6-03/010.00 Booking and Property Record Form (SH-J-293)

The four-part Booking and Property Record Form (B&PR), or a Live Scan generated Booking and Property Record, shall be prepared by the arresting deputy/officer or station jailer when an arrestee is booked:

- At a Sheriff's station
- Directly into LAC+USC Medical Center
- Directly into IRC or CRDF

Either of the two booking slips shall be filled out completely, as indicated in MPP section 5-03/025.00, "Booking and Property Record Form (B&PR)," which shall include a general itemization of the arrestee's clothing and property. If a Live Scan generated B&PR is the only form used, the original copy must be signed by the inmate and stamped as the original. No other copies need to be signed.

Booking packets shall include:

- Booking and Property Record Form (SH-J-293)
- Additional Charge and Holds Record (SH-CR-435), if needed
- Los Angeles County Unified Arrestee Medical Screening Form (SH-R-422)
- Copy of the Warrant Information Sheet "WIS" for warrant bookings
- Bail Deviation Form (SH-R-440) for all felonies
- Arrested Person's Children Form (SH-R-625)
- Voluntary Delayed Release Form (SH-AD-692).
    - Complete Section 1- Inmate/Arrestee Information and Section 2- Request. In the event an inmate/arrestee refuses to sign or needs assistance completing the form, the watch sergeant and the Department member releasing the inmate/arrestee shall complete Section 2- Inmate/Arrestee Refusal to Sign.
- Intoxication Observation Sheet (SH-R-445) for all suspects arrested for under the influence of alcohol/drugs
- Citations for all misdemeanor arrests, which do not have a watch commander approved hold
- Jail Orientation Form (SH-R-449), if not posted in the jail
- Prison Rape Elimination Act (PREA) Zero Tolerance Pamphlet (SH-J-478)
- Prison Rape Elimination Act (PREA) Comprehensive Inmate Education Form (SH-J-633)
- Los Angeles County Foreign National Advisement Form (with fax confirmation)
- Transmittal sheet (LASD/LAPD Transfer Record [SH-CR-275]) for all inmates transferred to the Inmate Reception Center or Century Regional Detention Facility
- Probable Cause Declaration (PCD) for all open arrest charges

Document	**Destination**
Booking and Property Record Form (SH-J-293):	
White copy	Sheriff's Electronic Criminal Document Archives (SECDA)

Blue copy	URN File
Yellow copy	Inmate Property - SECDA
Pink copy	Inmate
Photo copy	SECDA
Photo copy	Jailers Record

Additional Charge and Holds Record Slip (SH-CR-435):

Yellow copy	SECDA
White copy	Jailer’s record
Goldenrod copy	Inmate

Arrested Person’s Children Form (SH-R-625):

Original	Attach to B&PR
Photo copy	Attach to SH-R-49 if child present during time of arrest

Los Angeles County Unified Arrestee Medical Screening Form (SH-R-422):

Original	SECDA
Photo copy	Jailer’s record
If open charge	URN File

Warrant Abstract:

Original	Court of Origination
Photo copy	SECDA
Photo copy	Jailer’s Record
Photo copy	Inmate
Records Check	SECDA (Optional)
Personal History Index	SECDA (Optional)
DMV Printout	SECDA (Optional)

Special Handling Card, if required:

Photo copy	Attach to transmittal
Photo copy	Jailer's Record
Station Jail Inmate	Jailer's Record
Classification Questionnaire	

Intoxication Observation Sheet (SH-R-445):

Original	URN File
Photo copy	Jailer's Record

Juvenile Detention Form:

Original	Jailer's Record

Station Jail Orientation Form (SH-R-449):

Original	Jailer's Record

PREA Zero Tolerance Pamphlet (SH-J-478):

Original	Inmate

PREA Comprehensive Inmate Education Form (SH-J-633):

Page 1 & 2	Inmate
Page 3 (Signature sheet)	SECDA

Probable Cause Declaration:

Original (signed by judge)	SECDA (via secretariat)
Photo copy (signed by judge)	Court-TTCF-SECDA-URN File

Bail Deviation Form (SH-R-440:

Original	Court
Photo copy	SECDA
Photo copy	Jailer's Record

Bail Receipt

(See Station Jail Manual, Chapter 11, “Inmate Release,” for distribution instructions)

Fingerprint Card	Jailer’s Record

Fingerprint Return

Original	Detective Bureau
Photo copy	SECDA
Photo copy	Jailer’s Record

Los Angeles County Foreign National Arrest Advisement Form:

Original	SECDA
	International Liaison Unit via fax