

Section 2: Reception and Release
Subject: Booking and Identification Record
Minimum Standard: 5120:1-8-01(A)(3)
Revised: 05/90, 01/12, 09/2014, 09/2015

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall implement policies and procedures and produce documentation that evidences compliance that a booking and identification record shall be made of every commitment that includes:

- A. Time and Date of Commitment
- B. Name and Alias
- C. Official Charges
- D. Authority of Commitment
- E. Date of Birth of Inmate
- F. Sex and Race of Inmate
- G. Height and Weight of Inmate
- H. Marital Status of Inmate
- I. Home Address and Telephone Number of Inmate
- J. Spouse, Next of Kin, or Person to Notify in Case of an Emergency
- K. Social Security Number
- L. Identifying Characteristics (scars or marks)

This information shall be collected on each inmate during the booking process to assist in the identification, classification, and service required by the inmate during confinement in the Erie County Jail. All information will be recorded either on the Erie County Sheriff's Office Information for Incarceration Form (See Forms: A: Incarceration Form) or entered into the Jail Management System (JMS).

PROCEDURE

1. The arresting, transporting, or committing officer will complete the Incarceration Form prior to arrival at the Erie County Jail. The Incarceration Form will include:
 - a. Inmate's Name
 - b. Date of Birth
 - c. Social Security Number
 - d. Residence with City and State
 - e. Date, Time and Location of Arrest
 - f. Arresting Officer and Agency
 - g. Court Date and Time
 - h. Charge Code, Offense, and Level
 - i. Bond Amount and Type
 - j. Court and Agency
 - k. The Medical Pre-Screen (To be Completed by Health Trained Corrections Officer)

Section 2: Reception and Release

Subject: Booking and Identification Record (Continued)

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2. The booking officer will enter the information from the Incarceration Form into the JMS.
3. The booking officer will enter the following information in the JMS during the booking process:
 - a. Time and Date of Commitment
 - b. Alias (if any)
 - c. Sex and Race of Inmate
 - d. Height and Weight
 - e. Marital Status
 - f. Telephone Number
 - g. Spouse, Next of Kin, or Person to Notify in Case of an Emergency
 - h. Identifying Characteristics (scars or marks)
4. The booking officer should make certain all information on the incarceration form is complete and accurate.
 - a. In the event the form is not completed, the booking officer shall have the arresting, transporting, or committing officer complete the form
 - b. The booking officer shall contact the arresting, transporting, or committing agency in the event information provided is in question.
5. The booking officer will restrict questions to information necessary to complete the booking and identification Record.
 - a. Under no circumstance will the officer question the inmate about the offense for which the inmate is being incarcerated.
6. At no point during the booking and identification process will the inmate be permitted to have the incarceration form in his/her possession.
7. If the booking officer suspects the information given by the inmate is inaccurate, the corrections officer will notify the shift supervisor and attempt to verify the information by:
 - a. Checking LEADS
 - b. Calling other Law Enforcement Agencies
 - c. Calling Probation or Parole Agencies
 - d. Calling family members named by the inmate
 - e. Using on-line resources
8. At the completion of the booking and identification process, the records listed above will be placed into a folder labeled with the inmate's name in the designated file cabinet in the Jail Sergeant's Office.
9. The booking officer will make certain that no retainers, holders, or warrants are pending by Checking through LEADS and Warrant Information at the Erie County Sheriff's Office

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10. All steps completed during the booking and identification process shall be documented by initialing the Booking and Release Checklist on the back of the incarceration form.
11. The Shift Supervisor shall sign at the bottom of the checklist as verification that all required steps in the booking and identification process have been properly completed.