

NUMBER:	2.11
SUBJECT:	MUGSHOT UPDATE PROCEDURES
CATEGORY:	BOOKING SECTION
DATE:	MAY 31, 2018
REVISED DATE:	
RELATED SECTIONS:	2.1 QUEUE DESK PROCEDURES; 2.3 UPDATE PROCEDURES; 2.5 TIE-UP PROCEDURES; 2.6 WRONG DEMOGRAPHIC PROCEDURES; 2.26 COURT MIS-IDENTIFICATION MINUTE PROCEDURES
IN COMPLIANCE WITH:	

PURPOSE:

To establish standard procedures for updating demographic fields in eMUG on individuals booked into a San Diego County facility.

POLICY:

It is the policy of each facility to take a mug shot for an arrest. Different situations may result in the Booking Section updating fields in eMUG: there is a court order to delete a victim name, demographics may be incorrect, charge may be incorrect, name misspelled, the court case number incorrect, etc.

PROCEDURE:

- A. Once an arrest has been linked, the mug shot has been sent to Cal-Photo. Notify your supervisor to request for Cal-Photo deletion of the event number.
- B. Go to SDLaw, Click on the eMUG Web.

Regional Applications

- [ARJIS](#)
- [SDFusion](#)
- [SDLaw](#)

- C. Click Sheriff Login or Other Agencies
- D. Click eMUG

! IMPORTANT INFORMATION !

If you have a San Diego County Sheriff's Domain Account AND you are currently using a Sheriff's issued device, select "Sheriff Login". Otherwise, select "Other Agencies".

Sheriff Login

Other Agencies

APPS - Armed Prohibited Persons	County Local Inquiries	eJIMS Inmate Query
eLab Results Query	eLab Toxicology	eMug
eRestraining Order Query	eSUN Web	eWarrant Inquiry
External Links	InSIDEr	JURIS
JURIS PCX Admin	SDFusion	SDLaw Utilities

E. Click OK



SAN_DIEGO ▾

F. Click in the database drop down and choose San Diego Adult and Click Retrieve.



G. Fill in the booking number and click FIND in the Custom Search column.

A screenshot of the 'SAN DIEGO ADULT' search form. The form is divided into several sections: 'Photos', 'User Admin', 'System', 'Capture', 'ID Info', 'Arrest Info', and 'Gang/Vehicle'. The 'Event Type' dropdown menu is set to 'ADULT BKG' and is circled in red. Below this, there are fields for 'BOOKING DATE (MM/DD/YYYY)', 'BOOKING #', 'PCMS #', 'JIM #', 'CITATION #', 'BCR #', and 'EVENT #'. The 'PHYSICAL DESCRIPTION' section includes fields for 'RACE' (set to 'AMERICAN INDIAN'), 'SEX' (set to 'FEMALE'), 'AGE', 'DOB (MM/DD/YYYY)', 'HEIGHT' (set to '200 2\'00\"'), 'WEIGHT', 'HAIR LENGTH' (set to 'BALD BALDING'), 'HAIR APPEAR' (set to 'AFRO NAT'), 'HAIR COLOR' (set to 'AUBURN'), 'EYE COLOR' (set to 'BLACK'), 'FACIAL HAIR' (set to 'BEARD'), 'COMPLEXION' (set to 'ACNE'), 'BUILD' (set to 'HEAVY'), and 'GLASSES' (set to 'COLORED FRAI'). On the right side, there is a 'Custom Search' panel with a dropdown menu set to '<None>', and buttons for 'Reset', 'Find', and 'Cancel'. The 'Find' button is circled in red.

H. The search results will populate with event #, Booking #, Last Name, First Name, DOB, Race, Sex, Middle Name, Full Name, Suffix Name

EVENT #	BOOKING #	LAST NAME	FIRST NAME	DOB	RACE	SEX	MIDDLE NAME	FULL NAME	SUFFIX NAME

I. Highlight the booking number with the desired event number (for mug shots with more than one event number), then click ok.

