

<b>DATE:</b>	<b>March 7, 2022</b>
<b>NUMBER:</b>	<b>Q.3.C.1</b>
<b>SUBJECT:</b>	<b>IN-TRANSIT BOOKINGS</b>

PROCEDURES:

Pursuant to Penal Code 1550.3, on-duty facility watch commander can grant short term, In-transit housing, except when the Detention Services Bureau (DSB) assistant sheriff or a commander denies such a booking in an emergency.

In-transit bookings will be segregated from all other incarcerated persons; staff must ensure they complete the entire booking process (medical eval, change out, wristband, etc.). The watch commander will advise the Jail Population Management Unit (JPMU) of the In-transit booking and available housing. JPMU deputies will complete the classification process and assign the temporary housing based on the individuals classification and security concerns.

Most In-transit bookings will not be allowed to utilize the telephone while in the custody of the sheriff's department, MCC In-transit bookings will be allowed to use the telephone to contact their attorney.

The watch commander shall obtain In-transit booking information and make a log entry containing:

1. In-transit housing
2. Name of the agency/company
3. Name(s) and DOB(s) of the incarcerated person housed
4. Contact number(s) for the transporting personnel
5. Date and approximate time of pick-up