

## IRC - Intake

### 3000.1 TELEPHONES FOR NEW BOOKINGS

- (a) Designated Phones
  - 1. All inmates arriving at a jail facility may use designated telephones at the facility to make legally required calls at the earliest possible time (Per Penal Code 851.5).
- (b) Local Calls
  - 1. Local telephone calls at the time of booking can be made on the phones marked "LOCAL CALLS" at no charge.
- (c) Collect Calls
  - 1. Long distance calls can only be made collect to the receiving party on the phones marked "COLLECT CALLS."
- (d) Required Telephone Calls, Officer's Responsibility
  - 1. Arrestees using telephones on the CJX exterior are still in the custody of the transporting officer(s) and it is the officer's responsibility to give the arrestee the opportunity to use the telephones.
  - 2. Transporting officers should record the inmate's use of these telephones on the Pre- Booking Record.
  - 3. If the required calls have not been completed it is imperative that all inmates be given the opportunity to make the calls at the earliest time possible.
    - i. Inmates will be allowed the use of telephones in the holding cells.
    - ii. Inmates will be allowed the use of the phones in the module dayrooms at any time in order to complete the required calls.
  - 4. Clearly visible signs will be posted by the telephones on the receiving dock stating that the arrestee has the right to free telephone calls within the local dialing area, or at their own expense if outside the local dialing area, to any or all of the following:
    - i. An attorney of their choice. If the arrestee has no money, the telephone number of the public defender, or other attorney assigned by the court to assist indigents, shall be posted. This phone call will not be monitored in any way.
    - ii. A bail bondsman.
    - iii. A relative or other person.
- (e) Telephone Calls Pursuant to California Vehicle Code 40304.5
  - 1. The law requires that a person arrested on two (2) or less warrants for Failure to Appear on parking or infraction offenses, cannot be booked for three hours, and

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must receive three completed telephone calls in order to attempt to make bail. If the arrestee cannot post bail in that time frame, they will be booked as usual.

2. Persons arrested pursuant to this section shall be given the mandated telephone calls by the arresting agency/officer prior to placing them in the Uncuff holding area. Since this section specifically states that the arrestee may not be booked, photographed or fingerprinted until they have had the three phone calls, the back of the jail copy of the pre-booking record will be time stamped by the Receiving Deputy, and the arresting officer will sign off showing that the person to be booked has been offered those opportunities.
  3. Under no circumstances will any arresting agency be allowed to place an arrestee inside Uncuff holding area unless the arrestee is to be booked, and the pre-booking form has been properly signed by the arresting officer.
- (f) Use of the Hearing Impaired Telephone (TDD)
1. A (TDD) "Porta Printer Plus" hearing impaired telephone device will be maintained inside the Watch Commander's office at the IRC. When a hearing impaired arrestee is received, they will be advised that the device is available for use if desired. (The party being called must have a similar device in order to communicate).
  2. Hearing impaired inmates housed in the CJX will be made aware of the availability of the device. Inmate requests to use the hearing impaired telephone will be handled as soon as practicable at the IRC's Receiving area. When a request to use the device is received, the device will be picked up from the Watch Commander's office, taken to the required area (Booking or Housing Guard Station), and returned to the Watch Commander's office when its use is completed.
  3. The hearing impaired inmate requesting to use the device should be familiar with its operation. Booking Deputies and Guard Station Deputies will familiarize themselves with the device. Operating instructions are contained inside the carrying case.
  4. A "Porta Printer Plus" hearing-impaired telephone unit will also be made available for any persons in the Visiting Lobby. A sign will be posted in the Visiting Lobby advising of the availability of the "Porta Printer Plus" hearing impaired telephone.

### **3000.2 RECEIVING CORRIDOR**

- (a) Facilities for Arresting Officers
1. Necessary services and facilities will be provided to arresting officers to aid them in satisfying all pre-booking legal requirements for inmates.
- (b) Sobriety Testing Room
1. Sobriety testing will be conducted in Triage Booth #4.

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2. Officers using this room for male or female arrestees will make previous arrangements to meet a Lab Technician in the room.
  3. Only personnel with authorization from the Crime Lab may utilize any of the equipment in this room.
  4. Arrestees in this room are still in the immediate custody of the transporting officer(s) and must be restrained by handcuffs or similar devices.
  5. Deputies will not provide assistance to outside agencies in restraining arrestees for purposes of testing, but may otherwise assist officers in regaining control of combative arrestees.
  6. No one shall forcibly take a blood sample from a subject while the subject is in any jail facility.
- (c) Verification of Arrestee's Identity
1. A Dock Identification Deputy will be assigned to the receiving dock. The assigned Deputy will be responsible for verifying the identity of all individuals being booked into custody.
  2. The arresting agency will provide the Dock Identification Deputy with the booking sheet and one of the following acceptable forms of identification (original, digital or legible copy) for the arrestee:
    - i. State driver's license or identification card
    - ii. Passport, Visa, etc. (all countries)
    - iii. A DMV printout with photo
    - iv. Previous booking photo with identifying information
    - v. Any other form of photo identification with Watch Commander approval
  3. The Dock Identification Deputy will verify the Photo ID matches the identity of the individual listed on the booking sheet.
  4. If the Photo ID is not available, the Dock Identification Deputy will utilize the mobile fingerprint reader to identify the arrestee.
  5. If the Photo ID or the return on the mobile fingerprint reader do not match the information listed on the booking sheet, the arrestee will not be accepted for booking except under the following condition:
    - i. If the arrestee is being booked on new charges, the booking sheet may be amended by the arresting agency to accurately reflect the arrestee's identity. The Dock Identification Deputy will not amend the booking sheet.
    - ii. If an individual is being booked solely on a warrant, the booking sheet will not be amended, and the arrestee will not be accepted without the approval of the Watch Commander.
    - iii. If an arrestee is physically uncooperative and a fingerprint scan or Live Scan is required to verify identity, they may be accepted for booking

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without verification. The Watch Commander must be notified, and the arrestee's identity must be verified by Deputies as soon as possible.

- iv. Arrestees who have no form of identification and do not exist in any available databases may be accepted for booking once all available identification methods have been utilized and no identity is established. Watch Commander approval is required.

- 6. All rejections will be logged by the Dock Identification Deputy on the Wrong Defendant Log.
- 7. On all arrestees accepted for booking, a notation will be made on the Receiving Dock Log that their identity has been verified.

#### (d) Medical Screening Station

- 1. All arrestees must be cleared by the medical staff in the medical screening station prior to being booked.
- 2. Arrestees will be seated on the concrete benches at the receiving dock triage area in preparation for the medical staff review.
- 3. Correctional Health Services (CHS) Staff personnel will complete the Intake Screening and Triage form on all arrestees. The arrestee's responses to the questions will be recorded on the form, which has been approved by the Facility Health Authority. The screening process will include information about:
  - i. Current illness and health problems, dental problems, venereal diseases or infectious diseases.
  - ii. Medications being taken and/or special health requirements.
  - iii. Use of alcohol or drugs, types of drugs; frequency and most recent use that resulted in problems (e.g., convulsions, etc.).
  - iv. Current or past treatment for mental problems.
  - v. Any other physical problems of the arrestee.
  - vi. CHS observations of the arrestee's behavior, alertness, appearance, deformities, marks, and/or ability to move.
  - vii. All inmates, regardless of gender, will be provided information and education regarding the availability of family planning services by medical staff. This information will be provided via the Patient Health Information (PHI) form and the Family Planning Community Resources Information Sheet upon receiving screening by medical staff.
- 4. Arrestees who refuse to be interviewed by the medical staff and appears to be medically acceptable for booking may be approved for booking. The transporting officer must sign the "Screening/Triage" form attesting to the officer's perception of the arrestee's health condition.
- 5. When medically approved for booking, the nurse will sign the form and mark it appropriately. The nurse will initial both the "ill or injured" and the "additional information" sections indicating that these areas have been evaluated. The form

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will be handed to the officer for delivery to the Receiving Deputy as part of the arrestee's jail records.

6. The Receiving Deputy will review the "ill or injured" and "additional information" sections to ensure that the medical staff has initialed them. The Deputy will also ensure that any entries suggesting a mental health issue will be stamped in red at the top of the Pre- Booking form. If a required initial or stamp is not in place, the Receiving Deputy will not accept the booking, until the medical and/or mental staff can verify the form.
  - i. All Pre-Booking forms, which contain an entry suggesting a mental health issue, will be copied and delivered to the Classification Deputies.
7. Arrestees requiring immediate medical attention not available at the CJX will not be booked until such treatment is administered. CHS will inform the arresting/ transporting officer that he arrestee requires transport to a hospital for treatment. The arresting/ transporting officer will be required to arrange for the arrestee's transport to the hospital. If the officer refuses, they will be advised per Section 4015(b) of the California Penal Code that the CJX is not required to receive an arrestee until the arrestee's medical condition is such that the arrestee can be properly admitted into the jail. The medical screening nurse will make appropriate notations on the forms stating the reasons for hospital referral. Arrestees returned to the CJX after receiving such outside medical care must be re-examined by the medical screening staff.
8. Arrestees not requiring outside medical treatment, but who require follow-up medical or psychiatric treatment evaluation by the facility medical staff, will have their Pre-Booking forms marked in the "Medical Attention" box; the top of the form will be marked with "Medical." Any statements or entries made by the arresting agencies that suggest any form of mental impairment will be marked "Mental Health" in red letters at the top of the Pre-Booking form. After completing the booking process, these arrestees may be referred by the medical staff to a medical module.
9. If an inmate needs to be seen by the doctor, nurse practitioner or mental health staff, and no one is available during the initial triage screening, the medical staff will place a florescent orange paper wrist band on the inmate, identifying the inmate as one requiring medical/mental evaluation. These inmates will be returned to triage to be seen by the appropriate medical staff. Once properly uncuffed, the inmates will be placed into a holding cell.
10. Correctional Health Services (CHS) will evaluate these inmates within two hours of their initial booking.
11. The Operations Sergeant will handle all inquiries concerning the condition and/ or disposition of these inmates.
12. All requests by CHS for inmates to be escorted from the booking loop to the triage area will be made to the Receiving Deputy, who is responsible for directing and coordinating medical and mental health escorts from the booking loop to the triage/ medical area.

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13. If CHS determines an inmate must be seen and their medical or mental health condition requires review before they are released, CHS will complete a medical or mental health HOLD form. This form will be attached to the inmate's pre-booking paperwork. A copy of the Mental/Medical Hold form will be given to the Receiving Deputy advising that the inmate will NOT be released until a Medical or Mental Health practitioner has removed the hold. The Receiving Deputy will advise the Uncuff Deputies/Medical Observation Deputy not to complete the Cite and Release paperwork until the "hold" has been properly removed. The "hold" form will remain attached to the inmate's booking paperwork regardless of whether the inmate is housed or released.
14. If the medical/mental screening involves partial or full undressing of an arrestee, the exam booths behind the screening counter will be used. CHS practitioners may request the presence of the transporting officer(s), Deputies and/or the Operations Sergeant in situations in which the arrestee is uncooperative or otherwise problematic.

#### (e) Receiving Sally Port Entry

1. Upon receiving medical clearance and verification of an arrestee's identity, the arresting agency will receive permission from the Receiving Deputy to proceed into the building and escort their arrestee to uncuff.
2. The officer will enter the facility through the entryway of the Intake Release Center (IRC) Receiving Corridor and proceed into the sally port.
3. The electric sally port door is controlled by the Receiving Deputy who will open the door by remote control from the Guard Station.
4. The wall mounted speaker and a CCTV camera will assist the Receiving Deputy in determining if the officer and arrestee may enter the sally port.
5. At this point the arrestee is still in the officer's custody until an Uncuff Deputy takes custody of the arrestee.

#### (f) Self-Booking

1. The Visiting/Reception Deputy/SSO will notify the Receiving Deputy that a Deputy is needed to escort a "self-booking" inmate. No self-booking inmate will be refused without the Watch Commander's approval.
2. A Deputy will properly search the self-booking inmate, and escort them to the Triage area.
  - i. Disabled persons not able to access Triage via the Release corridor, may enter through the Pedestrian sally port.
3. All self-booking inmates will be escorted to the Medical Screening Station by a Deputy; a CHS nurse will prepare medical screening forms and interview the inmate.
4. Self-booking inmates requiring medical treatment elsewhere will be transported by Transportation Deputies. The Receiving Deputy will notify the Transportation

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Dispatcher of the need to transport the inmate for medical treatment. Inmates requiring hospitalization will then be booked as a hospital booking.

(g) Inmate Escort

1. Anytime a staff member escorts any number of inmates, an accurate headcount of all inmates shall be made before, during and upon completion of the escort. The staff member SHALL maintain direct visual contact at all times during the escort. If the staff member must engage in a task during the escort that will interrupt their direct visual supervision of the inmate(s) (e.g., unlocking doors, retrieving documents, etc.), an additional staff member must be present to maintain direct visual supervision until all inmates are secured and accounted for.

