1. BOOKING ARRESTEES INTO JAIL

A. Locations

FACILITY	ADDRESS
Maricopa County Sheriff's Office (MCSO) Intake, Transfer, Release (ITR)	2670 S 28th Drive
Arizona Department of Corrections/Alhambra	2500 East Van Buren Street
Arizona Department of Corrections/Perryville	2014 North Citrus Road
Juvenile Court Center (JCC)	3125 West Durango Street
Adobe Mountain Correctional Facility	2800 West Pinnacle Peak Road
Avondale Jail	920 East Van Buren Street

B. General Procedures - Suspects will be booked as soon as practical after an arrest.

(1) Prior to booking, officers will verbally review the circumstances of the arrest with a sworn supervisor, except for arrests involving subjects with undisputed warrants.

- Strong consideration will be given to issuing an Arizona Traffic Ticket and Complaint (ATTC) in lieu of detention whenever allowable by Department policy (see Operations Order 7.6.00, Arizona Traffic Ticket and Complaint, for ineligible offenses).

(2) Officers should refer to Operations Order 7.7.00, Arrestees, for arrestees needing medical attention.

(3) Employees will complete all booking procedures as outlined in section 6 of this order or section 7 when a manual booking is necessary.

(a) All arrestee property will be inventoried and listed in the "Property" section of the Booking Report.

(b) Fingerprints will be entered in the Live Scan system for all bookings in order to create or update criminal history.

- See section 7.A of this order for instructions on obtaining fingerprints when manual bookings are necessary.

(c) Arrest numbers will not be obtained until the subject is in police custody and is to be booked.

C. Rule 15 Evidence Paperwork

(1) In order to satisfy Rule 15 for evidence discovery, the listed paperwork will be scanned and attached to the "PDF Attachments" section of the Booking Report of a suspect being charged with the following crimes:

- Interference with Judicial Proceedings - A copy of the Order of Protection/Injunction Against Harassment
- Forgeries - Photocopies of all forged documents

NOTE: Failure to attach the appropriate paperwork to the Booking Report may result in a delay in charging the suspect or charges being dismissed all together.

(2) Prior to scanning, officers should label documents with either the booking number or Case Folder number.

2. SECURITY

A. Weapons will be placed in security lockers or locked inside the trunk of a police vehicle when booking or holding an arrestee at a police detention or jail facility.

2. B. Restraining devices will not be removed from arrestees until they have entered the booking/detention area of the jail or detention facility.

3. **ARRESTEE PROPERTY**

A. General Procedures

(1) Arresting officers will search each arrestee and account for all property and currency in the arrestee's possession.

(a) When arrestees are found in possession of contraband, potentially dangerous, or large items of personal property that cannot be handled by the jail facility (see the table in section 3.A.(2) of this order for more information), such property will be impounded in accordance with the guidelines set forth in Operations Order 5.8.00, Evidence, Impounding, and Property.

- If officers are in doubt, the item/s will be impounded.
- If any arrestee property is impounded, officers will print a Notice of Impounded Property & Authority to Release Property letter (Form 80-507D), list the letter as "Property" on the Booking Report, and place it in the prisoner's property bag.

  * Officers should obtain a valid mailing address in order for the Property Management Unit (PMU) to mail a letter detailing the prisoner's impounded property.

(b) Currency taken from arrestees will be counted in the presence of two officers and placed in a money envelope which both officers will sign with their name and serial number.

- See the table in section 3.A.(2) of this order for currency items which **MUST** be included as arrestee property and **not** placed in a money envelope.

NOTE: If the arrestee is released or cited in lieu of detention (CLD'd), the arrestee's currency count will be listed in the CR, notes section of the ATTC, etc.

