



*San Diego Community College District
Police Department
Policy and Procedures*

6.02 ARREST, CUSTODY & FIELD DETENTION
PROCEDURES

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes guidelines for the arresting and booking of 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 ARJIS check on all adults and juveniles. Officers are responsible for checking the Officers' Notification System (ONS) for any information on the arrestee.

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

- A. The Watch Commander's Office is located at the SDPD Headquarters sally port.
- B. Upon arrival, arresting or transporting officers will obtain booking approval from the Watch Commander Sergeant.
 - 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 a College Police lieutenant, SDPD Watch Commander Sergeant, and the booking deputy (if booked into jail).

V. 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, Property & Evidence Procedures.

- 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 SDPD 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.
- 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.

VI. 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 451 Riverview Parkway, in Santee.

- 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.

VII. PROCEDURES FOR JUVENILES

- A. County Juvenile Prisoners
 - 1. Juveniles will not be accepted by the County Jail under any circumstances. Review Department Procedure 3.05, 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.

VIII. PROCEDURES FOR INVESTIGATORS

- A. Investigators who need to interview inmates at County Jail must park on the street 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. 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.

IX. 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.

B. 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.

X. 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 SDPD 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.
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 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 SDPD 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.

XI. 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.
- 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. Detainees or persons in custody for purposes other than physical arrest, who require medical treatment, may be transported to the nearest hospital.
- D. If the prisoner is admitted, the arresting officer must immediately notify the on-duty supervisor.
- E. 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.

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

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

College Police Officers are expected to be familiar with San Diego Police Department Procedure 6.02, Section XIV, Booking Procedures, as it pertains to booking a prisoner into the MCC on federal charges.

XIII. PROCEDURE FOR FIELD DETENTION RELEASES

A. When officers determine that arrested subjects should be released because of insufficient grounds to seek a criminal complaint, they shall release the subjects in one of the following ways:

1. At the scene of the arrest prior to any transportation or removal;
2. At a police facility (e.g. Headquarters or area station); or,
3. At a medical facility where he/she has been taken for treatment of injuries or illness.

B. Any deviation from the above procedure(s) must have the prior approval of a supervisor.

C. When an arrested subject is transported away from the scene of an arrest to either a police or medical facility and is subsequently released from custody, an Arrest Report form (ARJIS-8) must be submitted. The report must outline the circumstances of the arrest, the reason for release, and the release location.

D. This procedure does not apply to the detention and arrest of juvenile offenders. Those procedures are outlined in Department Procedure 3.05, Juvenile Procedures.