

KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
Policies and Procedures Manual

**TITLE: INMATES SURRENDERED
OR ARRESTED BY A BONDSMAN**

C-200

EFFECTIVE DATE: 12-5-01

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: Penal Code Sections 1300, 1301

POLICY

The Kern County Sheriff's Department and its personnel will accept defendants at the Central Receiving Facility who are surrendered and/or arrested by a Bondsman or agent thereof under Penal Code Section 1300 or 1301. Upon determination of a valid surrender and/or arrest under PC1300 or PC1301, and acceptance of the defendant, the Sheriff's Department will provide the Bondsman or agent a Certificate of Surrender. ([see attachment](#))

DEFINITION:

Under PC1300 or PC1301 a valid surrender and/or arrest is when the defendant is currently out of custody on bail, or in custody on an unrelated charge, and a warrant has not been issued on the case for failure to appear or an order revoking the bail. If a warrant or an order revoking the bail has been issued for the case, then the defendant cannot be surrendered by the Bondsman.

PROCEDURE:

All surrenders and/or arrests under PC1300 or PC1301 will be handled in the CRF lobby. The Bondsman or agent must present a certified copy of the bail bond that contains all the following information:

- Defendant's name
- Charges
- Court of Jurisdiction
- The last court date

DIRECTIVE A:

Surrender of a Defendant Not In Custody

The Clerk Will:

- Take the appropriate paperwork from the Bondsman and confirm in CJIS that the bond is still active and that there is not a warrant issued for the arrest of the defendant in the case.
- Notify the “A-Control” officer that a bail bond surrender is in the lobby waiting to be processed.
- Print out the CJIS documents for the case and give a copy to classification and to the “A-Control” officer.
- Update CJIS and the court appointment calendar and enter a new court date, within 48 hours of the surrender, for the court having jurisdiction over the case.
- Place the appropriate paperwork into the inmate’s file. This paperwork consists of the certified copy of the bond, the copy of the CRF certificate of surrender, FAD (for out of custody) and CJIS printouts related to the court case.

The A-Control Officer will:

- Obtain the CJIS printouts and certified copy of the bond from the clerk and notify the Shift Supervisor of the bail surrender.
- After receiving approval from the Shift Supervisor, make the appropriate log entries, to include the defendant’s name, court case number and the Bondman’s name. Then have the Bondsman and defendant enter the A-Deck Sallyport area.
- Give the Bondsman a Field Arrest Data form to fill out on the defendant and have the Bondsman complete a search and inventory of the defendant’s person and property.
- Accept the surrendered defendant from the Bondsman and complete the receiving process in the normal manner for arrestee's processed on A-Deck.
- Once the FAD has been checked and signed off by the receiving officer the Bondsman is given the pink copy as the receipt of surrender.
- Give all related paperwork to the clerk to be placed in the inmate’s file.

The Shift Supervisor will:

- Review the bond and paperwork to confirm there has not been a warrant issued for the defendant in the case or that the bail has been revoked. Approve or deny the surrender.

DIRECTIVE B:

Surrender of Defendant In Custody

If the defendant to be surrendered by the Bondsman is in custody on unrelated charges the following procedure applies.

The Bondsman or agent must present a certified copy of the bail bond that contains all the following information:

- Defendant's name
- Charges
- Court of Jurisdiction
- The last court date

The Clerk will:

- Follow the steps outlined in Directive A.

The Shift Supervisor will:

- Follow the steps outlined in Directive A.

The Classification Officer will:

- Obtain the related paperwork from the clerk and notify the Shift Supervisor of a bond surrender of a defendant in custody.
- After the Shift Supervisor has approved the surrender, enter a supplemental booking for the inmate for the bond surrender.
- Complete a CRF Certificate of Surrender, attach a copy of the certified bond, and give that form to the Bondsman.
- Have the Bondsman proceed to the visiting booth where notification of the bond surrender can be completed with the inmate.

- Contact the Deck Officer and inform them the inmate has a visit with a Bondsman for a surrender notification.
- Give all related paperwork to the clerk to be placed in the inmate's file.

The Deck Officer will:

- Pull the inmate for the visit and escort the inmate to "A-Deck" for the visit.

The A-Control Officer will:

- Make a log entry of the bond surrender as described in Directive A.

Attachment A: CRF Certificate of Surrender

**Central Receiving Facility
1415 Truxtun Ave.
Bakersfield, Ca.**

Certificate of Surrender PC 1300

Date: _____ **Time:** _____

This is to certify that on the above date and time, at the Kern County Sheriff's Department Central Receiving Facility, the Defendant as described below was surrendered per PC 1300.

