NUMBER:	2.12
SUBJECT:	MUG SHOT SEALING PROCEDURES
CATEGORY:	BOOKING
DATE:	JANUARY 7, 2008
REVISED DATE:	JUNE 24, 2011; MAY 31, 2018
RELATED SECTIONS:	2.21 PETITION TO SEAL PROCEDURES
IN COMPLIANCE WITH:	PENAL CODE SECTION 851.8 AND WELFARE & INSTITUTION SECTION 781.5

PURPOSE:

To establish a standard procedure for sealing and unsealing of mug shot records maintained in the eMug system by the San Diego County Sheriff's Records & ID Division. Sealing of the mug shot must be completed in compliance with the Court Order to Seal all records.
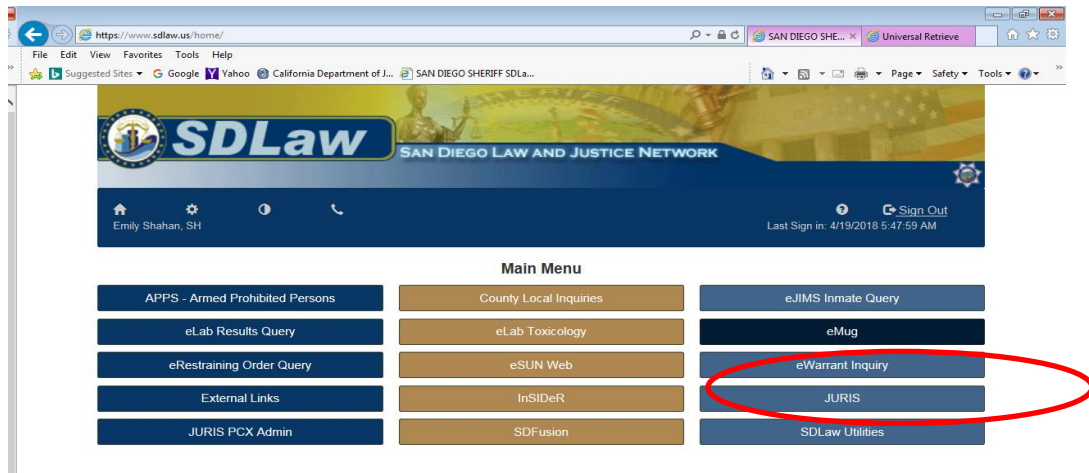
POLICY:

It is the responsibility of the Records & ID Division's Booking Section to process all Court orders and Department of Justice sealing requests for adult or juvenile, relating to the sealing of arrest records and/or SR06 entries (AFIS/CAFIS number assignment for Non-Bookings). This responsibility also extends to the mug shot/booking photos attached to these arrest records.
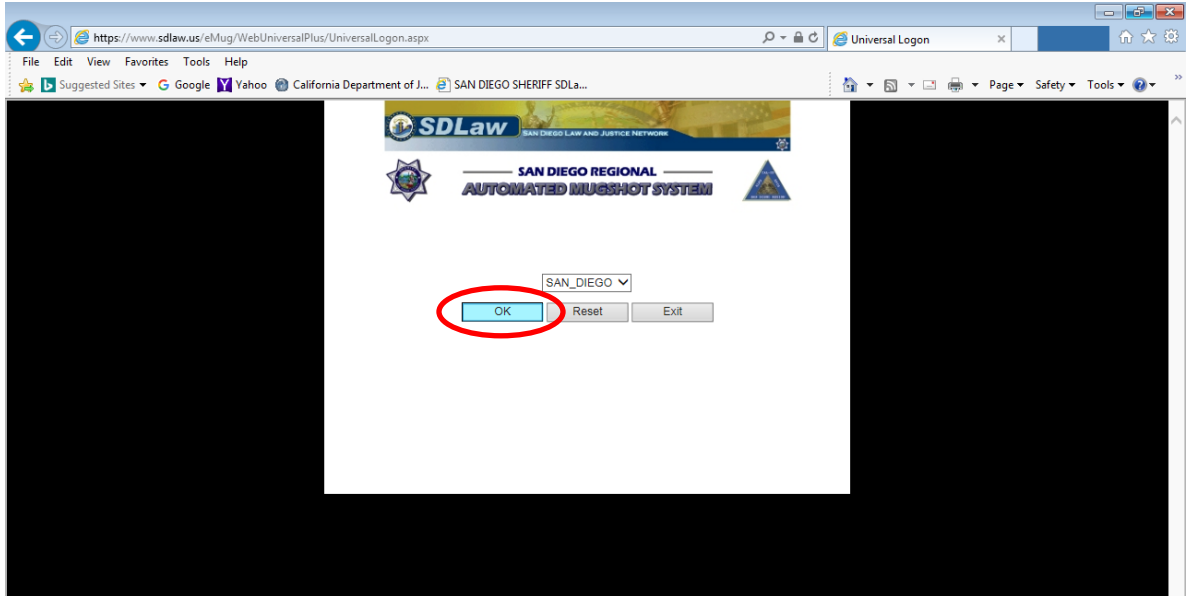
Procedure:

Sealing orders are processed by the Cases and Cal-ID sections before the Booking Section receives them. Upon arrival in the Booking Section, the sealing order will be reviewed by the Booking Supervisor and processed in a timely manner. If it is determined that there are arrest records that need to be sealed, there may be a mug shot/booking photo that needs to be sealed as part of this process. Below are the instructions for completing this portion of the sealing process.

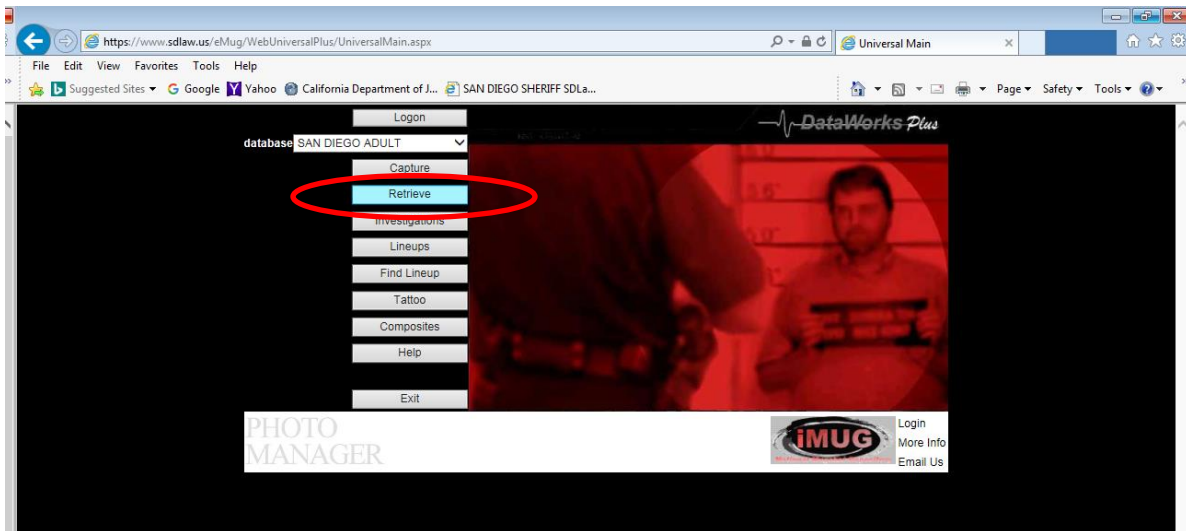A. Once it is determined that a mug shot needs to be sealed, go into eMug, which can be found in the SDLaw main menu.

