STOCKTON POLICE DEPARTMENT

GENERAL ORDER

DISPOSITION OF ARREST AND COURT ACTION

SUBJECT

DATE: March 1, 2005

NO: P-21

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Booking Slip for Arrest and Court Action

I. POLICY

A. It is the policy of this office to comply with State and Federal Agency requests for statistical information.

II. PROCEDURE

A. For all adult arrests, the officer will complete a Booking/Arrest Report at the time the suspect is booked into the County Jail.

1. This is a multi-part form. The original is left at the Jail and the yellow copy is returned to Records prior to the end of the officer’s shift.

2. Records shall retain the yellow copy for 30 days as back-up information for the arrest report.

   a. After 30 days the yellow copy is destroyed.

B. The State Department of Justice requires arresting agencies to report on the disposition of arrest and court action on all adult arrests where the defendant is fingerprinted.

1. This data is captured and reported electronically utilizing information contained within the Crime/Arrest Report.