

FIELD OPERATIONS DIVISION  POLICY AND PROCEDURE	Date Issued: 11/04/13	Policy #: FOD 07-08
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	Related Policies:	
	Approved By:  Al Waters, Chief Deputy	
Chapter: 07 - Central Warrant Bureau	Title: Records and Documentation	

I. Records and Documentation

A. Transportation records and documentation shall be accounted for upon receipt and/or delivery of Prisoner(s). Records and documentation include but are not limited to the following:

1. Field Arrest Card
2. Court Order
3. Detainer

B. Sworn staff shall document pertinent and safety related information regarding a Prisoner(s) on the following documents:

1. Field Arrest Card
2. Request for Discipline
3. Incident Report
4. **Note:** Officer Safety related information will be verbally reported to receiving staff and/or supervisory personnel.