(h) Arresting Officers with Uncooperative Arrestees

1. When the Receiving Guard Station Deputy is alerted to the possibility of an uncooperative arrestee in the vehicle sally port, they shall take the following steps:
  - i. Immediately contact a Sergeant and/or the Watch Commander;
  - ii. Send Deputies to meet with the arresting officer in the Intake and Release Center Parking lot. One of the Deputies shall have a video camera to document the incident. Absent an exigency, a Sergeant shall be present before the uncooperative arrestee is removed from the vehicle;
  - iii. Until medically cleared, the uncooperative arrestee is still the responsibility of the arresting agency. However, nothing in this policy shall preclude Orange County Sheriff's Custody Staff with assisting the arresting agency with controlling the uncooperative arrestee;
  - iv. Any said assistance resulting in a use of force will be documented according to policy.
  - v. For additional information on uncooperative inmate procedures once booked into custody, refer to CCOM Section 3000.8 – Uncooperative Inmates.

### **3000.3 RECEIVING GUARD STATION**

#### **3000.3.1 REVIEWING DOCUMENTS**

- (a) Deputies at the Receiving Guard Station will fully review all arrest documents and Pre-Booking forms presented by the arresting/transporting officers in order to ensure legal custody of the arrestee.
1. If an arrestee is a sworn peace officer or an applicant for a position as a police officer, the Receiving Guard Station Deputy will notify the Watch Commander. The Watch Commander will make notification to the arrestee's agency. No notification will be made for non-sworn law enforcement employees.

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#### 3000.3.2 INITIAL DOCUMENTS REVIEW

- (a) Officers with arrestee(s) will stop at the Receiving Guard Station, and will present to the Receiving Deputy the following:
  - 1. Pre-Booking Record
  - 2. Medical Screening Form
  - 3. Declaration and Determination (Probable Cause for Warrantless Arrest)
  - 4. The arrestee's current physical location (e.g., IRC, Hospital, other)
  - 5. Any applicable legal detainer(s)
  - 6. Property Inventory form
- (b) The Receiving Deputy will review each form for completion and accuracy.
- (c) The Pre-Booking Record must contain:
  - 1. Arrestee's full name and birth date.
  - 2. Aliases, any claimed injury.
  - 3. Arresting agency name, date and time of arrest, arresting officer's name and badge number, arrestee's driver's license number and state of issuance.
  - 4. Arrestee's place of birth, citizenship, occupation, social security number.
  - 5. Sex, race, height, weight, hair color, eye color, build, complexion, marital status, telephone number.
  - 6. Scars, marks, tattoos, amputations.
  - 7. Home address, city, state, zip.
  - 8. Next of kin name, phone number, relationship.
  - 9. Address of relative.
  - 10. Jurisdiction, charges, warrant, or case number
  - 11. Telephone use by arrestee and verification by the officer.
- (d) Declaration and Determination (Probable Cause for warrantless Arrest) is required for all arrests that are felonies, misdemeanor arrests that are not cited and released, and misdemeanors that have any non-citable warrant or detainer attached.
  - 1. Arrestee's full name and residence address
  - 2. Birth date
  - 3. Charges
  - 4. Officer's name and agency
  - 5. Booking number
  - 6. Written summary outlining probable cause
  - 7. Date/time of arrest

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8. 36-hour expiration date/time
9. Current date and signature of Arresting Officer
- (e) Before an arrestee is accepted, the Receiving Deputy must confirm that a Probable Cause Declaration has been completed by the arresting agency. This can be confirmed one of two ways: Through the Probable Cause Declaration Portal, which will have record of electronically submitted Probable Cause Declarations, or a paper copy of the Probable Cause Declaration will be submitted when the arrestee is presented by the arresting agency. If the Receiving Deputy is provided a paper copy of the Probable Cause Declaration the Receiving Deputy will give the Receiving Correctional Services Assistant (CSA) or Sheriff's Special Officer (SSO) the paperwork and they will distribute the Declaration as follows:
  1. White - Inmate Records
  2. Blue - Detention Release
  3. Pink - Court
  4. Goldenrod - Arresting Officer
- (f) The Medical Screening Form will be placed in a tray for pickup by the Medical staff.
  1. The Receiving Deputy will confirm that:
    - i. The name and date of birth are accurate
    - ii. The "Acceptable for Booking" block is checked
- (g) The nurse has signed that the inmate is acceptable for booking
- (h) The Receiving Deputy will:
  1. Determine if the charges are "bookable."
  2. Verify that the arrestee is the subject identified on the Pre-Booking Record.
  3. Verify the officer's identity. Discrepancies on the Pre-Booking Record must be resolved with the officer. If the Receiving Deputy is notified by Uncuff Deputies that a strip/visual body cavity search will be performed on the arrestee, the Receiving Deputy will not book the inmate until the search is completed.
- (i) Once the Receiving Deputy has reviewed all documents, noted the arrestee's physical location, and accepted the booking, the Receiving Deputy will hand the Pre-Booking Form to the Receiving CSA or SSO who will input arrestee information into the computer. The computer will search the data base to determine if the person is a regular or a react booking and will assign a booking number as required. The Receiving Deputy will notify the Uncuff Deputies and 1st Floor Prowlers if the inmate is to be handled as either of the following:
  1. Expedite Booking: In some instances an inmate may need to be expedited but may not require medical housing (e.g., late term pregnancies, insulin dependent diabetics, wheelchair bound, excessively obese or elderly and hospital returnees).

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2. Civil bookings or remands: All Persons detained under a civil process shall not be kept or put in the same room with someone that has been detained under a criminal process (per Penal Code Section 4002). While on the booking loop, when a subject is secured in a holding cell, a "CIVIL" placard shall be placed on the holding cell door.
  - i. The Receiving Guard Station Deputy will assign an available Deputy to escort the inmate through each phase of the booking process (e.g., ID, shower, classification, etc.). After the inmate has been classified, the assigned Deputy will escort the inmate to their assigned housing location.
  - ii. It is also the responsibility of the Receiving guard station Deputy to notify the Operations Sergeant of all expedites.
  - iii. A personal property and money inventory form will be generated.
- (j) The booking number will be printed on the Pre-Booking Form.

#### 3000.3.3 BAIL CALCULATION

- (a) Bail: If the booking is pursuant to a warrant or other court document, the bail amount will be that which is documented on the warrant or court document. If the booking is a misdemeanor or a felony or a combination of charges without a warrant or other court document, compute the bail using the Misdemeanor or Felony Bail Schedule and use the highest bail amount.
- (b) Multiple Misdemeanor Charges:
  1. If the arrestee is charged with multiple misdemeanors (excluding vehicle code misdemeanors), bail amount will be established based upon the criminal offense having the highest bail amount listed in the Misdemeanor Bail Schedule.
  2. If the charges are multiple vehicle code misdemeanors, the bail is that of the highest single vehicular offense.
- (c) Combination of California Vehicle Code (CVC) and California Penal Code (CPC) misdemeanors:
  1. Use only the highest single misdemeanor bail amount.
- (d) Felony charges:
  1. Bail amount will be established based upon the offense having the highest bail amount as listed in the Felony Bail Schedule.
  2. If the arrestee is charged with a felony and a misdemeanor, the bail amount will be established based upon the felony offense having the highest bail amount listed in the Felony Bail Schedule. The arresting officer is permitted to book the arrestee to both the felony and misdemeanor.
- (e) Fugitive Charges:
  1. Section 1552.1 of the Penal Code has been amended to prohibit bail on a fugitive complaint on persons charged with an offense punishable by death or

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life imprisonment in the demanding state, or if the person has been convicted of a felony in that state and is alleged to have escaped or violated parole.

2. Therefore, fugitive bookings of this nature will be listed as NO BAIL. All other fugitive bookings will carry a bail of \$50,000.00 as specified in the bail schedule.
  - i. List state in the charge block
  - ii. Jurisdiction will be Central Justice Center (CJC) for Extradition Hearing

(f) Governor's Warrant:

1. There is no bail on a Governor's Warrant. Bail can be set only upon a Writ of Habeas Corpus proceeding and then only after the writ has been served upon the Division Commander of the Investigations Division, or, in their absence, the Patrol Watch Commander.
2. If a notice of bail is received, the Records Manager, or, in their absence the Operations Sergeant, will be notified to determine whether the writ has been properly served.

(g) Bail For Bond Surrender Bookings

1. The bail amount on the original charge will be the bail amount to be posted.

(h) Declaration In Support Of Motion to Increase Bail:

1. The arresting officer may request that the arrestee's bail be increased.
2. The Receiving Deputy will provide the arresting officer with a copy of the Declaration form upon request.
3. "NOT SET" will be written in the bail box.
4. The Receiving Deputy will staple the completed form to the Pre-Booking Record.
5. Inmate Records will time stamp the Declaration at the time of booking.
6. The Records Supervisor will notify the Pre-Trial Services Officer of the Declaration. The Pre-Trial Services Officer will contact the "on-call" judge, who will set bail.
7. One copy of the Declaration will be given to the Pre-Trial Services Officer and one copy will be placed in the inmate booking file. The original will be placed in the appropriate court file for forwarding to the court.
8. If the Declaration pertains to the booking charge, the Records clerk will use the "Other Activity" section of the History Card to document that a Declaration was filed, and the time and date it was filed according to the time stamp on the Declaration.
9. When a copy of a Declaration is received with an inmate transferred from a city jail and the Declaration has been acted upon by the court, we will accept the Declaration and bail setting if the police department has noted the judge's name, the amount of bail set and the signature of the police officer accepting the bail settings.

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10. Refer to the applicable rule(s) in the Uniform Bail Schedule for infractions of the California Vehicle Code.

#### 3000.3.4 BOOKING WITHOUT A WARRANT

- (a) Misdemeanor:
  1. Single or multiple misdemeanor charges are acceptable if they are from the same jurisdiction and agency. Criminal and vehicle charges may be on the same Pre-Booking Record if requested by the arresting officer.
- (b) Felony:
  1. Single or multiple felony charges are acceptable if they are from the same jurisdiction and agency.
- (c) Misdemeanor and Felony:
  1. Misdemeanor and felony booking charges are acceptable on the same Pre-Booking Record if they are from the same jurisdiction and agency. The arresting or transporting officer will be advised that when a subject is booked by one agency, and there is a felony charged by another in-county agency, supplemental booking to that charge will be done on authority of a teletype requesting the booking and the charge to be booked. When booked to local charges and there is an out-of-county charge without a warrant, the Receiving Deputy will obtain the warrant or warrant abstract to be placed as a hold.
- (d) Violation of State Parole - Not presently accepted into the CJX, however, if there is a change in policy approved by the Assistant Sheriff of Jail Operations, the following is applicable:
  1. Use the applicable code section as furnished by the Parole Officer. Record the jurisdiction as Parole and Community Services. The arresting agency will normally be noted as Parole and Community Services, but may be a local police agency.
- (e) Violation of Parole-California Youth Authority:
  1. Book the prisoner on a charge of "Violation of Parole - California Youth Authority" and record the jurisdiction as California Youth Authority (CYA). Accept the inmate only when the booking is by a CYA Agent, or upon a CYA written authorization (teletype must have physical description). In the latter case, the arresting agency books the inmate for CYA.
- (f) Violation of Immigration - Not presently accepted. However, if the Assistant Sheriff of Custody Operations authorizes a change in policy, the following will be applicable.
  1. The booking charge will be recorded as "Violation of Immigration," and the jurisdiction will be the Immigration and Customs Enforcement (ICE). The inmate will only be accepted when the booking is by an ICE Agent, or upon ICE written authorization (teletype must have physical description). In the latter case, the arresting agency would be the one booking the inmate for ICE.
- (g) Military Deserters:

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1. Military Deserters are not accepted at any jail facility.
- (h) Enroute Bookings:
  1. If approved by the Watch Commander, out-of-county or out-of-state law enforcement agencies may book an arrestee for a limited time while the inmate awaits transportation to another jurisdiction. The inmate will be booked as an "ENROUTE" booking. A criminal charge is not required. Jurisdiction will be the law enforcement agency having custody of the arrestee.
    - i. A private transportation company must provide a court order from a California court directing OCSD to accept the prisoner as an ENROUTE booking.
- (i) Legal Documents:
  1. The transporting officer's copy of the custody documents must be obtained for inclusion with the booking record. The Pre-Booking record will list the charge as "ENROUTE BOOKING".
    - i. **DATE AND TIME OF PICK UP:** At the top of the Pre-Booking Record write the date and time that the arrestee will be picked up. This will inform Inmate Records of the time the arrestee should be ready for pick up.
- (j) Violation of County Probation:
  1. The booking charge will be recorded as "Violation of Probation".
    - i. **BOOKING ON A WARRANT:** The warrant will have the court jurisdiction noted on the face of the warrant.
    - ii. **BOOKING WITHOUT A WARRANT (PC 1203.2):** Determine from the Probation Officer which court has jurisdiction, the time and date of court appearance (must be within 48 court hours), and the case number. Record this information on the Pre-Booking Record on the line above the charge.
    - iii. If the arresting officer has not determined the time and date, the booking will still be accepted. The Receiving Deputy will inform the Watch Commander explaining the circumstances of the arrest, the name and number of the Probation Officer (if available), give them a copy of the Pre-Booking form. If the Watch Commander chooses to accept the booking, a Records Supervisor may call Probation if an element of arrest is missing, i.e. court date, bail, jurisdiction, etc.
- (k) Out of County Probation Holds are not accepted.

#### 3000.3.5 BOOKING - DETENTION ONLY

- (a) CPC 849(b) (2) states: "Any Peace Officer may release from custody, instead of taking the person before a magistrate, any person arrested without a warrant whenever:"
  1. They are satisfied that there are insufficient grounds for making a criminal complaint against the arrested person.

