

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Recording Arrest Information		CHAPTER/SECTION NO.: 54.24, 54.25	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File Sheriff</u>	
STANDARD NUMBER: 82.3.7			

54.24 Policy

- 54.24.1 Arrest processing will in most cases be completed by trained Weber County Corrections Officers at the Weber County Correctional Facility. Corrections officers and/or law enforcement division officers, when processing an arrest, will (when applicable) complete the following procedures:
- A. Complete arrest reports.
 - B. Fingerprints.
 - C. Photographs.
 - D. Booking log.
 - E. Jail register.
- 54.24.2 Adult booking. Deputies will complete the arrest report, general offense forms, County Attorney screening worksheet if necessary, and fingerprint cards. All forms are maintained in the patrol room forms shelves. Procedures on completing each form are described in the F.T.O. manual which is maintained in the patrol section supervisors' office, and by the field training officers.
- 54.24.3 Juvenile booking. Deputies will complete the arrest report, general offense form, County Attorney screening worksheet if necessary, and fingerprints (for felony or court order only). Procedures for the completion of each form are found in the field training officer's manual, and forms manual as located in the patrol supervisors' office and with the field training officers.

54.25 **Procedure**

54.25.1 Fingerprints are normally taken and maintained by the Corrections Division during booking and/or intake procedures in the Corrections Facility. If a deputy is required to take fingerprints the following procedures will be followed:

- A. Felony arrest - Two (2) full sets of fingerprints on all adults, one (1) OTN card and one (1) FBI card. One (1) fingerprint card on juveniles fourteen (14) years of age or older. All cards must be filled out completely and forwarded to BCI.
- B. Class A misdemeanors - 2 full sets of prints, full set on juveniles only with court order (Same as felonies).
- C. Class B Misdemeanors - 2 full sets of prints for adults, full set on juveniles only with a court order (Same as felonies).
- D. Police warrants and traffic arrests - Case report or citation is the only form required. Full set of prints may be taken at a deputy's discretion. Do not print other agency misdemeanor warrants unless a copy of prints is needed by the Weber County Sheriff's Office.
- E. Juveniles may only be printed for felony arrests or by a court order, 14 years of age or older.
- F. No prints are done on non-serious offenses as directed by Utah State Bureau of Criminal Identification. (See published list of non-serious offenses.)

54.25.2 Photographs, adults vs. juveniles. All adults booked should be photographed. Juveniles may be photographed only when arrested for a felony or by a court order, 14 years of age or older.

- 54.25.3 Photographs, victims. For court purposes, victims of assaults, etc., may be photographed to show visible injuries. Juvenile victims may be photographed without a court order.
- 54.25.4 All required forms, fingerprint materials, equipment, and camera are located in the Corrections Facility booking/processing area.