



## Prebook

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The prebook position is responsible for entering ALL arrest information, accepting incarcerated individual's personal property and accounting for the incarcerated individual's money.

The information entered into the computer identifies the incarcerated individual, details the charges, bail, and court destination. Incorrect information could cause a variety of mistakes and could possibly result in **Civil Liability** against the employee or department. The information entered in the computer is to reflect exactly the way the information was recorded on the Booking Intake/Personal Property Inventory (form J-15) by the Arresting Officer (AO)/Transporting officer.

After intake is completed and the incarcerated individual is declared 'Fit for Jail' by medical staff, the AO/Transporting officer will bring the incarcerated individual to the prebook position with a J-15 and all necessary paperwork.

- Prior to entering the first arrest, **verify the J-15 is complete and clarify** all information while the AO/Transporting officer is still present if necessary, then enter the first arrest. |

The AO/Transporting officer does not need to be present to enter any additional arrest(s).

The prebook technician will accept the incarcerated individual's property, usually one (1) sealed OR empty property bag and money. Ensure the money is counted and verified in the presence of the AO and incarcerated individual.

**Note: All U.S currency will be processed according to Q.55 of the Detention Policy and Procedures. The above procedure will remain in the event that the Kiosk Machine is inoperable.**

**Note: If the incarcerated individual has no property, the prebook technician still needs to receive an empty property bag from the AO/Transporting officer. A sealed property bag containing ONLY a copy of J-15 is considered empty.**

When entering arrests, entering the correct type of arrest is **imperative**. If the wrong type of arrest is selected, it can **NOT** be changed or corrected. An additional arrest will need to be completed at the prebook position and the disposition of ERR (error) is entered at the booking position for the incorrect original arrest.

**Note: If the ERR disposition is entered on the first arrest prior to the sworn staff printing the incarcerated individual, the entire booking will be closed and an entire new booking will be completed.**



The type of arrest determines which of the screens will follow: Arrest Charges, Sentence Charges, or Hold Charges. The type of arrest also routes the various arrests to the proper reports and lists that are generated for tracking and notification purposes.

There are several types of arrests in which local wants and warrants are checked before entering the arrest in the computer. This is done to determine whether the arrest is entered as a **Booked** or **Hold** type of arrest. Those arrests are:

- California Youth Authority (CYA) - incarcerated individual is brought in on a CYA "hold" only.
- Fugitive (FUG) – incarcerated individual is brought in on an out of state warrant only.
- Out of County (OC) – incarcerated individual is brought in on an out of county warrant only.
- State Parole (STPA) – incarcerated individual is brought in on a state parole violation "hold" only.
- State Parole (3056)- incarcerated individual is brought in on a state parole violation "booked" only.

The wants and warrants is checked through eSUN manually. Refer to the *Wants and Warrant Checks Section W* for specific instructions on running wants and warrants checks through eSUN.

If an active local warrant is found which meets the Booking Acceptance Criteria, the local case is entered as a Booked arrest and the CYA, Fugitive, Out of County or State Parole (STPA) is entered as a Hold arrest.

## COMPLETING THE PERSONAL DATA SCREEN

### ARRESTING AGENCY

Enter the abbreviation of the arresting agency, the complete name will automatically populate, or you may select from the pick list. If there is any question as to whom the correct arresting agency is, ask the AO/Transporting officer.

***Note: The arresting agency is responsible for accurately listing the correct agency on the intake slip. This information is used by the District Attorney's Office, Public Defender's Office, as well as, for billing purposes.***

**ARREST DATE/TIME**

Use the date and time of **arrest** listed on the J-15. **DO NOT USE** the time stamp date and time or the date and time the incarcerated individual was brought into the jail.

**TYPE OF ARREST**

Be sure to select the **CORRECT** type of arrest as this affects many functions.

**LOCATION OF ARREST (LOA)**

Use the location of arrest as shown on the J-15. Street locations or address may be used. Beat numbers should be used for SDPD.

**Note: SDPD Beat numbers in the 700's go to South Bay Court.**

**ARRESTING OFFICER/TRANSPORTING OFFICER**

This is a required field. Enter the arresting officer's name as noted on the J-15. The AO/Transporting officer is present for clarification; ask for their name. This field will accept UNK for unknown.

