

Inmate Booking

501.1 PURPOSE AND SCOPE

The Shasta County Sheriff's Office has a legal and methodical process for the reception of arrestees into this facility. This policy establishes guidelines for security needs, the classification process, identification of medical/mental health issues and the seizure and storage of personal property.

501.2 RECEPTION OF INMATES POLICY

The department shall use the following standardized policies when receiving arrestees to be booked into this facility. This is to insure security within the facility and that arrestees are properly booked and afforded their applicable rights.

501.3 PRE-BOOKING SCREENING

All arrestees shall be screened prior to booking to ensure the arrestee is medically acceptable for admission and that all arrest or commitment paperwork is present to qualify the arrestee for booking. Required paperwork may include the following:

- (a) Arrest reports
- (b) Probable cause declarations
- (c) Warrants or court orders
- (d) Victim notification information
- (e) Special needs related to religious practices, such as diet, clothing and appearance (see the Religious Programs Policy)
- (f) Accommodation requests related to disabilities (see the Inmates with Disabilities Policy)
- (g) Information regarding suicidal statements or actions

Any discrepancies or missing paperwork should be resolved before accepting the arrestee for booking from the arresting or transporting correctional deputy.

Prior to accepting custody of an arrestee who claims to have been arrested due to a mistake of the arrestee's true identity or an arrestee who claims that identity theft led to the issuance of a warrant in the arrestee's name, staff shall make reasonable efforts to investigate the arrestee's claim of identity fraud or mistake. Staff shall notify a supervisor when an arrestee makes a claim of mistaken identity or identity fraud.

Arrestees who can post bail or qualify for a release on their Own Recognizance (O.R.), citation, or Penal Code § 849(b) will be processed and released (15 CCR 1029(a)(5)).

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501.4 BOOKING FUNCTIONS

Each arrestee will be completely booked as soon as physically possible after completion of the initial intake procedure. The custody portion of the booking process shall require the following:

- Completion of the booking/release routing sheet.
- Completed medical questionnaire.
- All necessary records checks and preparation of booking folder.
- All required want/warrant checks performed.
- Sending, copying, and distribution of all required teletypes.
- Request an auto rap sheet for classification if the arrestee is to remain in custody.
- Inventory and tagging of all property, including money.
- Completion of computer booking screens or manual forms.
- Completion of the classification screening form.
- Completion of the notice to defendant form on out of county warrant bookings. (821/822 PC)
- Issuance of a property box number.
- Placing a wristband on the arrestee's right wrist.
- A photograph of all persons arrested.
- Mug photos shall expose the ear on the side view.
- Mug photos of persons who wear glasses shall show the front view without glasses and the side view with glasses.
- Fingerprinting as required/necessary
The Watch Commander shall ensure that the booking process for pre-arraignment detainees arrested on infraction and misdemeanor offenses is in strict conformance/compliance with the provisions of the California Penal Code Section 4030 (the Waters Bill). Failure to comply with this section of law is a misdemeanor and may also lead to a civil action for "...actual or \$1,000.00 in damages, whichever is greater." Additionally, "...the court may, in its discretion, award punitive damages, equitable relief as it deems necessary and proper, and costs, including reasonable attorney's fees." A thorough search will always be performed before final placement in an inmate housing area.

All arrestees are subject to search upon arrival at the Shasta County Jail. All personal property shall be seized and inventoried by the Arresting Officer/Deputy utilizing the Shasta County Jail Intake Property Form. The Intake Property Form will be in PDF format and located on all of the booking terminals in the intake area. All jewelry and all other accessories shall be removed and included on the Intake Property Form, prior to the arrestee being accepted into the facility. While completing the Intake Property Form, the Arresting Officer/Deputy shall mark the corresponding boxes and provide an item description such as the item's color, and quantity of each item.

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Once the Intake Property Form is complete, the Arresting Officer/Deputy will print the document and provide it to the Correctional Deputy to include with the arrestee's property. Print additional Intake Property Form(s) as needed.

The Arresting Officer/Deputy shall place the property on the counter in the designated photo area and take a photograph of the arrestee's property using the attached overhead camera. The items should not be bunched up or placed in a pile in such a way that the items cannot be easily identified by viewing the photograph. It may be necessary to take multiple photos to correctly document the arrestee's property. The photos shall be saved to the booking terminal's desktop using the same format as the Intake Property Form. (Last, First 12-27-18 A) Once the property has been photographed, the Arresting Officer/Deputy shall fill out a property ID tag and place it into a clear property bag, sealing it with the arrestee's personal property.

The completed photos will then be uploaded into the arrestee's Spillman booking record by the Processing Deputy on a daily basis. The following items are not authorized and will not be accepted into the Jail by the Processing Deputies:

Large bags, back packs and other similar-sized large items;

Food and Beverages;

Ammunition and illegal weapons to include: Fixed blade knives and daggers. (CA PC 12020, 12020.1, 12001.1 and 653k) The term knife or dagger shall include any knife or dagger having a blade 3 inches or more in length, any ice pick or similar sharp tool, any straight edge razor or any razor blade fitted to a handle. Stun Guns, pepper spray, and mace.

