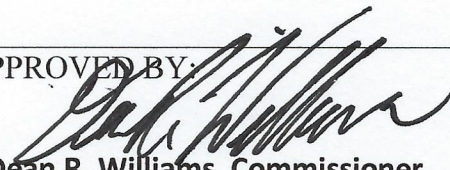


**STATE OF ALASKA
DEPARTMENT OF CORRECTIONS**



POLICIES & PROCEDURES

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CHAPTER: 811	NUMBER: 811.02	P&P TYPE: Public
TITLE: Booking		
APPROVED BY:  Dean R. Williams, Commissioner		DATE: 05/24/18

ATTACHMENTS / FORMS:

- (A.) Booking Record Form.**
- (B.) DOC Offender Management System Booking Module Cheat Sheet.**

AUTHORITY / REFERENCES:

- 22 AAC 05.010-020 DOC P&P 602.01**
- 22 AAC 05.155 DOC P&P 602.02**
- 22 AAC 05.580 DOC P&P 807.14**
- AS 33.05.010 DOC P&P 810.01**
- AS 33.16.180 DOC P&P 811.04**
- AS 33.30.011 DOC P&P 811.05**
- AS 33.30.021 DOC P&P 811.09**
- AS 33.30.071 DOC P&P 811.10**
- AS 44.28.030 DOC P&P 818.06**
- DOC P&P 302.12**

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have in place efficient and uniform procedures for the booking and processing of individuals arriving at an institution after being taken in to custody.

APPLICATION:

This policy and procedure will apply to all Department employees, arrestees and prisoners.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

Arrestee:

An individual brought in to a DOC institution by a law enforcement agency (or other entity authorized to detain individuals) who may be able to post bail or otherwise arrange release from the institution with one (1) hour, and thus has not yet been sent for classification and admission to the population of the institution.

Offender Trust Account (OTA):

The system, through which prisoner funds are deposited, monitored and disbursed by the Department.

Prisoner:

An arrestee who has not been able to post bail or otherwise arrange release from the institution with one (1) hour, and thus has been formally admitted to the institution and has been sent for classification and placement in the institution's population.

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PROCEDURES:

It shall be noted that the booking process for each individual arrestee may differ greatly. Factors such as the mental and physical state of the arrestee, how cooperative the arrestee is or is not, and whether the arrestee has previous experience with the Department will make a difference to the booking process.

The procedures below are generally presented in the order that they should be completed. However, it is understood that variations from the order listed below will take place from time to time given the inherent nature of the booking process. Regardless of whether the precise order of the procedures below is always followed or not, **all** of the procedures listed must be completed as part of the booking process.

I. Initial Booking Process:

Each Superintendent shall ensure that all institutional staff involved in the booking process are trained in the following procedures upon the arrival of an arrestee at an institution:

A. Medical Pre-Booking Screen:

A medical Pre-Booking Screen of the arrestee per DOC P&P 807.14 must be conducted upon their arrival at an institution and prior to acceptance of the arrestee and the booking process in order to determine if the arrestee is medically fit to be accepted in to DOC custody. This may be completed by security staff if no health care staff are available. All records per DOC P&P 807.14 must be completed. If the arrestee is accepted for booking, the results of the intake Breath Reaction Alcohol Content (BRAC) test must be provided to the Booking Officer.

Note: If it is determined that the arrestee is not medically fit to be taken in to custody booking shall be refused and the arrestee shall be diverted for emergency medical treatment or returned to the committing agent, whichever is appropriate.

B. Prison Rape Elimination Act (PREA) Screening:

The arrestee shall be screened per DOC P&P 808.19 to assess their risk of either being a victim or perpetrator of sexual abuse. This may be done at the same time as the medical pre-Booking Screen above. All records per DOC P&P 808.19 must be completed.

C. Weapons Search:

All arrestees will be searched for weapons in accordance with DOC P&P 811.04, Search Upon Admission. This shall be done as soon as an arrestee arrives at an institution in order to ensure officer safety. All records per DOC P&P 811.04 must be completed.

D. Property Check:

Arrestees will also be checked in order to secure any loose / dangerous property on their person. This procedure may be done at the same time as the weapons search above. This property will be secured by the Shift Supervisor or designee and recorded on the *Booking Record Form* (Attachment A).

Note: Arrestee property must not be inventoried at this stage, however, the Shift Supervisor or designee must ask the arrestee if there are any items of value that the arrestee wants secured. If none, a

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declaration of no-value shall be entered on the *Booking Record Form* (Attachment A). Items identified as valuable shall be secured and a receipt given to the arrestee per DOC P&P 811.05, Prisoner Personal Property And Clothing For Release.

