

## 5-03/115.10 - Field Release - Procedure

The procedure for effecting a field release shall be as follows:

- Check through station/unit via JDIC for warrants in CWS or WPS;
  - Fill out the Notice to Appear (SH-CR-66);
    - Write "FIELD RELEASE" in bold letters on the top of the Notice to Appear;
    - After circling sex in the appropriate box, indicate race identifier in the same space;
    - Place the arrestee's birthplace on the line above the space for "File Number"; and
    - Check the box "Booking Required" only when the arrestable offense requires fingerprints be taken per section 5-03/050.05;
  - Obtain the signature of the arrestee;
  - Release arrestee;
  - Obtain a booking number and an URN from the station/unit; and
    - Place the booking number on the line above the box "Booking Required" adjacent to the arrestee's birthplace;
  - Submit the notice to appear with the incident report to the watch sergeant.
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