



**Rockwall County  
Sheriff's Office  
Detention Division  
Policy and Procedures**

<b>Policy:</b> Prisoner Transport to Court	<b>Policy #:</b> C-801
<b>Procedure:</b> Transport Guidelines	<b>Effective Date:</b> 05/20/10
<b>Revised Date(s):</b> 06/07/10    03/11/13    08/05/16 08/10/16    11/16/17	<b>Approved By:</b>

The following policies and procedures are to provide guidelines pertaining to prisoner transport to court. Any deviation from this policy must be approved by the Jail Administrator.

For the purposes of this policy, "transport personnel," and variations thereof, refer to any staff member responsible for the care, custody and control of inmates while being transported outside Rockwall County Detention Center and Sheriff's Office. This policy does not affect the supervising of inmates working in the capacity of inmate workers.

**C-801-001 Receiving Prisoner, Court Schedule:**

- a) The Rockwall County District Court(s) and/or Rockwall County Court at Law(s) will email a court schedule(s) one (1) day in advance, to the Rockwall County Transport Office and Jail Supervisors. This schedule(s) will include a list of prisoner's name, date and time at court.
- b) When the schedule(s) is received, Booking Officers, will denote the cell location of each prisoner on the court schedule(s). When a prisoner on the schedule(s) is not in custody, transport personnel will notate (N.I.C.). A copy will be given to Detention Personnel at the booking-desk, and a copy placed on bulletin board in the Transport Office.

**C-801-002 Preparing Prisoners for Court:**

- a) On scheduled court(s) dates and time, court assigned transport personnel will each have a copy of their assigned court schedule with the prisoners cell location notated. Court assigned transport personnel will retrieve their assigned prisoners from their designated cell location. [REDACTED]

- b) Assigned transport personnel will check their assigned prisoner's wrist band and call each prisoners name on the assigned court scheduled list to verify that the correct prisoner has been retrieved. [REDACTED]

- c) [REDACTED]

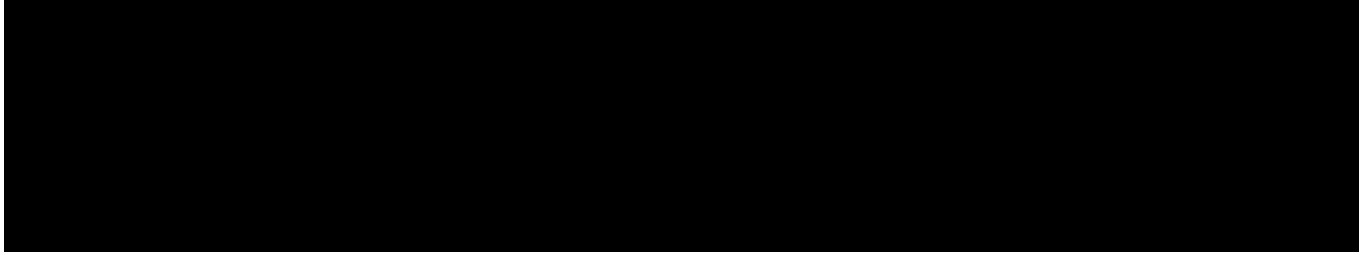
**C-801-003 Transporting Prisoners to Court:**

- a) [REDACTED]

