

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** OCTOBER 8, 2020  
**NUMBER:** 6.02 – PATROL  
**SUBJECT:** BOOKING PROCEDURES  
**RELATED POLICY:** 6.02  
**ORIGINATING DIVISION:** OPERATIONAL SUPPORT  
**NEW PROCEDURE:**   
**PROCEDURAL CHANGE:**  **EXTENSIVE CHANGES**  
**SUPERSEDES:** DP 6.02 - 06/13/2019

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**I. PURPOSE**

This Department procedure establishes guidelines for booking prisoners.

**II. SCOPE**

This procedure applies to all sworn members of the Department.

**III. INITIAL PROCEDURES**

NEW

A. Department members will make every effort to identify all misdemeanor and felony prisoners who do not have valid identification in their possession, including contacting the sergeant or aide at the Watch Commander's Office who have access to fingerprint scanners. Prisoners who cannot be identified will be booked as "John/Jane Doe AKA" followed by the name given by the prisoner. This will initiate follow-up identification procedures at jail.

NEW

B. The arresting or detaining officer shall be responsible for conducting a local and NCIC warrants check on all adults and juveniles. Officers are responsible for

checking the Officers' Notification System (ONS) for any information on the arrestee.

- C. During a "sweep" or any police activity that may result in a large number of arrests, the Field Lieutenant and Watch Commander Sergeant shall be notified of the approximate number of expected prisoners. This will help ensure the availability of a sufficient number of beds at County Jail. The Watch Commander Sergeant will act as liaison with the Jail Watch Commander.

#### IV. **PROCEDURES AT THE WATCH COMMANDER'S OFFICE / HQ SALLY PORT**

- A. The Watch Commander's Office is located at the Headquarters sally port. A Watch Commander Sergeant and Operations Officer staff the Watch Commander's Office. These personnel are supervised by the on-duty Field Lieutenant.
- B. Upon arrival, arresting or transporting officers will obtain booking approval from the Watch Commander Sergeant. The arresting/transporting officer will present to the Watch Commander Sergeant two copies each of the Booking Intake/Personal Property Inventory form and Probable Cause Declaration forms for review. The officer must also complete a "wants and warrants" check in SDLaw.
  1. While in the sally port, all prisoners will be handled in accordance with Department Procedure 6.01, Handcuffing, Restraining, Searching, and Transporting Procedures.
  2. NO FIREARMS OR OTHER WEAPONS (expandable batons, PR-24s, etc.) will be worn by officers while fingerprinting suspects. These items should be secured in the trunk of the police vehicle. Oleoresin Capsicum (OC) spray is allowed on the gun belt while obtaining fingerprints.
  3. Property, money, clothing, or any other item needed as evidence must be taken from prisoners prior to booking.
  4. In regards to juvenile detainees/arrestees, arresting or transporting officers will not leave the sally port until they have assured that the juvenile's name is placed on the automated Juvenile Detention Log per Department Procedure 3.08 Juvenile Procedures after the Watch Commander approves the Affidavit and Application for Filing of Juvenile Court Petition, Declaration and Determination form and the Juvenile Contact Report for the juvenile being booked into Juvenile Hall.

NEW

NEW

5. Arresting or transporting officers with knowledge that their prisoner is or has been a sworn peace officer shall notify the Field Lieutenant, Watch Commander Sergeant, and the booking deputy (if booked into jail).

**V. PROCEDURES FOR FIELD BOOKING APPROVAL OF PRISONERS**

A. Field Lieutenants are permanently assigned to field supervisory responsibilities. The Field Lieutenant is available via radio, MPS, or cellular telephone to respond to calls requiring assistance or expertise on a 24-hour basis. Their unit designators are L1 through L4. If a regularly assigned Field Lieutenant is unavailable for duty, a relief lieutenant, selected from the Mobile Field Force and Field Lieutenant's Relief Schedule, will assume the Field Lieutenant duties for the specific shift. The relief lieutenant will use the designator of L5.

NEW

B. In an effort to streamline the booking approval process, the Field Lieutenants may approve field bookings as deemed appropriate. These field bookings will occur in the field at a location mutually agreed upon by the lieutenant and arresting officer. Using NetRMS, the arresting officer must prepare a Probable Cause Declaration form as well as the Booking Intake/Personal Property Inventory form. The Probable Cause Declaration shall include facts establishing the elements of the crime, suspect identification, and detail how and where the arrest occurred. Two copies of each form will be printed out by the arresting officer and presented to the Field Lieutenant for review.

