



JPATS

16 Justice Prisoner Alien Transportation System (JPATS)

REQUESTS FOR PRISONER MOVEMENT

A. Requests for Prisoner Movement

1. **Form 106 (Request for Prisoner Movement):** The district with custody of the prisoner will determine whether JPATS schedules the prisoner for transportation under the criteria outlined. If JPATS does so, a Form 106 will be sent electronically to JPATS Scheduling through the justice detainee information system (JDIS) to the automated prisoner scheduling system (APSS) once a location has been verified. BOP wardens, community program managers and some ICE facilities requesting prisoner movements will also submit Form 106. The Form 106 is completed as follows:

- a. From: (district/institution submitting request)
- b. Prisoner Name: last, first, middle and any alias
- c. Prisoner Number: Enter the federal register/alien number assigned to the prisoner by the USMS.
- d. Race Code: Only one letter (W, B, I or A) may be entered.
 - W-White
 - B-Black
 - I-American Indian or Alaskan Native
 - A-Asian or Pacific Islander
 - U-Unknown
- e. Age of Prisoner: Enter date of birth.
- f. Sex of Prisoner: Enter M (male) or F (female). One of these symbols must appear for the form to be accepted
- g. Process Code: Only the symbols listed below are accepted. BOP institutions will use a three-digit number as described in the BOP Custodial Manual.
 - AIB-BOP Alaska In-District
 - AIN-Non-Fed Alaska In-District
 - AIU-USMS Alaska In-District
 - ALL-ICE Alaska In-District
 - ARMY-U.S. Department of the Army Transfer
 - ASR-U.S. Attorney Special Request
 - RASR-Return U.S. Attorney Special Request
 - CO-Court Order. Use only when other process codes do not apply. Provide an explanation in the remarks section.
 - CR-Criminal Removals (ICE)
 - CRP-Criminal Repatriation (ICE)
 - DEA-Drug Enforcement Administration
 - ESC-Escape
 - EXT- Extradition
 - HO-Holdover
 - IN-Ineligible Alien (ICE)
 - IT-Internal Transfer (ICE)
 - JC-Judgment and Commitment
 - JCB-Judgment and Commitment in BOP Facility
 - JUV-Juvenile
 - ME-Medical Emergency: (used only for unsentenced prisoners)

who must be moved due to emergency medical condition)
NAVY-U.S. Department of the Navy transfers
NCR-Non-Criminal Alien Removal (ICE)
NCRP-Non-Criminal Repatriation (ICE)
NFD-Nonfederal prisoners moved under a Cooperative
Prisoner Transportation Agreement
NFDM-Nonfederal Prisoner Mass Movement
PBV-Probation Violator
PF-Program Failure
PV-Parole Violator
PW-Prisoner Witness
PWB-Prisoner Witness BOP
SO-Study and Observation
RCO-Return Court Order
RNFD-Return Nonfederal Prisoner (Cooperative Agreement)
RSO-Return Study and Observation
RTERW-Terrorist Witness Return
SRT-Supervised Release Term
TERI-Terrorist - ICE
TERU-Terrorist - USMS
TERW-Terrorist Witness
RWT-Return Writ
WHCAP-Writ of Habeas Corpus Ad Prosequendum
WHCAT-Writ of Habeas Corpus Ad Testificandum
WR-Warrant of Removal
WS-Witness Security
WT-Writ

- h. Security: Enter according to the following abbreviations:
Min-Minimum (camps)
Low
Med-Medium
Max-(federal correction institutions and U.S. penitentiaries)
- i. Date Available: actual date the prisoner may be removed from the holding facility for transport
- j. Deadline Date:
- (1) ASR: According to the U.S. Attorney's Administrative Manual and a memorandum from the chairman of the Attorney General's advisory committee, a U.S. Attorney's request for production should be delivered to the U.S. Marshal at least 14 days in advance. Indicate a deadline of one day before the court date on all ASR movements.
 - (2) WHCAP and WHCAT: A deadline of one day before the court date will be placed on all requests for writ movements. Every effort should be made to give JPATS Scheduling 14 days advance notice of the requested production date.
 - (3) SO and RSO: should indicate the 10-day deadline.
 - (4) WR: will indicate an automatic 10-day deadline from date of appearance before the magistrate. (To prevent the 10-day deadline from being abused, U.S. Marshals must make sure that matters identified as warrants of removal actually fit this category and that Speedy Trial Act criteria apply.) Form 106 submissions must include the charge and the date that the magistrate signed the order of removal.
- k. Jail Location: the actual or projected location of the prisoner on the date he or she is available for movement.

Requests for Prisoner Movement

- l. Destination: The final destination, i.e., a USMS district and/or appropriate suboffices, a BOP or ICE facility, or any other detention facility.
- m. Medically Cleared: Mark Y (yes) or N (no). Marking Y indicates a prisoner has documented TB clearance.
- n. Weight: Enter pounds in whole numbers.
- o. Remarks: This space is for additional information, such as escape risk, suicidal or special medical requirements. Remarks must be concise. Indicate title, number and section number for study cases.

