

8.100. INTAKE PROCEDURE

110.00. INTAKE PROCEDURE: All arrestees brought into a jail facility through an intake area shall be searched.
(Rev. 01/2019)

120.01. INTEGRATED BIOMETRIC IDENTIFICATION SYSTEM DEFINITION: The Integrated Biometric Identification System (IBIS) is a single fingerprint comparison to the Automated Fingerprint Identification System (AFIS) database for rapid identification of an arrestee.
(Rev. 04/2020)

120.02. INTEGRATED BIOMETRIC IDENTIFICATION SYSTEM PROCEDURES: Properly trained safety staff shall operate the IBIS equipment and such operations shall follow procedures outlined in the IBIS user guide.

Safety staff shall obtain a thumbprint from each arrestee and submit it to CAL-ID via the IBIS prior to booking. If a thumbprint cannot be obtained staff shall obtain a fingerprint from the index finger. This shall not apply if the system is inoperable for an extended period of time or arrestee's print cannot be safely obtained.

Staff shall print information from the IBIS after arrestees have been processed. The IBIS printouts shall be given to the booking officer.

Booking staff shall compare information provided by the IBIS, to information provided on the arrestee's booking application before beginning the booking process. Staff shall file IBIS printouts in the inmate's booking jacket at the completion of the booking process. (Refer to Bureau Policy Section 8.200.05)
(Rev. 04/2020)

120.03. DISCREPANCIES: Custody staff shall not ask arresting officers to alter the name on the booking application to match the name on the IBIS report.

The booking officer shall book an arrestee using the name provided on the booking application and refer to the IBIS report to determine if there is an existing record in the Central Name Index (CNI). The booking officer shall search CNI and verify the record using the information available on the IBIS report (name with DOB, CAL-ID, CII and FBI #).

Once the record is determined to belong to the arrestee, the booking officer shall proceed with the booking process. If the IBIS report shows a name that is different from what is on the booking application, the booking officer shall enter the name(s) on the IBIS report as an AKA. If the IBIS name(s) already exists in CNI; there is no need to enter a duplicate AKA.

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If the IBIS report does not display any results, a custody staff member may run the arrestee's fingerprints a second time.

(Rev. 04/2020)

120.04. HEALTH SCREENING: Health Services shall be responsible for the screening of new arrestees at all Type I and Type II facilities. For Type II facilities, Health Services shall use the Electronic Health Screening (EHR) process to clear the arrestee for booking. For Type I facilities, staff shall use the Polycom video system and have the WVDC intake nurse complete the health screen prior to booking.

If the EHR system is inoperable, it shall be the responsibility of the arresting officer to fill out questions 1a/1b on the Receiving Screening form (ASU#0107001). Intake staff shall observe arrestees and interview officers to obtain information on the arrestee to assist in completing the form. Safety staff completing the form shall notify Health Services staff when inmates respond "yes" to any questions on the receiving screen. Health Services staff shall make the determination, based on the information received from the safety staff, whether the inmate requires a consultation with Health Services staff. Safety staff shall notate on the form, the name and employee number of the Health Services staff member who verbally cleared the arrestee for booking. (Refer to Nursing Operational Procedure Manual Section 302)

Conditions that may require a pre-booking hospital exam include, but are not limited to:

- Arrestees under the influence of drugs and/or alcohol or who cannot maintain consciousness and balance and/or understand verbal instructions due to being under the influence.
- Arrestees in their third (3rd) trimester of pregnancy may be accepted without a pre-hospital jail check but shall be transported to West Valley Detention Center (WVDC) as soon as possible.
- Trauma: Arrestees who have suffered a head injury with loss of consciousness in the past 72 hours, been in a traffic accident, wounds that may require stitches or any injuries or illnesses requiring emergency attention.
- Arrestees under a doctor's care and taking prescription medications or arrestees taking medication for high blood pressure.

Conditions that shall require a pre-booking exam include, but are not limited to:

- Arrestees under the influence of PCP or a hallucinogenic drug or who have ingested a large amount of drugs (balloons).
- Arrestees who Health Services staff determines may have contagious diseases such as tuberculosis, measles, and meningitis.
- Pregnant arrestees experiencing pain or bleeding, taking methadone treatments and/or under the influence of drugs or alcohol.

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- Arrestees experiencing chest pain or having difficulty walking, speaking or breathing.
- Arrestees who Health Services staff determines exhibit signs and symptoms consistent with excited delirium.

Conditions requiring Health Services staff follow up:

- Victims of sexual assault
- Perpetrators of sexual abuse

Affirmative answers to the above questions shall be offered a follow up meeting with Health Services staff within 14 days of the intake screening.

When the EHR is inoperable, original portions of the Receiving Screening form shall be placed in the arrestee's medical jacket or given to Health Services staff and copies shall be placed in the arrestee's booking jacket.

Facilities shall establish criteria for acceptance of bookings based on medical conditions or special housing needs. (Refer to Title 15, Section 1207)
(Rev. 04/2020)

120.05. BOOKABLE CHARGES: Booking staff shall ensure the offenses listed on booking applications are bookable. Outstanding warrants shall not be processed until the warrant or abstract is in the possession of the booking staff member.

- Only CVC sections under 40302 and 40303 are bookable.
- Ensure compliance with CVC 40304.5 (Water's Bill) if applicable.
- Consult the published bail schedule for verification on open charge bookings.

Persons arrested solely for one or more outstanding warrants shall not be processed further until the warrant or warrant abstract is in the possession of the booking staff member.

(Rev. 02/2019)

120.11. REMOVING ELECTRONIC MONITORS: Arrestees wearing electronic monitors shall not be housed. Staff shall determine which agency provided the arrestee an electronic monitor. Monitors from Immigration and Customs Enforcement (ICE) and Parole shall be removed from the arrestee, placed in a property bag, labeled with the arrestee's information, and given to bridge staff for safekeeping. Designated bridge staff shall seal the property bags and contact appropriate service providers to pick up the monitors. Staff shall not discard the monitors or place them in the arrestee's property.

Monitors from Glen Helen Work Release: Staff shall not remove the monitor if the arrestee is eligible for immediate release. Staff shall remove the monitor from the

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arrestee when they are not eligible for release and need to be housed. Staff shall follow the above packaging procedures and place the monitor on the bridge for Work Release staff. Bridge staff shall contact Work Release and notify them when a monitor needs to be picked up.

Facility Commanders/designees shall establish written procedures for storing collected electronic monitors and designate a staff member who will be responsible for those electronic monitors. Such procedures shall be in the form of Facility Specific Procedures. (Rev. 04/2020)

120.12. RELEASING MONITORS: Staff shall release electronic monitors to an authorized service provider with valid identification. Staff shall have the service provider sign an Electronic Monitor Release form (ASU#081101). Staff shall place copies of the completed form in the arrestee's jacket and in an administrative file to be retained for a period of two years. Glen Helen Work Release shall not be required to complete the forms.

(Rev. 10/2018)

120.15. REMOVAL OF ARTIFICIAL HAIR: Staff shall not permit arrestees to keep wigs or removable hair pieces. Safety staff shall search such items for contraband and place them in the arrestee's personal property. Staff may allow arrestees to retain artificial hair that is woven, sewn or glued into their hair after it has been searched for contraband. Staff shall determine on a case by case basis if the artificial hair could pose a threat to facility security. A shift supervisor shall evaluate the situation and determine if the arrestee shall be housed separately when artificial hair is deemed a potential hazard. Staff shall not forcibly remove artificial hair from arrestees.

Regardless of the hair length or style an inmate chooses to keep, all arrestees are subject to search at any time. Arrestees may be required to remove braids, buns, cornrows etc., to facilitate a thorough search. Arrestees who refuse may receive a discipline and/or be re-classified.

(Rev. 10/2018)

120.18. REMOVAL OF RELIGIOUS HEAD COVERINGS: Arrestee's shall not be permitted to retain personal religious head coverings. Safety staff shall escort arrestees requiring modesty to an area of privacy, instruct them to remove their head coverings and after reasonably ensuring the arrestees' hair is free of contraband, weapons and drugs, provide arrestees with temporary county issued head coverings. Arrestees that require a head covering for modesty shall be issued two county head covers. Arrestee's personal head coverings shall be placed on their property.

To ensure modesty when head coverings are removed, staff requesting removal shall be of the same gender as the arrestee. Only the minimum number of staff shall be present while the arrestee's head is uncovered.

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(Rev. 02/2019)

120.19. PHOTOGRAPHING ARRESTEES WEARING RELIGIOUS HEAD COVERINGS: When removal of head coverings is required by staff for booking photographs, staff shall:

- Ensure only the minimum amount of staff required are present
- Be of the same gender as the arrestee
- Keep arrestees out of view from other arrestees and uninvolved staff

Staff shall take two photographs of arrestees requiring head coverings, one with the arrestee wearing the head covering, and one without the arrestee wearing the head covering. The photograph with the arrestee wearing the head covering shall be used for the arrestee's identification card.

