

Booking Procedures

902.1 PURPOSE AND SCOPE

The procedure presented in this policy is designed to ensure that each prisoner is received and processed through the Temporary Custody Facility in a consistent manner and in compliance with federal law, state law, and common safety practices. Strict compliance with this policy will:

- (a) Reduce the opportunity for prisoners to introduce weapons, narcotics, or unauthorized contraband into the holding facility, and;
- (b) Promote the safety of department personnel as well as those persons in temporary custody.

902.2 PERSONNEL RESPONSIBILITY

All department personnel, including contract employees, having the responsibility for prisoner custody or control within the temporary holding facility shall follow the procedure outlined below.

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902.5 ARRESTED PARENT - CHILD SAFETY

Special considerations exist for an arrestee who is a parent of one or more dependent children. Additional allowances shall be made by the arresting/booking officers for a parent in custody, in accordance with the Child and Dependent Adult Safety policy.

902.6 PROCESSING PRISONER'S PROPERTY

The custody officer and/or the arrest/transport officer shall inventory, document, package and store all property that accompanies each prisoner into the custody facility. Each property item shall be scrutinized and processed in the following manner:

- (a) Property inventory should be video-recorded when possible. Cameras mounted over the booking counter and Intoxilyzer station may be used for this purpose.
- (b) Log each item into the property section of the prisoner's booking record. Each item's description should be sufficiently detailed so as to allow for easy identification.
- (c) The Custody Officer will place the prisoner's property in container. The prisoner's name will be displayed on the outside of the container. The container will be placed in a custody facility property locker along with any of the prisoner's loose clothing. The prisoner's shoes are placed on the floor outside his/her assigned cell. When the property bag has to be opened to remove a portion of the prisoner's property, the date,

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time and reason for the bag being opened will be recorded in the miscellaneous section of the pre-booking form. The custody officer opening the container and a witnessing party will sign the entry. If it becomes necessary to issue a new container, the old container will be placed inside the new container and an entry will be made on the pre-booking form.

- (d) Each container should display the prisoner's name and an adequate description of the contents if not a clear container.
- (e) All monies removed from the prisoner shall be counted by the custody officer in front of the prisoner (if practical), and then counted again by a second employee. Booking personnel should ask the prisoner to initial the booking document next to the total amount of money inventoried as a verification of the amount retained by custody personnel.
 - 1. All U.S. currency and coin should be placed in a separate container and sealed.
 - 2. Should any money be withdrawn or added to the cash container, the officer making such change shall enter the amount below the original entry and initial it.
 - 3. Foreign currency and other documents of apparent value should be inventoried and sealed in a separate container. The value of such currency or other documents shall not be added to the U.S. currency total.
- (f) Rings, jewelry gems, precious stones or similar items of apparent value or small enough to be easily lost should also be sealed in an container. Gems or precious stones should not be referred to by name (i.e. diamond, sapphire, etc) and no value estimate should be affixed to the items.
- (g) Large items of a prisoner's property that will not fit in the property lockers may be booked into an evidence locker as safekeeping by the transporting officer. A notation will be made on the booking form.
- (h) Prisoners, unless unruly or intoxicated, shall be allowed to retain prescription eyeglasses and hearing aids.

No writing materials, pins, clips, belts, sharp object or alike will be allowed in the holding cells.

Smoking is not allowed in any part of the Custody Facility.

902.7 DISCOVERY OF EVIDENCE OR CONTRABAND

If, during the booking process, a custody officer discovers potential criminal evidence, contraband, or any suspicious item, this discovery shall be reported to the arrest/transport officer.

- (a) The arrest/transport officer is responsible for seizing and processing these items. The custody officer may be required to provide a supplemental report to the crime/arrest report that will document his or her observations and actions relative to the discovery of this property.
- (b) Evidence of any crime, illegal property, or items subject to further investigation shall conform to the Property Procedures.

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- (c) If the prisoner's clothing is seized, disposable clothing will be provided by custody personnel.

902.8 RELEASING PRISONER'S PROPERTY

The prisoner and the custody officer will inventory the property and the custody officer will check off each item listed on the hard copy and any shortages or overages will be indicated. If the custody officer cannot resolve the shortage/overage, it will be brought to the attention of the watch commander for a determination of what action will be taken. The property will be returned to the prisoner, including his/her shoes, coat or other parcels.

902.9 PROPERTY DISPOSITION - TRANSFERS TO ANOTHER FACILITY

When a prisoner is being transported to another facility, a separate inventory process is not necessary if the original sealed bag has not been tampered with or the seal broken. The transporting officer will verify name and identity, maintain physical possession of the prisoner's property and give it to the appropriate custody personnel at the intake facility. When transferring monies, the transporting officer shall require a written receipt from the destination facility for the amount transferred. It will be the decision of the intake personnel at the destination facility if they wish to count the funds prior to acceptance.