(2) Property Acceptance Guidelines - The following guidelines reflect the policies of the MCSO Jail reference arrestee property:

(a) General Property	• Cell phones with removable batteries will be the **ONLY** electronic equipment accepted (No Iphones). • **NO** batteries other than cell phone batteries • **NO** CDs, DVDs • **NO** combustibles of any type; for example, lighters or matches • **NO** drugs or drug paraphernalia – only medications in their proper bottle prescribed to the prisoner • **NO** food, gum, or candy • **NO** glass items • **NO** handcuffs or handcuff keys • **NO** knives with a fixed blade - folding knives with blades less than four (4) inches long and taped shut are acceptable. • **NO** liquids – including perfume/cologne or make-up • **NO** tools, weapons, utensils (forks, spoons), or sharp instruments • Shoelaces and belts will be included as prisoner property. • Wallet contents will be removed, inventoried, and listed in groups: for example, three business cards, six pictures, two misc. papers. * Credit and social security cards will be listed separately using only the last four digits.

3 A. (2) (Continued)

(b) Currency	The following currency items will be listed on the Inmate Property screen and placed in the arrestee's property bag: • Foreign currency of any kind • Fifty cent coins • One dollar coins • Two-dollar bills • U.S. collector coins • Contaminated currency

(3) Property Descriptions - The following property descriptions will be used when listing arrestee property.

(a) Items that appear to be gold, silver, or diamonds will be described as yellow metal, white metal, and clear stones.

(b) Jewelry containing settings will be described indicating the number of settings, color of the settings, and notation if any of the settings are missing.

EXAMPLE: 1 yellow ring w/8 settings (6 clear, 1 red, 1 missing)

(c) Watches shall have the brand name and a description listed.

EXAMPLE: 1 yellow Pierre Cardin watch, crystal broken, excessively worn, not running.

(d) Medical alert bracelets and necklaces will be included as arrestee property.

- Officers will notify the jail's medical screener reference the arrestee's medical alert bracelet/necklace.

(4) Packaging arrestee Property

(a) Arrestee property will be placed in a property bag.

(b) An MCSO label, which includes the arrestee's name (last, first), date of birth (DOB), and MCSO's inmate number (P#), will be affixed to the property bag and money envelope.

(c) Officers will print out two copies of the arrestee's property:

- One will be placed in the arrestee's property bag with the information being readily visible.
- The other will be included with the booking paperwork which will be given to a jail intake officer.

(d) The property bag will be sealed using a heat sealer at the jail.

4. FINGERPRINTS

A. General Guidelines

(1) Fingerprints must be obtained from each arrestee through the LiveScan system by an officer or other LiveScan trained employee.

- If the LiveScan system is down City-wide, the FBI criminal fingerprint card (FD-249) shall be used.

  * All spaces should be completely filled in.
  * Each print must be a clear, usable impression.
  * **Immediately** turn in to the Centralized Booking Detail Fingerprint Unit after booking an arrestee into jail.

4. A. (2) Subjects transported to a police facility for fingerprinting as part of the CLD process, may be released **after** the fingerprinting process is completed and the ATTC is signed and issued.

- The suspect's right index fingerprint will be placed in the space provided at the bottom of the ATTC.
- The LiveScan system should be used to obtain prints in the case of a CLD or field "one roll" in order to obtain a positive identification; however, obtaining fingerprints using the FBI criminal fingerprint card may be used if the LiveScan system is down.

  * All spaces should be completely filled in.
  * Each print must be a clear, usable impression.
  * Inked fingerprint cards will be placed in an inter-office envelope and forwarded to the Centralized Booking Detail before the end of shift.

B. Paperwork Requiring Fingerprints - Prints will be obtained every time an arrestee is booked or has additional/Page 2 charges added or scratched.

(1) Suspect Refusing Fingerprints

(a) Physical force will not be used to obtain fingerprints.

- A reasonable effort will be made to obtain prints, such as manipulating the fingers in order to get a clear impression.
- Arrestees who physically resist or are combative will be booked without prints.

(b) Officers will notify the MCSO staff of why prints were not obtained.

