



Keep Separates

Occasionally, certain incarcerated individuals are identified as needing to be kept separate (K/S) from each other. This may be due to the fact they are co-defendants in a case or are determined enemies.

At intake/pre-book an arresting officer may arrive at a booking facility with individuals that are K/S. When this happens, arresting officers are instructed to write this information in the remarks section of the Booking Intake/Personal Property Inventory (form J-15). When a K/S notation is made on the J-15 form, notify the intake deputy.

A court document may also indicate that incarcerated individuals in Sheriff's custody are to be kept separate. When this happens, the updating technician will forward a copy of the court document to the Jail Population Management Unit (JPMU), so the information is entered into the Hazards & Instructions section of the Evaluation Update screen in the JIMS.