

DATE:	MAY 20, 2022
NUMBER:	Q.81.S
SUBJECT:	INCARCERATED INDIVIDUALS REQUIRING DNA AND PALM PRINT COLLECTION PER 296 PC

PROCEDURES:

At the beginning of each shift, the Control Deputy shall review the JIMS Web report, "DNA Required" list. The Control Deputy shall be responsible for logging, "DNA Collection" into JIMS.

If there are no incarcerated individuals on the list, the Control Deputy will log, "None Required" in the Description area. If any incarcerated individuals appear on the list, the Control Deputy will log which station(s) in the Description area and the amount of incarcerated individuals in the Count area. The Control Deputy will then coordinate the collection of the DNA samples with the affected stations.