



San Diego County

SHERIFF

Kelly A. Martinez
Sheriff

Detention Services Bureau, Detention In-Service Training Unit
Telephone: [REDACTED]

January 22, 2024

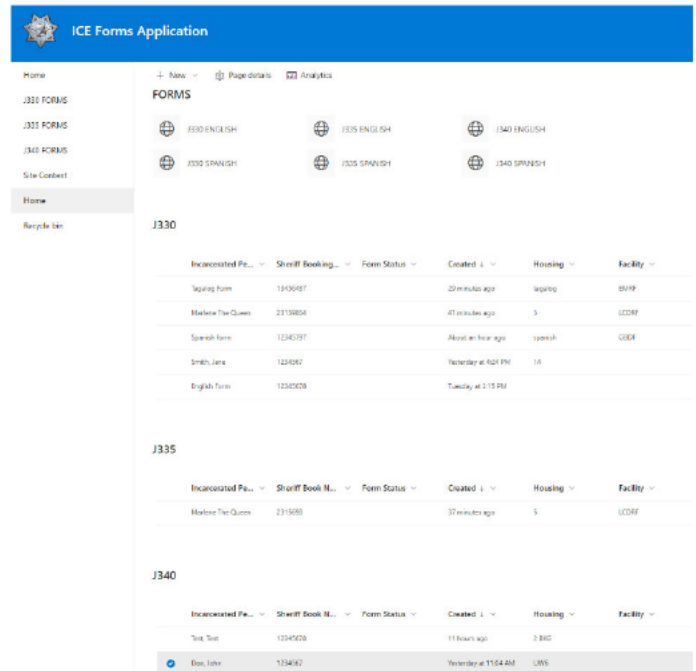
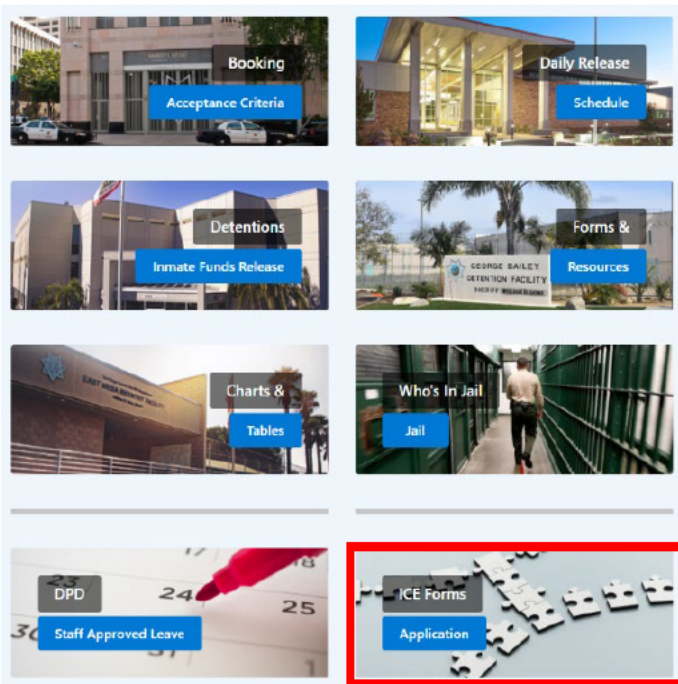
TRAINING BULLETIN

ICE Form Application

Currently, the process for completing ICE forms J-330, J-335, and J-340 requires a manual delivery between the Detentions Processing Division (DPD) and sworn staff. To simplify the current process, digital forms have been developed to allow an electronic transmission and completion of the ICE forms. Once the form is generated, it will be placed into an ICE Forms Application Queue on the DPD website. DPD will notify sworn staff of the form's availability and which incarcerated person requires an electronic signature utilizing a signature pad. This process will take effect immediately.

Once You Have Received a Verbal Notification From DPD:

- Click the ICE form application button on the [DPD website](#).
- ICE Forms Application Queue will display the necessary J-forms (other languages available at the incarcerated person's request), the incarcerated person's name, Booking Number, and Form Status (i.e., Pending Sworn Review, Pending JPMU Review, Pending DPD, or Complete).