- The Centralized Booking Detail must also be notified if fingerprints are not taken at the time of booking; 602-495-3612.
- When manual bookings are necessary, the original arrest/booking record must be turned in to the Centralized Booking Detail if fingerprints were not obtained.

(c) Arizona Revised Statute (ARS) 41-1750 - Requires accurate and complete personal identification data (including full fingerprints) be made of **all** suspects arrested for the following:

- All felonies
- All DUIs
- All domestic violence offenses
- All sexual offenses (including Indecent Exposure, Public Sexual Indecency, and Lewd and Lascivious Acts)

5. **ARREST TIMES AND INITIAL APPEARANCES**

A. General Information

(1) Officers will book suspects as soon as possible after an arrest and ensure all necessary arrest-related paperwork, including the availability of a CR, is accessible in the records management system (RMS) immediately after booking.

(a) The CR **MUST** be finalized in RMS prior to the end of the officer's shift, **including** the listing of all arrestees and their associated charges.

NOTE: If these are not completed and the court system has an approaching deadline, officers WILL be required to return to work to complete the necessary paperwork.

5. A. (1) (continued)

Arrests Made Between:	All Necessary Arrest-Related Paperwork Must Be Submitted and Approved Prior To:
11 p.m. and 11 a.m.	12 p.m.
11 a.m. and 11 p.m.	3 a.m.

(2) Delays and Cancelled Bookings

- In the event of a delay on any arrest, Centralized Booking Detail personnel will be advised of the situation as soon as possible.
- If a suspect is not arraigned within 24 hours, the charges will be scratched.
- If a suspect to be booked is not accepted at the jail due to medical reasons and a medical clearance cannot be obtained within 24 hours, the officer must call the Centralized Booking Detail at 602-262-6657 or 602-534-0034 to cancel the booking number.

  * If the suspect is still going to be booked after medically cleared, a new booking number must be obtained.
  * If the suspect is released from custody, the officer releasing the suspect **must** document the release in the CR.

    NOTE: The releasing officer must also notify the victim of the release.

B. Initial Appearances

(1) Booking suspects as soon as possible helps ensure they will be processed for an initial appearance within 24-hours of the arrest.

Initial appearance courts are held at the following times:		
(a) Monday through Sunday (Felonies or Felonies and Misdemeanors Combined)	2 a.m. 5 a.m. 8 a.m. 11 a.m.	2 p.m. 5 p.m. 8 p.m. 11 p.m.
(b) Monday through Sunday (Misdemeanors Only)	10 a.m.	4 p.m.

6. **BOOKING PROCEDURES**

A. Unless otherwise outlined in this order, all Booking Reports/forms will be completed in RMS (refer to the RMS User Manual for procedures on completing the Booking forms).

EXCEPTION: In cases involving intimate partners, a Form IV(c) Release Questionnaire Intimate Partner Risk Assessment Form 80-597D **will be** completed within the Case Folder (see Operations Order 7.21.00, Domestic Violence, for more information).

B. Traffic Violations When a Suspect Is Booked

(1) Officers must either book the arrested person or issue an ATTC as a CLD with **all** or **none** of the criminal traffic offenses as long as there are no felony charges involved.

(2) When an adult subject has committed both civil and criminal traffic offenses resulting in the subject being booked, the suspect will be booked on the criminal/s offenses and the civil offenses/s will be entered as an additional "Charge Code" in the Booking Report.

NOTE: In the case of Aggravated DUI, the civil violation/s **will not** be listed as an additional "Charge Code"; they will be described in the Narrative portion of the CR.

7. COURT JURISDICTION

A. Officers will normally charge offenses to the following courts:

- Misdemeanor Offenses - City Court
- Felony Offenses - Appropriate Justice of the Peace (JP) Court

(1) Exceptions:

- Co-defendants - In incidents where multiple or co-defendants are involved, and any one of the defendants is charged with a felony, ALL defendants will be charged into the same JP court.
- Specific Reduced Class 6 Felonies - See Operations Order 1.9.00, Arrest.
- Warrants - Warrants will be heard in their court of origin.
- Court Order Violations - See chart below.

