



## Daily Booking Log

### Purpose:

The Daily Booking Log (DBL) is generated by a detention processing technician (DPT) at a designated housing facility. It serves as an additional quality assurance check for potential errors.

### Procedures:

The assigned DPT will print the DBL via the Jail Information Management System (JIMS)  
IMS>Reports>JIMS Web Reports>Daily Booking Log>On-Demand

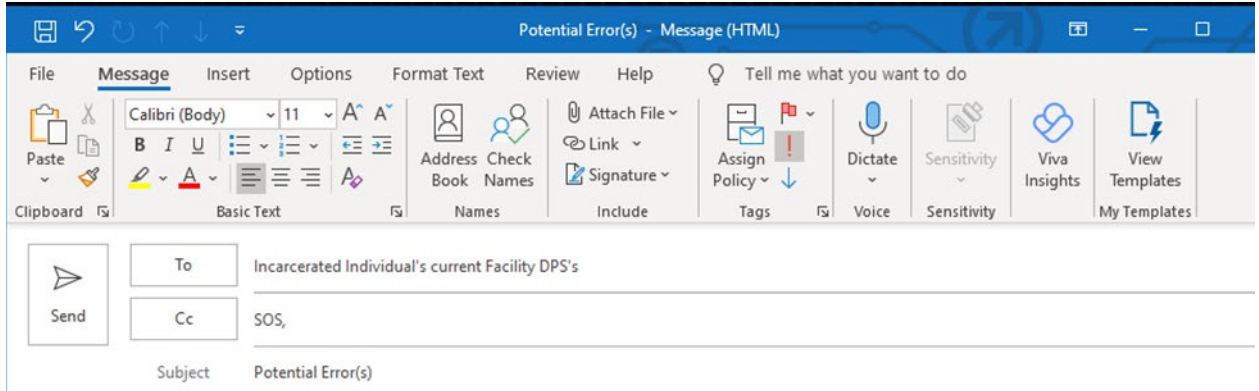
The screenshot shows a web interface for generating a report. The title is "Report Parameters Daily Booking Log". There are four input fields: "Detention Facility" with a dropdown menu showing "100 SHER (All Sheriff Detention Facilities)", "Starting Booking Date" with an empty text box, "Ending Booking Date" with an empty text box, and "Order By" with a dropdown menu showing "Order by Lname, Fname, BookNum, ArrestNum". At the bottom right, there are two buttons: "Submit Query" and "Reset".

- Run the Report for: SDCJ, LCDRF, and VDF
- Start and End Booking Date use the day prior

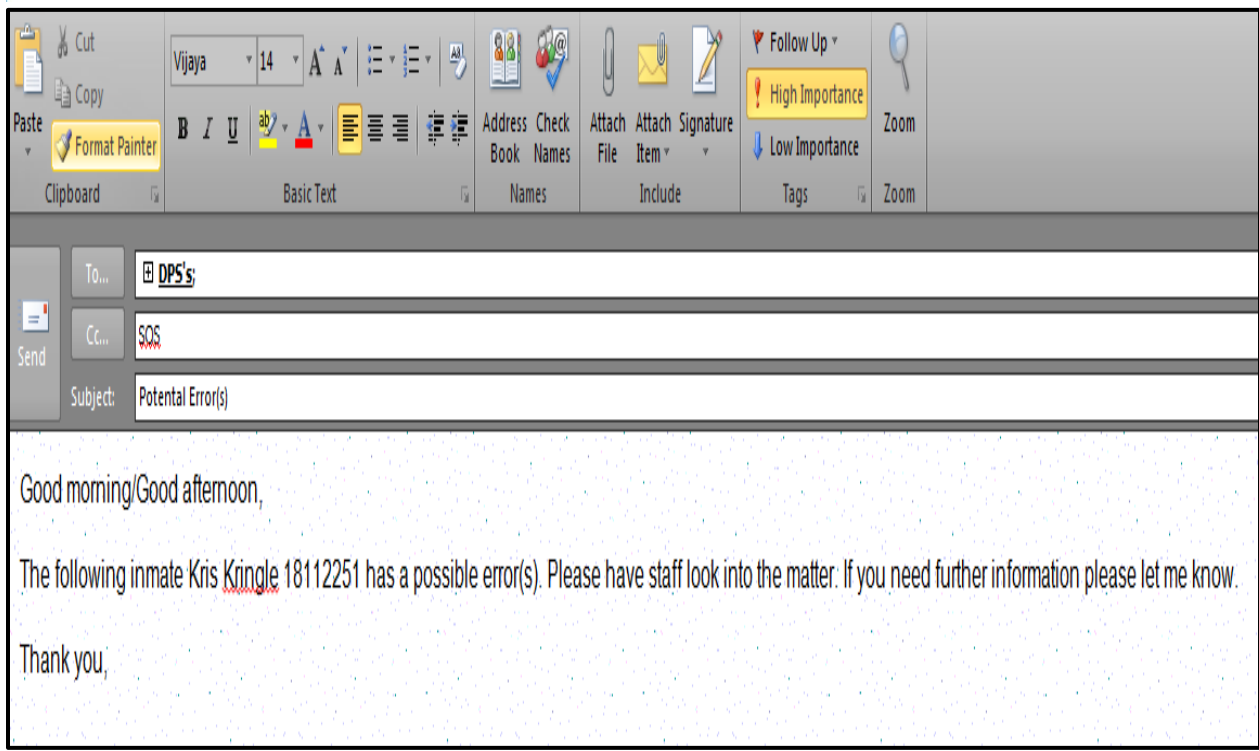
The DPT will review the list to ensure the correct court, date, year, and time has been entered into JIMS. They will also look at charges depending on the type of arrest.

DPT's at the outlying facilities will not have access to custodial records; making them unable to verify the accuracy of the information entered into JIMS. The DPT will draft an email to all detention processing supervisors (DPS) at the incarcerated individual's current facility, with a CC to the SOS and their DPS. The email will be marked with 'High Importance'.

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Good morning/Good afternoon,  
The following incarcerated individual Kris Kringle 18112251 has possible error(s). Please have staff loo into the matter. If you need further information please let me know.  
Thank you,



The email shall include the following:

- The incarcerated individual's name and booking number
- A detail account of what the possible error might be and the necessary corrections that need to be made

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The DPS who responds to the email will reply to all, so that everyone in the email chain is aware that someone is looking into the matter. If no response is provided within two hours a following up email and phone call will be needed to ensure that someone is looking into the matter in a timely fashion.

The responding DPS will look into the issue or delegate to a DPT to make any corrections as deemed necessary.

The DPT's at the outer facilities will not make change(s) to the court date and or times as they are unable to verify the information from the Intake /Personal Property Form (J-15).

The DPT will print out all corresponding emails and attach to the DBL. The list will be retained for 60 days.

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