NUMBER:	2.8
SUBJECT:	**BOOKED IN ERROR PROCEDURES**
CATEGORY:	**BOOKING**
DATE:	**MAY 10, 2013**
REVISED DATE:	**JANUARY 31, 2014; JULY 24, 2014; MAY 31, 2018**
RELATED SECTIONS:	**2.3 UPDATE PROCECURES; 3.16 CAL-ID STORE AND FORWARD PROCEDURES**
IN COMPLIANCE WITH:	**N/A**

PURPOSE:

To establish standard procedures for processing bookings that have been booked in error by the detention facilities.

POLICY:

It is the responsibility of the Sheriff's Records & ID Division's Booking Section, to accurately update criminal history information on an individual booked into a San Diego County Detention Facility once an arrest has been deemed as a booked in error.

PROCEDURE:

A. When a booked in error is discovered or notification has been received, the following procedure will be followed:

   1. Verify if the booking is a true booked in error.

   2. Verify whether or not the booking will have additional re-books submitted.

   3. Request fingerprints on additional arrests, if needed.

   4. If fingerprints are needed, check SDLaw for status of subject to determine if subject is being released or has a court appearance and may be released.

   5. Complete the Re-roll Log to document calls that were made to the Detention Facility requesting fingerprints. See Booking Desk Reference 2.8.

   6. Follow the instructions on the Re-roll Log until prints are received.

   7. When the requested fingerprints are received, notify Cal-ID to delete the booked in error prints.

   8. If the subject has been released and the re-rolled fingerprints have not been received, notify Cal-ID **NOT** to delete the fingerprints from the Archive and Store & Forward.

9. Continue to follow these procedures until the subject is released from custody. If the subject is released and fingerprints have not been received, notify CAL-ID.

10. If the arrest is truly an error, and no re-book prints are needed, it should be updated/linked in JIMS, then notify CAL-ID to delete the prints.

11. Arrests that were booked in error should not be transmitted to DOJ. However, if the prints were sent to DOJ, process a "Delete Cycle" in JADE or complete a JUS8715 to have the arrest removed from the subject's RAP sheet.

12. If fingerprints were not received on a booked in error and a re-book was received, the arrest will be linked by the Update Clerk during the normal course of processing.

13. Go into the SR31, enter the release date/time and update the release type to "Z" by doing the following:

   a. Enter a **Hyphen** under the **OVRD** column.
   b. Enter **"VOID Bkg"** under **Section** column.
   c. Enter **PC** under **CD** column, if the column is empty
   d. Enter **"BOOKED IN ERROR"** under the **Description** column.
   e. Enter your **"Initials"** in the **OPER-ID** field.

B. When a booked in error is discovered by Cal-ID it will be processed as follows:

1. The Examiner will **not process** the **EDIT** (they will hit cancel and skip the errored booking).

2. The Examiner will leave the booking in the **EDIT PHASE**.

3. The Examiner will notify the Queue Clerk with the booking number and the reason, if noted (i.e. Wrong arrest type or not field arrest, etc.).

4. The Queue Clerk, and /or Update Clerk, will process the transaction, in the order received, and notify the Examiner when to delete the fingerprints.

5. Once the Queue Clerk, or Update Clerk, has given the notification to delete the prints, the Examiner will delete the fingerprints from the Queue (while the booking is still in the EDIT phase). The Examiner will also delete the fingerprints from the Store & Forward (the booking should not be in the Archive since the booking stopped in the EDIT phase).

6. If Bookings brings over a booked in error arrest to be deleted, that was not caught by Cal-ID, the examiner will delete the arrest from the Queue, Archive and Store & Forward.