J. Click the Capture tab if any of the following fields needs to be modified.

The screenshot shows a web form for updating mugshot information. At the top, there are tabs for 'Photos', 'User Admin', and 'System'. Below these are sub-tabs: 'Capture' (highlighted with a red circle), 'ID Info', 'Arrest Info', and 'Gang/Vehicle'. The form contains several input fields and dropdown menus:

- USER ID: SH_CLIMXXSH
- EVENT TYPE: ADULT BKG
- BOOKING DATE (MM/DD/YYYY): 5/7/2018 1:50:53 PM
- BOOKING #: [input field]
- PCMS #: [input field]
- JIMS #: [input field]
- CITATION #: [input field]
- BCR #: [input field]
- EVENT #: [input field]
- LAST NAME: [input field]
- FIRST NAME: [input field]
- MIDDLE NAME: [input field]
- SUFFIX: [dropdown menu]
- FULL NAME: [input field]
- PHYSICAL DESCRIPTION section:
 - RACE: [dropdown menu]
 - SEX: [dropdown menu]
 - AGE: 0 [input field]
 - DOB: [input field]
 - HEIGHT: [dropdown menu]
 - WEIGHT: 0 [input field]
 - HAIR LENGTH: [dropdown menu]
 - HAIR APPEARANCE: [dropdown menu]
 - HAIR COLOR: [dropdown menu]
 - EYE COLOR: [dropdown menu]
 - FACIAL HAIR: [dropdown menu]
 - COMPLEXION: [dropdown menu]
 - BUILD: [dropdown menu]
 - GLASSES TYPE: [dropdown menu]
 - PROBATION: NO [dropdown menu]

- a. Booking #
- b. JIMS#
- c. Last Name
- d. First Name
- e. Middle Name
- f. Suffix
- g. Full Name
- h. Physical Description
 1. Race
 2. Sex
 3. Age
 4. DOB

- 5. Height
- 6. Weight
- 7. Hair Length
- 8. Hair Appearance
- 9. Hair Color
- 10. Eye Color
- 11. Facial Hair
- 12. Complexion
- 13. Bald
- 14. Glasses Type
- 15. Probation

K. Click the Arrest Info (if ALIASES, ARREST INFO; CHARGES) tab if any updated is needed.

The screenshot shows a web interface for updating mugshot information. At the top, there are several tabs: 'Photos', 'User Admin', 'System', 'Capture', 'ID Info', 'Arrest Info', and 'Gang/Vehicle'. The 'Arrest Info' tab is highlighted with a red circle. Below the tabs, there are three sections: 'ALIASES:', 'ARREST INFO:', and 'CHARGES:'. Each of these sections has a button with three dots and the text 'Click Here:', which is also highlighted with a red circle. The 'ARREST INFO:' section contains several input fields: 'ARRESTING AGENCY CODE' (a dropdown menu with 'CA HIGHWAY' selected), 'ARR. AGENCY ORI' (text box with 'CA0378945'), 'ARR. AGENCY NAME' (text box with 'CA HIGHWAY PA'), 'ARREST DATE' (text box with '3/28/2018 1:12:00'), 'Agency Case #' (text box), 'ARREST OFFICER' (text box), and 'TRANSPORT OFFICER ID' (text box). Below these are fields for 'ADDRESS:', 'CITY:', and 'BEAT:'. The 'CHARGES:' section has fields for 'DATE OF HIRE:', 'ANTICIPATED RELEASE DATE:', 'BUNK:', and 'WORKER ASSIGNMENT:'.

- L. Click the User Admin tab for corrections on UNIQUE SYS CTRL # to verify that the system control number (SCN) is correct.

The image shows a screenshot of a web application interface. At the top, there is a navigation bar with four tabs: 'Capture', 'ID Info', 'Arrest Info', and 'Gang/Vehicle'. Below this, there is a secondary row of tabs: 'Photos', 'User Admin', and 'System'. The 'User Admin' tab is highlighted with a red circle. Below the tabs, there are several form fields: 'GLASSES' (dropdown), 'TEETH PROBLEMS' (dropdown), 'COURT:' (text input), 'COMMENTS:' (text area), 'DEPT REPORT #' (text input), 'EXTRA FIELD 4:' (text input), 'EXTRA FIELD 5:' (text input), 'HOLDS:' (text input), 'PASSPORT #' (text input), 'RELEASED:' (dropdown), and 'UNIQUE SYS CTRL #' (text input). The 'UNIQUE SYS CTRL #' field is also highlighted with a red circle.

