

I. PURPOSE

To outline the basic duties and responsibilities of booking deputies, and to create consistency in booking procedures.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that inmates will not be detained or released without proper legal authority. Records of all inmates booked into and released from the Adult Detention Center (ADC) will be kept.

III. PROCEDURE

A. Supervisory Lines at the Booking Desk

1. Chain of Command
 - a. Booking Deputy
 - b. Booking Desk Sergeant
 - c. 2nd Lieutenant, Records & Transportation Section
 - d. 1st Lieutenant, Records & Transportation Section
 - e. Chief, Classification & Records Branch
2. Implementation of new booking procedures will be approved by the Chief, Classification & Records Branch.
3. Outside normal working hours, the on-duty Shift Commander, Inmate Records Supervisor(s), Classification and Records Branch Chief or Staff Duty Officer (SDO) will be contacted to solve booking problems which require immediate attention.

B. Shift Change

1. After attending squad roll call, the oncoming booking deputies will report to the booking desk and complete the following duties.
 - a. Verify the total population count indicating the number of males, females and juveniles.
 - b. Accept pass-on information.
 - c. Verify the count from each post.
 - d. Assume all related duties.

C. Accepting Prisoners into the Fairfax County Adult Detention Center

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**SOP NUMBER: 526
SUBJECT: BOOKING DESK**

1. Any law enforcement officer bringing a prisoner into the ADC must ensure that the prisoner is in restraints. The prisoner will remain in restraints until the officer is instructed by Sheriff's Office employees to remove them.
2. The booking deputy will verify the commitment papers by ensuring that:
 - a. The warrant or court order has been executed.
 - b. The warrant or court order is complete with charge, and section of the state, county, city, or town code.
 - c. The signature of a judge, court clerk, or magistrate is on the warrant or court order.
 - d. Each warrant or court order is accompanied by a magistrate's commitment card, which contains the following information:
 - 1) The prisoner's name
 - 2) The jurisdiction of the arrest, e.g. Fairfax County, Fairfax City, Vienna, Falls Church, Herndon, Arlington, Alexandria, etc.
 - 3) The charge(s)
 - 4) The amount of bond if eligible
 - 5) The hearing date and time
 - 6) The type of hearing (arraignment, preliminary hearing, trial)
 - 7) The signature of a magistrate, judge or court clerk
3. Obtaining DNA Samples
 - a. Offenders arrested for violent felonies as defined in Code of Virginia [§19.2-297.1](#) or specific burglary offenses will be required to provide a DNA sample after their arrest and prior to their release from custody. As of July 1, 2018, offenses covered in §19.2-297.1 include but are not limited to:
 - 1) Murder and manslaughter declared felonies as described in Code of Virginia [§18.2-30](#).
 - 2) Mob-related felonies as described in Code of Virginia [§18.2-38](#).
 - 3) Any kidnapping or abduction felony as described in Code of Virginia [§18.2-47](#).
 - 4) Any malicious felonious assault or malicious bodily wounding as described in Code of Virginia [§18.2-51](#).

