# Jail Procedure Manual

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ALAMEDA COUNTY SHERIFF SYSTEMS

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MASTER COPIES, for many forms are located in the back of the manual
Making proper shift relief with the PST on duty would include the following items:

1. Look at the in custody board to see how many inmates we are holding. How many are males or females? Are there any inmates that have a “medical” tag below their pack? Are there any that need to be transported to Santa Rita? Were there any inmates that gave the previous shift any problems? These are all items that you need to know and should be able to explain to your Supervisor at any time. Know what you have in the house BEFORE ever walking back to the cellblock.

2. Check with the PST going off duty for any information that may be important to your shift. Items such as, is the intoxilyzer working? Are there any cells down for cleaning or that have broken equipment?

Perform a complete jail inspection.

A complete jail inspection will consist of the following items:

- Make sure ALL cell doors are closed.
- Make sure all inmates are accounted for. (Example ~ if the board says there are 3 males in cell #2, confirm that there are 3 males in cell #2)
- Make sure all inmates are ok. If they are sleeping check and make sure, you see that they are breathing. Pay close attention to subjects that are intoxicated. Make sure they are breathing and have not vomited on themselves.
- Check all of the rooms that inmates or other staff has used. Contraband may have been left behind (pens, paperclips, drugs, etc...) Use a flashlight if necessary to check under seats, bunks, and above the inside of cell doors. Report any damage seen to the supervisor on duty and make a note of this damage.

Select “Event Tracking”
Left click and drag the “Cell Block” in the INMATES column to the “Jail Well Check” in the EVENTS column

Select the correct activity type from the drop down menu, “Jail Well Check.” Add your observations in the “Remarks” box to the right. Always use all capital letters
when typing in the NWS system. Fill in all of the boxes in the “Scheduled” section as well as in the “Completed” section. Click the “Save/Exit” button at the top when done.

Complete any work that may not have been finished by the previous shift. This may include fingerprinting, photographing, getting further information to complete the intake packet, serving meals, etc...
Event Tracking

Under the “Event Tracking”, section is where you will find and log the events that pertain to the inmates.

Well Check

**Complete your jail checks every 30 minutes** and log them in the NWS Corrections Module. The standard remark is “ALL APPEARS OK.” If there are any specifics that need to be noted you can place that information in the “Remarks” box as well. Some things that you may want to comment on would be that a printer is not working and you advised the Supervisor, a specific inmate is yelling constantly, etc ...

![Screen Capture of Well Check Interface](image-url)
913 Check - SUICIDE

If you have a subject that has been placed on official 913 (suicide) watch, your jail checks to that cell should be every 15 minutes with specific notations on the jail well check log as to the demeanor and attitude of the inmate. You will need to do a separate 15-minute suicide check for that inmate.

Select the “Activity Type” from the drop down menu, "Inside Jail Activity".

In the “remarks” box to the right put a specific description of what the inmate is doing or saying and where they are located in the cell.

Complete the boxes in the “scheduled” section as well as the “completed” section.

This MUST BE DONE every 15 minutes if a subject is on an official suicide watch.
If the inmate becomes more agitated, it may be necessary to remove their clothing for their own safety. If this needs to be done, contact the Supervisor immediately and ask for additional officers for assistance. The inmate may become more hostile or upset than we are equipped to handle and may need to be removed and transported to John George, San Leandro Hospital or Santa Rita.

Per the San Leandro Police Policy Manual, any subject that is contemplating suicide or who has attempted suicide in the past within the jail facility should not be detained in the San Leandro City jail but instead should be transported to the Santa Rita County Jail or the designated medical facility as soon as possible. (Section 900)
Other “Event Tracking” options:

“Detox Check”  A separate “detox check” must be done for each inmate housed in cells 1, 6, and 9. To complete this check, left click on the individuals name from the left column where it shows the inmate housing and drag that inmate to the “detox check” location under events. This will open a separate window. In the remarks section you need to list what the inmate is doing at that time. Examples would be “sleeping on left side”, “yelling at other inmates”, or “vomiting on the floor.” Be specific when discussing their position on the floor. This will help with later checks in case the subject has not moved, and a call for medical assistance may be needed.

“Meals”  When meals are served they must be logged. You can drag the entire “cell block” to the “meals” event and log that you served a specific meal to all of the inmates. If you serve a single inmate a meal because they arrived between regular meals, you should log this as well. Left click on the specific inmate, drag them to the “meals” event, and log what you served them. It should also be mentioned that if an inmate refuses to eat a meal, a comment should be made in the remarks box. Repeated refusal to eat could prove harmful and require a medical assistance call.

“Jail Inspection”  This is covered in the “Shift Relief” section.
During the Shift

Throughout your shift be sure to keep up with basic jail maintenance. Make sure that there is plenty of orange juice thawed out in the refrigerator for use with meals. Are the drawers of slippers full? Do you have enough brown paper shoe bags? Are the laundry bins full? If so, take them outside to the container in the pit to be picked up. There are always things that can be done to keep the jail in a clean and efficient working order. If supplies are running low, refer to the jail supply order book and determine how to place an order for the item that is running low. Do not wait for “someone else” to place the order. Some items take weeks to be delivered.

Always keep your ears tuned into the radio traffic and monitor the CAD screen. This will prepare you for anything that may be headed into the jail. An officer may need assistance in the pit with a combative arrestee. If you know the name of the arrestee enroute to the jail, you can start your jail intake before they arrive. The CAD screens may look different depending on the users personal preferences.
Prisoner intake process

When an officer places an inmate in the holding cell, click on “Start a Booking” in the NWS Corrections, Booking Wizard section.
When the “Enter Booking Number” box appears, choose your arrest type, either “Adult” or “Juvenile” and hit the “OK” button located at the bottom of the box.

This will open the “Booking Detail” page

You now can search to see if the inmate is known in our Records Management System. To do this you must enter the subjects name (last, first) in the “Name” box and click on the binoculars. The computer will respond with possible subjects that have already been input into the system. If there is no match the first time, you must now check and see if there are any aliases or nicknames associated with this person. In the “Includes” box to the right, check the “Aliases” and “Nicknames” and then click the “SoundEx” ear icon located in the top row. This will process a second search of the name submitted. Your options will appear at the bottom of the screen.

Double click the name you wish to select.
If the subject you have entered is not known in the system select the “New” icon in the top row and you will now create a new Global Subject Jacket.
Fill in all of the information pertaining to the inmate in front of you. Complete the boxes from top to bottom and from left to right. The “ID Number / Local ID Number” box is for the Alameda County PFN or JFN number, if the subject has one. The following is a list of mandatory fields … THESE MUST BE COMPLETED

In the “Name and Address” section:

- **Last Name**
- **First Name**
- **Location (street address)**

- **Venue (drop down menu)**
- **City**
- **State**
- **Zip**

- **Phone**
- **Phone type (drop down menu)**
- **Date of Birth**

If you have or can get the Social Security Number (SSN) and the Driver’s License, do so.

All boxes in the “Physical Characteristics” section must be filled out.
In the lower portion of the screen there are tabs that allow you to enter more specific information about a subject. The more you can fill out the better description the system will have of the individual. There are mandatory entries in the section as well.

On the green “Physical Characteristics” tab, you must fill in the following:

Glasses  Hand Preference  Primary Language  Beard  Mustache

On the orange “Other Characteristics” tab, you must fill in the following:

Citizenship  Gang Affiliation  Country/State of Birth

If you have time, you can fill in other sections, but the items listed above are mandatory and they must be included with all subjects.

Once you have either selected the appropriate subject already in the system, or created a jacket for a new subject, you can continue with your intake.
Now is the best time to take the photo of your inmate. Sometimes this is best done before the inmate has been taken out of their handcuffs. To complete this, click on the blue camera icon at the far right of the page. This will give you 4 options. Choose the “Mug Shot” option.

Do not let the subject smile or distort their face in any way. Many inmates like to try to change the shape of their face by smiling, squinting their eyes, or even pulling in their bottom lip. Do your best to try to keep them calm and cooperative.

