Altadena Field Sergeant approval for an Altadena arrest

PURPOSE OF ORDER:

The purpose of this order is to establish procedures which ensure that all arrests made by Altadena station personnel are properly approved by the Altadena on duty Field Sergeant (70S) prior to being transported to a Patrol Station jail or other designated booking facility for processing.

SCOPE OF ORDER:

This order shall apply to all Altadena Station personnel and all Department personnel assigned to work patrol at Altadena Station.

ORDER:

FIELD UNIT RESPONSIBILITY

When a Field Deputy working at Altadena Station determines that a crime has occurred and the person they are detaining will be arrested, it is the responsibility of the deputy to immediately contact the on duty Field Sergeant at Altadena Station. The Deputy shall brief the Field Sergeant on the circumstances surrounding the arrest and the probable causal factors leading to the arrest. The deputy shall receive verbal approval for the arrest from the on duty Altadena Field Sergeant, either by telephone or in person, prior to conducting a field release or subsequent transport and booking of the suspect at a Patrol Station jail or other designated booking facility.

Upon arrival at a Patrol Station jail or other designated booking facility, and prior to completing the booking process, the arresting deputy shall provide the booking facility's supervisor (Sergeant or Lieutenant) the name of the Altadena Field Sergeant who approved the arrest.

When completing the arrest report the deputy shall then write in the report the name of the Field Sergeant who approved the arrest.

The above responsibilities for Altadena Field Deputies are in addition to completing all booking procedures as well as following all Arrest Review Procedures outlined in Manual of Policy and Procedures section 5-03/010.00 (see attached).

DETECTIVE RESPONSIBILITY

When a station detective conducts any arrest during an investigative contact or search warrant, the detective shall receive approval from their immediate supervisor or the on duty Altadena Field Sergeant prior to transporting the arrestee to a Patrol Station jail or other designated booking facility

FIELD SERGEANT RESPONSIBILITY

The on duty Field Sergeant at Altadena Station shall monitor and ensure that arrests made by Altadena Field Personnel are verbally briefed to him/her and that the elements for the crime exist. Upon being briefed, the Field Sergeant shall provide verbal approval for the arrest prior to the deputy either field releasing or transporting and booking the suspect at a Patrol Station jail or other designated booking facility.

Upon approval, the Field Sergeant shall make verbal notification to the Patrol Station jail or other designated booking facility's supervisor (Sergeant or Lieutenant) regarding the arrest. The Field Sergeant shall provide the booking facility's supervisor with the unit number and name of the deputy making the arrest as well as providing the suspect's information and booking charge.

PROBABLE CAUSE DECLARATION FORM

If a Probable Cause Declaration form has been completed by the arresting Deputy prior to transport and booking, the Probable Cause Declaration form shall be provided to the Altadena Field Sergeant for review prior to transport to a Patrol Station jail or other designated booking facility. The Field Sergeant shall then provide a signature on the Probable Cause Declaration form for misdemeanor adult arrests and bookings.

If the Probable Cause Declaration form is not provided to or signed by the Field Sergeant prior to booking, the deputy shall receive the required signatures from the Watch Sergeant and/or Watch Commander at the Patrol

Station jail or other designated booking facility prior to submission.

(PROBABLE CAUSE DECLARATION FORM CONTINUED)

If Probable Cause Declaration form is for a Felony arrest, Juvenile detention or an on duty peace officer victim, the Probable Cause Declaration shall require a final signature and approval of a Watch Commander.