- 5) Robbery and carjacking as described in Code of Virginia [§18.2-58](#) and [§18.2-58.1](#).
 - 6) Rape and criminal sexual assault as described in Code of Virginia [§18.2-61](#).
 - 7) Arson as described in Code of Virginia [§18.2-77](#) and [§18.2-79](#).
- b. Offenders **convicted** of the following misdemeanor charges shall be required to provide DNA sample:
- 1) Violation of protective order [§ 16.1-253.2](#)
 - 2) Stalking [§ 18.2-60.3](#)
 - 3) Violation of protective order [§ 18.2-60.4](#)
 - 4) Sexual Battery [§ 18.2-67.4](#)
 - 5) Infected sexual battery [§ 18.2-67.4:1](#)
 - 6) Sexual abuse of child under 15 years old [§ 18.2-67.4:2](#)
 - 7) Attempted sexual battery [§ 18.2-67.5](#)
 - 8) Unauthorized use of vehicle, etc. [§ 18.2-102](#)
 - 9) Unlawful entry [§ 18.2-121](#)
 - 10) Peeping or spying into dwelling/enclosure [§ 18.2-130](#)
 - 11) Penetration of mouth of child with lascivious intent [§ 18.2-370.6](#)
 - 12) Indecent exposure [§ 18.2-387](#)
 - 13) Obscene sexual display [§ 18.2-387.1](#)
 - 14) Resisting arrest [§ 18.2-460](#) (E) ([§18.2-479.1](#) prior to 07/01/2018)
 - 15) Assault and Battery [§ 18.2-57](#)
 - 16) Trespass [§ 18.2-119](#)
- c. Every person convicted of a felony offense under Article 7 ([§ 18.2-61](#) et seq.) of Chapter 4 of Title 18.2 shall have a DNA sample taken. Every adjudicated juvenile (14 years or older at the time of the commission of the offense) convicted of a felony per [§ 16.1-299.1](#) shall have a DNA sample taken.
- d. Prior to collecting a DNA sample, the booking deputy will search the State Compensation Board's website to determine if a previous DNA sample has been obtained. If a previous DNA sample has been obtained, no further sample needs to be collected. Place a check mark and your initials in the appropriate box on the warrant that a DNA sample already exists, and update SIMS by selecting "Checked – sample on file."
- e. If no previous DNA sample exists, the booking deputy will utilize a buccal swab to collect a DNA sample. The booking deputy will then collect a saliva sample from the inside of the arrestee's mouth. The completed sample will be placed into a secured, sealed container.
- f. After collecting the DNA sample, the booking deputy must check the appropriate box on the original warrant indicating that a sample has been obtained, and update SIMS by selecting "Sample taken at arrest."

- g. Place a copy of the felony warrant in the buccal sample envelope and complete the attached form.
 - h. Fill out columns 1 through 4 on the DNA LOG, Storage Report and Receipt, ([SOP 526 Attachment 8](#)) and then place the Buccal DNA Collector Storage Envelope in the designated lock box.
 - i. The Transportation Supervisor or designee shall collect the DNA Kit(s) each week from the designated lock box(s). The Transportation Supervisor or designee shall:
 - 1) Verify kit(s) with the DNA LOG, Storage Report and Receipt.
 - 2) Enter the date (in column 5) that the DNA samples are being mailed.
 - 3) The completed DNA LOG, Storage Report and Receipt shall be filed and retained by the Transportation Supervisor.
4. Commitment Papers from other Jurisdictions
- a. If the warrant or court order is from a jurisdiction in Virginia other than Fairfax County, Fairfax City, Vienna, or Herndon, the confinement status should read HO - Held for Other, and the appropriate jurisdiction should be chosen under the Held for Jail Jurisdiction field. This status shall not be chosen unless the prisoner has no active commitments in Fairfax County, Fairfax City, Vienna or Herndon. If the prisoner cannot make bond, the Inmate Records Section will notify the jurisdiction concerned, documenting the date of the notification.
 - b. If the warrant or court order is from a jurisdiction outside the Commonwealth of Virginia, the Fairfax County Police Department is responsible for executing a fugitive warrant, if the person does not have local charge. The person will be booked into the Fairfax County Adult Detention Center on the Fairfax County Police Department's fugitive charge.
5. A copy of the executed warrant or court order will be placed in the inmate's jacket.
6. The booking deputy will look at the overall appearance of the prisoner to determine if the prisoner has any injuries. If injuries are suspected, the medical staff will be notified immediately. The medical staff will make the final decision to accept the prisoner or not. If the prisoner has no injuries, the commitment papers are in order and after the booking deputy has completed the Booking and Receiving Information interview, the arresting officer may take the arrestee to be fingerprinted.
- a. The Medical staff will also be called in the following circumstances:
 - 1) The prisoner cannot stand or walk under his own power

