
Policy Number: 203.120
Title: Writs and Orders of Transportation
Effective date: 11/5/19

PURPOSE: To provide a means for the transportation of offenders/residents committed to the Commissioner of Corrections to court related matters within the State of Minnesota.

APPLICABILITY: All facilities

DEFINITIONS:

Certified copy – a copy of an original court document that contains a stamped or written affirmation that it is a true and correct copy of the original on file with the court and signed by a representative of court administration.

Raised seal – an embossed and raised marking on a court document that indicates the name and district of the court that issued the document.

Transportation report – a collection of information from the correctional operations management system (COMS) regarding the offender/resident needed by the transporting officers and destination facility for safety and security reasons.

Writ – a written order issued by a court commanding the party to whom it is addressed to bring the named offender/resident to court.

PROCEDURES:

- A. Sheriff offices/transportation agencies call the facility during regular business hours at least 24-hours in advance to schedule the court appearance pickup.
- B. A records staff person or designee must verify the authenticity of the court order through the Minnesota Government Access (MGA) court system to ensure the order has been signed by a judge and that a court hearing is scheduled for the designated offender.
- C. All writs of habeas corpus and orders for transportation must be addressed to the commissioner of corrections and are honored by all facilities.
- D. Upon verification of the authenticity of the court order, a records staff member or designee must:
 1. Complete a Delegation Authorization form (link attached);
 2. Check the box on the form indicating verification of the authenticity of the court order;
 3. Sign and date the form; and
 4. Forward the completed form to the designated areas.
- E. Before the offender/resident may be released from department custody, facility staff must ensure:
 1. That there is a properly signed Delegation Authorization form showing the authenticity of the court order. A certified writ with a raised seal may also be accepted, but is not required

if records staff have verified the authenticity of the court order and signed the Delegation Authorization form; and

2. That the transportation officer provides proper identification (ID), which includes a picture ID and proof that the transportation officer is a licensed peace officer or the designated agent of the agency of jurisdiction.
- F. As long as funds are available, transportation costs eligible for reimbursement by the department under provisions of Minn. Stat. § 243.17 must be paid according to Policy 104.210 “Sheriff’s Expense Claim.”
- G. Facility staff must provide the transportation report on the offender/resident to the transportation officer. The transportation report is available in COMS.

INTERNAL CONTROLS:

- A. A copy of the Delegation Authorization form is uploaded in ODocS.

ACA STANDARDS: None

REFERENCES: [Minn. Stat. § 243.17](#)
[Policy 104.210, “Sheriff’s Expense Claim”](#)
[Policy 203.220, “Delegations”](#)

REPLACES: Policy 203.120, "Writs and Orders of Transportation," 12/5/17.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: [Delegation Authorization form](#) (203.220A)

APPROVALS:

Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services