
Competency Profile of JAIL PRIMARY BOOKING OFFICER

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U.S. DEPARTMENT OF JUSTICE
National Institute of Corrections

April 1997
Longmont, Colorado

JAIL PRIMARY BOOKING OFFICER

... provides for lawful custody and release of inmates through supervision and management of information to ensure the safety and security of both the facility and community.

Duties



A	Ensure Facility Safety/ Security	⇒	A-1 Ensure communication now	A-2 Monitor facility access	A-3 Conduct welfare checks	A-4 Perform searches	A-5 Perform emergency procedures
B	Process Releases	⇒	B-1 Perform warrant clearances	B-2 Obtain/execute bonds	B-3 Collect/perform data entry (agency notifications)	B-4 Provide medical notifications	B-5 Perform victim notifications
C	Process Intakes	⇒	C-1 Perform pat searches (collect personal property)	C-2 Provide arrestee orientations	C-3 Assist arresting agencies	C-4 Perform warrant clearances	C-5 Ensure arrestee identifications
D	Supervise Inmates	⇒	D-1 Conduct welfare checks	D-2 Perform inmate counts	D-3 Monitor inmate health	D-4 Manage inmate behavior (monitor phone calls)	D-5 Coordinate inmate movements
E	Manage Custody Information	⇒	E-1 Provide public information	E-2 Provide/receive court information	E-3 Provide/receive intra-agency information	E-4 Update data entry information	E-5 Receive/perform victim notification
F	Monitor Equipment Requirements	⇒	F-1 Monitor technical equipment (notify TSD, monitor equipment logs)	F-2 Check equipment daily	F-3 Maintain equipment supplies	F-4 Conduct maintenance requests	F-5 Perform limited repairs
G	Perform Administrative Functions	⇒	G-1 Assemble/disseminate administrative paperwork	G-2 Provide staff training	G-3 Attend professional training	G-4 Perform special assignments	

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Tasks ➔

A-6 Assess arrestee behavior	A-7 Assess inmate/arrestee health	A-8 Manage violent inmate behavior	A-9 Provide post relief	A-10 Secure tools/sharps	A-11 Monitor key control	A-12 Perform perimeter checks
B-6 Confirm release information	B-7 Collect jail property	B-8 Confirm inmate identifications	B-9 Return personal property (ensure ID on property)	B-10 Provide inmates/arrestees release information	B-11 Assemble/disseminate paperwork	
C-6 Collect/perform data entry	C-7 Inventory/store inmates' property	C-8 Obtain photos/fingerprints	C-9 Assemble/disseminated paperwork	C-10 Collect personal clothing (issue jail clothes/linens)		
D-6 Facilitate inmate bonds	D-7 Perform inmate transports	D-8 Monitor professional visits	D-9 Provide inmate meals			
E-6 Manage bond money	E-7 Manage inmate funds	E-8 Ensure inmate identification	E-9 Write agency reports	E-10 Manage inmate personal property		

Traits & Attributes

Awareness
Adaptability
Aarticulate
Patience
Detail oriented
Multi-task oriented
Good memory
Common sense
Crisis management
Motivation
Professionalism
Open-minded
Flexible
Logical
Intelligence
Accommodating
Assertive
Tolerant
Non-judgmental
Sense of humor
Physically fit

Knowledge & Skills

Knowledge of:

Verbal/non verbal behavior
Alcohol/drug reactions
Mental illness
Policy and procedures
Human behavior
Facility
Post orders
Criminal justice system
Statutes
Photography
Mathematics
Office equipment
Adult learning styles

Skills in:

Safety
Communications
Defensive tactics
First aid/CPR
Weapons
Problem Solving
Organizational skills
Computer literate
Finger printing
Interpersonal skills
Writing
Stress management
Driving motor vehicles
Listening
Coaching
Modeling
Mentoring

JAIL PRIMARY BOOKING OFFICER

Panel Members

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This DACUM profile was developed as a demonstration during the "DACUM Facilitator Training" seminar, April 15-16, 1997.

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Academy



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