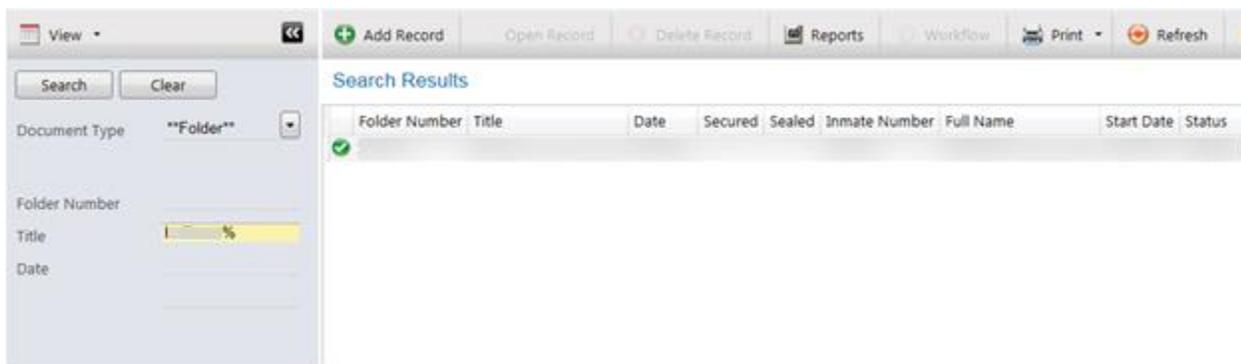


## TRAINING BULLETIN #8

### Jail Booking Process: Pulling Forward Inmate Records

- Begin by searching for the name of the inmate you are attempting to book.



- Select the inmate and open the booking folder. Then select “Add Record” from the menu on the left. Next, select “Add Inmate Booking Record” from the list.



# Jail Booking Process: Pulling Forward Inmate Records

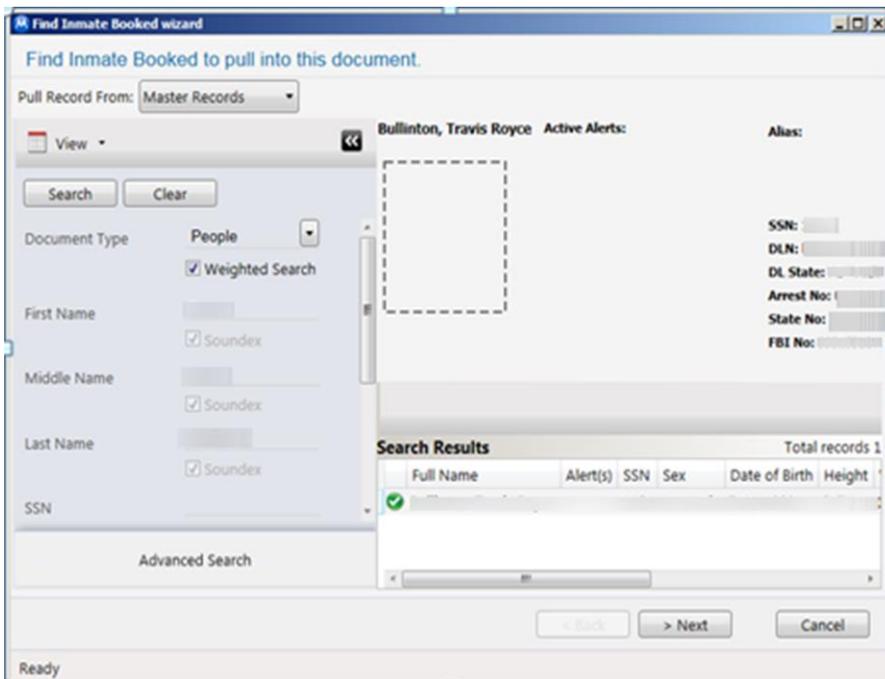
- The inmate's name will automatically appear in the "Name" field of the new inmate booking record. Click on the "... " button next to their name to search the Master Records.



Agency ID \* GCSO - GENESEE COUNTY SHERIFFS OFFICE  
Case Number \_\_\_\_\_  
Inmate ID \_\_\_\_\_  
Booking Date/Time \* \_\_\_\_\_  
Release Date/Time \_\_\_\_\_  
Booking Status \* Intake  
Live Scan \* \_\_\_\_\_  
Name \* \_\_\_\_\_

A black arrow points to a small dropdown arrow icon at the end of the Name field.

- A pop-up window will appear. The system will have automatically searched all Master Records within P1. It is likely that the person you are booking has been booked at other jail establishments using the Jail Management System (JMS).



