

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	February 1, 2021
NUMBER:	Q.81.V
SUBJECT:	INMATES REQUIRING DNA AND PALM PRINT COLLECTION PER 296 PC

PROCEDURE

I. INTAKE

- A. Prior to housing inmates, Jail Population Management Unit (JPMU) Deputies will verify that required DNA is taken and will assist the Courts/Release Deputy or Intake Rover Deputy in the collection of DNA as the need arises. JPMU Deputies will provide "DNA Needed" along with the CII number on the top of the face card to advise the Intake Rover Deputy of the required collection. The primary method for collecting DNA will be by utilizing the Livescan machine.
- B. The Court/Release Deputy or Intake Rover Deputy will collect DNA samples for any inmates being released from custody that require DNA collection.

II. HOUSING

- A. At the beginning of day and night shift, each housing deputy will identify inmates from his/her housing unit that require DNA collection. This report is found under DNA Required in the JIMS Web reports.
- B. The deputy collecting the DNA will make a log entry in the inmate's JIMS history under "DNA Completed."
- C. The deputy collecting the DNA will notify the JPMU Deputy of all DNAs completed in order to remove the inmate from the list of required DNA collection.
- D. The rover will drop off the completed DNA kits in the designated box in the [REDACTED]
- E. [REDACTED]
[REDACTED]
[REDACTED]

- III.** [REDACTED]
Follow the instructions to ensure the complete and accurate collection of specimens for the Department of Justice DNA databank program.