

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.