Prescription medication not in properly marked containers. (California Health and Safety Code 11350 and Business and Professions Code 4060);

Illegal drugs and paraphernalia per the California Penal Code, including those items prohibited inside custody facilities. (PC 4570/4573, such as alcohol and marijuana);

When a search results in the discovery of contraband or prohibited items, the items will be turned over to the Arresting Officer/Deputy for final disposition.

An arrestee's jacket and extra clothing garments shall be removed for safety purposes.

When the arrestee is placed into a cell in the booking area, the arrestee's footwear and extra clothing garments will be placed into a mesh laundry bag by custody staff for holding. The arrestee's first and last name shall be written on the tag by custody staff. The mesh bag is placed onto the large property rack located in booking. The mesh bag will be placed on the rack which correlates with the arrestee's last name. If the arrestee is dressed out and sent upstairs for housing, the clothing will be included in the mesh bag. The bags laundry tag will then indicate the inmate's assigned property box number. The bag will be placed in the bulk property room until release.

Any loss claims associated with the intake's property and money may be forwarded to the arresting agency for investigation. Scanned copies of a signed Intake Property Form and photographs of intake's property and money will be accessible in the Spillman system. Any Non-Spillman related law enforcement agencies can contact Shasta County Jail to request Spillman records associated with their investigation.

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501.4.1 HOUSED INMATE PROPERTY STORAGE

All inmate property is to be stored as follows:

Small and valuable personal property (keys, wallet, rings, etc.) is stored in the Reception area security lockers. Bags of valuables stored in Reception security lockers are not to be opened for the removal of personal property unless all property is to be released. Access to the small lockers in reception will be limited to Reception and/or designee, Watch Commander, Facility Manager, or higher authority. The Watch Commander may authorize an exception in the following instances:

- A verified family emergency where funds are immediately necessary
- Release to the inmate's attorney of record for costs of their defense.

• CLOTHING / SHOES / BULK PROPERTY

All property other than small and valuable property will be stored in the correct property tub in the bulk property room of the sally port.

All items will be placed in a clear poly or laundry bag, marked with the appropriate property number on the outside of the bag or on a tag, then placed in the corresponding property tub in the property room. Large items (sleeping bags, large back packs, luggage, purses, etc.) that will not fit into the property bin, are to be retained for safekeeping by the arresting agency with a receipt provided to the arrestee and directions for pickup.

The bulk property room is designed so that bins are in chronological order. At no time should the property room be unkempt or in disarray. Inmate personal clothing that is contaminated with blood, feces, or other body fluids, must be placed in a melt away bag and then placed in the netted laundry bag with the numbered red tag for the appropriate bin. Contaminated clothing that is saturated to the point that it will dissolve the melt away bag, must be first placed in a garbage bag and then placed in the netted laundry bag with the numbered tag. Contaminated or wet inmate clothing must be sent to the laundry for cleaning prior to being placed in the property room.

Inmate clothing of this sort must be placed in a netted laundry bag with a property bin number for identification purposes.

501.5 INITIAL SEARCHES

It shall be the responsibility of the employee responding to the new intake situation to conduct a thorough and complete search prior to entering the inner security area of this facility with the arrestee/commit. All personal property will be seized and secured as outlined in "*Inmate Property*" in this chapter. All jewelry shall be removed from the inmate's person unless impossible: If an item of jewelry cannot be removed easily during the intake process, it is to be removed as soon as possible before completion of booking. When attempting removal, rely on friction reduction agents such as soap or KY Jelly. If it appears that an injury may result in the removal, secure a medical opinion from medical staff. If it is found that the item or items cannot be removed, an incident report will be completed, and a copy of it will be placed into the inmate's file for future reference.

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The arrestee will remain handcuffed while in the intake sally port and during the intake search.

Once the arrestee is in the search sally, the handcuffs can be removed. Arrested persons brought to this facility through the garage security area will be searched in the intake sally port area adjacent to Central Control. The search will be completed prior to final entrance through the second security door. Commits entering via Reception, shall be met and escorted by a facility employee through the west side of the garage sally port.

Large intake bulk property will no longer be accepted in to the facility unless jail staff has determined the intake is considered a book and release for low level criminal offense(s).

If a bulk item stays (because intake is to be booked and released), the Correctional officer will take inventory and tag the bulk property to be placed in the property room. The yellow copy is attached to the bulk property. The white tag has the complete inventory, written by the intake Correctional Officer, on the back on the slip and is brought in with small property bag to be entered into the computer by the booking officer (with intake Correctional Officers ID number listed). If small valuables are in a back pack, the valuables will be transferred and added to the intake's small property bag; ie: collectable coins, watches, necklace, etc. The Correctional Officer can make the decision on what property is accepted based on the intake's charge(s). If there's a question, the intake Correctional Officer should contact the Watch Commander

Inmates that have a mobility-disability that prevents the employment of standard search methods shall be afforded reasonable accommodation. If there's a question concerning the reasonable accommodation necessary for a specific situation, contact the Watch Commander

The following items will not be accepted by the intake officer.