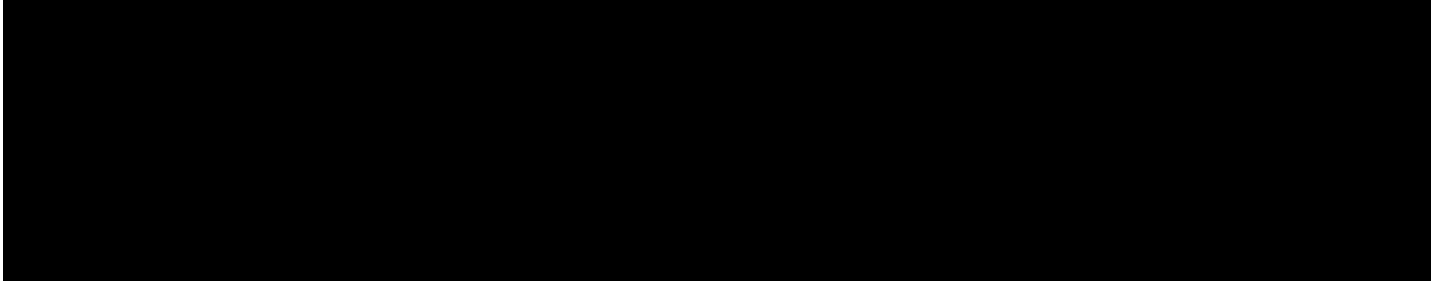
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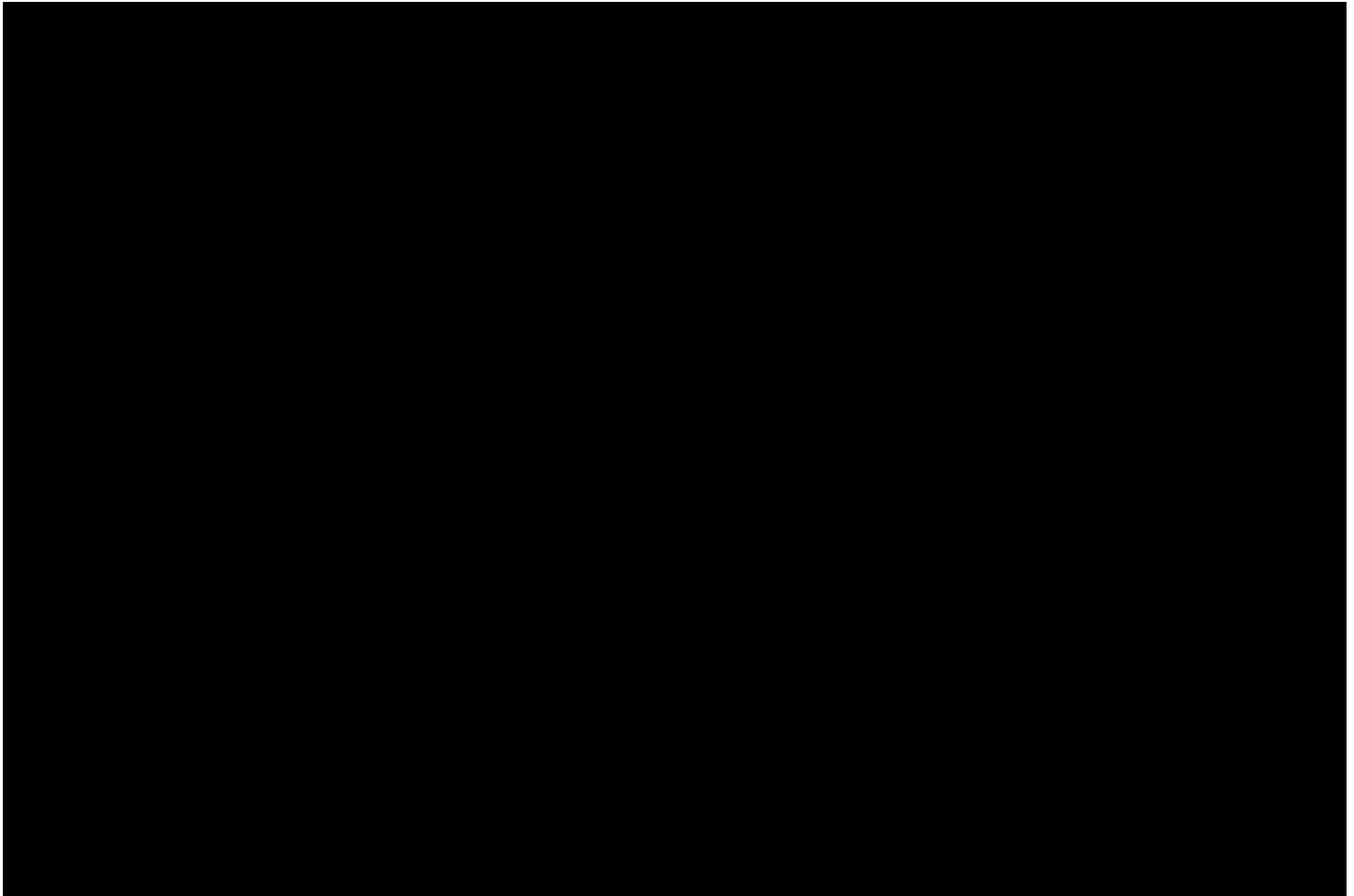
b)



**C-801-004 Entering Courthouse Building:**



b) Upon entering the Rockwall County Courthouse facilities all prisoners in custody of Rockwall County Transport personnel will be monitored by “Courthouse Control Center Officers”.



