

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: 03/02/2012
NUMBER: 6.02 – PATROL
SUBJECT: BOOKING PROCEDURES
RELATED POLICY: 6.02
ORIGINATING DIVISION: OPERATIONAL SUPPORT
NEW PROCEDURE:
PROCEDURAL CHANGE:
SUPERSEDES: DP 6.02 – 12/17/2007

I. PURPOSE

This Department procedure establishes guidelines for booking prisoners.

II. SCOPE

This procedure applies to all sworn members of the Department.

III. INITIAL PROCEDURES

- A. A Cal-ID check must be conducted on all misdemeanor and felony prisoners who do not have valid identification in their possession.
- B. The arresting or detaining officer shall be responsible for conducting an MA09 or ARJIS (/for MOI11) check on all adults and juveniles. Officers are responsible for checking the Officers' Notification System (ONS) for any information on the arrestee.
- NEW

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

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

NEW

- A. The Watch Commander's Office is located at the Headquarters sally port. A Watch Commander Sergeant and Operations Officer staff the Watch Commander's Office. These personnel are supervised by the on-duty Field Lieutenant.
- B. Upon arrival, arresting or transporting officers will obtain booking approval from the Watch Commander Sergeant. The officer must also complete a "wants and warrants" check in ARJIS, COUNTY, and SUN.
 - 1. While in the sally port, all prisoners will be handled in accordance with Department Procedure 6.01, Handcuffing, Restraining, Searching, and Transporting Procedures.
 - 2. NO FIREARMS OR OTHER WEAPONS (expandable batons, PR-24s, etc.) will be worn by officers while fingerprinting suspects. These items should be secured in the trunk of the police vehicle. Oleoresin Capsicum (OC) spray is allowed on the gun belt while obtaining fingerprints.
 - 3. Property, money, clothing, or any other item needed as evidence must be taken from prisoners prior to booking.
 - 4. Arresting or transporting officers will not leave the sally port until they have placed the prisoner's name on the automated Arrest or Juvenile Hall Log after the Watch Commander approves the booking slip and Declaration and Determination form.
 - 5. Arresting or transporting officers with knowledge that their prisoner is or has been a sworn peace officer shall notify the Field Lieutenant, Watch Commander Sergeant, and the booking deputy (if booked into jail).

V. PROCEDURES FOR FIELD BOOKING PRISONERS

- A. Field Lieutenants are permanently assigned to field supervisory responsibilities. The Field Lieutenant is available via radio, MCT, or cellular telephone to respond to calls requiring assistance or expertise on a 24-hour basis. Their unit designators are L1 through L4. If a regularly assigned Field Lieutenant is unavailable for duty, a relief lieutenant, selected from the Mobile Field Force and Field Lieutenant's Relief Schedule, will assume the Field Lieutenant duties for the specific shift. The relief lieutenant will use the designator of L5.
- B. In an effort to streamline the booking approval process, the Field Lieutenants may approve field bookings as deemed appropriate. These field bookings will occur in

the field at a location mutually agreed upon by the lieutenant and arresting officer. The arresting officer must prepare a Declaration and Determination form, which shall include facts establishing the elements of the crime, suspect identification, and detail how and where the arrest occurred. In addition, the arresting officer must present the Field Lieutenant with a completed jail booking slip (Form J-15) which shall include the date and time of arrest at the top of the form.

- C. The Field Lieutenant must review the Declaration and Determination narrative and ensure the appropriate charge(s) and supporting elements are present, including the arresting officer's signature and identification number. The purpose of the review is to ensure the arrest is lawful and proper. Additionally, the Field Lieutenant must ensure the booking slip is complete and identifies the appropriate charge(s) and description(s).
- D. Once the Field Lieutenant approves the booking, the arresting officer must place the following information on the Watch Commander's Arrest Log:
 - 1. The arrest time and booking time;
 - 2. The arrested person's name and home address;
 - 3. The arrestee's race and sex;
 - 4. The arrestee's date of birth;
 - 5. The arrest location and beat;
 - 6. The arresting officer's assignment and unit number;
 - 7. The arresting officer's name and ID number;
 - 8. If any force was used;
 - 9. If the arrest was Domestic Violence (DV) related;
 - 10. If ARJIS, County, and SUN computer checks were made;
 - 11. The primary charge; and,
 - 12. The duty Field Lieutenant's name.