Large bags, back packs and other items larger than a 23x16x12 storage tub.

Food and beverages

Ammunition and illegal weapons to include: Fixed blade knives and daggers. (Ca P.C 12020, 12020.1, 12001.1 and 653k) The term knife or dagger shall include any knife, dirk or dagger having a blade 3 inches or more in length, any ice pick or similar sharp tool, any straight edge razor or any razor blade fitted to a handle. Stun Guns, pepper spay and mace.

Prescription medications not in properly marked containers (California Health and Safety Code 11350 and Business and Processions Code 4060)

Illegal drugs and paraphernalia per the California Penal Code

When a search results in the discovery of contraband or items not accepted such as drugs, weapons, ammunition, large bags and other items, The items will be turned over to the arresting officer for final disposition.

Process:

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In all cases, it shall be the responsibility of the employee bringing the person inside the facility to ensure the necessary paperwork is present and completed before acceptance (pre-booking information completed, warrant or abstract in hand, etc.). The arresting officer is required to complete an 849b PC form, if applicable, and an O.R. form for all misdemeanor/infraction arrests.

501.5.1 SHOES

An arrestee's footwear shall be removed for safety purposes. The footwear will be placed into a mesh bag designated for the arrestee. A laundry tag with the date and arrestee's first and last name will be zip tied to the mesh bag.

When the arrestee is placed into a cell in the booking area, their mesh bag will be placed onto the large property rack located in booking. The property rack is separated into (4) four sections. A-F, G-L, M-R, and S-Z. The mesh bag will be placed on the rack which correlates with the arrestee's last name. If the arrestee is dressed out and sent upstairs for housing, the clothing will be included with the mesh bag. The bags laundry tag will then indicate the inmate's assigned property box number. The bag will be placed in the bulk property room until release.

When possible, a complete shoe description shall be included on the booking sheet. Said description may include brand name and/or condition.

501.6 INMATES AWAITING A HOUSING ASSIGNMENT

Small and valuable personal property (keys, wallet, rings, etc.) is stored in the Reception area security lockers. Bags of valuables stored in Reception security lockers are not to be opened for the removal of personal property unless all property is to be released. Access to the small lockers in reception will be limited to Reception and/or designee, Watch Commander, Facility Manager, or higher authority. The Watch Commander may authorize an exception in the following instances:

- A verified family emergency where funds are immediately necessary
- Release to the inmate's attorney of record for costs of their defense.

• CLOTHING / SHOES / BULK PROPERTY

All property other than small and valuable property will be stored in the correct property tub in the bulk property room of the sally port.

All items will be placed in a clear poly or laundry bag, marked with the appropriate property number on the outside of the bag or on a tag, then placed in the corresponding property tub in the property room. Large items (sleeping bags, large back packs, luggage, purses, etc.) that will not fit into the property bin, are to be retained for safekeeping by the arresting agency with a receipt provided to the arrestee and directions for pickup.

The bulk property room is designed so that bins are in chronological order. At no time should the property room be unkempt or in disarray. Inmate personal clothing that is contaminated with blood, feces, or other body fluids, must be placed in a melt away bag and then placed in the netted laundry bag with the numbered red tag for the appropriate bin. Contaminated clothing that is saturated to the point that it will dissolve the melt away bag, must be first placed in a garbage

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bag and then placed in the netted laundry bag with the numbered tag. Contaminated or wet inmate clothing must be sent to the laundry for cleaning prior to being placed in the property room.

Inmate clothing of this sort must be placed in a netted laundry bag with a property bin number for identification purposes.

501.6.1 INMATE ORIENTATION CHECKLIST

All inmates awaiting a housing assignment in the Jail, shall be oriented by the Booking Officer or a Processing Deputy using the New Inmate Orientation Checklist. The Officer or Deputy will orient them on the basic items of everyday living within the housing units. Such items include; how to review the Inmate Orientating Manual on the Kiosk, how to fill out a request form, how to be seen by medical, how to file a grievance, how to order commissary, etc. The inmate and staff member conducting the orientation will sign the form acknowledging the inmate was oriented prior to housing. The original form will be placed in the inmate's Key file and a copy will be given to the inmate.

501.6.2 SHOWERING AND CLOTHING EXCHANGE

Inmates should be given the opportunity to shower before being dressed in clean jail clothing. Showering should occur before an inmate is transferred from the temporary holding area to general population housing (see the Inmate Hygiene Policy). Inmates with a mobility disability will be given the opportunity to shower in a ADA accessible shower prior to housing.