(Rev. 02/2019)

130.00. PROPERTY INVENTORY: An arrestee's property shall be physically inventoried in their presence. Unacceptable items shall be returned to the arresting officer.

- Arresting officers and their arrestees shall witness the inventory of the property and money and sign in the designated area on the property sheets
- Shift supervisors shall be notified immediately if arrestees complain of missing property or money
- Complaints of missing money or property shall be investigated immediately and the results documented

Property items shall be listed on the JIMSnet property screen. Extra attention shall be given when listing jewelry and other valuables in the computer. Jewelry shall never be described as gold, silver, diamond, ruby, etc. Instead, jewelry shall be described by color:

- Y/M = yellow metal
- W/M = white metal
- Clear stone, red stone, etc.

Arrestees shall receive a copy of property inventory sheets.

(Rev. 02/2019)

130.05. UNACCEPTABLE PROPERTY: The Department's jail facilities shall only accept property which can be stored in plastic property bags available to arresting officers in the intake areas.

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Bulk property bags shall not be accepted at any Sheriff's jail facility and shall be turned over to the arresting officer. Property not accepted shall be taken by the arresting officer to their station/division or department and placed into safe keeping or dispositioned according to their department's policy and procedures.

Firearms, ammunition, explosives, knives, marijuana, or alcoholic beverages shall not be stored. Such items shall be turned over to the arresting officer.

All acceptable property shall be thoroughly searched, then sealed. The booking officer shall enter the items in the property section for the booking record.

The arresting officer shall be present during the search of any arrestee. Any contraband or controlled substance should be given to the arresting officer.

Whenever an arrestee is combative, or so intoxicated that they are unable to observe the inventory and recording of property, the arrestee shall be placed in the appropriate cell. Their property shall still be inventoried and countersigned by the arresting officer.

Any complaints of missing money or property should be immediately and thoroughly investigated. If not located or accounted for, a complete report should be submitted.

This policy does not generally apply to state prisoners and county jail inmates transferred from a state prison or another county and booked into the Department's jail system. (Refer to Department Policy Section 3.452.10)
(Rev. 04/2020)

130.10. PACKAGING PROPERTY: Property (excluding money) shall be placed in a clear plastic bag. Jewelry items shall be placed in a small coin envelope within the plastic bag. Bulk property shall not be accepted.
(Rev. 12/2007)

130.20. PROPERTY TAKEN AS EVIDENCE: Safety staff shall record on the intake form what clothing or property arresting officers take as evidence. Property or clothing requested by a law enforcement agency after the arrestee has been booked shall only be released upon written consent from the arrestee or a search warrant.
(Rev. 02/2019)

130.30. PROPERTY ARRESTEES MAY KEEP: Arrestees entering a custody facility shall be allowed to keep items including but not limited to dentures, inhalers, prescription/reading eyeglasses, contact lenses (case and solution), birth control pills, and nitroglycerine pills.

Arrestees being accepted from other custody facilities (state, county, and city jails) may be permitted to retain commissary items if they conform to Bureau Policy.

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130.35. REMOVAL OF JEWELRY: Jewelry that cannot be removed from arrestees shall be documented on the intake property screen. Remaining jewelry if lost or stolen, shall be the arrestee's responsibility. Generally, jewelry shall not be forcibly removed from arrestees unless it poses a danger to other inmates or staff. A shift supervisor shall be present in such circumstances.

(Rev. 10/2018)

130.40. REMOVAL OF BODY PIERCING: Body piercings shall not be forcibly removed from arrestees. Safety staff shall not remove, or assist, in the removal of body piercings on arrestees. In the event arrestees find it difficult to remove body piercings on their own, medical staff may assist in the removal. Arrestees refusing to remove piercings shall be subject to discipline.

Arrestees with permanent or unremovable body piercings posing potential safety and security concerns shall be housed according to facility specific guidelines. Each facility shall include within their classification policy specific procedures on housing arrestees with unremovable body piercings that may pose potential security concerns.

Staff shall notify a supervisor when arrestees with unremovable body piercings are housed.

Body piercings retained on the arrestee's body shall be documented on the property screen. (Refer to Facility Specific Procedures)

(Rev. 04/2020)

140.00. MONEY INVENTORY: Money shall be counted by booking staff in the presence of arrestees. Money shall be recorded by denomination on the property screen and processes.

- Money of a souvenir or keepsake nature shall be placed in a separate coin envelope and packaged with the arrestee's property and shall be recorded in the property section of intake forms, not the money section.
- Shift supervisors shall be notified if there is any discrepancy concerning money.
- Booking staff shall notify a shift supervisor when arrestees possess \$1,000.00 or more. Shift supervisors shall be required to count the money and verify amounts for accuracy before signing the intake sheet.

(Refer to Facility Specific Procedures)

(Rev. 04/2020)

140.05. CONTAMINATED MONEY: Money identified or suspected of being contaminated with urine, feces, vomit, blood, drugs, or any other hazardous material

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shall be considered contaminated money. Staff handling contaminated money shall use universal precautions.

Contaminated money shall be counted and placed in a separate coin envelope. The coin envelopes shall be labeled "contaminated money" in red ink and packaged with the arrestee's property. It shall be recorded in the property section of the intake form, not the money section. Booking staff shall advise inmates their contaminated money will be placed on their property not the arrestee's trust account. Arrestee's shall be allowed to release contaminated money to friends or family members through property release procedures. (Refer to Bureau Policy Section 11.1015.00)
(Rev. 02/2019)

140.10. CORRECTIONAL CHECKS: State correctional, San Bernardino County correctional or out of county correctional facility issued checks in the possession of arrestees shall be placed in the arrestee's trust account by booking staff. Checks received from another custodial agency via mail shall be processed by the mail clerk and then forwarded to the fiscal clerks who will place the funds in the arrestee's trust account.
(Rev. 02/2019)

160.00. CONTINGENCY PLAN FOR AUTOMATED BOOKING SYSTEM FAILURE NOTIFICATION: Shift supervisors shall be notified in the event the booking system is down for any period of time requiring the bookings to be completed manually.
(Rev. 12/2007)

160.10. PROCEDURE FOR SYSTEM FAILURE: Shift supervisors may refer arresting officers to another booking facility or shift to the manual booking system if the system is down for longer than two hours.
(Rev. 12/2007)

170.00. MANUAL BOOKING PROCEDURE: Preprinted booking forms shall be completed in the following order:

- Receiving Screening form: original only
- Receipt for money and personal property (one additional copy shall be placed in inmate property bags)
- Arrestee information form (booking application): original only
- Booking record: three additional copies shall be made; one stapled to the fingerprint card, one given to the inmate, and one given to a designated individual for a records check (NCIC, CNI and T-Cite)
- Original forms shall be placed in arrestee's jacket

Notations shall be made on the face of booking jackets indicating the date, time and employee number if the NCIC system is down.

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The preprinted disposition update form shall be completed if arrestees are due for release during the down period.

Preprinted booking forms for the manual booking process shall be maintained at each facility.

(Rev. 02/2019)

180.00. PROCEDURE FOLLOWING RESTART: When the booking system restarts:

- Bookings shall be entered into the system in the same numerical order as they were manually issued
- Prior bookings shall be entered into the system before any new bookings are entered. Released arrestees shall be entered into the booking system with the proper information
- Information on all arrestees transferred from the facility during the failure shall be entered into the system
- Automated booking paperwork shall be placed in the corresponding arrestee's booking jacket along with the manually generated forms

(Rev. 02/2019)

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8.200.05. BOOKING PROCEDURES: Staff assigned to booking are responsible for completing the booking process on all arrestees and ensuring appropriate paperwork is compiled in the arrestee's booking jacket.

(Rev. 07/2019)

8.210.00. ARRESTEE UPDATE INFORMATION: Staff shall update arrestees' information in JIMSnet.

(Rev. 07/2019)

8.210.05. BOOKING NAMES: Except for "John and Jane Doe", the name under which a person is booked shall permanently remain the name of record. If, after booking, another name is alleged to be the arrestee's true name, it shall be noted on their booking jacket and written on the dummy warrant. If there is no current CNI information denoting the AKA, the information shall be entered into the arrestee information screen in JIMSnet.

(Rev. 07/2019)

8.220.00. ORIGINAL CHARGE SCREEN: Staff shall complete the original charge screen and verify the bail. Bail amounts may be adjusted based on severity of the charges and specific circumstances in the Probable Cause Declaration. Bail amounts may be adjusted by staff based on felony bail schedules or bail enhancement guidelines.

(Rev. 09/2016)

8.230.00. JIMSNET BOOKING RECORD: Staff shall ensure all charges, warrants, and other lawful documents received at booking are entered in the arrestee's records in JIMSnet.

