

DATE:	DECEMBER 4, 2015
NUMBER:	Q.1
SUBJECT:	INTAKE INFORMATION
RELATED SECTIONS:	M.9 , Q.5 , Q.7

PURPOSE

To establish uniform handling of required documentation for accepting arrestees into Sheriff's detention facilities.

POLICY

All law enforcement agencies must use a Booking Intake/Personal Property Inventory (J-15 form) to book arrestees into any Sheriff's detention facility. In addition, a Probable Cause Declaration (PCD) form, which establishes probable cause for warrantless arrests, shall be completed prior to booking.

Inmate Processing Division (IPD) staff will be responsible for making the initial determination of the acceptance of an arrestee into a Sheriff's detention facility. Acceptance will be in accordance with the established San Diego County Sheriff's Department Booking Acceptance Criteria. If an appeal of this decision is made, the watch commander will make the final determination. All arrest documentation will be verified prior to accepting the inmate into custody.

PROCEDURE

- I. Felony/misdemeanor field arrests: Arresting agencies must present a properly completed J-15 form for every arrestee delivered to a detention facility for booking. If the arrest is for new criminal charges requiring arraignment in court, a completed PCD must be presented prior to acceptance of the arrestee.
- II. Felony/misdemeanor warrant arrests: If the arrest is for an outstanding warrant, the warrant or warrant abstract must be presented prior to acceptance of the arrestee.
- III. Prior to accepting an arrestee into a Sheriff's detention facility, the arrestee shall be medically screened by the facility registered nurse.
 - A. The registered nurse conducting the screening shall complete the first stage screening questions so that the arrestee can be properly classified in the Jail Information Management System.
 - B. After completing the questioning, the registered nurse conducting the screening shall determine if the inmate is "Fit for Jail."
- IV. Any medical/mental health information obtained during the screening process shall be treated as confidential unless the information is necessary for the protection of the welfare of inmates, of others, management of the detention facility, or maintenance of facility security and order.