



BOOKING

As custodial record keepers, the degree of responsibility inmate processing staff has is enormous as it relates to the processing of inmates into Sheriff's custody. Among the myriad of crucial duties performed is the collection and entry of inmate information into the Jail Information Management System (JIMS). Detention processing technicians (DPT) assigned to the booking position have two distinct and pivotal responsibilities – conducting a quality assurance review of the inmate's records and interviewing inmates.

CHARGE REVIEW (QUALITY ASSURANCE REVIEW)

Accuracy is an integral part of the booking process. Charge review checks are in place to ensure technicians verify all information in the computer is correct and accurate. Booking is the position that begins the ever important quality assurance review process; where inaccurate or missing information shall be found and corrected. When the arrest information is not entirely reviewed for accuracy, larger problems ensue and could result in civil liability against the County of San Diego, the Sheriff's Department, and/or the employee as an individual.

INTERVIEWS

One-on-one interviews must be conducted with inmates to obtain and enter personal and demographic information into the JIMS. It is vital these interviews are conducted effectively to ensure the information being stored is current and accurate. The information becomes part of the inmate's permanent record which is used by crime analysts, law enforcement agencies and many other professional entities to successfully carry out their respective missions.

The Booking Intake/Personal Property Inventory (form J-15) should not solely be used to book inmates. It is essential the information be verified with the inmate to ensure it was correctly entered by arresting officers.

When conducting interviews, inmates should be asked questions so the information comes directly from them. The information provided should then be compared to the J-15, and if different be added as additional information in the JIMS. When interviewing inmates, information should not be provided and asked if it is correct or not.

***Correct:** What is your address?*

***Incorrect:** Is your address still 9000 Cottonwood Avenue in Santee?*

When interacting with inmates ALWAYS maintain a professional attitude. Be courteous, direct, concise and business-like, yet firm. DO NOT engage in irrelevant conversation or respond inappropriately to superfluous questions or remarks from inmates. This includes speaking with inmates about the details of their arrest and/or charges. Additionally, develop a routine of questioning that does not vary. Following these guidelines will assist you should you be subpoenaed in the future; all inmate custody records and staff are subject to subpoena at any time.

During the interview process, technicians are responsible for providing inmates with their charges, bail, court location, date and time, sentencing information and projected release dates and any other information pertaining to their custody. Additionally, technicians will answer inmate questions appropriately.

There are times when interviews are not conducted with inmates; when the inmate is processed as a book and release OR if the Watch Commander has authorized the interview not be completed, usually due to security concerns. These inmates will be booked directly from the J-15.

HYPHENATED NAMES

When entering hyphenated names into the JIMS, the first part should appear as the last name and the second part as the middle name. The last and middle names will be reversed and entered as an AKA under the AKA tab in the Demographic Details screen. This will also need to be done for inmates that use two LAST names.

BOOKING PROCESS

Before you begin the booking process at the booking window, ask the inmates name, check the wristband and pull the custody record. The custody record should contain the J-15 and all applicable paperwork related to the arrest(s) (except the PCD which is forwarded to the court for Judge's approval). Remove all the contents of the record and ensure all documents belong to the inmate.

CHARGE REVIEW (IMS > BOOK > CHARGE REVIEW)

Prior to initiating the verbal interview portion of the booking process, the DPT will complete the charge review by matching the paperwork to the computer entries. In addition, verify and confirm that all information pre-booked is accurate and if necessary make any corrections **BEFORE** exiting the Charge Review screen.

