

BOOKED IN ABSENTIA

Federal inmates, housed at the Federal Bureau of Prisons Metropolitan Correctional Center (MCC) are often wanted on State (local) charges. When the case is heard, the court will order the inmate be remanded to Sheriff's custody, however, the inmate will not physically be in the custody of the Sheriff. The inmate will be returned to MCC immediately following the court proceedings and remain housed at MCC.

The inmate will be booked in absentia using the following steps:

1. Call to verify the inmate is actually housed at MCC, and get the inmate's Federal Register Number. Many inmates have multiple AKA's, so ensure the subject on the court document is the same inmate housed at MCC. Females will be booked in absentia at the Las Colinas Detention and Reentry Facility.

NOTE: If a court document is received indicating the inmate is in federal custody and is not housed at MCC; the inmate **will not** be booked and the court document will be returned to the court of jurisdiction indicating the inmate is not at MCC.

2. After verifying that the inmate is at MCC, pre-book and book the inmate via IMS>Book>Other Booking. The inmate's booking information can be obtained from MCC's records division. The type of arrest will be BRMD-Booked Remand. In the *Notes* section enter, "**Booked in Absentia @ MCC/Federal Register Number.**" The housing location will be **CO/MC**.
3. Prepare a **RED** custody record.
4. Generate and fax a [Sheriff's Detainer Notice \(J-118 form\)](#), listing *To Be Determined* (TBD) as the release date, to MCC and Sheriff's Prisoner Transportation Detail (PTD). Attach the fax confirmation to the original Detainer Notice and file in the custody record. Follow up with a phone call to ensure the Detainer Notice (J-118 form) was received by both MCC and Sheriff's PTD.

SUBJECT'S NAME:	<u>Harley Quinn</u>		
BOOKING NUMBER:	<u>1799999</u>		
CASE#	<u>SCD789789</u>		
RELEASE DATE:	<u>TO BE DETERMINED</u>	CHARGES:	<u>PC 4532(B)(1) ESCAPE</u>



5. After each court appearance, the court document will be updated in the JIMS and faxed to both MCC and Sheriff's PTD. This will ensure the inmate will be ready for pick up at MCC by Sheriff's PTD on the indicated court dates. The fax confirmation will be attached to the updated court paper.

6. If the case is dismissed, released on probation, etc., the arrest will be closed out with the pre-release disposition that corresponds to the court document and the final release disposition of **FEDR-Released to Federal Authority**. The updating detention processing technician will generate and fax a [Fax Cover page \(SO-12 form\)](#) along with the court paper to MCC indicating to release our detainer. A phone call to MCC will be made to ensure receipt of the forms.

Please release our detainer. This subject is no longer needed.
INMATE: LEX LUTHOR
OUR BKG #: 17137934
REGISTER #: 27777-777
Thank You, VM #3074

7. If the inmate gets sentenced to local custody, the updating detention processing technician will generate and fax a new Detainer Notice with the projected release date and sentenced court document. A phone call to MCC will be made to ensure receipt of the Detainer Notice. After the inmate has completed their sentence, the arrest will be closed out with the pre-release disposition of **CTS-Credit Time Served** and final release disposition of **FEDR-Released to Federal Authority**. Notice will be sent to MCC indicating to release our detainer.

8. If the inmate is sentenced to the Department of Corrections, the arrest will be closed out with the pre-release disposition of **DOC-Department of Corrections** and the final release disposition of **FEDR-Released to Federal Authority**. Notice will be sent to MCC indicating to release our detainer. If a prison package is received, a copy of the abstract of judgement and court document will be faxed to MCC (if no prison package just send court document). The prison package will be returned to the court of jurisdiction indicating the inmate is housed at MCC.

INMATES HOUSED AT JUVENILE HALL

Juveniles tried as adults will be housed at Juvenile Hall.

The inmate will be booked in absentia using the following steps:

1. Pre-book and book the inmate via IMS>Book>Other Booking. The inmate's booking sheet can be obtained from Juvenile Hall with all the necessary booking information. The type of arrest will be **BRMD-Booked Remand**. In the Notes section enter, "**Booked in Absentia @JUV HALL**". The housing location will be **CO/JH**.
2. Make arrangements with Juvenile Hall and the Processing Sergeant to bring the juvenile to a Sheriff's detention facility to be live scanned and have a photo taken.

Reference: Sheriff's Policy and Procedure section: [Q.9 Processing Juvenile Inmates in Detention Facilities](#)

PRE ARRAIGNMENT ABSENTIA BOOKINGS


Effective July 1, 2003 the Sheriff's Department discontinued the practice of accepting hospitalized inmates prior to arraignment from **ANY outside** agency.

If the inmate was arrested by SDSO's Law Enforcement Bureau, the Detention Services Bureau (detentions deputy) will assume the guarding responsibilities at the hospital.

The inmate will be booked in absentia using the following steps:

IMS>Book>Other Booking

1. ID JIMS-Enter Last Name, First Name, DOB, and range of 5 years.
2. Find.
3. Start Booking With New JIM or START BOOKING WITH SELECTED JIM
4. Enter arrest information. In the Notes section enter-Booked in Absentia
5. Booking Determination-Keep (do not select Release).


 A screenshot of a software interface titled "Booking Determination". It features two radio button options: "Release" and "Keep". The "Keep" option is selected and circled in blue. Below the radio buttons, there are two input fields: "Facility Transferring From:" with the value "1" and "Facility Transferring To:" with the value "007".

6. Booking Determination-Area: CO H1.
7. The type of arrest will depend on what the inmate is being arrested for.

Once the inmate is released from the hospital and delivered to the detention facility, the inmate should be brought to the booking window to complete the booking process (verify address, obtain emergency contact, etc.).



POST ARRAIGNMENT ABSENTIA BOOKINGS

Arrestees will remain in the custody of the arresting agency until the time they are arraigned and remanded to Sheriff's custody by the court.

Once notified of the remand, the Sheriff's Department will accept the Booking Intake/Personal Property Inventory (J-15 form) and sealed property bag, book the inmate in absentia, and assume guard responsibility for the inmate.

Reference: Sheriff's Policy and Procedure section [I.45: Inmate Hospitalization and Guards](#)