NEW

C. The Field Lieutenant must review the Probable Cause Declaration narrative and ensure the appropriate charge(s) and supporting elements are present, including the arresting officer's signature and identification number. The purpose of the review is to ensure the arrest is lawful and proper. Additionally, the Field Lieutenant must ensure the Booking Intake/Personal Property Inventory form is complete and identifies the appropriate charge(s) and description(s).

NEW

D. The following bookings are deemed appropriate for the field booking process:

1. All Juvenile Hall bookings (juvenile arrestee information must be entered into the automated Juvenile Detention Log by the arresting officer as soon as practical after the field booking is approved);
2. Females with verifiable identification to be booked into Las Colinas; and,
3. Males with verifiable identification to be booked in County Jail.

E. If the arrested person has personal property that must be impounded at Headquarters, requires photographs, fingerprints, or in-depth interviews, a field booking would not be appropriate. Suspects arrested for sex crimes, commercial

robbery, auto theft, child abuse, domestic violence, and those under the influence of alcohol or drugs will require transport to the Watch Commander's Office for processing and impounds. The Watch Commander Sergeant shall review each of these bookings.

## **VI. CITE AND RELEASE BOOKINGS OF ARRESTEES PRIOR TO RELEASE**

- A. A cite and release on a notice to appear is an arrest, albeit not a custodial arrest.
- B. An officer may "book" an arrestee prior to release on a notice to appear.
- C. "Booking" does not always mean the physical act of booking someone into jail as with a custodial arrest. It can also mean the act of fingerprinting and photographing a subject prior to releasing them on a written notice to appear. Per section PC 853.6 (g), officers may book the arrested person at the scene or at the arresting agency prior to release.
- D. Arresting officers choosing to fingerprint and photograph their arrestee shall transport the arrestee to the nearest police substation or headquarters to complete the "booking" process. Requirements of DP. 3.26 (Media Evidence Recovery and Impounding / Preserving Procedures) and D.P. 3.02 (Impound, Release, and Disposal of Property, Evidence and Articles Missing Identification Marks) shall be complied with during this process.
- E. After taking the fingerprints and photographs, the arrestee shall be released with a written promise to appear.
- F. The citation shall note in the narrative when an arrestee is booked prior to release.

## **VII. COUNTY JAIL PROCEDURES FOR MALE PRISONERS**

- A. Location, Entrance, and Parking
  - 1. The entrance to the County Jail is located on the east side of 1100 Front Street, south of "B" Street.
  - 2. Units enroute to the jail will approach the facility eastbound on "B" Street from Union Street. Officers will stage along the south curb line of "B" Street between Front Street and Union Street. The first vehicle in line will wait in the sally port driveway of the jail until allowed entrance.
  - 3. To gain entrance to the sally port, officers must contact the Intake Deputy by radio or by using the call box. Officers with an 800 MHZ vehicle or portable radio will contact Jail Intake Control on "**(Redacted – record exempt)**" and request entry. Officers may also contact Jail Intake Control

by using the call box located on the west wall of the jail, north of the sally port entrance.

4. Parking – once inside the sally port, officers shall park their vehicles in the marked stalls along the north wall. All weapons shall be secured either in the trunk of the vehicle or in one of the gun lockers located on the south wall of the sally port, before the prisoner is taken out of the vehicle.

#### B. Personal Property of Arrestee

1. Only clothing, purses, and small personal belongings of prisoners will be accepted at the jail. The items must be small enough to fit into the 9"x12 1/2" plastic property bag. The jail will NOT accept any food, beverages, tools, ammunition, explosives, or weapons, including knives of any type.
2. County Jail will also not accept any bulk property. The arresting/transporting officer will be responsible for the appropriate impound/disposition of such property in accordance with Department Procedure 3.02, Impound, Release and Disposal of Property, Evidence and Articles Missing Identification Marks.
3. Arresting/transporting officers will be responsible for inventorying, documenting, and packaging all personal property that will go with the prisoner to jail. Plastic property bags will be available at Police Headquarters, County Jail, and Las Colinas for use by officers. Prior to booking a prisoner, the arresting/transporting officer will document the prisoner's property, including any medications, on the Booking Intake/Personal Property Inventory form. The officer will place all the property, EXCEPT PAPER MONEY, into a 9"x12 1/2" plastic property bag. All paper money will be documented on the Booking Intake/Personal Property Inventory form including money that is deposited in the TouchPay Kiosks as well as money included in the property bag that was rejected by the machine.