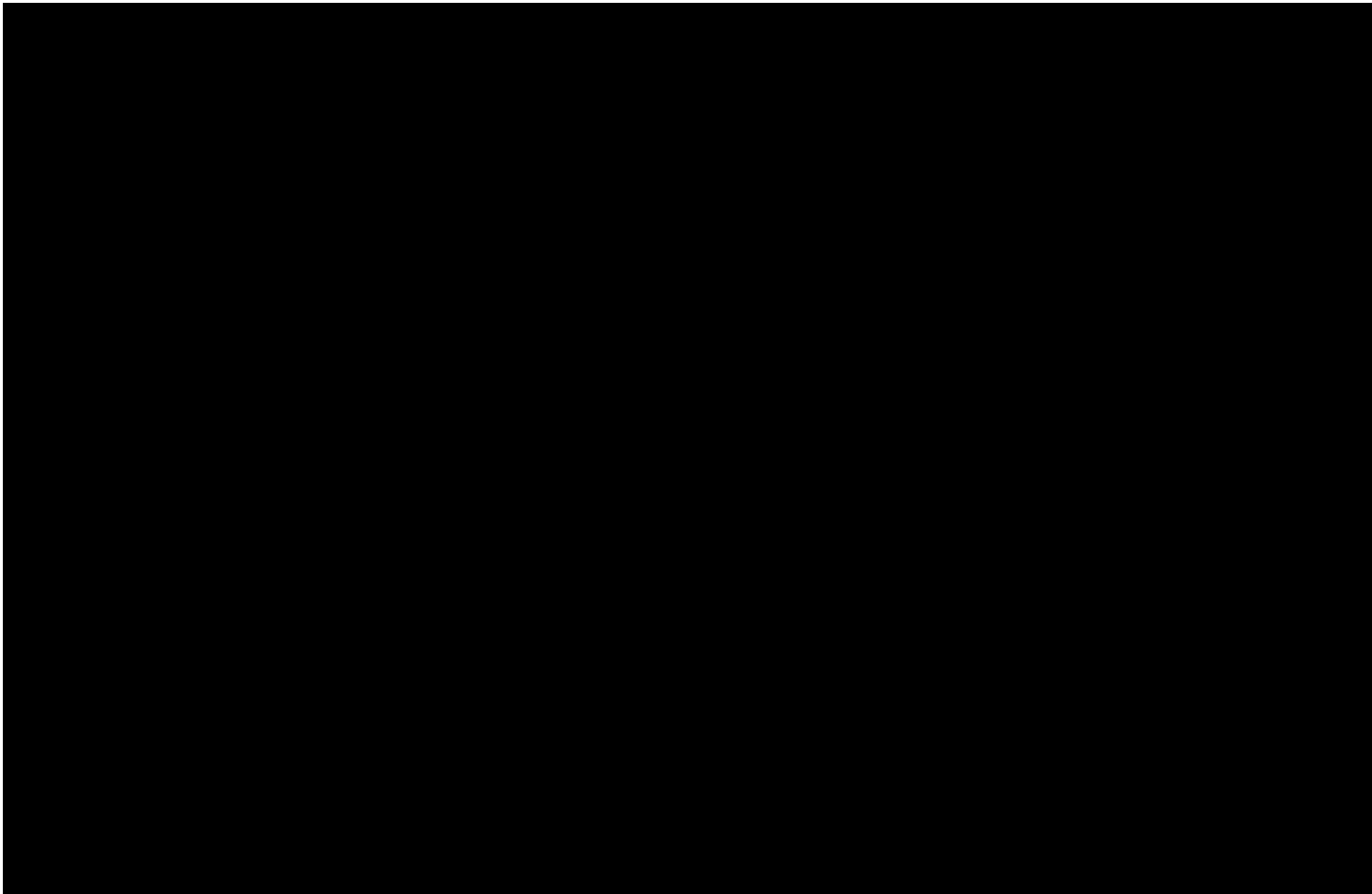
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**C-801-005 Courtroom:**

- a) Prisoners produced in court will be restrained and comply with local court directives. In the event that a higher level of restraint is necessary, the Judge will be informed of the need for higher security. .



