




R. MARK LUSK, SHERIFF

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June 30, 2010

To: Lycoming County Common Pleas Judges, Lycoming County Court
Administrator, Lycoming County Bar Association Membership,
Public Defender Office, District Attorney Office, Adult Probation

From: Sheriff Lusk 

Subject: Transportation Orders Protocol

The attached guideline is one of the various adjustments within the Office of Sheriff that you will see from time to time. President Judge Butts has concurred with this Transportation Order language which is necessary due to the frequent difficulty we have with orders that are ambiguous or otherwise not workable. Please remember that our Transportation Orders must satisfy the ENTIRE State Correctional Institution System without exception.

I am a firm believer in continuity and standardization. Although the phrase "If it ain't broke, don't fix it" makes sense much of the time, being progressive and innovative helps all of us to do it better and more efficiently. As time permits our Office to better assess our role regarding Court-related functions, we will propose and make additional changes that ultimately benefit all Departments and Offices.

I thank each of you for the support you have given the Office of Sheriff and our Staff. If this directive (or future directives from our Office) causes you any concern, please do not allow it to ruin your day, instead, contact our lead clerk, Christie Shimp, Chief Deputy Steve Hall, or me personally, and we will all meet to resolve concerns. Our Office continues to be a work in progress, for sure.

Cc: President Judge Butts



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TO: Judge's Secretaries, Court Reporters, Attorneys, District Attorney's Office and Court Administrator

FROM: Steven R. Hall, Chief Deputy

DATE: June 23, 2010

IN RE: Proper Language For Transportation Orders

I have been looking at the transportation orders and some of the orders have not been clear as to housing for the inmate in our prison nor has any direction been provided as to the return of the inmate.

Below I have provided and outline for you to go by when issuing any transportation orders:

And now this 23rd day of June, 2010, it is hereby ordered and directed that the Lycoming County Sheriff's Department proceed to _____ and take into custody _____, inmate no.: _____, for the purpose of _____ on _____.

It is further ordered and directed that the above mentioned inmate be housed at the Lycoming County Prison until the completion of said _____ scheduled between _____ and _____.

It also is further ordered and directed that upon completion of the above said _____ that the Lycoming County Sheriff's department return the above named inmate to the _____.

Please note that there are three paragraphs. Paragraph (1) should pertain to what facility the inmate is to be picked up from, who is to pick them up when they are to be picked up. Paragraph (2) should pertain to where the inmate is to be housed at during their time here as well as how long it is expected they are to be here. Paragraph (3) should pertain to where the inmate is to be returned to and by whom.