Use the arrows to center your subject in the photo.

Once you have done this click the “Done” button at the top of the screen.

Your image will now appear cropped in at the top left side of the screen. Click the camera icon at the top left one more time and this will give you a pop-up menu to name your image. All booking photos are named the same, “BOOKING.” Remember to use only capital letters. Click “OK.” This editing screen will now close and return you to the booking wizard entry where you last left off.
If the subject has any scars, marks, or tattoos, you must take pictures of them. Scars, marks, and tattoos can be a way to identify a subject whether it is as a gang member or just as an individual described in a crime. Do not be afraid to ask the inmate of they have any of these items.

Open the subject “global jacket” by clicking on the yellow folder next to their name at the top of the screen.

Click on the tab named “Scars, Marks, Tattoos”

Click the “New” icon at the top left

Choose the “Type”

Next, choose the size of the item with the drop down menu under the “Scar/Mark/Tattoo:” section.

Choose the place that the item is located on the inmate’s body. Use the drop down menu under the “Location:” section.
Click on the blue camera icon to the far right.

Select “NIST Compliant” as the option.

Click “Start Camera View.” This will allow you to see the image before you actually take the picture. Use the zoom tool to crop in tighter on a small image or mark.

Click “Take Picture”

Once you have taken the picture, you will need to left click on the image to create the red boxes over the image, just as you did over the face in the mug shot. Click “Done.” Your image will now appear cropped in at the top left side of the screen. Click the “Done” button one more time and this will give you a pop-up menu to name your image. Use only the titles of “SCAR”, “MARK”, or “TATTOO” as an image description. Once you have saved the image, it will appear on the right hand side of the screen in a box. You now need to give a specific description to the item such as “HEART WITH MOM.” Once you have done this, click the “Save” button and the image will then be saved as part of the subject’s jacket and can be pulled up later if needed.
From here, you can return to your intake. As a precaution, click the “Save” icon at the top left of the page to ensure that you have saved all of the changes that you just made to the Global Subject Jacket. Click the red “X” at the top right of the page and you will return to the booking wizard.
On the “Booking Detail” page fill in all of the boxes. The “Inmate Number” (PFN) box will auto populate from the subject’s Global Jacket information. You cannot fill this box in from this page. If you have the subject’s “PFN” and it is not showing in the “Inmate Number” box, open the subject’s global subject jacket and add the PFN. Use the drop down menus to assist you with completing this page. Once you are done, click the “Next” button at the bottom right to continue.
The next page is “Incidents.” If the subject has any previous incident reports filed by the jail staff, you should be able to click on the red “H” and pull up the files.

Click “Next” at the bottom right to continue

The next page is the “Booking Origin.” Click on “new” and this will give you the option to add the “Brought in by ID”. This is the arresting and/or transportation officer. This has a drop down menu, and if you type in the officer’s badge number, it will populate the name for you. Click the “Save” icon just above where you have entered the officer’s ID. If you need to add a second officer, click “New” again and complete the same process.

Next, you will need to complete the arrest date and time, along with the case ORI which will always be CA0011200 and then the case number. Any basis for caution should be filled in next. Examples of cautions can include an inmate’s 5150 status, intoxication, has 999 status, etc. Use the drop down menu to choose the appropriate warning.

Finally, fill in the “Arrest Location” at the bottom of the screen. You will need to click on the “GEO Verify” button in order to fill in the arrest location. If it is a common place location such as 15555 E 14th Street it will provide you with a small drop down of options to fine tune your location, such as ”24 Hour Fitness” or ”Century Theater”. If it is not a recognizable address then you must click the “Override GEO” button at the far right, to allow the system to accept the location.
Click “Next” at the bottom right to continue.

You are now ready to enter the inmate’s possessions/property into the system. All items belonging to an inmate must be accounted for. When inmates are searched upon arrival, their personal belongings are removed and placed either in a brown shoe bag or in the intake tray at the front counter. The ONLY items that are to be placed in the brown shoe bag are:

Shoes (laces removed), socks, a jacket (with NO strings), and any extra layers of clothing such as pants or shirts that the inmate will be allowed to put back on when transported or released. Before placing any items in the brown bag, write the inmate’s last name and first initial (in case of same last names) along with their PFN (if known) on the bottom and one side and of the bag.

DO NOT PLACE BELTS OR ANY OTHER ITEMS THAT HAVE STRINGS ON THEM IN THIS BAG. THE ITEMS COULD BE USED AS A WEAPON AT THE INMATE’S NEXT DESTINATION.
All other personal items, as they are removed, should be placed in the metal tray in front of the inmate. Make sure to remove ANY items that could be picked up and used as a weapon. Be mindful that contraband may be placed in the tray and the inmate may try to reach for it before you see it.

Click NEW. Use the drop down menu to begin selecting items and completing the descriptions. Click on the ADD button to continue adding items, until you have completed entering all of their property. Once you have entered your last item click “Save” and you will then be able to see all of the items that you have entered.

Once you have entered all of the property, place the inmate’s money in its own separate small plastic bag. Write the inmate’s last name, PFN, and total dollar amount on the bag in a permanent marker. Heat-seal both the large and small plastic bags. You are ready to print the property receipt.
Click on the arrows to the right.

Select "Print"
Remove the form from the printer. Sign your name as the PST/Officer on the “Officer’s Sig” line. Be sure to include your badge number to the right. Fill in the name/badge number of the Officer/PST that searched the inmate. Make sure to have the inmate sign for their property. If they refuse to sign, check the box marked “Refused to sign”. If the inmate is too intoxicated (alcohol or drugs) to sign their name, you must indicate on the “Inmate’s sig” line “TOO INTOX”. If the inmate is a safety risk and handing them a pen could pose a threat to the staff this can be indicated on the “Inmate’s sig” line as well by putting “UNSAFE TO GIVE PEN”.

**ALWAYS** get a second signature for the money from another PST, Officer, or Supervisor, regardless of the amount.

Give the back, yellow copy, of the receipt to the inmate. Staple the remaining two copies to the front of the large plastic bag. Attach the small plastic bag, containing the money, to the back of the large plastic bag, with the information facing out.

Click “Next” at the bottom of “Possessions” to continue.
Classification of inmates covers three (3) different sections.

1. Initial Observation Screening – this is the personal observation of the new inmate by the Police Service Technician on duty. This includes things such as odor of alcohol, if the inmate appears lethargic or disoriented, and whether the inmate has any obvious pain or bleeding.

2. Segregation Screening – this section is very specific for the safety of the inmates and the staff. Questions specifically address gangs, sexual orientation, and previous custody issues.

3. Medical Screening – this section is the longest and most detailed with regard to the inmate’s current and past medical conditions, medications, and mental status.

These questions are governed by the Department of Corrections and must be filled out for every inmate that stays in our jail.

To begin, select the “New” icon in the middle of the page near the red and blue “H”s.
From the Questionnaire drop down menu, start by choosing the “Initial Observation Screening.” Click the “Begin” button, and the first question will appear.

Pick the appropriate answers and if additional comments are needed, they can be filled in below, in the “Comments” box.

Click the “Next” button to continue to the next question or hit the enter button on your keyboard. Once you have completed all of the questions in this section click the “Done” button. At the bottom of the screen, choose the appropriate “Classification Level” from the drop down menu.

Choose a “Classification Reason” from the drop down menu.

For the “Initial Observation Screening” the reason should be “PST Observation” The “Next Review Date” should be at least 30 Days out. It does not have to be specific.
Complete this same process for the other sections, “Segregation Screening” and “Medical Screening.” Be sure to select the appropriate “Classification Reason.” If the arresting officer has asked the medical questions on the way in, your reason would be “Per Officer.” If you have asked the questions as part of the intake process then the proper classification for the last two (2) sections would be “Questionnaire.”

If you have determined the subject has a permanent medical condition (diabetes, seizures, heart condition, etc.), go to the top of the page and click on the “Classify” icon. This will open a new window that will allow you to add this person’s condition to their file and it will be flagged every time that the subject enters the jail.

