5-03/015.00 - Booking Numbers

A booking number shall be shown on the Booking and Property Record (B&PR) of every person who is booked into the county jail system.

Automated Justice Information System (AJIS) shall control the issuance of all booking numbers. Records and Identification Bureau (RIB) shall maintain a microfiche record of all those numbers issued.

Booking numbers are not issued for:

- Mentally ill persons or mental institution escapees;
- Persons arrested for another jurisdiction, when the booking and disposition of the case is handled by that agency and where the person arrested is not held in the county jail system;
- Adults arrested on a misdemeanor warrant, who are taken to court immediately to post bail or pay a fine and are released; and
- The B&PR shall not be entered into the computer, and no Arrest Disposition Report (CII-15) shall be made. Cancel the booking number upon release of the prisoner.

Do not obtain a booking number for individuals pending the three (3) hour traffic warrant bail waiting period (section 40304.5 CVC).

A want check shall be made in all Sheriff's cases when a subject is detained but not booked.