**ID**

This is a required field. Enter the AO's/Transporting officer identification number. The AO/Transporting officer is present for clarification; ask them for their ID number. This field will accept UNK for unknown.

The information entered in the "Mini Personal Data" screen will populate the corresponding fields in the "Full Personal Data" screen. Complete all blank fields.

**Note: Place of Birth is the state or country where the incarcerated individual was born, not the city.**

When you click on Next, the appropriate Charges screen will open based on the Type of Arrest that was entered.

**ENTERING CHARGES**

You can begin typing in the description **OR** tab to the code section and type in the charge code.

- Ensure the correct code is entered and highlighted before clicking the OK button.
- Clarify all discrepancies with the AO.
- To enter more charges, click on the Add Charge button on the bottom of the screen.

**NOTE: MULTIPLE CHARGES WILL BE ENTERED INDIVIDUALLY.**



### OFFENSE MODIFIERS

The following charges modify offences. When these "CHARGES" appear on the J-15, warrant or court document, they are NOT selected from the OM pick list and entered as a separate charge in the code section. **The only offense modifier currently used is the 664 – Attempt.**

Enter the primary charge in the code section, (i.e., Attempt Murder 664-187), only the 187 is entered as a charge. The 664 is selected from the OM field pick list. This information is sent to DOJ.

### OFFENSE MODIFIER LIST:

#### Accessory

32

#### Attempt

664

#### Conspiracy

182(A) (1)

#### Contempt

166.4 PC

1209 CP

1209.5 CP

1210 CP

#### Probation Violation

1203.3 PC

1203.3(A) PC

1203.2 PC

1203.2(A) PC

12022.1(F) PC

#### Fail to Appear

1195 PC

1320(A) PC

1320(B) PC

1320.5 PC

40508(A) VC

853.7 PC

1214.1(A) PC

12020 FG

### DV TAB

If charges are domestic violence related (felony or misdemeanor), set the flag to "Y".

### BAIL TAB

With the flag set to Y, the bail will automatically populate per charge. Unless otherwise indicated on the intake/properly slip form (J-15) to stack bail, if more than one count, pick the highest bail amount and enter it on the first charge and on the subsequent charges, change the flag to "I" for inclusive, and remove the separate bail amounts. If "Stack Bail" is written on the remarks section of the J-15, multiply the bail, per Bail Stacking procedures.



**COURT TAB:** Enter the correct court, date and time and reason on calendar (ROC), if applicable.

1. **Field Arrests:** The arresting agency is charged with accurately listing the correct court of jurisdiction on the J-15. If there is any doubt, verify the court with the AO/Transporting officer.
2. **Date:** Field arrests **MUST** be arraigned within 48 hours after arrest per Penal Code section 825.
  - Utilizing the "Arrestment Scheduling Guide" chart, determine what the **ART** and **ARR** future court dates are.
  - If an ART date, enter the **ROC as ART**.
  - If only an **ARR** date, enter the **ROC as ARR**.

**Note: Only ONE future court date is entered, either the ART date or the ARR date.**

3. **Jurisdiction:**

- **Municipal Warrants** are sent to the court of jurisdiction.
- **Juvenile Court Warrants** are sent the 2nd court date
- **Superior Court Warrants** will appear on the notify list based on the type of arrest.
- **Exception:** Civil Contempt warrants 1209 CCP are scheduled for the next court date (per warrant instructions), at 0800. A DPT will contact the court ASAP, notifying them of the incarcerated individual's arrest and court date. At that time the court may set a new hearing date.

4. **Time:** Use the time listed on the Court Destinations Scheduling Guide.

If the arrest is on a court document, the correct court, date, and time is on the document.

Click Save, then Next, then Next again to Personal Property on the navigator

## PERSONAL PROPERTY

### CASH - FUNDS TYPE

This will always be CA for Cash. Count the cash received in the presence of the AO. Verify the amount counted matches the amount on the J-15. If there are no discrepancies between these amounts, enter the amount of cash received. If the amounts do not match, notify the AO/Transporting officer immediately and have the correct the amount on the J-15.

