

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.43	PAGES: 1 of 2
	RELATED ORDERS: P.C. 849b	
	ISSUED DATE: July 1, 1989	
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CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Timely Booking	

- I. **PURPOSE:** To establish a procedure for the timely booking of arrestees.
- II. **POLICY:** It is the policy of the Glenn E. Dyer Detention Facility (GEDDF) and Santa Rita Jails (SRJ) to book all new arrestees into the facility in a timely manner.
- III. **PROCEDURE:**
 - A. ITR STAFF WILL:
 1. Fingerprint new arrestees in compliance with **CIB** procedures.
 2. Submit new intake fingerprints for verification to Criminal Identification Bureau (CIB) in a timely manner by transmitting via the Cogent Machine.
 3. Periodically review the status of arrest and fingerprint documents awaiting confirmation by CIB.
 4. Notify the ITR Sergeant of anyone having been in custody for a period of four or more hours and still awaiting confirmation from CIB.
 - B. THE ITR SERGEANT WILL:
 1. Review all documentation pertaining to an inmate who has been in custody for a period of four (4) or more hours to determine:
 - a. The actual amount of time in custody in the jail
 - b. Charge and status of the arrestee, (e.g., release to citation, 849b PC, court appointment, etc.)

- c. Completeness and accuracy of the CAR
 - d. Proper number and quality of fingerprints taken
2. Assign an ITR staff member to call CIB to determine the status of the prints and obtain confirmation if available. If confirmation is received, continue the normal booking process.
 3. If the confirmation is not obtained while performing the actions noted in section #2:
 - a. Book the arrestee on a "U" number.
 - b. Once CIB confirms the arrestee's fingerprints to an existing PFN or assigns the arrestee's fingerprints to a new PFN, ***the booking process will be completed in CRIMS and the JMS.***