

CUSTODY SERVICES DIVISION

DIVISIONAL ORDER NO. 2

May 21, 2019

18.2.2

TO: All Custody Services Division Personnel

FROM: Commanding Officer, Custody Services Division

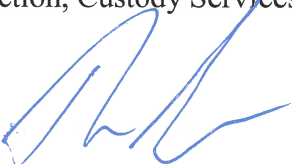
SUBJECT: DISTRIBUTION OF TAP CARDS – INMATE TRANSPORTATION

The Metropolitan Transportation Authority (MTA) is transitioning from bus tokens to pre-loaded Tap Cards; similar to a debit type card. As of October 2019, bus tokens will no longer be accepted by MTA. Custody Services Division has purchased Tap Cards with a pre-loaded value of either \$1.75 or \$3.50 to provide transportation to inmates upon release from custody. Tap cards shall only be issued to inmates who do not have sufficient funds for transportation in their personal property. The \$1.75 card allows a single ride for two hours of bus, subway/light rail travel. The \$3.50 card allows for extended travel in excess of two hours or when a transfer is necessary. Issuance of Tap cards, when necessary, shall be a release desk function at Regional Jails.

For each Tap Card distributed, the corresponding serialized receipt shall be affixed to the Divisional Booking Record. Additionally, the recipient's information will be documented on the log currently used for the distribution of bus tokens.

Effective immediately, all CSD jails shall exhaust their existing supply of bus tokens before issuing Tap cards.

The CSD Administrative and Research Section will administer the Tap card program and provide additional cards to each CSD facility upon report of being low in inventory. If you need further information, please contact Detention Officer Gwendolyn Jacson, Administrative and Research Section, Custody Services Division, at (213) 356-3470.



ROLANDO SOLANO, Captain
Commanding Officer
Custody Services Division