

## **Unit Order #21A - Station Jail Operations Attachment "A"**

**Los Angeles County Sheriff's Department**

**CRESCENTA VALLEY STATION**

UNIT ORDER # 21

**STATION JAIL OPERATIONS  
"ATTACHMENT A"**

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In an effort to reduce response time to calls for service, limit overtime and deferred reports, the following procedures for booking incoming prisoners has been established by the Unit Commander (**MPP 3-01/030.00**). It is the policy of the Crescenta Valley Station that these procedures shall be adhered to by all station jail and deputy personnel. These procedures do not apply to outside agencies booking at the station jail.

**Deputy personnel** from Crescenta Valley, Altadena, and other Sheriff's Department Units (ie; C.O.P.'s, O.S.S., Parole/Probation Teams and Major Crimes Bureau) shall:

- search prisoner, inventory and book property, book bulk property and evidence, count, seal and book money envelope
- complete the 9 lines of the booking slip, also include arraignment: date, time and court, and vehicle disposition (if applicable)
- complete add charge slip (if applicable)
- complete section 1-6 on the back of the Medical Screening Form (jailer will complete)
- complete Bail Deviation, (if applicable)
- complete PCD, (if applicable)
- complete Arrested Person's Children Form (all applicable sections)
- complete citation, (if applicable)
- obtain arrest approval with PCD from watch sergeant and watch commander
- obtain any necessary warrant information sheets (local and out-of-county) (any that arise after booking the jailer will obtain)
- secure detentions of juveniles - the deputy must fill out a "secure detention log" (obtained in the jail) and complete and record the 30 minute security checks
- non-secure detentions of juveniles - the deputy must fill out a "non-secure detention log" and notify the jailer.
- \$400. 00 or more will be booked into the watch commander's safe and recorded into the ledger by the deputy
- If there are multiple arrests in a cell without wristbands, all deputies must wristband there arrestees prior to leaving the jail

**The Jailer** (Custody Assistant or Deputy) shall:

- complete all of the front page and lower back part of the Medical Screening form
- finalize the booking slip (including finger prints and phone numbers) and all other applicable forms
- obtain booking packet approval as well as all other signatures from watch sergeant and/or watch

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commander to complete the booking

- Juvenile detentions **are not to be entered** into E-UDAL and **not to be added to the jail count.**
- **print and attach the wristband**
- **bag arrestees shoes**

**Trainees** are expected to learn and conduct the complete booking process; however, once their Field Training Officer determines they have become proficient with the booking process, the above procedures shall apply to the trainee's future arrests.

**Watch Commander** shall approve all "OK to Books" and radio car transports to IRC or CRDF.

**Watch Commander** shall approve all "holds" on bookings with a **signature and employee number** on the booking slip. **Watch Commander** must approve all juvenile detentions.

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Todd D. Deeds  
Crescenta Valley Station

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Date Approved

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