NEW

#### C. Booking Process

1. The prisoner will be taken into the booking area where the arresting/transporting officer will give the booking clerk the Booking Intake/Personal Property Inventory form, and any supporting documents such as a Probable Cause Declaration or Warrant Abstract. The prisoner will be photographed and then taken to medical screening.
2. Once the prisoner answers the medical questions by the nurse, he will be body scanned by the digital security screening system in the medical screening area. The intake deputies will handle the body scanning process and return the prisoner to the arresting/transporting officer. Any weapon,

NEW

contraband, or anomaly seen on the scan will result in a medical rejection. See the section on rejections from body scan machines below on how to proceed.

D. Intake – once the prisoner has been medically screened and cleared for booking, the prisoner will be taken to Intake.

NEW

1. Intake of Money

- a) Two TouchPay Intake Kiosks are located in the booking area.
- b) Arresting/transporting officers will be responsible for depositing prisoner money (U.S. currency only) into the kiosk and obtaining a receipt.
- c) If the prisoner has no money, the arresting/transporting officer will still be required to input the prisoner information into the kiosk and obtain a receipt noting the prisoner had \$0.00 in his possession.
- d) If the money is not accepted by the machine, or is wet, or damaged, the money should be placed in the prisoner's property bag and notated on the Booking Intake/Personal Property Inventory form.
- e) The arresting/transporting officer is required to sign in the signature block on the bottom of both receipts printed from the kiosk.
- f) The officer will place one of the receipts in the prisoner's property bag prior to it being sealed.

NEW

2. Intake of Property

- a) Once all items have been placed in the prisoner property bag, the bag shall be heat sealed.
- b) Using a pen, the officer will write the prisoner's name and DOB on the upper left-hand corner of the bag.
- c) The officer will verify all property items with the prisoner, and both the officer and prisoner will sign the Booking Intake/ Personal Property Inventory forms. If the prisoner refuses to sign, the officer will write "Refusal" on the prisoner signature line and initial it.

NEW

- d) After sealing the property bag, the prisoner will be escorted into the secure Intake area.
  - 1) At Intake, the officer will hand the Booking Intake/ Personal Property Inventory forms and supporting documents, along with the property to the Jail Intake Deputy.
  - 2) The arresting/transporting officer will only retain one copy of the kiosk money receipt. All other documents are to be left with the jail staff.
  - 3) The receipt provided by the kiosk and retained by the officer will be uploaded to NetRMS as an attachment.

NEW

E. Entry into Holding Cell

1. After the prisoner receives a wrist band from the Intake Deputy, the officer shall direct him to walk to the west end of the Intake area and wait for the holding cell door to open.
2. Once the door opens, the officer shall direct the prisoner to enter the holding cell. The officer shall observe to make sure the prisoner enters the holding cell and does not return to the Intake area before the holding cell door closes.

F. Leaving the Jail

1. Once the prisoner has been placed in a holding cell the officer may leave the jail, after retrieving his/her weapons from the gun locker or trunk.
2. To exit the sally port, drive to the exit gate.
3. A loop sensor should alert the deputy of your presence. If the deputy does not notice you, contact Intake Control on the same radio frequency used to gain entrance, or use the call box located on the post that can be accessed through the driver's window.
4. Exit the sally port by the east driveway onto northbound First Avenue.

**VIII. PROCEDURES FOR LAS COLINAS WOMEN'S DETENTION FACILITY**

A. Location, Entrance and Parking

NEW

1. If a female prisoner has a purse in her possession at the time of arrest, it should be placed on the front passenger seat in full view of the prisoner, if possible, or in the trunk of the vehicle.
2. All female felony and misdemeanor prisoners will be taken to the Las Colinas Women's Detention Facility located 451 Riverview Parkway, in Santee.
3. Entrance to the facility is made via Edgemoor Drive.
4. Parking – similar to Central Jail, arresting/transporting officers can drive into the vehicle sally port or park outside and walk secured prisoners into the vehicle sally port.

