

	DEPARTMENT OF PUBLIC SAFETY	EFFECTIVE DATE: DEC 22 2009 ¹	POLICY NO.: COR.01.06
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	SUPERSEDES (Policy No. & Date): COR.01.06 & 02/28/96	
	SUBJECT: POLICE RE-BOOKING AT CORRECTIONS FACILITIES AND CENTERS		Page 1 of 3

1.0 PURPOSE

To establish guidelines which provide for efficient, proper and timely actions involving the “re-booking” of offenders in the care and custody of the Department of Public Safety (PSD).

2.0 DEFINITIONS

- .1 Department means the PSD.
- .2 PD refers to the respective Police Department for each county.
- .3 “Booking” is the process of photographing and fingerprinting an offender after an arrest. Concurrently, “booking” information is documentation and entered into a computer-based offender tracking system.
- .4 “Re-booking” means to repeat the process of “booking.”

3.0 POLICY

The Department and the PD shall work together to initiate a uniform and safe guideline for re-booking offenders at correctional facilities and center. In carrying out this policy, it is the responsibility of the Department and the PD to improve the overall efficiency of re-booking, to uphold the security standards of correctional institutions, and to ensure the guidelines of this policy are enforced.

4.0 PROCEDURES

The procedures for re-booking offenders at correctional Institutions are as follows:

- .1 PD will use fingerprints to make positive identification of offenders during re-bookings. Photo identification may be used when appropriate but are not necessary.
- .2 PD shall be instructed to call the facility in advance for scheduling re-bookings.

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- a. PD shall avoid re-booking offenders during scheduled Institution head counts and meals. If PD is unable to locate an inmate, then they shall be instructed to call the respective facility to ask for inmate's current location.
 - b. If an emergency requires immediate re-booking, the PD shall contact the Institution's Chief of Security, or assigned Watch Commander on duty.
- .3 All re-booking tasks shall be conducted in a secure room or area, where fingerprinting and report writing can be completed in privacy.
- a. Gun lockers shall be provided for police weapons at all facilities.
 - b. Police weapons will be secured in police vehicles when re-booking offenders at facilities that do not have appropriate gun lockers. Firearms are not allowed in corrections institutions.
 - c. Police officers may use fingerprinting equipment at the corrections institutions.
 - d. The PD shall use their own cards, forms and fingerprinting supplies for re-booking offenders.
 - e. The PD may place fingerprinting stands and other fingerprinting equipment at the corrections institutions upon facility Warden's approval.
- .4 Questions and concerns regarding re-booking activities shall be brought to the attention of the Watch Commander or Intake Lieutenant. Final authorization shall be the responsibility of the Watch Commander or his designee.
- .5 Corrections Institutions shall promulgate institution procedures on re-booking and forward copies to the Department, the PD Station in their respective areas and the PD Criminal Investigations Division offices.

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5.0 SCOPE

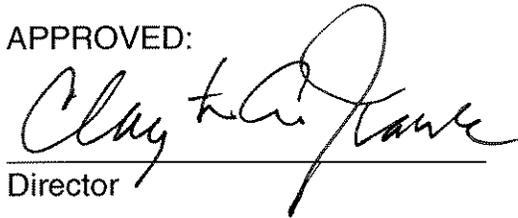
This policy shall apply to all PSD Correctional Institutions.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections

12/10/09
 Date

APPROVED:


 Director

12/22/09
 Date