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2. The person was arrested for intoxication only and no other proceedings are desirable.
  3. These sections do not apply to persons arrested for driving under the influence of alcohol and/or drugs.
- (b) Persons arrested for CPC 647(f) or any city municipal code or county ordinance for public and/or private intoxication will be treated like any other misdemeanor street arrest. For more information about processing citation and release, refer to CCOM Section 3000.3(f) - Processing Citation and Release.

#### 3000.3.6 PROCESSING CITATION AND RELEASE

- (a) Misdemeanor Street Arrests (no warrant):
1. In accordance with the OCSO Policy Manual ([Lexipol](#)) Section 327 – Cite and Release Policy for Misdemeanor Non-Warrant (Street) Arrests, most misdemeanor street arrests should be cited and released in the field. A misdemeanor street arrest should not be accepted for booking unless the arrest is exempt from being booked and released in the field as generally required by Penal Code section 853.6. In the event a misdemeanor street arrest is brought to IRC for booking the following policies apply:
    - i. IRC will not accept for booking a Misdemeanor Street Arrest (no warrant), including misdemeanor municipal code violations, unless the arrest meets one of the following criteria:
      - A. The person was arrested for a misdemeanor violation of a protective order involving domestic violence as defined in subdivision (b) of PC 13700 (PC 853.6(a)(2)).
      - B. The person was arrested pursuant to a policy as described in PC 13701, which mandates law enforcement agencies response to domestic violence calls (PC 853.6(a)(2)).
      - C. The person was arrested for a crime specified in PC 1270.1, including a crime defined in each of the following: (1) PC 243(e)(1); (2) PC 273.5; (3) PC 273.6 if the detained person made threats to kill or harm, has engaged in violence against, or has gone to the residence or workplace of, the protected party; and (4) PC 646.9 (PC 853.6(a)(3)).
      - D. The arresting officer indicates by completing the Pre-Booking Record that one or more of the provisions in PC 853.6(i) (1)-(12) apply to the arrestee.
  2. Book and Release from IRC
    - i. If a misdemeanor street arrest is accepted for booking because the arresting officer completes the Pre-Booking Record indicating that one or more of the provisions of 853.6(i)(1)-(12) apply to the arrestee, the arrestee may be cited and released after booking from IRC pursuant to the provisions of Penal Code section 853.6(a). If the Receiving Deputy or their

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Watch Commander determines to cite and release an arrestee pursuant to this provision, the Receiving Deputy or their Watch Commander is required to prepare and give the arrestee the written notice to appear pursuant to Penal Code section 853.6.

- ii. In rare cases, it may be impractical for a Sheriff's Deputy, as the arresting officer, to release a person arrested for misdemeanor offenses in the field as required by the OCSD Policy Manual ([Lexipol](#)) Section 327.3.1 – Field Citations. The Deputy has the option to book the arrestee into the jail, to be cited and released after the booking process, only with Department Commander approval. The Deputy will articulate the reason for the request on the Pre-Booking Record on the back of the Deputy's (yellow) copy. The Deputy will seek approval from the Department Commander through the field supervisor. If the Department Commander approves the booking the Deputy will indicate the name of the Department Commander that approved the request along with the date and time on the back of the Pre-Booking Record.
  - iii. A first floor Deputy in the Receiving area will process Cite and Release forms, prints, etc.
- (b) Arrests for Violation of Probation (PC 1203.2):
- 1. Misdemeanor arrests for violation of probation made by Orange County Probation may be booked into the jail and will not be subject to cite and release. We will also accept arrestees brought in on a misdemeanor probation violation when transported by a law enforcement agency for Orange County Probation.
- (c) Felony Warrants & Felony Bench Warrant:
- 1. All felony warrants are accepted for booking.
  - 2. An exception will apply when an out-of-county issuing authority specifically requests that citations be issued to wanted persons for warrants originating from their jurisdiction.
- (d) Misdemeanor Warrants & Misdemeanor Bench Warrants:
- 1. All misdemeanor warrants and misdemeanor bench warrants will be cited and released unless one of the following is met:
    - i. Conditions existing under PC 827.1 prohibiting cite and release will be applied to all misdemeanor warrants and misdemeanor bench warrants:
      - A. The misdemeanor cited in the warrant involves violence.
      - B. The misdemeanor cited in the warrant involves a firearm.
      - C. The misdemeanor cited in the warrant involves resisting arrest.
      - D. The misdemeanor cited in the warrant involves giving false information to a peace officer.
      - E. The person arrested is a danger to himself or herself or others due to intoxication or being under the influence of drugs or narcotics.

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- F. The person requires medical examination or medical care or was otherwise unable to care for his or her own safety.
- G. The person has other ineligible charges pending against him or her.
- H. There is reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be immediately endangered by the release of the person.
- I. The person refuses to sign the notice to appear.
- J. The person cannot provide satisfactory evidence of personal identification.
- K. The warrant of arrest indicates that the person is not eligible to be released on a citation.

Examples of charges meeting these criteria are listed below:

CPC 137 (All sections)	CPC 241 (All sections)	CPC 399.5	CPC 673
CPC 139 (a) or (b)	CPC 242	CPC 404.6	CPC 17510
CPC 140 (a)	CPC 245 or 245.5	CPC 524	CPC 26350
CPC 148 (a)(1)	CPC 246 or 246.3	CPC 588a	CPC 26500
CPC 148.1	CPC 247 (All Sections)	CPC 596	CPC 27500
CPC 148.3	CPC 261.5(b)	CPC 597 (All Sections)	CPC 27505
CPC 148.5	CPC 262	CPC 602.10	CPC 27510
CPC 148.7	CPC 266 c, g	CPC 626.9	CPC 27515
CPC 148.9	CPC 273a (a), (b)	CPC 647(a)	CPC 27520
CPC 148.10	CPC 273.5	CPC 647(d)	CPC 27530
CPC 149	CPC 273.6	CPC 647(j)(All Sections)	CPC 27540
CPC 151(a)	CPC 286	CPC 647(i)	CPC 27555
CPC 153	CPC 288 (All Sections)	CPC 647.6 (All Sections)	CPC 29805
CPC 166	CPC 289 (All Sections)	CPC 651	CPC 29815
CPC 171 b, c, or d	CPC 290 (All Sections)	CPC 664	CPC 29820
CPC 171.5(b) – If Firearm	CPC 314 (All Sections)	CPC 23900	CPC 29825
CPC 171.7(b) – If Firearm	CPC 347 (All Sections)	CPC 23920	CPC 30605
CPC 186.22	CPC 347b	CPC 24410	CPC 30610
CPC 192 (c – All sections)	CPC 368 (All Sections)	CPC 24510	CPC 31500
CPC 192.5	CPC 408	CPC 24610	CPC 31615
CPC 217.1	CPC 415(1)	CPC 24710	CPC 32000
CPC 219.2	CPC 415.5(1)	CPC 25100	CPC 33210
CPC 240	CPC 417 (All Sections)	CPC 25200	CPC 33600
CPC 243 (All Sections)	CPC 418	CPC 25300	<b>Vehicle Code</b>
CPC 243.4 (All Sections)	CPC 422	CPC 25400	CVC 31
CPC 244 (All Sections)	CPC 422.6	CPC 25800	CVC 2800(a)
CPC 244.5	CPC 452 (All Sections)	CPC 25850	CVC 2800.1(a)

- ii. Any warrant involving a sex crime (not previously listed).
- iii. Any warrant involving the misdemeanors which may not be cited and released under PC 853.6(a)(2) and (a)(3) as follows:
  - A. Misdemeanor violation of a protective order involving domestic violence as defined in subdivision (b) of PC 13700 (PC 853.6(a)(2)).

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- B. Misdemeanor violation of a statute specified in PC 1270.1, including each of the following: (1) PC 243(e)(1); (2) PC 273.5; (3) PC 273.6 if the person made threats to kill or harm, has engaged in violence against, or has gone to the residence or workplace of, the protected party; and (4) PC 646.9 (PC 853.6(a)(3)).

- (e) Medical Screening/Triage:

- 1. All arrestees will be medically screened before booking.

- (f) Receiving Deputy:

- 1. The Deputy will accept and review the Pre-Booking Record and Statement of Booking form. After approval for the booking, the forms will be given to the Receiving CSA or SSO for processing.
  - 2. The booking number will be written on the Statement of Booking Officer form and the form will be retained for pickup by the medical staff.
  - 3. The booking number will be written on the Pre-Booking Record and the arresting officer will be given their copy.
  - 4. The Receiving Deputy will complete a "Notice to Appear" form which will include the necessary information:
    - i. Name - last, first, middle
    - ii. Date of birth
    - iii. Booking Number
    - iv. Case number - arresting agency's case number
    - v. Charge - all charges as listed on the Pre-Booking Record
    - vi. Arresting agency
    - vii. Appearance Date - a date thirty (30) days from the date of release; excluding Saturday, Sunday, and holidays. No Friday appearance at North Justice Center for Cite and Releases.
    - viii. Court - check the appropriate jurisdiction
    - ix. Booking required - check on all releases
    - x. The Pre-Booking Record and Arrest Summary report will be given to the Uncuff Deputy.

#### 3000.3.7 FUGITIVE BOOKING

- (a) Persons apprehended who are wanted by law enforcement agencies outside the State of California shall be handled as Fugitive Bookings.
- (b) The Receiving Deputy will require proper apprehension authority, which includes:
  - 1. Certified copies of the demanding state's complaint and warrant
  - 2. A full physical description and/or photograph

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3. A commitment by the demanding agency that upon the subject's apprehension, should the subject refuse to waive extradition, formal extradition proceedings will be initiated.
- (c) A subject may be booked into the CJX on a fugitive charge when the arresting officer presents the Receiving Deputy with a teletype NCIC "hit" or a teletype Warrant Abstract stating that the subject is charged with a crime punishable by imprisonment for a term exceeding one year or by death [i.e., felony, or in some states, high misdemeanor (PC 1551.1)]
- (d) The booking charge will specify "FUGITIVE," the offense, and jurisdiction for which the arrest was made (i.e., FUGITIVE - STATE OF ARIZONA (BURGLARY). Local jurisdiction will be the Central Justice Center (CJC).
- (e) Immediately upon receipt of a fugitive booking, the Receiving Deputy will concur with the Records Supervisor that the required apprehension authority and all information and papers pertaining to the arrest are delivered to the Orange County Sheriff's Department Fugitive-Warrant Division. A copy of all relevant documentation will be retained in the inmate's jail file.
- (f) The Sheriff's Department's Fugitive-Warrant Division will initiate a Fugitive Division Detainer Notice, and send it to Inmate Records to be placed in the inmate's file, along with the proper paperwork for a legal detainment. This Detainer will serve as notice to jail personnel to notify the Sheriff's Fugitive-Warrant Division prior to release of the inmate. This precludes a release error when other charges are pending.

#### 3000.3.8 GOVERNOR'S WARRANT

- (a) The inmate will be booked to a copy of the Governor's Warrant. The original Governor's Warrant will be forwarded to the Sheriff's Fugitive-Warrant Division. Only the Sheriff is authorized to sign the original document following the completion of all court proceedings.
- (b) The charge will read, "CALIFORNIA GOVERNOR'S WARRANT." Jurisdiction is Superior Court.
- (c) The day after being booked, the inmate will be arraigned in court. A copy of the Writing and any bond receipts will be forwarded to the Sheriff's Department's Fugitive- Warrant Division.
- (d) Supplemental Bookings: If an inmate is in custody on a fugitive charge and the inmate is arraigned on a Governor's Warrant, the fugitive charge will be dismissed by the court.
  1. To proceed with the supplemental booking, a copy of the California Governor's Warrant should be forwarded to Inmate Records by the Sheriff's Department's Fugitive-Warrant Division or prepared from the original by Inmate Records.
- (e) Fugitive Detainer Notice: The Sheriff's Department's Fugitive-Warrant Division will initiate a Detainer Notice and will deliver it to Inmate Records to be placed in the inmate's file, along with the proper paperwork for a legal detainment. The Detainer will serve as a notice to CJX Personnel to notify the Sheriff's Department's Fugitive-

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Warrant Division prior to release of the inmate. This minimizes CJX exposure to a release in error when other charges are pending.

#### 3000.3.9 FBI BOOKING

- (a) All FBI bookings will reflect the applicable U.S. Code Number as furnished by the agent. The jurisdiction will be the U.S District Court. The Watch Commander must approve all FBI bookings. Under normal conditions, they are referred to the U.S. Marshal's Office.

#### 3000.3.10 REVOCATION OF COUNTY PAROLE

- (a) A warrant of arrest issued by the County Board of Parole Commissioners will be noted on the booking record as "Revocation of County Parole." The jurisdiction will be recorded as County Parole Board.

#### 3000.3.11 STOLEN VEHICLE BOOKING

- (a) When an arrestee is brought to the CJX to be booked as the result of being arrested, while in possession of a stolen vehicle, the following procedures will apply:
  - 1. If the vehicle was reported stolen in the same jurisdiction where the arrest was made, normal booking procedures apply.
  - 2. If the vehicle was reported stolen in a different jurisdiction within the State of California than where the arrest occurred, the following procedure will apply:
    - i. The booking charge will normally be CPC 496d (a), however CVC 10851 or CPC 487(d) (1) or any other legal booking charge is acceptable.
    - ii. All correspondence or contact with the agency reporting the vehicle theft will be done by the arresting agency.
    - iii. If the arresting agency desires to sign an "Arresting Agency Order for Release"), the Receiving Deputy should provide the form for the arresting officer. The signing of this form does not alter Jail Operations procedure. The arrested person will be sent to court per standard timing and procedures. If no legal booking authority (warrant, abstract, etc.) is received from the reporting agency, the arrestee will be released at the expiration of the statutory time limit for arraignment. For agencies outside of Orange County, the five-day pick-up statute does not apply, unless the arrestee (inmate) is booked for that agency's jurisdiction. No change if the vehicle was stolen in another state.