Click on the “Med” tab on the right and once in that section, click on the “Conditions” tab. Click “New” and then use the drop down menu to select the type of ailment. The “Assessed By” tab is where you will enter your ID number. You can add comments in numerous boxes below allowing you to provide more information for the future.
Once you click “Save” a small “Rx” icon will appear at the top of the subject’s jacket and booking. You can then click on that icon and it will bring up a small pop up “Global Alerts” box listing all of the issues.

Click “Next” at the bottom of the screen to continue.

On the “Questionnaires” page click once, highlighting the “Medical Screening” name. Click print and choose to print one copy which should be attached to the back side of the intake packet.
Click “Next” at the bottom of the screen to continue.

Take into consideration the answers provided by the inmate. These answers will help you determine the housing location.

Under normal circumstances felonies are housed with felonies and misdemeanors with misdemeanors. Subjects that are homosexual are not housed with heterosexuals. You may want to house some of the more offensive smelling inmates in a cell by themselves, or offer them a shower.

Choose your available cell from those that are offered in the table below.
Double click on the cell that you have chosen to place the inmate. If there are other inmates in that cell their names will appear at the bottom of the screen to verify that you want to house these subjects together. Click the “Select” button at the top to place the inmate in that cell.

Click “Next” at the bottom of the screen to continue.

Inmates may need to be relocated from time to time. This process would be done under the “Inmate Housing” section. From this section you can move an inmate from one cell to another or show that they are being interviewed in CID, gone to the hospital, or sitting in the visitation room.
To complete this process, left click on the inmate you wish to move and drag them to the right side to the new cell or location space. Release the inmate and then click the “transfer” button at the top of the page. This is a permanent relocation of the inmate, so if they return from the hospital, interview room, or visitation, you must return them to the appropriate cell. The example below shows the inmate being moved from Cell 3 to the CID interview room.
Entering the inmate’s charges is next. *Every charge* must be included in this section.

Click “New” at the top left of the section.

Enter the first charge being placed against the inmate. Use the drop down menu to make sure that you are inserting the correct charge.
Hit the tab button on the keyboard to move from box to box and continue filling in the items shown circled below.

If the item is a warrant, fill in the warrant number in the “Warrant Number” location. Use the drop down menu under the “Warrant ORI” to select the agency to whom the warrant belongs.

If you need to enter more than one item click the “Save/New” button at the top of the screen and it will generate a new blank screen to enter the next charge.

If the charge you are trying to enter is not in the tables, use “NOT LISTED”, and type the charge in the “Charge Remarks” box on the right side of the screen. Advise the Police Department staff member incharge of IT, in an email, that you encountered a charge that is not listed in the drop down menu, so they can have it entered into the system.

Click “Next” at the bottom to continue.
You must enter the specific bail amounts for each charge being brought against the inmate. Click the “New” icon at the top.

Select “Bail” from the “Set Type:” drop down menu. Fill in the correct bail amount, by looking this up in the Alameda County Bail Schedule book, in the “Bail Set Amount.” Fill in the “Set Date” and “Set Time.” To do this quickly, place your cursor in the box and hit the down arrow key and it will default to the current date and then time. Finally make sure that you place a check mark in the box in front of the appropriate charge for which you are setting the bail amount. Continue this process for all charges. Then click the “Save” icon at the top. If the item is a “No Bail” enter “$0.00” for the “Bail Set Amount.”

Click “Next” at the bottom of the screen to continue.
Selecting the appropriate disposition for each charge is next. You should be on the “Charges Sentence Info” screen.
Double click on each charge to enter the “Disposition.” You may have different dispositions for different charges. You may have an on view charge that has a disposition of “HHJ” and you may have another charge that is a warrant and the disposition may be “SRJ.” Select the appropriate “Disposition” from the drop down menu for each charge you have entered. Keep in mind this can change. Should the inmate become a holdover or need to be transported to Santa Rita for medical you should return to this page and change the “Disposition” to reflect the new outcome.

Fill in the “Disposition Date” with the current date. You can do this quickly by placing the cursor in the box and hitting the down arrow on the keyboard. Click “Save” above what you just entered. In order to continue adding all of the dispositions, click on the “Charges” icon and you will return to the list of charges. Once you have added the dispositions for all of the charges you can move onto the next section.

Click “Next” at the bottom of the page to continue.
The “Documents” page is used when you need to scan an item into the subject's arrest file such as the property sheet or a medical clearance form from the hospital. You can also import items from the “Jail Templates”, like a strip search form or a jail incident form.

Click “Next” at the bottom of the screen to continue.
The “Booking Procedures” page is the last page in the booking wizard. This page is set up to track the processes completed for the booking of the inmate.

There are two procedures that must be completed for each booking and one procedure that is completed as part of the release process.
A description of each procedure is listed below.

CIB – NO HIT

This is used when fingerprint confirmation is returned and the subject is NOT KNOWN to the Alameda County system. You will need to issue a new PFN to this inmate. Add the PFN to the Global Subject Jacket. In the “Comment” field your reply should be:

“ISSUED NEW PFN XXX999 BY M7878/ET”

The information is obtained from the confirmation reply from the Alameda County CIB (Criminal Information Bureau) Office.

Below is a copy of a confirmation from CIB

CIB CONFIRMATION

This is used when fingerprint confirmation is returned and the subject IS KNOWN to the Alameda County system. In the “Comment” field your reply should be:

“CONFIRMED TO [REDACTED]

(using the above return as an example)

CRIMS BOOKING

This is used once you have booked the subject in the Alameda County booking system, CRIMS. Once you have booked a subject you will have a CEN number and you can put that number in the “Comment” field to reference later. The “Comment” field should read: “CEN 1234567”
HAD ID  This is used when a subject has not been identified through fingerprints and has been solely identified by an acceptable form of identification, such as a California Drivers License or previous arrest in Alameda County that can be verified in CRIMS with a photo.

RELEASE CHECK  This is used once you have released a subject from custody and the inmate is no longer housed in the San Leandro City Jail. In the “Comment” field you can put why they were released. Some reasons for release could be: Cite, Bailed, HHJ, Santa Rita, 849b

SUPERVISOR  This is used by the Supervisor or Sergeant to indicate that they have reviewed this entry in the booking wizard and if any comments need to be made pertaining to this inmate/booking or housing they can be done here. This is for the Supervisors or Sergeants only. Jail staff shall not make comments under this tab.

Once you have completed the intake process, you are done with the booking wizard for now. Click the “Finish” button at the bottom of the screen. There will be a pop up window that asks you “Are you sure you want to exit the Wizard?” your reply will be “Yes”.
A second question of “Would you like to mark this Booking as complete?” Your answer at this point will be “No”.

![Booking Wizard](image)

This will suspend this intake in the booking wizard allowing you or another PST to open it and complete the necessary tasks once fingerprint confirmation and county booking has been completed.
Once you have received a fingerprint confirmation from the Alameda County Sheriff Criminal Information Bureau (CIB), you can continue the process in the “Booking Wizard”.

This is a confirmation of a subject that HAS a PFN in the system:

Go to “Booking Wizard” and then select “Continue a Booking”
Once you continue the booking, you will be shown an option of all of the suspended bookings that need completing.

Double click the record you want to work with. This will open back up the booking wizard for that subject on the “Booking Procedures” page.

Refer to the requirements that are needed in the comments section, based on what procedure you are completing. The proper information is listed under the “Booking Procedures” section.
Once you have completed the needed procedures, you can click “Finish”.

You will be prompted with “Are you sure you want to exit the Wizard?”

The answer is “Yes”

You will be prompted with a final question of “Would you like to mark this Booking as complete?” The answer is “Yes”.

The booking is complete and has been removed from the wizard.
Inmate release process

Inmates can be released for several reasons. This section will discuss the types of releases and the basic procedures that are completed to release an inmate.

Types of releases:

849b  This is the penal code section that allows us to release an inmate from any charge and their record will reflect that they have been released from custody and that NO CHARGES are being brought against the subject.

