NUMBER:	2.10
SUBJECT:	JUVENILE SUBJECT ARREST PROCEDURES
CATEGORY:	BOOKING SECTION
DATE:	FEBRUARY 11, 2011
DATE REVISED:	FEBRUARY 17, 2011; JANUARY 31, 2014; JULY 24, 2014; MAY 31, 2018
RELATED SECTIONS:	2.3 UPDATE PROCEDURES
IN COMPLIANCE WITH:	N/A

PURPOSE:

To provide standardized procedures for processing subjects received at a Sheriff's detention facility and who have been suspected of being a juvenile.

POLICY:

Except as provided by state law, departmental policy or with the specific permission of the Sheriff, juveniles will not be brought into nor housed in any of the Sheriff's detention facilities.

PROCEDURE:

Whenever information is received that an inmate at a Sheriff's detention facility is suspected of being a juvenile and upon notification to the Records & ID Division, the booking section will follow one of the appropriate procedures below:

A. If fingerprints **have** processed to DOJ.

1. Update CHS/SR31 remarks section with the same remarks that has been entered in JIMS (Jail Information Management System).

2. The Update Clerk will submit a JADE notification indicating that the subject is a juvenile and include the correct DOB (if available).

B. If fingerprints **have not** processed to DOJ.

1. The booking will then be worked and linked to CHS (Criminal History) to avoid appearing on the "Arrest Requiring Livescan & Mug shot –All Inactive Inmates List" aka "JIMS Inactive List."

2. Update CHS/SR31 remarks section with the same remarks that are entered in the JIMS system

    3. The Update clerk will write "Skip" on the Queue sheet so that the prints will not go to DOJ.

C. If we discover, or have reason to believe, that the subject may be a juvenile, prior booking or other DOB info found, then we will notify the detention facility where the subject is being held that they may want to investigate further. If and when the jail has completed investigating the situation, we will proceed with whatever is determined.

D. Update JIMS/Admin Maintenance and JURIS RI04 system name with true name and DOB, when applicable. Keep the original booking name and DOB as AKA's..

    1. If a true name is discovered, and the name **is** updated in both JIMS Booking Summary and JIMS Maintenance, and the booking has already been entered, then it may need to be deleted using SR03, unlinked, then relinked so that the record will reflect the updated name information.

    2. If a true name is discovered, and the name **is not** updated in both JIMS Booking Summary and JIMS Maintenance, then the true name will only be entered as the "true name" using an "S" in JURIS on the RI04 screen.