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**NEVADA COUNTY  
SHERIFF'S OFFICE**



**DIVISION DIRECTIVE**  
**21**  
**Effective Date 02/02/84**

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**SUBJECT                            PRE-BOOKING FORM (INVESTIGATIONS)**

**POLICY**                            All personnel will complete an arrest slip prior to transport on any field arrest when the transporting officer is not the investigator making the arrest.

**PURPOSE**                            A.     Reduces conflicts at booking  
                                                  B.     Speeds up booking  
                                                  C.     Assures correct booking

**CODE REFERENCE**

**CASE LAW**

**DEFINITIONS**

**PROCEDURE**

Effective immediately, all investigators making field arrests, and having the subject transported by anyone other than themselves, will fill out arrest slips and have them transported with the subject for booking. If the suspect/inmate requires any special handling (no telephone calls for the first hour, et cetera), this should be indicated on the arrest slip.