTP WITH A BAIL AMOUNT SPECIFIED

An OTP with a bail amount specified **is** sufficient authorization to detain an inmate in custody, until the court date listed on the form. The inmate is scheduled for court on the date/time listed on the OTP. This is REMAND.

- The OTP (REMAND) is booked as an Additional Arrest
- Enter Charge, court date/time, bail amount, and case number

OTP WITHOUT A BAIL AMOUNT SPECIFIED

An OTP with a bail amount **not** specified does not constitute authorization to detain an inmate in custody. The inmate is scheduled for court on the date/time listed on the OTP. **This is NOT a remand.**

- The OTP is entered as an **additional charge** on an existing case.
- Bail is I, with no amount
- Enter the court date/time and case number
- When released, the disposition entered for this additional court date charge is OTH (OTHER).

If the existing cases are released prior to the OTP court date, the inmate is released from custody on the OTP also.