501.6.3 CLOTHING EXCHANGE PRIOR TO HOUSING

An arrestee may continue to wear their own clothing while at the booking level. If an inmate is assigned to medical or another inmate housing area, the processing officer will ensure that the inmate is showered and changed into jail clothing before being sent to that housing area. The processing deputy will be responsible to ensure correct storage of the inmate's clothing in the assigned property area. The processing deputy will also be responsible to ensure the inmate is issued all required items, bedding, tub, etc., before final placement.

501.7 STANDARD CLOTHING ISSUE

The standard issue of clothing and items upon being housed into the facility shall include:

- Brown or Gray Tub (1)
- Netted laundry bag with last name and first initial written on laundry bag tag (1)
- Blue Shirts (2)
- Blue Pants (2)
- Orange or Pink T-Shirts (4)
- Orange or Pink Socks (4 Pair)
- Towels (2)
- Sheets (3)

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- Orange or Pink Blanket (1)
- Gray Blanket (1)
- Orange or Black Loafers (1 Pair)
- Blue Sweatshirt (1)
- Boxer Shorts (4) **Males Only**
- Panties (5) **Females Only**
- Bra (3) **Females Only**
- Mattress (1)

Dress and appearance of all inmates will be maintained at a high standard and the sweatshirts will be worn appropriately always. Inmates may wear the sweatshirts inside their housing unit and to and from the recreation yard only. Blankets will not be allowed in the recreation yard.

Inmate clothing and linen exchange will be performed once per week for all areas of the jail with the exception of those inmates deemed unsuitable for this program. Those inmates not suitable for this program will receive laundry exchange on a biweekly basis. All soiled clothing to be washed in the netted bag issued at intake. The laundry bag should be tied in a knot near the top of the bag to allow a thorough cleaning and drying process. All laundry bags will be zip-tied by custody staff under the knot to ensure that the issued clothing will not come out during the laundering process.

501.8 STANDARD BEDDING AND LINEN ISSUE

The standard issue of clean suitable bedding and linens, for each inmate entering a living area who is expected to remain overnight, shall include, but not be limited to:

- (a) One serviceable mattress which meets the requirements of Title 15 Section 1272. Any mattress deemed unserviceable shall be replaced.
- (b) One mattress cover or one sheet; (Refer to Policy 501.7 for items provided at intake)
- (c) One towel; and, (Refer to Policy 501.7 for items provided at intake)
- (d) One blanket or more depending upon climatic conditions. Two blankets or sleep bag may be issued in place of one mattress cover or one sheet.

Temporary Holding facilities which hold persons longer than 12 hours shall meet the requirements of (a), (b) and (d) above.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

501.9 PROPERTY

An arrestee's, jacket and extra clothing garments shall be removed for safety purposes.

When the arrestee is placed into a cell in the booking area, the arrestee's footwear and extra clothing garments will be placed into a mesh laundry bag by custody staff for holding. The arrestee's first and last name shall be written on the tag by custody staff. The mesh bag is placed

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onto the large property rack located in booking. The mesh bag will be placed on the rack which correlates with the arrestee's last name. If the arrestee is dressed out and sent upstairs for housing, the clothing will be included with the mesh bag. The bags laundry tag will then indicate the inmate's assigned property box number. The bag will be placed in the bulk property room until release.

501.9.1 BACKPACKS

If Sheriff's Office personnel arrest someone who has a small or medium size backpack, we will accept the backpack as part of the intake's property. (This does not include bulk property such as, large wilderness, camping or hiking type backpacks) Upon intake, the Correctional Deputy will tag the backpack utilizing a Prisoner's Property Identification Tag. The Correctional Deputy will fill out the tag by writing the intakes name, date, and a description of the article. Upon booking, the booking officer will fill out the remainder of the required information on the tag. The officer will write the inmate's key number and property box number. Upon housing, the Correctional Deputy place the backpack in the inmate's large property bin. Due to the lack of storage space at the Jail, we will not accept backpacks from any other agency excluding Shasta County Marshal's Office Remands. We will also continue to refuse bikes, tents, and other larger items from any agency except medical/mobility devices (wheelchair, cane, crutches, etc.).

501.9.2 VERIFICATION OF INMATES MONEY

All money belonging to an arrestee shall be verified in front of the inmate by the Arresting Officer/Deputy. The Arresting Officer/Deputy will then list the amount of money present on the Shasta County Jail Intake Property Form. Once documented, the Arresting Officer/Deputy shall enter the money into the money kiosk located in the intake sally. At no time shall money be left in the inmate's property or on his/her person unless it qualifies as one of the situations outlined below. "Foreign Currency" and "Keepsake Currency", such as a U.S. Currency \$2 bill, shall be sealed in a blank envelope with the contents clearly marked with the arrestee's name, Arresting Officer/Deputy's badge number, date, and monetary amount. The envelope shall then be placed in the property bag. The Arresting Officer/Deputy shall then advise the Correctional Deputy of the envelope containing the "Foreign Currency" or Keepsake Currency"

Should any money not be accepted by the kiosk, it shall be checked by the arresting agency to confirm it is not counterfeit. If the money has been verified as genuine, it shall be placed into a blank envelope and clearly marked as "**KIOSK REJECTED**". The Arresting Officer/Deputy shall write their badge number, the arrestee's name, date, monetary amount on the envelope, seal it, and place it within the arrestee's property. The Arresting Officer/Deputy shall then advise the Correctional Deputy of the envelope containing the "Kiosk Rejected" currency.