1. Verify the correct Type of Arrest(s) (if incorrect, the arrest will need to be closed out in error and an additional arrest completed)
2. Verify all charges - if domestic violence related charges (felony or misdemeanor) are indicated, set the DV Flag to "Y"
3. Verify ***Bail Info tab*** for correct bail amount(s) and bail flags

Bail Flags

- B - No Bail Required – use for B&R, Court B&R, Work Release, Immigration
 - H - Held Without Bail – use for charges where bail is not an issue (i.e. sentenced charges, State Parole, etc.)
 - I - Inclusive – use for subsequent charges when bail for the entire arrest/case has been set (i.e. warrant abstract, court document)
 - N – No Bail – use when a warrant or court document indicates no bail
 - Y – Yes – use when bail is applicable
4. Verify ***Court Info tab***
 - Verify the correct Court Destination
 - Verify the correct Date and Time

[Back to Top](#)

- Verify the correct Reason on Calendar
- Verify the document number(s), if applicable
- Verify any pertinent notes (i.e. B&R, CHRONIC, 849b(2), Bail per PC 1275.1, sentencing information, etc.)

Once you have completed the Charge Review process, sign and date the Quality Assurance/Review Sheet (form J-20) and file in the custody record.

BOOKING NAVIGATOR (IMS > BOOK > BOOKING)

Verify the Full Personal Data screen against the J-15. Question the inmate for the required information on each screen.

If an inmate claims a different name or date of birth than that on the J-15, the additional name(s)/dates of birth will be entered in the JIM AKA/Add'l Nums tabs in the Demographic Details screen. Enter "per inmate" in the Create Ref # field.

Ensure money entered at pre-book is correct according to the J-15 and verify with the inmate. Resolve discrepancies immediately.

SENTENCE CALCULATIONS

At the time of booking, sentence calculations are to be completed for inmates remanded and ordered to serve a commitment in Sheriff's custody (*see Sentence Calculation section*).

If an inmate claims to be in custody on a warrant not belonging to him/her follow the procedures in the [Wrong Person on Warrant section](#).

If an inmate claims to be a juvenile, follow the procedures in the Juvenile section.

[Back to Top](#)

BOOKED IN ABSENTIA

INMATES HOUSED AT MCC

Federal inmates, housed at the Federal Bureau of Prisons Metropolitan Correctional Center (MCC) are often wanted on State (local) charges. Generally, a Writ of Habeas Corpus Ad Prosequendum is filed by the District Attorney's Office requesting for an inmate to be produced in San Diego Superior court. 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 days courts 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 paper is the same inmate housed at MCC.
2. After verifying that the inmate is in federal custody, pre-book and book the inmate on the state charges 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/MCC**.
3. Prepare a custody record.
4. Generate a Sheriff's Detainer Notice (J-118 form) listing *To Be Determined* (TBD) as the release date. Fax the completed J-118 to MCC and Sheriff's Prisoner Transportation Detail(PTD). Attach the fax receipts to the original Detainer Notice and file in the custody record. Follow up with a phone call to ensure the J-118 was received by both MCC and Sheriff's PTD.
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.
6. If and when the inmate gets sentenced, the detention processing technician assigned to the quality assurance position will generate a new Sheriff's Detainer Notice with the release date. They will fax the new J-118 to MCC and Sheriff's Transportation. A phone call must be made to follow up and ensure the new Detainer Notice was received.

If a court paper is received indicating the inmate is in federal custody and is not at MCC; do not book and return back to the court.

INMATES HOUSED AT JUVENILE HALL

Juveniles tried as adults will be housed at Juvenile Hall,



The same procedures will be followed for these inmates:

1. Prebook and book the inmate via IMS>Book>Other Booking. 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. Notify the Processing Sergeant to make arrangements to bring the juvenile to a Sheriff's detention facility for fingerprinting and mugshot.

PRE ARRAIGNMENT ABSENTIA BOOKINGS

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

. If the inmate was arrested by a Sheriff's deputy, the Sheriff's Department will assume the guarding responsibilities at the hospital. The inmate will be booked in absentia via IMS>Book>Other Booking.

[Operational Procedures

Go to 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
4. Enter arrest information. Notes-booked in absentia/housed @ _____
5. Booking Determination-Keep (do not select Release)
6. Booking Determination-Area:CO HU:HG (hospital guard)

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