

MARIN COUNTY SHERIFF'S DEPARTMENT{PRIVATE }  
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

**CHAPTER 2 - BOOKING**  
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DATE  
8-03-94

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**ACCEPTANCE OF CUSTODY**

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**POLICY**

Marin County Jail personnel will accept custody of an arrestee once proper authority, valid documentation and any needed medical clearance has been established and provided by the arresting agency.

At no time will staff admit anyone who is unconscious, seriously injured or presenting symptoms of "Substance Induced Excited Delirium". Anyone who is unconscious or displaying evidence of illness, injury or "Substance Induced Excited Delirium" at the time of booking will not be booked and the arresting agency will arrange transportation of the arrestee to an emergency room for a medical clearance. The arresting officer must provide a written form signed by a licensed physician when, and if, the arrestee is returned for booking. If the arrestee is found to be unfit for booking by a physician and the arrestee is admitted into the hospital, the arresting agency will be responsible for providing the arrestee's security and safety until such time that the arrestee is cleared for booking and returned to the jail. [Refer Penal Code section 4015(b)]

If an arrestee does not present any of the symptoms noted above and has been cleared for booking by the on-duty nurse, then the arrestee will be brought into the secure booking area of the jail and will be considered officially accepted for booking. Any subsequent medical issues that arise in booking with the arrestee, or later if housed, will be handled according to current policies and practices.

**DEFINITIONS:**

**PRE-BOOKING FORM:** A form completed by the arresting agency which includes the booking's name, vital statistics, address, charges, medical information, and arrest information.

**WARRANT ABSTRACT:** A legal document with charges, bail amount, Judge's name and issuing court. Can not be a copy.

**MEDICAL CLEARANCE FORM:** Document issued by a Physician stating arrestee has been examined and cleared for acceptance into the jail.

**COMM CENTER:** The County communications dispatch center for SO patrol, all emergency ambulances, numerous fire departments, 911 calls and the control for the common law enforcement frequency.

**PROBABLE CAUSE STATEMENT:** Form which accompanies all non-warrant arrests. It must be the original and signed by the arresting officer.

**SUBSTANCE INDUCED EXCITED DELIRUM:** A person prior to, while being taken into custody, or shortly after, that exhibits bizarre behavior including paranoia, hallucinations, hearing voices, extreme aggression toward

objects, violent resisting/struggling, inappropriate nudity, hyperactivity prior to police contact and self-inflicted injuries. Bizarre communications may also be exhibited including talking incoherently, screaming and yelling. Physical symptoms include hyperthermia (excessive body temperature), profuse sweating, and seizures, foaming at the mouth, dilated pupils, uncontrollable shaking, inability to breathe and extraordinary strength.

Responses by law enforcement personnel may include OC exposure, carotid restraint, hobbling restraints, and using the body weight of several officers to quell the persons violent resisting or self-destructive behavior. All or some of these responses along with the person's ingestion of drugs, combinations of drugs and alcohol or the failure of the person to take certain prescription drugs (such as lithium by manic depressants) and positional asphyxia can lead to unconsciousness and sudden death. The cessation of resisting and the onset of unconsciousness and death can happen quickly. It is important to recognize these symptoms early in the law enforcement contact, whether in the street, the jail sallyport, or in booking and to immediately seek emergency medical attention from jail medical staff and paramedics, while at the same time providing first responder emergency medical attention such as CPR or AED intervention, if appropriate. The arrestee should be transported to a hospital emergency room as soon as possible.

### **PROCEDURE**

The SSA will ensure the pre-booking form is complete. If the arrest is made without a warrant the arresting officer must complete and give the original Probable Cause For Arrest Statement form to the SSA. Arresting officers who are booking persons on warrants only, will notify the SSA upon their arrival. The SSA checks the printer and/or warrant basket for the warrant abstract. If the warrant abstract has not arrived the SSA contacts Comm. Center for foreign warrants or the Sheriffs warrants section for local warrants. The SSA requests the warrant abstract be sent to the booking printer or fax. When the local abstract arrives, the SSA stamps it and gives it to the arresting officer to sign. Foreign warrant information will be told to the arresting agency.

The SSA checks the medical questions and observes the arrestee in the write-up room. If the medical questions imply medical problems, the arrestee appears to be extremely under the influence of alcohol or drugs, or if he/she appears to be ill, injured or not fully conscious, the SSA will notify a booking deputy who will in turn alert the on duty nurse. The nurse will go out to the write-up room to examine the arrestee. If a Nurse is not readily available, the booking sergeant will be notified. If, after examining the arrestee, the Nurse decides he/she must be examined or treated by a doctor before being admitted to the facility, the SSA returns all paperwork to the arresting officer. The arresting officer takes the arrestee to the proper medical facility for treatment or diagnosis.

If the arrestee is combative or violently resisting, policy and procedures as defined in Custody policy 2-24 will be initiated. The booking sergeant and medical staff will attempt to determine if the arrestee is presenting symptoms of Substance Induced Excited Delirium. If the booking sergeant and medical staff feel that the arrestee is exhibiting this behavior, the arrestee will not be accepted and paramedics will be called. The arresting agency will arrange for the arrestee to be taken to an emergency room, per their policy and with consultation from jail medical and the on-scene paramedics.

When the officer returns the arrestee to the facility, he/she must provide a medical clearance form signed by a Physician stating the arrestee is acceptable for admission to the jail. Upon receipt of this clearance form and appropriate commitment documents, the booking deputy accepts custody of the arrestee. The nurse will be notified to evaluate the arrestee's condition to ensure provisions are made to protect his/her health and welfare.

#### **RELATED STANDARDS:**

Title 15, Article 10, Section 1207

Chapter 2, Section 3

Chapter 2, Section 8

Chapter 2, Section 9

Chapter 2, Section 10  
Penal Code 4015 (b)

DATE REVISED  
4/1/04

By order of  
DENNIS MCQUEENY  
BUREAU COMMANDER