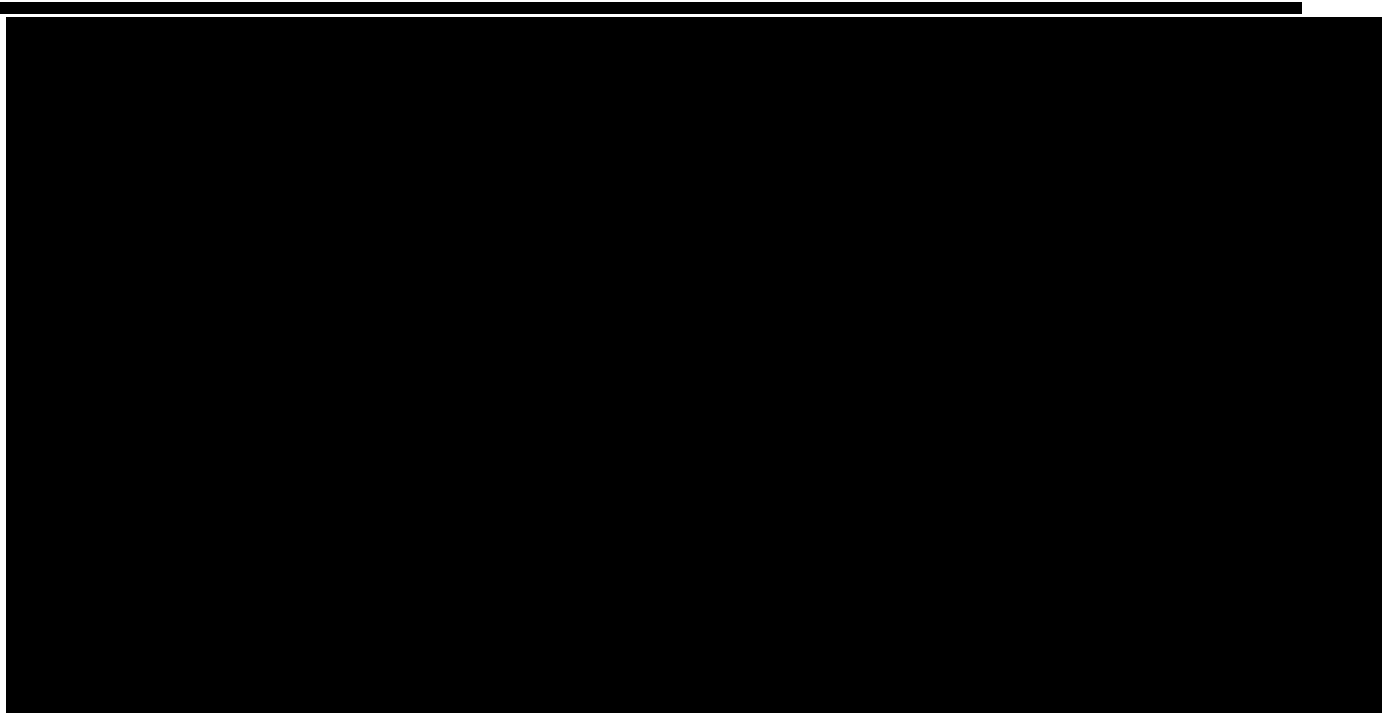
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**C-801-006 Jury Trial:**

- a) In most cases, prisoners that will have their case heard by a Judge and Jury will be ordered by the specified court to be in civilian clothes. This must be pre-approved by the Jail Administrator. NOTE: It



b)