B. Available Bed Space

1. Because there are only 60 beds available for San Diego Police Department misdemeanants, these prisoners will be accepted on a "space available" basis. When Las Colinas is near capacity, the Watch Commander's Office will notify field officers via the MPS.
2. In the event that space is not available, female misdemeanor prisoners will be issued a citation and released.
3. Exceptions to the cite/release procedure will be those suspects arrested on misdemeanor charges the facility always books such as, Domestic Violence, DUI, 11550 H&S, 290 P.C. offenses, and 647 (f) P.C.

C. Booking Process and Intake

1. Prisoners will be escorted to the Pre-Intake area for booking and medical screening.
2. The arresting/transporting officer will give the booking clerk the Booking Intake/Personal Property Inventory forms, and any supporting documents such as a Probable Cause Declaration or Warrant Abstract.
3. Female prisoners' property must be itemized and inventoried on the Booking Intake/Personal Property Inventory form. Any valuables contained in the prisoner's purse must also be itemized on the form. All jewelry must be removed from the prisoner and placed into her property before entering into Jail Intake.
4. The prisoner will be photographed and then escorted to the medical screening window.



NEW

5. Once the prisoner answers the medical questions by the nurse, she will be body scanned by the digital security screening system in the Pre-Intake screening area. The arresting/transporting officer will place the prisoner on the foot pads on the platform and move beyond the safety perimeter during the scan. Any weapon, contraband, or anomaly seen on the scan will result in a medical rejection.
  6. After completing the medical screening process, the arresting/transporting officer will be responsible for depositing prisoner money (U.S. currency only) into the TouchPay Intake Kiosk and obtaining two receipts. If the prisoner has no money, the arresting/transporting officer will still be required to input the prisoner information into the kiosk and obtain two receipts noting the prisoner had \$0.00 in her possession. If the money is not accepted by the machine, is wet, or damaged, the money should be placed in the prisoner's property bag and notated on the Booking Intake/Personal Property Inventory forms. The officer is required to sign in the signature block on the bottom of both receipts from the kiosk. One of the receipts will be placed in the prisoner's property bag prior to heat sealing the bag.
- D. Once the prisoner has cleared booking, she will be escorted into the Intake sally port. Female prisoners must be taken to the inside door of the jail before deputies can offer assistance, unless the prisoner is actively resisting.

## **IX. REJECTIONS FROM BODY SCAN MACHINES**

Any weapon, contraband, or anomaly seen on a body scan will result in a medical rejection of the prisoner from the jail facility.

- A. If the body scan clearly reveals a dangerous weapon, the arresting/transporting officer shall obtain a telephonic search warrant for a body cavity search. The prisoner shall be transported to a local hospital for execution of the warrant. See Department Procedure 6.01 for details on obtaining body cavity search warrants.
- B. If the body scan reveals potential contraband, the prisoner may be transported to a local hospital for medical clearance. Once seen by a medical professional and it is determined that there is no immediate need for medical treatment, the prisoner shall be transported back to jail for intake. The Intake Deputy shall be notified of the medical clearance and need for the prisoner to be placed on a contraband watch.
- C. If the body scan reveals an anomaly, the prisoner may be transported to a local hospital for medical clearance. Once seen by a medical professional and it is determined that there is either no foreign object in the body and/or no immediate

need for medical treatment, the prisoner shall be transported back to jail for intake. The Intake Deputy shall be notified of the medical clearance.

- D. If arrested for a minor offense and rejected due to an anomaly on a body scan, it is the discretion of the arresting/transporting officer's supervisor on whether to seek medical clearance at a local hospital. Supervisor's may elect to release the prisoner per 849(b) PC and seek a notify warrant. The arresting/transporting officer shall release the prisoner at a local hospital if the prisoner desires medical treatment.

**X. PROCEDURES FOR JUVENILES AND FELONY MASS ARRESTS**

A. County Juvenile Prisoners

- 1. Juveniles will not be accepted by the County Jail under any circumstances. Review Department Procedure 3.08, Juvenile Procedures, for details.
- 2. The arresting officer is responsible for making sure the juvenile's name is placed on the automated Juvenile Detention Log per Department Procedure 3.08 Juvenile Procedures.

NEW

B. Felony Mass Arrests Procedures

- 1. The County Jail will provide field personnel at our command post to assist with proper booking procedures.
- 2. Arrangements may be made through the Under Sheriff, Chief Deputy, or the Jail Captain by the Watch Commander.
- 3. Any disputes arising between Police Department personnel and Intake Deputies regarding booking procedures, proper charges, Department procedures, etc., will be brought to the Police Department Watch Commander's attention immediately for prompt resolution.
- 4. Prisoners who are booked into County Jail are routinely checked through the Cal-ID system by Intake Deputies.