Only bills are placed on an incarcerated individual's account. Coins are left in the incarcerated individual's sealed property bag. **An amount is NOT entered if the incarcerated individual has no money.**



**Note: Contaminated or mutilated money is not counted or placed on the incarcerated individual's account. Request the AO/Transporting officer reseal the contaminated/mutilated money in the property bag and make a notation on the J-15.**

The cash drawer is to be locked, with the key in assigned DPT possession at all times.

## STORAGE

Per facility guidelines, select the correct storage area, the computer will automatically assign a storage location number. For B&R, 849b2, CCP, Work Release, Marshal B&R's, and weekenders select a facility BIN. For all other incarcerated individuals remaining in custody, select a facility HANGER.

## PROPERTY TYPE

Click on pick list as follows:

For bags containing incarcerated individual's property, type S, highlight Sealed Property Bag. If the incarcerated individual has medications in a separate sealed bag enter Sealed Medicine Bag.

For bags containing no incarcerated individual's property, type E, highlight Empty Sealed Bag.

NOTE: A sealed property bag containing ONLY a copy of the J-15 is considered empty.

- Print 2 Property Labels – 1 for sealed bag, 1 for the custody record
- Click OK, then Close

If the property in the sealed bag is contaminated, select Sealed Property Bag under the Property Type and enter contaminated or soiled in the description area next to the sealed property bag selection.

All sealed property bags are secured in a designated locked cabinet. The key is maintained on the same key ring as the cash drawer and must remain in the DPT's possession at all times. Only the DPT assigned to the prebook position is responsible for providing Stock Clerks, security staff, and Immigration and Customs Enforcement (ICE) personnel supervised access to retrieve property.

In order to maintain the integrity of the chain of custody, security staff or ICE personnel requesting to view or remove incarcerated individual's property must sign and date the "Property" logbook. This book is maintained inside the locked property cabinet. For consistency, the following information is indicated in the logbook for each facility:

Date and Time	Name and ARJIS	Booking Number	Sealed Bag Removed? (Yes/No)	Number of Bags	DPT Name and ARJIS
3/1/11, 1342	Lt. Smith 0014	10000000	Yes	1	Baker 1234



### COMPLETING THE PRE-BOOK PROCESS

1. Write the computer assigned booking number on the J-15, PCD, and all incoming paperwork
2. Record your ARJIS on the J-15
3. Separate and distribute J-15 copies as follows:
  - White copy in the custody record with accompanying paperwork
  - Yellow copy goes to the print Deputy
  - Pink copy goes to the AO/Transporting officer
4. Place the PCD form in the designated location to be forwarded to the court for judge's signature.
5. Forward the custody record to booking.

The following may be done at prebook or booking per facility guidelines:

- Complete 'OR' forms, (849(b)2 PC or 853.6 PC)
- Send teletype messages for Out of County warrants.
- Complete any additional arrests.
- Complete any sentence calculations.
- Confirm fugitive "hits" and FAX fugitive documents to the Fugitive Division.

### COURT COMMIT – *Determined to be a release*

A court commit is a document issued by the court ordering a defendant to serve their sentence in state or local custody. Incarcerated individuals committed to local custody are sentenced up to 365 days on a case or count. Commitments exceeding 365 days are served in state prison or maybe served in Sheriff's local custody per PC 1170(h). Defendants are remanded to sheriff's custody on local commitments; often, after factoring in credit for time served and authorized accelerated release credits, defendants will have served the sentence imposed and should be released. When this occurs, these defendants are processed in the same manner as a *book and release (B&R)*.

The technician assigned to the pre-book position is responsible for scrutinizing all court orders with sentences of 45 days or less, and any sentences that are potential releases (weighing sentence length against credit for time served and accelerated release credits).

If the technician assigned to the pre-book position is in training or is unable to determine if the court commit is a release, they will contact a trainer or supervisor. If the determination is made that the commit is a release, the sentence is IMMEDIATELY calculated in the JIMS and manually utilizing the sentence calculation record (form J-18).



If it is a release, the commitment is processed in the same manner as a *book and release (B&R)*. The technician will notify the intake deputy (and classification deputy if sentenced on felony charges, for completion of DNA), and the release process is expedited. The defendant will bypass the medical screening and booking process.

