5-03/115.35 - Jailer's Responsibility

The jailer shall receive the prisoner and:

- Review the booking procedures for accuracy;
- Check the citation for completeness;
- Complete the notice to appear if a private person's arrest, indicating private person's arrest on the face of the form;
- Have the prisoner sign the notice to appear in the space for "Signature;"
- Sign the citation as certifying officer; and
- Release the prisoner.

If the prisoner was arrested by another agency, the jailer shall complete a Notice to Appear (SH-CR-66). The jailer shall sign in place of the arresting officer, clearly indicating the name of the arresting agency on the face of the form.

Certification is accomplished by checking the box provided on the notice to appear, filling in the city where the release was effected, and signing as issuing officer, including employee number. In addition, print the name and identification number of the arresting officer in the space provided.

The citation form shall be delivered to the court deputy, who shall ensure that the district attorney receives a copy when the complaint is sought.

Where a notice to appear was completed by the arresting officer, but the prisoner is found to be ineligible for release on citation, the jailer shall have the citation voided by the watch commander.

Update AJIS computer with complete booking and release transactions. AJIS release code "Cite" (see Users Handbook) shall be shown as the reason for release.