



## Returning Weekenders

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When an incarcerated person is returning to custody to serve their remaining weekends, the following procedure will be utilized by the Pre-book Technician:

Go to **IMS>Book>Temp Release/Return** Navigator and enter the returning weekender's booking number. Once in the Navigator change the Disposition of WKTR to WKND. Scroll down in the Navigator to Temp Release/Return and click "Return". The weekender has now been brought back into the facility.

Next, go to **IMS>Admin>Sentence Calculation** Navigator and enter the weekender's booking number. Click on the Weekender Sentencing selection in the Navigator. Enter the date and time of the returning weekender under the "Actual Days".

If the returning weekender has money, refer to the DPT Manual for instructions on how to place the funds on their account.