

Inmate Records

2500.1 INMATE BOOKING PROCESS

Complete intake booking information will be recorded by Inmate Records personnel on every arrestee admitted to the custody of the Sheriff, in order to comply with all legal mandates. File set up and forms generation will be initiated and coordinated in the Inmate Records Office to centralize the records function.

(a) Forms Generation - Paper Flow

1. The initial booking information will be entered into the computer by the Receiving Guard Station Deputy or CSA. The arrestee's name, DOB, race, sex, height, weight, hair color, eye color, custody status, arresting agency DR #, and the facility will be entered, causing the following to be generated:

FORM	LOCATIONS GENERATED
Property Receipt (5-Part)	Receiving Guard Station
Warrant Check- AWSS, NCIC, WPS, CDL	Headquarters Records

2. The Receiving Guard Station Deputy will hand the Uncuff Deputy the Property Receipt form along with the arrestee's pre-booking form and accompanying paperwork.
3. The Uncuff Deputy will complete the Property Receipt form. Distribution will be as follows:
 - i. Original with Pre-Booking form.
 - ii. Copy marked "Inmate" is given to the inmate.
 - iii. Copy marked "Property" is placed into a property storage bag along with the inmate's property.
 - iv. Copy marked "Cashier" will be placed in the bag containing the inmate's personal funds.
4. The Uncuff Deputy will take electronic photographs and a thumbprint of all inmates booked into Jail Operations. Photographs and thumbprints are stored in the computer. The photograph is also printed upon the Inmate Tracking Form.
5. The Uncuff Deputy will pass all the paperwork to the booking clerk located inside Inmate Records.
6. The booking clerk will begin to input the arrestee's booking information into JMS. (Detailed instructions on inputting booking information and file preparation are contained in the Inmate Records Procedure Manual).
7. After inputting all required data, the booking clerk will cause the following forms to be generated at the following locations:
8. Inmates not approved for "quick release" (e.g., OR, bail) by the Pre-trial Services Officer will proceed to the Classification station where the Classification Deputy will assign a housing location.

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

Inmate Records

9. Delayed or incomplete booking files will be made up in the same way as others. The entire file and all related paperwork will be held by the on-duty Inmate Records Supervisor until the inmate has completed the booking process entirely.

2500.2 "DETENTION ONLY" BOOKINGS

- (a) An abbreviated booking process will be done on Cite and Release bookings. The initial booking information will be entered by the Receiving Guard Station Deputy or CSA in the same way as any other new arrival.
- (b) Upon receiving the subject's Pre-Booking form, the booking clerk will initiate the special Cite and Release transaction. After inputting the required data, the booking clerk will place the Pre-Booking form, module card, and any accompanying paperwork in a file. A label will be prepared and attached. The file is then taken to the Release Guard Station.