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- 2) If the prisoner is unresponsive, semi-conscious, or unconscious
 - 3) In all cases where the BAC level is reported as .25 or higher.
7. The booking deputy will obtain as much information as possible from the prisoner, from the paperwork involved in the commitment, and from records of previous commitments. If the prisoner has been incarcerated in the Fairfax County Adult Detention Center before, the jacket will be pulled and reused if it has not been archived (purged).
 8. In the event of the incarceration of a foreign national, the arresting officer is responsible for notifying the arrestees country of origin.
 9. In the event a private security officer brings an arrestee to the Adult Detention Center, the following guidelines will be followed by Confinement staff:
 - a. Private security officers will only bring an arrestee to the Adult Detention Center. They are not permitted to bring an arrestee to the Satellite Intake Facility.
 - b. Private security officers will not be granted access to the secure portion of the Adult Detention Center or be allowed to enter the Sally port. If exigent circumstances dictate, the ranking on duty supervisor may grant access.
 - c. Private security officers who have made an arrest shall take the subject before the magistrate on the public side of the magistrate's lobby to obtain a warrant.
 - d. Once a warrant has been issued, the magistrate will contact the booking desk.
 - e. The booking desk deputy will then inform the booking and/or receiving supervisor.
 - f. The receiving supervisor and/or their designee will respond to the magistrate's window to verify the warrant. Once the warrant is verified, the receiving supervisor and/or their designee will report to the public lobby to meet with the security officer(s). The four steps listed below will then take place:
 - 1) The security officer(s) and the arrestee will be escorted through GE 46. Once GE 46 is secured, the arrestee will be searched, and restraints will be exchanged.
 - 2) The deputy will take custody of the arrestee, make note of any visible injury(s) and ask the security officer the appropriate "arresting officer" screening questions.

2. When practical, a second fully trained booking deputy will review an inmate's jacket for accuracy prior to any release.
3. When an inmate is to be released with time served, sentence served, or by court ordered release, the booking deputy will:
 - a. Verify that:
 - 1) The booking card has no notes of any detainers.
 - 2) There are no detainers in the inmate's booking jacket.
 - 3) The information on the court card agrees with information on the computer.
 - 4) The sentence was computed correctly.
 - 5) There are no outstanding warrants for the inmate; *this step shall be verified by two booking deputies.*
 - b. Have the inmate called for release and gather the following items:
 - 1) Receiving deputies are responsible for returning the inmate's personal property and money still filed in Control Booth 2.
 - 2) Classified inmate's money - during business hours contact Inmate Finance. After business hours - inmates will be informed that any remaining funds will be mailed to the address provided.
 - 3) Any medicines to be returned from the Medical Staff.
4. When an inmate is to be released on bond the booking deputy will:
 - a. Perform the same procedures as when an inmate is released with time served.
 - b. Ensure all court cards pertaining to the charges, if any, are faxed to the magistrate when requested.
 - c. Check the magistrate's release order for:
 - 1) Proper name
 - 2) Jurisdiction
 - 3) Court of return
 - 4) Charge(s)
 - 5) Date and magistrate's signature

5. Booking deputies will keep a log of prisoners released during their shift that will be turned in with the Shift Commander's report.
6. Inmates going out of the Fairfax County Adult Detention Center for court in another jurisdiction, temporary custody of a police officer, or for any other reason where they will not be in the custody of a Fairfax County deputy sheriff, will be signed out on either an Inmate Transfer Sheet ([SOP 526 Attachment 4](#)) or a Temporary Custody Form ([SOP 526 Attachment 5](#)) and signed in upon return. Furloughed inmates will be temporarily released into the community only under the authority of a court order(s). The court order must stipulate the date and time of release and the date and time of the return. Returning inmates will be tested for drug/alcohol use. The court issuing the temporary release order will be notified, in writing, if the inmate returns and tests positive for alcohol or drugs.
7. All court orders from other jurisdictions for an inmate to go to court will be filed in the inmate's booking jacket. When the inmate returns, the disposition(s) on the court card(s) will be updated in SIMS and filed in the inmate's booking jacket.
8. The booking deputy on shift I will ensure that all inmates scheduled for release at 0800 hours:
 - a. Are given any remaining medications prescribed for them.
 - b. Have transportation (e.g., bus tokens) and appropriate clothing during periods of cold weather.
 - c. Referred to OAR, if necessary.
9. When a victim notification is on file through Victim Information and Notification Everyday (VINE) the victim will be notified of the release or transfer of the inmate. In the event the inmate escapes from custody, a booking deputy will update SIMS immediately. The victim notification will automatically be made through VINE. When VINE experiences an outage, a list of victims will be faxed to the booking desk, it is the responsibility of booking to conduct victim notifications until VINE is back online.