NEW

The arresting officer can add the information to the Watch Commander's Log by utilizing any Department desktop computer to make the appropriate booking log entry. The booking log applications are located inside the "SDPD Applications" folder on all Department desktop computers. The information may also be added to the log by calling the Watch Commander Sergeant or Operations Officer.

- E. The following bookings are deemed appropriate for the field booking process:
1. All Juvenile Hall bookings;
 2. Females with verifiable identification to be booked into Las Colinas; and,
 3. Males with verifiable identification to be booked in County Jail.
- NEW F. If the arrested person has personal property that must be impounded at Headquarters, requires photographs, fingerprints, or in-depth interviews, a field booking would not be appropriate. Suspects arrested for sex crimes, commercial robbery, auto theft, child abuse, domestic violence, and those under the influence of alcohol or drugs will require transport to the Watch Commander's Office for processing and impounds. The Watch Commander Sergeant shall review each of these bookings.

VI. COUNTY JAIL PROCEDURES FOR MALE PRISONERS

The entrance to County Jail is located on the east side of 1100 Front Street, south of "B" Street. Units en route to the jail will approach the facility eastbound on "B" Street from Union Street. Officers will stage along the south curb line of "B" Street between Front Street and Union Street. The first vehicle in line will wait in the sally port driveway of the jail until allowed entrance.

- A. To gain entrance to the sally port, officers must contact the Intake Deputy by radio or by using the call box. Officers with an 800 MHZ vehicle radio or with an XTS 2500 or XTS 5000 portable radio will contact Jail Intake Control on "CONV I TAC 2" and request entry. Units without one of these types of radios will, upon advancing to the front of the line, contact Jail Intake Control by using the call box located on the west wall of the jail, north of the sally port entrance.
- B. Once inside the sally port, officers shall park their vehicles in the marked stalls along the north wall. All weapons shall be secured either in the trunk of the vehicle or in one of the gun lockers located on the south wall of the sally port, before the prisoner is taken out of the vehicle.
- C. Only clothing, purses, and small personal belongings of prisoners will be accepted at the jail. The items must be small enough to fit into the 9"x12 1/2" plastic property bag. The jail will NOT accept any food, beverages, tools, ammunition, explosives, or weapons, including knives of any type. County Jail will also not accept any bulk property. The arresting/transporting officer will be responsible for the appropriate impound/disposition of such property in accordance with Department Procedure 3.02, Impound, Release and Disposal of Property, Evidence and Articles Missing Identification Marks.

- D. Arresting/transporting officers will be responsible for inventorying, documenting, and packaging all personal property that will go with the prisoner to jail. Heat sealers, plastic property bags, and property receipt forms will be available at Police Headquarters, County Jail, and Las Colinas for use by officers. Prior to booking a prisoner, the arresting/transporting officer will document the prisoner's property, including any medications, on the Sheriff's Property Receipt form (J-55). The officer will place all the property, EXCEPT PAPER MONEY, into a 9"x12 1/2" plastic property bag and heat-seal the bag. WHEN FINISHED SEALING THE PROPERTY BAG, TURN OFF THE HEAT SEALER MACHINE. LEAVING THE SEALER ON WILL DAMAGE THE HEATING ELEMENTS AND TEFLON COVERS. Using a black felt tipped pen, the officer will write the prisoner's name and DOB on the upper left hand corner of the bag. The officer will verify all property items with the prisoner, and both the officer and prisoner will sign the Property Receipt. If the prisoner refuses to sign, the officer will write "Refusal" on the prisoner signature line and initial it.
- E. The arresting/transporting officer will be responsible for conducting an accurate inventory of the prisoner's money while at jail. In the presence of the prisoner, the officer will count and verify the money, and document the currency amounts on the Property Receipt form. Coins will be placed in the regular property bag with the prisoner's other belongings. All paper money will be placed into a small plastic bag and heat-sealed onto the sealed personal property bag. Both bags and the Property Receipt form will be given to the Intake Deputy. Cash amounts totaling \$500 or more will be verified by the arresting/transporting officer, the prisoner, and the Jail Intake Sergeant before jail staff accepts the money. In such cases, the officer, sergeant, and prisoner will all sign the Property Receipt form.
- NEW F. Once the prisoner has been medically screened, he will be taken to Intake. At Intake, the officer will hand the booking slip, along with the property bag and completed Property Receipt form to the Jail Intake Deputy. One copy of the Property Receipt form (J-55) will be given to the arresting/transporting officer, and is to be provided to the appropriate investigator for follow-up. After the prisoner receives a wrist band from the Intake Deputy, the officer shall direct him to walk through the metal detector at the west end of the Intake area prior to entering the holding cell. If the alarm is set off, the officer must use a hand held metal detector to check the prisoner for contraband.
- G. Once the prisoner has been placed in a holding cell the officer may leave the jail, after retrieving his/her weapons from the gun locker or trunk. To exit the sally port, drive to the exit gate. A loop sensor should alert the deputy of your presence. If the deputy does not notice you, contact Intake Control on the same radio frequency used to gain entrance, or use the call box located on the post that can be accessed through the driver's window. Exit the sally port by the east driveway onto northbound First Avenue.