Defendant's Name: _____ **D.O.B.** _____

Court Case #: _____

Bondsman's / Agent's Name: _____

K.C.S.D. Officer's Name: _____

**** Copy of Bond is Attached ****

KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
Policies and Procedures Manual

TITLE: CAL- ID PROCEDURES

C-300

EFFECTIVE DATE: 11-21-01

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE:

POLICY

Any Peace Officer may bring a subject not in custody to this facility and request that they be fingerprinted through the CAL-ID system for the purpose of identifying them.

The subject must not be physically ill, under the influence, or incapacitated in any way. The subject must be alert, oriented, and cooperative.

Requesting Officer will:

- Contact KCSD Arrest records and advise them of the subject to be identified, and their preferred method of contact for the results ie, pre-receiving phone, cell phone.
- Bring the subject to the IRC pre-receiving area after conducting a thorough search of the subject for weapons and/or contraband.
- **The requesting Officer must remain with the subject at all times**

Property:

- No property removed from the subject will be allowed in the secured area.
- Jewelry, wallets, money, glasses, etc. need not be removed from the subject.
- Purses, backpacks, duffelbags or other large items must be secured in the officer's vehicle.

IRC Staff will:

Advise the requesting officer of the need to clear the mug room area and the approximate amount of time to do so.

- Once cleared, IRC staff will conduct a 'pat down' search at the receiving counter.
- Escort the subject and Officer to the mug room and perform the CAL-ID process.
- After the process is completed have the subject and Officer exit the security area.

CAL- ID Process:

- Use the IDENTIX Livescan machine
- Go into create a criminal record.
- Enter the physical information.
- Roll the subject's fingerprints.
- DON'T dispatch, close the record and save instead.
- Choose the subject's record from the list and highlight it.
- Hit SEND.
- Choose the destination of EDIT STATION.
- Hit SEND (or OK).

KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
Policies and Procedures

TITLE:	ABSENTEE / ENROUTER BOOKINGS	C-400
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EFFECTIVE DATE: 3-1-99

REVISED: 1-16-04

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-16-04

REFERENCE: PC825

POLICY

The Central Receiving Facility will accept the booking of an absent arrestee from a Sheriff's Department employee, when the inmate is admitted to the hospital. Allied agency absentee arrestee's will be accepted for booking Post Arraignment upon being remanded to the custody of the Sheriff by court order.

The Central Receiving Facility may also temporarily house inmates in the custody of county or state agencies, or inmates in the custody of private transportation companies who have made prior billing and housing arrangements.

Regularly scheduled temporary housing of Enroute Inmates for other agencies will require the approval of the C.R.F. Division Commander and the Bureau Assistant Sheriff.

DIRECTIVE 1: ABSENTEE BOOKINGS

In all cases it will be the responsibility of the arresting officer or agency to:

- Comply with the provisions of PC825.
- Ensure that a Field Arrest Data Form (F.A.D.) and an accompanying Probable Cause Declaration are completed and forwarded to the Inmate Reception Center (IRC) Shift Supervisor.
- Guard the prisoner until relieved.
- Deliver to the IRC Shift Supervisor a completed copy of the Hospital Hold Form.
- Retain all prisoner property and money.

PROCEDURE A: ABSENTEE BOOKINGS**The Receiving Officer will:**

- Notify the Shift Supervisor who will determine if a hospital guard needs to be established.
- Verify that allied agency inmates have been arraigned and remanded to the Sheriff.
- Accept a completed Field Arrest Data Form (F.A.D.) with the words "ABSENTEE BOOKING" across the top of the form and the Jail copy of the Hospital Hold Form providing the arrestee's hospital location.
- Complete the normal booking process, place the hospital location in the "Doctor's Name" field (ex. OTKM) of the IMS medical screen.
- Notify Medical Staff and the I.D. Technicians of the Absentee Booking.
- Place all documents into an empty and sealed property bag and deliver it to the D.E.O. Office.

Upon the notification of the prisoner's discharge from the hospital, the Shift Supervisor will:

- Arrange for the prisoner's transportation to I.R.C.
- Notify Jail Office staff to send the inmate's property bag down the tube to Receiving.
- Have the receiving officer complete the actual booking of the prisoner following CRFPPM C-100.