2. Trip Authorization

- a. JPATS Scheduling will schedule all prisoner movements by reviewing the Form 106.
- b. In an emergency, USMS districts and JPATS Scheduling may coordinate prisoner movements by telephone. Normal JPATS scheduling procedures will then follow such coordination.
- c. JPATS Scheduling will decide the most efficient and effective mode of travel based on the data on the request form, and issue a trip manifest to the district assigned to transport the prisoner(s).
- d. Overtime use must conform to the guidelines of the LEAP policy for GS-1811 operational employees. All other unusual circumstances must be approved by JPATS Scheduling PRIOR to the trip.

3. JPATS Trip Expenses

- a. All districts are provided a yearly allocation to fund their JPATS-scheduled prisoner movements. With the exception of a few districts with unique prisoner transportation requirements, these funds will not be used for commercial airline tickets (acquired through JPATS Centralized Ticketing) or chartered aircraft. Those costs are reimbursed to districts through a periodic special distribution of funds by JPATS Scheduling.
- b. A trip-completion report (two-way memo) indicating all costs and prisoners moved must be submitted to JPATS Scheduling within five working days of completing a trip.
 - (1) ONLY DIRECTLY RELATED JPATS TRIP EXPENSES ARE AUTHORIZED. THE JPATS CHIEF OF OPERATIONS OR DESIGNEE MUST APPROVE ANY DEVIATION IN REIMBURSEMENTS.
 - (2) The subobject classes to be used for JPATS two-way memos are as follows:
 - 1101-Nonfederal contract (NFC) guard hire
 - 1142-All overtime pay
 - 1143-Night differential
 - 1145-Holiday pay, eight hours or less on holidays
 - 1150-Guard hire
 - 2111-Common carrier, i.e. tickets not covered by Centralized Ticketing
 - 2112-Privately owned vehicle (POV) mileage allowance
 - 2114-Per diem for USMS personnel
 - 2194-Per diem for guards
 - 2116-Hire of transportation facilities (used for charters and other commercially leased vehicles) Fuel based on mileage should also be entered under this SOC. JPATS does not reimburse for GSA vehicles.
 - 2117-Miscellaneous travel expense, e.g., parking and tolls. JPATS does not pay for prisoner meals.

2607-Fuel based on mileage for USMS-owned vehicles (no mileage payment for GSA vehicles)

JPATS Scheduling must approve the use of any additional subobject classes.

B. Temporary Custody and Transportation of Other Prisoners: In cooperation with state and local governments, the U.S. military and certain other government agencies, the USMS will transport and house certain prisoners who have been approved for extradition or transfer.

1. Upon receiving a request to transport an "other category prisoner," the U.S. Marshal will do the following:
 - a. Determine that all extradition proceedings have been successfully completed and that all required court documents, warrants of removal, etc. are available to the transporting deputies.
 - b. Determine that the requesting jurisdiction will designate the USMS to assume temporary custody of the prisoner, providing housing, transportation and other necessities.
 - c. Make sure the requesting jurisdiction will reimburse the USMS for all expenses incurred in transporting the prisoner.
 - d. Contact JPATS Scheduling to determine if suitable transportation is available and obtain a cost estimate. After reviewing the request and other data provided, JPATS Scheduling will approve or disapprove it.
 - e. If the request is approved, submit a Form 106 to JPATS Scheduling identifying the movement as a nonfederal (NFD) prisoner movement. The location, destination and any other pertinent information regarding security and the prisoner's medical condition (including TB clearance) must be included.
 - f. Ensure that the requesting jurisdiction understands and consents to the conditions in the JPATS *Cooperative Prisoner Transportation Agreement*, Form USM-105 and signs it.
 - g. Fax a signed copy of the agreement (include the billing address) to JPATS Scheduling and the district initiating the move. The original should be mailed to JPATS Scheduling.
2. All movements of nonfederal prisoners will follow USMS procedures governing prisoner transportation.
3. Since the USMS is acting as an agent of the requesting state or local agency, custody of the prisoner remains with that agency; thus the USMS does not accept responsibility for any liability arising from the custody, transportation, housing or treatment of the prisoner. The requesting agency is responsible for any medical/death costs incurred.
4. JPATS Scheduling should be notified as soon as possible if a state/local prisoner has to be hospitalized while in USMS custody. JPATS Scheduling will notify the requesting USMS district, which must inform the requesting state/local agency of the prisoner's status. The state/local agency is responsible for contacting the hospital where the inmate is confined to arrange for payment of medical costs.
5. JPATS Scheduling will reimburse the requesting jurisdiction for all trip costs after the movement.
6. JPATS Scheduling will coordinate transportation of military and other agency prisoners.

Note: Minor change - tense change from forms to form. Per email dated 9/29/08 from JPATS. Archived Policy: [Requests](#)