



**STANDARD OPERATING POLICY**  
Monroe County Office of the District Attorney



Date: 12/20/2012 revised 09/19/2014

Category: DEFENDANTS

File Number: 11-200

Title: CENTRAL BOOKING PROCEDURES

11-200  
**CENTRAL BOOKING PROCEDURES**

Effective immediately all defendants will be processed through the Monroe County Central Booking Center located at the Monroe County Correctional Facility. The following procedures apply:

1. Adult defendants taken into custody *without* arrest warrants:
  - a. Will be taken to the affiant's headquarters for interview(s) and in-house processing. In-house processing consists of the following:
    - i. Obtaining all personal information on the defendant for inclusion in the criminal complaint & affidavit.
    - ii. Prepare CRIMINAL COMPLAINT & AFFIDAVIT *and* BAIL CRITERIA SHEET which shall be delivered to Central Booking along with the defendant.
    - iii. Recorded interviews (if applicable),
    - iv. Photographs of the defendant.
  - b. Call Central Booking and advise them that you are on the way with a defendant.
    - i. During **business hours**:
      1. The arresting officer will call the Magisterial District Judge,
      2. The MDJ will determine how the defendant will be arraigned,
      3. If the defendant is to be video-arraigned the arresting officer will drop off the defendant at Central Booking and return to patrol.
      4. If the defendant is to be arraigned before the MDJ the arresting officer is to remain at Central Booking until processing is completed and then transport the defendant to the location of the MDJ.
    - ii. During **off hours**:
      1. The arresting officer will call the Control Center,
      2. The Control Center will call the Magisterial District Judge on-call
      3. The MDJ will determine how the defendant will be arraigned.
      4. If the defendant is to be video-arraigned the arresting officer will drop off the defendant at Central Booking and return to patrol.
      5. If the defendant is to be arraigned before the MDJ the arresting officer is to remain at Central Booking until processing is completed and then transport the defendant to the location of the MDJ.
  - c. Because there is no arrest warrant, an OTN has not yet been issued. An OTN will be issued by LiveScan when the defendant is fingerprinted. The LiveScan operator will forward the OTN to the MDJ prior to

preliminary arraignment.

2. Adult defendants arrested *with* warrant:

- a. will be taken to the affiant's headquarters for interview(s) and in-house processing. In-house processing consists of the following:
  - i. Obtaining personal information on the defendant that is missing from the criminal complaint.
  - ii. Recorded interviews (if applicable),
  - iii. Photographs of the defendant.
- b. Call Central Booking and advise them that you are on the way with a defendant.

- i. During **business hours**:
    1. The arresting officer will call the Magisterial District Judge,
    2. The MDJ will determine how the defendant will be arraigned,
    3. If the defendant is to be video-arraigned the arresting officer will drop off the defendant at Central Booking and return to patrol.
    4. If the defendant is to be arraigned before the MDJ the arresting officer is to remain at Central Booking until processing is completed and then transport the defendant to the location of the MDJ.
  - ii. During **off hours**:
    1. Central Booking personnel will call the Control Center,
    2. The Control Center will call the Magisterial District Judge on-call
    3. The MDJ will determine how the defendant will be arraigned.
    4. If the defendant is to be video-arraigned the arresting officer will drop off the defendant and the BAIL CRITERIA SHEET at Central Booking and return to patrol.
    5. If the defendant is to be arraigned before the MDJ the arresting officer is to remain at Central Booking until processing is completed and then transport the defendant to the location of the MDJ.
3. Adult defendants arrested without a warrant (and immediate arraignment is not justified pursuant to Rule 519), when the most serious charge is a misdemeanor 2 or a DUI, will be processed in the following manner:
  - a. In house processing at the affiant's headquarters,
  - b. Call Central Booking and advise that you will be processing a defendant that will not be arraigned,
  - c. Transport defendant to Central Booking for processing,
  - d. Central Booking will release defendant after processing.
    - i. In the event that Central Booking is unable to secure adequate transportation for an intoxicated defendant arrested for DUI or any other offense, the arresting officer will either:
      1. Return to Central Booking and take custody of the defendant and transport him to a safe location, as determined by the arresting officer, in order to release the defendant pursuant to Rule 510; or,
      2. Prepare a criminal complaint and affidavit of probable cause, which shall be delivered to Central Booking without unreasonable delay, in order to facilitate the defendant's arraignment pursuant to Rule 510.
        - a. If the arresting officer proceeds under this subsection by the filing of a criminal complaint and affidavit, he or she shall then proceed as outlined under section 4 below.
4. Adult defendants arrested without warrant (where the affiant desires an immediate arraignment pursuant to Rule 519(b) and articulated in the criminal complaint affidavit), when the most serious charge is misdemeanor 2 or a DUI will be processed in the following manner:
  - a. During **business hours**:
    - i. The arresting officer will call the Magisterial District Judge,
    - ii. The MDJ will determine how the defendant will be arraigned,
    - iii. If the defendant is to be video-arraigned the arresting officer will drop off the defendant and the BAIL CRITERIA SHEET at Central Booking and return to patrol.
    - iv. If the defendant is to be arraigned before the MDJ the arresting officer is to remain at Central