#### 3000.3.12 WARRANT BOOKING

- (a) Obtaining and Booking to the Automated Warrant
  - 1. Since outside agencies are interfaced with the warrant database(s), officers may arrive at the CJX with a warrant abstract in their possession. In this case, the abstract is handled per normal procedure, except that a return of service sticker or stamp will be affixed to the back of the abstract and the arresting officer will complete the return. This applies only to automated warrant abstracts.

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- (b) When an officer from an outside agency arrives with an arrestee with only the information that there is an outstanding warrant, the arresting officer will call the [REDACTED]
1. If the warrant number supplied by the arresting officer is incorrect, the computer will show "no warrant". In this event, the arresting officer is responsible for contacting their office to obtain the correct number.
  2. When the abstract is received in the [REDACTED], the arresting officer will complete the service return and then the booking will be handled as a routine booking.
  3. If there are multiple local warrants, a service return must be placed on each abstract and will be completed by the arresting officer.
- (c) "Work Copies" Not Acceptable
1. Local agencies will have a "work copy" which looks like a standard warrant but has the word "INFORMATION" stamped on its face. Work copies contain the same information appearing on a warrant, except the name of the issuing judge. No one will be booked to a work copy. An abstract request must be completed and the arrestee booked to the abstract when it is received from the Warrant Division.
- (d) Abstract Pulled in Error
1. If an abstract is pulled from the computer in error, the abstract will be given to the arresting officer with instructions to deliver the abstract to his Headquarters Records Division, who will then notify the court for re-entry into the warrant database.
- (e) Abstract Warrants
1. Abstracts of warrants will be accepted provided they are received by telegraph, teletype or any other electronic device and contain the information required by P.C. 850(b). Additionally, many counties prepare their warrants in triplicate; first copy the original, second copy distinctly marked "abstract," and the third copy is a record supplement. This type of abstract warrant will also be accepted.
- (f) Copies
1. The Sheriff's Department will only accept certified and properly stamped copies of warrants. This does not include a copy of a certified copy. Though a copy of a warrant may contain all of the information required in P.C. 850, the certification stamp is required.
  2. Without proper certification, there is no assurance that it is the only copy of the original.
- (g) Multiple Warrants
1. Arrestees with multiple warrants will be booked under the following priority: a) in-county warrants before out-of-county; b) felony before misdemeanor; and c) highest bail amount when warrants are of the same classification (e.g., two

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misdemeanor warrants, book to the one with the highest bail amount). During the initial booking, arrestees will be booked on only one warrant using the above priority listing. Additional warrants accompanying the inmate, whether from the same jurisdiction, another Orange County jurisdiction or from another California County, will be accepted by the Receiving Deputy and forwarded to Inmate Records. Enter or stamp the words, "SUPPLEMENTAL BOOKING" at the top of the Pre-Booking Record whenever an arrestee is booked on more than one in-county warrant. Enter or stamp the word "HOLD" whenever the additional warrants are out-of-county.

(h) Holds

1. Additional out-of-county warrants will be holds. Stamp or enter the word "HOLD" at the top of the Pre-Booking Record when the additional warrants are from another county.

(i) Service Endorsement

1. Only those warrants actually used for booking or supplemental bookings are to have the service endorsement completed. The endorsement is not completed on warrants accepted as holds. On teletype warrants, the stamp will be used and signed off by the arresting or transporting officer.

(j) Notice Required on Out-Of-County Warrants

1. All persons arrested and booked on an out-of-county warrant must be advised in writing of their right to a local court appearance per CPC 821-822. If the warrant is not so endorsed, affix the stamp provided in the Receiving Guard Station and have the arresting or transporting officer complete and sign the endorsement.

- (k) If an arrestee is booked to a warrant and they protest that they are not the individual named in the warrant, the arrestee and warrant information will be forwarded to Classification staff for confirmation.

### 3000.3.13 COURT RETURNED NEW BOOKING

(a) Defined

1. Inmates who were not in jail custody, but have been remanded to the custody of the Sheriff by the court.

(b) Receipt of Court Papers

1. The Receiving Deputy will receive a Pre-Booking Record with a copy of the court papers attached. The transportation Deputy will be responsible for delivering the original court papers to the Commitment Clerk.

(c) Sentenced and Unsented Commitments

1. Whenever an inmate is received as a new booking from court and is accompanied by both, a commitment to time in an Orange County Jail facility, and a remanding order or temporary commitment, they will be booked to the Remanding Order or the superior Court Temporary Commitment. Superior Court Temporary Commitments are a single form by which a person can be

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"remanded" to the Sheriff's custody for future appearances, serve time in an Orange County Jail facility, or can be sent to state prison. The Receiving Deputy will forward commitment papers to Inmate Records after they stamp the word "SUPPLEMENTAL" on the top of the Pre-Booking Record and the court commitment paper.

#### 3000.3.14 BAIL/BOND SURRENDER BOOKING

- (a) Periodically a Bail/Bond Surrender arrest may be delivered to the jail. The defendant may be surrendered by the bondsman to the custody of the Sheriff any time prior to the scheduled appearance (as shown on the bond or bail slip) or after the scheduled appearance if the defendant failed to appear (as indicated in a certified copy of the minute order issued by the court).
- (b) Surrender Prior to Appearance Date: If the bondsman is surrendering the defendant prior to the scheduled appearance date, they need only furnish a certified copy of the bond or bail slip and an appropriate means of identification for the defendant.
  - 1. Acceptable identification is as follows: - Valid U.S. Government issued picture ID card (ex. State Driver's License, Identification Card, etc.).
    - i. Valid Passport
    - ii. Valid United States Military Identification Card
    - iii. US issued Naturalized Citizen Card
    - iv. Matricula Consular Card issued after April 22, 2002.
  - 2. If the bondsman is unable to furnish identification, Classification staff will attempt to make positive identification through previous booking record, DMV photo, or Cal ID.
- (c) Surrender after scheduled appearance date: If the defendant failed to appear in court as scheduled, the bondsman must provide the jail with a certified bond surrender issued by the court, stating the defendant failed to appear.
- (d) When the arrestee is not in custody at the jail, the surety company agent will bring the arrestee to the Visiting Guard Station and shall present the Visiting Guard Station SSO with the appropriate documentation and a completed Pre-Booking Record. The Visiting Guard Station SSO will notify the Receiving Guard Station Deputy. The Receiving Deputy will send a Deputy to Visiting and take custody of the arrestee.
  - 1. The booking charge shall specify Bail/Bond Surrender and the original charge.
  - 2. The court date is set as with any other "on site" booking.
  - 3. A copy of the certified bond/bail slip and minute order (if applicable) is retained in the inmate's jail file with copies being forwarded to the court where the appearance will be made.
- (e) When the person named on the bond/bail slip is in custody, records staff will determine if the subject has been booked to the charges listed on the bond.
  - 1. If the subject has already been booked to the charges on the bond/bail slip, the Inmate Records Supervisor must refuse the surrender and direct the surety

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company agent to the Orange County Court of jurisdiction in the case in order to obtain an Exoneration Order.

2. If the subject has not been booked to the charges, the records staff will accept the paperwork and process a Supplemental Booking Record.
- (f) Out-of-county bail/bond surrenders will not be accepted. The surety agent will be directed to the jail in the correct jurisdiction.
  1. The arrestee's appearance in the court of jurisdiction cannot be assured out of county.

#### 3000.3.15 QUICK RELEASE BOOKING

- (a) When known "Quick Release" bookings are received, the Receiving Deputy will write "Q.R." on the Pre-Booking Record and inmate copy of the Booking Slip. If a suspect has reported to the CJX for a court ordered line-up, the Receiving Deputy will write "QROR LINEUP ONLY" on the Pre-Booking Record and inmate copy of the Booking Slip. The only bookings which will be considered Quick Releases are those persons who have the actual immediate availability to leave jail custody after being processed through the Receiving, Uncuff/Search, Booking, Identification, and Release areas. This includes any person who reports to the CJX for a court ordered line-up to be conducted at the Central Men's Jail (CMJ) or Central Women's Jail (CWJ).

#### 3000.3.16 JUVENILE BOOKING

- (a) If the Receiving Deputy determines at the time the Pre-Booking Record is being completed that the arrestee is a juvenile, the arrestee will be returned to the arresting or transporting officer and not admitted to the jail facility. A juvenile will only be accepted by a Superior Court document remanding them to the custody of the Sheriff's Department. The court of appearance must be an adult court and the charge must be one of those listed in WIC 707.
  1. The juvenile must be certified to be tried as an adult.

#### 3000.3.17 ADULT BOOKED ON JUVENILE COURT WARRANT

- (a) If an arrestee 18 years or older is received on a Juvenile Court warrant, the Receiving Deputy will accept the arrestee as any adult booking.

#### 3000.3.18 HOSPITAL BOOKING

- (a) Due to a variety of circumstances certain arrestees are not medically able to be booked into an Orange County Jail facility at the time of arrest. The Orange County Sheriff's Department will not accept new bookings requiring hospitalization unless one of the following criteria is met:
  1. The arrestee meets the requirements to be admitted into the [REDACTED]
  2. The arrestee has been arraigned and remanded to the custody of the Sheriff.
  3. The arrestee is treated, discharged from the hospital, and meets the medical screening requirements at triage.

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- (b) Hospital Custody Transfer Process: The arresting officer/agency must retain responsibility and custody of arrested person(s) until the arrested person(s) is admitted into the hospital (not the emergency room) and the steps outlined below have been completed.
1. The arresting officer should notify the IRC Receiving Guard Station Deputy of their intent to schedule an out of court arraignment (bedside arraignment) 24 hours in advance if possible. In addition, the date, time and location of the arraignment should be provided. The Hospital Booking Notification Form should be completed by the IRC Receiving Guard Station Deputy and provided to the IRC Operations Sergeant.
  2. A copy of the Remand Order from the court official issuing the order must be provided.
  3. The completed Pre-booking Record form (without a booking number) will be provided by the arresting agency.
  4. The arrestee's property and completed Property Inventory Receipt will be provided by the arresting agency.
  5. The IRC Receiving Guard Station Deputy will return the officer's copy of the Pre-booking Record form without a booking number.
  6. The IRC Receiving Guard Station Deputy will verify with the hospital that the arrestee has been admitted.
  7. The IRC Receiving Guard Station Deputy will notify the IRC Operations Sergeant that the arrestee has been remanded to the custody of the Sheriff. Additionally, information on what hospital the arrestee was admitted to and the time the arrestee was remanded to the custody of the Sheriff will be provided to the IRC Operations Sergeant.
  8. The IRC Operations Sergeant will dispatch a Deputy to relieve the arresting agency at the hospital. We will make every effort to relieve the officer at the hospital within 4 hours of notification that the arrestee has been remanded to the custody of the Sheriff.
  9. When the Deputy arrives, he or she will call the IRC and request a booking number to give to the arresting agency.
  10. The Theo Lacy Facility (TLF) Operations Sergeant will be notified by the IRC Operations Sergeant of the details of the transfer of custody. TLF staff will then be prepared to take over security responsibilities of the inmate at the hospital within 24 hours.
  11. A copy of the Pre-booking Record form will be stamped "Hospital" and provided to IRC Classification staff.
- (c) Exceptions & Exigent Circumstances to Hospital Bookings:
1. Outside Agencies - In certain circumstances emergency conditions may exist in the arresting agency's jurisdiction making it difficult or impossible for the agency to maintain custody and provide security of a hospitalized arrestee in addition to

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managing the emergency. Should such an exigency exist, the arresting agency's Watch Commander should contact the IRC Watch Commander and request assistance. If a mutual agreement can be reached the IRC Watch Commander will make arrangements for the Sheriff's Department to take custody of the arrestee.

2. OCSD Patrol Operations Divisions – During certain emergency conditions making it difficult or impossible for the Patrol Operation Division to maintain custody and provide security for the arrestee, OCSD Patrol Divisions should contact the IRC Watch Commander and request assistance. If staffing levels permit and a mutual agreement can be reached, the IRC Watch Commander may authorize a Deputy to respond to the hospital to assist with security while the custody transfer process is being completed. Any overtime or other financial costs associated with custody operations providing security for a patrol operations arrestee will be the responsibility of the Patrol Operations Division requesting assistance.

#### 3000.3.19 SEPARATION REQUEST

- (a) The arresting officer can request a Separation Request. A completed Separation form will be processed by Classification staff. The first floor Deputies will affect the actual temporary separation in the Uncuff/Booking area.

#### 3000.3.20 ESCAPE RISK

- (a) When information is received indicating that an inmate is an escape risk, the Receiving Deputy will notify Classification staff and the Housing Sergeant.