SRJ  SRJ is the Santa Rita County Jail. This release is used when a subject has been transported to the Alameda County Santa Rita Jail. This type of subject usually has some sort of out of county warrant.

SRJ-MED  SRJ-MED is a release to the Santa Rita County Jail because of a medical condition that will not allow the subject to be housed at the San Leandro City Jail. This can include medications that need to be taken, an injury that occurred prior to their arrival in the jail, or a subject that has a long history of mental or physical ailments.

CITE  CITE is used when we release a subject with a citation. Citations are usually given to subjects that are here for infractions or misdemeanors and have little to no criminal history. Citations can be given to a subject that is being held on a warrant from another agency.

CITE-MED  CITE-MED is used when we release a subject with a citation because of medical reasons. Citing a subject may be an alternative to obtaining medical clearance for incarceration.

OUTSIDE AGENCY

Outside Agency is used when we release an inmate to an issuing agency other than the Sheriff’s office. An example would be a subject being held on a warrant from the Alameda Police Department.

JUVENILE RELEASE

Juvenile Release is used when the jail has processed a juvenile and they have been sent to juvenile hall or released to a parent or guardian.
To begin a release in the “Release Wizard” click “Start a Release”

A pop up window will appear asking you to enter a booking number.

You can search for the specific booking number by clicking on the binoculars to the right of the “Booking Number” field. This will allow you to search the most recent bookings completed or you can select “Active Bookings” for inmates who are currently housed.
Click the “Active Bookings” box to the far right and then hit the “Search” icon at the top left. This will provide you all of the current bookings available in the wizard.

Double click the name of the inmate that you are releasing. This will send the booking information back to the “Enter Booking Number” window, showing your subject’s name just below the booking number. Click “OK” to start the release.
The first section is the “Booking Detail” page. You want to make sure that all of the boxes are completed on this screen. If the PFN has not been entered, there will be a blank space in the “Inmate Number” box. You need to enter the PFN in the inmate’s Global Subject Jacket.

Click “Next” at the bottom right to continue.
The “Booking Procedures” page is where you will enter the reason the subject is being released. This is also where you will complete the final “procedure” as mentioned in the booking wizard section.

Click the “New” icon at the top left hand side of the page. Complete the “Officer”, “Procedure”, and “Comment” fields. The “Procedure” at this point should be “Release Check” and the “Comment” section is used to indicate what type of release was done. An example of this would be “Cite Med.”

Click “Next” at the bottom right to continue.
The “Charges Detail” page is next. You want to look and make sure all of the applicable charges, against the inmate, are listed here. If they aren’t, you need to add them.

If they are, you can click “Next” at the bottom to continue.
The “Booking Bond/Bail set” page is next. Nothing has to be entered on this page.

Click “next” at the bottom to continue.
You are now at the “Possessions” section. After returning all of the belongings to the inmate and having them sign for the return of the items, you must release the items in the wizard. To complete this process click the “Release All” icon at the top right of the section.

Choose the appropriate reason for release from the “Release Reason” drop down menu. Once you have made the choice, click the “Save” to the right of the red H, in the middle of the page.

Click the “Next” at the bottom of the screen to continue.
You are now in the “Documents” section. This is where any physical paperwork pertaining to this specific arrest can be scanned into the arrest jacket.

The type of documents that can be found here: strip search forms, intox forms, property sheets once an inmate is released, medical clearance forms, etc.

Once you have scanned the signed property sheet into the computer, you can import that document into this section. To do that, click on the “Import” button and choose the file that you want to bring into the arrest jacket by double clicking on the file.

You will be asked to define the new document in the “Description” field. Most of the documents have specific titles that must be used, making it easier to search for them at a later date.

- the prisoner property sheet – PROPERTY SHEET
- a strip search form – STRIP SEARCH FORM
- an intox form – INTOX FORM
- an incident report – INCIDENT REPORT
- a request for medical treatment – REQUEST FOR MEDICAL TREATMENT
- a cleared for in custody form – MEDICALLY CLEARED FOR INCARCERATION

**NOTE: NEED TO HAVE CLARK / ALDRED IMPORT THE ABOVE DOCUMENTS INTO THE SYSTEM**

Once you have typed a description into the field, click the “OK” button.

Click the “Next” button on the bottom to continue.

The last page in the release wizard is the “Release” page. To complete the release of the inmate you must indicate why the inmate is no longer housed at the San Leandro City Jail.
Start by clicking the “New” icon at the top left. This will allow you to fill in the “Release Reason” in the drop down window.

All releases require that you input an “Override Password” and an “Override Reason” or the wizard will not allow you to finish the process. The “Override Password” is – JAILERS. The “Override Reason” will be the same reason for release.

Next, click the “Release” icon at the top. You will be prompted by a pop up window asking “There are Bonds set for this inmate, which have not yet been posted. Do you still wish to continue with Release?”
If you have input the password correctly, when you answer “Yes” to the question you will see that the inmate has been released and it will show the reason why.

Click “finish” at the bottom to complete the release wizard. It will ask you one time “Are you sure you want to exit the Wizard?” Click “Yes.” The final question of “Would you like to mark this Release as complete?” Click “Yes” and you will complete the release wizard. The inmate has been removed from the system.
Bail Process

When a subject is going to be released on bail, you will usually receive a few phone calls from the bail bonds company in advance. It is best to provide the bail bonds company with all of the information that they require to fill out the bond in advance. This will minimize the time that you have to spend at the front counter when the bail bonds company arrives.

The bail bonds company will need the subject’s CRIMS name, date of birth, PFN, our case number, the court date, time, and department to appear in. They will also need the total amount of bail, along with all of the charges. If the subject is in custody on local charges and warrants, then the bond company will need to provide a separate bond for each of the warrants as well as for the local charges.

Below is an example of the bail receipt for an on view charge. If the bond is for a warrant then fill in the warrant number and charges on the appropriate lines. The white copy is provided to the bail bond company. The yellow and pink copies are placed in the cash drawer along with the bond that has been completed by the bail bond company.
Edit an intake/booking

Sometimes you may need to change information in an intake/booking. You can do this with an “active booking” or one that has been completed. Items that might need to be changed are: charges, disposition, adding documents, etc ...

Start by going to “Bookings” and select “Edit booking”
You will see the “Enter Booking Number” box pop up. To select a booking, click on the binocular icon and it will open the “Booking Search” window. You can choose a currently active intake/booking by leaving the “Active Booking” option checked. This will return a list of only your active intakes/bookings. If you uncheck the “Active Booking” box, you will generate a list of the last 100 records. You can now select the specific booking you are looking for by double clicking on it.

It will populate the “Booking Number” field, click on “Ok”, to open this intake/booking.
There are multiple fields in which you may make adjustments or entries. Anything with a green check mark indicates an entry.

Below is a breakdown of the available items to edit and what they are for:
**Booking Activity** - You can list things such as medication given, showers issued, trips to the hospital, etc.

**Booking Bond/Bail Post** - You can make adjustments to the bail amounts that were set.

**Booking Bond/Bail Set** - You can make adjustments to the bail amount as well as to make notes as to which bail company or individual has posted the inmates bail.

**Booking History** - Shows if a subject has been released.

**Booking Hold For** - You can indicate if a subject is being held for another agency or for our own for reasons such as “Det. Interview” or “Outside Agency A/R”. There is also a location where you can add additional comments about the hold.

**Booking Housed For** - Another location to indicate if we are holding an inmate for another agency and a place to add specific remarks.

**Booking Notification** - If there is a specific reason to notify a subject that an inmate has been booked, you can make a notation here.

**Booking Origin** - You can add or change the involved officers as well as make any needed adjustments to the arrest location, date, and time.

**Booking Procedures** - You can add or make adjustments to any of the “Booking Procedures” that were completed in the “Booking Wizard.”