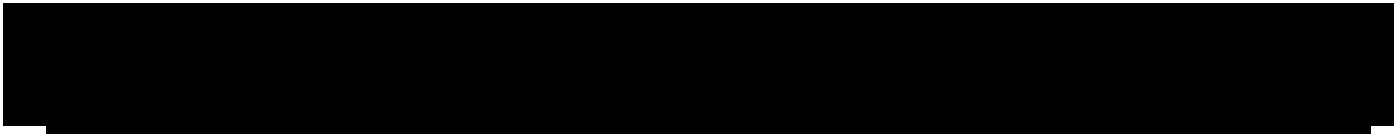
**C-801-**

a)

b)

**C-801-008 County Court at Law – Assistance District Attorneys**

- a) Inside officers will escort all CC@ Law prisoners by elevator to the fourth (4th) floor secure prisoner’s holding cells. Female prisoners will be secured in a holding cell separate from the male prisoners. Male prisoners will be secured in a holding cell separate from female prisoners.
- b) The CC@ Law Bailiff will provide legal forms and hold “Admonishments” in an attorney/prisoner visitation room, with the male and/or female prisoner.
- c) If prisoner(s), signs admonishment paperwork to talk to the A.D.A. about a plea or other legal matters, an A.D.A is assigned to the prisoner and receives the prisoner’s legal paperwork. When the A.D.A. requests the prisoner for legal communications,



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[REDACTED]

- b) If an interpreter/translator is needed to communicate with a prisoner, the court will provide the interpreter/translator. The outside officer will insure that the interpreter/translator is not allowed to speak or communicate legally with the prisoner without the presence of the prisoner's attorney. Any paperwork that needs to be signed by the prisoner will be passed by the Attorney [REDACTED]

[REDACTED]

- e) If the Judge, and/or A.D.A. and/or prisoner's attorney cannot agree on the settlement of the case, the prisoner may be rescheduled or passed to another court date and time. The prisoner's attorney will give the prisoner the paperwork as to their rescheduled court date and time.
- f) If prisoner does not receive his/her rescheduled paperwork from their attorney, the Outside officer can pass rescheduled paperwork of court date and time to prisoners.

**C-801-010 County Law Clerk:**

- a) Once a prisoner's legal paperwork has been processed by the County Law Clerk, the Bailiff will ask the outside officer to have the prisoner, by name, brought into the court room for the swearing in of their legal paperwork. [REDACTED]

[REDACTED] The County Law Clerk will then ask the handcuffed prisoner to raise their right hand for swearing in of their legal paperwork. The County Law Clerk will hand the prisoners finger print form to the Bailiff for prisoner signing and printing of their right hand thumb and right hand four (4) fingers. If prisoner is not needed at this time for pleading, the prisoner will then return to the secure prisoner holding cell [REDACTED]

