# 2-11/025.00 Station Bookings

When a Station booking goes directly to court (without processing through IRC/CRDF) and is ordered to be released by the court after being remanded to the custody of the Sheriff, lockup personnel shall:

- Obtain the release order from the court.
- Check the booking slip for additional holds.
- Check CWS via JDIC or by telephone for hits. If the reply from CWS is “No Hits”, process the release.

  **Note:** Write “No Hits” per CWS on the back of the release order.

  If a JDIC message does not accompany the booking slip but a notation is made by the jailer, note the jailer’s name on the back of the release order, as verifying that no other holds exist.

  If a JDIC message does not accompany the booking slip and there is no jailer’s notation, call the Station jailer and note his name on the back of the release order, as verifying that no holds exist. If the booking slip shows additional warrants for which bail is posted, obtain authorization from the Station jailer and note his name on the back of the release order as verification.

  **Note:** If there are any problems or discrepancies, personnel shall immediately contact the Branch Supervisor.

- Obtain the inmate’s signature on Line 17 and 20 of the booking slip.
- Print the inmate (four fingers and thumb) on the reverse side of the white copy of the booking slip, and compare new prints to existing prints on the booking slip.
- Remove the wristband from the inmate, verify the name and booking number, and attach the wristband to the court papers.
- Return cash and property to the inmate.
- Release the inmate
- Fill in the information regarding the release on the reverse side of the white copy of the booking slip.
- Place the release order, booking slip, CWS sheet, and other papers in an envelope marked “Court Release”
- Transmit the court release envelope to IRC/CRDF.
- Make a release entry on the transmittal sheet.

**City Police Department Bookings (except LAPD):**

Inmates are held at courts for outside police departments as a courtesy only. If one of their inmates is to be released, determine if the inmate has holds from LASD. If the inmate has a hold, transport him/her to IRC/CRDF as a “Court New Booking.”

Inmates from other police agencies, that are not accompanied by a Sheriff’s warrant (which meets the current Misdemeanor Acceptance and Release Criteria) and have not been remanded, are being held as a courtesy. If a release is ordered, check the booking packet to determine if additional holds exist. If no holds exist, lockup personnel shall contact the arresting agency and the arresting agency shall complete the release of the inmate.

**Note:** LAPD arrests that are not remanded to the custody of the Sheriff are released by the Sheriff's Department personnel in accordance with a yearly contract agreement.

If a hold exists, inform the arresting agency that it is their responsibility to pick up the inmate from our court lockup. If the agency refuses to pick up the inmate, or an inordinate amount of time is consumed waiting for them to pick up the inmate, contact the agency. Should the Watch Commander not be available, contact the Branch Supervisor or Sheriff's Headquarters for the Court Service's Duty Officer.