B. Click OK

C. Click retrieve and enter the Booking Number

D. Determine the event number to be sealed and click OK to check the picture, and verify it is the correct photo to be sealed. Print a copy of the mug shot at this time to keep with the rest of the physical sealing paperwork.
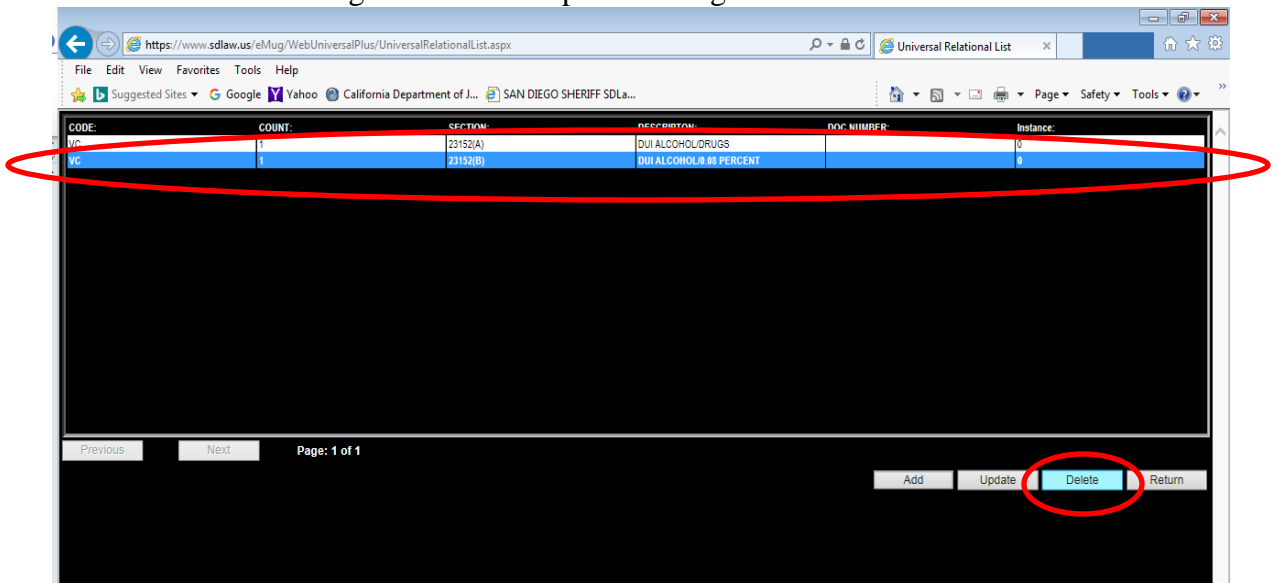
E. If you are sealing only part of the record, like a specific charge, go to the Arrest Info tab and click the Charges button.
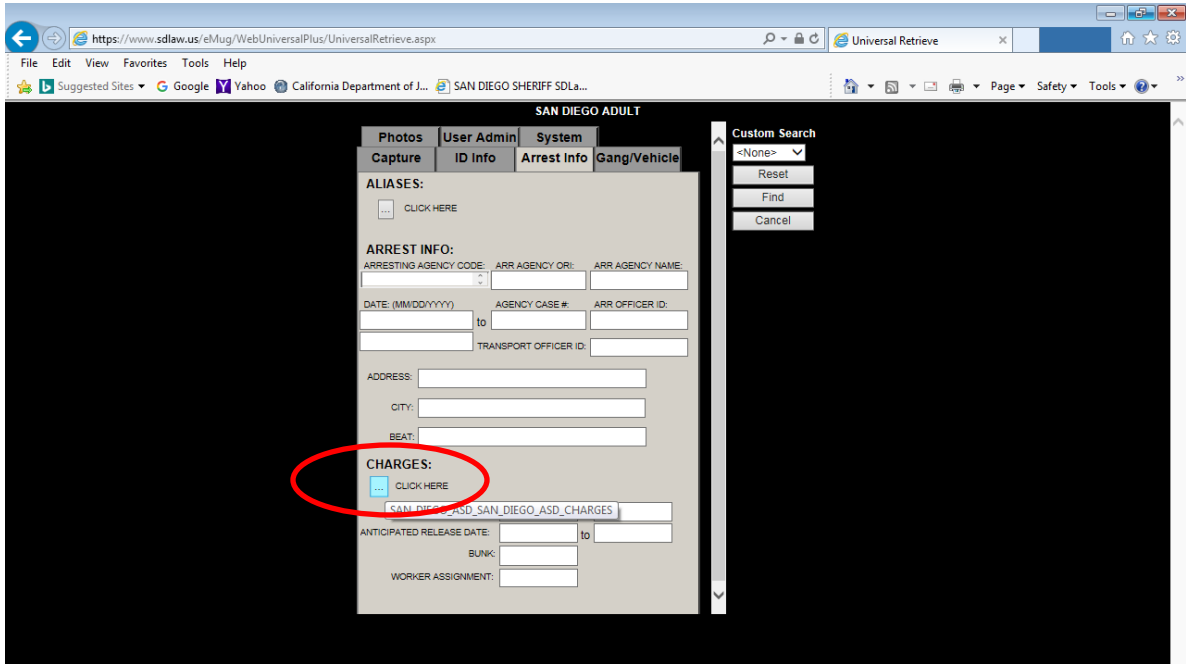

