

4-01/001.06 Field Booking Team

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the activation and deployment of a Field Booking Team.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Inmate Reception Center (IRC).

ORDER:

IRC is responsible for supplying 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
- 1 or 2 sergeants
- 2 supervising line deputies
- 12 deputy sheriff generalists
- 4 custody assistants

The number of personnel deployed may be adjusted to meet the needs of the operation.

PRE-PLANNED EVENT REQUESTS

For pre-planned events, a Field Booking Team may be requested by the Emergency Operations Bureau (EOB) on the authority of the designated incident commander. A pre-planned event shall have an operations plan submitted to IRC's unit commander, at a minimum, 72 hours prior to the event for review and approval of the Field Booking Team deployment. Final approval to deploy a Field Booking Team for a pre-planned event is at the discretion of the IRC unit commander.

SPONTANEOUS EVENT REQUESTS

If, during major civil disturbances or emergency situations it becomes apparent that the volume of actual or anticipated arrests will clearly exceed the concerned station's booking capacity, a Field Booking Team may be requested. The IRC watch commander shall be responsible for assembling the team from on-duty personnel assigned to IRC.

At the time of the request, the following information shall be gathered from the incident commander, if available:

- Anticipated number of arrests
- Anticipated duration of the operation
- Location of the incident command post, and phone numbers
- Potential travel routes / areas to avoid
- Potential staging area for the booking team (away from event to not reintroduce involved arrestees back to the area)
- Identity of the incident commander/operations section chief
- Court Services Transportation Notification completed

In addition, the incident commander requesting the Field Booking Team shall be warned that several hours may elapse between activation of a Field Booking Team and their deployment to the incident location.

The exact size and composition of the Field Booking Team shall be based on the nature of the incident.

If, after assembling a Field Booking Team, additional personnel are required to fill the Field Booking Team and/or positions vacated within IRC due to the deployment of IRC personnel, the watch commander shall contact the Twin Towers Correctional Facility (TTCF) and Men's Central Jail (MCJ) to request additional personnel. For more information refer to ***Custody Division Manual (CDM) section 3-14/040.05, "Replacement Staffing for the Inmate Reception Center During Emergency Field Booking Team Activations."***

Outside law enforcement agencies requesting a Field Booking Team shall be directed to contact the Department Operations Center (DOC) at [REDACTED TEXT]

FIELD BOOKING TEAM SUPPLIES

IRC shall maintain a supply of field booking forms for distribution to other units and agencies as required. If the requesting unit does not have a sufficient supply of field booking forms, the requesting unit shall request additional field booking forms from IRC as part of the Field Booking Team deployment.

While IRC will provide some initial essential supporting equipment (e.g., tables, chairs, pop up tents) to facilitate rapid deployment of the Field Booking Team, it is ultimately the responsibility of the requesting unit to provide sufficient support equipment. For pre-planned events, supporting equipment shall be supplied by EOB and/or the incident commander's staff.

IRC training shall be responsible for resupplying the Field Booking Team vehicles after a deployment and periodically verifying the vehicles are properly supplied.

ARREST PROCEDURES

Prior to accepting custody of any arrestees, Field Booking Team personnel shall ensure that, at a minimum, the following sections of the "Field Arrest, I.D. and Booking Report" form have been completed:

- Arrestee's name
- Charge

- Location of arrest
- Arresting officer's name, serial number, agency, and assignment
- I.D./Flex-cuff number

The Field Booking Team staff member processing the arrestee will complete the "Booking Officer" section, including assignment of a booking number and court arraignment details. Upon completion of the "booking officer" section, the blue copy of the form shall be returned to the arresting officer.

For additional details on arrest procedures as they relate to a Field Booking Team, refer to ***Emergency Operating Procedure (EOP) 4-8, "Emergency Arrest Procedures and Field Booking Team."***
