5-03/030.10 - Arresting Deputy

The arresting deputy shall:

- Prepare the B&PR (SH-J-293). Outside agencies using Department's facilities booking a prisoner may photocopy the B&PR for their records;
- A B&PR may be filled out by the station for informational purposes, and a booking number shall be assigned;
- If more than an original charge exists, prepare the Additional Charges form (SH-CR-435);
- Prepare/initiate Arrested Person's Children Form (SH-R-625);
- Initiate the Voluntary Delayed Release form (SH-AD-692). Complete section 1-Inmate/Arrestee Information and section 2-Request. In the event an inmate/arrestee refuses to sign or needs assistance completing the form, the watch sergeant and the Department member releasing the inmate/arrestee shall complete section 2-Inmate/Arrestee Refusal to Sign.
- Remove all cash from the prisoner;
- Segregate and itemize cash and property;
- Persons arrested for the following must always be booked and fingerprinted: 272, 314, 647(a), 647(d), 647.6 PC, and 11550 H&S Code;
- Obtain the prisoner's right-hand fingerprints, including thumbprint, on the bottom of the front (or first) side of the B&PR;
    - Every reasonable effort shall be made to obtain fingerprints on the station copy of the B&PR. If fingerprints cannot be obtained, the arresting deputy shall write detailed identification, e.g., tattoos, physical deformities, etc., of the prisoner in the space used for fingerprints;
- Place identification band on prisoner's left wrist;
- Ensure that a DNA sample has been collected, if one is required;
- Give prisoner a copy of B&PR and a copy of the additional charge form (if applicable);
- Inform the prisoner of their entitled phone calls;
    - Per 851.5 P.C., Completion of Booking, an arrested person is entitled to complete three free telephone calls within the local calling area or at the arrestee's own expense if outside the local area. The calls may be made to any person and, except where physically impossible, shall be afforded to the prisoner no later than three hours after arrest. If the arrested person is a custodial parent, they are permitted two additional telephone calls to arrange childcare. The public defender's phone number shall be provided;
- Package property (see section 5-03/200.00); and
- Distribute forms as follows:
    - Copy to watch sergeant for approval;
    - Copy to be sealed in property bag that is stored;
    - Copy to Records and Identification Bureau, along with the required fingerprint cards, for their records; and
    - Copy to be given to prisoner as receipt for property removed for safekeeping.

The above prescribed booking procedures shall also apply to other agencies, other than this Department, when booking prisoners at a station. The watch sergeant or watch commander's approval for arrest will not be

necessary. However, watch sergeants will review and assure that other agencies properly complete the required documents.