



INTAKE AND BOOKING

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ), to process arrestees and inmates in a consistent, legal and safe manner.

PURPOSE.

The purpose of this policy is to establish uniform procedures for accepting and processing arrestees and inmates booked into the AJ.

OREGON JAIL STANDARDS:

- B-101 Notice to Allied Agencies
- B-102 Restraints
- B-103 Initial Search of Arrestees
- B-104 Authority to Receive
- B-106 Receiving Juveniles
- B-107 Arrestees Requiring Immediate Medical Attention
- B-201 Assistance from Peace Officer
- B-202 Information from Transporting Officer
- B-203 Warrantless Arrests
- B-204 Probable Cause Reviews
- B-205 Intake Information
- B-207 Custody File
- B-208 Medical Screening
- B-209 Suicide Risk Screening
- B-210 Mental Health Screening
- B-211 Segregation During Admission
- B-301 Removal of Personal Property
- B-302 Property and Clothing Inventory
- E-105 Security Doors
- E-106 Firearms

REFERENCES.

- ORS 133.360, Arrests on Warrant or Order Transmitted by Telegraph
- ORS 133.797, Confinement of Prisoner
- ORS 137.523, Custody of Person Sentenced to Confinement as Condition of Probation
- ORS 144.341, Procedure Upon Arrest of Violator
- ORS 162.185, Supplying Contraband
- ORS 169.076, Standards for Local Correctional Facilities
- ORS 169.105, Unconscious Person Not to be Admitted to Facility

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- ORS 419C.130, Youth May Not Be Detained where Adults are Detained; Exceptions
- ORS 426.140 Place of Confinement; Attendant (mentally ill persons)
- AJ Policy, [CD-5-2, Intake Screening](#)
- AJ Policy, [CD-5-4, Inmate Property](#)
- AJ Policy, [CD-5-5, Photographs and Fingerprints](#)
- AJ Policy, [CD-5-6, Release](#)
- AJ Policy, [CD-5-9, Intake and Release of Juveniles](#)
- AJ Policy, [CD-5-11, Probable Cause Arrests](#)
- AJ Policy, [CD-6-4, Inmate Classification](#)
- AJ Policy, [CD-8-7, Inmate Searches](#)
- AJ Policy, [CD-9-3, Inmate Clothing, Bedding and Hygiene](#)
- AJ Policy, [CD-10-22, Admission](#)

DEFINITIONS.

Arrestee. An offender in the custody of a deputy, peace, probation, parole, corrections, or transporting law enforcement officer.

Automated Fingerprint Identification System (AFIS). A computer system used to electronically store, search, match, retrieve, and maintain fingerprint files. AFIS is linked to the Western Identification Network (WIN), which consist of seven western states that share an electronic fingerprint database for processing criminal and applicant fingerprint cards. The states that make up the WIN are Oregon, Alaska, Idaho, Montana, Nevada, Utah, and Wyoming. AFIS can also access the Washington and California Departments of Justice fingerprint systems.

Detention Warrant. Parole and probation officer prepared document, specifying the alleged violation, and listing name, place of confinement and authority under which the arrestee is being held.

Door Override. Having both doors of a two-door security area opened at the same time.

Double-door Security. Having only one door, of a two-door security area, opened at a time to control who enters and leaves the security perimeter.

Frisk Search. Touching a person's outer clothing in various ways to detect contraband in the clothing or on the body. A frisk search includes looking in a person's mouth, nose, ears and other visible body cavities. Contact with the genital, anal, or female breast areas is only incidental. Frisk searches are also known as pat down searches.

Intake Assessment. A determination made by the Health Trained Deputy (HTD) as to whether the arrestee or court commitment meets the criteria for admission into the AJ based on behavioral health and medical considerations.

Mass Arrest. Multiple arrestees for the same event such as a demonstration, or major drug arrest.

Medical Release. A written statement from a physician that the arrestee was examined and does not need emergency medical care or that the arrestee refused treatment and was capable of understanding the consequences of the refusal. The medical release will be reviewed by a supervisor and delivered to the Medical Unit to ensure medical follow up is provided.

Noncompliant Arrestee. A person in custody who is combative, nonresponsive, disruptive, or fails to comply with orders.

