6-03/110.00 Outside Agency Bookings

Outside police agencies may utilize Sheriff Station jail facilities for booking purposes. Jailers are responsible for assisting officers from outside agencies with the booking process and ensure the required paperwork is completed. Outside agencies shall not be denied reasonable access to booking at any Sheriff's station.

Exceptions shall be authorized by the unit commander only under the most compelling of circumstances such as:

- Station jail is out of service;
- Station jail inmate count has reached or exceeded its capacity.

When an officer from an outside agency brings an arrestee to a Sheriff's station, they shall be responsible for booking the arrestee and using the procedures currently in operation by the Department.

Specifically, outside agencies shall utilize the Department's B&PR, obtain a Sheriff's booking number, fingerprint the arrestee, apply a clincher ID bracelet to the arrestee, and package the arrestees property and cash in the manner described in the Department manual. All medical screening and medical pre-approvals regarding booking procedures continue to apply.

Prior to beginning the booking process, the officer(s) shall have the necessary documents (warrants, abstracts, etc.) when applicable. Additionally, they shall have an approval from their supervisors, either in person or by phone for the arrest and booking. During the booking process, the officer(s) 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 jailer shall be responsible for ensuring the booking packet has been filled out correctly and is complete. The jailer shall not take custody of the arrestee until the booking is properly completed. When the jailer determines that the booking is complete, he/she shall receive the arrestee and the arrestee's property from the arresting officer(s) and release the outside agency from further custodial responsibility.

Once the arrestee is in the custody of the Sheriff's Department, the Department's policies and procedures regarding the handling of property, transportation and release procedures shall be followed.

In the event an outside agency cannot be accommodated, station personnel (jailers, watch sergeants, watch commanders) are responsible for making arrangements for booking the arrestee at alternate facilities. Under no circumstances shall an outside agency be denied booking privileges and be left to find an alternate booking location on their own.

If an inter-agency booking issue cannot be resolved, the respective division commander shall be notified. Additionally, in the event a station jail is at or over capacity and cannot accept additional bookings (and the arrival of a Court Services Transportation bus is not imminent), a Department Operations Log entry, along with a JDIC broadcast shall be made. When the station jail becomes available for booking, a second Department Operations Log entry and JDIC broadcast shall be made.