DIRECTIVE 2: ENROUTER BOOKINGS

Definition: An Enroute inmate is a prisoner who is in the custody of a transporting agency and is temporarily housed (generally overnight) at C.R.F. as a courtesy to the agency.

In all cases it will be the Transporting Agency's responsibility to:

- Notify the Central Receiving Facility Classification Unit at least 24 hours in advance of their arrival to ascertain bed space availability.

- Provide the IRC Receiving staff with a temporary location and contact telephone number of where the Transporting Officer(s) can be contacted.
- Retain all inmate property and money.
- Fill out a Field Arrest Data Form (F.A.D.) including inmate charges and an Enrouter Photo Station Card.

PROCEDURE B: ENROUTER BOOKINGS**The Classification Officer will:**

When the transporting agency calls to notify the Facility of their arrival:

- Post the date and approximate time of arrival on the Classification Enrouter Board.
- Note the number and gender of the inmates to be housed and any special housing considerations.
- Notify Receiving Staff of the pending arrival of Enroute Inmates.

The Receiving Officer will:

- Post on the Enrouter Board in Receiving the arrival date and time of Enroute Inmates when informed by Classification Staff.
- Notify the shift supervisor.
- Receive from the Transporting Officer, the inmate, F.A.D., and Enrouter Photo Station Card with any prescription medications listed or special medical needs listed on the reverse side of both cards.
- Advise and give any medications to Medical Staff.
- Note any special prisoner needs on the F.A.D. and Enrouter Photo Station Cards such as medical requirements, special classification requirements.
- Ensure that the Enroute Log Sheet is completed.
- Write the Enroute Log number on the Enrouter Photo Card and F.A.D.
- Post the name of the transporting officer, agency, contact phone, location, number and gender of inmates housed, and estimated time of pick-up on the Enrouter Board in Receiving.

- Place Enroute Inmate Field Arrest Data Forms in a property bag and attach it to the Enrouter Hook in Receiving.

The Mug Room Officer will:

- Photograph the Enroute Inmate and attach the photo to the Enrouter Photo Station Card.
- Place the Enroute Prisoner's Slap Prints on the back of an Enrouter Photo Station Card.
- Notify the A-Deck Control Officer when the Enroute Inmates are ready to be placed in temporary housing.

The A-Deck Control Officer will:

- Leave the Enroute inmate in the clothes in which they are being transported in and issue a bedding set containing personal care items per CRFPPM J-100. No socks will be given to the inmate.
- House male Enroute Inmates on the A-4 side and female Enroute Inmates on C-Deck where space permits, unless special housing needs require alternate housing.
- Place one Enrouter Photo Station Card on the appropriate Deck's Station Card Board and one card will remain on the A-Deck Station Card Board.
- At no time while housed in the Facility will Enroute Inmates be allowed access to the telephone without the approval of the Transporting Officer.
- The transporting agency will be notified by telephone as soon as practical of any unusual circumstances involving their Enroute Inmate(s) while in temporary custody at this Facility.

PROCEDURE C: RELEASING ENROUTERS**At the time of release the Releasing Officer will:**

- Retrieve the CRF issued bedding set and personal care items.
- Fill out the release date and time on Enrouter Photo Station Card.
- Release the Enroute Inmates to the Transporting Officers ensuring that any

medications left with Medical Staff are returned to the Transporting Officer.

- Attach Enrouter Photo Station Cards to the appropriate F.A.D. Forms and route the forms to the Facility Account Clerk.

The Account Clerk will:

- Monthly, obtain a copy of the Enroute Log from Receiving.
- Obtain and process all paperwork by reconciling the forms with the Enroute Log verifying arrival dates and times.
- Bill the transporting company as required.
- Maintain the FAD and Enrouter Photo Station Cards and Enrouter Log for the period required by statute.

**KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: SEIZURE OF EVIDENCE C-500

EFFECTIVE DATE: 5-12-03

REVISED: 9-26-03

APPROVED BY: C.R.F. Division Manager

REVIEWED: 9-26-03

REFERENCE: (Turner (9th Cir. 1994) 28F. 3rd 981, 983), DBPPM C-1000

POLICY

This facility shall comply with all lawful requests to seize or obtain physical and or property evidence. Seizure of any personal physical evidence shall be conducted by an officer of the same sex in a private location.

Force will not be used to obtain physical evidence unless there are exigent circumstances or a court order. If a prisoner refuses to submit to the seizure, the shift supervisor shall be notified.

