

San Diego County Sheriff's Department Detention Services Bureau – Manual of Policies and Procedures

DATE:	MAY 2, 2022
NUMBER:	H.14
SUBJECT:	MOBILE BOOKING
RELATED SECTIONS:	

PURPOSE

To establish guidelines for responding to a request for assistance for a planned or spontaneous event where mass arrests are expected to occur.

POLICY

The Sheriff's Department maintains the capability of remotely accepting incarcerated persons for planned operations or incidents involving mass-arrest. A mobile booking team will be available to respond to these types of events with an on-site intake process, making it possible to accept persons into Sheriff's custody with minimal delay and providing law enforcement personnel the ability to return to duty as quickly as possible.

The activation of the mobile booking team will be at the discretion of the Detention Operations Commander and/or Emergency Services. The Department will provide temporary booking services at or in proximity to the requesting agency's Command Post when the volume of arrests is reasonably expected to rise above 50 and/or when the requesting agency believes the anticipated number of arrests would adversely affect the overall operation without the assistance of mobile booking. Smaller scale operations may be approved at the discretion of the Detention Operations Commander. This service will primarily involve the Sheriff's Transportation Unit (STU). STU may perform mobile booking functions until such time as the requesting agency determines the mobile booking team is no longer required.

All requests for the mobile booking team deployment for a planned event will be coordinated through the Detention Operations Commander and STU.

Consideration for responding to an incident will be based on the type and location of the incident, the anticipated number of arrests, and all other information provided to the Sheriff's Department from the requesting agency. At the direction of the Detention Operations Commander or Emergency Services, a STU supervisor will activate a mobile booking team and notify all participants. Regardless of the scale of the response, the sergeant responding from STU will be considered the processing sergeant at the scene and will ensure appropriate processing and booking criteria is followed. The on-scene supervisor will also be responsible for informing and updating the booking facilities of the activation and requesting resources as needed.

The mobile booking team cannot accept injured or combative individuals. When this occurs, the arresting/transporting deputy or officer will be responsible for obtaining a medical clearance at a hospital and/or directly book the individual at the jail.

PROCEDURE

- I. Mobile booking activations for planned or spontaneous callouts are as follow:
 - A. In the event of a planned incident, the Detention Services Bureau Command may decide to make the mobile booking team available to the requesting agency. The STU sergeant and/or lieutenant will participate in the agency's planning committee.
 - B. In the event of a spontaneous request from an outside agency, the Communications Center will contact the Detention Operations Commander for a decision to activate and the size of activation to be implemented. If the activation is approved, the Detention Operations Commander or Emergency Services will contact the STU lieutenant or sergeant, who will be responsible for notifying necessary staff. The Jail Information Management System (JIMS) sergeant shall be notified no later than the next business day of the activation and booking activity of the Facility 15 terminal server. The JIMS sergeant or JIMS project manager may be reached through the Department's Help Desk at Phone number - 7922.000. Spontaneous activations will require approximately two hours for the mobile booking team to be fully functional and ready to accept people.
- II. Mobile booking activation plans will be made by the STU lieutenant or designee based on the size and nature of the incident.
 - A. Staging will be at or in proximity to the requesting agency's Command Post, depending upon the location of the incident. This area needs to be identified by the requesting agency at the time of notification and should allow for easy bus access. It should be sufficiently removed from the mass arrest incident to provide a safe location from which to operate and must be in an area that can be secured & controlled by Sheriff's personnel.
 - B. The callout will involve the STU supervisor notifying each designated booking facility. The designated booking facilities will provide staff to receive people from STU. Prior to arrival, STU will call the affected booking facility informing them the number of incoming individuals. Upon arrival, STU will drop off the individual(s) and property. Deputies from the booking facility will take custody of the individual(s) and complete the booking process.
- III. It will be the responsibility of the STU supervisor to deploy the initial team to the location. A typical activation involves STU, Detentions Processing Division and Medical Services Division.
 - A. The minimum equipment and personnel are listed below:
 - 1 STU Sergeant
 - 1 Bus and 1 Deputy (driver)
 - 3 Vans and 6 Deputies (1 driver and 1 security per van)
 - 2 Site Security Deputies
 - 1 Computer Coordinator Deputy
 - 1 Booking Trailer
 - 1 Portable Toilet
 - 3 Laptops/2 MiFi Cards

2 Detentions Processing Technicians
1 Detentions Nurse

B. Further callouts may be directed by the Detention Operations Commander in the case of increasing severity of the situation. This plan is designed to be incremental and will initially involve STU but can involve other facilities depending upon the increasing severity of the incident. If the size of the incident dictates a need for additional personnel, the STU supervisor will notify the watch commander(s) from the designated booking facilities. Watch commanders will assign staff to respond from their facility. Initial responders will be personnel (sworn and professional staff) currently on duty. Relief personnel will coincide with normal facility shift change times.

IV. The STU has an ongoing responsibility to routinely maintain a list of trained personnel and equipment.

A. STU:

1. Delivering and ensuring the maintenance schedule for the mobile booking trailer and generators are done.
2. The Department's vehicle coordinator will ensure routine maintenance is performed on the portable toilet.
3. Will maintain the monthly inventory and booking supplies in the mobile booking trailer.
4. The manual booking kit boxes shall be stored in a safe and secured area accessible primarily to authorized STU staff.
5. Will conduct monthly inspections on the manual booking boxes to assure a proper state of readiness.

B. Medical Services Division staff will be responsible for their medical response equipment.

C. The Detention In-Service Training Unit (DTU) will be responsible for providing ongoing training to ensure all staff are informed of the procedures involved in mobile booking. The Medical Services Division and Detentions Processing Division staff will be included in the training.