



## Intake

Reference: Sheriff's Detention Policy and Procedure [Section Q.1 Intake Information](#)

The detentions processing technician (DPT) assigned to the Intake position is responsible for confirming all the incoming individuals meet the Sheriff's [Booking Acceptance Criteria \(BAC\)](#) prior to being accepted into a Sheriff's detention facility. The DPT is also responsible for performing a complete name search before booking the incarcerated individual(s) into the Jail Information Management System (JIMS) to determine if the incarcerated individual has previously been in custody.

**Note: If Pre-Book is done at the Intake position DO NOT Pre-Book until after Medical has cleared the incarcerated individual Fit for Jail.**

### NAME

If an incarcerated individual has a hyphenated name, the first part of the hyphenated name will be the LAST name and the second part will be the MIDDLE name.

For example:

The name Lois Lane-Kent, the surname "Lane" is entered as the last name and the surname "Kent" is entered as the middle name.

Last Name:	<input type="text" value="LANE"/>	First:	<input type="text" value="LOIS"/>	Middle:	<input type="text" value="KENT"/>	Suffix:	<input type="text"/>
DOB:	<input type="text" value="10-10-1986"/>	Desc:	<input type="text" value="W"/>	Sex:	<input type="text" value="F"/>		

If an incarcerated individual has two last names, the first part of the name will be the LAST name and the second part will be the MIDDLE name.

For example:

The name Harleen QuinzelNapier, the surname "Quinzel" is entered as the last name and the surname "Napier" is entered as the middle name.

Last Name:	<input type="text" value="QUINZEL"/>	First:	<input type="text" value="HARLEEN"/>	Middle:	<input type="text" value="NAPIER"/>	Suffix:	<input type="text"/>
DOB:	<input type="text" value="07-20-1990"/>	Desc:	<input type="text" value="W"/>	Sex:	<input type="text" value="F"/>		

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Additionally, if an incarcerated individual has a middle name and two last names, the first part of the last name will be entered as the LAST name and the second part will be the MIDDLE name.

For example:

The name Mary Jane WatsonParker, the surname "Watson" is entered as the last name and the surname "Parker" is entered as the middle name.

Last Name:	<input type="text" value="WATSON"/>	First:	<input type="text" value="MARY"/>	Middle:	<input type="text" value="PARKER"/>	Suffix:	<input type="text"/>
DOB:	<input type="text" value="08-18-1993"/>	Desc:	<input type="text" value="W"/>	Sex:	<input type="text" value="F"/>		

Reverse the names and use the second part as the LAST name and the first part as the MIDDLE name as an AKA. Use both "LAST" names when searching the ID Resident inquiry. When searching for a past record **DO NOT** use the middle initial, race, or gender identity. JIMS hits on the exact middle initial, race, and gender identity, which may cause you to miss a potential match.

#### INTAKE OPERATIONAL PROCEDURES

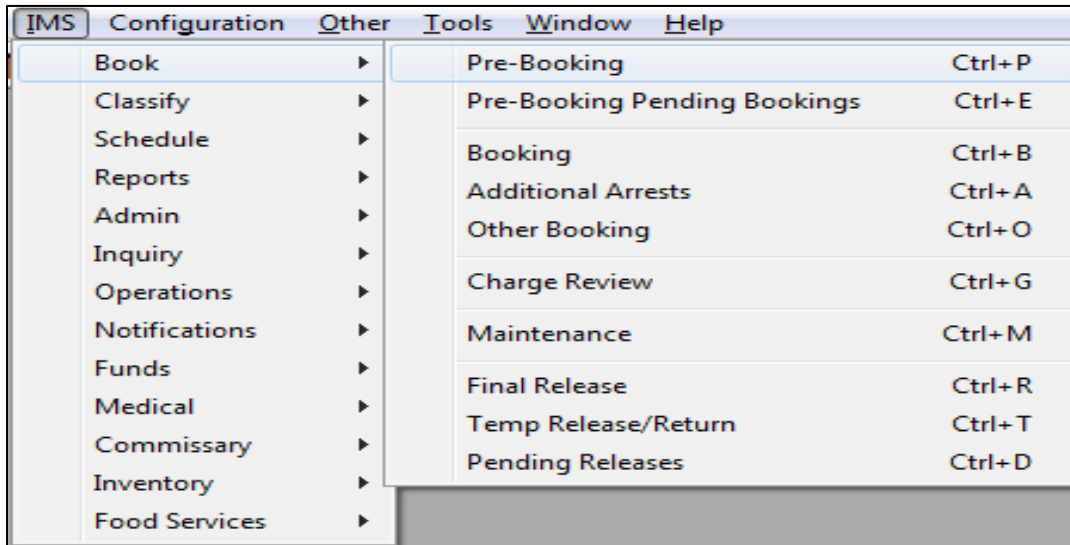
The arresting officer (AO)/transporting officer will provide processing staff a completed Booking Intake/Personal Property Inventory (J-15 form), a Probable Cause Declaration (PCD), if necessary, and/or any warrant abstracts or holds, if applicable.

