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LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

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SOP# P-075

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SUBJECT: BOOKING PROCEDURES:

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INDEX AS: BOOKING

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EFFECTIVE DATE: 8/17/2005 REVISED DATE:  
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**I. PURPOSE:**

To define and establish proper guidelines governing Booking of persons by Jail Officers of the Laurens County Law Enforcement Center.

**II. SCOPE:**

These guidelines shall apply to all Jail officers assigned to the duty of completing the Booking process.

**III. AUTHORITY:**

All Jail Officers assigned to the duty of Booking a violator shall have the authority to do so. All Jail Officers shall be responsible for the use and misuse of delegated authority. All Jailer Officers will follow the complete guidelines of the Jail Standard Operating Procedures.

THE BOOKING DIVISION WILL BE UNDER THE SUPERVISION OF THE JAIL ADMINISTRATOR, (CAPTAIN) WHO IS UNDER THE DIRECT SUPERVISION OF THE MAJOR.

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**IV. GCIC TERMINAL IN THE BOOKING ROOM:**

The GCIC terminal located in the Booking room will be under the supervision of the Department Terminal Agency Coordinator. All Shift Supervisors and Booking Officers will be trained on the use of the GCIC terminal.

The GCIC terminal in Booking will be for the purpose of obtaining Criminal History and/or Drivers History Information on a arrested person and inquiries to determine if the arrested person is wanted by any other Agency. This information shall be obtained for the Booking case file and will not be disseminated by the Booking Officer or any other Jail officer.

The GCIC computer will only be operated by a trained officer.

Disciplinary action will be taken against the Jail Officer that does not follow proper procedures concerning the GCIC computer in Booking.

**V. FINGERPRINTING:**

- A. All arrested persons must be fingerprinted with the live-scan fingerprint computer or on three separate Criminal Fingerprint cards, if the charges that they are being booked on are listed on the Bulletin issued by GCIC for finger-printable offenses.

All persons completing the fingerprint process, either by use of the computer or by manual printing, and Approving manual fingerprint cards of an arrested person, must be properly trained in the correct procedures for rolling prints on the computer and by manually rolling onto cards.

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If it becomes necessary to manually fingerprint an arrestee, cards will be reviewed by the Shift Supervisor or other Command Officer before the inmate is released. The cards will be signed by the approving officer if they are acceptable . If there is any doubt about the prints being acceptable, the Shift Supervisor or Command Officer should have the arrestee fingerprinted again, possibly by another Jail Officer .

ANY TIME THE FINGERPRINTING OFFICER PUTS AN EXPLANATION ON THE BACK OF THE CARD- SUCH AS: BEST PRINTS DUE TO CONDITION OF HANDS/FINGERS- IT IS REQUIRED THAT AN ADDITIONAL SET OF PRINTS SHOULD BE COMPLETED , EITHER BY THE SAME JAIL OFFICER OR ANOTHER OFFICER THAT HAS TRAINING AND EXPERIENCE.

At least one card will be maintained in the Booking case file. Two-part Offender Base Tracking System forms will not be required if the live-scan computer is used, but will be required for manual fingerprinting. Manual printed cards will have attached to them the original OBTS form and should be forwarded to GCIC within 24 hours of the arrest.

The Jail Administrator will work with the Shift Supervisor that is currently on duty to correct any problems. If the problems involve Jail Officers not currently on duty, copies of the problem cards will be made for review with the Jail Officers that completed or approved the cards. Disciplinary action will be taken as needed.

The Jail Administrator will also be notified in the event that an arrestee should have been fingerprinted and was not.

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Disciplinary action will be taken against the Jail Officer that does not complete the Fingerprint card accurately and if they do not obtain quality fingerprints. Disciplinary action will be taken for failure to obtain fingerprints timely, and if printed manually on cards, they may be forwarded to GCIC within 24 hours of the arrest. The approving Officer will also be held responsible for approving fingerprint cards that are unacceptable.

**B. Fingerprint Cards Returned from GCIC; Unacceptable because of bad prints, or incomplete information.**

1. Fingerprint cards returned because of bad prints must be reviewed by the Jail Administrator and the Shift Supervisor that approved the cards. If the inmate is still in Jail, he/she must be reprinted on the live-scan computer or manually if the computer is not working, and the cards forwarded to GCIC as soon as possible.

If it can be determined that every effort was made to obtain good quality prints, such as several sets of prints taken, no disciplinary action will be taken. An explanation must be on the back of the cards explaining why there was difficulty in obtaining good prints, The fingers may be badly scarred as a result of the type of work the person does.

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If a Booking Officer has trouble getting quality prints, they must make more than one attempt, either themselves, or by asking another Jail Officer to try to obtain quality prints.

If manual fingerprint cards are returned for bad prints, and the inmate is no longer in the facility for reprinting, the Jail Administrator will review with the Shift Supervisor and the Jail Officer that obtained the prints for possible Disciplinary Action.

**VI. PHOTOGRAPHING ARRESTED PERSONS**

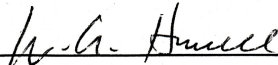
- A. A new photograph shall be taken each time a person is booked in the Laurens County Jail.

**VII. UPDATING ADDRESS INFORMATION**

- A. Address information shall be obtained each time a person is booked in the Laurens County Jail. P.O. boxes will not be acceptable as the only address. If a person is booked and they have previous booking on file, the address information must be updated.

The following disciplinary action may be taken for failure to fingerprint (must be of good quality), photograph or update address information.

- 1st Offense- Verbal Reprimand with Training.  
2nd Offense- Written Reprimand with Training.  
3rd Offense- 2- Day Suspension without pay.  
4th Offense- 4- Day Suspension without pay.  
5th Offense- Dismissal



W. A. HARRELL  
SHERIFF

8/15/2005

EFFECTIVE DATE: