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BOOKING OPERATIONS

- I. **PURPOSE:** To establish policy and procedure for processing arrestees into custody in an efficient manner.

- II. **POLICY:** Corrections personnel shall book all arrestees that are received into the jail facility. The booking process must respect the arrestee's rights and comply with the California Penal Code, and California Code of Regulations.

- III. **DEFINITION**
 - A. **Arrestee** – A person in custody by authority of law.

 - B. **Booking** – A formal process for gathering data, fingerprints, and photographs from an arrestee.

 - C. **Inmate** – A person confined/committed to the Mendocino County Jail.

 - D. **Sanction** – An order by the judge of the Therapeutic Court for a participant to serve jail time for violating the terms of their agreement with the court.

 - E. **Civil Inmate** – A person confined to jail for violating the order of a court /judge in a non-criminal case.

- IV. **PROCEDURE**
 - A. **VALID BOOKING AUTHORITY**
 - 1. The arrest document presented by the arresting and/or transporting officer(s) is the legal authority under which a subject may be detained. The Booking Deputy will review these documents for content.

 - 2. The Booking Deputy must verify that the authorization for booking is for the individual received and be certain of the arresting officer(s) identity.

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The arresting and/or transporting officer(s) will complete and sign a “Pre-Booking Record” and a “Probable Cause Declaration” on non-warrant arrests.

B. TYPES OF BOOKINGS

1. ON-VIEW ARRESTS

- a. On-view arrests are also known as “open arrests.” They are warrantless arrests. This includes “citizen arrests.”

2. WARRANT ARRESTS

- a. To be valid, an arrest warrant must contain the following information:

- (1) Name of accused;
- (2) Specific charge;
- (3) Warrant, Docket, or Court case number;
- (4) Amount of bail;
- (5) Date of issue;
- (6) City or County where issued; and the
- (7) Name of Judge

- b. For identity verification of the accused, the warrant should contain the additional following information:

- (1) Address and date of birth, driver’s license or vehicle license number, if known.
- (2) Violation date and citation number, if applicable.

- c. Prior to the booking of an arrestee who is being booked on two or less warrants charging a parking offense or a traffic infraction, the Booking Deputy must ensure all provisions of Section 40304.5 of the California Vehicle Code have been met.

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- d. Booking Staff shall assure that the Sheriff's Office dispatch center has been notified and the status of any local warrant served is updated in the CHIEFS warrant system.
3. ABSTRACT & TELETYPE WARRANTS – 850 P.C.
 - a. To be valid, an abstract teletype warrant must contain the following information:
 - (1) The warrant number;
 - (2) The charge;
 - (3) The court or agency of issuance;
 - (4) The subject's name, address, and descriptions including all available identifying information;
 - (5) The bail;
 - (6) The name of the issuing Judge or authority; (In the case of a Mendocino County warrant received over the computer, this information will not be included.)
 - (7) If the offense charged is a felony or misdemeanor;
 - (8) If the offense is a misdemeanor, whether the warrant has been endorsed for "night service."
 - b. The abstract teletype warrant may also contain the following information:
 - (1) Date of issuance;
 - (2) Restrictions, if applicable;
 - (3) Mandatory appearance, if applicable;
 - (4) Miscellaneous information, if applicable; and
 - (5) The requesting law enforcement agency and reference file number and/or contact person.
 4. CIVIL WARRANTS

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- a. To be valid, the civil arrest warrant must be “regular on its face” before service can be attempted.
- b. To be “regular on its face,” the warrant must meet the following criteria:
 - (1) Issued by a court that has jurisdiction over the subject matter out of which the warrant arose;
 - (2) Contain the usual court and action “titling”;
 - (3) Name the person to be arrested and direct the officer to arrest the person;
 - (4) State the nature of the contempt;
 - (5) State the amount of bail;
 - (6) State whether the warrant is endorsed for night service, per Section 840 P.C.;
 - (7) Bear a date of warrant;
 - (8) Bear the issuing court’s seal; and
 - (9) Bear the signature of by the issuing judge, or more typically, the clerk of the court after the judge has ordered the warrant’s issuance.
- c. Refer to Policy and Procedure 1650.00 – *Release/Transfer Operations* for bail on civil arrest warrants.

5. COMMITMENTS

- a. A commitment is a court order that defines a sentence that has been imposed. The commitment must contain the following information:
 - (1) The court of jurisdiction;
 - (2) Defendant’s name;
 - (3) Conviction date;
 - (4) Violation(s);

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- (5) Sentencing date;
- (6) Sentencing court;
- (7) Sentencing judge;
- (8) Sentence;
- (9) Conditions of sentence (i.e., concurrent/consecutive sentences, credit for time served);
- (10) Case or docket number; and
- (11) Surrender date and time.

6. REMAND

- a. A remand is an order by a judge to place a person into custody. The "Notice of Sentence and Commitment" must contain the following information:

- (1) Issuing court;
- (2) Defendant's name;
- (3) Case or docket number;
- (4) Charge(s);
- (5) Date, Time and Place of future appearance (if applicable);
- (6) Sentence (if applicable)
- (7) Bail, if bailable offense;
- (8) Judge's Name and
- (9) Date.

- b. When a defendant is remanded into the custody of the SHERIFF on an out-of-custody criminal matter during a regular court proceeding, the reasons may be, but are not limited to, the following:

- (1) Revocation of Probation;
- (2) Revocation of Bail;

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- (3) Violation of a Court Order;
 - (4) Revocation of "Own Recognizance";
 - (5) Failure to make restitution; or
 - (6) Commencement of sentence to county jail or state institution.
 - c. In the event the above-mentioned information cannot be obtained at the time of the remand, the Transportation Unit supervisor will collect the required information.
7. BAIL BOND SURRENDER – 1300, 1301 P.C.
 - a. In order to surrender a subject on bail, written authority endorsed on a certified copy of the undertaking or a certified copy of the certificate of deposit must be delivered to the court or Judge before whom the defendant is required to appear, or to the custody of the SHERIFF for confinement in the county in which the defendant is required to appear.
 - b. The defendant will be delivered to the court or Judge, within the proper county or city within 48 hours. If the 48-hour period terminates on a Saturday, Sunday, or holiday the defendant will be delivered to the court or Judge before noon on the next day following which is not a Saturday, Sunday or holiday.
8. VIOLATIONS OF PROBATION – 1203 PC
 - a. Persons may be booked on violations of summary or formal probation.
 - b. An open Violation of Probation arrest requires either a Probable Cause Statement by the arresting officer or a pick-up order issued by the Probation Department.
 - c. If the arrestee is on juvenile probation, the probation department makes the decision to file the case and has the authority to release.
 - d. Out-of-county probation matters are the jurisdiction of the issuing court. Local courts have no jurisdiction over out-of-custody probation matters.

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- e. All out-of-county summary probation matters will be cited to the originating county.
 - (1) Staff will need to contact the county from which the probation originated in order to get citation information.

- 9. VIOLATIONS OF POST RELEASE COMMUNITY SUPERVISION
 - a. 3454 (c) PC "Flash incarceration" is a period of detention in county jail due to a violation of an offender's conditions of post-release supervision. The length of the detention period can range between one and 10 consecutive days. Flash incarceration is a tool that may be used by Probation. The Probation Officer will fill out the Flash Incarceration form with the date of release and any additional information regarding the detention. ***In this case, they are not going to Court. (State Parole has the same option under 3000.08 (e) PC)***
 - b. 3455 (a) PC If Probation has determined, following application of its assessment processes, that intermediate sanctions are not appropriate Probation will petition to revoke and terminate post-release supervision. ***This booking will be going to Court. Probation will need to provide a probable cause statement and booking form.***

- 10. COUNTY PAROLE HOLDS – Sheriff's Parole – 3081 P.C.
 - a. Persons returned to custody for violation of county parole must be accompanied with an order suspending parole and return to custody completed by a county parole officer.

- 11. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) – 1325 U.S.C. – See Policy and Procedure 1651.00 – *Department of Homeland Security*.

- 12. OUT-OF-STATE WARRANT ARRESTS – 1551 P.C.
 - a. All persons arrested and booked on out-of-state warrants must be booked pursuant to Penal Code Section 1551. This is not a warrant arrest. It is a reasonable cause arrest based on the out-of-state warrant. The complaint, if available, and any other informational documents received from the wanting agency will be attached to a court sheet and sent to the Transportation Unit supervisor.
 - b. The arrestee shall be held in a no-bail status pending order of the local court.

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- c. The Transportation Unit supervisor will follow-up on this arrest and obtain a Teletype abstract complaint as in any other on-view arrest (1551.1 P.C., 825 P.C.).
- d. The Transportation Unit shall transport the inmate to court for arraignment. The Judge will give notice to the District Attorney of the out-of-state complaint. The District Attorney will immediately give notice to the out-of-state authority having jurisdiction of the offense.

13. VIOLATION OF PROBATION BY OUT-OF-STATE TRANSFERS

- a. If a probationer violates his/her out-of-state probation while being supervised locally, they may be booked into the jail.
- b. Probation Officers will provide booking staff with a Pre-Booking Record and a Probable Cause Declaration.
- c. The inmate will be booked under 1551.1 PC, 11177.1 PC and 1203.2 PC.
- d. After the inmate is fingerprinted, a copy of the CLETS Livescan return and a booking photograph will be forwarded to the Probation Officer.

14. OUT-OF-COUNTY ARRESTS

- a. When an arrestee is accepted at Booking and has an out-of-county warrant(s) in addition to local charges, the arrestee will be advised of the right to be taken before a Judge of this county on the out-of-county warrant per 821/822 P.C. and their right to a speedy trial in the wanting county per 1381 P.C.
- b. The arrestee shall be given a copy of the warrant abstract from the wanting agency.
- c. The Booking Deputy will complete the "821/822 P.C. Notification" form at the time of booking.
- d. If the arrestee wants to be taken before a Judge of this county, the Booking Deputy will process it like a normal arraignment.
- e. Notification for agency pickup will be done immediately following the inmate's 821/822 P.C. hearing or upon completion of all local cases.

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- f. When an arrestee is booked solely on an out-of-county warrant and has not chosen to appear before a local Judge, per 821/822 P.C., the wanting agency will be notified immediately.
 - 1. In all cases in which the arrestee is being held on a misdemeanor warrant for an out of county agency, that agency shall be notified by teletype that the arrestee must be picked up prior to 2359 hours on the fifth day from when they became available for pickup.
 - 2. If the arrestee is being held on a felony warrant for an out of county agency that is less than 400 miles from Ukiah, that agency shall be notified by teletype that the arrestee must be picked up prior to 2359 hours on the fifth day from when they became available for pickup. If the wanting agency is more than 400 miles from Ukiah, the shall be advised the arrestee must be picked up no later than 2359 hours on the fifth court day from when they became available for pickup.
 - 3. When a person is arrested per 836 P.C. for an agency from outside Mendocino County, that agency shall be notified that the arrestee must be picked up as soon as possible and in time to meet the wanting jurisdiction's arraignment requirement.

15. PAROLE HOLDS – 2910 P.C., 3056 P.C., 3151 W&IC

- a. There are two ways a person will be booked for a violation of parole:
 - (1) As a hold in addition to current charges; or
 - (2) As a stand-alone hold.
- b. At the earliest convenience, a detainer must be obtained from the supervising parole unit.
- c. There is no judicial authority on a violation of parole.

16. ADDITIONAL CHARGE(S) OR CHARGE(S) BEING DROPPED

- a. The Booking Deputy is authorized to receive information via the telephone regarding adding additional charge(s) or charge(s) being

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dropped. It will be the Booking Deputy's responsibility to obtain the following information:

- (1) Charge(s) to be added or dropped,
 - (2) Require from the arresting officer an updated Probable Cause form, if needed;
 - (3) Date and time information received;
 - (4) Name and badge/ID number of officer requesting change.
- b. The Booking Deputy will update the booking record in the computer.
 - c. In all cases, a facsimile must be received verifying the information received via the telephone.
 - d. Whenever a charge is dropped prior to arraignment, the computer generated "Detention Only" form shall be completed in accordance with Policy and Procedures section 1650.00 V 3.

17. THERAPUETIC COURT SANCTIONS

- a. When Drug Court sanctions a defendant, it is not necessary to fingerprint the defendant.
- b. When booking these individuals, the Booking Deputy will use "Drug" as the charge code and place the case number on the warrant line.

18. ARREST DOCUMENTATION

- a. The arresting or transporting officer will complete a Pre-Booking Record. The Pre-Booking Record must contain at least the following:
 - (1) Name of arresting agency and report number;
 - (2) Date and time of arrest;
 - (3) Date and time of offense;
 - (4) Location of crime and arrest; and

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- (5) The name(s) of the arresting and transporting officer(s);
 - (6) Full name of arrestee, address, physical description, identification references, next-of-kin, employer, occupation, aliases, scars/marks/tattoos, an/or additional identification characteristics;
 - (a) In the event proper identification of the arrestee cannot be obtained, (i.e. no ID, arrestee uncooperative, etc.), the arrestee will be booked under the fictitious name of "John Doe," until and if a true identity can be made. The booking will be completed as if "John Doe" was the correct name and a court date for the next court day will be entered and recorded and subject will be taken to court.
 - (b) The primary purpose of the Pre-Booking Record is to document required information, which may affect the custody status, bail, etc. of the arrestee and/or the arrestee release from custody. This document is required on all "On-View", "Citizen's", and "Warrant" arrests.
 - (7) Jurisdiction in which the offense was committed;
 - (8) Charge(s), including code section(s), misdemeanor or felony, warrant number, offense definition, bail, citizen's arrest, remand, commitment, removal order, etc.;
 - (9) Addition information, if applicable;
 - (10) Hold, probation/parole status, if applicable;
 - (11) Vehicle disposition;
 - (12) Reason citation release was denied, if the charge is a misdemeanor;
 - (13) Signature of arresting officer; and
 - (14) Name of Booking Deputy;
- b. The receiving deputy will write his/her ID # and the receiving date and time on the upper right hand corner of the form.

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19. PROBABLE CAUSE DECLARATION

- a. The Probable Cause Declaration will be required on all felony and misdemeanor arrests that are not pursuant to a warrant, violation of parole or probation pick up order.
- b. The Booking Deputy will write the Inmate's Master ID number on the upper left hand corner of the form. The initials and ID number of the Booking Deputy will then be placed in the upper right hand corner of the form.

C. WHEN TO BOOK AN ARRESTEE

1. Pursuant to 40304.5 Vehicle Code: Notwithstanding any other provision of law, whenever any person is taken into custody for bail to be collected on two or fewer outstanding warrants for failure to appear on a citation for a parking offense or a traffic infraction, the person shall be provided the opportunity immediately to post bail, and shall not be booked, photographed, or fingerprinted, nor shall an arrest record be made, when the amount of bail required to be paid on the warrant may be ascertained by reference to the face thereof or to a fixed schedule of bail, unless and until all of the following requirements have been exhausted:
 - a. If the person has sufficient cash in his or her possession, that person shall be given the opportunity immediately to post bail with the person in charge of the jail or his or her designee.
 - b. If the person does not have sufficient cash in his or her possession, that person shall be informed of his or her rights and given the opportunity to do all of the following:
 - (1) Make not less than three completed telephone calls to obtain bail. The person shall be permitted the use of the sheriff's office telephone to make not less than three completed local or collect long-distance telephone calls to obtain bail.
 - (2) Have not less than three hours in which to arrange for the deposit of bail.
2. No person may be housed in the general jail population prior to the provisions of this section, unless, a documented emergency exists and there is no reasonable alternative to such a placement.

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- a. The authorization must come from the Facility Supervisor and/or a Corrections Lieutenant.

D. BOOKING PROCESS

1. The following information will be obtained and documents completed at Booking, when applicable:
 - a. Complete arrestee records check to include criminal history record (RAP) and as needed, send teletype requests for information;
 - b. Update and/or complete the booking screens in the JALAN Record System;
 - c. Telephone log;
 - d. Complete classification interview;
 - e. Search, inventory, and receipt arrestee's personal property/clothing, valuables, and money;
 - f. Shower and hair care (if necessary) for body lice, etc. with medical staff approval, will be provided at the Booking shower area, otherwise, an opportunity will be provided after housing assignment;
 - g. Issue cell property bag, laundry bag, clean clothing, linen, care package, and an orientation pamphlet;
 - h. Take fingerprints, palm prints, issue an armband, photograph; and
 - i. Complete Inmate Court Appearance and enter arraignment dates, when applicable.
2. Prior to housing, they will have completed all phases of the Booking process.

E. UNCOOPERATIVE ARRESTEE

- a. The Facility Supervisor will be advised of any person(s) uncooperative and unwilling to provide booking information.
- b. The arrestee may be temporarily housed in the appropriate pre-housing cell, pending completion of the booking process.

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- c. The Booking Deputy will request assistance when booking and/or moving any arrestee who is violent, combative, and/or is deemed to be a security, safety or escape risk.
- d. When an arrestee is unwilling to comply with the booking process, an Incident Report shall be written.
- e. Uncooperative arrestees unwilling to provide booking information shall be housed in Administrative Segregation, after a reasonable amount of time has lapsed.

V. CONSULAR IMMUNITY/FOREIGN NATIONALS – 834C PC

- A. CONSULAR OFFICERS – A citizen of a foreign country employed by a foreign government and authorized to provide assistance on behalf of that government to that government's citizens in a foreign country. Consular officers are generally assigned to the consular section of a foreign government's embassy in Washington, D.C., or to consular offices maintained by the foreign government in locations in the United States.
- B. FOREIGN NATIONALS - Any person who is not a U.S. citizen may be in the United States legally or illegally. Lawfully permanent foreign nationals (e.g. aliens) have a resident alien registration card (INS Form I-551), commonly known as a "green card" or a foreign passport.
 - 1. In accordance with federal law, every peace officer, upon arrest and booking or detention for more than two hours of a known or suspected foreign national, shall advise the foreign national that he or she has a right to communicate with an official from the consulate of his or her country.
 - 2. In all cases, including those in which the detainee provides a State Department-issued identification card identifying them as Consular Officers, Corrections personnel shall verify the status with the U.S. Department of State without delay.
 - 3. Once the status is verified, consular officers may be arrested pending trial, only if the offense is a felony and that the arrest is made pursuant to a decision by a competent judicial authority (e.g. warrant). They can be prosecuted for misdemeanors, but remain at liberty, pending trial or other disposition of charges.
 - 4. Status verification on Foreign Nationals shall be completed by contacting the United States Immigration and Customs Enforcement (ICE).

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5. Foreign Nationals are entitled to consular notification and access, regardless of their visa or immigration status in the United States.
6. Corrections personnel do not need to ask everyone brought to the jail whether he or she is a foreign national. If you have reason to question whether the person is a U.S. citizen, you should inquire further about nationality.

C. COUNTRIES REQUIRING MANDATORY NOTIFICATION OF CONSULAR OFFICERS.

1. Those countries, as identified by the United States Department of State on July 1, 1999, under Article 36 of the Vienna Convention, are as follows:
 1. Antigua and Barbuda
 2. Armenia
 3. Azerbaijan
 4. The Bahamas
 5. Barbados
 6. Belarus
 7. Belize
 8. Brunei
 9. Bulgaria
 10. China
 11. Costa Rica
 12. Cyprus
 13. Czech. Republic
 14. Dominica
 15. Fiji
 16. The Gambia
 17. Georgia
 18. Ghana
 19. Grenada
 20. Guyana
 21. Hong Kong
 22. Hungary
 23. Jamaica
 24. Kazakhstan
 25. Kiribati
 26. Kuwait
 27. Kyrgystan
 28. Malaysia

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29. Malta
30. Mauritius
31. Moldova
32. Mongolia
33. Nigeria
34. Philippines
35. Poland (nonpermanent residents only)
36. Romania
37. Russia
38. Saint Kitts and Nevis
39. Saint Lucia
40. Saint Vincent and the Grenadines
41. Seychelles
42. Sierra Leone
43. Singapore
44. Slovakia
45. Tajikistan
46. Tanzania
47. Tonga
48. Trinidad and Tobago
49. Turkmenistan
50. Tuvalu
51. Ukraine
52. United Kingdom
53. U.S.S.R.
54. Uzbekistan
55. Zambia
56. Zimbabwe

VI. PHOTOGRAPHS

- A. Upon completion of the booking process, the arrestee/inmate will be photographed for identification purposes.
 1. A photograph will be taken of the arrestee/inmate while wearing their personal clothing.
 - a. If personal clothing is unavailable, the person will be photographed while wearing an orange jail issue t-shirt.
 - b. Additional photographs will be taken of the arrestee's tattoos.
 2. Three copies of the booking photograph will be printed:

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- a. One photo will be affixed to the "A" file;
- b. One photo will be affixed to the Classification File.
- c. One photo will be placed into the appropriate housing unit's Commissary Identification Folder.

VII. FINGERPRINTS

- A. One fingerprint and one palm print card will be completed on all persons booked
 1. The fingerprint card for the FBI and DOJ will not be completed under the following conditions:
 - a. Crimes that are not recordable to the FBI or DOJ (refer to DOJ's 8715 Booklet);
 - b. In-transit inmate/overnight housing;
 - c. Civil inmates;
 - d. Bail bond surrenders; and
 - e. Continuing weekend commitments; and
 - f. Therapeutic Court participants that are serving sanctions.
 2. The fingerprint card will be transmitted via Crossmatch Machine to Department of Justice with bookings as needed and the card will then be sent to Corrections Division Records for the use of the Mendocino County Sheriff's Office.
 3. Department of Justice will transmit, back to the Mendocino County Jail, Livescans on the arrestee that is fingerprinted.
 - a. A Livescan confirmation will provide identification criteria; name, booking number (OCA), FBI/CII number and date it was submitted.
 - b. The Livescan confirmation will advise Corrections personnel the name of the person that the fingerprints identified.
 - c. The personal information in the jail booking computer records will be compared to the information on the Livescan confirmation and updated/corrected accordingly.

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- d. The Livescan confirmation will be placed into the classification file of those inmates not being immediately released.

VIII. IDENTIFICATION WRISTBANDS

- A. All inmates will be issued an identification wristband and it will be attached around their left wrist during the booking process.
 1. Information contained on the wristband shall be:
 - a. Last, first name and middle initial (printed); and
 - b. "A" number.
 2. Wristbands shall be securely attached and not removed by the inmate.
 - a. ORANGE – For those identified as "general population".
 - b. PURPLE – For those identified as having severe medical problems. Medical staff will advise Corrections personnel when to use the PURPLE wristband.
 - c. *YELLOW – For those identified as having severe mental health problems. Mental Health will advise Corrections personnel when to use the YELLOW wristband.*

IX. "A" FILES

- A. Once the Arrestee Record Check has been completed and positive identification has been made, an "A" file will be maintained at the inmates' respective housing locations while they are in custody.
 1. In addition to the original arrest paperwork, the following will be completed and placed into the A-File:
 - a. Arrest Record Check;
 - (1) The on duty supervisor's initials on this form indicate the arrest file was reviewed and approved.
 - b. Telephone record with inmate's calls or waiver;
 - c. Inventory and receipt of arrestee's money, personal property and valuables. A receipt will be provided to the arrestee;

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- d. Teletype/information requests for Holds or I.C.E. status.
 - e. A receipt for personal care items issued;
2. Once a week the booking staff will review and update active "A" files.

X. CLASSIFICATION FILES

- A. Classification records are initiated at booking with historical data, which includes past jail/prison experience, medical/mental health concerns, keep aways, gang affiliation or member, and heinous crimes.
 - 1. The inmates' housing assignments are depended upon the historical data.
- B. An inmate's classification file will be maintained in the Classification/Gang's office, while they are in custody.
- C. Classification files shall be reviewed and updated by the Classification Deputies and the Facility Supervisor. (Refer to Policy and Procedure 501.00 – *Classification*.)

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