E. Detainers

1. Commitment papers from other jurisdictions will be handled in accordance with this SOP, Section III, Paragraphs C, 2, a-d.
2. The booking deputy will handle detainers on inmates who are already in custody. When a detainer (warrant from any jurisdiction in Virginia) is received, the inmate will be taken to the magistrate so a bond can be set on the charge. When a federal, military or out of state detainer is received, the inmate will receive a Detainer Notification Form ([SOP 526 Attachment 6](#)). If the detainer is from out of state, and when the inmate has satisfied the Fairfax County charges, the booking desk will charge the inmate as a fugitive.
3. When an inmate is sent to another jurisdiction on their detainer, all other detainers on the inmate will be given to the transporting deputy or officer for

delivery to that jurisdiction. The transporting deputy or officer will sign the Inmate Transfer Sheet, ([SOP 526 Attachment 4](#)), and a copy of this form will be filed in the inmate's booking jacket.

F. Federal Prisoners

1. The booking deputy will verify the commitment papers and process federal prisoners in the same manner as a prisoner from another jurisdiction as set forth in this SOP, Section III, Paragraph C, 2, excluding d. "HF-Hold for Feds" will be placed in the confinement status field and 73-Held for Federal Authority/DC will be placed in the confinement reason field.

2. If the arresting officer is a Deputy United States Marshal, a United States Marshal Form 41 (USM-41) must be filled out. It must be addressed to the Fairfax County Adult Detention Center and contain the following information:

- a. Prisoners Name
- b. Date
- c. Charge (federal prisoners will not be accepted without notification of charges)
- d. The box marked "are herewith remanded to your custody" will be checked
- e. Signature and agency of arresting officer
- f. Amount of bond, if applicable

If the arresting officer is not a United States Marshal, the booking deputy will book the prisoner on as a "HF-Hold for Feds, 73-Held for Federal Authority." Inmate Records will notify the appropriate agency to arrange transfer of custody of the inmate.

- a. Federal prisoners will be handled like any other prisoners unless special treatment is requested by the United States Marshal's Service. A federal prisoner will not leave the Fairfax County Adult Detention Center, unless he is in the custody of a federal officer or a deputy sheriff in the case of an emergency. The United States Marshal's Service will handle transportation to all scheduled court appearances, doctor's appointments, etc. A USM-41 must be provided to booking for these transports.
- b. The booking deputy must receive positive ID from the federal officer before releasing a federal prisoner.
- c. When a detainer is received from the District of Columbia on an inmate, the teletype must state extradition is authorized. When a teletype is received, Inmate Records will notify the appropriate agency that the inmate is being held on their detainer only and is available for pick up.

4. When holding a prisoner for United States Department of Homeland Security (DHS), United States Customs and Border Protection (CBP) or Immigration and Customs Enforcement (ICE), a criminal judiciary order (e.g., AO-442) is required.
 - a. Whenever a prisoner is transported or transferred out of the facility the I-203 and I-216 form will be received. The booking deputy must receive positive ID from the federal officer before releasing a prisoner.
 5. The federal prisoner count should not exceed fifteen (15) unless the extra prisoner(s) are an overnight hold. A current list of all federal prisoners will be maintained at Inmate Records.
 6. Non-federal prisoners will not be released to federal officers without the approval of the Fairfax County Commonwealth Attorney's Office.
- G. Probation Violation (PB-15) / Parole Violation (PB-14)
1. The PB-15 Probation Violation Warrant is a temporary custody order in duplicate. The booking deputy shall verify that the PB-15 has been executed by the arresting officer. The original PB-15 will be placed in the inmate's booking jacket and sent to Inmate Records. The second copy shall be given to the inmate.
 2. When the court card is received from the Circuit Court dismissing the PB-15, SIMS will be updated and the "Certification of Jailor" portion on the copy of the PB-15 will be completed. The PB-15 will be removed from the jacket and returned to the probation officer.
 3. Both copies of the PB-14 will be executed by the arresting officer or booking deputy. The original PB-14 will be placed in the inmate's booking jacket and sent to Inmate Records. The second copy will be given to the inmate.
 4. Inmates incarcerated for parole violation have no court date and are not eligible for bond. The parole board determines whether the inmate will be released or returned to the state system.
- H. Bond Surrenders
1. All local bond surrenders placed against an inmate currently confined in the ADC will be accepted by the booking desk. If Inmate Records is available, the booking deputy should contact them to ensure the case is still active. The booking deputy will properly execute the bond surrender or capias and ensure that the inmate is brought before the magistrate to issue a commitment card and set bond. The court date will be set for the next business day.
 2. If the commitment order for the bond surrender is issued as a Bond Surrender/Surety Capias, then the appropriate VCC of PRI9916S9 should be utilized. If the bond surrender is directly related to a time of incarceration, the warrant and docket numbers of the original charge should be included on the booking card. If the commitment order for the bond surrender is issued with the original charge, OTN and docket number, then the original arrest for the charge should be associated with this commitment.

3. The copies of the bond surrender will be distributed as follows:
 - a. Original to the Magistrate's office.
 - b. One copy to inmate.
 - c. One copy to the inmate's booking jacket.
 - d. One copy to the bondsman.
 4. Once a bond surrender has been executed, the inmate can be released based on the release conditions set by the magistrate or the court.
 5. Bond surrenders (Surety's Capias) from another jurisdiction for a person who is already in the Fairfax County Adult Detention Center on other charges will be accepted and executed by the booking desk. The inmate does not need to appear before the magistrate. The bond surrender will be recorded as a formal detainer with no bond. A copy of the bond surrender will be kept in the booking jacket. Copies will also be given to the bondsman and the inmate. The original will be sent to the originating jurisdiction.
 6. Bond surrenders from another jurisdiction will not be accepted for a person not in our custody.
- I. Court Cards
1. When the court remands a person to the custody of the Fairfax County Sheriff's Office or sentences a person to delayed confinement, all information on the court card will be transferred to the booking card.
 2. When the court card contains information about the Alternative Incarceration Program, the booking deputy or Inmate Records will fax a copy of the court card to the Alternative Incarceration Branch.
 3. If the court card cannot be understood, the booking deputy or Inmate Records will contact the court clerk whose name is on the card and request clarification.
- J. Computation of Jail Time
1. State Computed Sentences (DOC Responsible):
 - a. Any combination of Felony sentences over 12 months (to include Fairfax and other jurisdictions sentences).
 - b. Any combination of Misdemeanor sentences, over 12 months, with offense dates PRIOR to 07/01/2008.
 - c. Any Felony sentence of 1 year or more.
 2. Locally Computed Sentences (Booking/Inmate Records):

- a. Any Felony sentence or combination of sentences, totaling 12 months or less.
 - b. Any Misdemeanor sentence 12 months or less to include mandatory minimum time.
 - c. Any combination of Misdemeanor sentences, totaling 12 months or more with offense dates AFTER 07/01/2008.
 - d. Any combination of Misdemeanor sentences, with offense dates prior to AND after 07/01/2008, when the sentences of the offense dates after 7/1/2008 totals 12 months or more
 - e. All day for day sentences: to include civil contempt, child/spousal or pay or purge sentences.
3. Jail Credit: Code of Virginia [§53.1-116](#), paragraph A.
- a. All jail credit earned while in the Fairfax County Adult Detention Center will be used for Fairfax charges only with the following exceptions:
 - 1) Inmate's criminal case is adjudicated as not guilty
 - 2) Inmate's criminal case is concurrent with another jurisdiction's sentence
 - 3) Inmate sentenced to Department of Corrections
 - 4) Inmate is incarcerated on a civil matter
 - 5) Inmate is held in Fairfax on another jurisdiction's charges only
 - b. If an Inmate is committed to the Fairfax County Adult Detention Center on charges from multiple jurisdictions, all credit will be used for Fairfax charges first.
 - c. If an Inmate has unused jail credit remaining on a suspended or time served sentence, that amount of time will not be transferred for use by any other jurisdiction. The portion of unused jail credit will be applied to any future violations of the suspended time.
- K. Governor's Warrant
1. Governor's warrants are handled in the same manner as local warrants, except that there is no bond.
 2. The court date will be set for the next day that court is in session.

