



Also Known As "AKA"

Reference: Detentions Policy and Procedure section Q.5 "AKA" (Also Known As) Bookings

When an incarcerated individual is received, they are to be booked under the name that appears on the Booking Intake/Personal Property Inventory (form J-15) with the exception of the name John/Jane Doe (See John or Jane Doe Section of the DPT manual).

When an incarcerated individual is booked under an "AKA" and a true name is later determined, their true name shall be entered in the AKA tab of the Jail Information Management System (JIMS) Demographic Detail screen. The Detention Processing Technician updating the JIMS with the true name will run a wants and warrant check with the true name and all "AKAs" and notify the Sheriff's Records Division of the true name.

An additional date of birth can also be added in the Additional Numbers tab if applicable.

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