

## 2-09/010.00 Booking Requirements

Court Services lockups are not designated booking locations, except during mass arrest situations or when designated by the Sheriff. All booked inmates delivered to court must have the following:

- Original and one copy of a Sheriff's booking slip.
  - A completed medical evaluation questionnaire.
  - A copy of a Warrant Check from CWS, NCIC stating "No Hits" or a statement by the Station jailer or agency jailer that a warrant check was made and "No Hits" were indicated.
  - A wrist band shall be attached to all inmates received by Court Services. LAPD and Long Beach P.D. inmates will have those agencies, wristbands on. Court Services does not have to re-band them because that will be done at Inmate Reception Center (IRC) / Century Regional Detention facility (CRDF). The name and booking number on the wrist band must match. If they do not match, DO NOT accept the inmate. If the band is not legible and properly secured, request the agency to re-band the individual.
  - All property listed on the booking slip must accompany the inmate or be accounted for.
  - All property must be heat sealed in a plastic bag. DO NOT accept property that is not properly packaged. Bulk property will not be accepted from any agency. If it cannot be contained in the standard property bag, the agency must store the property.
  - Deposited money must be sealed separately from any other property.
-