



Reactivation of Booking

There are times when a booking has to be reactivated. The situations include:

- Booking closed utilizing the wrong release navigator
- Inaccurate disbursement of funds
- State prison transfers closed in error

The reactivation of bookings is kept to a minimum and should only be utilized in extreme circumstances. This action not only impacts the Detentions Processing Division, but other disciplines of the department as well. For example, the reactivation sends a notification to medical pharmacy to search for any medical prescription for the incarcerated individual. This is problematic due to the fact the incarcerated individual is not in actual custody and negatively impacts medical operations.

Attention to detail is paramount as usual in processing incarcerated persons. This will preclude the need to reactivate bookings. In all circumstances, prior to the reactivation of a booking the on-duty detention processing supervisor is contacted for approval.

The on-duty detention processing supervisor must notify the records division of the intent to reactivate a booking. When the booking is reactivated, the detention processing supervisor will notate the reason in the notes section. The booking is closed out and the actual date and time of release is entered in the **(Release Date/time)** field of the final release navigator.