Authority to Receive. Any deputy, peace officer, probation, parole, corrections, or transport Law Enforcement Officer (LEO) bringing an arrestee to the AJ with proper documentation for booking or lodging with the authority to do so.

Sanction Report. A form submitted by parole and probation officers that confines the client in jail for a set length of time. The form shall contain the client's name, case numbers, custody beginning and ending dates, and other relevant data.

PROCEDURES.

SECTION A: ENTRY PROCEDURES

- A-1.** Members assigned to the main control center will manage entry into the secured perimeter and sally port. Law enforcement and transport vehicles will only be admitted once the vehicle is identified and the LEO identifies themselves. If a LEO's identification or the markings of a vehicle are uncertain, control center members will contact a supervisor prior to granting access to the secure perimeter.
- A-2.** Before bringing an arrestee into the intake area, all LEOs must:
- a. Secure their weapons, including knives, secondary firearms, and ammunition prior to letting their arrestee out of the vehicle. They may use either their vehicle trunk or a sally port gun locker to secure the items.
 - b. Restrain their arrestees with hands cuffed behind the back. If the LEO cannot restrain the arrestee this way, the LEO will restrain the arrestee in another reasonable manner and inform booking members of the reason.
 - c. Intake deputies and/or a supervisor will respond to the sally port for uncooperative or combative subjects for additional assistance and to determine the arrestee's ability to meet intake requirements.
- A-3.** To avoid processing delays, arresting LEOs should notify booking deputies prior to arriving at the jail. LEOs may do this by, telephone, or by having dispatch send the jail a teletype message. When possible, they will give:
- a. The arrestee's name, date of birth, sex, and charges.
 - b. Estimated time of arrival.

- c. Any special needs or assistance, such as help in controlling a noncompliant arrestee.
 - d. Any need to use an Intoxilyzer room. (An intake deputy is not required to meet the LEO and arrestee until the arresting LEO is done with the Intoxilyzer test.)
- A-4.** The AJ will provide law enforcement agencies routinely using the jail for housing their inmates with copies of directives or other information which:
- a. Explain pre-admission procedures.
 - b. Provide requirements for the jail to admit arrestees received at the jail for booking.
 - c. Explain circumstances which may prohibit booking deputies from accepting arrestees in jail.
 - d. Explain the importance of the arresting LEO providing any information to jail deputies they may have learned about the inmate. This information may include (but is not limited to) suicidal ideation or plan, use of substances, and/or detox from alcohol or controlled substances.

SECTION B: USE OF INTOXILYZER

- B-1.** The Intoxilyzer room in the intake area is available to LEOs in the order they arrive. Waiting LEOs will, either have their arrestee remain in the patrol vehicle or seated on an intake bench while they wait for the room.
- B-2.** The arrestee will remain restrained and in constant visual observation while in the Intoxilyzer room. If a LEO needs to remove restraints, the LEO must contact a deputy before taking them off. Restraints will be reapplied prior to sitting on the intake bench for processing.

SECTION C: RECEIVING ARRESTEES

- C-1.** LEOs must keep custody and constant visual contact of their arrestees until relieved by a deputy. Deputies should try to meet the goal of completing custody transfers within 15 minutes of a LEO's entry into the pre-booking area (if the LEO gave advance notice of the arrestee's arrival).
- C-2.** The arresting LEO must:
- a. Complete a *AJ Custody Intake Form No. 307* or an approved agency custody report, listing pertinent information including the ORS statutes for the arrest charge(s). This will ensure inmates receive probable cause reviews within 48 hours after probable cause arrests unless there is a bona fide exigency.
 - b. If an arrestee is lodged between Friday at 6:00 am, and Saturday afternoon, (Sunday afternoon on three day weekends), the arresting LEO will complete a *Certification of Probable Cause Form*. Refer to AJ Policies, [*CD-5-11 Probable Cause Arrests*](#) and [*CD-5-2 Intake Screening*](#).