(Rev. 07/2019)

8.230.05. PRINTOUTS: Staff shall run the appropriate number of computer printouts necessary for every booking or supplemental charge.

(Rev. 05/2009)

8.230.10. ARRESTEE NOTIFICATION: Booking staff shall inform arrestees of their charges, corresponding bail, property inventory, and access to a telephone. Arrestees shall sign the booking records and copies shall be distributed to the booking jackets. Arrestees shall be given copies of their booking paperwork.

(Rev. 07/2019)

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8.230.12 SUICIDAL ARRESTEES: When an arrestee is brought into a jail facility on a misdemeanor charge and is eligible for citation release, and the arrestee makes suicidal statements, has obvious signs of recent suicide attempts, or displays suicidal behavior to the arresting officer; the arrestee generally will not be accepted into the jail facility. It will be the responsibility of the arresting agency to transport the arrestee to a mental health facility. When the arrestee has been cleared by a mental health facility the, arrestee may be booked into the jail.
(Add. 06/2020)

8.230.13. BOOKING ARRESTEES WITH DISABILITIES: (Refer to Bureau Policy Section 18.035.00)
(Rev. 04/2020)

8.230.14 INTERPRETERS: (Refer to Bureau Policy Section 18.041.00)
(Rev. 07/2019)

8.230.15. BOOKING COMPLETION: Staff shall attach computer-generated booking labels to assigned booking jackets, ensuring appropriate paperwork is filed in the arrestee's booking jacket.
(Rev. 04/2020)

8.230.20. REFUSAL TO SIGN DOCUMENTS: In the event an arrestee refuses to sign the appropriate booking paperwork, staff shall write "REFUSED TO SIGN" in the space designated for the arrestee's signature. (Refer to Bureau Policy Section 11.521.10)
(Rev. 07/2019)

8.250.00. TELEPHONE CALLS: Staff shall ensure arrestees are given the opportunity to make telephone calls. Telephones are provided in Intake for arrestees' use. (Refer to Bureau Policy Section 9.400.00)
(Rev. 07/2019)

8.260.00. FINGERPRINTS: Arrestees shall be fingerprinted in accordance with state Department of Justice standards. (Refer to Bureau Policy Section 9.510.00)
(Rev. 02/2019)

8.270.00. BOOKING PHOTOGRAPHS: Arrestees shall be photographed using the mug shot camera. A front and side view photograph shall be taken of

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arrestees. Staff shall ensure correct booking numbers are entered before taking photographs.

If the arrestee is wearing eyeglasses, front and side view photographs shall be taken both with and without the eyeglasses. Photographs with eyeglasses shall be used as primary ID card photographs.

Arrestees wearing colored contact lenses worn to alter their natural eye color shall be photographed with and without the contact lenses. Photographs with the natural eye color shall be used as primary ID card photographs.

Staff shall ensure the arrestee's use of colored contact lenses is noted in their Booking and Crime Capture System ID information.

Only Centralized Classification Unit (CCU) staff may take additional photographs of any visible scars, marks or tattoos for Crime Web. (Refer to Bureau Policy Sections 8.120.19 and 9.805.00)

(Rev. 04/2020)

8.275.00. REFUSING TO BE FINGERPRINTED OR PHOTOGRAPHED:

Safety staff shall be authorized to use reasonable force to obtain fingerprints and booking photographs from uncooperative arrestees during the booking process. Whenever using force to secure fingerprints and photographs, a supervisor shall be present.

(Rev. 07/2019)

8.280.00. PLACEMENT OF ARRESTEE IN A HOLDING CELL: Arrestees shall be classified and housed, or held for release once all aspects of the booking process have been completed. (Refer to Facility Specific Procedures)

(Rev. 04/2020)

8.280.05. HOLD FOR BAIL: Arrestees who claim to be posting bail may remain in the "Hold for Bail" cell for up to two hours without shift supervisor approval. Shift supervisors may authorize up to an additional two hours.

If no bond is received during the authorized time, arrestees shall be classified, dressed, and housed. (Refer to Facility Specific Procedures)

(Rev. 04/2020)

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8.285.00 STATE HOSPITAL COMMITMENT RETURNS: When state hospitals certify defendants as mentally competent to stand trial, the Department shall accept custody of inmates for resumption of court proceedings. A commitment order shall be the basis of remanding inmates back into the Sheriff's custody.

The following procedures shall be followed for booking state hospital commitment returns:

- Upon an inmate's arrival, West Valley Detention Center (WVDC) bridge staff shall retrieve the inmate's previous booking jacket from the out of custody state hospital. If an inmate's previous booking jacket is already forwarded to records, staff shall make a new booking jacket with the same booking information to supplement all prior records. (Refer to Facility Specific Procedures)
- The WVDC duty officer shall cancel the inmate's release disposition from JIMSnet and reinstate the booking information. Inmates shall be re-issued the corresponding ID cards and be classified for housing
- If an inmate has committed a new offense while in the custody of the state hospital, the above steps shall be followed and the new charges shall be added as a supplemental booking
- Inmates returned with out-of-county detainers shall be reinstated with the detainers placed as holds

(Refer to Penal Code Sections 1370, 1370.1, and 1372, and Bureau Policy Sections 8.450.00 and 8.520.00)

(Rev. 04/2020)

8.290.00. BOOK-AND-RELEASE: Book-and-release is the process of accepting a person into a custodial facility in order to establish the true identity of the defendant, locate any wants and warrants, and document a history of arrest for a specific charge without the defendant remaining in confinement.

Arrestees may surrender for book-and-release pursuant to a court order, or in some cases, a citation. Such arrestees shall be fingerprinted and photographed. DNA shall be collected if required. Inmates without holds or warrants shall be immediately released. Generally, staff shall complete the booking verification section on the citation or court paperwork. Citations not containing a booking verification section shall have notations handwritten on the front indicating the date and time of booking with the staff's name and employee number. These arrestees shall not be classified or dressed in jail clothing.

(Rev. 07/2019)

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8.290.05. BOOKINGS REQUIRING SPECIAL PROVISIONS: The shift supervisor shall be notified of any booking that requires special provisions (enroute booking, absentee booking, etc). It shall be the responsibility of the shift supervisor to document the special provisions and forward the documentation to the Facility Commander/designee.

(Rev. 07/2019)

8.290 .07. HIGH PROFILE ARRESTEES: High profile arrestees are those who are booked (on-site or Ramey warrant) for:

- PC 187 or PC 664/187
- Any felonious assault where great bodily harm is alleged
- Felony sex violations
- Crimes for which the bail amount is over \$1,000,000
- Crimes of stalking or kidnapping
- Or other charges a shift supervisor deems high profile, based on crime or circumstances warranting such classification

Booking staff shall notify the shift supervisor of high profile bookings, or arrestees booked on charges with high profile potential.

Shift supervisors may designate arrestees as high profile, for reasons including but not limited to:

- Special circumstances related to the seriousness of the charges or crime
- A high level of public, political or media interest generated by the arrestee's presence

Arrestees with bail enhancements of one million dollars or more shall be identified as high profile arrestees/inmates.

Staff shall require the arresting officer to provide the case agent or a contact person's name and phone number(s) on high profile arrestees. This information shall be placed on booking jackets in the remarks section and booking labels shall be stamped with the red "High Profile" stamp. Once all pertinent booking information has been entered into JIMSnet, the "Alert" status shall be activated on the JIMSnet screen. (Refer to Facility Specific Procedures)

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Generally, parole and probation holds shall not support the designation of arrestees as high profile, unless additional criteria are present.

High profile arrestees/inmates shall not be released without proper authorization, proper notifications and identification verification. (Refer to Bureau Policy Section 10.120.22)

(Rev. 04/2020)

8.290.08. RELEASE OF PUBLIC INFORMATION ON CERTAIN HIGH PROFILE ARRESTEES/INMATES:

If a high profile arrestee is to be booked into a San Bernardino County detention facility, and the arresting agency desires the booking information not be posted on the Department's internet website, a watch commander (or equivalent) from that agency may make a verbal request to a shift supervisor from the facility in which the inmate is housed.

Only verbal requests made prior to the arrestee's arrival at the facility shall be considered. The shift supervisor shall make their decision based on the facts presented in the request. Booking information shall not be withheld from the internet unless specifically approved by a shift supervisor.

If the decision is made to withhold the information, shift supervisors shall complete an Authorization to Withhold Internet Booking Information form (ASU#021203) indicating the reasons for granting the request. The reasons shall be generic, and sufficient to satisfy the Government Code, which states release of certain information may be withheld if the release of the information would endanger the safety of persons involved in the investigation or inhibit successful completion of an investigation.

Once the form has been approved, booking staff shall activate the "Internet Info Withheld" field located in the arrestee information screen in JIMSnet.