**XI. PROCEDURES FOR INVESTIGATORS**

- A. Investigators who need to interview inmates at County Jail must park on the street or in the City Parkade and enter the Jail through the public entrance on Front Street. Upon identifying themselves, investigators will be directed to the proper floor to meet with the inmate. Interview rooms are located on each floor of the facility. Confidential interview rooms are available if prior arrangements are made with Jail personnel. Investigators wanting to interview inmates should call

the Jail at (619) 615-2737 to verify that the inmate is still housed at the facility. Some inmates may be restricted to teleconference interviews only due to their medical condition, high-risk status, or other circumstances deemed necessary by Jail personnel.

- B. Line-ups may be arranged through the Jail Watch Commander.
- C. Prisoner property may only be searched pursuant to a court order.
- D. Handwriting exemplars will not be taken from prisoners held on "check" charges, except by investigators.
- E. Investigators who need to interview inmates at Las Colinas will need to go to the main administration office on Riverview Parkway. Appointments are not required, but investigators will have to identify themselves to the Las Colinas staff in order to meet with the prisoner. Confidential interview rooms are available on a first come, first served basis. Investigators may call the Booking staff at **(Redacted – record exempt)** or **(Redacted – record exempt)** to ensure that the inmate is still housed at the facility. Some inmates may be restricted to teleconference interviews only due to their medical condition, high-risk status, or other circumstances deemed necessary by Las Colinas staff.
- F. San Diego County Code of Regulatory Ordinances, Section 32.808, has been amended to prohibit smoking by inmates, staff, and all visitors while in any San Diego County Sheriff's Detention Facility. Department personnel conducting business in any of the jail facilities will refrain from smoking or using smokeless tobacco and will not give cigarettes or smokeless tobacco to inmates during interviews or contacts.

## **XII. DECLARATIONS**

NEW

For all felony and misdemeanor adult and juvenile arrests, except warrant arrests, officers will complete a Probable Cause Declaration form via NetRMS. Upon completion of the Declaration, the arresting officer shall print two copies and submit them to the Watch Commander for approval and signature. Warrant arrests, either misdemeanor or felony, require a Declaration form only when there is another accompanying charge. For a "stand alone" warrant arrest, or a Parole Hold, a Declaration is not needed.

- A. Declarations must include the elements of *all the listed* crimes and the details of how and where the suspect was taken into custody.
- B. Officers who transport prisoners for arresting officers must ensure that the arresting officer faxed or e-mailed a probable cause Declaration form to the Watch Commander and the Declaration was approved, prior to accepting the prisoner from the arresting officer.

- C. Officers utilizing the option to e-mail the Declaration form to the Watch Commander for review should call or send a message to the Watch Commander to alert the staff of the impending review request. The e-mail request may be sent to the Watch Commander at [sdpdwc@pd.sandiego.gov](mailto:sdpdwc@pd.sandiego.gov). Once approved, the Watch Commander will reply to the request message advising that it has been approved. Officers will print the Probable Cause Declaration forms from any printer and sign them, as is currently required by the Courts.

Instructions for attaching the documents in an e-mail are located on the Department "F" drive, at F:\Watch Commander\Declaration Forms\Email Declaration Instructions.

- D. The elements of the crime must be listed in the Declaration form. Simply referring to a case report by its case number is not sufficient.

### **XIII. BOOKING INTAKE/PERSONAL PROPERTY INVENTORY FORM (Booking Slip)**

NEW

- A. This form is completed in conjunction with the Probable Cause Declaration using NetRMS
- B. The officer must use all available means to ensure that the name given is the prisoner's true name, in that he/she will be booked under the name that appears on the booking slip.

NEW

- 1. When the prisoner is unable to furnish valid identification and the arresting officer has reason to doubt the name given by him/her (and use of a fingerprint scanner does not identify the prisoner), the officer should book the prisoner as Doe, John/Jane A.K.A. the name given by the prisoner.
  - 2. This procedure will initiate a background check of the prisoner to verify his/her questionable identity.
- C. "Charges" Section
    - 1. Arresting officers are responsible for identifying the appropriate charging sections during the arrest and booking process. Officers will list the correct charging section (Penal Code, Vehicle Code, Health and Safety Code, etc.) on all booking slips.

*EXAMPLE: For a charge of "Residential Burglary", the booking slip will show the appropriate charging section, 460 (a) PC, First Degree Burglary, instead of the defining section, 459 PC, Burglary. A listing of correct "charging" sections is*

*available in the Consolidated Bail Schedule. A current copy of the Bail Schedule is maintained in the Watch Commander's Office for reference by officers.*

2. On 647(f) PC arrests, indicate whether the charge is "drunk" or "drugs." The slip should also state "Chronic" if that is the case.
3. When the prisoner is arrested for a local charge and also an out-of-county charge, book on the local charge and place a hold on the out-of-county charge.
4. When booking for a Vehicle Code section that is not normally a booking charge, book per the authoritative section (e.g., "22450[a] CVC per 40302[b] CVC").
5. When booking on a speeding violation, indicate the speed of the vehicle and the posted speed limit. For exhibition of speed, indicate whether the violation is over or under 100 MPH.
6. When booking for Auto Theft when the vehicle was stolen in another county, list the charge as "10851 CVC, Auto Theft, OUTSIDE COUNTY."
7. If the vehicle was stolen in another state, book under 10851 CVC unless a complaint is known to have been filed in the originating state, in which case use 1551.1 PC as the booking charge.
8. In all auto theft cases, including local, if applicable, list in the "Remarks" section:
  - a) Location of the theft;
  - b) The agency that has jurisdiction;
  - c) Verification that the agency has been notified and is willing to pick up the prisoner;
  - d) Name and phone number of party contacted;
  - e) Disposition of the vehicle; and,
  - f) License number and case number.
9. In any attempted crime, if a specific section applies, it must be used (e.g., 217 PC, Attempted Murder). Otherwise, the section must be preceded by

Section 664 PC (e.g., "664/487(a) PC"). The degree of crime must be included, when applicable.

10. Officers will submit only one type of document to our prosecuting agencies for all charges arising out of one event. Officers are not to book suspects on felony or misdemeanor charges and issue them citations as well. Officers are to include the traffic violation in the narrative of the arrest report without issuing a citation.
11. Where a subject is initially arrested on field charges, such as 23152 (a) CVC (DUI) and outstanding felony warrants are subsequently located, officers shall book on the field charges (23152[a] CVC). Officers will indicate holds on any felony warrants in the "holds" section and include the warrant numbers.
12. Where an arrest is made solely on a warrant, multiple warrants, or a Parole Hold, officers will complete a booking slip. A Probable Cause Declaration form is not needed.

D. Warrant Arrests

1. All bookings on warrants, including out-of-county warrants, must be accompanied by the warrant or an abstract thereof.
2. In the "charge" section of the arrest report, officers shall list the warrant number, issue date, and charge for each warrant.
3. Persons arrested on out-of-state felony warrants will be booked under Section 1551.1 PC. Refer to Department Procedure 4.06, Arrest Warrant Procedures, for details on out-of-state warrants.
4. To serve a warrant on a prisoner who is already in County Jail, officers or investigators will take the warrant and the booking slip to the Information window at County Jail. An arrest report must be prepared with the warrant information, indicating the arrested party was already in jail on a prior charge.
5. If arresting a person for 3056 PC, Custody of Paroled Prisoners, and the teletype is incomplete or nonexistent, a parole officer can fax the necessary "Parole Hold" to the Watch Commander's Office, so the prisoner can be booked into County Jail. The Watch Commander's Office has a list of State parole phone numbers to contact an on-duty parole agent.

- E. The physical description, occupation, arresting agency, and location of arrest fields of the booking slip are self-explanatory.

1. "Unemployed" shall not be listed as an occupation. Officers will list the person's usual or last occupation.
  2. "San Diego Superior Court" shall be listed in the "Court" section, except on warrant arrests, in which cases it will be left blank.
- F. Information on out-of-county warrant holds for other jurisdictions may be obtained from the Sheriff's Warrant Detail.
- G. The receipt provided by the money kiosk and retained by the officer will be uploaded to NetRMS as an attachment