501.9.3 HOUSED INMATE PROPERTY STORAGE

All inmate property is to be stored as follows:

Small and valuable personal property (keys, wallet, rings, etc.) is stored in the Reception area security lockers. Bags of valuables stored in Reception security lockers are not to be opened for the removal of personal property unless all property is to be released. Access to the small lockers

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in reception will be limited to Reception and/or designee, Watch Commander, Facility Manager, or higher authority. The Watch Commander may authorize an exception in the following instances:

- A verified family emergency where funds are immediately necessary
- Release to the inmate's attorney of record for costs of their defense.
- **CLOTHING / SHOES / BULK PROPERTY** All property other than small and valuable property will be stored in the correct property tub in the bulk property room of the sally port. All items will be placed in a clear poly or laundry bag, marked with the appropriate property number on the outside of the bag or on a tag, then placed in the corresponding property tub in the property room. Large items (sleeping bags, large back packs, luggage, purses, etc.) that will not fit into the property bin, are to be retained for safekeeping by the arresting agency with a receipt provided to the arrestee and directions for pickup.

The bulk property room is designed so that bins are in chronological order. At no time should the property room be unkempt or in disarray. Inmate personal clothing that is contaminated with blood, feces, or other body fluids, must be placed in a melt away bag and then placed in the netted laundry bag with the numbered red tag for the appropriate bin. Contaminated clothing that is saturated to the point that it will dissolve the melt away bag, must be first placed in a garbage bag and then placed in the netted laundry bag with the numbered tag. Contaminated or wet inmate clothing must be sent to the laundry for cleaning prior to being placed in the property room.

Inmate clothing of this sort must be placed in a netted laundry bag with a property bin number for identification purposes.

501.9.4 PROPERTY RELEASE

Unless approved by the Watch Commander or higher authority, no partial property releases may be made.

If an inmate wants to release property, all property, except one set of clothing, shall be released.

The intent is that no property be reentered by officers or service officers once it has been stored unless the inmate and/or all the property is to be released. All personal property will be released to the officer transporting that inmate. These procedures will also be followed for out of county release/transfers. All jail issued items will be checked for damage and inventoried prior to release/transfer. The damage of jail issued items may be dealt with as a criminal violation. (4600 PC)

501.9.5 LOST PROPERTY

In the event any item of property is found to be missing, the following procedure shall be initiated by the releasing Correctional Officer or Deputy:

A thorough and complete rechecking of all property areas.

A jail incident report shall be completed in any instance when the rechecking fails to locate the missing item.

The jail incident report shall include the following:

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- A complete description of the property
- Age and condition of the property
- Approximate cost at time of purchase

The Watch Commander shall ensure that a copy of the completed report is forwarded to jail administration for further transmittal to County Risk Management. The released inmate shall be informed that they are to directly contact Risk Management for further processing and/or settlement. In the event any items of missing property are later located, the original report shall be supplemented and Risk Management notified by the Watch Commander.

501.9.6 PROPERTY SEIZED AS EVIDENCE

It is the responsibility of the investigating officer and Watch Commander to ensure an arrestee's Rights under the 4th Amendment are protected when seizing inmate property after booking. A search warrant is not required to seize property, providing the seizure of property is directly related to an ongoing investigation. A property receipt shall be provided for all seized property. Consultation with the District Attorneys Office is recommended for the seizure of property, evidence packaging, etc. A written release from the arrestee will also suffice in obtaining property as evidence. Any property seized prior to booking by an agency shall be exempt from the above requirements.

501.10 CLOTHING FOR COURT

Inmates may be allowed to wear their personal clothing when specifically authorized by a Judge or for jury trials. All such arrangements and provisions for the clothing shall be the responsibility of the inmate and his attorney. Generally, only one set of court clothing will be accepted at one time for an inmate. Long term jury trials may cause more sets of court clothes to be allowed. The clothing will be searched for contraband by a processing Correctional Deputy. Once searched, it will be marked with the inmate's name and stored in the storage locker in the room outside the transportation office. Dirty clothing may be exchanged for a clean set. The authorized inmate will be dressed out in his personal clothing at the booking level and sent or escorted to court by the Marshal's Office. Upon return from court, the reverse process shall be implemented and the inmate returned to his housing area. Court clothing and shoes are to be stored in a garment bag with the inmate's name. Court clothing and shoes not picked up within 30 days after completion of court and notification, will be disposed of.