VII. PROCEDURES FOR LAS COLINAS WOMEN'S DETENTION FACILITY

All female felony and misdemeanor prisoners will be taken to the Las Colinas Women's Detention Facility located at 9000 Cottonwood Avenue, in Santee. Entrance to the facility is made via the rear parking lot. Because there are only 60 beds available for San Diego Police Department misdemeanants, these prisoners will be accepted on a "space available" basis. When Las Colinas is near capacity, the Watch Commander's Office will notify field officers via the MCT. In the event that space is not available, female misdemeanor prisoners will be issued a citation and released. Exceptions to the cite/release procedure will be those suspects arrested on misdemeanor charges the facility always books such as, Domestic Violence, DUI, 11550 H&S, 290 P.C. offenses, and 647 (f) P.C.

- A. If a female prisoner has a purse in her possession at the time of arrest, it should be placed between the front seats or on the front passenger seat in full view of the prisoner, if possible.
- B. The purse will be searched by the arresting officer in the presence of a Sheriff's deputy upon arrival at the jail.
- C. Female prisoners' property must be itemized and inventoried on the Sheriff's Property Receipt form (J-55). Any valuables contained in the prisoner's purse must also be itemized on the form. All jewelry must be removed from the prisoner and placed into her property before entering into Jail Intake. The property will be processed in accordance with the procedures outlined in this procedure.
- D. Female prisoners must be taken to the inside door of the jail before deputies can offer assistance, unless the prisoner is actively resisting.
- E. After the prisoner and her property are turned over to the deputy, the arresting/transporting officer will stand by until the deputy has made a superficial search of the prisoner for weapons that might be concealed in places male officers would be unable to search.

VIII. PROCEDURES FOR JUVENILES AND FELONY MASS ARRESTS

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

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

IX. PROCEDURES FOR INVESTIGATORS

- A. Investigators who need to interview inmates at County Jail must park on the street or in the City Parkade and enter the Jail through the public entrance on Front Street. Upon identifying themselves, investigators will be directed to the proper floor to meet with the inmate. Interview rooms are located on each floor of the facility. Confidential interview rooms are available if prior arrangements are made with Jail personnel. Investigators wanting to interview inmates should call the Jail at (619) 615-2737 to verify that the inmate is still housed at the facility. Some inmates may be restricted to teleconference interviews only due to their medical condition, high-risk status, or other circumstances deemed necessary by Jail personnel.
- B. Line-ups may be arranged through the Jail Watch Commander.
- C. Prisoner property may only be searched pursuant to a court order.
- D. Handwriting exemplars will not be taken from prisoners held on "check" charges, except by investigators.
- NEW E. Investigators who need to interview inmates at Las Colinas may park in the rear parking lot. Appointments are not required, but investigators will have to identify themselves to the Las Colinas staff in order to meet with the prisoner. Confidential interview rooms are available on a first come, first served basis. Investigators may call the Booking staff at (619) 258-3350 or (619) 258-3334 to ensure that the inmate is still housed at the facility. Some inmates may be restricted to teleconference interviews only due to their medical condition, high-risk status, or other circumstances deemed necessary by Las Colinas staff.

NEW

- F. San Diego County Code of Regulatory Ordinances, Section 32.808, has been amended to prohibit smoking by inmates, staff, and all visitors while in any San Diego County Sheriff's Detention Facility. Department personnel conducting business in any of the jail facilities will refrain from smoking or using smokeless tobacco and will not give cigarettes or smokeless tobacco to inmates during interviews or contacts.

