5-03/030.15 - Station JDIC Operator

The station JDIC operator shall:

- Consult Automated Justice Information System (AJIS) manual for detailed instructions for inputting booking information into the system;
- Properly code and enter on the JDIC terminal all information to complete the JDIC entry from the original SH-J-293. AJIS will acknowledge completed booking entry;
- Transmit via JDIC any other additional charge messages to IRC or CRDF only if prisoner has left the station. These messages shall only be sent after the JDIC entry is complete and only if an SH-CR-435 did not accompany the prisoner to IRC/CRDF; and
- Return all originals to jailer.

Any time a booking number is requested but the booking is not completed, IRC watch commander must be notified within 24 hours.

Certain information can be added or changed on an inmate's information file after the booking is completed by calling the IRC watch deputy. If information is changed in the computer, all corresponding paperwork shall also reflect the change.