



Prisoner Processing Checklist

CASE# _____

Please ensure that the following items are in completed before turning into the Supervisor:

- _____ -Printed Copy of Signed Report
- _____ -Prisoner Cards (Punched with time in and time out)
- _____ -Booking Report with Photo
- _____ -4 Signed copies of the UAR
- _____ -Bond or PTA Form
- _____ -Notice of Rights (If applicable)
- _____ -Property Receipt/Inventory (Signed)
- _____ -Property Seized with or without Search Warrant Forms (If applicable)
- _____ -Suicide Screening Form (If applicable)

Additional Forms for Domestic Violence Cases

- _____ -Family Violence Offense Report
- _____ -Conditions of Release
- _____ -DCF 136 (If applicable)
- _____ -LAP Form (If applicable)

Additional Forms for DWI Cases

- _____ -A44 Form
- _____ -GPD Form 18 – Blood, Breath, Urine Test Consent Form (Signed Twice)
- _____ -Signed Copies of Drager Results
- _____ -24 Hour License Seizure Form

COURT PAPERWORK

CLERK

2 UAR's (without fingerprints)
APPEARANCE BOND, Original
NOTICE OF RIGHTS, Original (if applicable)
BOND MONEY & ORIGINAL RECEIPT IN ENVELOPE (if applicable)
STATE SEIZED PROPERTY FORM, Original minus yellow page, (if applicable)
CONDITIONS OF RELEASE-FAMILY VIOLENCE, Original & first copy, (if applic.)
WARRANT, Original & WARRANT SERVICE SUPPLEMENT (if applicable)
TRANSMITTAL, White and yellow sheets (OR 2 COPIES OF NEXGEN FORMS)

PROSECUTOR

1 UAR
2 OFFICER'S REPORTS (or 2 WARRANT SERVICE SUPPLEMENTS (if applic.)
APPEARANCE BOND, Copy
CONDITONS OF RELEASE-FAMILY VIOLENCE, Copy (if applicable)
FAMILY VIOLENCE FORM, yellow sheet (OR NEXGEN COPY)
BACKGROUND/SUPPORTING PAPERWORK, Copy
LAP FORM, Copy (if applicable)

P.D.

UAR (with & without fingerprints)
FINGERPRINT CARD, Original (if printed)
PALM PRINT CARD, Original (if printed)
APPEARANCE BOND, Copy
BOND RECEIPT, Copy (if applicable)
NOTICE OF RIGHTS, Copy (if applicable)
STATE SEIZED PROPERTY FORM, Copy & yellow page (if applicable)
CONDITIONS OF RELEASE-FAMILY VIOLENCE, Last original & zerox copy
FAMILY VIOLENCE FORM, White & pink sheets (OR 2 NEXGEN COPIES)
ALL OUR IN-HOUSE FORMS
BACKGROUND/SUPPORTING PAPERWORK, Original
TRANSMITTAL, Pink sheet (OR 1 NEXGEN COPY)
LAP FORM, ORIGINAL (if applicable)