

CITY OF BARSTOW

CALIFORNIA

POLICIES and PROCEDURES MANUAL: POLICE

Subject: MISDEMEANOR ARREST AND BOOKING POLICY

INTRODUCTION

The intent of this policy is to clarify the procedure for booking misdemeanor suspects into County Jail.

Procedure

1. At the time of booking for misdemeanor charges, the arresting officer shall prepare a booking sheet and a citation. The one exception to this procedure would be in the case of an arrest for a misdemeanor warrant; in that situation a citation is not be issued.
2. Once the suspect is turned over to the jail, the intake officer shall return two copies of the booking sheet (yellow and pink) and one copy of the citation (pink) to the arresting officer.

NOTE: Even if the suspect refuses or is unable to sign the citation at the time of booking, the arresting officer shall receive the pink copy of the citation.

3. Officers shall place the booking sheet and the pink copy of the citation in the "pending bookings" box maintained by the Community Service Officers until all reports concerning the arrest are completed. Under no circumstances are officers to keep booking sheets in their personal mail boxes, lockers, briefcase, etc., nor shall they take them home.

Once all reports are completed, officers shall then place the completed package in their particular sergeants box for review and approval.

4. Each morning, a Community Service Officer shall go to the jail and obtain the completed citations. He/she shall then attach these originals to the booking sheets, and transport all arrest documentation to the District Attorney for review and complaint.

Reference:

Effective Date

March 01, 1988

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MISDEMEANOR ARREST AND BOOKING POLICY - continued

5. In the case of booking a suspect for felony charges in conjunction with a misdemeanor (i.e., arresting an individual for drunk driving and discovering narcotics on his person), officers shall still prepare a citation for the misdemeanor. Officers and C.S.O.'s are reminded that in this type of case all reports must go to the District Attorney at one time. Failure to do so may result in the suspect pleading to the misdemeanor, and creating a bar to later prosecution of the felony.

NOTE: Further explanation of this type of case may be found in Penal Code, Section 654 and Kelletts V. Superior Court, 63 Cal 2, 822.

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