



## John or Jane Doe

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***Reference Sheriff's Policy and Procedure section's Q.5 AKA Bookings, Q.6 Unidentified Persons (AKA John or Jane Doe), Q.7 Incarcerated Individual Processing, Q.8 Refusal to Cooperate with the Booking Process.***

All individuals brought to Sheriff's Detention Facilities are booked in accordance with state and federal laws, state guidelines, or court orders. Force or intimidation is not used to obtain identification unless the jail staff is so ordered by an appropriate court. A facility will not refuse to book an incarcerated individual due to lack of identity.

If an Arresting Officer (AO)/transporting officer brings in a John or Jane Doe, do not assign a booking number. The AO/transporting officer is directed to stand by while the individual is fingerprinted and live scanned. Deputies will contact Cal-ID prior to live scanning to get an IDN request number. CAL-ID will call the deputy back with the findings. If the individual's true identity is confirmed, they are booked with that information. If the individual's true identity is still unknown, they are booked as John or Jane Doe.

If the AO/transporting officer has already attempted to find the individual's true identity through CAL-ID notify the on-duty Detention Processing Supervisor.

If an individual refuses or is unable to supply the AO/transporting officer with a name and is brought to a booking facility as a John or Jane Doe, the following procedures are followed:

### **INTOXICATED OR UNDER THE INFLUENCE OF DRUGS**

Incarcerated individuals under the influence of drugs or alcohol are placed in a holding cell, sobering cell, or safety cell as appropriate for his/her condition and will be booked as John or Jane Doe

- If after the detoxification period, the incarcerated individual is unwilling to provide their true name, the fingerprint and live scan process above is followed.

### **POSSIBLE MENTAL IMPAIRMENT**

Incarcerated individuals who do not cooperate with the booking process due to possible mental impairment are referred to the facility medical staff.

- The incarcerated individual is booked as a John or Jane Doe until identification can be determined.



#### **DATE OF BIRTH FOR JOHN OR JANE DOE**

If a date of birth is not provided on the Intake Slip (Form J-15) for a John or Jane Doe, January 1 will be used as the month and day. An estimate of their approximate age is subtracted from the current year for an approximate birth year.

- Example: the incarcerated individual looks to be about 30 years old and the current year is 2003 (2003-30= 1973). In this case January 1, 1973 is used as the incarcerated individual's date of birth.

#### **REFUSING TO GIVE FINGERPRINTS**

If an incarcerated individual refuses or is unable to be fingerprinted or if a court order is issued requesting an incarcerated individual submit to fingerprints or other means of identity, refer to Sheriff's Detentions Policy and Procedure section Q.8 Refusal to Cooperate with the Booking Process for guidelines. If a court order is issued directing an incarcerated individual to submit to fingerprints or other means of identity, the facility will refer to section Q.8 of the Detention Policy and Procedures for guidelines.