Completed original Authorization to Withhold Internet Booking Information forms shall be filed in the arrestee's/inmate's booking jacket and copies shall be forwarded to the administrative office for review by the Facility Commander/designee. Copies shall be retained by the facility for 60 months after the inmates have been released.

Although the arrestee's/inmate's booking information may be withheld from the internet site, the booking information shall be provided over the telephone in accordance with existing policy.

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No information regarding federal inmates shall be released over the telephone. Telephone inquiries about federal inmates shall be answered in accordance with Facility Specific Procedures.

(Rev. 04/2020)

8.290.09. CIVIL/6600: Booking staff shall book Civil/6600 commitments with W&I 6600 as their primary booking charge. The booking type shall be Commitment Pending (C/P). (Refer to Bureau Policy Section 9.916.00)

(Rev. 07/2019)

8.290.10. INTAKE CITATION RELEASE (PC 853.6): Most non-warrant misdemeanor arrests shall be issued a citation release. Staff shall inform arrestees of charges, assigned court dates and times, and court locations indicated on citations. Arrestees shall sign their citation release as promises to appear. Copies of citations shall be issued to arrestees during the release process.

Although arrestees may have other charges holding them in custody, citations shall be processed normally. Once citations have been signed-off and routed, booking jackets shall be noted "Cite Release" adjacent to the related charge with the citation numbers noted.

If arresting agencies do not leave citations for misdemeanor charges, shift supervisors shall be notified and may cite violators (PC 853.6) on Sheriff's Department citations.

If the arrestee refuses to sign the citation after it has been written by the arresting agency, the arrestee shall be booked on the open charge. The arresting officer shall be required to complete a Probable Cause Declaration. If at a later time the inmate is willing to sign the citation, a jail citation may be issued.

(Rev. 07/2019)

8.290.20. INFRACTION WARRANTS: VEHICLE CODE (VC) 40304.5 (WATERS BILL): Prior to transport to a booking facility, an arrestee shall be provided the opportunity to post cash bail. The arrestee shall not be booked, photographed or fingerprinted if they have two or fewer traffic warrants for failure to appear on a citation for a parking offense or a traffic infraction.

Note: The Waters Bill is not applicable if the arrestee has additional charges that make them eligible for booking.

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8.290.25. WATERS BILL: VEHICLE CODE (VC) 40304.5 CUSTODY RESPONSIBILITY: If an arrestee brought into the jail falls under the guidelines set forth in VC 40304.5, it shall be the arresting agency's responsibility to ensure compliance. The arresting officer shall be advised to remove the arrestee from the facility until VC 40304.5 compliance has been made.

It is imperative booking staff scrutinize any warrants for failure to appear on citations for parking offenses or traffic infractions to determine if VC 40304.5 applies. If questions arise, supervisors shall be consulted.

The jail shall not accept from the arrestee or the arresting officer any request to waive compliance with the Waters Bill.

(Rev. 07/2019)

8.290.35. SAW WARRANTS: Staff shall accept and book all SAW Warrants regardless of the date they were issued. Misdemeanor SAW Warrant arrests shall be processed according to the most current misdemeanor warrant criteria set forth by the Detention and Corrections Bureau.

Felony SAW Warrant arrests shall be processed and handled according to current procedures. The court of jurisdiction is responsible for issuing recall notices to SBCSD Warrants for all warrants regardless of the date they were issued. The recall can only be accomplished if the court is aware of the defendant's arrest by issuing a misdemeanor warrant citation or by sending the defendant to court.

(Rev. 02/2019)

8.290.40. WARRANTS FOR BAIL PURPOSES ONLY: Warrants or warrant abstracts annotated "for cite release, or bail purpose only" do not provide the basis for a lawful arrest or booking. Custodial facilities shall not accept persons arrested on these warrants.

(Rev. 02/2019)

8.290.45 IDENTITY VERIFICATION FOR WARRANTS: If an arrestee claims they are not the person listed on the warrant, intake staff shall make every effort possible to verify identity including, but not limited to:

- Contact a watch commander to assist with the verification
- Contact Sheriff's Records Division to compare the warrant to other identifying factors, such as CII # in CLETS

8.200. BOOKING PROCEDURES

- Submit an IDN # and full set of prints to Cal ID
 - Set-up an in-person court appearance for the next available court day
- (Add. 04/2020)

8.295.00. ABSENTEE BOOKING: Absentee bookings shall only be accepted at West Valley Detention Center (WVDC).

A WVDC shift supervisor shall be notified immediately of arrestees who are likely to remain in custody and require hospitalization and absentee booking. The request for an absentee booking shall only be reviewed and approved by a WVDC shift supervisor. If an absentee booking is requested after hours, the on-duty WVDC shift supervisor shall review and approve the request.

WVDC shall assume responsibility for arrestees after they have been admitted to Arrowhead Regional Medical Center (ARMC). After arrestees have been admitted, they may be absentee booked into WVDC. Arrestees admitted to medical facilities other than ARMC shall not be accepted. An absentee booking for a misdemeanor warrant shall follow the procedures for misdemeanor warrant citation releases. (Refer to Bureau Policy Section 10.122.00).

CCU staff shall be immediately notified by bridge staff of the absentee booking and the arrestee shall be immediately classified accordingly. Once the arrestee's classification level is identified, CCU staff shall notify bridge staff and hospital staff of the arrestee's classification and any safety concerns associated with the arrestee's classification. Bridge staff shall notify the shift supervisor of the arrestee's classification.

The arrestee's personal property, clothing and money shall be brought to WVDC at the time of booking, and the booking shall be completed in the normal manner. Fingerprints, photographs and I.D. shall be completed when the arrestee arrives at WVDC, or at the time of release from the jail ward.

(Rev. 07/2019)

8.295.05. ABSENTEE BOOKING RELEASED FROM HOSPITAL: Safety staff shall fingerprint absentee bookings prior to release from the hospital. Staff shall notify the WVDC shift supervisor prior to releasing inmates who were absentee booked.

(Rev. 02/2019)

8.295.10. COURT APPEARANCES FOR ABSENTEE BOOKINGS: (Refer to WVDC Facility Specific Procedures)

8.200. BOOKING PROCEDURES

(Rev. 04/2020)

8.296.00. RAMEY WARRANTS: Ramey warrants are obtained before a complaint has been filed as an alternative to the usual complaint/warrant procedure. Named after the California Supreme Court case that requires warrants for in-home arrests, Ramey arrest warrants are issued based on affidavits or complaints establishing probable cause. The magistrate evaluates the information in the affidavit complaint to assess whether probable cause for arrest exists. On finding probable cause, an arrest warrant is issued, even though no criminal complaint has been filed. After the suspect named in the Ramey warrant has been arrested, a criminal complaint is filed pursuant to Penal Code Section 849.

(Rev. 02/2019)

8.296.10. BOOKING OF RAMEY WARRANTS: Arrestees who have been arrested on Ramey warrants shall be booked as an on-site arrest. A Probable Cause Declaration is not required since the issuing magistrate has reviewed the facts of the case.

(Rev. 02/2019)

8.297.00. USE OF INTERPRETER: Staff shall not interpret, act as an interpreter, or use sign language between an inmate and any other person regarding legal matters. This includes, but is not limited to their attorney, investigator, legal runner, witness, etc.

Facilities shall attempt to make services of an interpreter available to non-English speaking inmates. Various interpreters are available for use over the telephone. Listings of the various language interpreters are available through the Valley Dispatch Center and the Desert Dispatch Center.

(Rev. 07/2019)

8.300. ENROUTE BOOKINGS

310.00. DEFINITION: Enroute bookings are the temporary housing of prisoners for law enforcement agencies during transportation from one destination to another.

Intra-State: Intra-State refers to prisoners who are being transferred from one location to another within California

Inter-State: Inter-State refers to prisoners who are being transported from one state to another. (Refer to Penal Code Section 1550.3.)
(Rev. 10/2008)

310.05. PURPOSE OF ENROUTE BOOKINGS: Enroute bookings shall be accepted only for the purpose of allowing the transporting officers time to rest. Therefore, enroute bookings shall not be accepted from private transportation companies.
(Rev. 10/2008)

315.00. RESTRICTIONS: Staff shall not allow officers to use booking facilities as staging areas or collection points for prisoner drop-off or pick-up. Enroute bookings shall not be accepted:

- If prisoners have medical conditions
- When officers cannot produce appropriate fees, or officers are unable to provide contact information
- For more than one overnight stay per inmate

(Rev. 02/2019)

320.00. PROCEDURES: Booking staff shall ensure officers complete booking applications. Officers shall write "Enroute Booking" in the code section and charges in the definition section. The court of jurisdiction shall also be entered. Generally, the officers shall include, in the section for details or special instructions:

- Enroute booking by (name of agency)
- Name of officer
- Location the officer will be, including room number, telephone number, and cellular telephone number
- Approximate time the officer will pick up prisoner(s)
- Name and telephone number of the officer's supervisor

Officers shall contact the facility, and the information on the booking application shall be updated if the above information is unavailable at the time of booking.