**Booking User Defined** - At this time, there is nothing to be done on this page. There are no options to click on.

**Charges Detail** - You can modify the charges and the case number.

**Charges Arraignment Info** - At this time, there is nothing to be done on this page.

**Charges Associated Numbers** – At this time, there is nothing to be done on this page.

**Charges Court Appointment** - At this time, there is nothing to be done on this page.

**Charges Jail Time** - At this time, there is nothing to be done on this page.

**Charges Other Sentences** - At this time, there is nothing to be done on this page.

**Charges Probation** - At this time, there is nothing to be done on this page.

**Charges Sentence Info** - At this time, there is nothing to be done on this page.

**Charges User Defined** - At this time, there is nothing to be done on this page.

**Charges Work Program** - At this time, there is nothing to be done on this page.
Classification - If you need to add a new questionnaire based on gathering new information you can add that on this page. You can also change the inmate’s classification level on this page based on the newly gathered information.

Discipline History - At this time, there is nothing to be done on this page.

Documents - You can add any extra documents to the inmate’s intake/booking on this page. This can include clearance forms from the hospital, court booking paperwork, etc.

Emergency Contacts - If you have acquired any emergency contact for an inmate, you can add their information on this page. Subjects such as attorneys and clergy can be entered here for further reference.

Fund Ledger - At this time, there is nothing to be done on this page.

Housing - You change an inmate’s housing location here.

Incidents - If there were previous incidents for this inmate, you can click on the red “H” and the incidents will show.

Issued Items - At this time, there is nothing to be done on this page.

Possessions - You can add or change the inmate’s property information.

Prisoner Type History - You can add or change the inmate’s status from Misdemeanor to Felony or vice versa.
Jail Incidents / “Add Incidents”

From time to time, you may have to write a jail incident report. This report may be for a medical call out, force used by staff on an inmate or even for damage done to jail property.

Per the San Leandro Lexipol Policy Manual (Section 900): an incident report shall be written if any of the following occur:

1. Prisoner injured in custody
2. Employee injured on duty
3. Assault on a prisoner
4. Assault on an employee
5. Medical aid call
6. Use of force by staff
7. Staff exposure to disease
8. Use of a safety cell for other than detoxification purposes
9. Prisoner grievance
10. Other incidents which may need documentation

To begin the incident report, go to “Incidents” and choose “Add Incident”
You will see the “Add Incident” screen
Click on "OK". Do not add an incident number as it will be automatically populated.

The incident entry screen will appear

There is a drop down menu to choose the type of incident that you are completing.
You need to complete the “Incident Type”, “Occurred Date”, “Occurred Time” and the “Reporting Officer.”

Continue to the “Incident Activity” tab.

Click on the “New” button and fill in the “Activity Type”, “Activity Date”, “Activity Time”, and “Officer ID.” You can add minor comments in the “Comments” field if needed.

Proceed to the “Incident Subjects” tab and click on the “New” button.
You will need to choose the appropriate “Subject Type” from the drop down menu.

Search for the correct booking entry by clicking on the binoculars. It will open a secondary window allowing you to search the recent bookings. Once you have located the correct one, double click on it. This will populate the “Booking Number” associated with your incident.

Once you click “Save” the subject’s name will transfer up into the window above.

Continue to the “Incident Documents” section and click on the “Import” button.
The jail templates section should open, you will then double click on the “Incident Report” file.

If the jail templates section does not open, you will need to search the PD “G” drive. Go to the “PD Jail” folder and then locate the “Jail Templates” folder.

- ???

Once you select the “Incident Report” file, it will open a “Define New Document” box. The “description” will always be “INCIDENT REPORT”. Click “OK”. This will generate a blank incident report in the documents section. To open this file, click once on the “INCIDENT REPORT” listed and then click “Open”. The blank San Leandro Police Jail Incident document will now open.
Begin filling out the incident report. Include all parties involved, even if it just the Supervisor’s name that you called or the Officer that arrived for a transport. Include all of the details of the event as they occurred. Including, and up to, when the inmate was transported out of the facility, if this was the result. Do not leave out any details. The incident report will be matched with the audio and video tapes of the event if needed.

<table>
<thead>
<tr>
<th>DATE/TIME OF INCIDENT:</th>
<th>CASE #</th>
</tr>
</thead>
</table>

**CHECK ONE OR MORE:**

- ☐ Prisoner injured in custody
- ☐ Employee injured on duty
- ☐ Assault on prisoner
- ☐ Assault on employee
- ☐ Medical aid call
- ☐ Use of force by staff
- ☐ Use of safety cell
- ☐ Staff Exposure to disease
- ☐ Prisoner grievance
- ☐ Other (explain below)

**INVOLVED PRISONER:**
(Name and PFN)

**INVOLVED PERSONNEL:**
1. 
2. 
3. 
4. 

**NARRATIVE:**

**COMPLETED BY:**

**DATE / TIME:**

**SUPERVISOR COMMENTS:**

**SUPERVISOR:**

**DATE / TIME:**
Once you have completed the incident report form, click the “X” at the top right corner of the screen. You will be asked if you want to save the document. The answer is “YES.” The item will save. You will still be in the “Incident Documents” screen; however, there will be a black check mark to the left of the document name, in the “Status” box. This means that you still have an item checked out under your log in. You must check the item back in so that it is accessible to anyone that needs to view the document. In order to complete this task, make sure that the document is highlighted and then click the “Check In” button.

This will return the incident report to the file so that any other party that may need to review it can now have access to it. If you forget to “Check In” the document, it will be locked out and will be inaccessible by any other party.
You have now completed the “Incident Entry.” Click on the “Save” icon at the top left of the screen, followed by the “X” at the top right of the screen.

Once you have completed these steps, call the on duty Supervisor to advise them that your report is complete and ready for review.

The Supervisor will open the report and complete the Supervisor comments section. Once they have completed their portion, they will “Check In” the document and advise you that it is complete. You are then to print out three copies of the completed report.

Initial EACH of the three copies, next to your name in the “COMPLETED BY” section.

Distribute the copies as follows:

1. The Supervisor on duty
2. The Jail Supervisor (Professional Standards & Training Sergeant)
Prisoner Meals

Inmates should be fed on the following schedule:

0600 Breakfast    1200 Lunch    1800 Dinner

The San Leandro Policy Manual covers the specifics under section 900.

Bag lunches are to be prepared for subjects that are in need of an extra meal during their release.

To log a meal served, enter the NWS Event Tracking section, as if you were going to log a routine jail check. You will left click on the word “CELL BLOCK” and drag the cell block icon to the “MEALS” icon on the right side.

A new pop up window will appear. Select the appropriate “Activity” (BREAKFAST, LUNCH, or DINNER) from the drop down menu.

In the “REMARKS” section, you can log what type of meal was served, if there was an inmate that refused to eat, or any other pertinent comments that would apply to the meal service.

Inmates are allowed 15 minutes to complete their meal at which time the PST on duty should pick up all items from the meal, including silverware and wrappers. No food items shall be left in the housing cell.
Prisoner Medication Disbursement

The guidelines for medication disbursement can be found within the San Leandro Policy Manual under section 900.

Currently the San Leandro Police Department authorizes PST’s to provide acetaminophen (Tylenol), Aspirin, stomach antacids (Tums), and ibuprofen (Advil).

This is based on the guidelines/directions on the bottles.

If the subject requires the use of a breathing inhaler, and they have it in their possession, they may keep the item in the housing cell with them, only after the PST has checked the item for contraband.

If necessary, liquid methadone may be administered to a prisoner, but only by a nurse from the providing clinic. The prisoner is required to call the clinic to request the allotted dosage of methadone. When the nurse from the clinic arrives, you will escort them to the jail and stand by while they administer the liquid to the prisoner, ensuring the nurses safety and that the prisoner returns the plastic container to the nurse.

NO ONE THAT IS IN CUSTODY WHO IS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS SHALL HAVE MEDICATION ADMINISTERED WITHOUT THE WRITTEN AUTHORITY OF A DOCTOR.