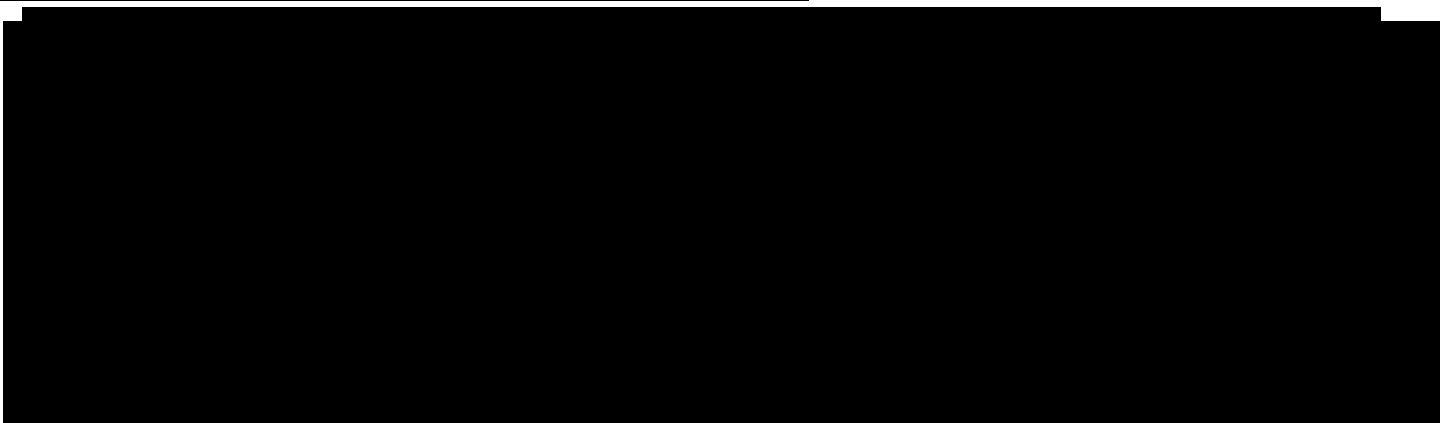
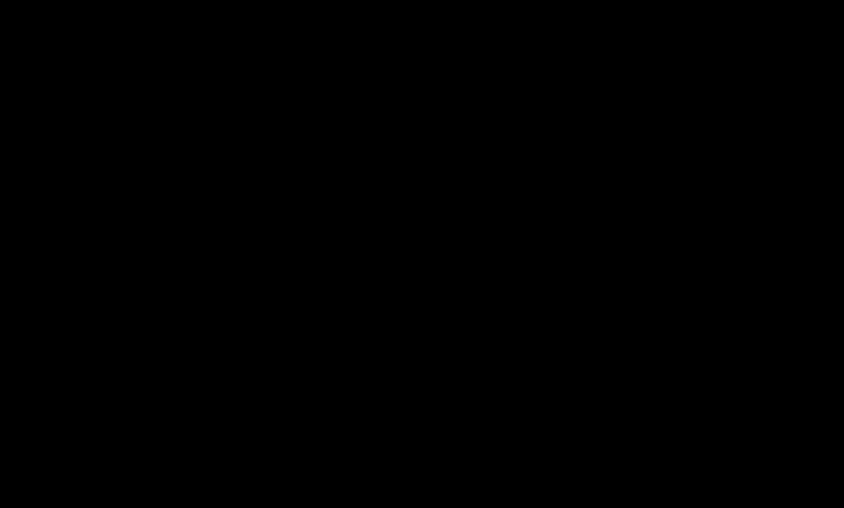
