

Sacramento County Probation Department

Juvenile Corrections Officer (JCO) Core Training

Unit 6.0: Booking, Receiving, and Releasing

Module 6.2: Booking Procedures

Instructional time: 1 hour

1. Welcome and introductions
2. Objectives:
 - a. 6.2.1 List the steps of the booking procedure
 - b. 6.2.2 Identify the number of calls incoming juveniles are allowed to make, according to PC 851.5 and applicable WIC codes
 - c. 6.2.3 Given a description of a juvenile's behavior in the receiving/holding room, identify the potential issues that may require additional referrals or action
 - d. 6.2.4 Identify the reasons why warrant checks should be completed prior to booking or releasing juveniles
3. Steps of the booking procedure: Proper ID of minor, medical clearance, enter necessary booking information into system, photo/fingerprint, shower/food, etc.
4. Other types of bookings: Self-surrender, lobby warrants, court remands
5. Three phone calls for minors: Discuss PC 851.5 (attorney, bail bondsman, relative or other person)
6. Discuss potential issues that may require additional referrals or actions based on a minor's behavior in the receiving/holding room: Visible injuries, crying, damaging room, disclosure of abuse
7. Discuss why warrant checks should be completed prior to booking or releasing juveniles: Ensuring public safety, responsibility of department to have other pending issues addressed
8. Discuss importance running fingerprints through other law enforcement databases