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Booking Deputy Job Responsibilities

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BOOKING DEPUTY JOB RESPONSIBILITIES

I. JOB DESCRIPTION

- A. Directly responsible for processing arrestees into custody and reception housing (Sobering, Safety, Holding Cells.)

II. RELATION TO SYSTEM

- A. The Booking Deputy is under the direct supervision of the Facility Supervisor.
- B. Between coordinating activities and duties with other personnel assigned to the facility, the Booking Deputy also interacts with employees of other agencies transporting prisoners to the facility. The Booking Deputy represents the facility staff's first physical contact with the transportation officer and the arrestee.

III. DUTIES

- A. The Booking Deputy's duties are as follows:
 - 1. Ensures maintenance of order and security in the Booking area;
 - 2. Conducts prescribed custodial and unclothed body searches;
 - 3. Observes arrestees' physical condition and makes the determination for accepting arrestees into custody (with Facility Supervisor's direction);
 - 4. Ensures observance of facility rules covering the proper and safe storage of weapons by transporting officers;
 - 5. Prepares and submits appropriate reports on incidents which occur within the Booking area;
 - 6. Ensures assigned area is clean and free of hazards;
 - 7. Provides the transporting and/or arresting officer with the necessary assistance in dealing with the arrestee;

BOOKING DEPUTY JOB RESPONSIBILITIES

8. Ensures the inmate's valuable property is removed from the inmate and is accounted for in the presence of the transporting and/or arresting officer(s);
9. Ensures the inmate is properly dressed in Mendocino County Jail clothing;
10. Completes security and welfare checks on those inmates housed within the Central Corridor (for example; Sobering, Holding, and Safety Cells);
11. Ensures the inmate is properly photographed and fingerprinted, and all documentation obtained in the Booking process is furnished to the Booking Deputy;
13. Escorts inmates as necessary;
14. Conducts cursory body and carrying device searches on people entering the official visiting area of the facility (for example; attorneys, bail bonds people, and other non-law enforcement personnel who have been allowed access);
16. Performs related duties as required (for example; Housing Deputy, Inmate Transportation Detail);
17. Controls floor traffic to and from the Central Security Corridor;
18. Executes emergency procedures in coordination with Corrections Division personnel assigned to the facility;
19. Conducts periodic searches of the Public Lobby and Visiting area;
20. Implements contingency plans in the event of emergencies such as major disturbances, fires, earthquakes, etc.; and
21. Receives and assists in the processing of weekend commitments.

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