# 5-03/030.17 - Booking of Prisoners From Outside Agencies

When an officer from an outside agency brings a prisoner to a Sheriff's station, he shall be responsible for booking the prisoner, using the procedures currently in operation by this Department. Specifically, this means using the Department's B&PR, obtaining a Sheriff's booking number, fingerprinting, applying a clincher ID bracelet to the prisoner, and packaging the prisoner's property and cash in the manner prescribed in the Department manual.

Prior to beginning the booking process, the officers from the outside agency shall have the necessary documents (warrants, abstracts, etc.), where applicable and have received approval from their supervisors, either in person or by phone, for the arrest and booking. During the booking process, the officers shall also be afforded access to the station's breath-alcohol testing equipment, provided they have met the instruction requirements of the California State Department of Public Health.

Upon completion of the booking process, the outside agency officer shall summon the station jailer. The station jailer shall be responsible for ascertaining that the booking has been done correctly and is complete. The jailer shall not receive the prisoner from the outside agency until the booking is properly completed. When the jailer determines that the booking is in order, he shall receive the prisoner and the prisoner's property from the arresting officers and release the outside agency from further custodial responsibility for the prisoner.

Once the prisoner is in the custody of the Department, the Department's policies and procedures regarding the handling of property, transporting the prisoner, and releasing the prisoner shall be followed.