#### 3000.3.21 INMATE NOT BOOKED

- (a) Whenever an inmate has been accepted and their name entered in the Jail Management System (JMS) and for any reason is thereafter released prior to the time they are booked by Inmate Records (e.g., inmate discovered to be a juvenile), the name will not be removed from the system. The Receiving Deputy will fill out in duplicate an Arresting Agency Order for Release and a Property Release Authorization form. The original of each form, including the Pre-Booking Record, will be forwarded to Inmate Records once the inmate's property and the inmate is released to the arresting agency. The copies of the two forms will be forwarded with the arresting or transporting officer.
  1. The Receiving CSA or SSO must call to retrieve the Headquarters Records copy of the Booking Notice and the Warrant Division Booking Notice (after the warrant check is made). The Property Inventory will also be retained. These documents and a memo explaining the erroneous booking will be hand carried to the Records Supervisor for processing.

#### 3000.3.22 DETAINER

- (a) Request to Detain Prisoner

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1. An officer of the agency requesting an inmate to be detained after the inmate would otherwise be released from custody, will personally appear at the Receiving Guard Station and complete a Request to Detain Prisoner form.
- (b) Requesting Agency
  1. Normally, this request will be used by I.C.E., F.B.I., A.T.F., C.I.A., Parole and Community Service Agency, California Youth Authority, Orange County Probation Department and the Military Police.
- (c) Verify Inmate in Custody
  1. The Receiving Deputy will verify the inmate is in custody and will obtain any other necessary information from Inmate Records.
- (d) Review Request
  1. The Receiving Deputy will review the Request to Detain Prisoner form to verify that all information is correct, legal and legible. Any discrepancy or problem with the request will be resolved with the officer placing the request. If necessary, the Operations Sergeant will be contacted for assistance.
- (e) Disposition of Form
  1. The original form will be forwarded to Inmate Records to be filed in the inmate's booking file and the copy will be given to the officer completing the request.

#### 3000.3.23 SYSTEMS OPERATION

- (a) Public Address System
  1. The Receiving Deputy may use the public address system on a selective basis. Areas of visual contact may be paged or the entire Receiving and Uncuff/Search areas may be paged.

■ [REDACTED]

■ [REDACTED]

[REDACTED]

- (c) Intercom Monitoring
  1. The Receiving Deputy will receive all intercom communications from persons waiting to enter the Self Booking Hold.

#### 3000.3.24 DOCUMENT DISTRIBUTION

- (a) Once the Receiving Deputy has completed and reviewed all Pre-Booking paperwork and a booking number has been assigned, they will hand the Uncuff Deputy the computer-generated Property Inventory form along with the Pre-Booking Record and any other paperwork. In the case of self- bookings, civil and weekend commitments, the officer's copy of the Pre-Booking record will be forwarded to [REDACTED]

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1. The Uncuff Deputy will direct the arrestee to the appropriate area to begin the search and booking process.
- (b) Any "Medical Expedite" booking will be escorted throughout the booking process by a Prowler Deputy. The Pre-Booking Record, stamped "Medical Attention," will be handed by CHS to Classification staff, with copies given to the Receiving Deputy and the Booking Prowler.
- (c) Medical staff will provide the Uncuff Deputy an unsigned Patient Health Information (PHI) form. The Uncuff Deputy will have the inmate sign the form to acknowledge they were provided the PHI form and community resources information by medical staff. If the inmate refuses to sign the form, "Refused to Sign" will be indicated on the form and include the name and identification number of the Deputy who witnessed the refusal. Upon completion, the Uncuff Deputy will return the signed PHI form to medical staff.

#### 3000.3.25 PROBABLE CAUSE HEARING

- (a) The Receiving Deputy will verify the accuracy and completeness of the Declaration.
- (b) The Receiving CSA or SSO will receive the Probable Cause Declaration from the Receiving Deputy.
- (c) The Receiving CSA or SSO will enter the following information in the Probable Cause Hearing Log:
  1. Name
  2. Booking Number
  3. Charges
  4. Arrest Date/Time
  5. Booking Date/Time
  6. 36-hour Expiration
- (d) A Deputy will take the Probable Cause Declarations to Central Court each day at [REDACTED]. The Deputy will have filled out a transmittal form noting the Probable Cause Declarations identifying inmates (by booking number) that were sent to the court. The court representative receiving the Declarations will sign the transmittal form. The Deputy will forward the form to the Division Commander. A Deputy will complete the above procedure no later than [REDACTED].
- (e) The Deputy delivering the Probable Cause Declarations to the court will pick up any Declarations that are ready for return to the jail. The Declarations will be delivered to the Receiving CSA or SSO. The Receiving CSA or SSO will log the following information into the Probable Cause Hearing Log:
  1. Date and time hearing held
  2. P.C. or No P.C.
- (f) The Receiving CSA or SSO will forward the Probable Cause Declarations to Inmate Records for inclusion into the inmate's file.

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- (g) At the beginning of each shift the on-coming Receiving Deputy will review the Probable Cause Hearing Log to ensure that all Probable Cause Declarations for the past 36-hour period have been accounted for. The Deputy will notify the Watch Commander of any Declaration more than 24-hours old that has not been returned to the jail. The Watch Commander will determine if it is necessary to contact the Hearing Officer as to the status of the Declaration.
- (h) When "NO P.C." is determined by the Hearing Officer, they will send via facsimile (fax) a copy of the "NO P.C." form to Inmate Records and to the arresting agency. The Receiving Deputy will provide the fax to the Watch Commander for review.
- (i) The Watch Commander will review all Probable Cause Hearing forms whenever there has been a finding of "NO P.C." by the Hearing Officer. If they deem the offense to be "serious," the Watch Commander may contact the arresting agency's Watch Commander and advise them that the person is to be released.
- (j) After reviewing the Probable Cause Hearing form, the Watch Commander will return the form to the Receiving Deputy who will take the documents to the Inmate Records Supervisor to process the inmate's release.
- (k) Records will schedule all warrantless bookings for court per current procedures.
- (l) When a Probable Cause determination has been made, Inmate Records will take the following appropriate action:
  - 1. Send arrestee to court as scheduled.
  - 2. Release arrestee upon order of the Hearing Officer and after receiving the Declaration stating "No P.C.".
  - 3. Release arrestee upon expiration of 36 hours without a hearing. Prior to releasing an arrestee upon expiration of 36 hours, the Watch Commander must be notified.

#### 3000.3.26 CJX/SANTA ANA POLICE DEPARTMENT (SAPD) INMATE TRANSFER PROCEDURE

- (a) The Santa Ana Main Control officer will telephone the IRC Receiving Deputy prior to conducting any inmate transfers.
- (b) The Santa Ana Officer will advise the IRC Receiving Deputy that Santa Ana PD Watch Commander has authorized an inmate transfer through the tunnel.
- (c) The Santa Ana Officer will provide the IRC Receiving Deputy with the Santa Ana Watch Commander's name, number of inmates being moved, their gender, and apprise the IRC Deputy of any potential problems.
- (d) The IRC Receiving Deputy will inform the Santa Ana Officer that the IRC is ready to accept transfers.



[REDACTED]



[REDACTED]

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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

- (l) Inmates will not carry anything in their hands.
- (m) All inmate property will be handled by Santa Ana personnel and will be inventoried in the IRC receiving area once the inmate is accepted.
  - 1. The Santa Ana escorting personnel will remain in the IRC receiving area until their inmates have been medically screened, uncuffed and the pre-booking paperwork has been reviewed and accepted.
- (n) The Santa Ana Police Chief and the Santa Ana Jail Administrator have agreed to adhere to the policy as it relates to the inmate transport tunnel listed under CCOM Section 3000.3.28 – Medical Clearance.

#### 3000.3.27 MEDICAL CLEARANCE

The Sheriff and the Orange County Chiefs of Police and Sheriffs Association have an agreement relating to the medical treatment of inmates in custody.

- (a) All Chiefs of Police have agreed that if their personnel have knowledge that an inmate should be treated at a hospital before being booked into the IRC, their personnel will take the inmate to the appropriate medical center for treatment prior to booking.
- (b) While the Orange County Health Care Agency (HCA) maintains medical staff in the jail system and is responsible for the medical treatment of inmates in the Sheriff's Department's custody, the jail system does not have a hospital or comparable emergency hospital care. Therefore, arresting agencies will take an obviously injured or sick inmate to a hospital prior to attempting to book the inmate into the jail.
- (c) If the arresting agency does not have knowledge that an arrestee should be treated at a hospital prior to booking, but are informed of such by the medical staff at the IRC, then the arresting agency will transport the arrestee to a hospital.
- (d) The Sheriff's Department and Orange County Health Care Agency have agreed to screen all arrestees being booked, and to accept as many inmates with minor medical problems as possible. This effort has drastically reduced the number of inmates that police departments must transport to the hospital.
- (e) Inmates being accepted into the IRC triage area will be separately handcuffed with their hands behind their backs.

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#### **3000.4 UNCUFF**

(a) Uncuff

1. As required by law, all incoming arrestees will be legally and thoroughly searched to prevent the introduction of contraband and/or weapons into the jail and to properly control and manage the arrestee's personal property.

(b) Uncuff Procedure

1. For more information about searching inmates, refer to CCOM Section 1710.4 – Body Searches of Inmates.
2. After the arrestee has been medically screened by Correctional Health Services (CHS), the arrestee's booking documents will be handed to the Receiving Guard Station Deputy. These documents include the Pre-Booking form, Property Inventory form, and any Warrants, or Remanding Orders.
  - i. Transporting officers will relinquish physical custody of the arrestee to the Uncuff Deputy; the arrestees will remain in restraints pending a search for weapons and contraband.
  - ii. Unless physically impossible, all street booking arrestees will be handcuffed with their hands behind their backs.
3. An Uncuff Deputy will direct the transporting officer and the male arrestee to the predesignated search area. Female arrestees will be placed in a separate pre-designated search area. The Uncuff Deputy will conduct a proper search of the restrained arrestee for weapons and contraband. For more information about gender restriction when searching inmates, refer to CCOM Section 1710.4 (b) – Gender Restriction.
4. Contraband: The Deputy making the discovery will obtain an incident number from Main Control and they will write an incident report. For contraband violating any laws, the Deputy will also generate a DR to document the violation of law and book any evidence associated with the crime only if the transporting personnel is a City Jailer, Probation Officer, or Parole Officer. It will be the primary responsibility of all other transporting officers/Deputies to generate a DR, document the violation of law and book any evidence associated with the crime.
  - i. Sharp objects such as hypodermic syringes will be immediately placed in an approved sharps container available in the Receiving Guard Station. The sharps container, along with the sharp object, will be handed to the transporting officer for proper disposition.
  - ii. Any weapon found on the arrestee during the intake search will be taken to the Receiving Corridor gun locker and secured. The weapon will be relinquished to the transporting officer when they depart the jail facility.

Deputies will follow procedures outlined above in Section (b)(4) for the handling of contraband violating any laws.

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5. After the search is completed, the Deputy will remove the handcuffs from the arrestee and return the handcuffs and/or other equipment to the transporting officer.
  6. All additional money and personal property items found on the arrestee during the search will be handed to the transporting officer. The transporting officer will list these additional items on the Property Inventory Form. The officer will not leave the facility until the personal property inventory has been completed.
- (c) Any articles of clothing or shoes confiscated during the search, except for Cite and Releases, will be the responsibility of the search Deputy to bag and label the items with the inmate's name (last name, first name) and booking number. The search Deputy will then take the clothing items to the clothing room for the items to be properly inventoried by the Clothing Room CSA and stored at the jail for the inmate to have immediate access to upon their release. For Cite and Releases, these items will be added to the inmate's booked property and not considered bulk so that the inmate will have immediate access to them upon their release.
- (d) Removal of Jewelry, Piercings, Weaves, & Wigs
1. The following items are considered contraband and will be confiscated by jail staff.
    - i. Body jewelry, hair weaves, hair decorations, wigs, and hairpieces will be considered an arrestee's personal property. During the intake search process, the arrestee will remove those items that are removable. Removed items will be included in their property. For Information about religious headwear, refer to CCOM Section 2015 – Religious Headwear, Clothing and Grooming.
      - A. Jewelry includes, but is not limited to, finger and toe rings, earrings, necklaces, bracelets, body piercing rings and bars, nose bars and studs, tongue rings, studs, and bars, etc.
  2. Alleged/suspected un-removable jewelry that appears to be a health risk will be referred to CHS for evaluation.
    - i. If CHS determines that there is a medical indication (e.g., infection, bleeding, obstruction of an orifice, impaired circulation, etc.), medical staff will utilize established medical/surgical procedures for the proper management of these cases.
  3. In appropriate cases, such as genital jewelry, the arrestee will be separated and placed in a private location for removal.
    - i. Genital jewelry will not be removed by Sheriff's personnel.
  4. Every attempt will be made to remove all jewelry. However, under no condition will the jewelry that cannot be removed by the inmate or a Deputy, be cut or damaged by any tool to remove it.
    - i. Examples of approved jewelry removal methods may include:
      - A. Lubrication

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- B. Elevation
- C. Ice
- 5. If the inmate continues to refuse to allow the jewelry to be removed, at the direction of the Sergeant, the jewelry may be removed by force. A "Failure to Obey a Directive" report will be completed.
- 6. If the arrestee is pending release, i.e., Cite and Release, Own Recognizance (OR), or a bail/bond out release, any un-removable jewelry should not be removed by cutting or causing damage in any way. The Operations Sergeant may decide to separate the arrestee from other arrestees pending their release.
- 7. Documentation
  - i. When jewelry is damaged during the removal process, a DR will be generated, and the incident will be recorded in an Incident Report. The damaged jewelry will be placed in the inmate's property and documentation of the damage and the DR# will be noted on the property form.
- 8. Hairpiece Removal
  - i. Every attempt will be made to remove hairpieces. However, under no condition will the hairpiece that cannot be removed by the inmate or a Deputy, be cut or damaged by any tool to remove it.
  - ii. Any decoration attached to/or woven into an inmate's hair will be removed prior to the completion of the booking process.
  - iii. Lice infected weaves or wigs will be handled consistent with the procedures stated in CCOM Section 2408.1 - New Inmates.
- (e) Personal Property Inventory
  - 1. Government Code Section 26640 requires the Sheriff to take charge of, safely keep, and account for all money and valuables found on each arrestee when delivered to the jail.
    - i. The Sheriff is required to give a receipt for all property, money, and clothing taken from an arrestee, and to return those items to the person upon their release from custody. Items ordered released by the inmate or via a valid court order are exceptions.
  - 2. The personal property inventory of each inmate's personal items will be properly conducted by staff assigned to the Intake Property Room.
  - 3. Items such as food, alcoholic beverages, incendiaries including explosives, ammunition, folding knives with blades exceeding three (3) inches in length and all straight bladed knives will be handed to the transporting officer for proper disposition. Lighters should not be treated like other incendiaries. All lighters will be documented on the property inventory form and booked into the inmate's property.