501.11 MANUAL BOOKINGS

POLICY:

During a time when the jail management system is off-line and an inmate needs to be booked or released due to Jail operation or exigent circumstance, the booking officer, processing officer, classification officer, and releasing deputy will utilize the Manual Booking sheets to complete the process. There are three separate pages to the Manual Booking process. Each page has necessary information for an intake to be booked, classified, housed and/or released from the Facility.

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PROCEDURE:

Booking Officer:

The Booking Officer will fill out all necessary fields related to the intakes booking. This information includes but is not limited to the intakes full name, address, DOB, phone number, DL, SSN, sex, age, race, birth place/state, and other physical descriptors. All personal property including clothing will be documented. The Booking Officer will notate each charge and case number if applicable including the bail, and next court date. If the intake is staying in custody, the Booking Officer will complete the classification portion of forms. Once the intake is booked, the inmate will sign each form in the required fields. The completing Booking Officer will also sign and date the forms. All forms and associated paperwork will be stored in a Key folder as standard procedure. The Key folder will be given to the Classification Deputy.

Processing Deputy:

A Processing Deputy will use the booking sheets to manually create a transaction in Live Scan. Creating a transaction in Live Scan will allow the Processing Deputy to obtain fingerprints and photo(s). Live Scan is separate from the jail management system; therefore, submitting a transaction under UPD or to DOJ will remain standard operating procedure.

Classification Deputy:

The Classification Deputy will use the manual booking sheets to classify and/or house the inmate. If the classifier needs additional information prior to housing, they will interview the inmate to obtain such criteria.

Releasing Deputy:

The Processing Deputy will fill out the required information on the Manual Booking sheet to process the inmate for release. This information includes release date, time and code. The Key file will be given to the Watch Commander for safe keeping until the system returns to full operation.

When the jail management system returns to normal operation, before any other bookings, the Booking Officer will book all inmates that were manually booked and released. The Booking Officer will use the jail management system to locate the last booking number used and create the next booking number in sequential order. They will notate that number on the manual booking sheet. Once the booking has been inputted into the jail management system, all paperwork including the manual booking sheets will be processed

501.12 FEDERAL PRISONERS

Federal prisoners will be booked and processed in the same manner as other arrestee's. All bookings by the United States Marshal's Office and the National Park Service shall have a completed Federal Form USM-41. The appropriate federal judicial district (Northern or Eastern) shall be noted at the top of this form. A Federal Form USM-41 is not required for the United States Border Patrol or other federal agencies. The original of Federal Form USM-41 is to be retained by the federal officer delivering the arrestee to this facility. The remaining copies of Federal Form

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USM-41 shall be forwarded to jail STATS personnel for billing purposes. A copy of the booking sheet on all federal prisoners shall be obtained by the employee responsible for federal prisoner statistics. In the event an intake is arrested on federal charges and local charges, i.e. warrants, the federal charges will be listed as active hold until the Local charges have been adjudicated.

501.13 MILITARY BOOKINGS

Military personnel are booked and processed as other arrestee's except for notification to competent military authority. Pending civilian charges take precedence over military charges, action, or authority. The processing Correctional Officer receiving an active member of the United States military shall immediately notify the on-duty military law enforcement officer at the service member's home base. In the event the service member will not or cannot furnish the required contact information, the Watch Commander shall ensure that arrangements are made to have the local recruiter for that person's service branch notified as soon as reasonably possible.

501.13.1 MILITARY HOLDS

In the event the contacted military authority requests a hold on the military personnel in our custody, it shall be placed as an active hold with the name, rank, and position of the person requesting such action noted on the booking sheet for purposes of record. A written order verifying the hold shall be requested at this time. There are no time limits on military holds. In the case of a written hold where the service member is not picked up in five days, the Classification Officer shall be responsible to recheck the hold and pick up status with the military authority issuing the written order.

501.14 BAIL BOND SURRENDER (1300/1301 PC)

Any defendant out of custody on a bail or bond can be surrendered by the person putting up the bail or bond. The defendant can also surrender himself. The defendant who is being surrendered shall surrender to an officer where defendant was to appear in court at the time of bail. The officer taking the surrendered defendant shall obtain a certified copy of the bail or bond surrender at the time of surrender. The officer who has received the surrender shall, within 48 hours of surrender, bring the defendant before the court in which the defendant is next to appear on the case for which he has been surrendered.

501.15 BOOKING PURSUANT TO 1551 PC

It is the policy of this facility to accept person arrested on out of state felony warrants pursuant to 1551 PC.

501.15.1 DEFINITIONS

ASYLUM STATE

DEMANDING STATE

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501.15.2 GENERAL

As with any warrant arrest, including “Out of State” felony warrant arrests pursuant to 1551 PC, the original warrant or abstract warrant shall be in hand at the main facility prior to accepting the person into custody. During the booking procedure, the person arrested on a felony out of state warrant shall be afforded the same rights as any other arrestee.

The original out of state warrant or abstract warrant shall remain in the inmate’s booking file. A copy shall be made and given to Transportation. The person arrested on an out of state warrant shall be put on the court list within two (2) court days. The asylum state shall be notified that the subject is on the court list pending an identification hearing.