B. Court Orders - When a suspect is booked for a violation of a court order occurring in Phoenix, select one of the following from the "Court Code" drop-down box in the New/On-View Charge Information section of the Booking Report:

(1) Court Order Issued by Any City, County, or State Court	• With misdemeanor charges only, select Phoenix IA/K Court. • If a related felony charge is included, select the appropriate JP court where the felony occurred.
(2) Court Order Issued by JP Court	• With misdemeanor charges only, select Phoenix IA/K Court. • If a related felony charge is included, select the appropriate JP court where the felony occurred.
(3) Court Order Issued by Superior Court	• With misdemeanor charges only, select Phoenix IA/K Court. • If a related felony charge is included, select the appropriate JP court where the felony occurred.

C. Combined Felony and Misdemeanor Charges

(1) All non-traffic misdemeanors coupled with felony charges will be initially referred to the County Attorney's Office via the appropriate JP court.

- The County Attorney's Office will determine which misdemeanor offenses to file or to utilize as an aid to prosecution in conjunction with the felony charges.
- The County Attorney's Office may also refer the misdemeanor charges back to the City Prosecutor.
- All related misdemeanor offenses that are a violation of Titles 4, 5, or 28, will be forwarded to City Court for disposition.

(2) Misdemeanor Criminal Traffic Charges - All misdemeanor criminal traffic charges will be referred to City Court, except in the following situations where both charges will be submitted to the Superior Court/County Attorney's Office:

- Misdemeanor DUI coupled with a charge of Unlawful Flight
- Reckless Driving coupled with a charge of Unlawful Flight
- Misdemeanor DUI Drugs (ARS 28-1381A3) coupled with a felony Possession of Drugs (ARS Title 13, Chapter 34)

D. Form IV

(1) The Form IV section of the Booking Report will be completed on all bookings.

- Manual bookings require a handwritten Form IV (Release Questionnaire form). When booking a suspect manually, a separate Form IV must be completed for each different court jurisdiction in which the arrested person is to be seen.

7. D. (2) Officers will complete all required Booking paperwork, including a Form IV, detailing the information below so the initial appearance judge may make the appropriate decision regarding the arrested person's release from custody:

- Court of jurisdiction
- Each charge (code, description, and classification)
- Information regarding the offense and arrest
- Reasons for opposing an unsecured release
- Probable cause for the arrest

8. **SUBMISSION OF BOOKINGS**

A. All Booking forms will be completed and submitted for review and **approval** to the Centralized Booking Detail **prior** to transporting the arrestees.

B. Errors on Booking Forms

(1) When Centralized Booking Detail personnel have reason to believe Booking forms are incorrect, the Booking will be rejected and re-submitted to the arresting officer for clarification, corrections, or additions.

(2) If the Booking has been approved by the Centralized Booking Detail, the changes/corrections can **only** be made in the RMS Booking module **by** the Centralized Booking Detail.

9. **ADDITIONAL CHARGES OR SCRATCHING CHARGES (SUBJECT IN JAIL)**

A. Additional Charges - A **new** Booking Report will be completed whenever charges are to be added or changed.

(1) Subjects in Custody At MCSO 4th Avenue Jail	• "Yes" will be selected for the "Page 2" drop-down box in the Arrest Information section of the Booking Report. • A new booking number, new arrest number, and new arrest time will be entered.
(2) Subjects in Custody At Another Jail Facility	• When an additional charge has been made and the subject is in custody at another jail facility, the officer may have to transport the arrestee to the MCSO 4th Avenue Jail to meet the mandatory 24-hour initial appearance time following the arrest on the new charge.
NOTE: Subjects **must be** fully fingerprinted (ten-printed) when additional charges are added.	