Booking staff shall enter the following information into JIMSnet original charge screen:

- Booking code "ENR"
- Arrest date and time

8.300. ENROUTE BOOKINGS

- Name of agency
- Name of officer

Arrestee information screen: Booking staff shall enter officers' information from the special instructions section.

Booking staff shall have officers complete an Enroute Booking form (ASU#081001). Original forms shall be filed in inmates' booking jackets after officers pick up their prisoners.

Booking staff shall not accept property or money for enroute bookings.
(Rev. 02/2019)

330.10. INTER-STATE FEES: Booking staff shall collect fees for inter-state enroute bookings. Fees charged for inter-state enroute bookings are determined for each facility by the Administrative Services Division. Acceptable types of payment are cash, traveler's checks, money orders, or cashiers checks for the correct amount. Officers' personal checks shall not be accepted. Forms of payment other than cash shall be made payable to "San Bernardino County Sheriff's Department."

Procedure for collecting fees: San Bernardino County receipt book, form #01-188A-123, shall be used to record fees paid. Original receipts shall be given to officers. Staff shall attach duplicate receipts to the payments and the Enroute Booking form (ASU# 081001), place them in an envelope, and insert the envelope into the proper fiscal box according to Facility Specific Policy. Yellow copies of the receipts shall remain in the receipt book. (Refer to Facility Specific Policy)
(Rev. 02/2019)

335.00. PROCESSING ENROUTE INMATES: Staff shall not fingerprint enroute inmates, but shall take their photographs for identification cards. "ENR" shall be embedded into the ID card's stripe.
(Add. 10/2008)

337.00. CLASSIFYING AND HOUSING ENROUTE INMATES: Staff shall classify enroute inmates and house them according to established procedures.

Enroute inmates shall be fed and given the opportunity to shower, but shall not be permitted telephone calls or visits.

Enroute inmates shall be dressed according to their classification.
(Rev. 02/2019)

8.400. BRIDGE/BOOKING CONCERNS:

410.00. FEDERAL BOOKINGS: Federal bookings are bookings of any person arrested for federal charges by a federal law enforcement officer. Federal law enforcement officers include, but are not limited to military police, National Guard (Army/Air Force), Federal Bureau of Investigation (FBI), Bureau of Land Management Rangers (BLM), US Park Service, US Marshals, Immigration and Customs Enforcement (ICE) and Drug Enforcement Agency (DEA). Types of federal bookings also include court martial commitments. (Refer to US Code Title 18, Section 203 and Penal Code Section 4005)
(Rev. 02/2019)

410.05. FEDERAL BOOKING CONTRACT: San Bernardino County has a contract with the US Marshal's Office to house federal prisoners. The following guidelines shall be used in processing federal prisoners:

- Federal prisoners shall be accepted from federal law enforcement officers upon presentation of proper credentials for violations of federal laws
- These federal bookings shall be booked as US Marshal Contract (USM). The US Marshal shall be notified as soon as possible for pick up. These federal bookings shall not be held longer than 48 hours, including weekends and holidays, without a determination of probable cause by a U.S. court. (Refer to County of Riverside v. McLaughlin, 500 U.S. 44 (1991))
- When no documentation of an affirmative determination of probable cause is provided within 48 hours, the inmate shall be released from custody. The arresting agency shall be notified prior to releasing the inmate. This notification shall be documented in accordance with procedure established for the release of high profile inmates. (Refer to Bureau Policy Section 8.290.07)
- These federal prisoners shall be released only to law enforcement agencies initially committing the prisoner to custody (i.e. DEA, ICE, etc.) or to a Deputy United States Marshal. Those prisoners remanded to the US Marshal for custody shall only be released to a Deputy US Marshal or an agent specified by the US Marshal of the Judicial District
- Federal prisoners shall not be released from a jail facility or placed in the custody of state or local officials for any reason other than a medical emergency
- If a federal prisoner is to be removed from a jail facility for an emergency medical problem, all costs associated with the hospital or health care services provided outside the facility shall be paid directly by the Federal Government
- The US Marshal shall be notified as soon as possible of all emergency medical cases requiring the removal of a prisoner from a jail facility. Whenever possible, authorization for the removal of the inmate for all medical services shall be obtained prior to moving the inmate
- Monthly billing for federal prisoners housed in San Bernardino County shall be handled by the Sheriff's Bureau of Administration. Federal prisoners shall not be allowed phone calls or visits unless authorized by the federal agency. (Refer to Penal Code Section 4006.5 and USDOJ MOU #J-E-12-M-159)

8.400. BRIDGE/BOOKING CONCERNS:

(Rev. 02/2019)

410.10. CALIFORNIA NATIONAL GUARD: Inmates shall be accepted when there is a completed and signed California National Guard Court Martial bench warrant (Form #50-1A). The following shall apply:

- All pre-booking procedures shall be completed prior to acceptance
- Fingerprints shall not be taken unless the warrant indicates otherwise
- Except for fingerprints, the inmate shall be booked and processed the same as any general population inmate
- If the guardsman is a juvenile (under 18 years), they shall not be accepted

(Rev. 02/2019)

410.15. SHIFT SUPERVISOR/WATCH COMMANDER APPROVAL: Requests from a federal or military agency to house an inmate temporarily (similar to an enroute booking) may be authorized. Only a shift supervisor or watch commander may authorize the temporary housing under such a request. If the request is granted, the inmate shall be booked and housed under the same procedures as an enroute booking.

(Rev. 08/2016)

420.00. VIOLATIONS OF PROBATION (PC 1203.2): When a probation violation order is received, either in the form of a booking application with a Probable Cause Declaration or a hold order form, it shall contain the following information:

- Original case number
- Court of jurisdiction
- Original charge
- Probation officer's name and phone number

A violation of probation shall not be accepted without this information.

(Rev. 02/2019)

420.05. VIOLATION OF PROBATION-PROCEDURE: A probation violation shall be treated as a warrant arrest. The dummy warrant shall reflect P.C. 1203.2 as the original charge. Bail shall be set at "No Bail" until the inmate goes to court. Refer to Facility Specific Policy for scheduling a court date.

(Rev. 02/2019)

440.00. BOND SURRENDER: When a person who is released from custody on a bail bond is returned to custody by the bondsman prior to the scheduled court date, that person's bond is considered surrendered.

(Rev. 09/1998)

8.400. BRIDGE/BOOKING CONCERNS:

440.05. BOND SURRENDER PROCEDURE: When Sheriff's Department staff are contacted by a bondsman wishing to surrender a subject on a bail bond, CNI shall be checked for SAW warrant information to determine if a warrant has been issued on the case.

If a warrant has been issued, the arrestee shall be booked on the warrant only. If no warrant has been issued, the arrestee shall be booked for P.C. 1301. Arraignment shall be set for the next available court date and shall be held in the original court of jurisdiction.

- The bail shall be set at "No Bail" until the court sets a different amount
- Bridge personnel shall sign the "receipt for bond surrender/in-custody letter" for a bondsman upon acceptance of the inmate into custody on the surrender
- Only a certified copy of the bond or an affidavit listing all information that would be included on a certified copy shall be accepted for bond surrender. Certified copies shall be obtained by the bondsman from the court of jurisdiction

If the subject is in custody for an unrelated charge bond surrender, P.C. 1301 shall be accepted and booked as a supplemental charge.

Bond surrenders shall be accepted for court cases in this county only. Out-of-county court cases shall be referred to that county.

(Rev. 02/2019)

450.00. HOLDS: A hold is defined as a lawful detention and shall cause the inmate to remain in custody after the expiration of his sentence or the conclusion of other actions.

All hold information shall be placed in a coin envelope and placed inside the booking jacket. Hold information shall be added to the inmate's booking screen under the hold section. When a hold is removed, the document authorizing removal shall be attached to the hold document, placed in the coin envelope and returned to the booking jacket.

The term "hold" also applies if the inmate has additional open charges in other court jurisdictions within our county. In these cases, the dummy warrant, but not the jacket, shall be stamped "hold" to prevent accidental release, unnecessary pay out or dress out.

The court officer shall verify the status of the hold prior to producing the court list.
(Rev.12/2006)

450.05. TELEPHONE HOLDS: The receipt of a telephone request to place a hold on an inmate shall not be honored unless it is reinforced with a teletype or a fax.
(Rev. 09/1998)

8.400. BRIDGE/BOOKING CONCERNS:

450.10. HOLD SENT AS WARRANTS BY MAIL: On occasion, warrants are sent by mail from other counties. The original warrant shall be sent to the Records Division after a copy is made and placed into the inmate's booking jacket.