Booking until processing is completed and then transport the defendant to the location of the MDJ.

b. During **off hours**:

- i. Central Booking personnel will call the Control Center,
- ii. The Control Center will call the Magisterial District Judge on-call
- iii. The MDJ will determine how the defendant will be arraigned.
- iv. If the defendant is to be video-arraigned the arresting officer will drop off the defendant and the BAIL CRITERIA SHEET at Central Booking and return to patrol.

- v. If the defendant is to be arraigned before the MDJ the arresting officer is to remain at Central Booking until processing is completed and then transport the defendant to the location of the MDJ.
5. Arrest by Summons - When arrest is initiated by summons the MDJ will issue a fingerprint order directing the defendant to appear at Central Booking for processing. If the defendant fails to comply with the fingerprint order prior to the preliminary hearing the MDJ will issue an order requiring the defendant to report immediately to Central Booking for processing (pursuant to Rule 510(c)) as a condition of release on bail.
6. Arraignment by Appointment - When a warrant has been issued and the defendant has made arrangements to turn himself in for a preliminary arraignment the MDJ will issue a fingerprint order directing the defendant to appear at Central Booking for processing. If the defendant fails to comply with the fingerprint order prior to the preliminary hearing the MDJ will issue an order requiring the defendant to report immediately to Central Booking for processing (pursuant to Rule 510(c)) as a condition of release on bail.
7. DUI Processing – When the DUI Center located at the MCCF is not staffed by DUI Center personnel, the MCCF facility nurse will draw the offender’s blood upon the completion of the necessary paperwork by the arresting officer. The evidence together with the documentation is to be deposited into the drop box located in the DUI Center. The defendant shall then be processed by Central Booking personnel.
8. Processing prior to completion of a CRIMINAL COMPLAINT & AFFIDAVIT – When a defendant is processed at Central Booking prior to the filing of a CRIMINAL COMPLAINT & AFFIDAVIT (as defined under Rule 519(B)(1)), Central Booking is to be provided with an OFFENDER DATA WORKSHEET containing all the relevant information necessary for processing the defendant. The arresting officer (affiant) then has five business days to complete and process the CRIMINAL COMPLAINT & AFFIDAVIT pursuant to Rule 519(B)(2).
9. Juvenile defendants taken into custody will be transported to the affiant’s headquarters for interview(s) and in-house processing. Upon completion of in-house processing:
  - a. Call Central Booking and advise them that you are on the way with a juvenile.
    - i. If the juvenile is to be held in a detention facility the arresting officer must contact juvenile probation for authorization.
    - ii. Juvenile probation will contact the sheriff’s department to arrange transportation to the juvenile facility.
    - iii. The arresting officer will transport the juvenile to Central Booking for processing.
    - iv. Central Booking will hold the juvenile until released to the sheriff’s department.
  - b. If the juvenile is not going to be committed the following procedure applies:
    - i. The juvenile will be taken to the affiant’s headquarters for interview(s) and in-house processing..
    - ii. Upon completion of in-house processing call Central Booking and advise them that you are on your way with a juvenile who will not be committed,
    - iii. The arresting officer must call the juvenile’s parent or guardian and arrange for transportation from Central Booking,
    - iv. The juvenile will be processed by Central Booking and released to a parent or guardian.
10. For investigatory purposes to positively identify an individual the following procedures apply:
  - a. Contact the booking center and advise that you have an individual who will be processed through LiveScan for identification purposes only,
  - b. The investigating officer will transport the individual to Central Booking and remain until the identification process is completed.
  - c. The safe release and/or arrest of the individual remain the responsibility of the investigating officer.

**Contact Information:**

- Control Center: 570-402-8888
- Central Booking: 570-992-6643

**Related Forms**

- Bail Criteria Sheet (form 11-200a)
- Offender Data Worksheet (form 11-200b)

11-200 Central Booking Procedures (12/2012)

Reviewed and approved by:

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E. David Christine, Jr. Esquire  
District Attorney

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