

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	FEBRUARY 23, 2023
NUMBER:	Q.81.L
SUBJECT:	INCARCERATED PERSONS REQUIRING DNA AND PALM PRINT COLLECTION PER 296 PC

PROCEDURE

I. WATCH COMMANDER'S RESPONSIBILITIES

- A. At the beginning of the shift, the watch commander or designee shall review the "DNA required" list and "arrests requiring livescan and mugshot" list and note the number in the watch commander's log.
- B. At the end of the shift, the watch commander or designee shall review the "DNA required" list and "arrests requiring livescan and mugshot" list and note the number completed in the watch commander's log.
- C. In the absence of the watch commander, the intake sergeant will be responsible for making all log entries in the watch commander's log.

II. INTAKE DEPUTY'S RESPONSIBILITIES

- A. The intake deputy will complete all finger and palm prints of incarcerated persons in the open booking process. The intake deputy will coordinate collecting all felony arrest DNA's with the classification deputy, utilizing the DNA livescan integration device (TP4100).
- B. The intake deputy will coordinate JIMS entries with the intake control deputy:
 - 1. JIMS Area Activity DNA collection
 - 2. JIMS incarcerated person's history "DNA completed"
 - 3. Under "DNA completed" in the comments section, deputy will log "Completed by Deputy name and arjis"
 - 4. Notify classification deputy of DNA completion
- C. If blood needs to be drawn, the intake deputy should be responsible for contacting the contracted phlebotomist. The designated kit should be used for blood draw samples. The kits are located in the evidence room.

III. HOUSING UNIT DEPUTY'S RESPONSIBILITIES

- A. Housing deputies are responsible for completing all DNA's for incarcerated persons housed in the facility. Housing unit deputies can retrieve a DNA kit from the evidence room within the intake building.
- B. At the beginning of each night shift, housing deputies will print a "DNA required" list from JIMS and should complete the DNA's during non-peak hours of the shift.
- C. After the DNA is completed, the housing deputy can place the DNA sample in the designated cabinet in the evidence room.
- D. The housing unit deputy will make all required JIMS entries as described above and notify the classification deputy to update the JIMS DNA list.

IV. ROVER RESPONSIBILITIES

- A. Rovers should complete all "Re-books" for their respective housing units.
- B. Rovers can conduct all prints for low level incarcerated persons in the intake area. All high level incarcerated persons can be printed in the house 5A multipurpose room. The rover will notify the house 5A control deputy when they are bringing incarcerated persons to the unit for fingerprints. Fingerprints will be done during non-peak hours of the day or night.

V. CLASSIFICATION DEPUTY'S RESPONSIBILITIES

- A. The facility assigned classification deputy shall review all felony arrests at intake and determine if a DNA sample needs to be collected.
- B. The classification deputy will place the incarcerated person on the movement list to be searched after the DNA sample is taken during the open booking process.
- C. The classification deputy will make all the necessary updates in JIMS for all completed DNAs.
- D. The intake or release deputy should be responsible for completing all DNAs on incarcerated persons that bail out of custody. The release deputy will coordinate all required JIMS entries.

VI. ADMINISTRATIVE DEPUTY

The administrative deputy will stock unused DNA kits in the evidence room and send the used DNA kits to the state for processing.

VII. FINAL RELEASE CLERK

The final release DPT will check in JIMS to ensure a DNA sample has been collected, and contact the release deputy if any DNA's are required.