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- i. All folding knives with a blade not exceeding three (3) inches in length will be taped shut and placed in the arrestee's personal property. The knife, like all inmate property, will be indicated on the inmate's property receipt. At no time will any of the above-listed items be placed into the inmate's property.
4. All articles of personal property (including miscellaneous papers, cards, address books, etc.) will be taken from the arrestee/inmate and identified on the Property Inventory form.
  - i. All inmates transferred from other county or state prison facilities or remanded into our custody from court will have their personal property and bunk property inventoried. No bunk property items from another agency will be allowed to remain with the inmate, except for legal mail and medical related items that have been approved by CHS and passed an OCSD safety and security assessment. All other property that meets the requirements listed above in CCOM Section 3000.4(d)(3) will be booked for storage and shall additionally meet the requirements listed below.
5. All personal property booked by a transporting officer shall not exceed that which can fit into a clear 9x12 plastic bag. The clear 9x12 bag, with contents, must be capable of being properly sealed. All items unable to fit in the 9x12 bag will not be allowed for booking at the IRC and will be considered bulk property. The only exceptions are those listed below:
  - i. OCSD Transportation Deputies booking new out of county transfers will be allowed to utilize a clear 12x16 plastic bag.
  - ii. Prescribed medication, even that which does not fit into a clear 9x12 plastic bag will not be considered bulk. All prescribed medication, no matter the size, will be booked and stored at the jail for immediate access by the inmate upon their release.
  - iii. Any assistive device that is confiscated per guidelines outlined in CCOM Section 8000.2 – ADA Procedures – Intake will not be considered bulk property and will be booked and stored at the jail for immediate access by the inmate upon their release.
6. Bulk property will not be accepted. The transporting officer will take charge of the bulk property.
  - i. Outside Agencies
    - A. All bulk property will be taken by the transporting officer and stored at their agencies' designated area. These items will be documented on a Property Inventory Form by the arresting agency. A copy of the receipt will be given to the arrestee and one copy will be placed in the inmate's jail records file.
    - B. Outside agencies will not be permitted to "Add-On" to an inmate's personal property after the time of booking. It will be considered bulk property, and the agency must follow the guidelines listed above.

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#### ii. OCSD Personnel

A. For court remands and street arrests, it will be the responsibility of the initial arresting Deputy to complete an OCSD Safekeeping Form, listing all items stored for safekeeping. The arresting Deputy will take all bulk property to the Brad Gates Building for storage with the Property and Evidence Unit. A copy of the receipt will be given to the arrestee and one copy will be placed in the inmate's jail records file. Responsibility for the processing of any bulk property will be transferred to any Transportation Deputy who chooses to accept it for transport. Prior to listing property on the Property Inventory Form, items may be released if the transporting officer gives a receipt to the arrestee and provides a copy for the inmate's jail records file.

1. When clothing items are requested as evidence by the transporting officer while the arrestee is still in the search area, the inmate will be taken to a separate cell, away from other inmates. The arrestee will be issued jail clothing in exchange for their personal clothes.

7. Whenever a law enforcement agency or District Attorney requests to search and/or seize the property or clothing belonging to an inmate, a written consent waiver or warrant will be required.

i. If property is seized, the requesting officer must complete a property receipt for all property taken. One copy will be placed in the inmate's property bag, and another will be filed in the inmate's file.

ii. Unless the above criteria are met, inmate property will not be inspected or examined by anyone or released to anyone other than the inmate without a warrant or other court order, or a written release signed by the inmate.

iii. Inmate Property Release Forms will be stored in the Property Room and Visiting and provided to law enforcement personnel on request.

iv. The Watch Commander shall review and sign the form. The Operations Sergeant will assist in facilitating the search.

8. Inmates returning to the IRC from one of the other Jail Operations facilities will have their property re-inventoried. Any item that is not permitted at the IRC and is non-perishable; has not been modified (see handcrafted items); and is not an empty container will be added to the inmate's personal property.

#### (f) Intake Property Room

1. The Intake Property Room will be staffed 24 hours a day, 7 days a week. The Intake Property Room Deputy is a fixed post. The assigned Deputy may not leave without proper relief or at the direction of the Sergeant.

i. The Intake Property Room will be staffed minimally with one (1) Deputy or (1) CSA. They will be responsible for the physical inventory of all arrestees' property and money.

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- ii. The Intake Property Room will receive direction and supervision from the Operations Sergeant.
2. The Receiving Guard Station staff will process the arresting agencies' booking paperwork. When the booking paperwork has been processed, and the arrestees' search has been completed, Receiving Guard Station staff will provide the transporting officer with a copy of the Pre-Booking Form. The yellow copies of the Property Inventory Form and Property Record are sealed in the plastic property bag by the Intake Property Room staff. The property bag will remain in the Intake Property Room pending pickup by the Property CSA.
  - i. If a discrepancy exists between property in the property bag and the property listed on the inventory sheet, the Deputy conducting the inventory will resolve the discrepancy with the booking officer. An attempt will be made to locate missing property, with the results documented on the Property Inventory Form.
3. Money:
  - i. It is imperative that money counts are completed diligently during each shift. There should be no pending money counts left on the counter during shift changes.
  - ii. Money will be counted and properly recorded on the Property Inventory Form by staff working in the Intake Property Room. The Cashier's copy of the Cash Verification Record will be filled out noting the exact number of each denomination of currency and coins. The amounts will be totaled at the bottom of the form and staff will sign the form. The total amount of money will be written on the line next to the inmate's last 3 booking numbers on the Cash Verification Record. The money will be placed into a small plastic bag with the cashier's copy of the Property Inventory Form. The bag will be sealed shut and dropped into the locked cash box.
  - iii. Money more than \$500.00 will be counted by an on-duty Sergeant, who will initial the correct amount on the Cash Verification Record (J-003A). The Intake Property Room staff will notify a Sergeant as soon as reasonably possible to obtain their verification and signature in a timely manner, and the verification and signature will take place before the end of the staff's shift. The date and time of Sergeant notification will be documented on the Cash Verification Record Form. Verified money pending the Sergeant signature will not be left for the on-coming shift to complete.
  - iv. All cash in the arrestee's property shall be accepted and accounted for, with no cash limit. For those currency items suspected of counterfeit, refer to section viii below.
  - v. The Cashier will periodically come to the Intake Property Room and pick up the moneybags and Cash Verification Record and transport them to the Cashier's Office for further processing. A Deputy must be present during the Cashier money pick up.

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- vi. When the Intake Property Room staff receives \$1000.00 or more from an individual arrestee, staff shall follow the steps below listed in (A):
    - A. Intake Property Room staff shall notify the Cashier Supervisor and an on-duty Sergeant of the need for money verification and pickup. The Cashier Supervisor and Sergeant will respond to the Intake Property Room, where they will both verify the money received. This verification will be recorded via the overhead CCTV in the Intake Property Room. The Cashier Supervisor will sign the Cash Verification Record, take possession, and transport the money to the Cashier's Office for processing.
  - vii. Non-negotiable checks, foreign and souvenir coins or currency should be listed on the Property Inventory Form and kept with the other items of personal property.
  - viii. If the arrestee possesses enough money to bail out of custody, the arrestee should be asked if they want to use the money for bail. If they want to, and can self-bail, an "Authorization for Self-Bail" Form will be properly filled out and forwarded to the Cashier. The Deputy will also document on the Pre-Booking Form "Q.R. Self Bail". This will notify the booking clerk of the inmate's decision to self-bail.
  - ix. U.S. Postal Money Orders, Federal, State, County, or city warrants payable only to the inmate may be applied to the inmate's cash account, if desired, providing they are properly endorsed. These items will be listed on the Cashier's copy of the Property Inventory form and be included in the plastic moneybag.
  - x. The Operations Sergeant will be notified of any complaints of missing money, property, or suspected counterfeit currency. A thorough investigation will be initiated. Money unaccounted for will be properly documented in a Sheriff's Department Loss Property Report.
- 4. When documenting the arrestee's property during the initial property inventory, the following terms should be used for jewelry: a) "yellow metal (YM)" rather than "gold"; "white metal (WM)" rather than "silver" or "platinum;" and "clear stone (CS)" rather than "diamond." Brand names of watches, shoes, etc. will not be used; colors of all items will be indicated. The condition of the items will also be documented if observed to be unusual or unserviceable.
  - 5. At the completion of inventory of an arrestee's property and money by the Intake Property Room staff, the gold copy of the Property Inventory Form will be given to the transporting officer. The booking process will now be complete, and the transporting officer is clear to leave the facility.
  - 6. The white and pink copies of the Property Inventory Form, along with the white and gold copies of the Property Record sheets will be handed to Uncuff Deputies to be placed with all other booking documents processed by the Receiving Guard Station.

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7. For handling of any found items, refer to CCOM Section 1400.14 – Found Property.
  8. Money or personal property found on an inmate after booking will be inventoried on a Property Inventory Form and clearly labeled as an "Add-On" and taken to the Intake Property Room to be placed with the inmate's other booked items. The inmate is provided the pink copy of the Property Inventory Form.
  9. Any contraband found on an inmate after booking, shall be processed in the same manner as any other evidence. The Deputy will inform the Operations Sergeant and write the appropriate report. If a crime is involved, a crime report will be written under a DR. Other reports will be written as jail incidents. Evidence of crimes will be tagged and placed in the Sheriff's Evidence Locker. Non-criminal contraband is disposed of in security trash.
  10. When the contraband is found on a self-booking subject, the Deputy will process the item(s) as explained above without a transporting officer.
- (g) Photograph and Thumbprint Acquisition
1. Photographs and thumbprints are required of all arrestees booked into a Jail Operations facility. Photographs and Thumbprints are taken electronically and stored both in the computer and printed upon the Inmate Tracking Form. The procedures for taking the thumbprint and photograph are as follows:
    - i. Set Booking Number
    - ii. Using the computer's mouse, point and click on the appropriate arrows to set the booking number as recorded on the Booking Form.
    - iii. Verify Information
      - A. Based upon the booking number entered the initial screen, the inmate's name, physical description, and date of birth information will be displayed on the screen. Verify this information corresponds with the inmate being processed. If any of this information is incorrect, verify that the booking number is correct. If the booking number is correct but the descriptive information is not correct, contact records personnel.
    - iv. Thumbprint
      - A. Instruct the inmate to place their right thumb upon the glass portion of the thumbprint reader. Drag the cursor to the "Thumbprint" icon and click. Make certain that a clear image of the thumbprint appears on the monitor. As required, have the inmate reposition thumb to obtain an adequate image. The computer will automatically save the image. Drag the cursor to the Save icon and click.
    - v. Photograph
      - A. Instruct the inmate to stand still with their back against the wall facing the camera lens. Click the "take Photo" icon. Make certain that the

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inmate's face is centered in the monitor and is in focus. Drag the cursor over the blue square and click. Press "save."

vi. Printing the Tracking Form

- A. After the screen returns, verify the quality of both the thumbprint and photograph. If either is inadequate, repeat that portion of the process until a quality image is obtained. Once both impressions are adequate, drag the arrow cursor to the "Save" icon and click. An Inmate Tracking Form will be printed. Printer problems will be reported to a Records representative, or if necessary, the Operations Sergeant.
- B. Note: If there is a computer malfunction, advise the Operations Sergeant before making any attempt to resolve the problem.

vii. Processing Initial Booking Paperwork

- A. The Uncuff Deputy will provide the inmate with an Inmate Orientation Pamphlet and PREA Brochure.
- B. The inmate will be instructed to review and sign the following documents, including but not limited to:
  - 1. Notice and Acknowledgement of Telephone Recording and Receipt of the Inmate Orientation Pamphlet and PREA Brochure Form
  - 2. White copy of the Property Inventory Form
  - 3. Cite and Release "Notice to Appear" Form (if applicable)
- C. The inmate will be provided with copies of the Property Inventory Form, the Notice and Acknowledgement of Telephone Recording, Receipt of the Inmate Orientation Pamphlet, and PREA Brochure Form.
- D. The Uncuff Deputy will submit all paperwork to Inmate Records for completion of the booking and property records.