M. Click the Gang/Vehicle tab if any update is needed.

The screenshot shows a web application interface with a navigation bar at the top. The navigation bar has several tabs: 'Photos', 'User Admin', 'System', 'Capture', 'ID Info', 'Arrest Info', and 'Gang/Vehicle'. The 'Gang/Vehicle' tab is highlighted with a red circle. Below the navigation bar, there are two main sections: 'GANG INFORMATION' and 'VEHICLE'. The 'GANG INFORMATION' section contains several dropdown menus and text input fields for 'GANG ADMIT', 'GANG ADMIT MONTH', 'GANG ADMIT DAY', 'GANG ADMIT YEAR', 'GANG STATUS', 'GANG NAME', 'GANG MONIKER', 'GANG LOCATION', 'GANG TYPE', 'GANG DESCRIPTION', and 'GANG ENTERED BY'. The 'VEHICLE' section contains a 'Click Here' button.

N. Click the ID Info tab if any update is needed.

The image shows a screenshot of a web-based form for updating mugshot information. The form has a top navigation bar with tabs: 'Photos', 'User Admin', 'System', 'Capture', 'ID Info', 'Arrest Info', and 'Gang/Vehicle'. The 'ID Info' tab is selected and highlighted with a red circle. Below the tabs, the form is organized into several sections:

- Place of Birth:** Includes fields for CITY, STATE, COUNTRY, FOREIGN NATIONAL (dropdown), and FOREIGN COUNTRY (dropdown).
- Home Address:** Includes fields for NUMBER, STREET, CITY, STATE, ZIP CODE, COUNTY, PHONE, CELL PHONE, and OTHER PHONE.
- Employer/School:** Includes fields for OCCUPATION, NAME, ADDRESS, CITY, STATE, ZIP CODE, and PHONE #.
- Other Identification #'s:** Includes fields for SON #, DL #, CDC #, CI #, FBI #, SSN #, DL STATE (dropdown), DL EXP DATE, CYA #, and AFIS #.
- Footer:** Includes 'AUTO UPDATE STATUS' (dropdown set to 'CLEA') and 'MUG EXPORT STATUS' (dropdown set to 'CLEARED').

- a. Place of Birth
 - i. City
 - ii. Foreign National
 - iii. State
 - iv. Foreign Country
 - v. Country

- b. Home Address
 - i. Number
 - ii. Street
 - iii. City
 - iv. State
 - v. Zip Code
 - vi. County
 - vii. Phone
 - viii. Cell phone
 - ix. Other Phone

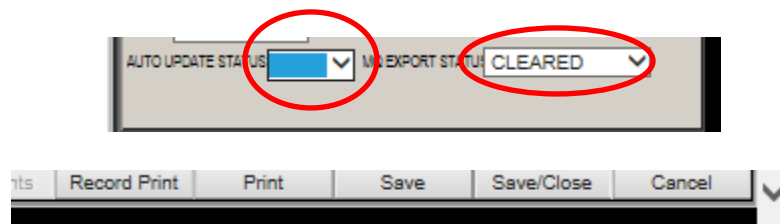
- c. Employer/School:
 - i. Occupation
 - ii. Name
 - iii. Address
 - iv. City

- v. State
- vi. Zip Code
- vii. Phone #

d. Other Identification #'s

- i. SCN#
- ii. DL#
- iii. CDC#
- iv. CII#
- v. FBI#
- vi. SSN
- vii. DL State
- viii. DL EXP Date
- ix. CYA#
- x. AFIS#
- xi.

O. When all the updates are done, the AUTO/UPDATE STATUS field should be blank and the MQ EXPORT STATUS field should say cleared. If the mug shot needs to be sent to



P. Cal-Photo, click Save/Close. If not, click SAVE.

Q. Check the photo in JIMS to make sure the most recent photo is in JIMS. If the older photo shows up in JIMS/SDLaw, re-save the subject's most recent photo.