X. DECLARATIONS

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

- A. Declarations must include the elements of *all the listed* crimes and the details of how and where the suspect was taken into custody.

NEW

- B. Officers who transport prisoners for arresting officers must ensure that the arresting officer faxed or e-mailed a probable cause Declaration form to the Watch Commander and the Declaration was approved, prior to accepting the prisoner from the arresting officer.

NEW

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

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

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

XI. INMATE INTAKE FORM (Booking Slip)

- A. The arresting officer shall print the prisoner's last name, first name, and middle name on the form. "NMN" for "no middle name", or the initial in quotation marks, shall be used if the prisoner has only an initial (e.g., "J").

B. The officer must use all available means to ensure that the name given is the prisoner's true name, in that he/she will be booked under the name that appears on the booking slip.

1. When the prisoner is unable to furnish valid identification and the arresting officer has reason to doubt the name given by him/her, after a Cal-ID check does not identify the prisoner, the officer should book the prisoner as Doe, John/Jane A.K.A. the name given by the prisoner,.
2. This procedure will initiate a background check of the prisoner to verify his/her questionable identity.

C. "Charges" Section

1. Arresting officers are responsible for identifying the appropriate charging sections during the arrest and booking process. Officers will list the correct charging section (Penal Code, Vehicle Code, Health and Safety Code, etc.) on all booking slips.

EXAMPLE: For a charge of "Residential Burglary", the booking slip will show the appropriate charging section, 460 (a) PC, First Degree Burglary, instead of the defining section, 459 PC, Burglary. A listing of correct "charging" sections is available in the Consolidated Bail Schedule. A current copy of the Bail Schedule is maintained in the Watch Commander's Office for reference by officers.

2. On 647(f) PC arrests, indicate whether the charge is "drunk" or "drugs." The slip should also state "Chronic" if that is the case.
3. When the prisoner is arrested for a local charge and also an out-of-county charge, book on the local charge and place a hold on the out-of-county charge.
4. When booking for a Vehicle Code section that is not normally a booking charge, book per the authoritative section (e.g., "22450[a] CVC per 40302[b] CVC").
5. When booking on a speeding violation, indicate the speed of the vehicle and the posted speed limit. For exhibition of speed, indicate whether the violation is over or under 100 MPH.
6. When booking for Auto Theft when the vehicle was stolen in another county, list the charge as "10851 CVC, Auto Theft, OUTSIDE COUNTY."

7. If the vehicle was stolen in another state, book under 10851 CVC unless a complaint is known to have been filed in the originating state, in which case use 1551.1 PC as the booking charge.
8. In all auto theft cases, including local, if applicable, list in the "Remarks" section:
 - a. Location of the theft;
 - b. The agency that has jurisdiction;
 - c. Verification that the agency has been notified and is willing to pick up the prisoner;
 - d. Name and phone number of party contacted;
 - e. Disposition of the vehicle; and,
 - f. License number and case number.
9. In any attempted crime, if a specific section applies, it must be used (e.g., 217 PC, Attempted Murder). Otherwise, the section must be preceded by Section 664 PC (e.g., "664/487(a) PC"). The degree of crime must be included, when applicable.
- NEW 10. Officers will submit only one type of document to our prosecuting agencies for all charges arising out of one event. Officers are not to book suspects on felony or misdemeanor charges and issue them citations as well. Officers are to include the traffic violation in the narrative of the arrest report without issuing a citation.
11. Where a subject is initially arrested on field charges, such as 23152 (a) CVC (DUI) and outstanding felony warrants are subsequently located, officers shall book on the field charges (23152[a] CVC). Officers will indicate holds on any felony warrants in the "holds" section and include the warrant numbers.
- NEW 12. Where an arrest is made solely on a warrant, multiple warrants, or a Parole Hold, officers will complete a booking slip. A probable cause Declaration form is not needed.

D. Warrant Arrests

1. All bookings on warrants, including out-of-county warrants, must be accompanied by the warrant or an abstract thereof.

