



## Not Fit For Jail

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If after completing the Intake/Mini Personal Data, an incarcerated individual is deemed “Not Fit for Jail” by Medical Staff the following procedures are followed:

1. The Medical Staff will enter the incarcerated individual’s status in the Intake Status field on the Pre-Booking Pending Booking queue.
2. All paperwork, property, and money are returned to the Arresting Officer.
3. The Detentions Processing Technician (DPT) will immediately notify the on-duty supervisor to authorize the release of the JIMS record.

**Once the Detention Processing Supervisor authorizes the release the DPT will complete the following to close out the JIMS record:**

### **RELEASE INCARCERATED PERSON**

#### **IMS>Book>Temp Release/Return**

Enter search criteria, click Find

1. Highlight the correct incarcerated individual and double click or click OK
2. Select MED (Medical) from the disposition list, click Save, then Next
  - a. Click on Temp Release/Return on the Navigator
  - b. Choose NFFJ for Release Type
  - c. Release Bed and Storage
  - d. Click Release
    - Select Yes to confirm Temp release box
    - Click No to Print Report message box
3. Click Find (to refresh/update data)
4. Highlight the correct incarcerated individual and double click or click OK
  - a. Click on Temp Release/Return on the Navigator



- Click **Return**
- Click Yes in the Final Release message box
- Click OK to Incarcerated Individual has been Released
- Select No to Print Report message box
- Click Close

***NOTE: NFFJ is only used when an incarcerated individual is rejected by medical at intake. All other bookings are closed out with the appropriate disposition.***