Note: The incarcerated individual does not require a TB test.

## **PREBOOK CASH HANDLING**

***Reference: Detentions Policy and Procedure Manual Section B.3 – Cash Controls and Operations. Detentions Policy and Procedure Q.55***

The Detentions Processing Technician (DPT) assigned to the pre-book position is responsible for receiving, accounting for, and posting funds to an incarcerated individual's account. All U.S. currency is sealed in a small plastic money envelope and attached to the property bag by the arresting officer (AO)/Transporting officer. All loose coins are sealed within the incarcerated individual's property bag by the AO/Transporting officer.

The following procedures are followed when posting incarcerated individual funds:

1. Upon receipt of the small plastic money envelope, the (DPT) will count and verify all currency and paperwork in the presence of the AO/Transporting officer. The denominations and total amount of currency will be verified against the Booking Intake/Personal Property Inventory Intake Slip (J-15 form).
2. If there is a discrepancy, the correction is made and initialed by the AO/Transporting officer on the J-15 form. The DPT does not make any notations or corrections on the form.
3. Contaminated/mutilated/soiled currency is not posted to incarcerated individual accounts. The AO/Transporting officer is required to seal the contaminated/mutilated/soiled currency into the incarcerated individual's property bag and make necessary corrections on the J-15 form.
4. After all currency is verified, each bill with a denomination of ten or higher is placed into a counterfeit detector device and marked with a counterfeit detecting pen. All other currency will just be marked with a counterfeit detecting pen. If counterfeit bills are detected, the currency is returned to the AO/Transporting officer. At no time should counterfeit bills be placed with incarcerated individual's property.
5. Once verified, the total amount is posted onto the incarcerated individual's funds account. This is done in the personal property field of the pre-booking navigator. The fund type is CA (cash). **Nothing is entered if the incarcerated individual has no money.** After the transaction





is completed, the DPT will print one copy of the incarcerated individual's personal property receipt. The property receipt is stamped at the bottom with the cash denomination stamp.

6. The denominations are notated as applicable. The currency, along with the notated copy of the property receipt is placed into an individual money envelope. The individual money envelope is then placed into the cash drawer at the individual workstation.
7. During breaks/lunch the pre-booker secures the cash drawer and maintains the key. Prior to breaks/lunch the pre-booker will provide the relief DPT with an "Activity Cash Balancing Report." Both employees will indicate their ARJIS beside the last funds transaction completed. The relief DPT will follow procedures A thru F. However, instead of placing the individual money envelope into the cash drawer, their funds are placed into a designated locked location, per facility guidelines. At the conclusion of breaks/lunch the relief DPT will provide the pre-booker with an "Activity Cash Balancing Report." Both employees will indicate their ARJIS beside the last funds transaction completed. These reports are maintained and submitted along with the "Cash Balancing Report." Prior to commencing the end of shift balancing, the relief DPT will verify their funds received with the pre-booker. After verification, the relief DPT's funds and paperwork are given to the pre-booker to be incorporated with the end of shift balancing report.
8. Prior to the end of the shift the DPT will:
  - a. Generate an activity report to account for all individual deposits. The amount from each individual money envelope is checked for accuracy against the activity report and the property receipt. If a discrepancy which reflects a shortage or overage, the on-duty supervisor is notified immediately.
  - b. Complete a safe-in transaction for the total amount of deposits. The safe-in funds receipt is stamped with the cash denomination stamp. Denominations are notated as applicable.
  - c. Balance the terminal.
  - d. Initial and ARJIS the Cash Drawer Balancing report.
  - e. Turn in the balancing report, safe-in, and currency to the on-duty supervisor. In addition, the activity reports and deposit receipts will also be turned in to the on-duty supervisor at this time
  - f. The supervisor will count and verify the amount of currency received against the safe-in funds receipt in the presence of the DPT. The supervisor will initial the cash drawer balancing report and follow procedures for recording safe in transactions.

***Note: All U.S currency will be processed according to Q.55 of the Detention Policy and Procedures. The above procedure will remain in the event that the Kiosk Machine is inoperable.***