

WEBER COUNTY CORRECTIONAL FACILITY

Volume

ADMINISTRATION

Chapter

JB 10 - ORDER TO THE SHERIFF COURT TRACKING

Effective Date:

11-01-94

Review Date:

06-15-05

Pages

8

Approved

JB 10/01.00 GENERAL

JB 10/01.01 Purpose

JB 10/01.02 Cross Reference

JB 10/01.03 Definitions

JB 10/02.00 DISTRICT COURT/VIDEO COURT

JB 10/02.01 Policy

JB 10/02.02 Rationale

JB 10/02.03 Procedure: Video Court Tracking Process

JB 10/02.04 Procedure: District Court/In-Court Tracking Process

JB 10/02.05 Procedure: Non-Custody Proceedings

JB 10/02.06 Procedure: Exigent Orders of the Court

JB 10/02.07 Procedure: Delivery of CCL and Other Attachments

JB 10/03.00 LEARNING OBJECTIVES

JB 10/03.01 Video Court Tracking

JB 10/03.02 District Court Tracking

JB 10/01.00 **GENERAL**

JB 10/01.01 **Purpose**

The purpose of this chapter is to provide policy, procedures and rationale related to:

- A. the process of tracking offenders within the Weber County Judicial System;
- B. the delivery of court ordered services to the offenders; and
- C. identifying the roles of each entity involved within this directive.

JB 10/01.02 **Cross Reference**

JF 08 - Inmate Transportation

JB 10/01.03 **Definitions**

AP&P	Adult Probation & Parole
Court Day	days on which court is in session
ICI	In-Custody Inmate
INB	Inmate Booking Log
Judicial Services Bureau	Bureau of WCSO charged with the responsibility of the detention and escorting of ICI's within the District Court building
OTN	Offender Tracking Number
OTS	Order to the Sheriff
Records Clerk	WCCF Clerk in charge of WCCF inmate records
transportation time	time scheduled by WCCF/WCSO to depart staging area with ICI's
WCCF	Weber County Correctional Facility
WCSO	Weber County Sheriff's Office

JB 10/02.00 **DISTRICT COURT/VIDEO COURT**

JB 10/02.01 **Policy**

It is the policy of WCCF and the District Court to:

- A. accurately track arrestees within the Weber County Judicial System;
- B. deliver exigent services as required by the judicial system for incarcerated persons; and
- C. provide timely processing of judicial system orders.

JB 10/02.02 **Rationale**

- A. The timely and accurate processing of court orders relative to inmates housed at the WCCF is important because it can impact the constitutional rights of an inmate if the inmate is incarcerated for a period of time beyond the length of the sentence lawfully imposed.
- B. Specific staff responsibilities should be articulated to ensure that the timely and accurate processing of court orders is accomplished.

JB 10/02.03 **Procedure: Video Court Tracking Process**

- A. The District Court Clerk shall pick-up the court paper work from the WCCF booking area no later than 0630 hours each court day.
- B. The in-court District Court video arraignment clerk shall prepare OTS based on orders from the judge.
- C. The WCCF records clerks will pick up the OTS each work day.
- D. At the conclusion of the video court a WCCF Records clerk shall process the OTS for action.

JB 10/02.04 **Procedure: District Court/In-Court Tracking Process**

Prior to the defendant's appearance before the magistrate, the following process shall take place:

- A. **Phase I**
 - 1. WCCF Admission/ Release staff shall prepare a court list using information collected during the booking process.

2. District Court Clerks shall fax a copy of the calendar to the WCCF by the end of business hours for the next scheduled days court appearances.
3. The Transportation office shall:
 - a. reconcile the court calendar with the WCCF inmate roster;
 - b. determine in-custody-inmates and which court they are assigned and scheduled time of appearance;
 - c. assign Transportation unit staff to conduct transports based on:
 - 1) number of inmates to be transported;
 - 2) courts to be transported to;
 - 3) scheduled time for appearance;
 - 4) estimated time of departure time to insure inmate arrive at court 15 minutes prior to scheduled time.
4. WCCF staff shall prepare inmates for transportation to court by:
 - a. placing inmates in appropriate holding cell not less than 30 minutes prior to the scheduled transportation time;
 - b. providing a copy of the individual court calendar to the Transportation unit; and
 - c. issuing a transportation order identifying inmates' departure time and court time.
5. The Transportation unit shall then transport the inmate to the appropriate court.