If the person arrested on an out of state warrant was arrested by the Sheriff’s Office, then the court officer shall be notified the next court day of the arrest. The arrestee will be detained if during the identification hearing the court determines the person in question to be the same person for whom the warrant was issued. The asylum state will notify the agency who issued the warrant and extradition procedures will be started by the demanding state. If the person is identified as the subject the warrant was issued for during the identification hearing, that person will be given an opportunity to sign a waiver of extradition.

If the person refuses to sign the waiver of extradition, then a “Governor’s Warrant” procedure will be executed. If a person is arrested on an out of state warrant and that person is identified as the person the warrant was issued for and that person has signed a waiver, then the asylum state will notify the demanding state via teletype, fax, etc., that they have thirty (30) days to pick up that person. If the person refused to sign a waiver, they shall remain in custody pending the Governor’s Warrant. (NOTE: There is no time limit this and depending on the jurisdiction, it is all dead time. No credit for time served). There is a general agreement between states that they will pick up persons on out of state warrants within ten days. When a Governor’s Warrant is executed the time is generally limited to 30 days, 60 days, and 90 days, etc.

Any person in custody on a 1551 warrant is entitled to bail if a bail has been set by the demanding state. The person will bail based on the California case for 1551 PC.

Any person booked on a 1551 warrant is not entitled to bail until they are arraigned on the charge of 1551 PC.

The person is not entitled to bail if they have signed a waiver of extradition or if a Governor’s Warrant has been served.

501.15.4 APPROVED PROBABLE CAUSE DETERMINATION

The Classification Deputy shall move the person’s folder to the pre-Arraignment bin. NOTE: Do not place a fresh arrest folder into the pre-arraignment bin unless the Probable Cause Determination has been completed. The Sergeant/Classification Deputy shall use the court Probable Cause copies to brief the reviewing judge.

Follow-up procedures - Telephone contact or direct contact with judge:

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The judges rotate weekly in handling telephone duty for search warrants and other after-hours duties. On weekends and holidays, the duty judge will call you in booking once per day to check on the forms that have been received. There is no set time that the judge will call. The judge may have you read the contents of the form over the phone (and then tell you whether or not probable cause exists to further detain the arrestee) or the judge may visit the jail to read over the forms and determine whether or not probable cause exists and sign the form then. Accordingly, jail personnel should be familiar with where the forms are accumulated so that they can be provided to the duty judge or read to the duty judge over the phone. Either way, the forms shall be filed with the clerk by the Classification Deputies as noted above. If the judge has reviewed the form over the phone, rather than coming in to read it, please list the date and time of the phone call and the name of the judge and arrestee on the Probable Cause Determination. and supply them to the court clerk. The judge will sign those forms later. If the jail has been accumulating forms for more than 44 hours without contact from a judge either in person or over the phone, (for example - forms have been collected from 1:30 p.m. on Friday to 9:30 a.m. Sunday) then call **SHASCOM** and ask them to have the duty judge contact you right away. Dispatch will know how to reach the judge.

501.15.5 DENIAL OF PROBABLE CAUSE DETERMINATION

When the judge denies the probable cause determination, advise the judge that the subject will be released on an O/R release per standard procedure. He/She may ask you to re-contact the arresting agency. The judge's recommendation will be final. If no further information is available, release same.

- NOTE: Do not write in judge's space on the form.
- NOTE: Do not release per 825 PC

United States District Court (USDC) Probable Cause Forms (USDC Magistrate

Jail staff shall place the (court copy) of all USDC arrests into the USDC or file folder. NOTE: These will be separate from the Redding Court copies.

The USDC, Park Service and Federal employees will only write Federal Prisoner or crime reports to follow, in the narrative portion of Probable Cause form.

These police officers will not be writing the elements of the crime in this space. The above officers will telephone the magistrate to convey the elements. The USDC Magistrate will telephone each Saturday, Sunday, and holidays to review the Probable Cause Summary forms. The USDC Magistrate or his clerk will call during the week to the jail when any summary cause form is disapproved. When Correctional Deputies releases a USDC arrest, the Probable Cause Summary form will be attached to the OR, bail bond, release form.

The Sheriff's Office shall telephone the US Magistrate's office each Friday to find out who the on-call magistrate will be.

NOTE: If the magistrate is not available to review USDC fresh arrests which are getting close to the 48 hours time constraint, call the on-call Shasta County Court Judge.

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Federal Rule or Criminal Procedures Rule 5

Title 18 U.S.C. - 3041 both sections apply to any Court of Record (Shasta County Judge) when a Federal Magistrate is not available.

NOTE: All arrestees released by the magistrate for a disapproved summary cause for or due to the 48 hour time constraints will be released on an O/R per procedure.

501.15.5 ADMISSION OF SEX OFFENDER REGISTRANTS

The Records Unit shall inform the California Department of Justice when inmates required to register address changes under Penal Code § 290.013 have been admitted into the jail within 15 days of the admission (Penal Code § 290.013).

