

DATE:	FEBRUARY 11, 2016
NUMBER:	Q.28
SUBJECT:	EMERGENCY BOOKING
RELATED SECTIONS:	

PURPOSE

To standardize booking procedures in the event of a total system failure.

POLICY

Upon notification from the detention processing supervisor or watch commander, detention processing technicians (DPT) will continue the intake, pre-booking, and booking processes utilizing the following procedures.

PROCEDURE

- I. The DPT assigned to intake will assign down booking numbers and down Jail Information Management System (JIMS) numbers to each arrestee.
 - A. The down booking number will be written at the top of the Booking Intake/Personal Property Inventory (J-15 form) and the JIMS manual pre-booking and booking sheet.
 - B. The down booking number will begin with the first two numbers of the current year, i.e. 08 for 2008. The following numbers will appear as; 900,001 for Vista Detention Facility, 900,501 for Las Colinas Detention and Reentry Facility, and 901,001 for the San Diego Central Jail. Each number will follow in consecutive order.
 - C. The down JIMS numbers will be assigned based on the last down JIMS number used. The Inmate Processing Division DPT manual can be referenced for further instructions on assigning down JIMS numbers.
 - D. Each down booking and JIMS number are found on the manual booking log. The date, inmate's last name, first name, and date of birth will be written on the manual log next to the assigned down booking and JIMS number.
 - E. Each time the emergency booking procedure is used, begin with the next available down booking number.
- II. The DPT assigned to pre-book will hand write all the booking information on a JIMS manual pre-booking and booking sheet and accept the inmate's property and money. The money will be counted and placed in a small envelope with a copy of the J-15 form. The envelopes will be secured in the locked cash drawers and be placed in the facility safe at the end of shift, should the computers still be inoperative. The money will be deposited to each inmate's account immediately upon the computer system becoming operational.
- III. Once the computers are operational, all information must be entered into the JIMS using the down booking and JIMS numbers.