

3-14/040.05 Replacement Staffing for the Inmate Reception Center During Emergency Field Booking Team Activations

Field Booking Team Personnel Requirements

One of the responsibilities of the IRC is to supply a Field Booking Team during times of major civil disturbances, emergency situations, or pre-planned events where large numbers of arrests are anticipated. A typical Field Booking Team consists of: 1 lieutenant, 2 sergeants, 2 senior deputies, 12 deputies and 4 custody assistants. The number of personnel deployed may be adjusted to meet the needs of the operation.

Re-deploying Personnel to the IRC

The responsibilities of the IRC are such that it requires operation 24 hours a day, seven days a week. Thus, it may be necessary in emergency situations to replace deputy and custody assistant personnel who have been deployed with the Field Booking Team.

In the event of an emergency activation of the Field Booking Team, the IRC Watch Commander will determine if additional staffing is needed to either supplement the Field Booking Team, or to fill positions within the IRC which have been vacated due to the deployment of IRC personnel with the Field Booking Team. If additional staffing is required, the IRC Watch Commander will contact the Twin Towers Correctional Facility (TTCF) to request additional personnel. The TTCF Emergency Response Team (ERT), or an equal number of personnel, will then be deployed to the IRC to assist with either the Field Booking Team or IRC operations. If personnel, in addition to the TTCF ERT, are required to maintain the operation of the IRC, the Men's Central Jail (MCJ) ERT will be utilized.

Based upon the number of custody personnel deployed to the IRC, the TTCF and/or MCJ Watch Commanders may decide to place their respective facilities on lockdown in order to maintain jail security. These lockdowns should continue until staffing levels are back to normal.

Upon deactivation of the Field Booking Team, TTCF and MCJ personnel will then be re-deployed back to their respective facilities.
