

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

ADULT BOOKING PROCEDURES  
SUBJECT

DATE: January 24, 2008

NO: P-3

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Abstract Booking  
Adult Booking Procedures  
Booking Procedure, Adult  
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I. POLICY

It is the responsibility of the booking officer to see that his/her prisoner is properly booked at the San Joaquin County Jail.

II. PROCEDURE

A. Booking with a warrant.

1. When booking on a warrant, officers shall include the following data on the booking slip.
  - a. Warrant number
  - b. The charge
  - c. Amount of bail
  - d. Court of issuance
  - e. Name of magistrate
  - f. Responsible Agency
2. The booking officer will make sure the warrant is properly endorsed and leave the warrant with the jailer.

B. Booking under authority of a warrant not in possession.

1. When booking without a warrant, the booking officer shall furnish in writing:
  - a. Law enforcement agency in possession of the warrant.
  - b. Warrant number.
  - c. The charge.
  - d. Amount of bail.
  - e. Court of issuance.
  - f. Name of magistrate.
  - g. Date issued.
  - h. Name and description of arrested subject.
  - i. If misdemeanor, whether endorsed for night services.
2. This written information may be furnished in the form of a telegram, teletype, or any other electronic device from the law enforcement agency in possession of the warrant. (This is set forth in Section 850 of the Penal Code).

3. In the event an arrest is made the records personnel will teletype the arresting agency with the needed warrant information. They will then remove the information from the computer system. Records personnel will then place the original and copy along with all pertinent information on the warrant clerk's desk for filing.
  - a. Any deviation from this procedure must be cleared by the Watch Commander and details carried on the Watch Commander's Activity Report.
- C. Booking of intoxicated victims.
  1. In the event an intoxicated person is the victim of a felonious crime and an arrest of the responsible is made or is imminent, and the victim is going to be arrested for intoxication, the following must be done:
    - a. The officer who arrests the victim for 647(g) PC and will notify Jail Staff that the suspect is going to be booked also.
- D. Booking of women
  1. Booking of women prisoners shall be conducted the same as men. The search shall, if possible, be conducted by a female police officer.
  2. When transporting the women to the County Jail, the prisoners will be handcuffed, with their hands behind their back, and the handcuffs will remain on the prisoners until a female Sheriff's Deputy can make a complete search for weapons.
- E. Booking for 647(f) PC
  1. When booking a subject for 647(f) PC at the San Joaquin County Jail where the charge is for being under the influence of drugs, the booking officer shall enter "DRUGS" next to the charge of 647(f) P.C. on the booking slip.
- F. Booking for Stockton Municipal Code Violations
  1. When a subject is arrested for a Municipal code violation, Such as SMC side show charges, Code 65000 must be entered in the "charge field." The officer fingerprinting the subject will be able to select the type of crime (felony, misdemeanor, etc) when completing the "charge field."
- G. Booking injured or ill prisoners.
  1. Whenever a Stockton Police Department prisoner is physically ill or injured to such an extent he/she cannot be booked at the County Jail, but requires a guard, that prisoner will be guarded by officers of the Field Services Division.
  2. The Watch Commander on duty will be advised of the situation, and he/she will assign personnel and make arrangements for relief.
- H. Booking slips
  1. All booking slips will be turned over to Headquarters personnel.
- I. The following examples show the proper way to enter the charge in the arrest section of ARS.
  1. All warrants arrests will list warrant number and agency ORI number. If there are two or more identical warrants, the charge will only be listed one time.
    - a. Local Bench Warrant: B-W MIS

- b. Local Arrest Warrant: List charges (not warrant) in the arrest section of RS.
- c. One Local Traffic Warrant: Local traffic warrants will be charged as 40508(A) VC
- d. Multi Local Traffic Warrants: Listed one time as 40508(A) VC
- e. Enroute Felony Warrant (Criminal): ENRT 3
- f. Enroute Misdemeanor Warrant (Criminal): ENRT4
- g. Enroute Traffic warrant (Felony): ENRT 3
- h. Enroute Traffic warrant (Misdemeanor): ENRT 4