



Law Enforcement (LE) Notification

There will be occasions in which Law Enforcement (LE) agencies will reach out to DPD staff during an incarcerated individual's commitment to custody to request notification when an incarcerated individual is pending release from Sheriff's custody. To process this request, the following steps will be taken:

The Detention Processing Technician (DPT) will obtain the following information: Name(s), agency, telephone number.

Go to **IMS>Booking>Maintenance**

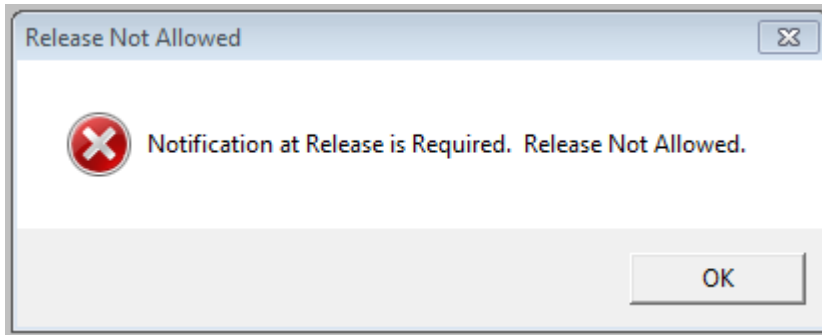
In the Maintenance Navigator under **Related Address** the DPT will generate a new entry as follows:

- **O/AGENCY NOTIFY** will now be utilized for the type/relation
- Change the drop down from **N** to **Y** for 'Notify at Release'
- Name of the person who is wanting to be contacted
- For the DOB, the generic date will be 11-11-1911.
- Telephone Number
- In the notes field dictate which agency they are calling from.

Type/Relation:	O/AGENCY NOTIF	Victim/Witness:		Arr #:	
Notify At Release?	Y	No Contact Order?		Emerg Contact?	
Property Release?		Visit OK?			
Name(L,F,M,S):	SMITH	OFFICER			
DOB:	11-11-1911	Driver's Lic State:	CA	Driver's Lic #:	
Street #:		Name:		Bldg:	
Apt:		City:		State:	CA
Country:	US	Zip:		How Long?	
Day Phone:	(123) 456-7890	Ext:		Validated:	<input type="checkbox"/>
Night Phone:		Ext:			
Occupation:		Employer:			
Supervisor (L,F):					
Notes/Expected Testimony:	LAW ENFORCEMENT AGENCY				



During the Release Process:



When processing an incarcerated individual for release that has **Notify At Release** indicated JIMS will prompt for action.

Address Lookup			Address Detail				Contact Detail			
Last Name	First Name	Address Type	Current Victim/Witness	Arr #	Notify At Release	Contact Resolved	NCO	EC	Prop Rlse OK	Create Book #
SMITH	OFFICER	OTHER			Y					18100087
GRU	FELONIOUS	EMPLOYMENT								18100087
GRU	FELONIOUS	HOME								18100087

Click on **Address Detail** to take note of the officer(s) phone number.

Click on **Contact Detail** to enter the results from the contact attempt (s). JIMS will not proceed in the release process until contact is made, or there have been three attempts to contact the Agency requesting notification.

Address Lookup		Address Detail			Contact Detail	
<input type="button" value="New"/>	Book #: 18100087	Action: 1ST	Contact Dt/Tm: 04-23-2018 1033			
Officer Contact By: WPARKESH, PARKER						
Agency: San Diego Sheriff Office	Resolution: CONT	Dt/Tm: 04-23-2018 1034				
Notes: Contacted Officer Smith						

Choose an appropriate response from the **Action** pick list.

Choose the appropriate **Agency**.

Choose the appropriate **Resolution**.

Enter in the **Notes** section, who was contacted and the arrangements that were made.



After the third attempt, the system will allow the incarcerated individual to be released. Prior to continuing with the release process, the on-duty supervisor will be notified that a contact (after the 3rd attempt) was unable to be reached.

The Detention Processing Supervisor will be the 4th contact; a DPS Log entry will be made, notifying the requesting agency a 4th attempt was made. The DPS will forward the custody record to the final release technician to finish the release process.

At no time should the LE notification information be typed in the Arrest Maintenance notes.

Note: LE notification procedures are utilized for all Law Enforcement agencies except ICE. Current procedures must be used when notifying immigration. See [Training Bulletin #77](#).

Please also refer to P&P section Q.83 (under review)