



Manual Booking

Reference Detentions Policy and Procedure section Q.28 Emergency Booking

DOWN JIMS AND BOOKING NUMBERS

The Down Booking Numbers begin with the first two numbers of the current year (02, 03, 04, etc.). For the year 2008:

- VDF would start at 08,900,001 and go through 08,900,500
- LCDF would start at 08,900,501 and go through 08,901,000
- SDCJ would start at 08,901,001 and go through 08,901,999

If more numbers are needed for VDF, start at 08,902,000 and go through 08,902,500

If more numbers are needed for LCDF, start at 08,902,501 and go through 08,903,000

If more numbers are needed for SDCJ, start at 08,903,001 and go through 08,903,999

The Down JIMS Numbers are different. They do not change with the year. In order to determine which numbers are used to start with, the last JIMS number used at each facility needs to be checked. The original JIMS numbers assigned were:

- VDF started at 900,000,000 through 900,000,500
- LCDF started at 900,000,501 through 900,001,000
- SDCJ started at 900,001,001 through 900,001,999

The TOTAL JIMS numbers assigned to the JIMS program range from 900,000,000 through 999,999,999. Therefore, each year find the last JIMS numbers used and start assigning the JIMS numbers for that year from those numbers. If there is not enough left in a range for a facility, those numbers plus a new range need to be assigned.

The money and property will continue to be accepted. The money is counted and placed in a small envelope with a copy of the form J-15. The envelopes are secured in a locked cash drawer and placed in the facility safe at the end of the shift.

Once the computers are operational, all information is entered into the JIMS using the down booking and JIMS numbers.

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Emergency Booking

In the event of computer system failure, the detentions processing supervisor or watch commander will direct the detentions processing technicians to continue the intake, pre-book, and booking processes utilizing the following procedures.

The DPT assigned to intake will assign down booking numbers and down Jail Information Management System (JIMS) numbers to each individual. The down booking numbers are notated on the Booking Intake/Personal Property Inventory (form J-15) and the JIMS manual pre-booking and booking sheet.

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