Directive 1

All personal property seized at the time of booking will be documented on the FAD, including the requesting officer's name, badge number, and initials.

Directive 2

All arresting or investigating officers requesting the seizure of physical or property evidence at the time of booking, shall conduct the seizure themselves if they are of the same sex. Assistance will be provided by jail staff.

PROCEDURE A: EVIDENCE SEIZED AT THE TIME OF BOOKING

Blood Sample: Must be obtained at KMC by medical staff.

Breath Sample: The arresting officer will escort the inmate into the breathalyzer room and collect a breath sample prior to entering the jail facility.

Urine Sample:

Same Sex - Collected by the arresting officer utilizing the breathalyzer room prior to entering the jail facility.

Opposite Sex -

- Escort the inmate to a private holding area.
- Give the inmate a clean unused urine sample container and instruct them to provide a urine sample.
- Maintain visual contact of the inmate during the collection process.
- Complete the “collected by section” on the container evidence seal, then transfer the urine sample to the evidence container and seal the container with the evidence seal.
- Give the evidence container to the arresting officer.

Clothing Seizures:**Same Sex –**

- Advise the dressout officer of the seizure request. Escort the inmate **and** requesting officer directly to the appropriate dressout officer.
- **Dressout Officers:** Assist the requesting officer conducting the seizure as needed with paper sheets, bags, etc.
- Have the inmate redress in paper clothing to return to the booking area.

Opposite Sex -

- Determine from the requesting officer the type of seizure requested ie; sterile floor, separate or group bagging.
- Advise the dressout officer of the requested seizure. Escort the inmate directly to the appropriate dressout officer.
- **Dressout Officers:** If requested place a clean sheet of medical exam table paper on the floor as a floor covering, then place a second sheet down. Have the inmate step onto the paper and remove their clothing items one at a time. Bag each item separate before the next item is removed. Close, secure, and label each bag.
- Lift the top paper from the floor carefully folding it inward, and bag it. Then do the same with the floor paper. Close, secure, and label each bag.

- Have the inmate redress in paper clothing to return to the booking area
- Give all bagged evidence to the requesting officer along with your name and badge number.

PROCEDURE B: EVIDENCE SEIZED AFTER BOOKING

Property evidence may be seized by a peace officer with or without a court order. A peace officer must present a court order to seize physical evidence from an inmate.

Other authorized professionals must present a court order to seize property or physical evidence from an inmate

Property seized: All property seized will be documented on a property card including the requesting person's name, agency, and / or badge number. The property card and any court order will be placed in the inmate's file.

Blood:

- If a court order directs the Sheriff's Department to obtain blood evidence the inmate will be scheduled for transport to KMC for an evidence blood draw utilizing an evidence blood kit.
- If an allied agency has a court order to transport an inmate outside the facility for a blood evidence draw, CRFPPM F-600 will be followed.

Urine, Hair, Fingernails:

- If a court order directs the Sheriff's Department to obtain physical evidence the inmate will be escorted to a private location where a requesting peace officer or jail staff of the same sex will conduct the seizure.
- If the seizure is to be performed by medical staff the inmate will be transported to KMC (facility medical staff are prohibited from collecting forensic evidence).

KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
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TITLE: INMATE DRESS OUT

C-700

EFFECTIVE DATE: 10-3-98

REVISED: 8-12-03

APPROVED BY: C.R.F. Division Manager

REVIEWED: 8-12-03

**REFERENCE: Title 15, Article 12, Sections 1260 & 1265, Yeager vs. Smith,
DBPPM C-500**

POLICY

Inmates who are ineligible for release will be dressed out in the appropriate facility clothing, issued bedding and housed by classification following their booking.

All pre-arraigned inmates must be afforded the privacy as prescribed by law during the dress out process. The dressout officer will direct the inmate to use the privacy stalls to change their clothes.

Special attention to clothing will be given to Class Member female inmates as outlined in Yeager vs Smith CRFPPM Section N-200.

PROCEDURE A. NEWLY ARRIVED INMATES

DIRECTIVE 1: The Dress-out Officer will be responsible for issuing inmate clothing to newly arrived inmates. The clothing sets will be issued as follows:

General Population male inmates will be issued:

- Pair of pants
- Shirt
- (2) Pair of underwear
- (2) Pair of socks
- Pair of shower shoes
- Mattress

General Population female inmates will be issued:

- (2) Pair of pants
- (2) Shirts
- (2) Pair of socks
- (2) Pair of panties
- Bra
- Pair of shower shoes

In addition, female “Class Members” inmates will receive:

- Thermal shirt upon request
- Pair of thermal pants upon request
- Jacket to be worn outside if requested.

