



Duplicate Booking

A duplicate booking occurs when an incarcerated individual has two active bookings in the Jail Information Management System (JIMS). This results in having two different booking numbers and usually occurs when an incarcerated individual was temporarily out of custody (i.e., 1203.03 PC, MCC, WKNDR, etc.) and returned to custody either on a new charge or on the original charge.

NOTE: It is essential that Detention Processing Technicians (DPT) are accurate when searching for active bookings and JIMS records to avoid duplicate bookings from occurring (see Intake section).

When a duplicate booking is discovered, immediately notify the Detention Processing Supervisor (DPS) and follow the procedures below:

TOC RETURNEES

1. Check the system numbers to determine if, in fact, they are the same person, also check the JIMS photo.
2. If they are the same person, add AKA's as necessary to both bookings.
3. If an incarcerated individual is a returning TOC and another booking number is issued, pull both custody records to determine which booking should be closed. The most recent booking will be closed with the disposition of ERR – Booked in Error. Sheriff's Records must be notified.
4. If the incarcerated individual is booked on the same case, enter the current court information in the JIMS and transfer all necessary paperwork to the custody record for the open booking.
5. If the incarcerated individual is booked on another case, book the other case(s) from the booking that will be closed and transfer all necessary paperwork to the custody record for the open booking.
6. Inform Control Deputy and/or the Housing Deputy of the duplicate booking and the correct booking number. A Deputy will be responsible for changing the incarcerated individual's wristband and face card.
7. Notify Medical to ensure that the open booking has current Medical information.

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8. Inform a Stock Clerk so they can consolidate the property bags.

NEW ARRESTS

1. Check the system numbers to determine if in fact they are the same person and check the JIMS photo.
2. If they are the same person, add AKA's as necessary to both bookings.
3. If the incarcerated individual was erroneously prebooked twice on a new arrest the most recent booking will remain open. The FIRST booking will be closed with a disposition of ERR – Booked in Error and notify Sheriff's Records.
4. Inform Control Deputy and/or the Housing Deputy of the duplicate booking and the correct booking number. The deputy will be responsible for changing the incarcerated individual's wristband and face card.
5. Notify Medical to ensure that the open booking has current Medical information.
6. Inform the Stock Clerk so they can consolidate the property bags.

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