The original copy of the hold may be used for booking, however, a notation shall be made on the copy that the original was forwarded to the Records Division.
(Rev. 12/2006)

450.20. PAROLE HOLD: Persons arrested solely on a violation of parole shall be accepted for booking. The booking officer shall not book a person on a parole hold until the hold is in the booking officer's possession. After booking, inmates booked solely on a parole hold shall be sent to West Valley Detention Center (WVDC) where they shall be set up for transportation to state prison. If an inmate has open charges in addition to a parole hold, they shall be sent to WVDC after all open charges have been adjudicated.
(Rev. 02/2019)

450.25. PAROLE HOLDS-ADDITIONAL CHARGES: Parole holds are placed as a hold until local charges have been adjudicated. If there are out-of-county charges pending, the subject shall be sent to the county agency and not scheduled to be transported back to state prison. Parole holds shall accompany out-of-county releases and parole shall be notified via teletype of transfer.
(Rev. 02/2019)

450.30. INTER-STATE PAROLE HOLDS: The State of California, under P.C. 11176, has contract agreements with several states. The contract allows for a person convicted of an offense in another state and placed on probation or parole to reside in this state. Probation or parole offices in California supervise that person.

When a person under the contract agreement is violated by California parole agents, they may be taken to a sheriff's booking facility and booked for P.C. 11177.1.
(Rev. 02/2019)

450.45. RELEASE WITH FEDERAL AND STATE PAROLE HOLDS: If an inmate being processed through local courts has both a federal hold and a California state parole hold, and the facility receives a court release which completely disposes all local action(s), the following procedure shall be followed:

- If the inmate is wanted by another California agency for prosecution, the inmate shall be released to that agency. The federal hold and the California parole hold shall be given to that agency at the time it takes custody of the inmate. The US Marshal and the parole officer shall be advised by teletype of the action
- If the inmate is not wanted by another California agency for prosecution, the inmate shall either be released to the US Marshal (preferred course of action)

8.400. BRIDGE/BOOKING CONCERNS:

and the California parole hold sent along with the inmate, or if the US Marshal requests the subject be moved to state prison, the inmate shall be moved according to parole violator procedures. The US Marshal shall be advised of the date and time of release to state prison

(Rev. 02/2019)

460.03. CONSULAR NOTIFICATION OF ARRESTED AND DETAINED FOREIGN NATIONALS: Arrestees who are determined to be foreign nationals shall be advised of their rights regarding consular notification and access at the time of booking. (Refer to the Consular Notification and Access Manual)

- All booking stations shall maintain a Consular Notification and Access Manual, which includes copies of each advisal translation. This manual shall also include the list of mandatory and non-mandatory reporting countries, and consulate phone and fax numbers. If the arrestee does not read or understand English, they shall be given the advisal in their native language. The translation services of an interpreter may be utilized to further explain the process or to answer questions from a non-English speaking arrestee
- At booking, the appropriate advisal shall be given to the arrestee. If the inmate is a citizen of a mandatory reporting country, the Consulate for that country shall be notified regardless of the arrestee's wishes without delay. If the inmate is a citizen of a non-mandatory reporting country, they shall be advised consular notification is optional. The inmate's booking number shall be written at the top of the advisal form. The advising staff member shall sign the bottom of the form, including their employee number
- During the booking process, the booking officer shall enter the appropriate place of birth on the arrestee information screen. The country code shall be listed in the "state" field
- During the booking process, the booking officer shall select the INS box in JIMSnet
- If applicable, the duty officer shall complete the Consular Notification Advisal form and fax/email it to the nearest appropriate consulate. The original form shall be placed in the inmate's booking jacket.
- If the death of a foreign national occurs in the custody of the sheriff's department, consular officials shall be notified.

(Rev. 02/2019)

460.40. CONSULAR NOTIFICATION AND ACCESS: Inmates may communicate with consular officer and may request consular access at any time (whether previously declined or not). Consular officers may have access to inmates regardless of whether the inmate requests it.

(Rev. 12/2016)

8.400. BRIDGE/BOOKING CONCERNS:

470.10. OUT-OF-COUNTY WARRANTS-BOOKINGS: Upon receipt of an out-of-county warrant, the booking officer shall enter the hold into JIMSnet and fill out a Hold-Teletype form. The inmate shall be advised that an out of county warrant has been booked.

(Rev. 02/2019)

470.15. HOLD: TELETYPE FORMS: The booking officer or duty officer shall complete and send a teletype to the agency of jurisdiction indicating the warrant has been received and placed as a hold. The Hold-Teletype form shall indicate what type of action has been taken with the arrestee (i.e. misdemeanor warrant, cite release, bail bond, etc.). The Hold-Teletype form and the teletype confirmation shall be placed in the inmate's booking jacket (using a coin envelope) until such time that they have met their commitment with this county. When that commitment is met, the Hold-Teletype form shall be re-initiated and a teletype shall be sent to the agency holding the warrant advising them of the five-day pickup time. Felony warrants issued by a jurisdiction over 400 miles away shall have five court days for pickup. When the inmate is to be transported, standard release procedures shall apply. (Refer to Penal Code Sections 821 and 822)

(Rev. 02/2019)

470.20. OUT OF COUNTY WARRANT PICK UP: (Refer to Facility Specific Policy)

(Rev. 02/2019)

470.25. BOOKING AN OUT-OF-COUNTY WARRANT AS ORIGINAL CHARGE:

If an inmate is arrested on an out-of-county warrant only, the warrant shall be booked as the original charge.

(Rev. 12/2006)

470.30. BOOKING MULTIPLE OUT-OF-COUNTY WARRANTS: If there is more than one out-of-county warrant, the inmate shall be booked on the warrant from the closest county. A Hold-Teletype form shall be sent to each agency indicating what type of action has been taken with the arrestee (i.e. misdemeanor warrant cite release, bail bond, etc.) or advising them of the last date for pick up.

When an inmate has been released on an out-of-county warrant due to bail bond, cash bail or transfer to another agency, updated information shall be sent to all out-of-county agencies that have placed holds.

(Rev. 12/2006)

470.35. OUT-OF-STATE WARRANTS/BOOKING PROCEDURE: Pending adjudication of California charges, an out-of-state warrant shall be placed as a hold.

(Rev. 12/2006)

8.400. BRIDGE/BOOKING CONCERNS:

470.40. PENAL CODE SECTION 1551.1: Penal Code Section 1551.1 (fugitive from justice) shall be the charge for booking a subject who has an active out-of-state warrant, whether the abstract is in the booking officer's or duty officer's possession or is just known to exist. There is no warrant or case number until one is assigned by the court. The number on the warrant shall not be used.

NCIC hits are not sufficient for booking. A warrant abstract shall be obtained or the existence of the warrant shall be confirmed by telephone with the issuing jurisdiction followed by that jurisdiction sending a warrant abstract as soon as possible. The original charge shall always be P.C. 1551.1 Fugitive (state of jurisdiction). Booking officers shall not book on the charge indicated on the warrant.

(Rev. 02/2019)

470.45. JURISDICTION: San Bernardino Superior Court (SBSUP) is the court of jurisdiction on all P.C. 1551.1 bookings.

(Rev. 02/2019)

480.00. FUGITIVE BAIL INFORMATION:

- A "No Bail" shall be set on the P.C. 1551.1 charge
- The bail amount shown on the out of state warrant shall not be used to set bail
- Bail shall not be accepted at local facilities on the out of state warrant
- Bail shall be posted in the originating state/jurisdiction
- The inmate shall only be released after the originating agency forwards a "Drop Hold/Notice of Release" to Central Warrants Fugitive Division and the WVDC Fugitive Officer for processing
- Bail shall be posted in the originating state/jurisdiction before the P.C. 1551.1 case is filed or the inmate has signed a waiver of extradition in order to authorize release
- Bail may be set locally once the fugitive case (P.C. 1551.1) has been filed with concurrence from the district attorney and the demanding state
- The WVDC Fugitive Officer and Central Warrants Fugitive Division shall be notified immediately regarding any court or bail release

(Rev. 02/2019)

480.05. ARRAIGNMENT TIMES: The fugitive charge shall be filed within the same time frame as any on-site arrest. For this reason, all persons booked at any booking facility other than WVDC for P.C. 1551.1 shall be transported to WVDC as soon as possible. The WVDC Fugitive Officer shall be contacted by the booking facility and advised of the arrest and the date and time the subject will arrive at WVDC. All reports regarding fugitive arrests shall be directed to the WVDC Fugitive Officer. Questions regarding a fugitive may be directed to the WVDC Fugitive Officer or the Central Warrants Fugitive Division.

(Rev. 02/2019)

8.400. BRIDGE/BOOKING CONCERNS:

480.15. TRANSPORTATION: WVDC shall not be responsible for transportation to or from the airport for out-of-state agencies. However, due to security concerns and/or existing exigent circumstances, the WVDC Fugitive Officer or a shift supervisor may approve transportation assistance.