3. The inmate may be transferred to the demanding jurisdiction after 10 working days from the court appearance if the inmate has not filed a writ of habeas corpus.
- L. Juvenile Commitments and Juvenile Detention Orders
1. Juveniles will not knowingly be accepted into the ADC.
 - a. Juveniles that are certified as an adult shall be accepted into the ADC with a Court Order
 2. In accordance with Code of Virginia [§16.1-247](#) (K), a Detention Order (Form DC 529) and Commitment Order (Form DC 352) give authority to commit a person to the ADC over the age of 18 and younger than 21 when a Juvenile Petition is filed alleging:
 - a. A delinquent act for which they may be detained, or
 - b. A delinquent act for which a Detention Order was issued, and they may have been detained on prior to the age of 18, or
 - c. Violated the condition(s) of their Court Ordered Supervision, Probation, or Parole for which they may have been detained.
 3. An adult can be committed on a Detention/Capias Order when:
 - a. Transferred from the Juvenile Detention Center
 - 1) Make a note on the booking card stating, "Inmate brought over from the JDC". If the judge places them on bond or dismisses the case, the inmate shall be returned to the JDC. If the Judge holds them on the charge, the court card will need to indicate if the inmate is to remain in the ADC or be returned to the JDC.
 - b. Arrested off the street
 - 2) Arrest should be treated as any other type of adult arrest.
 4. Once the Magistrate has issued a Commitment Order, the subject will have arraignment scheduled for the next time Juvenile and Domestic Relations Court is in session.
- M. Notification and Reporting of Alien Commitments
1. Code of Virginia [§19.2-83.2](#) and [§53.1-218](#) requires that jail officers ascertain citizenship of inmates committed for felony offenses only.

2. The booking deputy shall make an immigration alien query (IAQ) to the Law Enforcement Support Center of the United States Immigration and Customs Enforcement if an inmate:
 - a. Was born in a country other than the United States.
 - b. Is a citizen of a country other than the United States.
 - c. For whom the answer to (a) or (b) is unknown.
3. Booking deputies must manually submit an IAQ for inmates committed for felony offenses only that are not Live Scanned. This should be done as part of the commitment process. Deputies shall communicate (enter) the results of any IAQ that confirms that the inmate is illegally present in the United States to the Local Inmate Data System of the State Compensation Board straightaway.
4. A criminal judiciary order (e.g., AO-442) MUST be received to serve as a formal detainer for ICE. The Communication Sheet in SIMS shall be started simultaneously, documenting when this order is received. The booking deputy will verify the paperwork and process ICE inmates in the same manner as an inmate from another jurisdiction as set forth in this SOP, Section III, Paragraph C, 2, excluding d.
 - a. If a formal detainer is on file and there are no local charges to hold the inmate, then the inmate shall be booked into SIMS as follows: Held for Jail Jurisdiction - "ICE Immigration and Customs Enforcement" Confinement Status - "HF - Hold for Federal" and Confinement Reason - "73 - Held for Federal Authority/DC."

If booking does the commit or recommit, the inmate's jacket will be sent up to Inmate Records in a timely manner and will be filed with the "Federal Holds" pending transfer of custody. Inmate Records will contact ICE via email, notifying them to respond with form I-203 (Order to Detain or Release Alien) and form I-216 (Record of Persons Transferred) and arrange pick up in a reasonable amount of time. The I-203 and I-216 must be obtained prior to transfer of custody.
5. If ICE responds with an I-247 and/or I-200 and/or I-205, it shall be recognized as a Request for Voluntary Action only, not a formal detainer. The Communication Sheet in SIMS shall be started simultaneously, documenting when the form(s) are received.
6. The Formal Detainer or ICE Request for Notification shall be reflected in the detainer field in SIMS. It shall be noted from the drop-down box which form is in receipt. When the inmate is set to be released, the detainer or ICE Request will be "Lifted" to allow an immediate release in SIMS. It shall be noted in the Lift and Release drop box whether the inmate was released to the street, request was cancelled, released to another jurisdiction or picked up by ICE.