- C-3.** All arrestees will be evaluated to determine whether they meet criteria for lodging. Special attention should be given to the following arrestees:
- a. The booking deputy will specifically ask the transporting LEO whether the arrestee or inmate has done or said anything that might indicate thoughts of suicide or self-harm, any known use of controlled substances, and/or anticipation of detoxification from alcohol or controlled substances. The LEO's responses will be documented on the intake form or in the JMS.
 - b. An arrestee who shows signs of mental illness prior, during, or after arrest, or upon entry into the pre-booking area. Arrestees will be admitted or denied in accordance with AJ policy, *CD-10-13, Behavioral Health*.
 - c. If the arrestee has previously been lodged in the AJ, members should determine whether the inmate previously was at risk to commit suicide or engage in other self-destructive behavior or attempts, if information is readily available.
- C-4.** Deputies will complete a *Pre-Booking Questionnaire* in the Jail Management System (JMS) or on *Form No. 500*. The following classes of persons will not be accepted for intake into the AJ until they have been examined by a medical doctor, nurse practitioner, or physician's assistant and have been given a written medical release, with or without a direct medical order. A supervisor should fully explain the reason for the refusal to the arresting/transporting LEO. Refer to, *AJ Policy, [CD-10-22 Admission](#)*.
- a. Persons who are unconscious, or who appear to have possible head injuries.
 - b. Persons who are suffering convulsions or seizures.
 - c. Persons who have serious lacerations, puncture wounds, human or animal bites, significant external bleeding.
 - d. Persons who have obvious swelling, deformities, fractures, or discoloration indicating possible internal injuries or fractures.
 - e. Persons who have signs of head, neck, spine or other severe injury or trauma including serious dental problems.
 - f. Persons who have signs of internal bleeding.
 - g. Persons complaining of severe abdominal pain.
 - h. Persons who appear to be severely confused or disoriented.
 - i. A person whose blood alcohol level is at or greater than 0.30%, or who is exhibiting symptoms of delirium tremens, or who is exhibiting symptoms of, "severe alcohol withdrawal."
 - j. Pregnant women in labor.
 - k. Pregnant women with symptoms of vaginal bleeding, severe headaches associated with blurred vision or cramping.
 - l. Persons having severe difficulty breathing.
 - m. Persons having chest pains.
 - n. Person experiencing severe pain.
 - o. Persons who attempt or speak of attempting suicide.

- p. Persons with severe burns.
- q. Persons placed on a Peace Officer Hold.
- r. Persons with a serious injury or life threatening illness and in need of urgent medical care.
- s. Persons that have swallowed or ingested a large quantity of drugs or medication.
- t. Seriously mentally ill or gravely disabled.

A nurse or Behavioral Health Specialist (BHS) **shall** be contacted if answers to any of the questions on the Pre-Booking Questionnaire are yes. If a nurse or BHS is not on duty, the deputy will notify a supervisor. The supervisor must determine the need to contact a nurse or BHS based on a reasonable assessment of the situation.

If the arrestee requires care, which cannot be immediately provided at the AJ, they will be refused admittance until they have been examined by a medical doctor, nurse practitioner, or physician's assistant and given a written medical release. The reasons for custody denial will be recorded on the Pre-Booking Questionnaire. A supervisor will authorize all refusals.

- C-5.** Any booking refusal requires an Incident Report stating the reasons why the arrestee was not accepted for custody. This Incident Report must be submitted prior to going off duty. The supervisor authorizing the admission denial will write or direct a member to write a report detailing the reasons.

SECTION D: TYPES OF ARRESTEES

- D-1. Noncompliant Arrestee.** The arresting LEO may request deputy assistance with a noncompliant arrestee to help in transfer. Members in the main control center will secure the sally port doors before opening both pre-booking doors.
- D-2. Compliant Arrestee.** For compliant arrestees, LEOs will seat their arrestee on the intake bench and complete the required custody intake paperwork.
- D-3. Warrant Arrest.** In the case of a warrant arrest, provide a warrant abstract and teletype confirmation of the warrant from the issuing county and/or state (except DCSO warrants), and a complete custody intake form or custody report.
- D-4. Court Remand.** In the case of a court remand, the transporting deputy will notify booking they will be bringing in a court remand. The transporting deputy will provide booking members with the appropriate court documentation and complete a Custody Intake form No. 307.
- D-5. Court Commitment.** Court commitments reporting to the AJ for processing and/or lodging will be directed to the Inmate Services area. Court commitment paperwork will be verified, pocket property removed and the commitment will be frisk searched. The individual will be handcuffed behind their back and escorted to the pre-booking area for processing.