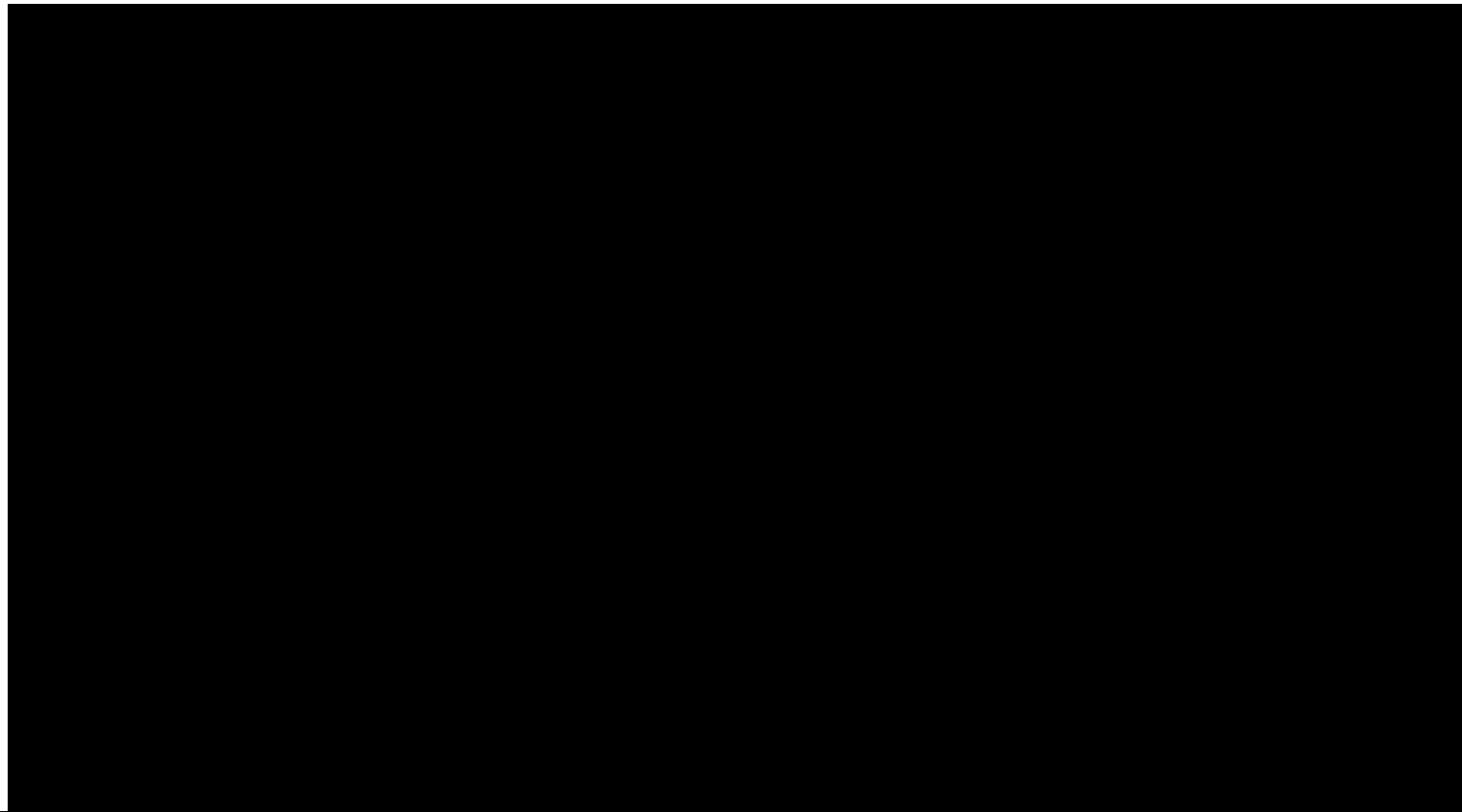
**C-801-011 County Court at Law Judge:**

