# 5-03/027.00 - Additional Charges and Holds Record (SH-CR-435)

At the time of the prisoner's booking, an Additional Charges and Holds Record (SH-CR-435) shall be completed for all charges that are in addition to the booking charge placed on the booking slip.

The SH-CR-435 shall be completed as indicated in the following outline:

- Booking number-7 digit number;
- Name (booked as)-name used on booking slip;
- Date-date SH-CR-435 is completed;
- Time;
- Race;
- Sex;
- Name (on warrant or charge being placed);
- Age;
- Birth date;
- Warrant number-to be used for warrants only (subject to be given a copy of a Warrant Information Sheet (WIS) for each warrant charged);
- Court-list court for warrants; list RD or city of occurrence for additional charges;
- Date of Issuance-if warrant, date additional charge was placed;
- Charge-section number and description of charge;
- Bail-Incl. Penalty-to be used for warrants only;
- Arraignment-do not complete this section;
- RCD File No.-to be used for additional charges only;
- Unit or agency placing additional charge or hold-LASD (station);
- Signature of officer placing charge or hold; and
- Total Bail-including penalty-to be used for warrants only.

If additional charges or holds are placed any time following the initial booking process, the SH-CR-435 will be completed as outlined above, but will additionally have the prisoner's thumb prints included if any charge/hold is a printable offense.

> **NOTE:** Without the thumb prints, the charge will not be added to the subject's criminal history records (Rap Sheet) at the California Department of Justice (DOJ).

If the prisoner is booked at a station, the copies of the SH-CR-435 shall be distributed as follows:

Prisoner Released at Station

- The original (yellow) is to be stapled to the white copy of the handwritten B&PR;
- The first copy (white) is to be stapled to the blue copy of the handwritten B&PR;
- Both sets of copies shall be forwarded with the fingerprint cards to RIB;

- The second copy (gold) of the SH-CR-435 shall be given to the prisoner; and
- Photocopies of the booking slip may be made for station records.

Prisoner Transferred to IRC or CRDF

- The original is to be stapled to the white copy of the handwritten B&PR;
- The first copy is to be stapled to the blue copy of the handwritten B&PR;
- The original copies shall be forwarded with the prisoner to IRC or CRDF when transferred;
- The second copy of the SH-CR-435 shall be given to the prisoner;
- IRC or CRDF shall place the white copy of the B&PR and any attachments into the prisoner's jacket;
- The fingerprint cards shall be attached to the blue copy of the B&PR and any attachments (SH-CR-435, computer messages, etc.) shall be forwarded directly from the Station to RIB on a daily basis; and
- Photocopies of the B&PR may be made for Station records.

Prisoner Transported to LAC/USC Medical Center

When a subject is booked directly into LAC/USC Medical Center, the copies of the SH-CR-435 shall be distributed as follows:

- The original is to be stapled to the white copy of the handwritten B&PR and forwarded to IRC or CRDF;
- The first copy is to be stapled to the blue copy of the handwritten B&PR and forwarded with the fingerprint cards to RIB;
- The second copy shall be given to the prisoner;
- LAC/USC Medical Center shall forward the white copy of the B&PR to IRC or CRDF;
- The fingerprint cards shall be attached to the blue copy of the B&PR and any attachments (SH-CR-435, computer messages, etc.) shall be forwarded directly from the Station to RIB on a daily basis; and
- Photocopies of the B&PR may be made for station records.

If the prisoner is booked directly into IRC or CRDF, the copies of the SH-CR-435 shall be distributed as follows:

The original is to be stapled to the white copy of the handwritten B&PR and placed in the prisoner's jacket;

- The first copy is to be stapled to the blue copy of the handwritten B&PR and forwarded with the fingerprint cards and any additional documents to RIB;
- The second copy shall be given to the prisoner; and
- Photocopies of the B&PR may be made for station records.

When a prisoner is booked directly into LAC/USC Medical Center, the copies of the SH-CR-435 shall be distributed as follows:

- The original is to be stapled to the white copy of the handwritten B&PR and forwarded to IRC or CRDF;
- The first copy is to be stapled to the blue copy of the handwritten B&PR and forwarded with the fingerprint cards to RIB;
- The second copy shall be given to the prisoner; and

- Photocopies of the B&PR may be made for station records.