501.15.6 ADMISSION OF SEX OFFENDER REGISTRANTS

The Records Unit shall inform the California Department of Justice when inmates required to register address changes under Penal Code § 290.013 have been admitted into the jail within 15 days of the admission (Penal Code § 290.13).

501.16 FOREIGN NATIONALS

Foreign nationals are booked and processed as other arrestees with the exception that we must notify them of their right to contact their consular officials. The proper handling of arrested foreign nationals is the subject of Article 36 of the Vienna Convention on Consular Relations. In the event of problems/questions concerning foreign nationals, those subject to the act, and the consular phone numbers, the Watch Commander may authorize contact with the State Office of Emergency Services at (916) 427-7990. That office maintains a list of consular office phone numbers. When a person arrested is determined to be a foreign national, legally or illegally in this country, the following procedure shall be used.

Notification of the United States Immigration Service

The foreign national shall be notified at the time of booking, of his right to have, without delay, their consular officials notified. If the foreign national desires, the consular officials representing that person's country will be notified by the processing officer as soon as reasonably possible. The foreign national shall be allowed to personally communicate with and be visited by their consular officials. Attorney visitation rules shall apply to a consular representative's visit.

501.17 INMATE TELEPHONE CALLS

Every inmate detained in this facility shall be entitled to at least three completed telephone calls immediately upon being admitted and no later than three hours after arrest. Either the arresting or booking correctional deputy must ask the inmate if he/she is a custodial parent with responsibility for a minor child as soon as practicable, but no later than three hours after the arrest, except when physically impossible. If the inmate is a custodial parent with responsibility for a minor child, the inmate shall be entitled to make two additional telephone calls to arrange care for the minor child (Penal Code § 851.5).

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The calls may be of a duration that reasonably allows the inmate to make necessary arrangements for matters that he/she may be unable to complete as a result of being arrested. The calls are not intended to be lengthy conversations and the custody staff may use their judgment in determining the reasonable duration of the calls.

There is no obligation for the custody staff to make a telephone call on an inmate's behalf, for example in the case of a person who is so intoxicated that he/she cannot make a call. The custody staff is not required to wake an intoxicated person so that the person may complete a call. An intoxicated person should be provided the opportunity to make the telephone calls once the person awakes.

Individuals who are known to have, or are perceived by others as having, hearing or speech impairments shall be provided access to the appropriate telecommunication device which will facilitate communication. Such devices may include but are not limited to videophones, teletypewriters, or third-party communications assistance. An individual's access to telephone communications shall not be withdrawn unless doing so is required to uphold the safety and security of the facility.

501.18 BAIL BOND SURRENDER (1300/1301 PC)

Any defendant out of custody on a bail or bond can be surrendered by the person putting up the bail or bond. The defendant can also surrender himself. The defendant who is being surrendered shall surrender to an officer where defendant was to appear in court at the time of bail. The officer taking the surrendered defendant shall obtain a certified copy of the bail or bond surrender at the time of surrender. The officer who has received the surrender shall, within 48 hours of surrender, bring the defendant before the court in which the defendant is next to appear on the case for which he has been surrendered.

501.19 OUT OF COUNTY PROBATION VIOLATIONS

501.19.1 PURPOSE

This following procedure is in place to protect an arrestee from undue detention if the County for which they are on Probation with, is not able to transport within the statutory 48 hour arraignment period. Arrestees not on Probation with Shasta County will not be arraigned through the Shasta County Superior Court; they must be arraigned through the court of jurisdiction they are on Probation with.

501.19.2 PROCEDURE

Any person arrested on a fresh Probation Violation or Probation Violation Hold, pursuant to PC 1203.2 or PC 1203.2(a), for which they are not on Probation in Shasta County, shall not be booked into the Shasta County Jail. Only a warrant issued by a magistrate shall be accepted as an exemption to this policy, thus followed by PC 821/822 guidelines.

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501.20 JUVENILE DETAINEES

Juveniles are not eligible for admission to this jail. A juvenile may be held only for the length of time needed for release to a parent or guardian or transfer to an appropriate facility, and in any case, for a maximum of six hours (Welfare and Institutions Code § 207.1). Detention is subject to the following conditions:

- (a) The juvenile shall be held in an unlocked area that is not used for housing and is outside the secure perimeter of the jail, such as an interview room, lobby, or office.
- (b) The juvenile shall not be physically secured to a cuffing rail or other stationary object.
- (c) The juvenile shall be under continuous visual supervision by a law enforcement officer, a facility employee, or a designated youth attendant. Continuous visual monitoring may be by an audio/video system. The juvenile shall have constant auditory access to the staff.
- (d) Separation by sight and sound shall be maintained between all juveniles and adults in custody (34 USC § 11133). There should also be sight and sound separation between non-offender juveniles, such as those who may be in protective custody, and juveniles and status offenders.