B. Scratching Charges Page 2 - When a subject has been incarcerated and subsequent information is developed that the charge should be scratched, a Page 2 handwritten Arrest/Booking Record will be completed using the original booking number, and the listed procedures will be followed:

(1) A sworn supervisor will review the elements of the offense and arrest.

(2) Charges will be scratched with a sworn supervisor's approval.

NOTE: If there are no other valid charges, the suspect will be released from custody.

(3) The arresting officer, a sworn supervisor, or other officer as designated by a sworn supervisor, will complete the Page 2.

(a) The Page 2 will have the same information as the original Booking Report.

- The miscellaneous section of the Page 2 of the Arrest/Booking Record will explain the reason for scratching the charge/s.

9. B. (3) (b) The Charges section will have the incorrect charge written verbatim, and a diagonal line will be placed through the entire section. The correct charge (if applicable) will be written below the incorrect charge.

(c) The arresting officer, a sworn supervisor, or other officer as designated by a supervisor, will proceed to the jail facility where the suspect is incarcerated to affect the release (when applicable) and/or deliver the Page 2 to MCSO staff.

- The suspect's fingerprints (ten-print) **will be** obtained on the Page 2, listing the scratched charges.

(4) Page 2 of the Arrest/Booking Record will be taken immediately to the Centralized Booking Detail.

(5) The arresting officer will write a memorandum to the supervisor who approved scratching the charges.

(a) The memorandum will include all the circumstances of the offense and the arrest.

(b) If the arresting officer is not available to immediately write the memorandum, it will be written during the next assigned shift.

10. **SPECIAL PROCEDURES FOR WARRANTS**

A. General Guidelines - Refer to 7.4.04A Warrant Booking Chart as a guideline for booking warrants.

(1) Signing Off Warrants

- All City warrants will be verified by the Data Integrity Unit (DIU) prior to obtaining a booking number.
- DIU will advise officers of the proper entry of Phoenix warrants.

(2) Booking on Disputed Warrants

(a) Subjects will be booked when sufficient information exists to believe the warrant is outstanding and proper identification of the subject is established.

(b) Officers will contact a supervisor before booking a subject on a warrant in the following circumstances:

- The subject arrested does not admit to the charges on the warrant.
- The subject arrested claims the warrant is no longer valid.
- There is an indication or claim that the subject arrested is not the one named on the warrant.

B. Failure to Appear Warrants - Maricopa County Justice Courts or Superior Court

- When warrants from these courts indicate the subject failed to appear on an original charge, the subject will be booked on the original charge.

C. Fugitive Warrant - The defendant will be booked into jail on all charges.

(1) ARS 13-3842, Fugitive of Justice, and any additional local charges, will be selected from the "Charge Code" drop-down box.

- The Sup Crt/Fugitive of Justice will be selected from the "Court Code" drop-down box.
- When booking a Fugitive of Justice manually, write "Superior Court" in the court jurisdiction box in the charging section of the arrest/booking record.
- All other charges, if any, will be sent to the appropriate JP or City Court.

10. C. (2) Ensure the Fugitive of Justice Information section of the Booking Report is completed with the required information.

D. Arizona Department of Corrections (ADC)/Parole Warrants

(1) ADC/Parole Warrants Only

(a) Persons with **only** ADC warrants will not be transported to ITR and **NO** booking procedures/paperwork will be required.

(b) Officers will call ADC's Central Office Communications Center at 602-542-1212 before transporting prisoners to the following Arizona State Prison Complexes (ASPC):

Male Prisoners	• ASPC-Phoenix (Alhambra) at 2500 East Van Buren Street, telephone number 602-685-3100.
Female Prisoners	• ASPC-Perryville at 2014 North Citrus Road, Goodyear, Arizona, telephone number 623-853-0304.

(2) ADC /Parole Warrants with Other Charges

(a) If there are Phoenix charges or non-ADC warrants along with an ADC warrant, officers will book the arrestee into ITR.

(b) The arresting officer will contact ADC and advise them of the circumstances.

