

OFFICE OF OPERATIONS

OPERATIONS NOTICE NO. 6

March 18, 2008

**SUBJECT: CLARIFICATION OF BOOKING APPROVAL PROCEDURES**

**EFFECTIVE: IMMEDIATELY**

A recent review of the Department's booking approval process uncovered a conflict between a Detective Notice, dated July 18, 2003, and Department Manual Section 4/216.01, which reads as follows:

"Booking approval for any arrest shall only be obtained from an Area watch commander or the Watch Commander Metropolitan Jail Section, Jail Division. When providing booking approval, the watch commander shall review each arrest for appropriateness, legality, and conformance with Department policy and procedure."

Department Manual Section 4/216.01 is the booking approval procedure that Department employees shall follow; therefore, this Notice serves as a reminder to Department personnel that booking approval shall be obtained from the uniformed Area watch commander or the uniformed Watch Commander Metropolitan Jail Section, Jail Division.

Booking advice shall still be obtained from an on-duty investigative supervisor from the investigative entity responsible for the follow-up investigation. Booking advice is not required if the investigative entity responsible for the follow-up investigation is off-duty, nor is it required if the arrest is narcotics related and no follow-up investigation will be conducted.

Any questions regarding this Notice should be directed to the Evaluation and Administration Section, Office of Operations, at (213) 473-8826.

EARL C. PAYSINGER, Assistant Chief  
Director, Office of Operations

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