

Index as:  
Booking Team, Field  
Field Booking Team

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FIELD BOOKING TEAM

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I. POLICY

- A. A Field Booking Team generally consists of four designated custody personnel adequately trained to conduct booking responsibilities at areas off site of the correctional facilities.
  - 1. Field Booking Teams may be comprised of two custody personnel when transportation and the actual guarding of arrestees will be handled by Field Services.
- B. The numbers of Field Booking Teams will be determined by the size and/or number of incidents taking place at any time. The decision to activate a Field Booking Team(s) will come from the Incident Commander(s).

II. GENERAL INFORMATION

- A. The Corrections Sergeant is responsible for maintaining two Field Booking boxes with sufficient supplies to adequately process arrestees in the field.
- B. Field boxes shall be properly filled, locked and stored for use in the small conference room adjacent to the Corrections Sergeants' office.
  - 1. As items are used, they need to be immediately replaced as supervised by the Booking Team Leader.
- C. Individual Field Booking Teams shall consist of a maximum number of four with the minimum number of two, Corrections personnel assigned as follows:
  - 1. Two Booking Corrections Deputies, with one designated as the Booking Team Leader; and/or
  - 2. Two Corrections Deputies to handle transportation.
- D. Field Booking Box Contents:
  - 1. 1 ream Pre-Booking sheets

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2. 1 ream Probable Cause sheets
3. 1 ream Sobering Cell Observation Logs
4. 20 manila file folders
5. 1 package file folders labels
6. 1 package carbon paper
7. 20 9x11 inch manila envelopes
8. 1 package white legal size envelopes
9. 1 blue money storage bag
10. 1 money receipt book
11. 4 money receipt bags
12. 1 bottle liquid hand soap
13. 1 package paper hand towels
14. 1 box alcohol wipes
15. 10 large garbage bags
16. 1 Polaroid Camera
17. 6 packages #600 Polaroid film
18. 2 clipboards
19. 1 scissor
20. 1 stapler
21. 1 box staples
22. 1 roll invisible tape

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23. 5 ink pens
24. 2 red markers
25. 2 large black markers
26. 1 red first aid kit
27. 2 rolls toilet paper
28. 3 CPR disposable mouth-barriers
29. 10 feminine sanitary napkins
30. 1 box rubber gloves
31. 1 Porlean fingerprint pad
  - a. To prolong the life of the fingerprint pad, pick this item up from the Corrections Sergeants' office immediately prior to leaving the corrections facilities.
32. 1 package (10) flex cuffs
33. 1 wire cutter

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