Find Inmate Booked wizard

Find Inmate Booked to pull into this document.

Pull Record From: Master Records

View

Search Clear

Document Type: People

Weighted Search

Soundex

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Advanced Search

Bullinton, Travis Royce Active Alerts: \_\_\_\_\_ Alias: \_\_\_\_\_

SSN: \_\_\_\_\_  
DLN: \_\_\_\_\_  
DL State: \_\_\_\_\_  
Arrest No: \_\_\_\_\_  
State No: \_\_\_\_\_  
FBI No: \_\_\_\_\_

Search Results Total records 1

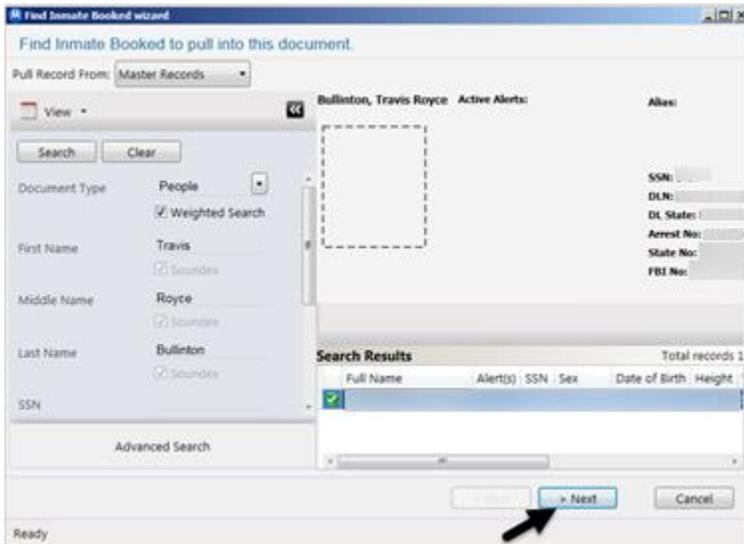
Full Name	Alert(s)	SSN	Sex	Date of Birth	Height
<input checked="" type="checkbox"/>					

< Back > Next Cancel

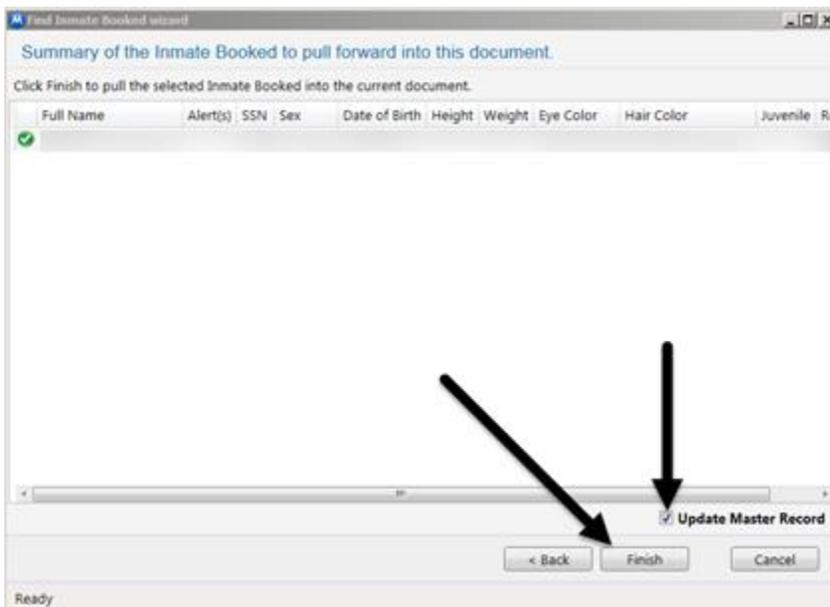
Ready

# Jail Booking Process: Pulling Forward Inmate Records

- Click on the inmate's name to highlight it, and then click "Next".



- Click "Finish" and be sure to leave the "Update Master Record" box checked.



## **Jail Booking Process: Pulling Forward Inmate Records**

- Once you have clicked “Finish” the entire inmate’s most recent information will populate the fields of the inmate’s new booking record. Double check to make sure the information is correct, and that it all matches the person sitting in front of you. Booking inmates this way ensures that only one Master Record is created and minimizes the amount of information you have to key in each time you book someone. It also tracks an inmate as they move through facilities using SRMS across the state.

If you have any questions regarding the system, please contact the SRMS staff at:

**(517) 335-SRMS (7767)**

**MSPSRMS@MICHIGAN.GOV**