E. Remand Slip:

The Shift Supervisor or designee shall require the committing agent to present proper documentation which confirms the jurisdiction for which the individual is being remanded. The remand slip must not be signed until it has been confirmed that the arrestee is medically fit to be accepted in to DOC custody.

F. Arrestee Identification And Criminal History Check:

The Shift Supervisor or designee shall attempt to confirm the identity of the arrestee being presented to them by the committing agent. This may be done via ID card, fingerprints, files on hand, the DOC offender management system or the Alaska Public Safety Information Network (APSIN). At this time a criminal history check of the arrestee will also be conducted using Department resources.

G. Prisoner File Creation:

A file folder for each arrestee will be prepared in accordance with DOC P&P 602.01, Prisoner Case Record Management if one does not already exist. A label with the arrestee's name and Offender 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 DOC P&P 602.01, Prisoner Case Record Management.

H. Complete Booking Record Form:

1. Staff will enter all pertinent information into the DOC offender management system or on to the *Booking Record Form* (Attachment A). The information recorded (either in the DOC offender management system or the *Booking Record Form*) is to be as complete as possible and shall be obtained from the arrestee unless circumstances dictate otherwise.

2. Staff may refer to the *DOC Offender Management System Booking Module Cheat Sheet* (Attachment B) for more detailed instructions.

I. Fingerprints:

Each arrestee committed to the custody of the Department shall be finger printed in accordance with DOC P&P 811.09, Finger Printing.

J. Photograph:

Each arrestee committed to the custody of the Department shall be photographed in accordance with DOC P&P 811.10, Photographing.

K. Daily Count Sheet:

After acceptance of an arrestee, the Shift Supervisor or designee will place the arrestee's name, Offender

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Number, race and gender code, date of birth and time committed in the appropriate spaces on the Daily Count Sheet (Attachment 602.02A) in accordance with DOC P&P 602.02, Master Population Roster And Daily Population Movement Reports.

L. Telephone Access:

After arrival at the institution the arrestee must be advised of and given the opportunity to make telephone calls to contact an attorney, relative or associate to arrange release conditions.

M. Bail Notice Requirements:

When an arrestee is remanded to custody on an offense for which bail has been set or conditions for release have been established by a Magistrate or on a warrant, the arrestee must be informed of the amount of the bail and / or the conditions for release. This shall be done after formal acceptance of the arrestee for booking.

N. After the above procedures have been completed, arrestees will be held in the administrative holding area or a separate cell until they are released, or booking is completed.

O. Medical Post-Booking Screen:

A medical Post-Booking Screen of the arrestee per DOC P&P 807.14 must be conducted immediately after the booking process in order to monitor the arrestee's ongoing mental and physical condition. This may be completed by health care staff or security staff if no health care staff is available. All records per DOC P&P 807.14 must be completed.

II. Arrestees Posting Bail And Releasing Within One (1) Hour:

A. If an arrestee manages to organize and post bail within one (1) hour then the arrestees shall be prepared and processed for release according to DOC P&P 818.06, Release Procedures. All documentation per P&P 818.06 must be completed.

B. If an arrestee is being released to pretrial supervision their conditions of release should be reviewed in order to ensure that conditions, such as electronic monitoring equipment, are put in to place prior to their release.

C. Intoxicated arrestees released pursuant to the Statewide Bail Schedule, must be given a discharge BRAC test. If the results are 0.08 or higher, they must be detained until:

1. They test below a 0.08;
2. They are released to a responsible adult (18 or older, valid State photo ID); or
3. 24 hours have elapsed since the time of their arrest.

III. Arrestees Failing To Post Bail And Release Within One (1) Hour:

When an arrestee processed under this policy fails to meet conditions for release after one (1) hour during which the arrestee has had the opportunity to arrange for release, the remaining booking process for admission of a prisoner shall be completed and the prisoner placed into the intake unit of the institution:

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A. Full Searches:

A more thorough and detailed search of the prisoner may now take place per DOC P&P 811.04, Search Upon Admission. All records per DOC P&P 811.04 must be completed.

B. Full Property Inventory:

All of the prisoner's property must now be inventoried and properly recorded per DOC P&P 811.05, Prisoner Personal Property And Clothing For Release.

C. Individual Financial Record Of Prisoner:

An Offender Trust Account (OTA) shall be started in accordance with DOC P&P 302.12, Prisoner Accounts, for each prisoner admitted with money in their possession.

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