

DATE:	DECEMBER 27, 2018
NUMBER:	Q.5
SUBJECT:	LEGAL NAME/A.K.A./AND OR GENDER CHANGE
RELATED SECTIONS:	Q.6

PURPOSE

To establish a guideline for processing legal name changes, gender and "AKA" (also known as) bookings.

POLICY

When a petition to legally change name(s) and/or gender is submitted to the Sheriff's Department for processing, the new name and/or gender shall be entered into the Jail Information Management System (JIMS). If it is discovered an inmate is booked under an "AKA" and a true name is later determined, the true name shall be entered into JIMS.

PROCEDURE

I. LEGAL NAME/GENDER CHANGE

- A. Under California Code of Civil Procedure Section 1279.5 an inmate has the right to petition the court to obtain a name and/or gender change. Form NC-100: Petition for Change of Name (only), Form NC-200: Petition for Change of Name, Recognition of Change of Gender and Issuance of New Birth Certificate or Form NC-300: Petition for Recognition of Change of Gender and for Issuance of New Birth Certificate, with additional supporting forms as required by the court, are obtained by the inmate or their attorney through the courts.
- B. The inmate shall provide a copy of the petition for name and/or gender change to the Department at the time the petition is filed by attaching the petition to an inmate request form. Staff shall forward the copy of the petition along with the inmate request to the Inmate Processing Division (IPD). After the court proceeding has concluded, IPD staff will need to confirm the filing of the petition(s) by requesting a copy of the decree (NC-230 or NC-330) from the Superior Court Civil division. Once a copy of the decree has been received from the court, the new name and/or gender of the inmate shall be updated in JIMS, and the prior name shall be listed as an AKA.
- C. The Sheriff's Records Division will be notified after updates have been completed in JIMS.
- D. The watch commander and/or the processing sergeant will be notified of the inmate's name change. A new wrist band will be generated to reflect the new name. The booking number will remain the same.

II. TRUE NAME FOUND

- A. When an inmate is received, they are to be booked under the name that appears on the Booking Intake/Personal Property Inventory (J-15 form) except the name “John Doe or Jane Doe.” If it is later discovered the inmate is booked under an AKA and their true name is known, the true name shall be entered in the AKA tab of the JIMS demographic detail screen. The true physical description and DOB should also be entered.
- B. The Detention Processing Technician (DPT) updating JIMS with the true name will ensure warrant checks are run under the true name and AKA’s. The DPT must notify the Sheriff’s Records Division of the true name; unless it was the Records Division who notified IPD of the true name. If an additional date of birth is discovered, it will be added in the additional numbers tab.