902.10 TEMPORARY REMOVAL OF PRISONER'S PROPERTY

Occasionally, it is necessary to remove a prisoner's property for analysis during an on-going investigation or for retrieval as evidence or contraband. Regardless of the purpose, any removal by officers or detectives must be documented once the prisoner's property has been inventoried during the booking process.

In the event property must be removed from the prisoner's booking inventory, the employee causing the removal must:

- (a) Notify the watch commander/field supervisor and the custody officer.
- (b) Complete the lower portion of IPD Form 89-13 (Authorization to Remove Arrestee or Arrestee's Property). Once completed, this form must remain with the arrestee's booking forms.

Once analyzed, the property shall be returned to the prisoner's booking inventory, with a notation as to the time and date of the return made on the form. If the property that is removed so that it may be processed as evidence or contraband, the employee will note that fact in the narrative of the form and in the case report.

Once completed, the form will remain with the master case file.

902.11 PRISONER'S TELEPHONE CALLS

Phone calls shall be provided during booking as outlined in the penal code and as described in the Temporary Custody of Adults policy.

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902.12 PROCEDURAL REQUIREMENTS - PRISONER'S TELEPHONE CALLS

Custody officers and/or police officers engaged in the process of booking a prisoner are responsible for facilitating that prisoner's telephone calls. In order to ensure compliance with state regulations, personnel will follow the procedure outlined below:

- (a) Local Telephone Calls: Obtain the telephone number and name of the person that the prisoner wishes to call; make the call; and then ensure the requested person is on the line. Allow the prisoner to converse with that person for a reasonable period of time.
- (b) Prisoners may be allowed to use their cellular phone to make long distant calls with the approval of the arresting, transporting, or on duty supervisor..
- (c) Custody officers, police officers or detectives may permit a prisoner additional telephone calls beyond those mandated by state law.
- (d) All calls will be logged into the booking system. A notation for each attempted phone call should indicate if the calls were completed or not, and to whom. The prisoner will be given various opportunities to complete the allotted number of telephone calls after arriving at the station. (If the prisoner is intoxicated or combative, house the prisoner and postpone the prisoner's calls until they can be made safely). The prisoner should be advised that there is no expectation of privacy when making these phone calls.
- (e) A prisoner's telephone call to an attorney shall not be monitored, eavesdropped upon or recorded (PC §851.5 (b)(1)).

There is no obligation for the officer to make a call on a prisoner's behalf - for example in the case of a person that is so intoxicated that he or she cannot make a call. An officer is not required to wake an intoxicated person three hours after booking so that they may complete a call.

There is also no limitation on the amount of time a prisoner's phone call must last. A prisoner should be given sufficient time on the phone to contact whomever he/she desires and to arrange for necessary items because of his/her arrest. The phone calls are not intended to be lengthy conversations and the officer may use his or judgment in determining the duration of the calls.

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902.14 PHOTOGRAPHS

A booking photograph shall be taken of each prisoner booked into the custody facility. The photo will be of the prisoner looking straightforward. Copies of the photograph may be attached to the department booking form and forwarded to the Records Bureau upon release or transfer of the prisoner. Copies of the booking photographs shall be provided to the court upon request. Other photographs taken by the department in connection with mandatory registrations, or investigations will be retained in separate files, by category, or booked as evidence.

902.15 PRISONER RELEASE PROCEDURE

Prisoners shall only be released upon legal authority and in the manner described below. The releasing officer shall:

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- (a) Ensure that all reports and forms related to booking of the prisoner are complete before the prisoner is released.
- (b) Verify that all bail monies are accounted for.
- (c) Ensure that bail bonds are attached to the necessary paperwork and placed in the Records Bureau safe.
- (d) Return all of the prisoner's personal property, not to include evidence or contraband.
- (e) Verify that the appropriate Temporary Custody Facility Log is complete, showing the date, time, and authority and reason for release and the releasing officer's name.
- (f) Escort the subject to be released from the custody facility to the front lobby. At no time will a released prisoner be allowed in any secure area of the station without personal supervision by a department employee.

902.16 COURT-ORDERED BOOKING / RESPONSIBILITY

Court ordered bookings are the responsibility of the custody officer. In the absence of the custody officer, an officer may be called in from the field to perform the function upon the approval of the watch commander.

- (a) Court ordered bookings will be from one of two sources:
 - 1. Orange County Superior Court as part of their court process.
 - 2. A cite and release in the field by IPD officers prior to the defendant going to court.
- (b) The original Department Record (DR) number associated with the person and the applicable case will be used.
- (c) The custody officer shall obtain a copy of defendant's court ordered booking documentation for inclusion in the master case file. In addition, the custody officer shall process:
 - 1. Fingerprints
 - 2. A booking photograph