


FIELD OPERATIONS DIVISION  POLICY AND PROCEDURE	Date Issued: 07/02/2012	Policy #: FOD 04-04
	Last Revised: 11/04/13; 08/01/15	
	Related Policies:	
	Approved By: Al Waters, Chief Deputy	
Chapter: 04 Transportation Unit	Title: Records and Documentation	

POLICY: San Francisco Sheriff's Department (SFSD) Field Operations Division (FOD) employees are responsible to account for all documentation pertaining to the transportation of inmates.

PURPOSE: To account for documentation pertaining to inmate transportation.

I. Procedures:

- A. Employees shall account for Transportation records and documentation upon receipt and/or delivery of inmate(s). Records and documentation include but are not limited to the following:
 - 1. Field Arrest Card;
 - 2. Court Orders;
 - 3. Detainer;
 - 4. court list and
 - 5. court sentence information.

- B. Employees shall document pertinent and safety related information regarding an inmate on the following documents:
 - 1. Field Arrest Card;
 - 2. Request for Discipline and
 - 3. Incident Report

- C. Employees will verbally communicate officer safety information to the receiving employee(s).

II. Forms:
Not Applicable

III. References:
Not Applicable