(Rev. 02/2019)

490.00. NOTIFICATION/OTHER DIVISIONS-AGENCIES: Other divisions or agencies, such as Narcotics, US Secret Service, IRS, US Postal Inspectors, etc. may make written, verbal, teletype or telephone requests to be notified prior to an inmate's release or transfer to another detention facility.

When such requests are received, the employee shall make a note on the outside of the inmate's booking jacket. When a request specifies notification hours or days prior to release, staff shall include that information on the booking jacket as well.

Written requests shall be placed inside a coin envelope and kept inside the inmate's booking jacket. When a written request requires acknowledgment of receipt, staff shall write the date and time of acknowledgment on the outside of the coin envelope. The name of the person notified, including their division or agency, date and time shall be written at the top of the request letter/form at the time of notification.

(Rev. 02/2019)

495.00. PROBABLE CAUSE DECLARATION PROCESSING FOR WEEKENDS AND HOLIDAYS: The on-call judge may require the use of Sheriff's computer equipment for processing of Probable Cause Declarations on holidays or after normal business hours.

Procedures shall be set forth in facility post orders for handling Probable Cause Declaration forms by the duty officer or safety staff assigned to the jail at all Type II facilities. Post orders shall contain information including but not limited to:

- Folding the bottom portion of the form that contains the judge's information, to enable the judge to electronically sign the document (This keeps the document intact if an original signature is needed)
- Sending the forms via email to the on-call judge by scanning the information with current software provided
- All email generated for Probable Cause Declarations shall be maintained on the computer from which it was sent. Sheriff's Technical Services Division (TSD) is responsible for storage of the electronic records

Probable Cause Declarations may be faxed if the county network is, or will be, unavailable for an extended period of time.

8.400. BRIDGE/BOOKING CONCERNS:

The judge's access to facilities shall be allowed in a manner set forth in Facility Specific Policy. If an emergency that would prevent a judge from entering a facility exists and advance notice can be made, the duty officer shall notify the on-call judge as soon as practicable, directing the judge to respond to another location.

(Rev. 02/2019)

495.05. DETAINERS: Bridge staff shall review all new in-coming detainers placed by State Prison, State Hospital or Out-of-County detainers, for any special housing or safety concerns.

Bridge staff shall make a copy of any detainer containing such information and forward it to the Centralized Classification Unit (CCU). A notation shall be written on the detainer indicating the staff member's name, employee number and the date the copy was forwarded to CCU.

(Rev. 02/2019)

8.500. SUPPLEMENTAL BOOKING

510.00. SUPPLEMENTAL BOOKINGS: A supplemental booking is one that adds on-site charges, warrants, or holds onto an inmate's existing charges. Bridge staff shall place a supplemental booking on an inmate's existing charges as required.

When a valid warrant or hold is received for an inmate, a supplemental booking shall be completed but a Probable Cause Declaration and new booking application shall not be required.

A Probable Cause Declaration and new booking application shall be required for additional on-site charges.

The court date for the supplemental charge shall reflect the date/time of arrest on the new charge and shall be scheduled appropriately in JIMSnet.

(Rev. 02/2019)

520.00. SUPPLEMENTAL BOOKING PROCEDURE: When staff determines an inmate requires a supplemental booking, staff shall:

- Verify the supplemental booking is entered into JIMSnet correctly, and print two copies of the booking record
- After the inmate has signed the booking record, recheck the document for accuracy, and file the booking record in the inmate's booking jacket
- Give a copy of the booking record to the inmate and offer telephone calls as required by P.C. 851.5. (Refer to Bureau Policy Section 9.410.00)
- Notify the Centralized Classification Unit (CCU) of the supplemental booking charges and inmate information

Notification to CCU shall be conducted via email. Staff shall provide the inmate's name, booking number, original charge, and supplemental charge in the email.

Supplemental bookings shall be completed as soon as possible. Delays shall be brought to the shift supervisor's attention.

(Rev. 02/2019)

540.00. STAY OF EXECUTION: A stay of execution is an order by a judge that defers a convicted inmate's surrender date. Persons who surrender at court shall be booked at West Valley Detention Center (WVDC).

(Rev. 02/2019)

540.05. ACCEPTANCE OF COURT ORDERED COMMITMENTS: Generally, persons granted a stay of execution prior to serving a term in county jail, shall report to Glen Helen Rehabilitation Center (GHRC), unless otherwise specified on the court commitment paperwork.

(Rev. 02/2019)

8.500. SUPPLEMENTAL BOOKING

540.06. NON-ACCEPTANCE OF COURT ORDERED COMMITMENTS: Generally, persons who have been granted a stay of execution prior to serving a term in county jail shall not be accepted if they arrive late, are unable to be identified by any means utilizing law enforcement information systems, or if the court commitment paperwork cannot be located.

When a court ordered commitment is not accepted the Non-Acceptance of Commitment form (ASU#070401) shall be completed and submitted to the court. A copy of the Non-Acceptance of Commitment form shall be retained for two years.
(Rev. 02/2019)

540.07. COURT ORDERED COMMITMENTS WITH MEDICAL PROBLEMS: Any person who surrenders at, or is transferred to, a jail facility pursuant to a court ordered commitment shall not be refused because of a medical condition. Instead, they shall be booked and referred to Health Services staff for completion of the required Receiving Screening form (ASU#0107001). If it is determined the new inmate has a condition requiring immediate medical attention at a hospital, jail staff shall be responsible for the transport of the inmate.

Once the inmate has been evaluated at the hospital, they shall be transported back to the jail, along with all necessary hospital paperwork. Health Services staff shall determine whether the inmate can be transferred to another jail.
(Rev. 02/2019)

8.600. BOOKING JACKET WORKUP

610.00. BOOKING JACKET CONTENTS: The booking jacket shall, at a minimum, contain the following:

- Booking Application, Receiving Screening (unless completed via the Electronic Health Screening (EHR) process), Property/Money Inventory, Warrant Abstract or Probable Cause Declaration on all open charges
- One booking sheet for each bookable charge. All felony on-site arrests shall be on one sheet and all misdemeanor on-site arrests shall be on one sheet; bail to be set at the amount of the highest listed charge on each booking. Warrants are booked separately and bail set according to the warrant

Booking jackets may also contain:

- Super Name Search, Criminal History, FAST ID, Cal Photo, and Wants

Federal inmate booking jackets shall also contain the following:

- 129 form
- Federal Booking Application (for new federal bookings)

State transfer booking jackets shall also contain:

- Department of Corrections Detainer and/or Writ of Habeas Corpus Order

US Immigration and Customs Enforcement (ICE) Room and Board inmate booking jackets shall also contain:

- INS Booking Information (ASU#020203)
(Rev. 02/2019)

620.00. CASE INFORMATION: When adding on-site charges and/or warrants, JIMSnet automatically generates a court date for specific types of bookings. Staff shall be responsible for ensuring the dates are correct for the specific types of bookings. For on-site bookings, staff shall update the assigned court.

Update screen to "NF" in the department area and follow the chart below regarding on-site court dates. For SAW warrant arrests, the Court Update screen shall be updated to "VA" in the department area and be set for next day video court.

8.600. BOOKING JACKET WORKUP

DAY OF ARREST	TIME OF ARREST	MUST BE ARRAIGNED BY
Monday	0001-2400	1700 hours - Wednesday
Tuesday	0001-2400	1700 hours - Thursday
Wednesday	0001-2400	1700 hours - Friday
Thursday	0001-2400	1700 hours - Monday
Friday	0001-2400	1700 hours - Tuesday
Saturday	0001-2400	1700 hours - Tuesday
Sunday	0001-2400	1700 hours - Tuesday
Holidays	0001-2400	1700 hours - When a holiday occurs following the arrest, add an additional court day when computing the day and time for arraignment.

(Refer to Facility Specific Policy)
(Rev. 02/2019)

630.00. ARRANGEMENT OF INMATE BOOKING JACKET CONTENTS:

- Each Probable Cause Declaration, Warrant Abstract, or court document shall be stapled to the back of the booking sheet that it refers to
- All out-of-county "holds" shall be placed inside a small coin envelope. The jacket, envelope and dummy warrant shall be stamped with the "hold" stamp
- Property/Money Inventory printout and Receiving Screening form shall be stapled to the back of the original booking application
- Citations shall be stapled to the outside of the booking jackets by staff if the inmate is eligible for release
- When a citation has been issued to an inmate who is also being booked on additional charges requiring bail or court appearance, staff shall attach the inmate copy of the citation to the booking record. The original citation and attachments shall be forwarded in the usual manner

(Rev. 02/2019)

640.00. DUMMY WARRANT PROCEDURE: A properly completed dummy warrant shall be sent with every inmate going to court. The court information shall be verified and entered on the dummy warrant either by hand writing or by attaching a booking label. Each specific case shall have one dummy warrant. If hand written, the dummy warrant shall contain the following:

- The supplemental indicator is written on the top left corner
- The "case number", not the file number
- The booking number
- The court of jurisdiction
- The date and time of arrest

8.600. BOOKING JACKET WORKUP

- The inmate's housing facility
- The arresting agency, inmate's name, charge, bail, and arraignment date

Staff shall not erase court dates from the dummy warrants. The dummy warrant shall reflect a complete record of all court appearances on a specified case. Staff shall file all completed dummy warrants in the inmate's booking jacket for tracking and scanning purposes.