(h) Citation and Release - Depending on the type of booking, the Uncuff Deputy will process the arrestee in the following manner:

- 1. Warrantless Arrest not Involving Intoxication
  - i. The transporting officer may depart upon completion of the processes outlined in CCOM Section 3000.4(a) through (e) – Uncuff.
  - ii. The Uncuff Deputy will complete steps outlined in the above CCOM Section 3000.4(f) – Photo and Thumbprint Acquisition.
  - iii. The Receiving Deputy will complete the "Notice to Appear" Form. The Medical Observation Deputy or Deputy assigned to process cite and releases will process the inmate on the Livescan Machine. The Deputy will obtain a flat fingerprint and thumbprint of the right hand on all copies of the Notice to Appear Form. The Deputy will obtain a flat fingerprint

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and thumbprint of the left hand on the yellow, pink, and gold (if applicable) copies of the "Notice to Appear" Form.

- iv. Arrestees being cited and released, including those for misdemeanor warrants, will complete the normal booking and release process (excluding Detention Release, Classification, and the issuance of jail clothing).
  - v. All arrestees released directly off the booking loop to the street, such as cite and releases and bond outs, must have a Release Clearance Form completed before the Operations Sergeant can approve the arrestee for release. The Release Clearance form requires CHS staff, both medical and mental health, to sign the form stating whether the arrestee has been cleared for release to the street.
    - A. Those arrestees who have not been cleared by CHS for street release may require the following, but not limited to:
      - 1. Closer observation and further evaluation. This temporary delay in release shall not result in an over detention.
      - 2. Release of an arrestee to a local hospital or care facility for acute medical or mental health care via ambulance or paramedics (if applicable).
  - vi. When the Operations Sergeant approves citations for release, the Uncuff Deputy will escort the arrestee to the Release Holding Cell. The Release Deputy will retrieve the arrestee's property. It is the Release Deputy's responsibility to verify the identities of all cite and release arrestees before the arrestee is released. The Release Deputy will provide the arrestee with their property for inventory.
  - vii. Following the arrestee's property inventory by Release staff, the arrestee will be instructed to sign the property receipt. If an arrestee refuses to sign, or states that property is missing, the Operations Sergeant will be notified prior to the arrestee being released and procedures outlined in CCOM Section 1400.13 – Claim for Lost Money or Property will be followed.

Released arrestees retrieve their money from the Cashier window. Cite and Release arrestees will be given priority over all other releases. The Release Deputy will be responsible for all Cite and Release documents, which are delivered to the Records supervisor.
2. Warrantless Arrest Involving Intoxication
- i. All receiving, search and processing procedures are identical to those listed in the above CCOM Section 3000.4(g)(1) – Warrantless Arrest Not Involving Intoxication, except for a sobering period.
  - ii. An arrestee will have a minimum sobering period of generally eight (8) hours from the time of booking.
3. Misdemeanor Warrant Arrests (Bench Warrants)
- i. Authorization for citing and releasing persons arrested via a bench warrant will come directly from the Division Commander. Refer to CCOM Section

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3000.3.6(d) - Misdemeanor Warrants & Misdemeanor Bench Warrants for further details.

- ii. All receiving, search and processing procedures are identical to those listed in the above CCOM Section 3000.4(g)(1) – Warrantless Arrest Not Involving Intoxication.
- (i) Incomplete Booking
  1. Any arrestee who is physically and/or mentally unable to complete the initial booking process and is subsequently moved to a housing unit (i.e., Medical Module or Second Floor Safety Cell) will be considered an incomplete booking. The Operations Sergeant will be notified of all delayed/incomplete bookings.
  2. The Pre-Booking Form will be marked in red, at the top, "INCOMPLETE." The Pre-Booking Form and accompanying paperwork will be handed to the Records Clerk for processing.
  3. The inmate's property and money will be inventoried, counted, and processed as any other booking.
  4. The inmate's file will be flagged in Inmate Records to indicate the booking was "INCOMPLETE." The Inventory Property Record and Pre-Booking Form will be placed in the file and updated at the time the inmate is finally booked.
    - i. Note: The inmate cannot be bailed or bonded until the inmate completes the booking process.
- (j) For procedures on inmate fingernails, refer to [CCOM Section 2408.1 – New Inmates](#). Exceptions to fingernail standards include Cite and Releases and known pending releases such as Own Recognizance (OR) or bail/bond out.

### 3000.5 BOOKING LOOP CHS OBSERVATION CELLS AND SOBERING CELLS

- (a) Procedures
  1. Deputies and Correctional Health Services (CHS) will staff the IRC CHS Observation Area on the Booking Loop. At the onset of their shifts, they will observe the inmates in the designated CHS Observation Cells. They will monitor the condition of each inmate, as well as monitor the length of time each inmate has been temporarily housed in a CHS Observation Cell.
  2. CHS Observation Cells on the Booking Loop are designated to temporarily house inmates that require medical and/or mental health care, under the supervision of CHS and Deputies. CHS provides 24-hour access to nursing and mental health personnel for patients currently housed in observation holding cells. CHS will provide Deputies with an [REDACTED]  
[REDACTED]  
[REDACTED]
  3. CHS will assess the inmate and be notified prior to an inmate being placed in a CHS Observation Cell.

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4. Prior to an inmate being placed in a vacant holding cell, Deputies shall inspect the cell for cleanliness and remove any debris. Deputies shall also verify that the water is operational if the cell is equipped with a toilet and sink.
5. The first floor CSA shall conduct sanitation activities on the booking loop including routine cleaning of vacant holding cells.
6. Deputies shall perform a safety check within thirty (30) minutes of the beginning of the previous check for all inmates temporarily housed in CHS Observation Cells on the booking loop. Refer to OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks.
7. Male and female inmates will not be housed together and will be placed in designated areas away from each other in the CHS Observation Area.
8. When an inmate is taken to the IRC CHS Observation Area, they will be placed in appropriate restraints and will be escorted by at least one Deputy. Deputies will not leave an inmate unsupervised in the IRC CHS Observation Area. Inmates will not be allowed to carry anything in their hands.
9. An inmate who requires placement into a CHS Observation Cell on the first floor will be searched in the following manner:
  - i. The inmate will be escorted to the CHS Observation Cell.
  - ii. Deputies will complete the search of the inmate in a manner consistent with the existing search policy and use of force policy.
  - iii. Deputies will use reasonable force necessary to complete the search (e.g., It may be necessary, due to the inmate's resistance and/or for the Deputies' safety, to place them in a prone position on the floor to safely complete a search).
  - iv. Any clothing that is removed to ensure a thorough search will be returned to the inmate after the search is completed, except under the following conditions:
    - A. The item(s) could pose a risk to the inmate or staff.
    - B. CHS has provided Deputies with a J-105 Form documenting the necessity for clothing removal.

#### (b) Sobering Cells

1. Sobering Cells are to be used for temporary holding of inmates who are a threat to their own safety or the safety of others due to their state of intoxication.
2. If it is determined an inmate needs placement in a Sobering Cell, Deputies will coordinate with CHS staff and follow the procedures outlined above in section (a).
3. The following designated Sobering Cells will be used: RO-3, RO-5 and RO-6.
4. Deputies will coordinate with CHS Staff to obtain a health evaluation of the inmate **at least every six (6) hours** from the time of placement in cell.

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1. All inmates in the CHS Observation Areas will be offered food and drink at mealtimes. A Deputy, or the first floor CSA under supervision of a Deputy, will distribute the meals.

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2. The Deputy will use caution when food is distributed to ensure that hot items are not served to combative inmates.
  3. At a minimum, trash and debris (utensils, plates, cups, uneaten food, and paper trash etc.) from the previous meal shall be collected at the time a new meal is offered.
  4. For cells with privacy walls, Deputies are encouraged to utilize surveillance cameras (if applicable) to identify any contraband such as hoarded food, trash and other prohibited items in hidden areas of the cell.
  5. For additional procedures and information, refer to CCOM Section 3002.6 – Inmate Meals.
- (f) Official Visit
1. An inmate in the CHS Observation Area will not receive an official visit unless such visit is pre-approved by the Watch Commander.

### **3000.6 BOOKING CORRIDOR**

Deputies will move inmates through the booking process so that each required activity is completed in an expeditious and orderly fashion.

(a) Booking Prowler

1. A Deputy will escort the inmate from the Receiving area to a Detention Release holding cell where the inmate will be transferred to the MALE Booking Prowler or FEMALE Booking Prowler's control.
2. The Booking Prowlers or Identification Deputies will be responsible for moving the inmate from station to station or placing them in available holding cells to await processing.
3. The Inmate Movement Log, maintained by the respective Booking Prowlers, will be kept current at all times. The information will include the booking time, booking number, inmate's name, housing location, time moved, and movement Deputy.
  - i. Completed Inmate Movement Logs will be stored per retention policy.
4. The Booking Prowlers will perform body counts of all inmates detained on the first floor.
  - i. For more information about inmate counts, refer to CCOM Section 1719 - Inmate Counts.
5. Male and Female Booking Prowlers will conduct concurrent counts for all first floor inmates. The Male Booking Prowler will count all first floor male inmates; the Female Booking Prowler will count all first floor female inmates.
6. These counts will be recorded on the separate male and female First Floor Count Sheets. Prior to beginning the count, the Booking Prowlers will identify the inmates (male and female) with the "early time" (the earliest booking time of any male/female inmate on the first floor) according to the module cards maintained by the Booking Prowlers. This includes the early time for new

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bookings, returnees, inmates to be classified, inmates in Release and in-custody transfers. These early times will be recorded in the appropriate space on the count sheet.

7. The Booking Prowlers will then complete the count by counting the number of inmates in each cell on the first floor.
  - i. During body (paper) counts, the Booking Prowlers will verify the booking time of each inmate by reviewing the inmate's individual module card. The Booking Prowlers will locate the male and female inmates with the "early time" and that no other inmates have a booking time prior to the reported time.
8. The Booking Prowlers will provide their respective early times to the Operations Sergeant for review. Their respective reviews are done to minimize the possibility of violating the 24-hour bunk demand and exceeding cell capacity limitations.
9. All booking corridor holding cells are marked to capacity. The rated capacity must not be exceeded under any circumstances.
10. Deputies will ensure that all inmates are properly processed and are provided a bed within twenty-four hours after arrival on the first floor. If an inmate is not housed within twenty-four (24) hours, refer to CCOM Section 3000.10 – 24-Hour Delay for further guidance.
11. Booking Prowlers shall be responsible for all in-custody transfers/releases being detained on the first floor, including the recording and monitoring of the early time of these inmates.
12. The Booking Prowlers will maintain, in their respective booking areas the module cards of all in-custody transfers/releases housed on the first floor.
  - i. The module cards will be grouped by destination (e.g., Chino, Riverside, Los Angeles, etc.)
  - ii. The count sheet will indicate the early time and name of the inmate with the earliest booking.
  - iii. The Booking Prowler shall advise the Operations Sergeant and Classification Deputies when an inmate (including; in-custody transfer/releases, new bookings, intra and inter-facility transfers, inmates pending classification, pending releases, etc.) has been on the first floor more than eighteen (18) hours. The Operations Sergeant will advise the Watch Commander of any inmate that has been on the first floor for more than twenty (20) hours.

#### (b) Detention Release

1. After the booking clerk completes booking the inmate, a Deputy will move the inmate to the Detention Release station, or to a holding cell across from Detention Release.

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2. Court appointed representatives and Pre-Trial Services Officers will review each inmate's arrest/booking documentation and/or interview the inmate inside a Detention Release booth, to determine a bail setting, or to determine if an own recognizance (OR) release is appropriate.
3. The Pre-Trial Services Officer may review the following:
  - i. Pre-Booking Record
  - ii. Crime Summary
  - iii. Police Reports
  - iv. Criminal Record - local and state
  - v. Police, Parole, Probation Officer Interviews
  - vi. Bail Enhancement Request (Declaration)
4. Based upon the Pre-Trial Services Officer review of the inmate's arrest/booking documentation, the Pre-Trial Services Officer will notify the Booking Prowler of the inmates they wish to interview.
  - i. A Pre-Trial Services Officer wishing to interview a certain inmate will advise any available Deputy who will bring the inmate to the Detention Release booth and lock the inmate inside the booth. The Pre-Trial Services Officer will advise the Booking Prowler again when the interview is completed.
  - ii. Deputies will be informed of the bail status of inmates (i.e., quick releases and OR releases) and move the inmate to the next booking station.
  - iii. Inmates who are not going to Housing and are going to be released will bypass the Classification and Clothing Room Stations, and go directly to Identification followed by Release.
  - iv. The Pre-Trial Services Officer will notify Inmate Records of those inmates who will be released so that the inmates' files can be prepared and sent to the Release Guard Station.
5. Inmates in need of additional telephone calls pursuant to the Pre-Trial Services Officer's review, will be placed into a nearby cell equipped with a telephone. At a minimum, the statutorily mandated number of completed calls shall be permitted to the inmate within a reasonable period of time. All other incomplete calls can be completed in the housing units. Statutorily mandated calls will be noted on the Booking Advisement Form in the Identification Unit.
6. Inmates approved for release from custody will be moved to the Identification by a Deputy. These inmates will be given priority in processing by the Identification Deputy.
7. Inmates who will remain in custody will be moved to an available Identification cell for Livescanning by a Deputy.
8. Inmates in excess of the number that can be processed at one time by Classification staff will be secured in nearby holding cells.

