



# Colorado Springs Police Department

## Standard Operating Procedure

### DL-1020-31 Booking Procedures

#### Section 1000 – Patrol Functions

Effective Date: 10/11/2024

Supersedes Date: 5/18/2021

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## **.01 Purpose**

The purpose of this directive is to outline the department's booking procedures.

## **.02 Cross Reference**

[GO 104 Determining Probable Cause](#)

[GO 107 Physical Arrest](#)

[GO 1009 Prisoner Processing](#)

[GO 1077 Issuing Summonses & Complaints](#)

[GO 1400 Collection of Physical Evidence](#)

[GO 1415 Evidence Office Procedures](#)

[DL-1006-20 Municipal Court Arrest Warrants](#)

[DL-1050-10 Juvenile Offenders](#)

[DL-1210-03 Mass Arrests](#)

## **.03 Definitions**

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## **.04 Procedure**

The decision not to make an arrest will be guided by department policy and objective information pertaining to the situation. Arresting a subject does not necessarily require officers to initiate a booking procedure. Alternatives to booking exist, and when circumstances so indicate, an arrestee should be released without being booked. Supervisors will review and approve all bookings to ensure the elements for legal arrest are met and that department policy is adhered to.

## **Supervisor Approval Required**

With the exception of arrests on warrants, patrol officers are required to obtain supervisory review and approval for all felony arrests (adult and juvenile) and misdemeanor arrests in which the subject is to be booked into a holding facility.

To ensure that the elements for legal arrest are met and that department policy is adhered to, supervisors will review all probable cause affidavits, arrest warrants, and supplemental affidavits documenting the circumstances of the arrest when making a booking decision. After approving a booking decision, the approving supervisor will place their legibly written initials and IBM in the supervisor's block on the bottom line of the arresting document.

Supervisors are responsible for determining the appropriate arrest process to take place (e.g., book into the El Paso County Criminal Justice Center (CJC), felony summons process, service and release, juvenile summons, etc.).

### **Booking Procedures Prohibited**

Officers are prohibited from initiating booking procedures when a suspect's actions do not rise to the level of a criminal offense, including emergency commitments and mental health holds.

Officers are also prohibited from initiating booking procedures for new charges that only rise to the level of the following offense types:

- Civil Infractions
- Traffic Infractions
- Traffic Misdemeanors

### **CJC Booking Paperwork Required**

When a situation requires or is otherwise approved by a supervisor an adult suspect to be booked into the El Paso County Sheriff's Office Criminal Justice Center, the following document types are required in the detailed circumstances:

#### *New Charges (not an existing warrant)*

- Felony charges (with or without misdemeanors): Documented on one PC Affidavit and Preliminary Procedure form (which is part of the PC Affidavit template).
- Misdemeanor DV charges: Documented on one PC Affidavit and the DV Misdemeanor Complaint form.
- Misdemeanor non-DV charges: Documented on one PC Affidavit and paper summons, with the suspect signature block filled in as "Post Bond."

## **Fugitive From Justice 16-19-103**

- A "Fugitive from Justice" case report must be made whenever a subject is arrested on an out-of-state warrant and felony charges are not preferred in this jurisdiction.
- The victim in the case will be the State of Colorado and the reporting person will be the demanding agency.

## **Juvenile Arrest Process**

### *Juvenile Screener*

Officers who arrest a juvenile will be responsible for contacting the juvenile screener prior to booking the juvenile into the approved detention facility. In all cases involving juveniles, the juvenile screener will make the final determination as to whether or not the juvenile will be booked or served/released to a responsible adult.

### *Juvenile Summons – New Charges*

Officers who arrest a juvenile on new charges will prepare a Probable Cause Affidavit detailing the arrest, as well as a *Juvenile Complaint and Referral* (juvenile summons). The juvenile will then be transported to the Police Operations Center (POC) to be fingerprinted and photographed. If the juvenile is to be booked, both documents will accompany them to the juvenile detention facility.

### *Juvenile Summons – Pickup*

Officers who arrest a juvenile for charges stemming from a department pickup will be responsible for ensuring a *Juvenile Complaint and Referral* (juvenile summons) is completed based on the affidavit filed with the pickup. If the subject is to be booked, the transporting officer will obtain the original PC Affidavit at the POC. Both documents will accompany the arrestee to the Zebulon Pike Juvenile Detention Facility after the completion of any needed prints and photos at the Records & ID Section.

## **Municipal Court Warrants – Business Hours**

During normal business hours (8:00 a.m. - 5:00 p.m., Monday - Friday, holidays excepted), representatives from the department's Municipal Security Unit (MSU) should be contacted to determine their availability to respond to the scene to assist officers in processing individuals with active municipal court warrants.

*No Additional Charges - Bond/Fine is Over \$200*

So long as there are no other charges pending and any one of the following criteria exists:

- The bond/fine is payable.
- The bond amount is over \$200, and the arrestee has the ability to pay the bond **immediately**.

Officers will deliver the arrestee to the Colorado Springs Municipal Court, Warrant Section, located at 224 East Kiowa Street, for processing.

#### *No Additional Charges – Bond/Fine is Under \$200*

If an individual is arrested on Municipal Court warrant(s), for which the bond is set at \$200 or less on each warrant (**not total**), **and** the subject is not under arrest for another charge that would require them to post bond, the arrestee will be taken to the officer's respective patrol division. Under no circumstances shall arrestees who fall into this category be taken to the Criminal Justice Center to post bond.

The divisional Community Service Representative (CSR) will make a copy of the computerized warrant for the arresting officer. This copy will then be served on the arrestee by the arresting officer, along with a copy of the *Appearance Bond* form, setting the matter for appearance in Municipal Court on a specific date and time. Under *Type of Bond*, there are numerous choices that can be selected, including:

- Personal Recognizance (PR)
- Surety-License
- No Cash (Surety) Receipt No.
- Cash (Defendant) Receipt No.

For law enforcement purposes, officers should select *Personal Recognizance (PR)*.

## **Municipal Court Warrants – After Hours**

#### *Bonds More than \$200*

Arrests made on a municipal warrant outside of normal business hours will be booked at the proper detention facility if the bond is more than \$200.

#### *Bonds Under \$200*

If the bond on the warrant is under \$200, officers will follow the previously mentioned process of taking the arrestee to their respective patrol division to be processed with the assistance of a divisional CSR.