5-03/035.00 - Direct Booking - IRC/SBI

The arresting or transporting deputy shall:

- Complete the B&PR as required by the receiving clerk;
- Obtain the prisoner's right-hand flat prints on the reverse side of the B&PR;
- Attach commitment papers, warrants and/or abstracts, etc., to the Transmittal Sheet (SH-CR-275) or B&PR for females and deliver to the receiving clerk;
- Search prisoner for contraband and remove all property and cash;
- Deliver the prisoner and papers to the receiving deputy;
- Return blue copy of the B&PR to station for records; and
- Give clerk court appearance date.

The receiving clerk shall:

- Ensure appropriate documentation accompanies the prisoner;
- Issue booking numbers;
- Time stamp and initial transmittal sheet if prisoner is received in a group or issue a prisoner admittance slip if prisoner is received singly; and
- Distribute papers for processing.

The receiving deputy shall:

- Receive the prisoner along with the appropriate documents for booking;
- Issue an identification band and start processing of prisoner; and
- Permit the prisoner to make phone calls.

The booking clerk shall process the prisoner’s booking paperwork in accordance with existing procedures.