- Accept all pertaining paperwork from the AO. Ensure the J-15 is complete and accurate and the PCD and/or warrant is signed
  - a. If the AO makes any changes/corrections, they must initial the J-15. DPT's are not to make changes/corrections to the J-15
- Ensure the arrest meets the Sheriff's Booking Acceptance Criteria and that all charges are listed correctly
- Ensure you have all necessary paperwork
  - a. PCD – A form completed by the AO/transporting officer, which declares the reason/probable cause for the field arrest and incarceration of the incarcerated individual
  - b. Warrant abstracts (if applicable)
  - c. Holds (if any) – State Parole, State Detainers, etc.

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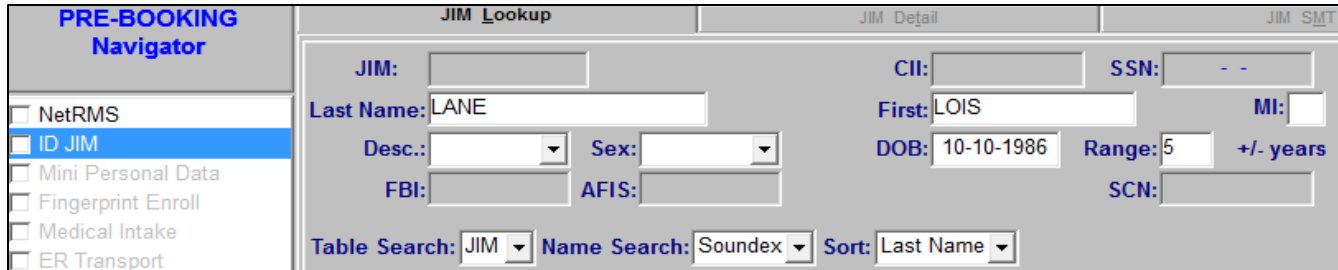
1. Go to : IMS > Book > Pre-Booking



2. Under the Pre-Booking Navigator, select ID JIM

a. On Table Search, Use both JIM and MNI (Master Name Index)

b. Enter Last Name, First Name, DOB, a range of 5 years and click **Find**



**Note: Do not enter information in the MI, Desc. or gender identity fields. On previous arrests, different information may have been entered, therefore causing a potential match to be missed.**

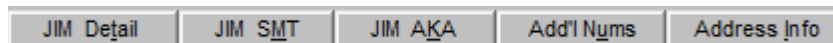
3. If a list appears, confirm the incarcerated individual matches with the highlighted name

a. Does the name match?

b. Does the DOB match?

c. Right click on the aqua bar to see the stored mugshot. Does the incarcerated individual in front of you look like the mugshot?

d. View the other tabs and compare the data to the J-15



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- View the physical description, Social Security #, Driver's License #, address, AKA's, etc.