The Officer issuing the thermals will indicate on the inmate’s Station Card that the inmate received thermals and the date issued.

The inmate may only possess the jacket while on appointments out of the Facility. The jackets will be maintained and stored in the Laundry Room.

DIRECTIVE 2:

All inmates, with the exception of those on suicide watch, will receive a bedding set which will consist of: 1 blanket, 2 sheets, 1 towel, 1 toothbrush, 1 tube of toothpaste, 1 bar of soap, 1 comb and 1 razor.

The Dress-out Officer will:

- Determine the inmate’s classification based on intake information or by consulting with a Classification Officer.
- Affix a classification wristband to the inmate’s left wrist.
- The proper gender staff member will strip search the inmate if the appropriate charges or conditions exist.
- Issue the inmate a set of clothing.
- Inventory the inmate’s clothing, assign a storage location and complete an IMMNTCLO screen in the IMS.
- Generate two (2) clothing receipts and have the inmate sign one of them.
- Place the signed receipt on the inside of the clothing bag.
- Attach a property tag to the outside of the clothing red bag with the inmate’s

name and booking numbers.

- Provide the inmate the other receipt.
- Affix a receipt to any newly received clothing.
- Obtain a signature from the person picking up clothing and file the receipt in dress-out.

**KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
Policies and Procedures Manual**

TITLE: MANUAL BOOKING

C-800

EFFECTIVE DATE: 5-12-03

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED:

**REFERENCE: PC Sections 4015, 827.1, 853.6,1301, 1551, 850(b)
 Youngblood v. Gates (1988) 200 Cal App. 3d 1302**

POLICY

To ensure that all inmates are processed in a timely manner, the following procedures will be implemented in the event that all or part of the computer generated booking system fails. If the system will be down for more than 2 hours, the manual booking procedures will be started.

The Shift Supervisor will determine the use of this procedure based on the length of time that the system will be down, the number of pending bookings or projected bookings. The Shift Supervisor will contact ITS, Technology Services and Arrest Records to determine the extent of the problem and coordinate the process for implementing manual bookings if necessary.

A-Control will track all new arrivals and releases through the A-Control log book.

SYSTEM DOWN 2 HOURS OR MORE

The Shift Supervisor will:

- Note the date, time and last known computer booking number on the log.
- Add ten booking numbers to the last booking number used, as a starting point for the manual bookings.
- Contact the outlying areas to coordinate the assignment of booking numbers through CRF.
- Ensure that the manual booking log is being used correctly so we can record, and track the manual booking process.
- Make appropriate entries into the Supervisors log book.

PROCEDURE A: BOOKING WITH IDENTIX AND PICTURE LINK**Mug Room Officer will:**

Input the following information manually into both Identex and Picture link:

- Full name
- DOB
- Complete physical description
- Place of Birth (if available)
- All charges (including counts)
- SSN (if available)
- LAR (if available)
- Booking number
- Roll fingerprints.
- Transmit processed Records to Arrest Records.

PROCEDURE B: BOOKING WHEN IDENTEX IS DOWN**Mug Room Officer will:**

- Roll 4 complete fingerprint cards.
- Fill in above information on each fingerprint card.
- Both officer and inmates must sign each fingerprint card.
- Every half-hour, a copy of the log along with copies of the FAD'S and original fingerprint cards must be sent to arrest records.
- The original FAD, a copy of the manual-booking log, and the inmate's property must be sent to the jail office.
- The original booking-log will be kept in IRC until the system is restored. Once the system is working, the original booking-log will be sent to the Admin Sergeant.

PROCEDURE C: WARRANT CHECKS/CLASSIFICATION REVIEWS

- Arrest Records will conduct manual warrant checks or AFIS warrant checks depending on whether we have a partial or full system failure.
- Arrest Records will notify both Classification and A-deck of the inmate's warrant

status.

- Classification will review the records of prisoners housed during the manual booking process to insure proper placement.

PROCEDURE D: SYSTEM RESTORED

Jail Staff will:

- DEO staff will be responsible for entering the manual bookings into CJIS and routing all paperwork as usual.
- The Jail Office staff will process the bookings as required and complete the jail files with the official booking forms.
- Classification will review the records of the inmates housed during the manual booking process to ensure proper placement.