



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



524.03 ARREST REPORTS 05-22-17

PURPOSE

The purpose of this order is to establish procedures for generating and routing arrest reports.

POLICY

It shall be the policy of the Sacramento Police Department to utilize arrest reports for booking adult and juvenile acceptance of custody.

PROCEUDRE

A. REPORT CRITERIA

1. Crime Reports are required in every case except when arrests are made exclusively for Section 647(c) PC, 647(f) PC, 601 W&I Code, select non-traffic City/County Code infractions, warrants, and misdemeanor traffic offenses. Details supporting these charges shall be documented sufficiently within the body of the arrest report.
2. In conjunction with other reporting requirements, the arrest report shall be supported by a statement of probable cause and may
 - a. Be used as the sole means of documenting certain misdemeanor offenses.
 - b. Be supported by a crime and/or collision report.
 - c. Serve as a document for juvenile acceptance of custody at the Sacramento County Juvenile Hall.
3. Arrest reports shall include the "corpus delicti" for each charge and sufficient details to express the severity of each charge. Arrest reports require less information than the accompanying report(s).
4. Warrant charges shall be documented on arrest reports by including the warrant number, docket number, charge, and severity for each warrant.

B. ROUTING OF ARREST REPORTS AND PROBABLE CAUSE STATEMENTS

1. Adult Arrests – Upon completion of an arrest report at any jailing facility, including local, state, and federal facilities, the original arrest shall be used for booking purposes. The arresting officer/detective shall ensure that an additional copy is delivered to the Records Division within twenty-four (24) hours.
 - a. If the subject was booked at the Sacramento County Jail, a Records Division employee shall pick up the original arrest report from the booking desk for processing.
 - b. The Records Division shall copy and distribute arrest reports, verify and enter data, and scan arrest reports into the RMS system.
2. Juvenile Arrests
 - a. The completed arrest report shall accompany the juvenile to Juvenile Hall (refer to G.O. 540.05).
 - b. Officers shall ensure that once booking is completed, the original arrest report is delivered to the Records Division.
 - c. Upon receipt of the original arrest report, the Records Division shall be responsible for the same report accountability, preparation, and distribution of copies as for adult arrests.
 - d. Officers shall print an encircled "J", centered at the top of each page. This alerts Records personnel that District Attorney packaging needs to be expedited.
3. For juvenile "Release Using Citations," see G.O. 540.05.

C. DRUNK IN PUBLIC ARRESTS

1. Adult Arrest
 - a. When an arrestee is booked at the County Jail, the officer shall complete the arrest form. The original of the form shall be left at the booking desk and the officer shall ensure a copy is delivered to the Records Division within twenty-four (24) hours.
 - b. The Records Division shall prepare necessary documents for the District Attorney's Office for the prosecution of any 647(f) arrest not released via 849(b) PC.



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2. Inebriate Detention Only

- a. When an intoxicated adult is taken to the County Jail for the sole purpose of detention, the officer shall
 - (1) Follow the steps outlined for an adult arrest above.
 - (2) Write "INEBRIATE ONLY" on both the top and bottom of the arrest report form.
- b. The Records Division will not prepare and send documents to the District Attorney in the instance of a 647(f) PC - Inebriate Only detention.
- c. If additional fresh charges exist, (excluding warrant charges and parole/probation holds), do not notate the arrest report as an "Inebriate Only" detention; booking shall be completed as an "arrest."

3. Adult Detoxification Center

When a subject is taken to the Detoxification Center under Section 5170.3 W&I Code, the officer shall complete an SPD 128. The original shall be left at the Detoxification Center and the officer shall ensure a copy is delivered to the Records Division within twenty-four (24) hours.

D. ADDITIONAL PROCESSING OF JUVENILE ARRESTS

1. Misdemeanor

- a. If a crime report is written, a copy shall accompany the arrest report to Juvenile Hall.
- b. If no crime report is required, the arrest report shall include all details of the offense.

2. Felony

- a. Probation Officers will, by law, file a petition with the Juvenile Court within 48 hours after an arrest.
- b. A detailed synopsis of the circumstances, including elements of the crime, shall be written in the narrative portion of the arrest report.

3. For "Release Using Citations," see G.O. 540.05

4. Juvenile arrests requiring an arrest report shall include complete details of the offense and investigation. Details to include should be
 - a. A description of any physical injuries to victims.
 - b. Weapons used by the suspect.
 - c. Property damage.
 - d. Any admissions made.