NEW

#### **XIV. PROCEDURES FOR PRISONERS WHO NEED MEDICAL ATTENTION**

- A. All prisoners, with either felony or misdemeanor charges, being transported who require immediate medical treatment, should be taken to the closest San Diego area hospital with an emergency room. Officers shall notify the Field Lieutenant or Watch Commander Sergeant prior to obtaining medical treatment for any prisoners. Notification may be completed via the MPS, by radio, by telephone, or in person at the Watch Commander's Office.
- B. Under most circumstances, prisoners with medical emergencies are not to be transported in police vehicles. Officers are reminded to call for paramedics to transport in these cases.
- C. Whenever possible, individuals "in custody" (under arrest for the purpose of detention in a County Facility, e.g., County Jail, Las Colinas, Juvenile Hall) who have a high likelihood of being admitted into a hospital, should be transported to UCSD Medical Center, 200 W. Arbor, San Diego, 92103.
- D. Officers should not inquire if a sick or injured prisoner wants medical attention. When medical conditions are suspected, notify EMS.
- E. Detainees or persons in custody for purposes other than physical arrest, who require medical treatment, may be transported to the nearest hospital. The Watch Commander will be the final authority for determining where officers take prisoners in need of medical treatment.
- F. If the prisoner is admitted, the arresting officer must immediately notify the Watch Commander Sergeant.
- G. At the hospital, the transporting officer will fill out a DMI RESIDENT OR PRISONER REFERRAL form (DMS-701) in duplicate and return it to the County Jail, whether treatment is given or not.

NEW

- H. The arresting officer will complete the Probable Cause Declaration and Booking Intake/Personal Property Inventory forms and email them to the Watch Commander Sergeant. Once approved, the Watch Commander Sergeant will assign a transporting officer to pick up the forms from the Watch Commander's Office and transport them to the hospital to be signed by the arresting officer. The transporting officer will then take the signed forms and any prisoner property to the Intake Deputy at County Jail. County Jail will not provide a guard for the hospitalized prisoner until the prisoner has been arraigned. Therefore, if it is determined that the prisoner requires police supervision, the arresting officer's command must provide officers to guard the prisoner until the arraignment has occurred and a guard or Deputy from the San Diego Sheriff's Department arrives to take over.
- I. Prior to booking into a detention facility (e.g., County Jail, Las Colinas, Juvenile Hall), responsibility for prisoners' rests with San Diego Police personnel. After booking, the San Diego County Sheriff assumes responsibility.

Penal Code § 4015(c) does not require a City or its law enforcement agency to pay for the medical costs of arrestees until they are actually booked into jail. Therefore, officers should not consider the cost of medical care when deciding if an arrestee should be booked into jail, issued a citation for misdemeanor charges, or request a warrant of arrest for felony charges. Officers may use discretion in determining the best course of action for the particular situation, without consideration of medical costs.

**XV. RELEASE OF CHARGES**

Prisoners who have been placed in jail and have a charge pending against them shall not be released by authority of any member of the Department except:

- A. Upon deposit of bail;
- B. Court order;
- C. Served sentence or other legal procedure; or,
- D. Upon authorization by the Chief of Police or his/her agent.

**XVI. PROCEDURES FOR BOOKING PRISONERS INTO THE METROPOLITAN CORRECTIONAL CENTER (MCC)**

- A. The Metropolitan Correctional Center (MCC) will only accept persons arrested for violation of a federal code. It will not accept juveniles, female material witnesses, military holdovers, immigration holdovers, or State cooperative prisoners. MCC will also not accept prisoners who require 24-hour nursing care



or detoxification from drugs (methadone) or alcohol. A physician's assistant will screen prisoners and determine whether the prisoner will be accepted or rejected due to medical concerns. (Note: Even inmates who have been "medically cleared for incarceration" will be screened by MCC medical staff.)

1. Acceptance of any inmate is contingent upon his/her suitability for MCC. Inmates must be able to perform routine daily activities such as showering, eating, using stairs, and using restroom facilities without assistance.
2. Inmates requiring immediate medical attention due to serious injuries or known communicable diseases, or other serious medical and/or mental conditions, will not be accepted until suitable medical treatment has been provided.
3. Inmates who have not yet been arraigned are still the responsibility of the arresting agency. If an inmate requires hospitalization due to a medical or mental issue, a Correctional Systems Department (CSD) supervisor will contact the arresting officer to advise the need to transport the inmate for treatment. (Note: officers are expected to return or make arrangements to transport un-arraigned inmates for outside medical care. Failure to return or make proper arrangements could adversely impact the future ability of San Diego Police personnel to book inmates into MCC.)