(Rev. 02/2019)

640.10. SPECIAL HANDLING/CLASSIFICATION DUMMY WARRANTS:

Inmates requiring special handling or special housing shall have their dummy warrants identified by a red ink stamp or a red ink pen using these abbreviations:

High Security:	"HS"
Escape Risk:	"ER"
Protective Custody:	"PC"
Homosexual:	"1"
State Prisoner:	"State Prisoner"/"SP"
Seriously Mentally Ill:	"SMI"
Problem Inmate:	"PIM"
Three Strikes:	"3X"
Protective Custody	
Administrative Housing:	"PC-AH"
Fugitive:	"FUG"
P.C. 3056	"3056"
Inmate Worker:	"IW"
Work Release:	"WR"
Civil Commitment:	"Civil"

The following notations may be placed on the dummy warrant in red ink stamp or pen to alert court staff:

- Out-of-County
- INS
- Inmate Worker
- P.C. 1275
- High Profile
- Dress for Release

(Rev. 02/2019)

8.700. ELECTRONIC CONFINEMENT PROGRAM

702.00. ELECTRONIC CONFINEMENT PROGRAM: The supervisor governing the Out-of-Custody Programming Detail shall establish written procedures for the electronic confinement program. Such procedures shall be in the form of Facility Specific Policy.

At minimum, these procedures shall address:

- Minimum requirements to participate in the program
- Program rules and standards
- Consequences for participants who violate the program
- Guidelines for retrieving monitors if participants are booked into a facility

(Refer to Bureau Policy Sections 8.120.11 and 8.120.12)

(Rev. 02/2019)

8.800. U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE):

800.05. U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)

OVERVIEW: The department may allow U.S. Immigration and Customs Enforcement (ICE) personnel to conduct investigations only if doing so would not violate any federal, state, or local laws.

In 2003, ICE was created to enforce federal laws governing border control, customs, trade and immigration to promote homeland security and public safety. ICE merged the former U.S. Customs Service and the Immigration and Naturalization Service. There are two operational enforcement branches: Homeland Security Investigations (HSI) and Enforcement and Removal Operations (ERO).

ICE's priority is enforcing illegal immigration by identifying in-custody inmates using biometric fingerprints during the booking process.

ICE has the sole responsibility to identify and arrest undocumented individuals who pose a threat to public safety.

(Rev. 02/2019)

800.10. DEPARTMENT RESPONSIBILITY: The department is prohibited from:

- Enforcing federal immigration laws and participating in immigration enforcement programs
- Asking an inmate's immigration status for the purpose of immigration enforcement
- Using ICE as interpreters for department related duties
- Giving ICE personnel a dedicated workspace
- Booking an inmate on an ICE hold/detainer (refer the Bureau Policy Section 8.800.15)
- Providing ICE with confidential inmate information or transferring inmates to ICE unless:
 - There is an authorized judicial warrant or a judicial probable cause determination signed by a federal judge/magistrate, or
 - The inmate meets one of the requirements listed in Bureau Policy Section 8.800.25

(Rev. 02/2019)

800.15. ICE HOLDS/DETAINERS, WARRANTS, AND INTERVIEW: ICE personnel may submit an Immigration Detainer form (I 247D). This form requests the department hold an inmate up to 48 hours past his regularly scheduled release date. At no time shall the department keep an inmate in custody past their regularly scheduled release date. The department shall not honor this request. ICE holds/detainers, shall not be booked. The department shall notify the inmate that the hold will not be accepted. The department shall provide two copies of any hold/detainer, request received from ICE to the inmate. The inmate shall be notified in writing using

8.800. U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE):

Immigration and Customs Enforcement Notification of Request form (ASU#161227), two copies shall be provided to the inmate. The completed form shall be placed in the inmate's booking jacket. Department staff shall provide the same notification in writing, via email or mail, to the inmate's attorney or designee. If the inmate refuses to sign the form, staff shall write "REFUSED TO SIGN".

Federal immigration warrants shall only be booked if they are authorized by a judicial warrant or a judicial probable cause determination signed by a federal judge or magistrate. Department personnel shall book the ICE warrant, and the inmate shall be notified. The department shall notify the inmate in writing using Immigration and Customs Enforcement Request form (ASU#161227). Two copies shall be provided to the inmate. The completed form shall be placed in the inmate's booking jacket. Department staff shall provide the same notification in writing, via email or mail, to the inmate's attorney or designee. If the inmate refuses to sign the form, staff shall write "REFUSED TO SIGN".

ICE may enter the facility to conduct investigations and interview inmates. Prior to the interview, inmates shall be informed by the department of the purpose of the interview, that the interview is voluntary, and that they may decline to be interviewed or may choose to be interviewed only with their attorney present. Inmates shall be notified of these rights by department staff in writing, by completing Consent to Immigration and Customs Enforcement (ICE) Interview form (ASU#161226).

All completed forms shall be placed in the inmate's booking jacket.
(Rev. 02/2019)

800.20. NOTIFICATIONS AND INMATE TRANSFERS TO ICE: ICE personnel may submit a Request for Notification form (I-247N). The form seeks our assistance by notifying ICE prior to the release of any inmate in our custody. The department may provide release date notification if the information is available to the public or the requirements listed in Bureau Policy Section 8.800.25 are satisfied. The department shall provide two copies of the Request for Notification to the inmate. The inmate shall be notified in writing whether the department intends to comply with the request using Immigration and Customs Enforcement Notification of Shared Information form (ASU#161228), two copies shall be provided to the inmate. The completed form shall be placed in the inmate's booking jacket. Department staff shall provide the same notification in writing, via email or mail, to the inmate's attorney or designee. If the inmate refuses to sign the form, staff shall write "REFUSED TO SIGN".

ICE shall not have a designated area to arrest inmates scheduled for release. ICE personnel are solely responsible for making immigration related arrests at the facility upon an inmate's release. The department shall not transfer an inmate to ICE personnel unless there is an arrest warrant signed by a federal judge or the inmate meets one of the requirements listed in Bureau Policy Section 8.800.25.

8.800. U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE):

(Rev. 02/2019)

800.25 RESPONDING TO ICE REQUESTS: Department staff shall only provide information to ICE about an inmate that is not available to the public, or transfer an inmate to immigration authorities when:

- Authorized by a judicial warrant or a judicial probable cause determination from a federal judge
- The inmate has a conviction for a serious or violent felony
- The inmate has a conviction for a felony that is punishable by imprisonment in state prison
- The inmate has a conviction within the past fifteen years for any other specified felony
- The inmate has a conviction that occurred within the last five years of a misdemeanor for a specified wobbler offense
- The inmate has a conviction for an "aggravated felony" as defined under immigration law
- The inmate is facing charges for a crime that is a serious or violent felony and there is a finding of probable cause by a magistrate at a preliminary hearing
- The inmate is facing charges for a crime that is a felony punishable by imprisonment in state prison and there is a finding of probable cause by a magistrate at a preliminary hearing

Applicable serious/violent felonies are identified in Penal Code Sections 667.5 and 1192.7 as well as Government Code Section 7282.5.

Department personnel shall complete an ICE Inmate Eligibility Worksheet (ASU#161229). The completed form shall be placed in the inmate's booking jacket.
(Rev. 02/2019)

800.30 PUBLIC CONTACTS: Non-consensual contacts, detentions, and arrests shall be based on reasonable suspicion or probable cause. Safety staff shall not initiate any law enforcement action based on observations relating to immigration status.
(Rev. 02/2019)

800.35. PROGRAMMING/CLASSIFICATION: Department staff shall not restrict access to any educational or rehabilitative programming, or credit-earning opportunity on the sole basis of citizenship or immigration status, including, but not limited to, whether the inmate is in removal proceedings, or immigration authorities have issued a hold request, transfer request, notification request, or civil immigration warrant against the inmate.

Department staff shall not consider citizenship and immigration status as a factor in determining a person's custodial classification level, including, but not limited to,

8.800. U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE):

whether the inmate is in removal proceedings, or whether immigration authorities have issued a hold request, transfer request, notification request, or civil immigration warrant against the inmate.

(Rev. 02/2019)