This Training Bulletin was prepared by the Detention In-Service Training Unit. If you have expertise in a particular subject and would like to write a training bulletin, please contact the Detention In Service Training unit at [REDACTED]



To Retrieve an Electronic Signature:

- Double-click on the incarcerated person's name requiring a signature in the ICE Forms Application Queue.

J340 See all

Incarcerated Pe...	Sheriff Book N...	Form Status	Created	Housing	Facility
Int. list	12345678		11 hours ago	Z 86G	
Doe, John	1234567		Yesterday at 11:54 AM	UW6	

- Once the form has loaded, click "Edit Item" on the top left corner.

Back to Site J340

Edit Item Delete Item Close Print to PDF

- 1 Select who the incarcerated person wishes to notify (Attorney, Designee, or do not notify anyone).
 - 2 Click "Sign" and retrieve the signature by using the signature pad assigned to the housing unit or check "Incarcerated Person chose not to sign" if they refuse.
 - o If it is your first time using the computer, you may have to install the web extension for the signature pad. [Click here](#) for the instructional video. Once installed, close and reopen Microsoft Edge.
 - 3 Provide your ARJIS and date under "Completed by the Sheriff's staff member."
- Click "Save and Submit."



San Diego County SHERIFF'S DEPARTMENT
NOTICE TO INCARCERATED PERSON OF IMMIGRATION AND CUSTOMS ENFORCEMENT REQUEST AND INTENT TO NOTIFY (California Government Code § 7283.1(b))

- Solicito recibir este formulario en español. / I request to receive this form in Spanish.
- 請寄寄中文表格。 / I request to receive this form in Chinese.
- Nas ko pong makusap na matanggap ang forma na ito sa Tagalog. / I request to receive this form in Tagalog.
- Tôi yêu cầu nhận mẫu đơn này trong tiếng Việt. / I request to receive this form in Vietnamese.
- 저는 이서류를 한국어로 번역된 것으로 받고 싶습니다. / I request to receive this form in Korean.
- أريد الحصول على هذا النموذج بلغة العربية. / I request to receive this form in Arabic.

Incarcerated Person: Doe, John Date: 12/27/2023

Sheriff's Booking No.: 1234567 Facility/Housing Area: GBDF House 3B

The Office of Immigration and Customs Enforcement (ICE) has issued the following:

Immigration Detainer Request for Voluntary Action (I-247A form) Other:

A copy of their request is attached to this notice. The San Diego County Sheriff's Department must conduct a screening under California Government Code 7282.5 to determine whether or not we may notify ICE of your release date. At this time, you do not have a release date; however, if you have a qualifying conviction or charge per California Government Code 7282.5, the Sheriff's Department will provide your release date once it has been declared. The Sheriff's Department will provide a copy of the attached ICE request and this notice to your attorney, or to one other person whom you designate.

1 I request you provide this notice and the ICE request form to my attorney or designee

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone #: _____

(If you do not have any contact information for your attorney, we will e-mail this notice using the contact information available on the State Bar's website.)

I do not wish for the Sheriff's Department to notify anyone.

2 SIGN CLEAR

Signature Area

Doe, John 1234567 Signed J-340.pdf

Incarcerated Person's Signature Incarcerated Person chose not to sign

Review of criminal history will be completed and reviewed by two Jail Population Management Unit staff members.

Qualifying Charge: PC 242 Conviction Date: 12/1/2023

1234 ARJIS# 12/27/2023 Date Approved Rejected

4321 ARJIS# 12/27/2023 Date Approved Rejected

3 The section below will be completed by the Sheriff's staff member serving the incarcerated person.

5678 ARJIS# 12/27/2023 Date

Return completed form to the Detentions Processing Division.

Received by: 8765 ARJIS# 12/27/2023 Date

J-340 12/23

SAVE AND SUBMIT



For more information, refer to Sheriff's Department Policy and Procedure Manual Section [Q.4](#)
[Verification of Legal Status and Conformance to Immigration Laws](#) and California Penal Code 834(b);
Assembly Bill 2792.