DEPARTMENT OF CORRECTIONS

Policy Number:	**203.120**
Title:	**Writs and Orders of Transportation**
Effective date:	**4/23/21**

PURPOSE: To provide a means for the transportation of incarcerated adults/juvenile 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 incarcerated adult/juvenile 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 incarcerated adult/juvenile resident to court.

PROCEDURES:

A. Sheriff offices/transportation agencies or the U.S. Marshals Service call(s) 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.
   1. Minnesota county court writs must be verified 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 incarcerated adult/juvenile resident.

   2. Federal court writs from the District of Minnesota must be verified by confirming receipt from a U.S. Marshals Service (USMS) e-mail contact and an affixed USMS stamp and federal identification number on the writ.

   3. All other writs must be verified by certified raised seal.

C. Minnesota county court 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 incarcerated adult/juvenile 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 incarcerated adult/juvenile 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.

B. The transportation report is retained in COMS.

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," 11/5/19.
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, Reintegration and Restorative Services
Deputy Commissioner, Facility Safety and Security
Assistant Commissioner, Organizational and Regulatory Services
Assistant Commissioner, Research, Policy, and Organizational Performance
Assistant Commissioner, Health, Recovery, and Programming
Assistant Commissioner, Orientation, Assessment, and Program Planning