



Probable Cause Declaration

Reference Sheriff's Detention Policy and Procedure section Q.74 Probable Cause Rejections

All warrantless arrests must be accompanied by a Probable Cause Declaration (PCD). A PCD is a statement of facts establishing probable cause for the arrest. The form is completed by the Arresting Officer (AO) and submitted along with the Booking Intake/Personal Property Inventory (J-15 form) for acceptance of the individual into Sheriff's custody.

The demographic and charge code information on the PCD should be consistent with the J-15 form.

- Full name
- DOB
- Charges
- Date and time of arrest
- Arresting officer's signature and date

Once received from the AO, the designated DPT will scan the PCD utilizing the Kofax Scanning application where it will be electronically filed in the IPD Queue to be reviewed by the on-duty Judge for approval.

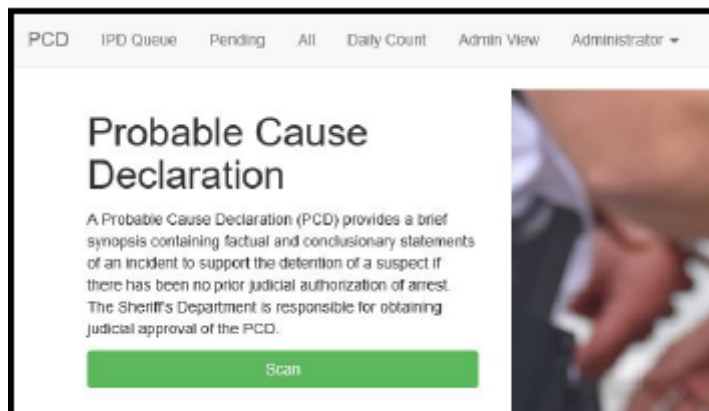
The Judge will review the PCD, which outlines the details of the arrest in order to make a judicial determination on whether there is sufficient probable cause for an arrest.

Arrest Date	Jims Number	Booking Number	Last Name	First Name	PCD	Status
10/22/2021 08:21:00	400483408	21141245	DERIVAL	ANDRE	21141245_1_1055775.pdf	Pending
10/22/2021 08:21:00	400488915	21141252	PEREZ	ANDRES	21141252_1_1055788.pdf	Pending
10/22/2021 08:15:00	400140146	21141262	SCHULZ	TIMOTHY	21141262_1_1055832.pdf	Pending
10/22/2021 07:15:00	400490731	21141244	MANLEY	URSULA	21141244_1_1055796.pdf	Pending
10/22/2021 02:55:00	400490726	21141221	VALERIO	TYLER	21141221_1_1055733.pdf	Pending
10/22/2021 07:20:00	400401166	21141227	BISHOP	GEORGE	21141227_1_1055645.pdf	Approved

Scanning PCDs

PCDs are scanned after the individual has been determined medically fit for jail and accepted into custody.

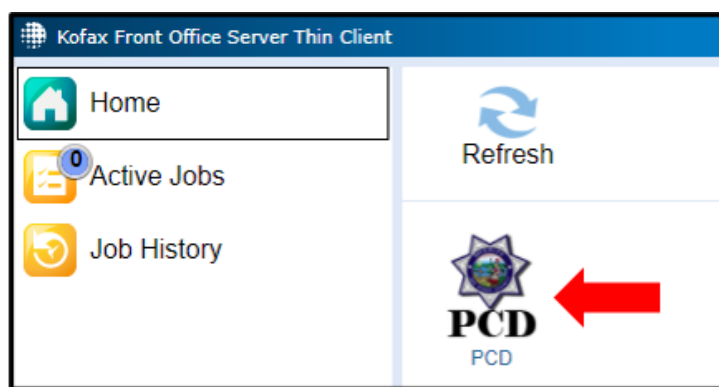
- A link to the Kofax scanning application can be accessed on the Detentions Processing Division homepage.
 - The scanning component can only be used on designated computers.



