

## IRC - Field Booking Team/Group Arrest

### 3001.1 FIELD BOOKING TEAM

Group arrests will be processed expediently and efficiently to maintain order, safety and the continued smooth operation of the facility

- (a) Requests for a Field Booking Team will be made to the Watch Commander.
- (b) Staffing and Assignments
  - 1. It shall be the responsibility of the Incident Commander to direct the Field Booking Station to sites reasonably close to the scene of the disturbance to facilitate the rapid booking of subjects and to provide security from attack by participants in the disturbance. The Incident Commander shall be responsible to provide adequate security for the station while at the scene. It shall be the responsibility of the Incident Commander to assign an Evidence Control Officer who shall locate himself/herself at the field Booking Station to accept, record, and take charge of all evidence, weapons and contraband received from OCSD bookings. The Incident Commander may summon other Department Divisions for assistance as they deem necessary. The Incident Commander may be from any law enforcement agency.
  - 2. The Field Booking Station is to be a remote function of Jail Operations and under the command of an IRC Operations Sergeant. The Station shall either be a mobile function moving from place to place at the scene of a disturbance, or it shall be a fixed position from which arrestees are shuttled by bus to the Intake Release Center. The Incident Commander shall designate the type of function it shall perform.
    - i. The following personnel shall staff the Field Booking Station:
    - ii. Jail Operations
      - A. One Sergeant
      - B. Two Booking Deputies
      - C. Two (male) Search Deputies
      - D. One or more (female) Search Deputies
      - E. Two Property Control Deputies
      - F. One Historian/Evidence Control Deputy
      - G. One Photo Deputy
    - iii. Transportation Bureau
      - A. One or more Bus Drivers (Deputies)
      - B. One Deputy Guard per bus
    - iv. This shall be the minimum staffing for the Booking Station, but the number may increase as needed by the Incident Commander.

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

### *IRC - Field Booking Team/Group Arrest*

---

3. The Booking Station Sergeant shall be assigned from Jail Operations and placed in charge of the Booking Station. They will be responsible to ensure the rapid and accurate processing of all arrested persons at the Station. They shall exercise supervision over all other personnel assigned to the Station. The Sergeant will remain under the direction of the Watch Commander and will coordinate their activities at the Field Booking Station with the Incident Commander at the Command Post.
4. The Photo Deputy shall be assigned by the Intake Release Center, and they shall be responsible for photographing all arrestees together with the arresting officers. The Photo Deputy will assign the field booking control number (FBN). The field booking control number will be in the format of: Location of Incident, followed by consecutive numbers, starting with "1". For example, if the incident is at UCI, the field booking control number will be UCI-1, UCI-2, etc.
5. The Booking Deputy(s) will be assigned by Jail Operations and be responsible to book all arrestees brought to the Station. They will work with the arresting officer to ensure the Pre-Booking Record is completed with the required information. The Booking Deputy will write the field booking control number on the Pre-Booking Record, leaving room for the regular booking number when the arrestee is transported to the jail.
6. The Property Control Deputy(s) shall be assigned by Jail Operations, and it shall be their responsibility to personally record and take charge of all items of personal property from all arrestees. They will record all items on a Property Inventory Receipt.
7. The Searching Deputy(s) shall be assigned by Jail Operations, and it shall be their responsibility to personally search all arrestees brought to the station and remove all items of personal property, evidence, and contraband from their person. All personal property shall be given to the Property Control Deputy. Any items of evidence or contraband found shall be given to the Evidence Control Deputy or returned to the arresting officer.
8. The Bus Driver shall be assigned by the Transportation Bureau and their responsibilities shall be the security of arrestees placed on the bus and the operation of the bus. They shall receive any and all booking packages to be delivered to the jail and turn them over to the Receiving Guard Station when they transfer custody of the arrestees.
9. The Guard position will be filled only at the designation of the Incident Commander and only in the event that the Booking Station is a fixed position and all transportation buses shuttle between that point and the jail. It shall be their responsibility to act as Security Officer on the Transportation Bus. They shall remain with the bus at all times.
10. [REDACTED] will be assigned by the Transportation Supervisors. The driver is responsible for the security of arrestees placed on the bus and the operation of the bus. The driver will receive all booking packages and deliver them to the Uncuff Deputies at the jail along with the arrestees.

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

### *IRC - Field Booking Team/Group Arrest*

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#### 11. Replacement Staff

- i. When the Field Booking Team is dispatched, the Watch Commander will direct the Field Booking Team Sergeant to summon replacements for staff that were assigned to the team.
- ii. The Watch Commander will authorize necessary overtime.

### **3001.2 FIELD BOOKING PROCESS**

- (a) The arresting officer will take the arrestee to the Photographer at the Field Booking Station. In the event of a backlog at the Photo Deputy's location, the following procedure will be followed:
  1. At a designated point away from the Photo Deputy, the arresting officer shall hold the arrestee, with their hands cuffed behind the back, facing away from the Photographer and the Field Booking Station. The arrestee is to be maintained in this position until they are taken to the Photo Deputy. This procedure is used to minimize the degree of harassment caused by the arrestees.
- (b) When the Photo Deputy receives an arrestee, they will assign a field booking control number [refer to section 3001.1 (a)(4) above] and will write the number and the arrestee's name and date of birth on a white board which is handed to the arresting officer. The arresting officer will hold it in the photograph with themselves and the arrestee. The arresting officer will take the arrestee to the booking area where they will deliver the booking packet to the Booking Deputy. The Booking Deputy will verify the forms are complete with all the required information and write the FBN on the upper right corner of the Pre-booking form. The Booking Deputy will create a wristband with the arrestee's name, DOB and FBN and attach it to the arrestee's left wrist. The Booking Deputy will obtain and document the following information on the Field Booking Team Log:
  1. Arresting Officer's Name and badge/PID number
  2. Agency Name
  3. Officer Contact Phone Number
  4. Arrestee's Booking Charges
- (c) The arresting officer will then take the arrestee to the Search Deputy. At this point, if exigency exists where the arresting officer needs to respond back to the incident, the arresting officer may leave and booking paperwork copies will be delivered to the arresting officer's station at a later time.
- (d) The Search Deputy will search and remove all property from the arrestee and give it to the Property Control Deputy or the Evidence Control Deputy (depending on the nature of the property). The field booking control number is recorded in the upper right-hand corner of the Property Inventory Receipt. A copy of the Property Inventory Receipt is given to the arresting officer for their report writing purposes. The original is placed with the arrestee's personal property. The property and all paperwork are delivered to the Receiving Guard Station for formal booking.

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

### *IRC - Field Booking Team/Group Arrest*

---

- (e) The Property Control Deputy receives all articles of personal property and records them on the Property Inventory Receipt. The arrestee will be furnished with one copy of the Property Inventory Receipt upon booking at the Intake Release Center and the original will be placed inside or attached to the outside of the property bag.
- (f) Upon completion of the field booking, the arrestee will be placed in the transportation bus for transfer to the Intake Release Center.
- (g) The arresting officer will give the Evidence Control Deputy any appropriate evidence, weapons and contraband taken from the arrestee.
- (h) The Evidence Control Deputy will place all items received in a bag marked with the arrestee's name, DOB and field booking control number. Each item will be sufficiently described. All items will remain in the custody of the Evidence Control Deputy until they are released back to the arresting officer(s) or investigator(s) for additional processing at the completion of their shift or incident, whichever comes first.
- (i) The arresting officer will be provided copies of the Pre-Booking Form and the Property Inventory Receipt. The arresting officer shall then return to their line assignment.
- (j) The arrestees will be transported to the Intake Release Center for booking. If the Field Booking Station is designated as mobile, the station personnel shall board the bus with all of the equipment and remain with the bus until the Command Post assigns them to a new location. If the station is designated as a fixed location, only the driver and guard shall return with the bus. The remainder of the station personnel shall remain at the scene and continue to process arrestees.

### **3001.3 FIELD BOOKING EQUIPMENT-IRC**

- (a) Field Booking Utility Vehicle – A vehicle dedicated to the [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
  - i. Pre-Booking Record Forms
  - ii. Property Inventory Receipt Forms
  - iii. Evidence tags
  - iv. Statement of Booking Officer Forms
  - v. Plastic and paper Property Bags
  - vi. Staplers and staples
  - vii. Pens
  - viii. Booking Register (Legal Pad)
  - ix. Scissors/knives to cut Flex cuffs
  - x. Probable Cause Declarations
- 2. Two (2) Folding Tables

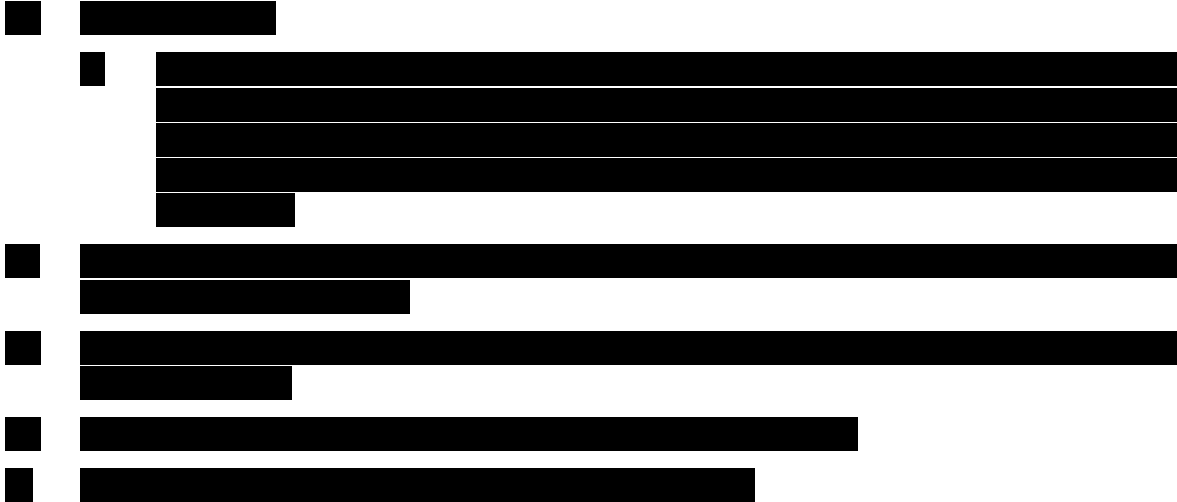
# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

### *IRC - Field Booking Team/Group Arrest*

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3. Eight (8) Folding Chairs
4. Flex cuffs and/or Handcuffs
  - i. Should be obtained from Sheriff's Transportation in sufficient quantity to handle anticipated bookings.



#### **3001.4 INTAKE RELEASE CENTER (IRC) PROCESSING**

- (a) Prior to Receiving Large Groups of Arrestees
  1. The Field Booking Team Sergeant will keep the Operations Sergeant informed of the expected arrival time of the bus(es).
  2. The Operations Sergeant will ensure that the first floor staff is adequate to process the anticipated large number of bookings.
    - i. Replacement for Field Booking Team members should be on duty before the bus(es) arrive.
    - ii. Other IRC staff should be informed to expect the bookings:
      - A. Medical
      - B. Clothing
      - C. Detention Release
      - D. Classification
      - E. Identification
      - F. Records
      - G. Cashier
    - iii. "In progress" bookings may be moved to cells near the Clothing/Shower area pending their completion.

# Orange County Sheriff-Coroner Department

## Custody and Court Procedures Manual

### *IRC - Field Booking Team/Group Arrest*

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- iv. The Medical Observation area will be carefully screened to determine compatibility with new group bookings.
- (b) Upon Arrival of a Bus
  - 1. Upon receiving arrestees, Transportation Deputies will provide Uncuff Deputies with a complete booking packet and property, if any, for each arrestee prior to leaving.
  - 2. Depending on the arrest group size, new arrestees may be held in cells around the Receiving area until they are prepared to begin the triage g process. This will allow the bus(es) to empty and return to the incident site. Additional locations for large groups may include:
    - i. When courts are not in session, female arrestees can be placed in female court transfer cells in preparation for the booking process. This will free the Receiving area for male bookings while enabling females to be brought through the corridor to Booking.
    - ii. When courts are not in session, excess male bookings can be held temporarily in male court transfer cells to keep the Screening/Receiving area free of congestion. This will also allow the bus(es) to empty and return to the incident site.
  - 3. Uncuff Deputies will take each arrestee's paperwork and property with them as they move the arrestee through the booking process. The arrestee will be given the opportunity to make phone calls required per C.P.C. 851.5. Phones for arrestee use are located at the IRC Dock. The arrestee will be walked to the telephones, medical screening and Receiving Station similar to processing self-booking/stays.
  - 4. Uncooperative, combative or excessively intoxicated arrestees will be processed as would any other similarly situated inmate.
  - 5. Additional space in the housing units will be coordinated by the Watch Commander.
  - 6. Arrestees medically rejected for booking will be referred to a Transportation Deputy for off-site medical care. Additional Transportation staff may be required.