All medication provided shall be logged into the prisoner’s jacket. To complete this task go to “Bookings” and then “Booking Search,” making sure that the box next to “Active Bookings” is checked, then hit the “Search” icon. Select the inmate that you want to record the medication provided by double clicking on their name. Their booking entry will open. Select the “Activity” icon on the top right.
When you click on this “Activity” icon a new pop up window will appear titled “Inmate Activity Log Search.” Click on the “New” icon on the left.

The window below will open.

Complete the “Date”, “Time”, “Activity Type” (MEDICATION), “Officer” (the PST that provided the medication), and “Narrative.” The narrative will be specifically what you gave to the inmate and that it was given at the inmate’s request.

Click on the “Save” icon at the top to complete this entry.
Prisoner Showers / Hygiene

The guidelines for prisoner showers and hygiene can be found in the San Leandro Policy Manual under section 900.

When the situation arises where a prisoner needs or asks for a shower, they shall be offered an opportunity to shower. Prisoners shall take showers one at a time.

Male personnel will not be present in the shower area when female prisoners are showering, and female personnel will not be present in the shower area when male prisoners are showering.

To log a shower that has been offered, given or refused:

To complete this task go to “Bookings” and then “Booking Search,” making sure that the box next to “Active Bookings” is checked, then hit the “Search” icon. Select the inmate that you want to record the shower for by double clicking on their name. Their booking entry will open. Select the “Activity” icon on the top right.

When you click on this “Activity” icon a new pop up window will appear titled “Inmate Activity Log Search”. Click on the “New” icon on the left.

The window below will open
Complete the “Date,” “Time,” “Activity Type,” (SHOWER), “Officer,” (the PST that offered the shower) and “Narrative.” The narrative will be that you gave a shower at the inmates request or that the shower offered and refused by the inmate.

Click on the “Save” icon at the top to complete this entry.

Some inmates do not want to take a shower but would rather have a towel and a bar of soap to clean up within their housing cell. This is perfectly fine. You may give the inmate a towel and a bar of soap but advise them that they have 15 minutes to use the items and they must be placed back on the cell door at the end of that period.

Be sure to log this under the same “Activity Type” (SHOWER) but make a note in the “Narrative” section that a towel and bar of soap were given.

All other hygiene items are given to inmates by request. These items can include a toothbrush, comb, or deodorant. Again, the inmate must be advised to use the item and place it back on the cell door within 15 minutes. These items should not be left in the housing cell as they can be used as a weapon against other inmates or staff.
Prisoner Phone Calls

The guidelines for prisoner phone calls can be found in the San Leandro Policy Manual under section 900.7 (Prisoner Telephone Calls) / Ops Directive 90-07

Inmates are entitled to three (3), completed, local (510 area code) phone calls. Long distance phone calls must be paid by the prisoner using a calling card or by calling collect.

Phone calls shall be offered to the inmate immediately upon being booked and no later than three (3) hours after the arrest, unless the calls would compromise a current investigation. If the calls will hinder the current investigation, the Station Supervisor shall be notified and a decision will be made as to when the calls can be completed.

The PST shall monitor the use of the phone by the prisoner and shall be present during the time the prisoner is in possession of the handset. Assisted in-cell telephone calls should be limited to three minutes under normal circumstances.

All phone calls complete or not shall be logged in the prisoner’s corrections jacket.

Go to “Bookings,” then “Booking Search.” Make sure that the “Active Bookings” is checked and select the subject that you wish to log a call for by double clicking the inmate’s name.

Select “Contacts” at the top of the prisoner’s Booking Entry page.
A new pop up window will appear. Click on the “Phone” tab to log the phone calls.

Click “New” at the top left and fill in the following fields: “Date,” “Time,” “Contact Name,” “Contact Number,” “Duration in Minutes,” “Result,” “Recorded By,” and “Comments.”

The comments can be as simple as “Call Completed” to specific details that may pertain to the case. If you overhear anything that you believe can help the case, make note of it in the “Comments” section and immediately contact the Officer or Detective handling the case. Subtle comments have known to help solve an investigation.

Click on the “Save” button, once you have entered all of the information.
Intoxicated Prisoners

The guidelines for the use of the sobering cells, for intoxicated prisoners can be found in the San Leandro Policy Manual under section 900.

Inmates that are too intoxicated to be housed in the general population should be placed on the floor in cell number one (1), six (6), or nine (9), without a mattress. When an inmate has been placed in one of these cells an additional well check must be made in the “Event Tracking” section. After 6 hours, the subject must be reassessed and either moved or provided a mattress in the cell.

To complete this well check:
Go to “Event Tracking,” then “Event Tracking.”

Left click on the specific inmate housed in the sobering cell and drag the prisoner icon to the “DETOX CHECK” in the “Events” column to the right. Release the mouse, and a new pop-up window “Inside Jail Activities – DETOX CHECK” will open.

Under “Activity Type”, select “DETOX CHECK.”

Under “Remarks”, include specific comments about what the inmate is doing.

Complete the “In Progress” and “Completed” sections.
Click “Save/Exit.”
Along with completing the extra “DETOX CHECK’S” in the “Event Tracking” area, you must complete an Intoxication form. This is completed at the time that you place the inmate into the sobering cell and is then finished when you remove the subject for release or placement in a regular housing cell.

To complete this form go to “Bookings.” ?? (process may change with Enterprise update)

Then to “Booking Search.”

Click the “Search” button, making sure that the box in front of “Active Bookings” is checked. This will allow you to search for ONLY the currently housed inmates.

Double click on the inmate that you need to fill out the form for.

This will open the subject booking entry.

Double click on the “Documents” folder on the left hand side.

Click on the “Import” tab at the upper right hand side.

The “Intox Form” is located in the Jail Templates folder. If this folder is not showing as your first option, you will have to locate it. It is on the “G” drive, in the “PD JAIL” folder.

Once you open the “JAIL TEMPLATES” folder, you will see four (4) of the forms most used in the jail. The “Incident Report,” the “Intox Form,” the “Request for Medical Treatment” and the “Strip Search Form”. Double click on the “Intox Form.” It will ask...
This will pull up a blank “Intox Form” into the documents area of the subject’s jacket. In order to fill out the form click on the description once, so it is highlighted. Once you have done that you can, click “Open” just above the file name. This will bring open a completely new page for you to complete. Fill out the boxes on the top and the bottom of the form. Your initial observation and why you placed the subject in a sobering cell should be reflected by your initials typed into the appropriate boxes for each category.
Click the save blue disc icon and then “X” out of the page. Your document has now
been reattached to the subject’s jacket. You will need to click the “Check In” box to
complete the process.

When you decide to move the subject to a regular housing cell or release them, you will
complete the same process, only this time you will fill in the shaded side of the boxes
and fill in the “REMOVAL OBSERVATIONS” section as well. Once again, “Check In” the
form that you have completed.
### SAN LEANDRO CITY JAIL
### INMATE INTOXICATION ASSESSMENT REPORT

<table>
<thead>
<tr>
<th>COMMISSIONER</th>
<th>INMATE</th>
<th>SUPERVISOR'S INITIAL OBSERVATION</th>
<th>SUPERVISOR'S SIX HOUR ASSESSMENT</th>
<th>SUPERVISOR'S SIX HOUR ASSESSMENT</th>
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#### SPEECH

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#### ATTITUDE

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#### WALKING

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#### REMOVAL OBSERVATIONS

- **SOBERITY TEST GIVEN:** [ ] Yes [X] No

- **INMATE APPROVED FOR:** [ ] Release [ ] Move to Another Cell [ ] Send to Medical Facility [ ] S.R.A. [ ]

- **SIX HOUR ASSESSMENT COMPLETED BY:** [ ] SUPERVISOR NOTIFIED [ ]

- **DATE:** [ ] [ ] [ ] [ ]

- **TIME:** [ ] [ ] [ ] [ ]

- **SUPERVISOR NOTIFIED:** [ ]

- **DATE:** [ ] [ ] [ ] [ ]

- **TIME:** [ ] [ ] [ ] [ ]
PST supplemental to arrest report / using “Mobile”

??? Process may change with Enterprise update

Double click on the “Mobile” icon on your desktop.