2. In the "charge" section of the arrest report, officers shall list the warrant number, issue date, and charge for each warrant.
 3. Persons arrested on out-of-state felony warrants will be booked under Section 1551.1 PC. Refer to Department Procedure 4.06, Arrest Warrant Procedures, for details on out-of-state warrants.
 4. To serve a warrant on a prisoner who is already in County Jail, officers or investigators will take the warrant and the booking slip to the Information window at County Jail. An arrest report must be prepared with the warrant information, indicating the arrested party was already in jail on a prior charge.
 5. If arresting a person for 3056 PC, Custody of Paroled Prisoners, and the teletype is incomplete or nonexistent, a parole officer can fax the necessary "Parole Hold" to the Watch Commander's Office, so the prisoner can be booked into County Jail. The Watch Commander's Office has a list of State parole phone numbers to contact an on-duty parole agent.
- E. The physical description, occupation, arresting agency, and location of arrest fields of the booking slip are self-explanatory.
1. The beat number is to be included in the "Location of Arrest" section.
 2. "Unemployed" shall not be listed as an occupation. Officers will list the person's usual or last occupation.
 3. "San Diego Superior Court" shall be listed in the "Court" section, except on warrant arrests, in which cases it will be left blank.
- F. Information on out-of-county warrant holds for other jurisdictions may be obtained from the Sheriff's Warrant Detail.

XII. PROCEDURES FOR PRISONERS WHO NEED MEDICAL ATTENTION

- A. All prisoners, with either felony or misdemeanor charges, being transported who require immediate medical treatment, should be taken to the closest San Diego area hospital with an emergency room. Officers shall notify the Field Lieutenant or Watch Commander Sergeant prior to obtaining medical treatment for any prisoners. Notification may be completed via the MCT, by radio, by telephone, or in person at the Watch Commander's Office.

- B. Under most circumstances, prisoners with medical emergencies are not to be transported in police vehicles. Officers are reminded to call for paramedics to transport in these cases.
- C. Whenever possible, individuals "in custody" (under arrest for the purpose of detention in a County Facility, e.g., County Jail, Las Colinas, Juvenile Hall) who have a high likelihood of being admitted into a hospital, should be transported to UCSD Medical Center, 200 W. Arbor, San Diego, 92103.
- D. Detainees or persons in custody for purposes other than physical arrest, who require medical treatment, may be transported to the nearest hospital. The Watch Commander will be the final authority for determining where officers take prisoners in need of medical treatment.
- E. If the prisoner is admitted, the arresting officer must immediately notify the Watch Commander Sergeant.
- F. At the hospital, the transporting officer will fill out a DMI RESIDENT OR PRISONER REFERRAL form (DMS-701) in duplicate and return it to the County Jail, whether treatment is given or not.

NEW

- G. The Watch Commander Sergeant will assign an officer to pick up a completed Declaration and Determination form and booking slip from the officer at the hospital. After approval, the designated officer will transport the paperwork to the Intake Deputy at County Jail. County Jail will not provide a guard for the hospitalized prisoner until the prisoner has been arraigned. Therefore, if it is determined that the prisoner requires police supervision, the arresting officer's command must provide officers to guard the prisoner until the arraignment has occurred.

NEW

- H. Prior to booking into a detention facility (i.e., County Jail, Las Colinas, Juvenile Hall), responsibility for prisoners rests with San Diego Police personnel. After booking, the San Diego County Sheriff assumes responsibility.

NEW

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

XIII. RELEASE OF CHARGES

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

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

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

A. The Metropolitan Correctional Center (MCC) will only accept persons arrested for violation of a federal code. It will not accept juveniles, female material witnesses, military holdovers, immigration holdovers, or State cooperative prisoners. MCC will also not accept prisoners who require 24-hour nursing care or detoxification from drugs (methadone) or alcohol. A physician's assistant will screen prisoners and determine whether the prisoner will be accepted or rejected due to medical concerns. (Note: Even inmates who have been "medically cleared for incarceration" will be screened by MCC medical staff.)

NEW

1. Acceptance of any inmate is contingent upon his/her suitability for MCC. Inmates must be able to perform routine daily activities such as showering, eating, using stairs, and using restroom facilities without assistance.

NEW

2. Inmates requiring immediate medical attention due to serious injuries or known communicable diseases, or other serious medical and/or mental conditions, will not be accepted until suitable medical treatment has been provided.

NEW

3. Inmates who have not yet been arraigned are still the responsibility of the arresting agency. If an inmate requires hospitalization due to a medical or mental issue, a Correctional Systems Department (CSD) supervisor will contact the arresting officer to advise of the need to transport the inmate for treatment. (Note: officers are expected to return or make arrangements to transport un-arraigned inmates for outside medical care. Failure to return or make proper arrangements could adversely impact the future ability of San Diego Police personnel to book inmates into MCC.)