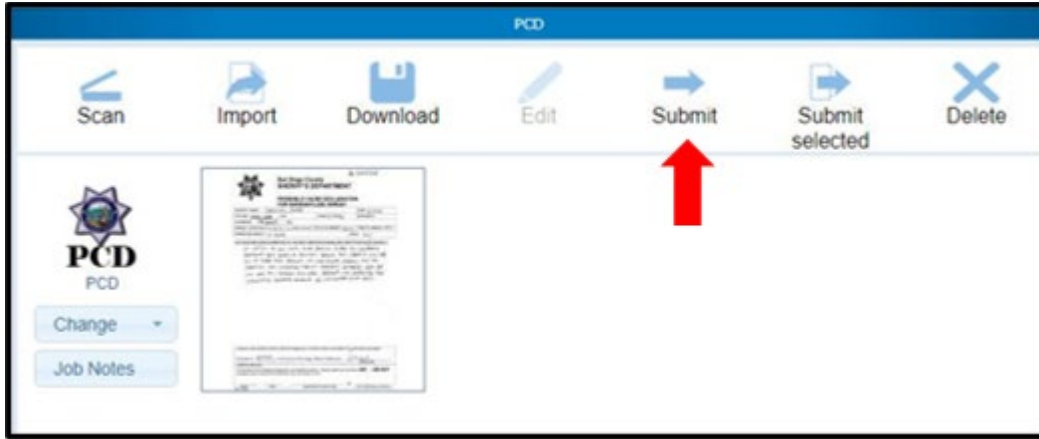
- Login in with your SDSD User ID



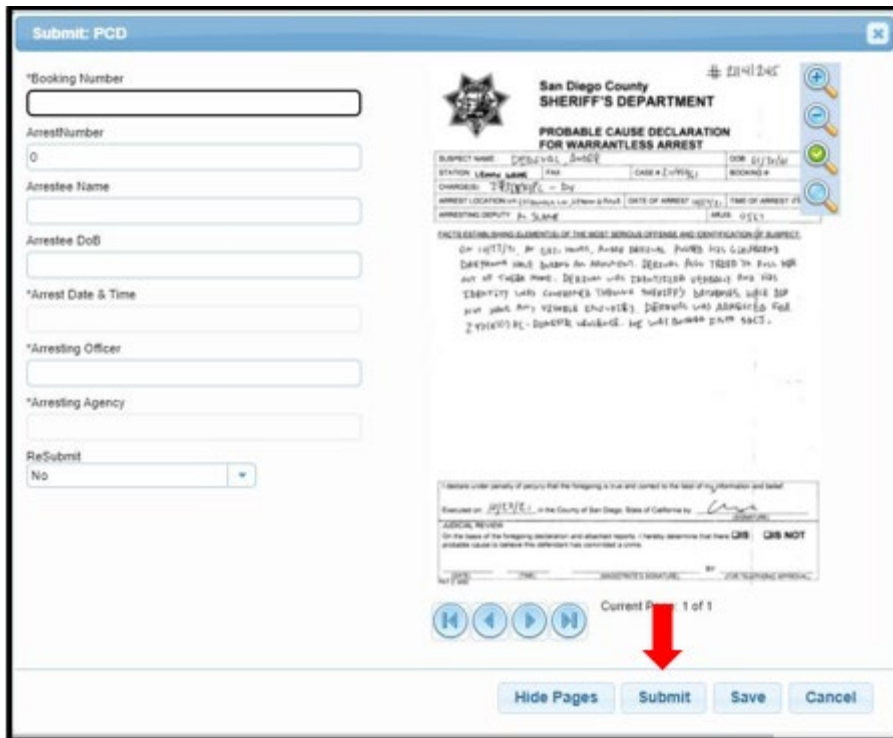
- Select the PCD icon to bring up the scanning dashboard.



- Place PCD in scanner and select 'Scan, the process will start automatically.
 - Review the PCD image to ensure it scanned properly
 - Click submit on the dashboard



- A column for arrest details will appear to the left of the PCD.
 - Enter the booking number and the arrest details will populate.
 - Confirm the details are for the correct incarcerated individual
 - Select the appropriate arrest number.
 - Resubmit: No
 - Click submit



Scanned PCDs are filed onto the PCD queue monitored by IPD. The original copy is placed in a central location in the booking area until the judges review is complete. The on-duty judge electronically reviews all PCDs. The status of the PCD will be reflect on the queue.



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10/22/2021 07:20:00	400401166	21141227	BISHOP	GEORGE	21141227_1_1055645.pdf	Approved
10/22/2021 05:00:00	100089603	21141229	RODRIGUEZ	ERIC	21141229_1_1055655.pdf	Approved

Approved PCDs

An approved PCD indicates the Judge concluded there is sufficient probable cause for the arrest. The incarcerated individual will remain in custody, is subject to bail when applicable, and scheduled for arraignment. The Arrest Details page is considered the approval and must be printed and will remain a permanent part of the custody record.

- Select the correct booking number on the PCD queue
- Print the Arrest Details page and attach it to the original PCD
- File the documents in the incarcerated individual(s) custody record.

Rejected PCDs

An email notification is sent to all Detention Processing Supervisors (DPS), when a PCD has been rejected. Common reasons are Either the judge determined there is not probable cause for the arrest, or there was an error in uploading the PCD. In either case, the reason will be on the notice and should be reviewed to determine what course of action to take next.

If a resubmittal of the PCD is warranted follow the procedures above and select 'Yes' in the 'Resubmit' box.

Once a judge determines NO probable cause, there are no legal grounds to keep the incarcerated individual in custody. The on duty DPS will notify the Watch Commander of the judge's findings. The Watch Commander may notify the arresting agency. The arresting agency has an opportunity to resubmit an amended PCD, however, under no circumstances will the release process be delayed.

The incarcerated individual is released on that arrest only with a disposition of (B1) Detention Only.

Upon receiving authorization from the DPS to release the case per PC 849(b)1, it will be the responsibility of the Pre-release technician to complete a Certificate of Release (form SO-23) This form will be given to the incarcerated individual upon release from custody and a copy forwarded to the DPS to be sent to Sheriff's Records and I.D. Division for proper notification to the Department of Justice.

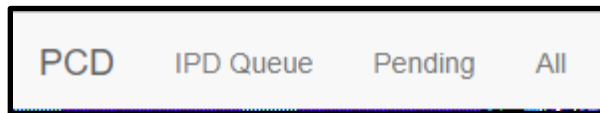


IPD PCD Queue

The queue should be monitored throughout the shift and approval pages printed as soon as the status changes to approved.

IPD Queue							
Show	20	entries	Search: <input type="text"/>				
Arrest Date	Jims Number	Booking Number	Last Name	First Name	PCD	Status	
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- PCDs remain on the IPD Queue for 24 hours and electronically filed in the archive queue thereafter, where they remain for one year.
- The PCD Queue is color coded to reflect the status of pending, approved, resubmitted, and rejected PCDs.
- The search box allows you to search using any of the fields listed and is an easy way to locate the requested PCD.



- The 'Pending' tab filters the queue and displays items awaiting the Judge's approval.
- The 'All' tab displays all archived PCDs. PCDs automatically populate onto the archive list when scanned.