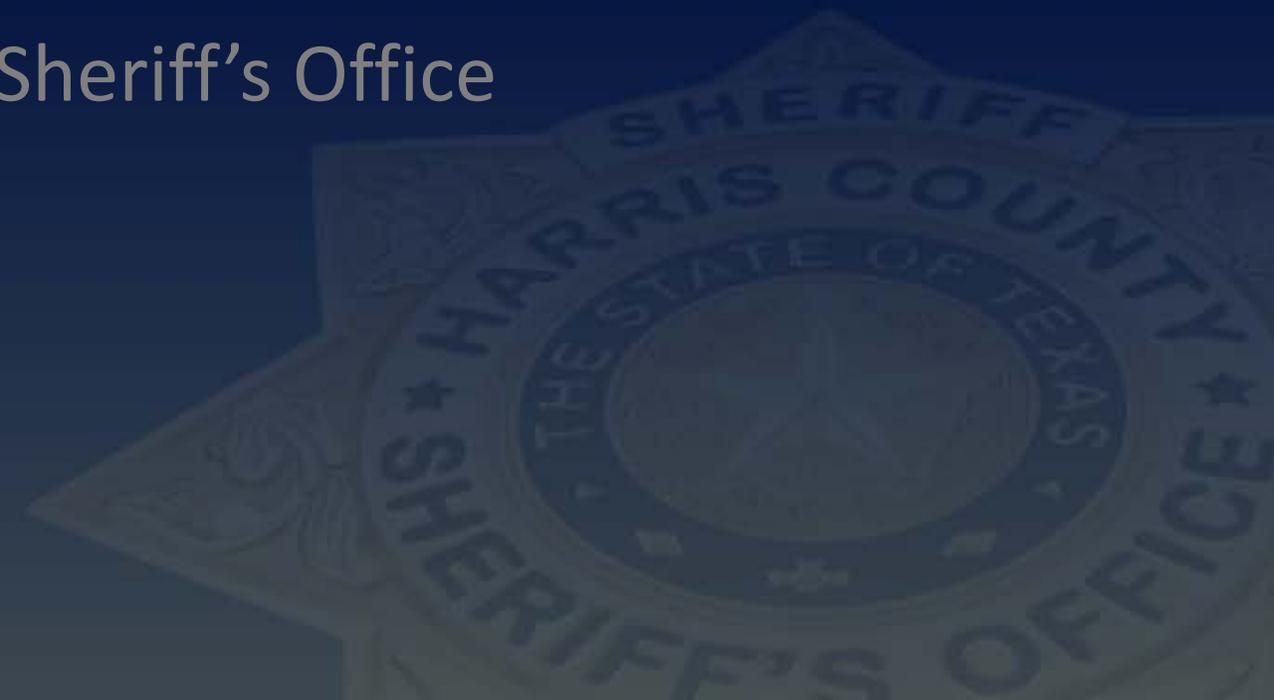
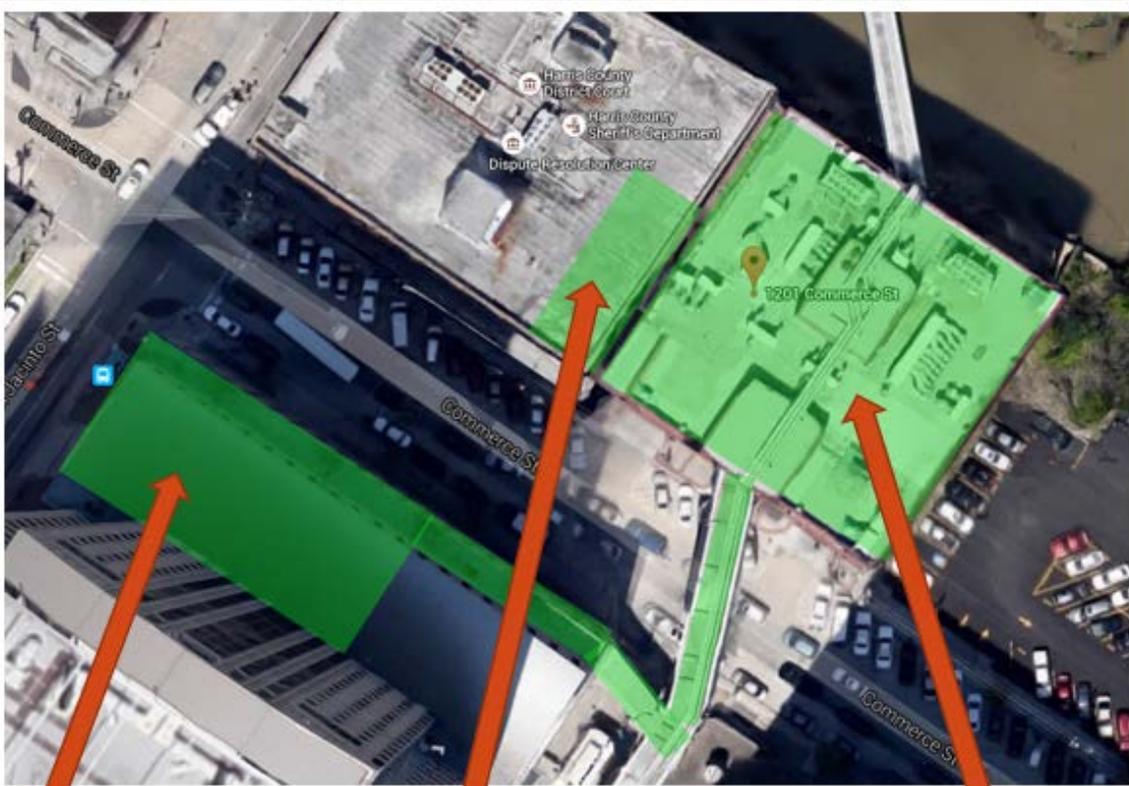


# Prisoner Booking / Releasing Process Changes

Harris County Sheriff's Office



# Previous Process



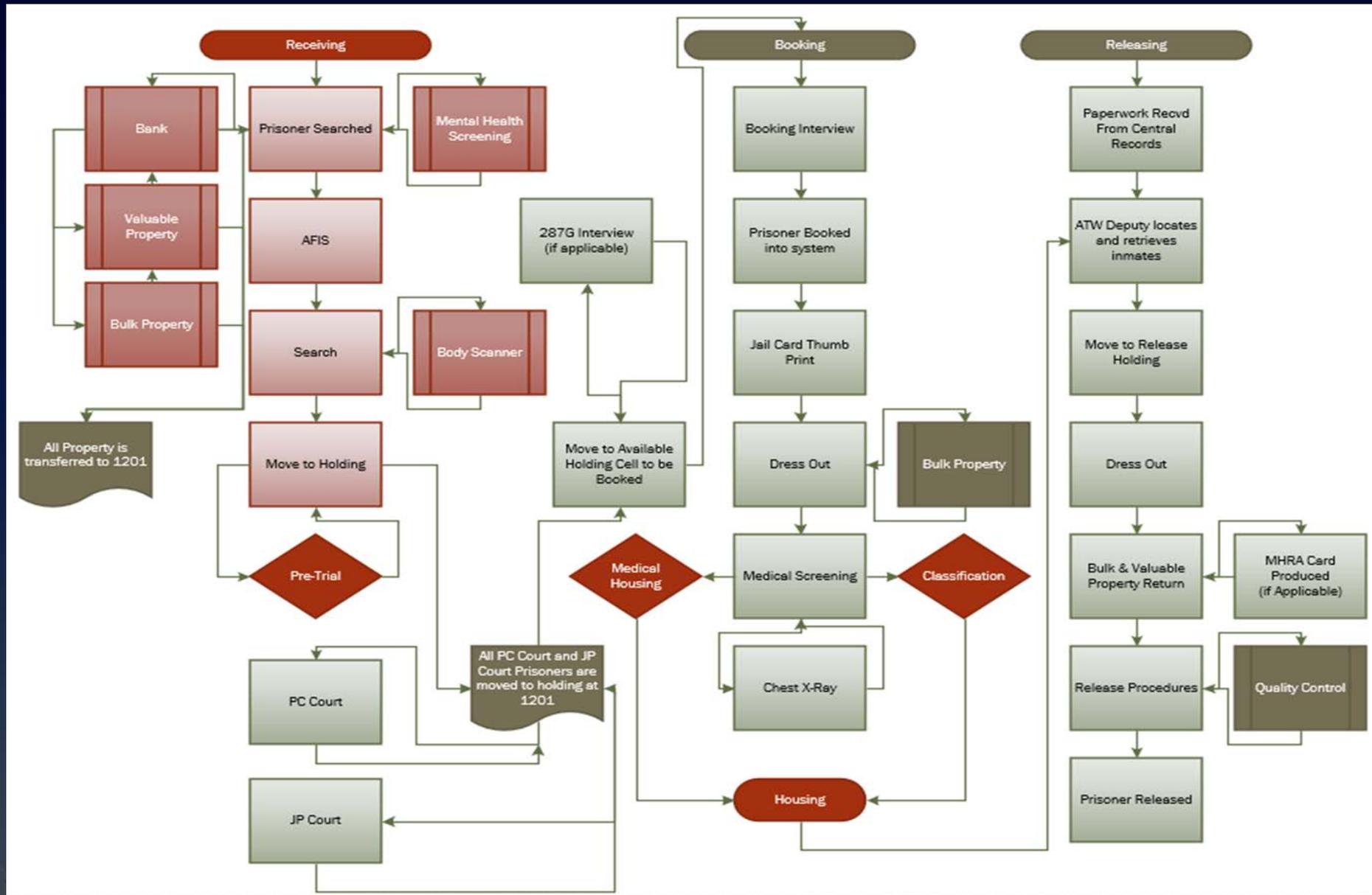
1201 Franklin  
CWC

49 San Jacinto  
PC Court

1201 Commerce  
Booking / Releasing



# Previous Process





# Previous Process

- Deputy or Detention Officer currently completing the Mental Health Screening Forms are often having to use their best judgement in situations in which they have not been properly educated or trained (Additional training has since been implemented)
- Poor workflow and utilization of available space upon entry to the CWC causing arresting and transporting officers additional time to complete their tasks
- Lack of available holding cell space causing delay or cancellation of HPD prisoner transfers
- Unable to locate prisoners in holding cells throughout the process as no true process flow is designed to better track prisoners

# Previous Process

- Inconsistent court dockets for Probable Cause and JP courts
- Inconsistent times for Pre-Trial Services to conduct adequate interviews
- Losing and/or forgetting prisoners at different parts of the process leading to delayed releases and/or unacceptable amount of time until prisoners are housed
- Lack of available space to secure prisoners at certain times due to poor process flow
- No immediate medical assessments for prisoners entering the facility
- Delays in information received by Pre-Trial Services, Public Defender's Office
- Unacceptable amount of time to get prisoners through the process due to poor process workflow

# Recommendations

- The process flow within the Prisoner Logistics Division must be drastically changed in order to perform efficiently.
- The needed tasks to be performed by personnel should be evaluated and changed to provide the employee a better opportunity to effectively complete their respective tasks.
- A solution for locating specific prisoners must be established, as well a solution for ensuring prisoners do not get “lost” in the process.
- Build a consistent process where prisoners are received, booked, and go through the intake process in the order they are received, such as an assembly line.
- A method of moving prisoners out of PLD should be established to ensure compliance with Jail Standards and offer more reasonable accommodations for prisoners waiting for medical.
- Create a method that provides information to stakeholders on a more “real time” basis creating adequate time for stakeholders such as Pre-Trial Services, PC Court clerks and coordinators, Bonding, Mental Health, and the Public Defender’s Office to efficiently conduct their tasks and operations.

# Required Components

- Re-purpose the use of the CWC
  - Reduce the geographic area where the Receiving and Booking process occurs
  - Eliminate the need for “Batching” prisoners
  - New process requires team work and can be better achieved in a single location
- Once the process was changed
  - We were successful in creating a better process to move prisoners through in a smaller area
  - We were successful in moving all prisoners traveling to TDC and other jurisdictions to the CWC

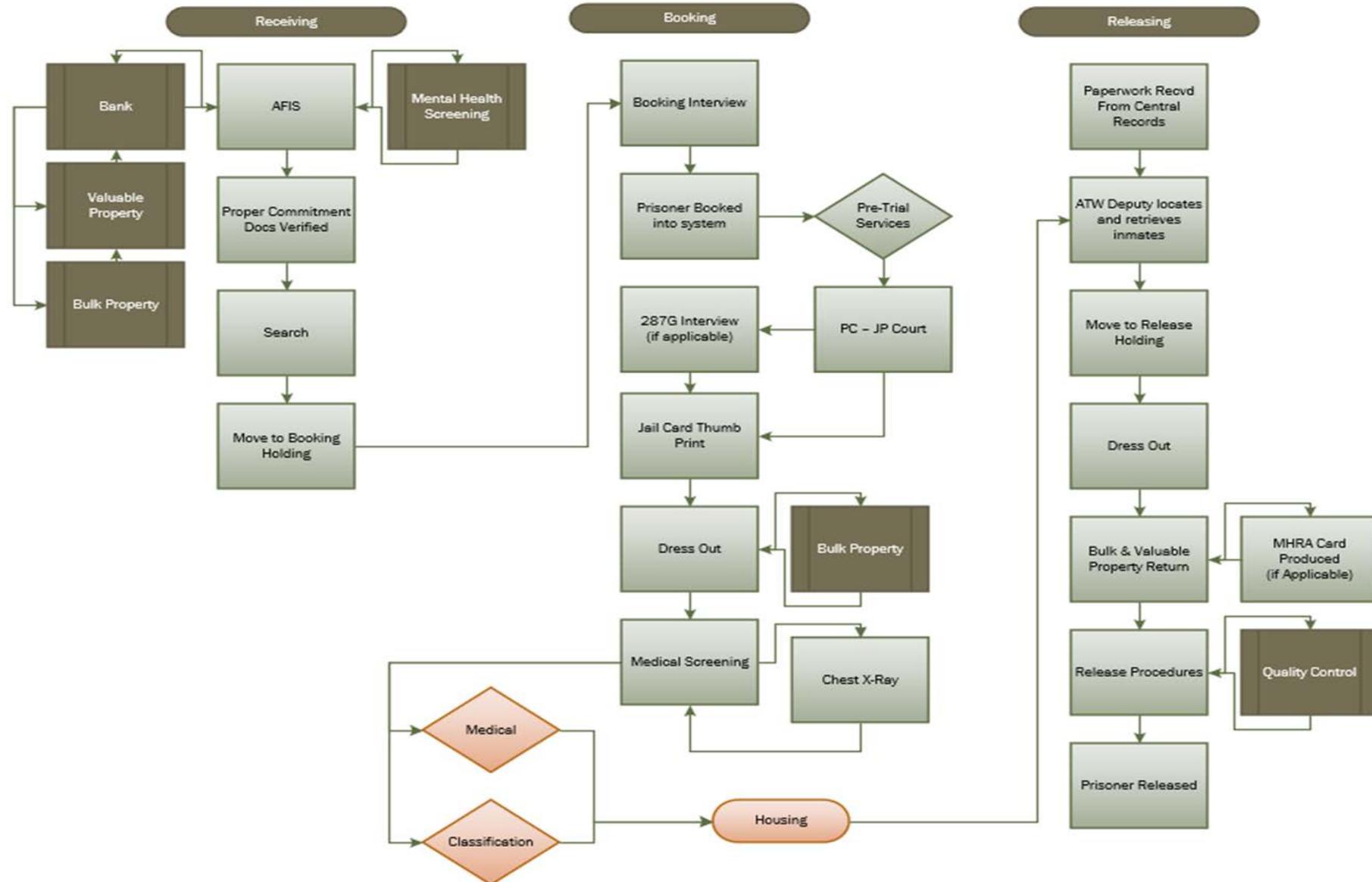
# Required Components

- Book all prisoners after receiving and before Pre-Trial Services interview
  - Prisoners are now processed through the system in the order they arrive
  - Creates a better method to locate prisoners as they move through the process
  - Gives Pre-Trial Services maximum time to conduct interviews
  - Creates more consistent court dockets

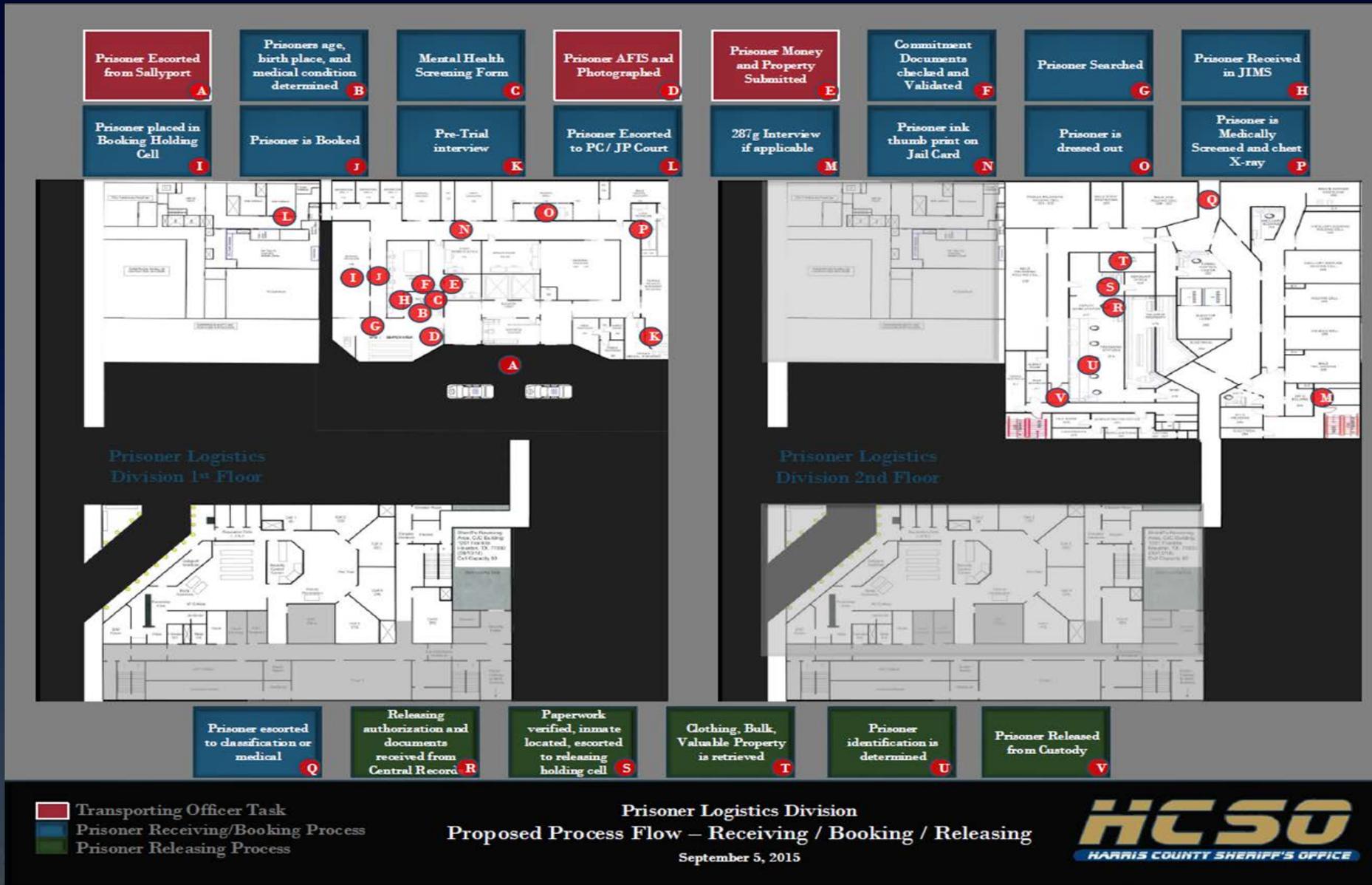
# Required Components

- Staff the outlying jails to operate 24/7
  - Arresting officers spend less time processing prisoners and more time on the street
  - Less officers in one location competing for work space and AFIS
  - Less tasks to be performed by personnel downtown creating more operational efficiency
- **Personnel have been allocated to open all outlying jails 24/7**
  - We are currently in the process of vetting appropriate personnel for this task
  - We anticipate full 24/7 operation of all outlying jails by March 1, 2016

# New Process



# New Process



# Results

- The process change at the Prisoner Processing Center was implemented on January 19, 2016.
  - Previous to this date, the average time to process a prisoner into the Harris County Jail was approximately 24.4 hours
  - Since the changes were implemented, the average time has dropped to 8.16 hours

# Additional Benefits

- **By moving prisoners directly through the process as they arrive:**
  - We are not “batching” prisoners leading to:
    - Maximum time for Pre-Trial Services to conduct interviews
    - More consistent PC Court Dockets
  - **Allowing information to be sent sooner**
    - Medical
    - Mental Health
  - **Does not require as much space for holding**
    - This has allowed our releasing process to become more efficient using the additional holding space to pull more prisoners for release