- a. If the Sheriff's Office is in receipt of an ICE Request and a prisoner has been identified as eligible for immediate release or is locally sentenced and has a scheduled release date, ICE shall be notified as soon as the unscheduled release process is initiated or scheduled release date has been calculated, via telephone and email. The notification(s) and/or attempted notification(s) will be documented on the Communication Sheet in SIMS. During business hours, Inmate Records will make the initial notification. After hours, booking will be responsible for the notification(s). The date, time, name of agent (if possible) and any pertinent information regarding notification shall be recorded on the Communication Sheet. Deputies shall provide ICE with an estimated time of release. If ICE has not arrived by the completion of the release process, the inmate shall be released to the street.
 - b. Any unusual circumstances that occur that are not covered in this policy shall be forwarded to Inmate Records for review and the final decision.
7. When a formal detainer or a Request for Voluntary Action is placed on an inmate, booking shall provide the inmate with a copy of the detainer(s) as well as the preferred Capital Area Immigration Rights (CAIR) form. Documentation that the inmate was provided with this form shall be recorded on the "Communication Sheet" in SIMS.
- N. Weekenders
1. Persons sentenced to serve their sentence on weekends or non-consecutive days will be briefed by a booking deputy.
 - a. Sentence Briefing Sheet form will be completed.
 - b. If the inmate fails to comply with instructions, the weekender's violation form will be completed.
 - c. Inmate Records is responsible for maintaining intake and release records for all weekenders.
 - d. Weekender inmates shall be housed in the ADC in an area designated by the Classification & Records Branch Chief. For more information see [SOP 525-Weekender Confinement Program](#).
- O. Classification Move List
1. The booking deputy shall:
 - a. Take no action until the Classification deputy responsible for the completion of the move list notates in SIMS that the status of the move is "Approved." At the appropriate time, the booking deputy will then validate and execute the move.
 - b. Make appropriate changes on the Master Cell List.

- c. File a copy of the move with the booking paperwork to be turned in with the Shift Commander's report.

P. Booking Deputy Training

1. Potential booking deputies will be identified by the Classification & Records Branch Chief and Inmate Records & Transportation Section Supervisors for selection by the agency Transfer Committee. The selection will be conditional pending successful completion of the training program.
2. The booking desk training deputies will be selected by the Inmate Records/Booking Supervisors.
3. The training will consist of 4 months total (with a combination of training on Shift I and Shift II). During this period, specific booking procedures and the overall operation of the booking desk and Satellite Intake Centers, along with the appropriate booking functions within SIMS will be taught.
4. All Booking Deputies must be fully trained in LiveScan and certified as Level A operators of VCIN.
5. The booking desk training file will be incorporated into the deputy's training file.

Q. Unauthorized Release of Inmate(s)

1. The booking deputy shall immediately notify the Booking Supervisor and/or Squad Supervisor on Post 3.
2. The Squad Supervisor shall notify the Shift Commander.
3. The Shift Commander will notify the Staff Duty Officer, the appropriate Confinement Branch Chief, and the Inmate Records Supervisor. The Shift Commander or Staff Duty Officer will decide how and by whom the inmate will be apprehended or recovered. At no time are deputies to go out on their own and apprehend the inmate.
4. An incident report shall be generated by the booking deputy explaining the circumstances surrounding the unauthorized release and it will be submitted to the Shift Commander.
5. The report will be forwarded to the Inmate Records Supervisor and then to the Chief, Classification and Records Branch.
6. Upon review of the facts surrounding the situation, appropriate action will be taken or recommended by the Supervisor, Records and Transportation Section.

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SUBJECT: BOOKING DESK**



**STACEY A. KINCAID
SHERIFF**

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