- a) When the County Court at Law Judge takes the bench, the outside officer shall follow the Judge's directions as to when prisoners should come before him for pleas, sentencing or any legal communications. The Judge will call the name of a prisoner that he wants brought before him and the

[REDACTED]

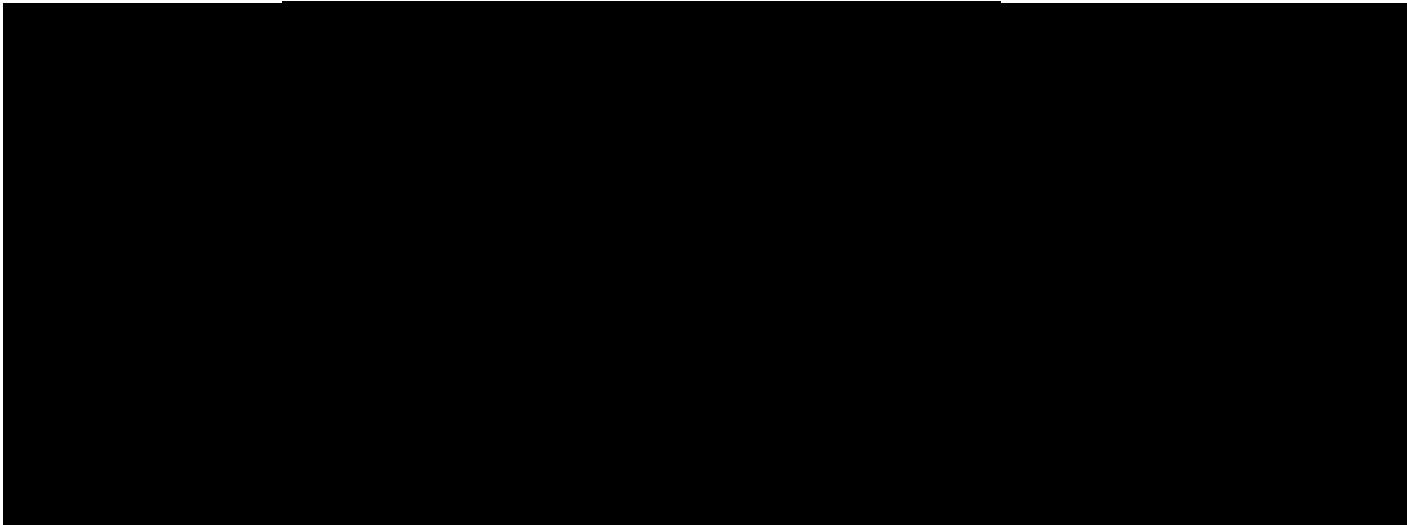
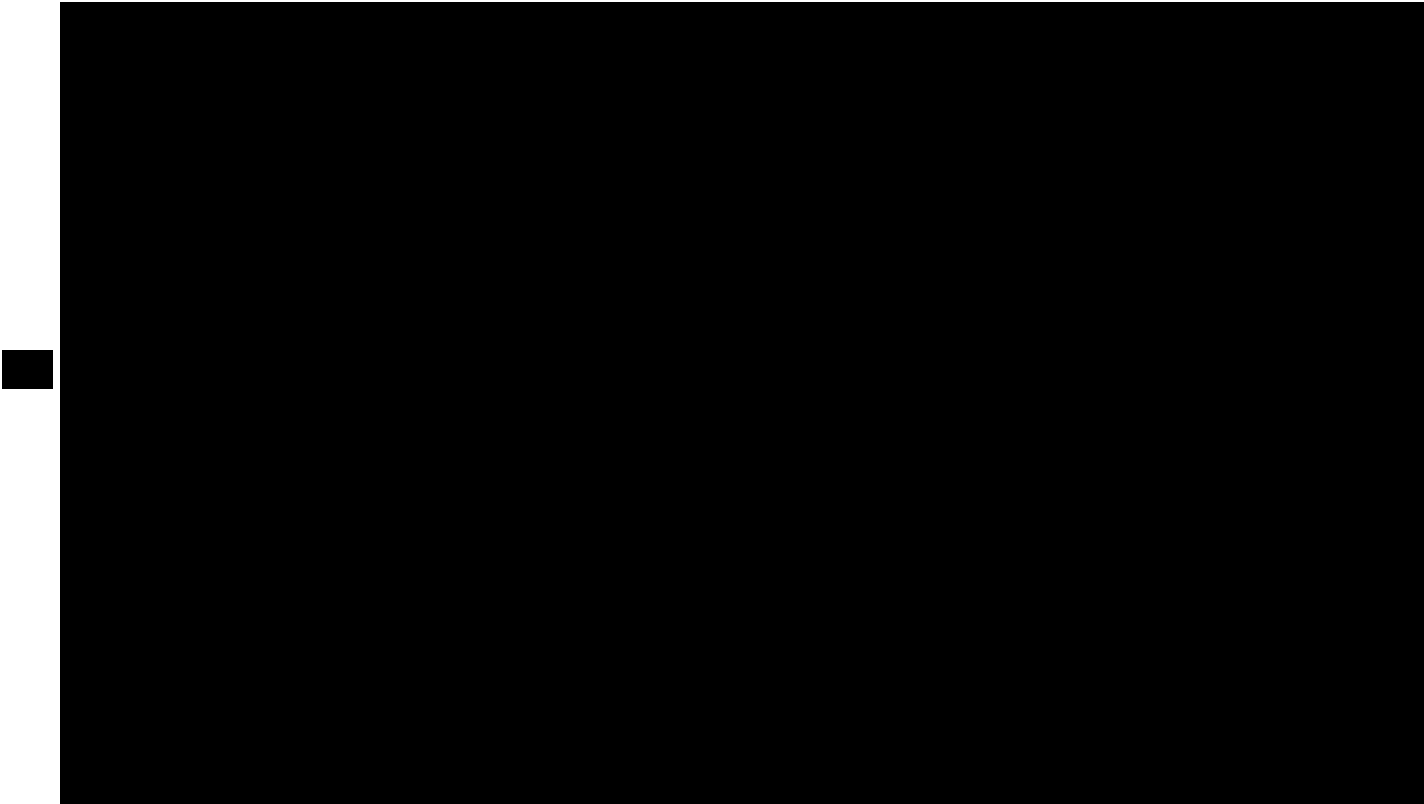
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