

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**ADULT BOOKING PROCEDURES**  
**SUBJECT**

**DATE:** March 28, 2019

**GO:** P-3

**FROM:** CHIEF ERIC JONES

**TO:** ALL PERSONNEL

**INDEX:** Abstract Booking  
Adult Booking Procedures  
Booking Procedure, Adult  
Warrant Booking  
SMC Violations Booking

**I. POLICY**

It is the responsibility of the booking officer to see that his/her prisoner is properly booked at the San Joaquin County Jail.

**II. PROCEDURE**

A. Booking with a warrant.

1. When booking on a warrant, officers shall include the following data in ATIMS:
  - a. Warrant number
  - b. The charge
  - c. Amount of bail
  - d. Court of issuance
  - e. Name of magistrate
  - f. Responsible Agency
2. The booking officer will make sure the warrant is properly endorsed and leave the warrant with the jailer.

B. Booking under authority of a warrant not in possession.

1. The arresting officer shall contact the Operations Desk to obtain a telegraphic copy of the warrant or the warrant abstract.
  - a. When the Operations Desk is contacted by an officer for a warrant not in our possession, the clerk shall confirm the warrant by telephone if the agency in possession is within California or by teletype if the agency in possession is outside the state. Operations Desk personnel will then send a locate to the agency in possession to have the warrant removed from the system. Operations Personnel will ensure that all the paperwork is placed in the warrant basket in Technical Services including a copy of the warrant, abstract, or telegraphic copy properly endorsed by the officer.
    - (1) Any deviation from this procedure must be cleared by the Watch Commander.
2. When booking without a warrant, the booking officer shall furnish a telegraphic copy or warrant abstract to the jailer that, in accordance Penal Code Section 850, minimally contains:
  - a. Law enforcement agency in possession of the warrant.

- b. Warrant number.
  - c. The charge.
  - d. Amount of bail.
  - e. Court of issuance.
  - f. Name of magistrate.
  - g. Date issued.
  - h. Name and description of arrested subject.
  - i. If misdemeanor, whether endorsed for night services.
3. The arresting officer shall complete ATIMS and endorse the telegraphic copy or warrant abstract in the same manner as described in Section A.
- C. Booking of victims with suspects.
1. In the event the victim of a felonious crime is under arrest and an arrest of the responsible is made or is imminent, the following must be done:
    - a. The officer who arrests the victim will notify Jail Staff that the suspect is going to be booked also.
- D. Booking of women
1. Booking of women prisoners shall be conducted the same as men. The search shall, if possible, be conducted by a female police officer.
  2. When transporting the women to the County Jail, the prisoners will be handcuffed, with their hands behind their back, and the handcuffs will remain on the prisoners until a female Sheriff's Deputy can make a complete search for weapons.
  3. An inmate known to be pregnant or in recovery after delivery shall not be restrained using leg irons, waist chains, or handcuffs behind the body.
  4. A pregnant inmate in labor during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public.
  5. Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.
- E. Booking for 647(f) PC
1. When booking a subject for 647(f) PC at the San Joaquin County Jail where the charge is for being under the influence of drugs, the booking officer shall detail in the probable cause portion of ATIMS that the subject is suspected to be intoxicated on drugs.
- F. Booking for Stockton Municipal Code Violations
1. When a subject is arrested for a Municipal code violation, such as SMC side show charges, Code 65000 must be entered in the "charge field." when fingerprinting a prisoner. The officer fingerprinting the subject will be able to select the type of crime (felony, misdemeanor, etc) when completing the "charge field."
- G. Booking injured or ill prisoners.
1. Whenever a Stockton Police Department prisoner is physically ill or injured to such an extent he/she cannot be booked at the County Jail, but requires a guard, that prisoner will be guarded by officers

of the Field Services Division.

2. The Watch Commander on duty will be advised of the situation, and he/she will assign personnel and make arrangements for relief.
- H. ATIMS print-outs
1. After the successful completion of the booking process, officers will attach a copy of the ATIMS print-out to their report.
- I. A report may or may not need be completed depending on the type and origin of the warrant. The following examples show the proper way to document a warrant arrest.
1. In any case where a report is not required, the probable cause portion of ATIMS shall describe the reason that the arrestee was contacted.
    - a. Local Bench Warrant: No report is required.
    - b. Local Arrest Warrant: List charges from the warrant on the incident page and in the arrest tab of ARS.
    - c. One Local Traffic Warrant: Local traffic warrants will be charged as 40508(A) VC on the incident page and arrest tab of ARS.
    - d. Multi Local Traffic Warrants: List one charge of 40508(A) VC on the incident page of ARS and a charge of VC40508(A) VC for each individual warrant on the arrest tab.
    - e. Enroute Felony Warrant (Criminal): No report is required. If a report is generated, however, ENRT 3 should be listed as the offense on the incident page and arrest tab.
    - f. Enroute Misdemeanor Warrant (Criminal): No report is required. If a report is generated, however, ENRT 4 should be listed as the offense on the incident page and arrest tab.
    - g. Enroute Traffic Warrant (Felony): No report is required. If a report is generated, however, ENRT 3 should be listed as the offense on the incident page and arrest tab.
    - h. Enroute Traffic Warrant (Misdemeanor): No report is required. If a report is generated, however, ENRT 3 should be listed as the offense on the incident page and arrest tab.
    - i. Out of State Warrants: Refer to General Order P-17.