**Start Booking With Selected JIM**

**Note: If the incarcerated individual matches a record that has an asterisk (\*), DO NOT PROCEED. This incarcerated individual is currently in custody or has an active booking number. Determine its cause e.g. a Weekender TOC between Weekends, a B-Booking, a NFFJ not fully released, etc.**

	Last Name	First Name	MI	DOB	Sex	Des.	Hgt	Wgt	Hair	Eye	JIM	Active Book #
*	LANE	LOIS		10-10-1986	F	W	' "	000			400113962	20100252

**Start Booking With New JIM**

**PRE-BOOKING Navigator**

NetRMS

ID JIM

Mini Personal Data

**Start Booking With New JIM**

7. In the Mini Personal Data screen:
  - a. Enter the incarcerated individual(s) description and gender identity
  - b. When prompted, enter the incarcerated individual(s) prior military service

**Last Name:** 
**First:** 
**Middle:** 
**Suffix:**

**DOB:** 
**Desc:** 
**Sex:**

**Has the inmate served in the United States military?**

Y YES

N NO

R REFUSED

- If the incarcerated individual(s) has served in the military, enter the branch name in the Response field

**Response:**

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10. Time stamp and date/ARJIS all paperwork

**Note: The question of prior military service will always populate when generating a new booking number, regardless of whether the subject has been in Sheriff's custody previously or it is their first arrest.**

**INCARCERATED PERSONS MUGSHOT**

Reference: Sheriff's Detention Policy and Procedure [Section Q.7 Inmate Processing](#)

Verify if the AO/transporting officer marked the "DO NOT RELEASE MUGSHOT" box on the J-15.

		<p align="center"><b>San Diego County SHERIFF'S DEPARTMENT</b></p> <p align="center">BOOKING INTAKE / PERSONAL PROPERTY INVENTORY</p>			<p align="center"><b>DO NOT RELEASE MUGSHOT</b></p> <p align="center"><input type="checkbox"/></p>	
<p><b>FIRST TWO BOXES TO BE COMPLETED BY JAIL STAFF</b></p>						
Jail Booking Number Assigned		Pre-Intake Clerk ID #	Agency Case #			
<p><b>PERSONAL INFORMATION</b> <span style="float: right;"><b>PROPER COMPLETION OF THIS FORM WILL EXPEDITE YOUR BOOKING</b></span></p>						
Name: Last, First Middle		Suffix	Race	Sex	Age	Date of Birth (mm/dd/yyyy)
Alias Names: Last, First Middle		Suffix				Passport #

If the corresponding box is marked, ensure the flag in the PhotoManager Capture Wizard is changed to NO.

PhotoManager Capture Wizard

User Admin | System Admin

Capture | ID Info | Arrest Info | Gang/Vehicle | Photos

USER ID:       EVENT TYPE:

BOOKING DATE: MM/DD/YYYY      **ENTER ONE OF THE FOLLOWING:**

...      BOOKING #:

     PCMS #:

JIMS #:       CITATION #:

BCR #:       EVENT #:

DO NOT RELEASE

**Note: Detainees transferred from work furlough, CPAC or Fire Camp do not require a new mugshot, unless their appearance has changed.**

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### **RELIGIOUS HEAD COVERING**

Reference: Sheriff's Detention Policy and Procedure [Section W.7 Religious Head Coverings](#)

An incarcerated individual is allowed to wear their religious head covering for the booking photograph. If an incarcerated individual did not have a religious head covering at the time of the initial booking photograph, an additional photograph of the incarcerated individual wearing the jail issued religious head covering will be taken. A new wristband will also be printed of the incarcerated individual wearing the jail issued head covering.

### **RETRIEVING A MUGSHOT RECORD**

If an incarcerated individual(s) wristband/mugshot face card needs to be reprinted, go to:

1. From the database selection pick list, select Adult Suspect Database
2. Click Retrieve
3. Enter the booking number and select Find
4. Highlight the correct incarcerated individual and click Select
5. Select Print Record
6. Select Mugshot and Wristband or Wristband, then click Print

### **CORRECTING/UPDATING A MUGSHOT RECORD**

Any corrections/updates to a mugshot will require a new mugshot record. Contact Sheriff's Records to perform the manual correction to notify the Department of Justice (DOJ) Once the correction have been made, a new wristband and/or mugshot profile face card can be printed.

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