(c) The ADC warrant information, contact person's name, and any additional comments will be included in the Hold Information section of the Booking Report.

E. Combination Warrant/Charges

(1) Persons arrested for committing a felony crime, in addition to having outstanding warrants, will not be allowed to post bail for the warrants; the person will be booked on all charges.

(2) Persons arrested for committing a misdemeanor crime which is eligible for a CLD (see Operations Order 7.6.00, Arizona Traffic Ticket and Complaint for ineligible offenses) in addition to having outstanding warrants, should be strongly considered for a CLD if the suspect has sufficient bond money for the warrant.

F. Adult Probation Violators

(1) Probation Violation Warrants

(a) A subject found to have an outstanding probation violation warrant will be arrested using Phoenix ORI AZ0072300.

(b) The charge will be ARS 13-901C, Probation Violation.

- Ensure "Yes" is selected for the "On Probation" drop-down box of the Booking Report and the required data fields are completed.

(2) Probation Violation With Phoenix Charges

(a) If officers arrest an individual and an adult probation officer requests an additional charge of "Probation Violation" be added, the Phoenix officer will complete the booking procedures using the Phoenix ORI number.

(b) The charges for which the individual was arrested will be listed first, followed by the charge for the warrantless probation violation, ARS 13-901D.

10. F. (3) Probation Violation With No Other Charges

(a) If an officer contacts an adult probation officer reference a subject detained for an incident in which no enforcement action is anticipated and the probation officer requests a warrantless arrest, the Phoenix officer will provide the wagon of the arrestee to jail.

(b) The adult probation or a warrant officer will meet the wagon officer at the jail to take custody of the arrestee and complete the booking procedures using their ORI number and to include the transporting officer as the wagon officer.

(4) Assisting Adult Probation Officers

(a) If an adult probation officer desires to make an arrest (with or without a warrant) for a probation violation and calls for a backup, after providing the backup, the Phoenix officer will then provide the wagon of the prisoner to jail.

(b) The adult probation officer will meet the wagon officer at the jail to take custody of the arrestee and complete the booking procedures using their ORI number and to include the transporting officer as the wagon officer.

- If there are any new charges; for example, the subject is found to be in possession of dangerous drugs, the Phoenix officer will maintain custody of the prisoner and complete the booking procedures using the Phoenix ORI number.

11. **BONDABLE RELEASE**

A. If a person is charged with a warrant and a cash bond is indicated, the person will be allowed to post bond.

NOTE: Officers **will ensure** the warrant is verified as outlined in Operations Order 1.9.00, Arrest, **prior** to proceeding with the procedures for bond outs in section 11.B. of this order.

(1) Bond payments must be for the exact amount as MCSO will not give change or accept over payments; acceptable forms of payment are:

- Cash
- Cashier's check from a bank
- United States Postal Service (USPS) money order
- Western Union money order

(2) If the arrestee cannot or does not desire to post bond, the arrestee will be booked following standard established procedures. Once the booking procedure has begun, it will be completed unless otherwise directed by a supervisor.

(3) If a booking number is obtained but the arrestee is allowed to bond out, the booking number will be canceled with the Centralized Booking Detail.

B. Procedures for Bond Outs

(1) Arrestees who wish to post bond will be transported to the MCSO Bonds and Fines Window at the 4th Avenue Jail.

(a) MCSO will accept bond payments for warrants issued throughout the State.

EXCEPTION: MCSO cannot accept bond payments for Failure to Pay Child Support warrants.

(b) The MCSO Bonds and Fines Window is open 24/7.

11. B. (1) (c) Officers bringing arrestees for a bond payment will be given priority and moved to the front of the line.

(2) Officers will be required to fill out an MCSO form (available at the MCSO Bonds and Fines counter) to include arrestee/pertinent warrant information (name of issuing judge, warrant number, bond amount, etc.).

(3) MCSO will verify the warrant and send a teletype notification of the bond payment to the issuing agency.

