

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject SUMMONS BOOKINGS	Policy Number DO-5
		Effective Date 07-14-20
Related Information	Supersedes DO-5 (06-17-08)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for Office employees who book individuals on a criminal summons.

POLICY

It is the policy of the Office to accept and properly process positively identified individuals ordered to appear for summons bookings by the Superior and Justice Courts of Maricopa County.

DEFINITIONS

Acceptable Identification (ID): Current identification documents such as a driver's license, state-issued identification card, passport, or military identification card, which contains at a minimum the individual's name, date of birth, sex, and a clear photograph.

Employee: A person currently employed by the Office in a classified, unclassified, contract, or temporary status.

Summons Booking: A booking which results when an individual appears for fingerprinting, photographing, and Deoxyribonucleic Acid (DNA) collection at the Office Criminal Records Section of the Records and AFIS Division by order of either the Superior and Justice Courts of Maricopa County.

PROCEDURES

1. **Conditions for Accepting Summons Bookings:** The Criminal Records Section of the Records and AFIS Division shall accept individuals on a summons booking, under the following conditions:
 - A. The individual must be in possession of a copy of the criminal summons.
 - B. The individual must present acceptable identification (ID). If the ID does not include a current address, then it must be supplemented by some other form of documentation displaying a current address, such as mail with a recent postmark indicating the individual's name and address on the envelope.
 - C. Juveniles will be accepted for summons bookings only if their summons is accompanied by a remand order from the court and the juvenile is accompanied by a parent or legal guardian.

2. **Conditions for Refusing Summons Bookings:** If the individual named in a criminal summons is refused for a summons booking, a written notification shall be made to the appropriate court documenting the reason why the summons booking was refused; this notification shall also include a copy of the criminal summons. Individuals reporting for summons bookings may be refused based upon any of the following conditions:
 - A. Failing to produce acceptable ID or required documents, as specified in this Office Policy;
 - B. Appearing to be under the influence of alcohol or drugs;

- C. Being uncooperative, disruptive, or abusive; or
 - D. Any other reason which would impede or jeopardize the order, security, or normal operations of the Office Criminal Records Section.
3. **Warrant Checks:** Once accepted for a summons booking, an Arizona Crime Information Center (ACIC) and National Crime Information Center (NCIC) warrant check shall be completed on each individual. When an outstanding warrant is discovered, the following procedures shall be used:
- A. The Operations Information Center (OIC) shall be contacted to confirm the warrant.
 - B. If the warrant is valid, the Court Security Division shall be contacted, and a deputy will be requested to respond and serve the warrant.
4. **Processing of Summons Bookings:** The processing of summons bookings shall be completed, as specified in the Records and AFIS Division Operations Manual.
5. **Records Retention:** All completed summons bookings shall be stored and maintained in the Office Criminal Records Section according to the retention schedule.