B. Inmates are accepted into MCC by the CSD at approximately 0930, 1230 and 1730 hours, Monday through Friday, and 0800 and 1100 on weekends and federal holidays. Only those inmates with a scheduled acceptance timeframe will be accepted.

1. To ensure bed space is available and security concerns are addressed, officers must call Receiving and Discharge (R&D) at **(Redacted – record exempt)**, or the institution's main line at (619) 232-4311, and tell the R&D officer how many males and females are to be booked. Officers will be provided with a timeframe in which they can bring the prisoner to the MCC for booking.
2. Officers with access to a fax machine and have the "Booking Remand" form, similar to our booking slip, already filled out, shall fax it to **(Redacted - record exempt)**. Officers are encouraged to write the information given to them by the R&D staff on the top of the Prison Remand Order form prior to faxing.
3. Officers requesting that inmates be separated from other inmates must immediately inform MCC staff.

C. If booking a prisoner for a federal warrant, officers shall call the Duty U.S. Marshal at (619) 557-6620 so he or she can confirm the warrant and fax it to MCC before your arrival. This will expedite the booking process.

- D. Entry to MCC is via the north driveway located on Union Street between "E" and "F" Streets. Vehicles and occupants will be under direct observation of Bureau of Prisons personnel for security reasons.
- E. After entering the sally port driveway, you should be met by the Perimeter Officer:
1. The officer will stop the police vehicle at the sally port gate. If the Perimeter Officer does not arrive immediately, use the telephone located to the left of the entrance gate and someone will help you;
  2. The officer will secure all weapons, ammunition, OC spray, all cell phones and electronic communications devices in the trunk of the police unit or in the gun lockers provided prior to entering the facility with the prisoner(s); and,
  3. The prisoner will then be removed from the vehicle and escorted inside the facility. All prisoners must be restrained prior to removal from the vehicle. Prisoners are not to be let out of the vehicle until an MCC staff member advises the transporting officer that they are ready to accept the prisoner.
    - a. Military prisoners shall not be brought into the facility wearing any type of uniform.
    - b. Females, males, and material witnesses must be separated from each other at all times.
- F. Prisoner property accepted at MCC is limited to one purse and contents for females, a wallet and miscellaneous papers and money for males. Prosthetic devices and medical needs approved by the MCC medical staff may also be left with MCC staff. Personal papers, identification and/or passport, legal documents, and eyeglasses will also be accepted with the prisoner. Photographs will also be accepted, as long as they do not depict any type of nudity. No excess property such as bags, backpacks, and additional clothing will be accepted. If the prisoner's clothing, personal items, or money are required as evidence, they must be impounded before arrival at MCC, as directed by Department Procedure 3.02, Impound, Release and Disposition of Property, Evidence, and Articles Missing Identification Marks. If you discover that you need an additional piece of property from a prisoner after MCC has taken custody of the prisoner, you will have to obtain a search warrant before MCC staff will release the property to you. Additionally, after you leave MCC, the staff will not accept any additional property you discover that should have originally been left at MCC when the prisoner was booked.

- G. Prisoners must be escorted by the arresting or transporting officer into the secondary security area to be searched by federal personnel who will remove all of the prisoner's possessions.
1. Officers shall then write the requested information in the logbook.
  2. If prisoners are handcuffed, they will remain so until arrival on the 2nd floor.
- H. After arriving on the 2nd floor via elevator:
1. The Booking Remand form must be completed, unless it has already been faxed to R&D. This form is similar to the County Jail's Inmate Intake Form and is completed in accordance with the information outlined above. If the prisoner(s) is booked on a federal warrant, MCC staff must be provided with a copy of the warrant. If you believe the prisoner(s) may have an Immigration Detainer, attach it to the Booking Remand or notify ICE to send the Detainer to MCC, referencing the prisoner(s) name and federal booking number. Any other pertinent paperwork must accompany the prisoner at the time he/she is accepted at the facility.
  2. The federal officers will then assume custody of the prisoner once the paperwork has been reviewed and the prisoner has been patted down and secured in a holding cell.
- I. Upon completion of the booking process, the officer will:
1. Exit the sally port via the main gate; and,
  2. Pick up weapons, etc., from the gun locker or vehicle trunk on the way out.
- J. On all arrests for violation of Federal Codes, approval must be obtained from the Police Department Watch Commander prior to booking.

If mass arrests are made, the Booking section must be advised by calling (619) 232-4311, **(Redacted – record exempt)**, prior to arrival at MCC.