NEW

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

NEW

1. To ensure bed space is available and security concerns are addressed, officers must call Receiving and Discharge (R&D) at (619) 232-2608, or the institution's main line at (619) 232-4311, and tell the R&D officer how many males and females are to be booked. Officers will be provided with a timeframe in which they can bring the prisoner to the MCC for booking.

NEW

2. Officers with access to a fax machine and have the "Booking Remand" form, similar to our booking slip, already filled out, shall fax it to (619) 515-8046. Officers are encouraged to write the information given to them by the R&D staff on the top of the Prison Remand Order form prior to faxing.

NEW

3. Officers requesting that inmates be separated from other inmates must immediately inform MCC staff.

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

D. Entry to MCC is via the north driveway located on Union Street between "E" and "F" Streets. Vehicles and occupants will be under direct observation of Bureau of Prisons personnel for security reasons.

E. After entering the sally port driveway, you should be met by the Perimeter Officer:

1. The officer will stop the police vehicle at the sally port gate. If the Perimeter Officer does not arrive immediately, use the telephone located to the left of the entrance gate and someone will help you;

NEW

2. The officer will secure all weapons, ammunition, OC spray, all cell phones and electronic communications devices in the trunk of the police unit or in the gun lockers provided prior to entering the facility with the prisoner(s); and,

NEW

3. The prisoner will then be removed from the vehicle and escorted inside the facility. All prisoners must be restrained prior to removal from the vehicle. Prisoners are not to be let out of the vehicle until an MCC staff member advises the transporting officer that they are ready to accept the prisoner.

NEW

a. Military prisoners shall not be brought into the facility wearing any type of uniform.

NEW

- b. Females, males, and material witnesses must be separated from each other at all times.

NEW

- F. Prisoner property accepted at MCC is limited to one purse and contents for females, a wallet and miscellaneous papers and money for males. Prosthetic devices and medical needs approved by the MCC medical staff may also be left with MCC staff. Personal papers, identification and/or passport, legal documents, and eyeglasses will also be accepted with the prisoner. Photographs will also be accepted, as long as they do not depict any type of nudity. No excess property such as bags, backpacks, and additional clothing will be accepted. If the prisoner's clothing, personal items, or money are required as evidence, they must be impounded before arrival at MCC, as directed by Department Procedure 3.02, Impound, Release and Disposition of Property, Evidence, and Articles Missing Identification Marks. If you discover that you need an additional piece of property from a prisoner after MCC has taken custody of the prisoner, you will have to obtain a search warrant before MCC staff will release the property to you. Additionally, after you leave MCC, the staff will not accept any additional property you discover that should have originally been left at MCC when the prisoner was booked.

- G. Prisoners must be escorted by the arresting or transporting officer into the secondary security area to be searched by federal personnel who will remove all of the prisoner's possessions.

1. Officers shall then write the requested information in the logbook.
2. If prisoners are handcuffed, they will remain so until arrival on the 2nd floor.

- H. After arriving on the 2nd floor via elevator:

NEW

1. The Booking Remand form must be completed, unless it has already been faxed to R&D. This form is similar to the County Jail's Inmate Intake Form and is completed in accordance with the information outlined above. If the prisoner(s) is booked on a federal warrant, MCC staff must be provided with a copy of the warrant. If you believe the prisoner(s) may have an Immigration Detainer, attach it to the Booking Remand or notify ICE to send the Detainer to MCC, referencing the prisoner(s) name and federal booking number. Any other pertinent paperwork must accompany the prisoner at the time he/she is accepted at the facility.
2. The federal officers will then assume custody of the prisoner once the paperwork has been reviewed and the prisoner has been patted down and secured in a holding cell.

- I. Upon completion of the booking process, the officer will:
 - 1. Exit the sally port via the main gate; and,
 - 2. Pick up weapons, etc., from the gun locker or vehicle trunk on the way out.

- J. On all arrests for violation of Federal Codes, approval must be obtained from the Police Department Watch Commander prior to booking. The arresting officer must log the prisoner's name on the Watch Commander's Arrest Log.

- K. If mass arrests are made, the Booking section must be advised by calling (619) 232-4311, Ext. 413, prior to arrival at MCC.