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 5â€‘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.