B. Phase II

1. The District Court clerk shall:
 - a. fill out the individual three (3) part OTS for all defendants in custody prior to court or any remanding to the WCCF by the court;

- b. distribute OTS as follows:
 - 1) Original and yellow copy to transportation officer;
 - 2) One copy for the court case file; and
 - 3) WCCF Records clerks will forward the yellow copy to the defendant.
 - c. make a fourth copy when the defendant is Ordered to Report to the WCCF at a date and time to be determined by the judge.
2. The Transportation Officer shall deliver to the WCCF:
- a. the inmate; and
 - b. the original OTS and the copy to the Records Office.
3. The Records office shall process the OTS for action, per the court order:
- a. When new charges are placed on an inmate while the subject inmate is in court, the WCCF Records Clerk shall enter the new charges and provide a copy of the OTS to the booking sergeant/designee for OTN assignment.
 - b. A Records clerk shall add the charges to the subject inmate's arrest record by:
 - 1) entering a new charge, placing court case numbers in the appropriate fields; and
 - 2) advising booking staff of the need for a new OTN.
 - c. The booking officer/clerk shall write the new OTN on the OTS in the field designated OTN.
 - d. The booking officer shall have the inmate brought to the booking area to be fingerprinted.
 - e. The OTS and new OTN shall be placed in the record clerks box in booking by the booking officer/clerk.
 - f. If an inmate is booked on a FTA and the court determines that it is a Warrant of Arrest, the same procedure, a. through f. will be followed.

4. Prisoners transported from USP to WCCF on new charges shall be processed by:
 - a. directing the USP transport officer to bring subject inmate(s) into the booking area; and
 - b. requesting the USP transport officer to escort prisoners to video courtroom area in the WCCF.
5. Following the subject inmates arraignment, the USP transport officer should:
 - a. return prisoner(s) to the booking area;
 - b. advise booking staff of subject inmates new charges.
6. Booking staff shall enter a new booking on the computer by assigning an OTN number and entering it on the charge screen.
7. A booking officer will fingerprint prisoners.
8. Pre-booking sheets shall be submitted to the courts the next court day.
9. The In-Court-Clerk shall ensure that copies of the OTS are delivered to the Court Detention Control Room in the District Court building.
10. WCCF Transportation unit staff shall:
 - a. pick up the OTS from the Court Detention Control Room in the District Court building; and
 - b. deliver the OTS to the Records office.

JB 10/02.05 **Procedure: Non-Custody Proceedings**

Non-Custody Proceedings are for defendants who are not in custody of the WCCF, but by order of the court, are to be booked and released utilizing the following process.

- A. The District Court shall:
 1. prepare an OTS;
 2. distribute OTS as follows:
 - a. Original and one copy to the defendant; and

- b. One copy for the court case file.
- B. When the offender presents himself for Book and Release at the Court facility, Deputies shall:
 - 1. receive the offender;
 - 2. obtain the original OTS from the offender;
 - 3. process the offender consistent with booking procedures and the OTS;
 - 4. release the offender upon completion of the booking process as appropriate, and forward the OTS, pre-booking sheet and finger prints to the WCCF Booking area.
- C. When the copies of the OTS received/delivered to the WCCF Booking area indicate a non-custody no-show, the Records clerk shall be notified and information provided to the District Court by attaching a memo to the OTS indicating that the offender did not report.

JB 10/02.06 Procedure: Exigent Orders of the Court

- A. The court accepts the responsibility of notifying the WCCF and delivering exigent distribution to the WCCF.
- B. The court shall deliver exigent OTS to the Records office at the WCCF and initiate such other coordination as necessary to assist in the timely execution of those orders.

JB 10/02.07 Procedure: Other Attachments

- A. The District Court clerk shall deliver WCCF correspondence and court paperwork to the Court Detention Control Room in the District Court building.
- B. WCCF staff shall pick up the correspondence from the Court Detention Control Room as mutually scheduled with the court, and deliver it to the WCCF Records office for processing.
- C. The WCCF Records office shall process the paperwork for appropriate action.

JB 10/03.00 **LEARNING OBJECTIVES**

JB 10/03.01 **Video Court Tracking**

Staff shall demonstrate an understanding of:

- A. who is responsible to prepare video court orders;
- B. who is responsible to ensure that video court orders are delivered to the WCCF Records office.

JB 10/03.02 **District Court Tracking**

Staff shall demonstrate an understanding of:

- A. the process for reconciling court calendars with WCCF rosters to determine which inmates will be transported to court;
- B. who should deliver completed OTS to the WCCF Records office;
- C. how completed OTS are processed.