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(c) Classification

1. For more information about Classification, refer to CCOM Section 1200 - Inmate Classification and Population Management.

(d) Identification

1. Two forms will be generated at the Identification Station:
  - i. Booking I.D. Record
  - ii. Booking Advisement
2. The Identification Deputy will obtain required signatures for mail inspection and telephone call usage.
3. Inmates who have been transferred to a Pre-Trial Services Officer cell (PM1 or PM2) will be processed in groups chronologically. Priority will be given to inmates being released on their own recognizance (OR), quick release (QR), or as a self-bail. After processing, a suspect reporting to the Intake/Release Center (IRC) for a court ordered line-up will be escorted to the Central Men's Jail (CMJ) or Central Women's Jail (CWJ) by a First Floor Prowler. If the inmate is to be subsequently released, they will be moved to a holding cell to await notification from the Release Deputy.
4. The Identification Deputy will obtain the inmate's Booking Identification Record and Booking Advisement form, verifying all of the inmate's personal information. Forms requiring corrections to the computer-generated information will be returned to the Records Supervisor for corrections and a reprinted form(s).
5. Hospital booking forms will be kept in the inmate's file until the inmate is able to complete the booking process.
6. Advisement of Charges: The inmate will be allowed to read the charges listed on Booking Advisement form and any supplemental booking forms prior to signing.
7. Phone Call Usage: Inmates requesting additional phone calls will be advised of the availability of phones in the housing module dayrooms.
8. Authorization to Inspect Mail: The Identification Deputy will obtain the inmate's signed authorization on the Booking Advisement form to open and inspect all mail or messages sent to them while they are in custody. If the inmate is to be released, the signature is still necessary due to the possibility of additional charges being received, and/or the inmate's failure to secure bail/release. Refusal to sign will result in the inmate's mail being forwarded to the personal property storage area for inclusion in their property bag. The mail would then be delivered at the time of their release from custody. "REFUSAL" will be written in large letters in the signature space.
9. Supplemental Bookings: Inmates with additional charges against them will be supplementally booked. A Supplemental Booking form will be generated by the booking clerk and passed through to Identification where the following will occur:
  - i. Inmate will be advised of the supplemental charges.

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- ii. Flat impression prints of the inmate's right and left hand and right index finger will be obtained.
  - iii. Inmate will sign the Supplemental Booking form.
  - iv. Identification Deputy will sign and date the Supplemental Booking form, including his/ her PIN.
  - v. File copy (white) will be returned to Inmate Records.
10. Booking Identification (ID) Record:
- i. The Identification Deputy will legibly sign their name and badge number in the "For Jail Use Only" section of the Booking ID Record.
  - ii. They shall also include the date/time processed and whether the following was performed:
    - A. Printed
    - B. Comments section; any unusual circumstances of interest relating to the inmate will be recorded in this space.
11. Livescan: Every person booked into Jail Operations will be fingerprinted via Livescan.
- i. When necessary, fingerprint and/or palm print cards will be properly obtained from the inmate (e.g., a request from CAL ID). The Deputy and the inmate will place a legible signature and correct date on the cards.
  - ii. Inmates refusing to sign the cards will be removed from this stage in the booking process and be placed into a holding cell. After two (2) hours, the Operations Sergeant will be notified if the inmate remains uncooperative.
12. The Identification Deputy will obtain a flat impression print of the inmate's right hand and thumb on the file copy and inmate's copy of the Booking Advisement form. Flat impression prints of both hands will be obtained on the Booking ID Record. The file copy of the Booking Advisement form will be sent to Inmate Records. The Booking ID Record and any fingerprint, palm or handwriting cards will be routed to Sheriff's Records Division for processing.
13. Handwriting Exemplar Cards will be filled out upon request of an Investigator.
14. When a fingerprint card is necessary, it will require a complete set of "rolled impression" prints and "plain" or flat impression prints. Each finger, and thumb, is rolled from side to side on the inked surface and then in the same fashion on the print cards where indicated.
- i. The inmate will clean their hands immediately after fingerprinting using available cleaning materials (e.g., soap and paper towels).
15. Each fingerprint card and handwriting exemplar must be signed by the Identification Deputy obtaining the prints or writing exemplar. The signature will be legible and include the Identification Deputy's PIN.

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- i. Cards with illegible signatures, no signatures, smudged prints or other errors will be sent back from Sheriff's Records for correction.
  - ii. Returned cards will be corrected immediately. Delays in properly processing the cards may result in not having access to the inmate to make the correction.
  - iii. The Operations Sergeant will be notified when there is no Deputy signature on the card (s). The Operations Sergeant will examine the work schedule to determine the earliest date that the Deputy will be available to sign the card(s).
- 16. Delayed/Incomplete Bookings
  - i. Documents associated with inmates whose bookings are delayed/incomplete will be kept in the inmate's jail file until the inmate arrives for processing.
  - ii. Inmates who have been moved to a housing location will have their housing module cards delivered to their housing location.
  - iii. When the inmate is ready to complete the booking process, a Deputy will retrieve the inmate's booking documents from Records (Booking Advisement form, Booking ID Record).
  - iv. The Deputy will verify and update, with the inmate, all the information on the forms. Forms requiring corrections and/or additions will be handed to Inmate Records who will generate an updated form.
  - v. The Deputy will obtain all required fingerprints and photographs.
- 17. The print cards, exemplar cards, and original copies of DR's will be taken from both the male and female Identification stations to Sheriff's Records at the end of each shift.
  - i. The Day Shift Deputy will re-supply the stations with cards. Fingerprint cards will be obtained from the warehouse. The palm cards are obtained from Sheriff's Records Supply in the Headquarters Basement.
- 18. The Identification Deputies assigned to each shift will keep the rollers clean and in good operating condition.
- 19. When the inmate has completed the Identification process they will be directed by the Identification Deputies to a classification holding cell for a Classification Review or to a holding cell for transfer to release upon notification from the Release Deputy.
- 20. During busy periods, when there are more inmates than can be processed at one time, the Booking Prowler Deputy may summon a First Floor Prowler to move the inmates between the holding cells, Identification, the Clothing Room, and Release.

#### (e) Re-fingerprinting of Inmates

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1. Criminal Justice Agencies (e.g., court, district attorney, police, probation, etc.) may request that an inmate be re-fingerprinted for evidence, major cases, etc. For such agencies, the inmate will be reprinted and the print cards provided upon verbal or written request.
2. Requests for inmate reprints from other agencies or persons (e.g., public defender, or attorney) will require a court order.
3. Sheriff's Forensic personnel may need to re-fingerprint an inmate, and will be accompanied by a Deputy as they reprint the inmate.

### **3000.7 SHOWERS/CLOTHING ROOM**

Inmate personal clothing will be safely stored in the facility clothing room pending the inmate's release or transfer. All inmates will be provided clean jail clothing that is appropriate to meet the needs of confinement including sanitation and safety requirements.

#### **(a) Shower and Clothing Inventory**

1. After completing the identification process, inmates remaining in custody will proceed to the showering/clothing station. Inmates will present their Tracking Form to the Correctional Services Assistants (CSA) for identification purposes.
2. Upon the inmate's arrival, the CSA will generate a form titled "Clothing Bulk Property Inventory."
  - i. Any inmate scheduled for a "Quick Release" or an "O.R. Release" will not be showered or have their clothing exchanged.
3. The CSA will instruct the inmate to disrobe and place their clothing and shoes on the counter. The CSA will document all personal items on the Inventory form by color, quantity and condition. Any contraband items discovered at this point will be the responsibility of a First Floor Deputy, assisted by the CSA.
4. The inmate's personal clothing will be folded by the inmate and placed into a storage bag. The inmate's shoes will be placed on the bottom of the storage bag. The inmate's full name and booking number will be printed on a tag which will be placed over the bag's hanger. The bag will then be placed on the conveyor.
5. Personal clothing that is badly soiled or infested will be disposed of. For more information about soiled or bug infested personal clothing, refer to CCOM Section 2408.1 - New Inmates.
6. The inmate will sign the Inventory form verifying the inventory is correct. The CSA will also sign and date the inventory form before giving the inmate a copy. The hard copy is retained in the Clothing Room files. Inmates will not have access to the files while in the Clothing Room.
7. The inmate will be given soap and a towel and instructed to thoroughly bathe in the showers.
  - i. Handicapped inmates may require medical staff help with showering and clothing exchanges. The CSA or Booking Prowler will make the arrangements with the Module "L" medical staff.

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- ii. Water temperature is thermostatically controlled to ensure the comfort and safety of the inmates.
- iii. When a juvenile is preparing to shower, the shower, drying and undress areas will be cleared of all adult inmates including inmate workers.
- iv. Personal jail papers to be retained by the inmate will be safeguarded on the counter by the CSA during the shower process.



- 8. Whenever the CSA has to temporarily leave their assigned work area, they will notify the Booking Prowler and Identification station. If there are inmate workers present they shall be secured in nearby holding cells until the CSA returns.

#### (b) Jail Clothing

- 1. The CSA will hand a full issue of jail clothing to each inmate upon completion of the showering/drying process. Sizes will be determined when the inmate's personal items are listed on the Inventory form.
- 2. Each shift CSA is responsible for ensuring that an adequate supply of jail clothing, towels, soap and supplies are on hand at the beginning of each shift.
- 3. For more information about an inmate's jail issued clothing, refer to CCOM Section 1202.8 - Inmate Identification Cards and Clothing.

### 3000.8 UNCOOPERATIVE INMATES

- (a) Inmates who are unable to complete the booking process due to their unwillingness or inability to cooperate will be placed into a cell by themselves. If time permits a Sergeant shall be notified and respond if possible and a handheld camera will be used when an inmate is placed into a cell.
- (b) No inmate placed in a cell will have their clothing removed unless the item(s) of clothing pose a risk to the inmate and/or staff.
- (c) At a minimum, every four (4) hours Deputies will assess the inmate to determine if they will complete the booking process. After twelve hours have elapsed, or before if Deputies have determined it necessary, the inmate will be assessed by CHS staff for possible medical or mental health housing. If CHS staff determines that medical or mental health housing is not warranted, the Watch Commander may direct Deputies to forcefully place the inmate into jail issued clothing, (refer to section (b) of this policy).
- (d) When the inmate is ready to complete the booking process, Deputies will remove the inmate from the cell and return them to the booking process. The process will continue as normal.
- (e) If the inmate refuses to complete the booking process, and needs to be placed in a housing location, Deputies will house the inmate and follow the procedures for an incomplete booking. Refer to CCOM Section 3000.4(h) – Incomplete Booking.

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- (f) A combative inmate in a holding cell will not receive an official visit unless such visit is pre-approved by the Watch Commander.

### **3000.9 INVOLUNTARY REMOVAL OF PERSONAL CLOTHING**

- (a) After being advised by the Watch Commander, an inmate remains uncooperative and refuses to change out of their personal clothing, the following steps will be followed for the involuntary removal of unauthorized personal clothing:
  - 1. After a reasonable amount of time, a reasonable amount of force may be used to remove an inmate's clothing.
  - 2. Prior to using force, the shift supervisor will advise the Watch Commander.
  - 3. The supervisor should be the same gender as the inmate whose clothes are being removed. If they are not the same gender as the inmate, they will remain in the immediate area during the procedure, but not be able to see the inmate's breasts, buttocks or genitalia.
  - 4. Staff removing the clothing will be the same gender as the inmate having their clothing removed.
  - 5. The removal of unauthorized clothing will be recorded with a handheld video camera.
    - i. While being video recorded, the supervisor will request the inmate to voluntarily comply and change into jail issued clothing.
    - ii. If the inmate refuses to cooperate, then the supervisor will explain force will be used to remove their clothing.
    - iii. As unauthorized clothes are removed, jail issued clothing shall be placed over the inmate to cover any exposed areas.
    - iv. The removal of unauthorized clothing will be documented as a directed use of force and all participants will write the appropriate reports for the incident with the same departmental report number.
    - v. Video from the incident will be retained per policy for review of the use of force incident.

### **3000.10 24-HOUR DELAY**

- (a) Any inmate remaining on the booking loop for more than twenty-four (24) hours, including new bookings, RT(s), any inmate 3-stepped from within the CJX, or those individuals on CHS Observation, shall require documentation in the form of a Jail Incident Report titled "24-Hour Delay Report." A 24-Hour Log item will be entered and titled "24-Hour Delay." The Booking Prowler shall notify the Operations Sergeant of the housing delay.

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1. The only exception to these requirements will be those instances when inmates are placed in a safety cell or cells S1 and S2.
- (b) The initial 24-Hour Delay Report will be written by the Booking Prowler or a Psychological Observation Deputy documenting the circumstances resulting in the housing delay. A supplemental 24-Hour Delay Report will be written for each additional block of twenty-four (24) hours the inmate remains on the booking loop (ex. 24, 48, 72 hours).
  1. For individuals on CHS Observation, the 24-Hour Delay Report shall be written by the Psychological Observation Deputy. This report should include the circumstances resulting in the housing delay, the name of CHS staff that placed the inmate on observation, and when the inmate's 24-hour time began on the Booking Loop.
  2. For all other instances, the Booking Prowler will write the 24-Hour Delay Report.
- (c) All 24-Hour Delay Reports shall be completed the same day on which the delay occurred and before the end of the Deputy's shift.