(4) A receipt and court date notice will be issued, and the arrestee will be released.

(5) Officers may use discretion whether or not to transport subjects back to the place of arrest.

C. Citizen Inquiries

(1) When officers receive citizen inquiries about posting bond for a prisoner in jail on City charges, the citizen will be instructed to call the Bonds and Fines Window at ITR.

(2) When citizens post bond on City charges, the jail will be notified by the Bonds and Fines Window personnel that a bond has been posted, and the prisoner will be available for release.

12. MANUAL BOOKING PROCEDURES

A. General Procedures

(1) Manual bookings will only be accepted in the following situations:

- The RMS system is down **and** the Centralized Booking Detail has prompted manual booking procedures.
- Charges need to be scratched and the subject is still in jail (Page 2).

(2) Officers will complete a handwritten Arrest/Booking Record and call the Centralized Booking Detail to obtain a booking number.

NOTE: Once the RMS system is back up, officers will be required to complete an RMS Booking Report as soon as possible using the information listed on the handwritten Arrest/Booking Record.

(3) When obtaining fingerprints from arrestees on the Arrest/Booking Record, officers will:

- Place the prints of the person's right-hand fingers and thumb in the appropriate IN box on the back of the white copy of the Arrest/Booking Record.
- Place the prints of the person's left-hand fingers and thumb in the OUT box on the back of the white copy only of the Arrest/Booking Record.

(4) Officers will also complete a handwritten Release Questionnaire (Form IV) form 3899-031 IV-D and in cases involving intimate partners, a Form IV(c) Release Questionnaire Intimate Partner Risk Assessment Form 80-597D (see Operations Order 7.21.00, Domestic Violence, for more information).

(5) Officers will not use the MCSO Prebooking system to book an arrestee manually.

(6) A copy of the handwritten Arrest/Booking Record will be given to MCSO personnel.

- MCSO personnel will enter the subject's charge/s into the MCSO Prebooking system.

12. B. The necessary sections of the Arrest/Booking Record will be completed as follows:

(1) Suspect Information Scars Marks Tattoos	• Indicate subjects name, address, description, and any identifying marks
(2) Arrest Information	• Indicate originating agency (ORI), Phoenix booking number, arrest date and time, and Case Folder number (if any apply). • Indicate arrest location, grid/beat, arresting officer's name, serial number, and work unit. • Indicate wagon officer/s, supervisor that approved arrest, disposition of evidence, and prisoner property (if any).
(3) Number of Counts	• List the number of counts on each charge and circle if there is more than one. • List the number of counts in the "Counts" block if the court of jurisdiction is the same for multiple counts of identical charges. **EXCEPTIONS**: • Warrants - Even though warrants may have multiple identical charges, the charges will be listed separately. • On-View (OV) Charges - When a subject is arrested on multiple identical OV charges with different violation dates, the charges will be listed separately to avoid confusion.
(4) Violation Code/Section	• Indicate the ARS or Phoenix City Code (PCC).
(5) Class of Offense	• The classification of the offense will be indicated (C1M, C6F, etc.). • If the appropriate classification is not indicated on a felony warrant or for "From Other Jurisdiction" (FOJ) charges, the classification will be listed as "F" only.
(6) Date of Violation	• Indicate the date on which the offense occurred.
(7) Charge Description	• The police jurisdiction for each charge will be determined and indicated at the beginning of the "Charge Description" block. * Y/(charge) - Indicates the charge originated with the Phoenix Police Department. * N/(charge) - Indicates the charge originated with another agency. * U/(charge) - Indicates the original agency cannot be determined.
(8) Warrant Number	Warrant Numbers • Officers will list each charge separately, listing the full warrant number in each of the "Warrant/Citation Number" blocks.
(9) Court Jurisdiction	• See section 8 of this order for details.
(10) Bond	• All warrant charges will have the appropriate bond listed in the box provided.

Last Organizational Review: