

IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT
IN AND FOR POLK COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 2-81.2

IN RE: TEMPORARY POLK COUNTY INMATE TRANSPORTATION
REQUEST SYSTEM FOR CRIMINAL COURT DIVISIONS

WHEREAS, the Polk County Sheriff's Office (hereinafter "PCSO") has been working with the Court since June of 2019 to develop and implement an automated inmate transportation request system in order to maximize judicial and law enforcement resources; and

WHEREAS, the PCSO has not finalized its automated inmate transportation request system; and

WHEREAS, while the Court awaits the PCSO's completion of its automated inmate transportation request system, many felony and county criminal court divisions have been using a temporary automated system, and

WHEREAS, in accordance with the authority vested in the chief judge under article V, section 2(d), Florida Constitution; section 43.26, Florida Statutes; and Florida Rule of Judicial Administration 2.215(b)(2); it is

ORDERED that:

- I. Temporary Polk County Inmate Transportation Request System: The Court has implemented a temporary inmate transportation request system for use in all criminal divisions in Polk County. Due to recent rule changes that limit the use of communication technology for criminal hearings, only first appearance and arraignment hearings will be conducted virtually using communication technology. As a result, the temporary inmate transportation request system may only be used to transport inmates to the courthouse for arraignment hearings if counsel knows that a plea of *nolo contendere* or guilty will be entered by the inmate being transported. The temporary inmate transportation request system may not be used to request transport of inmates for any other hearings, as inmates will automatically be transported for all other hearings unless the inmate's presence is waived according to the law.
- II. Procedure:
 1. Attorneys who are in good standing with the Florida Bar and who are eligible to practice law in Florida may request access to the temporary automated inmate transportation system. Attorneys requesting access to the system must apply by submitting a short electronic application. Once the application is approved and the attorney has confirmed their request for access, a password will be provided to the attorney.

2. If an attorney wants their client to be transported from the Polk County Jail for a hearing or trial, they may utilize the temporary automated inmate transportation system to have the inmate added to the transportation list for an applicable day. Attorneys may authorize their administrative assistants to utilize their credentials for the purpose of submitting transport requests.
3. Transport requests must be submitted no later than 2:00 p.m. on the business day immediately preceding the court date. The system will generate a rejection email to the requestor submitting an untimely request.
4. Any transport request made after the 2:00 p.m. deadline must be directed to the presiding judge of the assigned criminal division.
5. The temporary automated inmate transportation request system is unable to accommodate requests from unrepresented defendants. Until the unrepresented defendant is able to request transport, the PCSO will transport unrepresented inmates to court for their criminal court division hearings.

III. Effective Date: This Administrative Order VACATES and SUPERCEDES Administrative Order No. 2-81.1 (entered on October 7, 2022) and is effective upon signing.

DONE AND ORDERED on this 21st day of October, 2022.

s/ELLEN S. MASTERS, Chief Judge

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