

## NOTIFICATION OF INMATE TRANSFER

Note: This is **not** a Substitute Jail Order, but is a notification of movement of inmates **after** a Substitute Jail Order is authorized by the Commission of Correction. This form should be used for inmates that are transferred from or returned to a facility under an open order and for those inmates that are returned to a facility when a closed order has expired.

THE FOLLOWING INMATE(S) WERE:

Check one:

TRANSFERRED TO

RETURNED FROM

COUNTY JAIL

Date:

	Sex	Sentenced	Unsentenced
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			

REASON FOR TRANSFER

NAME OF REPORTING OFFICER

TITLE OF REPORTING OFFICER

COUNTY REPRESENTING

For SJO approval between the hours of 8 A.M. to 4:30 P.M. call (518) 485-2464  
 After hours, weekends and holidays call (518) 485-2466  
 For additional information please refer to Chairman's Memo 4-2015