D-6. Arrestee Turns Self In. When a person turns themselves in on a warrant, the warrant will be confirmed through the Law Enforcement Data System (LEDS). The deputy will verify identification and age of the arrestee and proceed as follows:

- a. The deputy will complete a Deschutes County Sheriff's Office Warrant Arrest Report and attached a copy of the warrant.
- b. The deputy will contact 9-1-1 Dispatch to verify, clear the warrant and obtain a case number for the arrest.
- c. The arrest report will be forwarded through a supervisor to Sheriff's Office Records Unit.
- d. The arresting deputy will complete a *Custody Intake Form No. 307*.

D-7. Parole and Probation Arrestee. When parole and probation officers arrest and detain a person, they will fill out a *Custody Intake Form No. 307*. Intake deputies will proceed as follows:

- a. Parole and probation detainees will be handled the same as warrant arrests with the exception that the detainer half sheet will act as the warrant confirmation.
- b. In the case of an arrest on a parole or probation sanction, the parole/probation officer will provide a copy of the detention warrant and complete a Custody Intake form. The parole and probation officer will have 36 hours to complete the sanction, and 15 days to complete the sanction on post prison violations.
- c. In the event a detainer is received via teletype or CAD notes, the probation/parole officer will replace the document with a "hard copy" detainer by 0900 hours the following morning. The CAD notes must contain the following pertinent information:
 1. Name and date of birth of the offender.
 2. Whether the detention warrant is for probation or parole violation.
 3. For probation cases, the case number on which the offender is being held and whether the offender will be arraigned in court or sanctioned.
 4. For parole violations, the offender's Oregon SID number.
 5. Parole and probation officer authorizing detention.

D-8. Incoming Transported Inmates. Deputies will prepare a custody file for each inmate due to arrive on the shuttle.

- a. Members assigned to control will notify booking when a shuttle vehicle arrives in the sally port.
- b. Deputies will:
 1. Place the inmates' property bag in a clear plastic container along with an individually numbered property bag.

2. Frisk search each inmate, remove the restraints and place inmate in a secure holding area to wait for processing. Refer to *AJ policy [CD-8-7 Inmate Searches](#)*, and *AJ Policy [CD-6-4 Inmate Classifications](#)*.

D-9. Mass Arrests. When the jail is notified of a mass arrest leading to the detention of a large number of inmates or other circumstances leading to immediate overcrowding of the AJ booking area, a supervisor will prioritize intake for efficiency and to decrease potential medical or behavioral issues. Members will process and house only the amount they can safely process. The supervisor will do the following:

- a. Notify the chain of command of the mass arrest.
- b. Develop a plan of action.
- c. Notify 9-1-1 Dispatch and local law enforcement agencies of the mass arrest and to expect booking delays at the jail.
- d. Determine the number of additional members needed to process the group.
- e. Determine if lockdown of housing areas is necessary.
- f. Relocate available members to booking as necessary.
- g. Process each arrestee as normal. As arrestees are processed, do not mix classified and unclassified arrestees in any area.
- h. Holding cells are available for separation of male and female inmates. All holding cells are available for combative/uncooperative inmates.
- i. Supervisors may authorize the use of the vehicular sally port as a holding/staging area. Prior to the use of the vehicular sally port, the supervisor will have the area searched for weapons and contraband. Sufficient deputies will be assigned to supervise these arrestees.
- j. Deputies will complete a frisk search on all inmates in the vehicular sally port.
- k. In the event the mass arrest leads to an overcrowding situation in the jail, the Captain may request arrangements with other jails for temporary housing of excess arrestees.
- l. Keep the chain of command informed/updated on the situation.

If the intake area becomes full, the shift supervisor may have LEOs keep arrestees in their vehicles. At the discretion of a shift supervisor, deputies may use the intake area for overflow. An arrestee may use the restroom in the prebooking area only with a LEO or deputy of the same sex observing.

SECTION E: FRISK SEARCH

E-1. The arresting LEO will notify a deputy when the arrestee is ready for processing. The deputy conducting the frisk will ask the arrestee if he has any sharps or contraband on or in their body or clothing. The deputy will frisk search the arrestee, in accordance with *AJ policy [CD-8-7 Inmate Searches](#)*, prior to removing or replacing handcuffs. The deputy who conducted the frisk search will be documented in JMS.

SECTION F: SCREENING ARRESTEE'S PROPERTY

- F-1.** The AJ will accept custody of an arrestee's personal property if it does not present a health, safety, or security risk and will fit in a property container whose size the AJ specifies. The arresting LEO is responsible for any property not accepted by the AJ. Deputies may refuse to accept any item.
- F-2.** The AJ will not accept or store the following property:
- a. Any weapons or ammunition
 - b. Knives of any length
 - c. Explosive devices
 - d. Mace and pepper spray
 - e. Alcohol or marijuana in any form
 - f. Illegal items or drug paraphernalia
 - g. Perishable items such as food, drinks or plants
 - h. Hazardous materials, to include any flammable liquids
 - i. Large, bulky items which cannot be stored in the arrestee's property container
 - j. Loose, unidentified pills or medication
 - k. Improperly labeled and/or prescription medication which does not belong to the arrestee
 - l. Clothing or property contaminated with a hazardous material
 - m. Glass containers
 - n. Pressurized containers
 - o. Lighters, matches, electronic cigarettes and other flammable devices
 - p. Liquid in containers

SECTION G: ARRESTEE CLOTHING

- G-1.** If an arrestee is nude or partially clothed, deputies will work with the LEO to have the arrestee dress into jail clothing in the prebooking restroom and out of the view of other inmates.
- G-2.** The deputy may have an arrestee immediately shower and change into jail clothing if the arrestee's hygiene or clothing is offensive or presents a health risk. Refer to [*AJ Policy CD-8-7, Inmate Searches*](#). Deputies will inventory the arrestee's clothing and process the property accordingly.
- G-3.** If necessary, deputies may launder the arrestee's clothing and return it to the appropriate property bag. Refer to [*AJ Policy CD 9-3, Inmate Clothing, Bedding and Hygiene*](#).
- G-4.** If, during the booking process, the arresting LEO identifies any clothing on the arrestee as evidence, the deputy may have the arrestee change. The arresting LEO should assist in the changing so they can attest to how the evidence was gathered. The arresting LEO will complete a receipt of the property collected as evidence and provide a copy to the arrestee

and deputies for placement in the inmate's property container. Refer to [AJ Policy C-5-4 Inmate Property](#).

The arresting LEO may request other evidence incident to arrest. If the arrestee agrees to the collection of other evidence from their person, deputies will not allow an arrestee to wash or shower before evidence collection is complete. If the arrestee is refused for intake or does not consent to evidence collection efforts, a search warrant will be required from the court to proceed with evidence collection.

SECTION H: JAIL PROCESSING OF ARRESTEE

- H-1.** Deputies will accept as basis of valid booking authority, a completed *Custody Intake form No. 307* or an approved agency custody report. The deputy will check all custody intake forms and related documents for completeness and accuracy.
- H-2.** The custody form/report must include the following information:
- a. Arrestee's full name and any other names used
 - b. Arrestee's current address or last known address and telephone number
 - c. Arrestee's identification numbers such as social security or driver's license number and state of issue.
 - d. Arrestee's age and date of birth. Deputies must ensure the arrestee is an adult – 18 years of age or older (unless the court has remanded a juvenile). Refer to [AJ Policy, CD-5-9 Intake and Release of Juveniles](#).
 - e. Arrestee's place of birth (state or country)
 - f. Arrestee's sex, race, height, weight, hair and eye colors
 - g. Any other descriptors that identify the arrestee from others – such as tattoos, scars and birthmarks.
 - h. Name, title, agency and signature of arresting/transporting LEO
 - i. A list of all charges, the severity, ORS criminal code, the bail amount for each charge and the authority for commitment (Warrant, Probable Cause, Court Commitment, etc.)
 - j. Date, time, and location of the arrest
 - k. Victim information
 - l. Special custody/release requirements
 - m. Special needs or concerns of arrestee
 - n. Reasonable suspicion the arrestee is carrying or concealing dangerous contraband. Refer to [AJ Policy, CD-8-7 Inmate Searches](#)
- H-3.** At arrival, deputies will prepare a custody file for each arrestee by doing the following:
- a. Conduct a name search in JMS to identify if the arrestee has any prior booking in the AJ.
 - b. Create and label a new file folder with the arrestee's full name.

- c. Run a Law Enforcement Data System (LEDS) query, (QWH) check for warrants and criminal history (RR).
- d. Identify and double check the identity and age of the arrestee and match the criminal history.
- e. Place a copy of arrestee's complete criminal history in the file.
- f. Include all admission forms, official commitment papers, and other documents determined to be appropriate by the Captain, in the custody file.
- g. All out of custody files will be scanned into the inmate's JMS file and kept according to retention schedules upon release.

H-4. Deputies must do the actions specified below when booking in an arrestee.

- a. Enter all information from the custody/arrest form into JMS.
- b. Update master name information and identifying information such as: occupation, employer, and emergency contact name, address and phone number.
- c. Add charges and any detainer as needed.
- d. Ask arrestee for any specific, special or individualized needs and/or communication preferences. Use Visual Cues placard when appropriate.
- e. Determine if arrestee is eligible for release.
- f. Have the arrestee review, update as necessary and sign and date the *Property Form No. 309*, *Deposit Receipt form (JMS)*, *Orientation Sign Off Form No. 435* and *Intake Medical Screening Form No. 501*.
- g. Photograph and fingerprint the inmate according to procedures in AJ Policy, [CD-5-5, Fingerprints and Photographs](#).
- h. Place all intake forms and custody documents in the custody file.
- i. Enter all victim and keep-away information in the JMS.
- j. Review the file for completeness and accuracy.
- k. Forward the completed file to the shift supervisor for review.

SECTION I: VERIFYING IDENTIFICATION AND AGE

- I-1.** Positive identification of the arrestee by the arresting agency is required when available. If positive identification cannot be verified, the arrestee will be booked as "John or Jane Doe" until a positive identification is made. Members will send a Law Enforcement Data System (LEDS) teletype to other agencies with descriptors in the event other means of identification cannot be made. A supervisor will ensure an incident report is completed, detailing efforts to identify the arrestee.
- I-2.** Verification of the inmates' identification will be established through review of a valid driver's license or valid identification card. If identification is still in question:
 - a. Members will run a check through Law Enforcement Data System (LEDS) to

- determine identification.
- b. If remanded to book, release and clear a warrant, the warrant will be confirmed through LEDS.
 - c. Members will check jail files and records to determine if the inmate has been processed and booked into the facility before.
 - d. The AFIS System, through the Oregon State Police in Salem, Oregon, may be utilized to identify an inmate from their fingerprints.
- I-3.** If the subject's identity or age is in question (i.e., they may be a juvenile), members will segregate the individual in prebooking or holding room 5, away from any adult inmates, until a determination of whether or not to accept them can be made.

SECTION J: HOLDING AREAS

- J-1.** When it is necessary to detain inmates in a booking area holding room, the booking deputy will assess the inmate and assign a holding room based on the following criteria:
- a. Inmates will be segregated by sex.
 - b. Remanded juvenile inmates shall be segregated from adult inmates by sight and sound.
 - c. Uncooperative, combative or violent inmates shall be segregated from cooperative and non-violent inmates.
 - d. Inmates with special needs (i.e., behavioral health issues, communicable disease) will be segregated from other inmates.
 - e. Inmates who have been dressed for housing will be separated from new arrestees.
- J-2.** All detained inmates will be listed on the booking room board according to holding room assignment. Inmates may be detained for 12 hours in a holding room pending booking, intake classification, release or transfer. If necessary to detain an inmate for more than 12 hours in holding, a supervisor will be notified. An incident report (JMS) will be completed and submitted before the end of the shift. The report will include information regarding special needs and identify the reason the inmate was held in booking and if follow-up is required.

SECTION K: TRAINING

- K-1.** Search procedures and training should prepare deputies to protect themselves from the risks that result from physical contact.
Risks include:
- a. Assaults by inmates
 - b. Exposure to contagious disease and vermin infestation
 - c. Skin punctures from needles hidden in clothing or other possessions
- K-2.** The Captain is responsible to ensure all deputies receive this training.

FORMS USED:

- Banking Transaction Form (Jail Information Management System)
- Custody Intake Form No. 307
- Custody Property Sheet Record Form No. 309
- Deschutes County Sheriff's Office Warrant Arrest Report
- Incident Report (JMS)
- [Intake Medical Screening Form No. 501](#)
- Orientation Sign Off Form No. 435
- Parole and Probation Detainer
- PreBooking Form No. 500
- Property Form No. 309