You will need to input your “User ID,” “Password,” and the “Unit ID.” For writing a supplemental, your “Unit ID” should be 12C12. If you input your badge number, this will put you in service on the active CAD board. Click “OK”

Your options are along the top of the screen. The main part of the screen consists of all active units on the streets and where they are currently assigned.
To write a supplemental report click on the "(F7) REPORTS" icon.

This will open the report writing section of “Mobile.”

Click on the “NEW REPORT” icon on the left side of the page. This will open a new pop up window titled “New Report” and you can choose “Supplemental Narrative” from the drop down menu. Enter the case number that you are writing the report for.

When you click on “OK” a new window will open. Be sure to enter the “DATE AND TIME WRITTEN” and the “PRIMARY OFFENSE/STATUTE.”

Click on the “NARRATIVE” tab and begin typing your supplemental.

Be sure to use the proper case. Meaning, do not write the report in all capital letters.
Click on the “SPELL CHECK” icon on the left hand side to correct any spelling errors.

Once you have completed your report. Click on the “SAVE” icon.

Click on the “CLOSE” icon to the left to be returned to the original screen.

You are now ready to submit your report to the Sergeant’s office for review.

Make sure the report that you want to submit has a check mark to the very left of it.

The click the “SUBMIT COMPLETE” button.
Your report has now been submitted to the Sergeant for review. If there are problems that need to be corrected, the Sergeant will reject the report and send it back to you to be corrected. Make the corrections and submit the report again.

To exit “Mobile” click the “EXIT” button at the far right of the menu.
Prisoner Booking in CRIMS

The Alameda County System

Once you have the subjects fingerprint confirmation, you can complete the booking process in CRIMS, the Alameda County System.

There will be limited screen shots in this area, as legally we are not allowed to just run someone for training purposes. You will have to rely on your hands on training and the written instructions here to get you through the booking process.

After you log in the first step is to complete a warrant check on the subject. To complete this process you will enter “LEWI” on the screen to obtain the search mask.

Enter the subject’s last name and first name. Do not use a middle initial as this will narrow your search field and you may miss a subject in the warrant check.

Enter the subject’s date of birth, sex, and race. You can leave race out for a broader search return.

The second “safety net” warrant check is to run the subject’s CII number if they have one. To search the system for a subject’s CII number use the following command:
arresting officer name and badge# (enter)

Many times a subject may have a warrant under an alias and this may be found by running the subject’ CII number.

You need to print out reports to go with the booking paperwork that will be sent up to the records division.

For on view charges only print:

For warrants only print:

If the subject has both types of charges you need to run all of the reports.

To run a CRIMS report, log into the ACSO CRIMS system.

Go to the “Person Summary” tab
Enter the subject’s PFN number and then click on the “Rap Sheet” button to the right.
From the drop down menu select “C-Case/Rpt/File Number” and enter the case number and your ID in the “Audit Details.” Always select “Detail RAP Sheet.” Click OK.

Be sure to wait for the full file to load. You will see a red loading logo swirling on the page. DO NOT try to print the report before that logo is gone. Your full report will not print out. Click on the printer icon to print the full CRIMS report.

If the subject has out of county warrants, you will need to send a teletype to the agency advising that we have the subject in custody and what the status of that subject is.

Teletypes can be sent through the NWS Records or if the system is down, a fax to the agency with the same information can be sent.

To send a teletype log into NWS Records section

Go to “NCIC.”

Then “Administrative.”

The “CLTAM – Admin Message (CA only).”
A new pop up window will appear titled “NCIC Entry Form.”

For warrant confirmation your first entry “N/E (EMER)” will always be “N”. Sending warrant confirmation information is not an emergency.

Next enter the code for the receiving agency as well as the San Leandro Police Department. The reason we enter our code as well is so we receive a copy of the teletype to confirm that it has been sent.

Enter the actual names of the agencies that you are sending the teletype to.

If there is a specific person on the other end that needs to receive the teletype enter their name in the “ATTENTION” location.

Fill in the “DATE AND TIME,” “CASE,” “PHONE” and “OPERATOR NAME/serial #”

Complete the “TEXT” portion with a similar test as listed in the example.

Once you have completed all of the entries, click “Send Request.”

You should receive a hit (printout) on the printer in records and dispatch that the teletype been sent. You will also receive a message in your NCIC message window.
CLTAM   Administrative Message Format

N / E (EMER) CALIFORNIA DESTINATION(S)
N SLD0 SR50

DESTINATION AGENCY(S)
SAN LEANDRO POLICE SANTA RITA CO JAIL

ATTENTION Warrants
REFER TO UNIT Warrants

DATE AND TIME 09162011 1210 CASE 2011TRAIN PHONE

(MMDDCCYY 0000)

OPERATOR NAME/SERIAL# 

TEXT RE: DOE, JOHN DOB: 01/01/55 VMA 505/185 ERO/BLU YOUR WARRANT # 123456 BAIL # 15,000 THE SUBJECT LISTED ABOVE IS BEING HELD ON YOUR WARRANT AND HAS NO OTHER CHARGES. THE SUBJECT HAS BEEN BOOKED AND WILL BE TRANSPORTED TO THE ALAMEDA COUNTY SHERIFF’S SANTA RITA COUNTY JAIL. (TT:SR50) IF THE SUBJECT BAILS PRIOR TO TRANSPORT WE WILL ADVISE. FOR FURTHER DISPO OF THIS SUBJECT PLEASE REFER TO OUR CASE NUMBER 2011-TRAIN. CONTACT OUR WARRANTS DIVISION S.SPAGNOLI/COP SAN LEANDRO POLICE DEPARTMENT [1009 09162011 1210HRS]
To complete a release of an inmate in CRIMS, start by pulling open the specific booking.

Some release options are:

- 849B – subject is being released and no charges are being brought against them.
- CITJ – the subject is being released on a citation, with a later court date.
- ENRT – the subject enroute to another agency / this is not used very often.
- BAIL - The subject has bailed out.

Make sure to input the date and time that the subject has been released under the “RELEASE DATE” and “TIME” location.

On the “JURISDICTION COURT” line, make sure to change the court date and time to reflect what you have given the inmate.

If the subject is being released on an AWS warrant make sure to update the warrant status by entering LEWH and the warrant number and completing the appropriate codes and information. This will notify the local agency of what has occurred with the inmate.

There are no screen shots for this procedure, as it would change the status of an inmate currently in custody. Much of this training will have to be hands-on in order to see how this works.
Prisoner Transport

The Policy of the Department shall be to provide the Communication Center with a list of inmates that are being transported and the route that will be taken, prior to leaving the San Leandro Police Department. This provides the Communication Center, the Station Supervisor, and the Patrol Division the knowledge of who is in the van and where it might be, should an emergency occur during the transport.

PROCEDURES

A. Transportation of inmates will be conducted as outlined in the San Leandro Policy Manual, section 900, “Transportation of Prisoners.”

B. Upon leaving the San Leandro Police Department, the Officer or PST will advise the Communication Center over the air:

1. Which location they are heading to, SRJ / Glen Dyer Detention Facility (Oakland)
2. How many inmates are on board (example - 5 males and 2 females).
3. Which route they will be taking; Route “A”, Route “C”, etc.

The specific routes to be used can be found on the following pages.
Transportation Roster

To create a transportation roster, click on the “New World Searches” icon.

Click on the “Corrections”

From the drop down menu, select “Transportation Roster”
If you leave the box checked next to “Automatically select Custody Classification,” the return report will use the classification that you placed in the NWS Corrections system.

Click on “Run Report”
If you leave the box unchecked, no classification will be chosen and you will have to hand choose the appropriate classification for each inmate.

When you click “Run Report”, you will see a quick list of the inmates that will be printed on the roster.
Click “Preview” at the bottom of the page to see the results of your roster.

<table>
<thead>
<tr>
<th>NAME</th>
<th>PFN / JFN</th>
<th>CLASSIFICATION (circle one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST, TEST</td>
<td>XXX999</td>
<td>ML F ALS P/C KSF MEN (AVS) CO-DEF</td>
</tr>
</tbody>
</table>

You can see that the classifications have been selected for you, based on your input in the NWS Corrections system.

Click the print button at the bottom of the page

Distribute the copies as described above.
Court Bookings

When a subject arrives for a court ordered booking, the input process is the same as if they were being arrested. The subject will be processed in NWS, CRIMS, and CMS.

When you first contact the subject in the lobby, ask them for their paperwork and identification. Take both items from them. We will not process a subject without proper identification.

You should look to see if they were notified to go to the San Leandro Police Department for processing. Many times the subjects will just go where it is closer for them or the courts forget to check the box advising where they need to go.

Next, confirm the case number on their paperwork is ours and print out a copy of the arrest report. If the case number is not ours, ask the subject if they know where the incident occurred and direct them to the correct location for booking.

Once you have determined the case is ours ask the subject if they have any weapons on them. Perform a pat search in the sally port prior to escorting the subject into the jail along with their paperwork, identification, and a copy of the AR. If the subject has come to the Police Department with someone, encourage them to leave their belongings (hat, purse, books, etc.) with that person. If they have arrived alone, when you arrive in the jail, have them place all of their loose belongings in the intake tray. Remember you are bringing the subject into a secured environment.

Once in the jail you will process the subject in the computer systems just as if they were a new arrest in the jail. Take their photos in all systems along with any noticeable tattoos, marks, or scars. Do not remove any of their belongings (shoes, socks, etc...). Fingerprint the subject as you would any new in custody and forward the prints to CIB for confirmation.

While in the jail, run the subject for warrants. Many times the subject has waited too long to have this process done and there is a warrant out for their arrest. At this point if there is a warrant, contact radio to have an officer meet you in the jail. Have the subject placed under arrest for the warrant and explain the situation to the subject.

If they are free of warrants and you have completed all of the routine tasks, escort the subject back to the PD lobby and instruct them to wait there until you return with the completed paperwork. Keep their ID and the court paperwork until you have completed the entire process.
Once the fingerprints have been confirmed, you will need to book the subject in the CRIMS system.
Log into CRIMS and

11590 / 457 / 186 Registrants

Processing 11590 (drug), 457.1 (arson), and 186 (gang) registrants is currently the job of the PSTs.

The registrant process is very similar to that of a routine intake. The difference being that instead of putting the subject’s information in the NWS Correctional Module, you will be placing their information in the NWS Records Module.

Start by entering the NWS Records Module going to Career and then choosing the appropriate subsection.

Add Career Criminal – This is used to add a new subject to the Career Criminal section.

Edit Career Criminal – This is used to do all of the updates for a specific registrant. Annual update, Change of Address, Moving Out, etc ...

Career Criminal Search – Use this section to search to see if a subject is a San Leandro registrant and has been processed with the Department.
Input the subject’s name in the box and click on the search binoculars to find them in the Career Criminal section.

Your return should look similar to this –

Double click on the correct name. You will be returned to the “Edit Career Criminal” box and you may see the subject’s Social Security number filled in.
Click on “OK” at the bottom and this will open the subject’s Career Criminal jacket.

You will see the last picture taken of the subject and their information on the page. Proceed with taking the subject’s new photo and title it “REGISTRANT”.

CHANGE SCREEN SHOTS!!!!!!
The Documents tab is where you can search for all previous registrant paperwork or documents related to this subject and this is where you will scan and add the current paperwork.

All registrant paperwork scanned in, will be titled, “Registrant All Requirements.”
You will scan the SS8102, with the fingerprint confirmation attached, along with the CIB faxed cover sheet.

You will now process the inmate as normal through CMS / COGENT. Send off their fingerprints to CIB for a confirmation. Along with the electronically transmitted fingerprints, you must fax the SS8102 form with the completed “Registrant Fax Cover Sheet” to CIB.

The SS8102 form must be filled out and a copy given to the registrant. Make sure to put the subject’s right thumbprint on each form. They are not valid without it.
Fill in the date and time that you processed the subject. Check the appropriate line and add the FCN number for that subject. Complete the Registrant Name, PFN, and CII number. Finally add your name, badge number, and fax the forms to CIB.

Once the confirmation is returned, attach the printout to the fax CIB confirmation sheet in the area noted CIB USE ONLY.

Once the 290 subject is processed, provide them with a copy of the SS8102.

11590 Paperwork shall be hand delivered to the CID personnel/assistant.

457.1 Paperwork shall be entered into CSAR and then hand delivered to the CID personnel/assistant. See instructions under the 290 Registrants for CSAR entry.

186 Paperwork shall be hand delivered to CID personnel/assistant.

You will give this letter to ALL REGISTRANTS if they are new to the system or to the City of San Leandro. This letter allows the detectives the opportunity to meet with the new registrants and learn a little bit more about them and their criminal history.
290 Registrants

The 290 (sex) registrants are handled by the PST’S.

To process an updating 290 registrant, begin by running them in the system for warrants. At the same time you are doing this you will be able to confirm their current status in the system (compliant or not). While reading the return hit, make note of the subject’s FCN number, you will need this for the paperwork.

The registrant process is very similar to that of a routine intake. The difference being that instead of putting the subject’s information in the NWS Correctional Module, you will be placing their information in the NWS Records Module.

Start by entering the NWS Records Module going to Career and then choosing the appropriate subsection.

Add Career Criminal – This is used to add a new subject to the Career Criminal section.

Edit Career Criminal – This is used to do all of the updates for a specific registrant. Annual update, Change of Address, Moving Out, etc …

Career Criminal Search – Use this section to search to see if a subject is a San Leandro registrant and has been processed with the department.

Input the subject’s name in the box and click on the search binoculars to find them in the Career Criminal section.
Your return should look similar to this.
Double click on the correct name. You will be returned to the “Edit Career Criminal” box and you may see the subject’s Social Security number filled in.

Click on “OK” at the bottom and this will open the subject’s Career Criminal jacket.

You will see the last picture taken of the subject and their information on the page.
Proceed with taking the subject’s new photo and title it “290 REG”.

The Documents tab is where you can search for all previous registrant paperwork or documents related to this subject and this is where you will scan and add the current paperwork.

All registrant paperwork scanned will be titled, “Registrant All Requirements.”
Be sure to add the subject’s right thumbprint to the bottom of the SS8102 and on the registration receipt. They are not valid without them.
You will now process the inmate as normal through CMS / COGENT. Send off their fingerprints to CIB for a confirmation. Along with the electronically transmitted fingerprints you must fax the SS8102 form (front & back), with the completed “Registrant Fax Cover Sheet” to CIB.

Fill in the Date and time that you processed the subject. Check the 290PC line and add the FCN number for that subject. Complete the Registrant Name, PFN, and CII number. Finally add your name, badge number, and fax the forms to CIB.
Once the fingerprint confirmation has been returned, attach the printout to a blank spot on the fax cover sheet. This process will be completed for both 290 (sex) and 451 (arson) registrants.

The subject now needs to be updated in the State system, CSAR (California Sex and Arson Registry).

The first step is to log into the NWS Records Module

Select the correct option.
Once you have completed the entry you will need to update the subject’s current photo into the CSAR/OIMS system. Start by making a copy of the NWS photo that was taken the day of the registrant’s appointment. It is easiest to save this photo to your documents folder under the subjects PFN.

To do this open the subjects global jacket, left click on the photo dated the same day as the registration. It will open a larger version of the image.

Click on the “Save As” in the upper right corner.

Make note of where you have saved the file so that you can locate it later when uploading it into the CSAR/OIMS website.

Now log into the OIMS (Open Image Management System) website.
Jail Supplies

All of the products that are used in maintaining the day-to-day operations of the San Leandro City Jail are listed in a black binder kept in the jail.

With the exception of the gloves, which are used by all PD employees, it is incumbent upon the on duty PST to order supplies BEFORE the jail runs out. Many supplies have an extended delivery time. Refer to the supply ordering binder.

The gloves must be ordered with the approval of the Administrative Sergeant.