

## EXPLANATION OF THE BOOKING PROCESS

The following information is what will happen over the next few hours.

Once you have been pat searched and all of the initial paperwork is completed you will enter the booking area of the jail. You will not be allowed to keep any personal property or money when you enter the booking area of the jail.

You will be placed into a holding cell. A holding cell is an enclosed area with a telephone, bench, toilet and sink. You will be placed in a holding cell by yourself.

The booking clerks will enter your information into the computer. Once that has been completed you will be notified as to exactly what your charges are (what you have been arrested for) and how much your bail is.

If you have a bail, you will have the opportunity to bail out of jail. (There are some exceptions) There are bail bond company phone numbers on the wall. We cannot recommend a bail bond company to you. You will pay approximately 10% of the total of your bail. (Example: If your bail is \$1,000, you will pay the bond company approximately \$100) It is your responsibility to work the terms out with your bail bond company, not the jails.

- **If you are eligible for release with a citation, you will still be processed then offered the opportunity to be released upon your written promise to appear in court (citation). If you refuse to sign the citation, you will stay in jail until you go to court.**
- **If you do not have money to bail out and you are not eligible for cite release, you will stay in jail until you go to court.**
- **If you do not have a bail, you will stay in jail until you go to court.**

After your information has been entered in to the computer system a booking deputy will take your picture and your fingerprints. After that has been completed and if you are not going to bail out, a booking deputy will contact you to ask a series of questions. You need to be honest when answering the questions.

When those steps are complete, a booking deputy will escort you to the dress out area. The booking deputy will issue you jail clothing and all your personal clothing will be stored until you get out of jail. You may be subject to a strip search based upon jail policy and procedure.

The booking deputy will escort you to your assigned housing unit. The booking process will take anywhere from 4 to 12 hours.

You are allowed to make as many phone calls, as you need to. Local calls are free and long distance calls will be collect. At any time if you have questions, ask a deputy he or she will assist you.

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Inmate Signature