6-13/000.00 e-GATEBOOK (Jailer's Record: Arrest and Court)

The **e-Gatebook** is a permanent record of persons who have come through the jail or who have been directly booked at IRC, LAC+USC Medical Center, etc. **All persons arrested or detained shall be entered into the electronic (e-Gatebook) or paper version of the Gatebook, including 5150 WIC and 849(b)(1) PC.**

The reason for entering persons detained in addition to those booked, is intended to provide the jailer with a record for reference purposes in case family or friends of an inmate inquire as to their status. When making an entry into the e-Gatebook, ensure all available data is entered into the available fields. If additional data is received after the initial booking, retrieve the inmate's record and update the data.

If the e-Gatebook application is unavailable, the following procedure is to be followed for the entry of records into the paper version of the Gatebook:

- All entries in the **Gatebook** shall be printed in ink. If an error is made, **do not white out**, draw a single line through the entry and re-write the entry on the next line
- **Skip a line between entries** to facilitate the adding of late entries on the proper date and for making corrections on an entry
- Multiple dates should not be entered on the same page, each date will have its own page

Information Required in the e-Gatebook/Gatebook

- Date; including day, month, and year
- Station name
- Jailer on duty; according to shift
- Inmate's name; last name first
- Sex and age
- Date and time of arrest
- Charge, as shown on the booking slip
- PCD Status
- File number; enter the complete file number, NOT a truncated file number. If booking a warrant only, write in "warr"
    - If the booking is an outside police department, CHP, DA Investigator, etc., place their agency name in the file number column
- Booking number or "not booked" if a detention only
- Disposition; released, transferred, etc. Place the date and time of release or transfer. If released, enter how released, "cite", "bond", etc. Also enter the return court date in this column
- If the disposition is “transfer,” place the transfer destination in this column
- Court; for primary booking charge, not additional warrants or holds
- Time and date:
    - For felony bookings, enter the date and time found on the booking slip
    - For misdemeanors bookings, enter the date and time listed on the citation, or the next court date if the Watch Commander's hold has been signed

- Purpose of appearance and charges; this column was used in the past for the 0100 hour court list. Each individual station may have other uses for this and the "T.T. by" column. Each station may want to enter the citation number and/or additional bail amounts for warrants and holds, PCD tracking, etc.

Bail Information Section; Lower Left Corner

After completing the cash bail receipt (SH-AD-462) enter the required information in the bail information section.

- Bail or bond receipt; **enter the six digit number contained in the upper right hand corner of the cash bail receipt** in this space
  - Surety bond receipt numbers are no longer entered in the jailer's e-Gatebook
- Defendant's name; enter the arrestees name, last name first
- Booking number
- Charge; for which cash bail was accepted
- Amount of bail; dollar amount for that receipt only
- Amount of bail brought forward; this is a running balance of cash bail received
- Jailer; place his/her initials in this column, as the person completing the cash bail transaction
  - For additional information on cash bail see the "Cash Bail" in the "Release" section of this manual

Supplemental Court Listings; Lower Right Corner

This section is used for inmates who are housed in other facilities that need to be ordered to court. Whether the inmate was booked at your station or at another facility; if the inmate is not at your station, their name must be placed on the 0100 hour court list in order for the court line movement deputies to get that inmate to Court Services Transportation (CST) for court.

A teletype must be sent via JDIC to “IRCP” at 1800 hours and 0100 hours to start this process. Normally the information is entered into the supplemental court listing section by the investigating detective; each station may have a different procedure as to who enters this information.

Information required in this section:

- Defendants name; last name first
- Booking number
- The court for which the defendant is requested to appear
- Appearance date and time
- Purpose of appearance and charges; [example] arraignment ("arr.") 459 PC. The majority of inmates requested by the investigator will be for arraignment, on occasion, a request for appearance will be as a witness

Retention of e-Gatebook Records

The e-Gatebook records are stored indefinitely on Sheriff's Data Network Database Servers. The paper

Gatebook will be retained for a period of **two years** at the station.