

	State of Alaska Department of Corrections Policies and Procedures	Index #: 811.02	Page 1 of 2	
		Effective: 3/12/08	Reviewed:	
		Distribution: Public	Due for Rev:	3/10
Chapter:	Reception and Orientation			
Subject:	Booking			

I. Authority

In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22AAC.

II. References

Alaska Statutes

33.30.011

Alaska Administrative Code

22AAC 05.020, .025, .030

Standards for Adult Correctional Institutions 4th Edition 2003

None

Standards for Adult Local Detention Facilities 3rd Edition 1991

None

III. Purpose

To establish a uniform procedure for the booking process which will outline the stages of the booking process and the documentation required to be complete.

IV. Application

To all Superintendents, Booking Officers, and employees.

V. Definitions

As used in this document, the following definition shall apply:

None.

VI. Policy

The booking process shall commence upon the arrival of the prisoner(s) at the institution. The process must be designed efficiently and ensure the proper forms for documentation are used and completed correctly.

VII. Procedures

A. Remand Slip

The Shift Supervisor or designee shall require the committing agent to present proper documentation which confirms the jurisdiction for which the prisoner is being remanded.

B. Daily Count Sheet

Immediately upon receipt of a prisoner, the Shift Supervisor or designee will place the prisoner's name, Offender Number, race and gender code, date of birth and time committed in the appropriate spaces on the Daily Count Sheet (form 602.02A) in accordance with 602.02, Master Population Roster and Daily Population Movement Reports. The charge code letter (M) for Misdemeanor or (F) for Felony will be entered to the left of the Offender Number.

C. Individual Financial Record

An offender trust account shall be started in accordance with 302.12, Prisoner Accounts, for each prisoner admitted with money in their possession.

D. Booking Record

Staff will enter all pertinent information into OTIS Booking Record or Manual Record (Form 811.02A). The Booking Record is to be as complete as possible from the information obtained from the prisoner. For OTIS instructions, refer to the OTIS Users Manual which can be located at the DOC-WEB Intranet.

E. Photograph of Prisoner

Each prisoner committed to the custody of the Department shall be photographed in accordance with 811.10, Photographing.

F. Finger Printing

Each prisoner committed to the custody of the Department shall be finger printed in accordance with 811.09, Finger Printing.

G. Signatures

1. The completed Booking Record will be signed by the Booking Officer. All booking records must be signed by the committing officer.
2. Upon the completion of the booking process, the prisoner will be given a receipt for personal property in accordance with 811.05, Prisoner Personal Property.

H. File Preparation

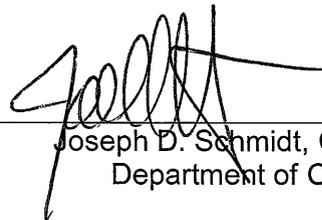
1. With receipt of a remand or court order committing an individual into custody, a file folder will be prepared in accordance with 602.01, Prisoner Case Record Management.
2. A label with the prisoner's name and OTIS number will be prepared and placed on the file folder tab. This shall be done so that the identification label is on the inside of the tab. Fastener Bases must be used to secure document(s) in the folder. At no time will papers be affixed by staple to the folder. The file must be set up so that, when opened, the identification label is on the reader's right, in accordance with 602.01, Case Record Management.

VII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

2/27/08

Date



Joseph D. Schmidt, Commissioner
Department of Corrections

Forms Applicable to this Policy:

811.02 A. Booking Record