**DOC Offender Management System Booking Module Cheat Sheet:**

All booking staff will ensure that information is entered in to the DOC offender management system (ACOMS) correctly and accurately, as it is utilized by other DOC divisions and State agencies. Every screen must be as complete as possible and information shall never be left out unless it is unavailable or unknown.

The Pretrial Enforcement Division (PED) will utilize this booking information to conduct pretrial risk assessments; make recommendations to the court regarding release decisions and conditions; and supervise pretrial defendants who are released.

1. **Data Entry:**
	1. The following information shall be entered into ACOMS whenever a person is remanded. This information shall be updated every time there is a new remand. Some of this information can be added at a later time such as when the person is being released:
		1. Full Legal Name;
		2. Alaska Public Safety Information Network (APSIN) Number;
			1. An APSIN number will be generated if the person is remanded on a State or municipal charge.
			2. An APSIN number might not be generated if the person is arrested for a federal charge and they have no State ID.
		3. Address;
		4. Date of birth, place of birth, and Country of Citizenship;
		5. Email address, if provided by the arrestee;
		6. Emergency Contact information, if provided by the arrestee;
		7. Home phone number, if provided by the arrestee;
		8. Cell phone number, if provided by the arrestee;
		9. Social Security Number;
		10. Veteran Status if reported by the arrestee;
		11. Alcohol level;

[I.E. Breath Reaction Alcohol Content (BRAC) / Preliminary Breath Test (PBT)]

* + - 1. It is required to add the BRAC level number during the booking process. This will allow the Field Probation Officers to research the arrestee’s behavior.
		1. The Arraignment date and time will need to be entered on any person remanded into custody for a New Charge.
	1. E-mail addresses and cell phone numbers are important as this will allow the PED to contact the individuals to alert them to any upcoming court dates.
	2. A new photo shall be taken every time an arrestee is booked into the institution.
1. **DOC Offender Management System (ACOMS) Booking Module:**
	1. When booking a person into custody the following reasons shall be used utilizing the drop down box labeled [**Booking Reason**] in the ACOMS booking module:
		1. New Charges:
			1. This will trigger a Pretrial Risk Assessment in ACOMS for the PED.
2. Arraignment date and time will need to be entered for a new charge.
3. If there is a warrant for arrest and the person has not been arraigned on this charge then it should be entered as a New Charge.
	* 1. Warrant for Arrest:
			1. Original warrants are if the person has not been arraigned. If this is the case then proceed as if it was a New Charge as directed above. This will generate a Pretrial Risk Assessment.
			2. Any other warrants; if the person has already been arraigned on the charge and no Pretrial Risk Assessment is required, they will be booked under Warrant.
			3. Warrant for Failure to Appear (FTA) will be booked under the original offense and case number. A FTA being filed as a new charge (and not a warrant), should be entered as a New Charge.
			4. If you are unable to determine if it is a new warrant or an old warrant (verify using Court View or other available resources) then proceed as if it is a new warrant and perform the booking as a New Charge. It is better to have an additional Pretrial Risk Assessment generated than to not have one at all.
		2. Title 47, Non-Criminal Remands:
			1. This should include the initial custody location as the remanding agency is required to exhaust all options for placement before remanding a Title 47 to the Department of Corrections.
		3. Third Party Return:
			1. The offender will be booked in on the original charge and case number(s).
			2. This is also for statistical tracking purposes.
		4. Sentence:
			1. This to be used when an offender is remanded by the Court, or is remanding themselves at the direction of the Court to serve a sentence. The booking shall include the case number and conviction of record.
		5. Probation / Parole Violation:
			1. The case number will be manually entered into ACOMS, as will the charge of Probation or Parole.
		6. Immigration or INS Detainees.
		7. Federal Detainees:
			1. This is to include all Federal remands with the exception of Immigration.
		8. Court Remand:
			1. Un-sentenced offenders being remanded by the Court.
		9. Bond Revocation:
			1. Offenders being remanded by Bail Bondsmen for bail revocation.
	1. The [**Charge To**] drop down box is used for billing purposes. It is not necessarily the arresting agency. The following will be applied to the [**Booking Reason**]:
		1. State cases – the drop down box will be left blank.
		2. Municipal cases – City Police Department. (I.E. APD)
		3. Federal - USMS.
		4. Military – Army or Air Force.
		5. INS – US Immigration and Naturalization Service.
	2. Incarcerated Remands:
		1. The booking staff will add a booking reason to the existing booking entry.
	3. Escapes / Walkaways:
		1. The booking staff will add a booking reason to the existing booking entry.
		2. They will also assign the person to the institution via mass bed assignment.
		3. They will end the listing in the escape desktop in ACOMS.
4. **Releases:**
	1. All releases will have to be completed using the schedule release list. It is important that the correct reason be listed as this will be tied to the victim notification “VINE” line.
		1. Probation change reason codes will be “Probation Start”.
		2. Parole change reason codes will be “Parole Start”.
		3. Pretrial change reason code will be “Pretrial Start”.

**Note:** Pretrial / Probation or Parole should be indicated if the offender is being released to dual supervision.

* + 1. Discharge / Out of System reason code will reflect the mechanism of release. I.E. Bail, Bond, Court Order, etc.
	1. If a person is on supervision and they bail out, the release should state Pretrial / Parole or Probation start, not Bail / Bond. This will ensure that the correct information is relayed to potential victims through the “VINE” line.
	2. Defendants who are ordered to pretrial supervision should receive a Notice of Release (NOR) from booking officers. Officers should review the NOR with the defendant and ensure they understand reporting instructions. The NOR should then be forwarded to the appropriate pretrial office.
	3. Officers should carefully review the conditions of release to ensure that all conditions are put in to place prior to the defendant’s release. For example, electronic monitoring (EM) equipment shall be installed by a Pretrial Officer if the court so orders.