F. Once you are in the charges section, you choose the charge to be sealed and click Delete. If you are only sealing the charge not entire booking, then this is where you stop, hit return and Save the mug shot with the updated charge information.

G. If you are deleting the entire mug shot, click on ID Info tab and check the Auto Update Status & the MQ Export Status. If the MQ Export Status is complete, or both are complete, the photo went to Cal-Photo (check Cal-Photo to confirm). If the photo has already gone to Cal-Photo, then an email needs to be sent to the Booking Supervisor notifying them that the record has been sealed and needs to be deleted from Cal-Photo.
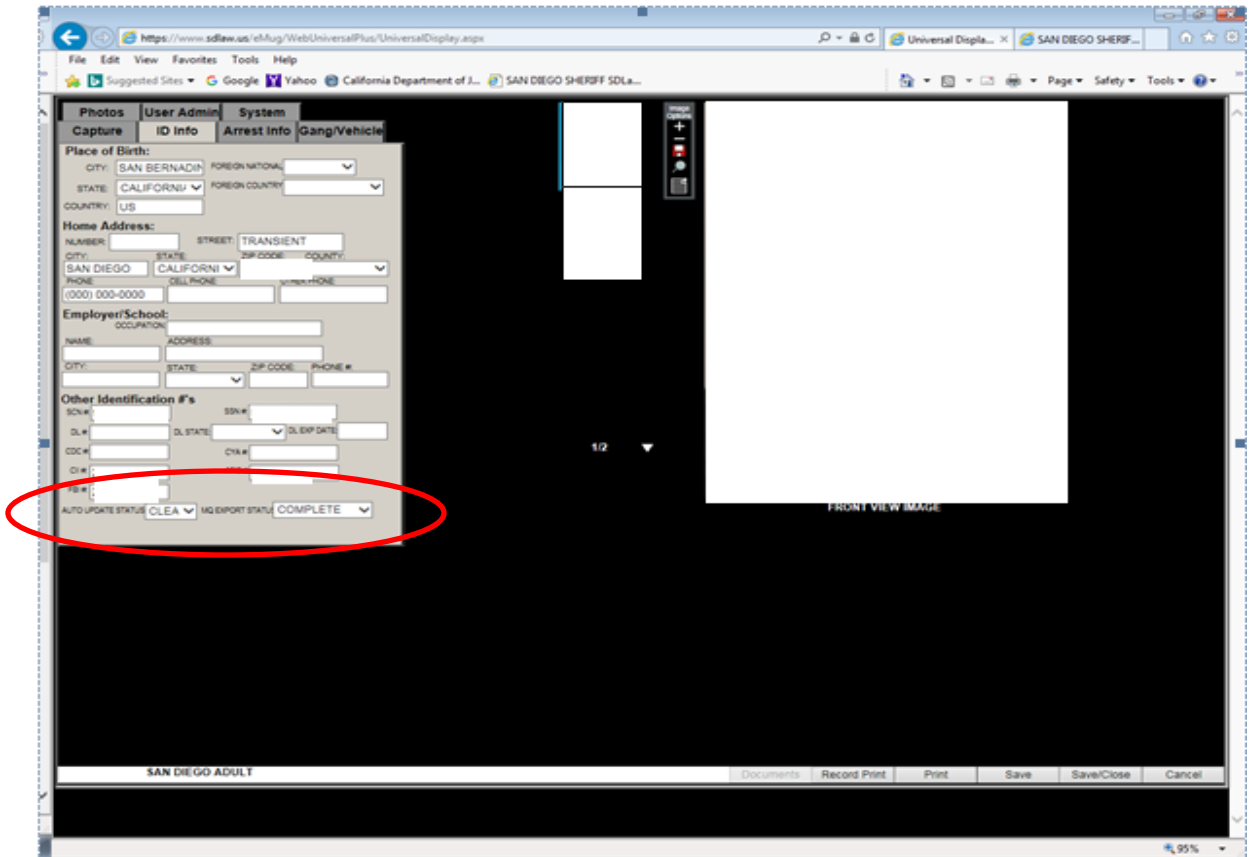
H. Click cancel to revert back to the previous screen and make sure that the drop down says SEALED. Then Click Expunge.
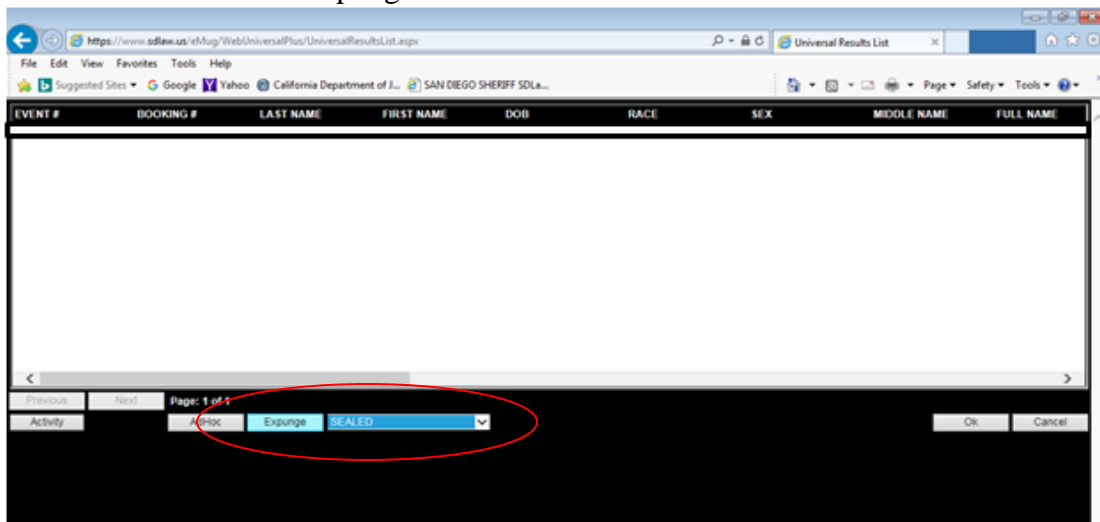
I. A pop-up screen appears. "This will delete currently selected record. Do you wish to continue?'. Click OK to delete the record or click Cancel to cancel the deletion.

J. When a mug shot is ordered to be unsealed you go to retrieve and change the "Custom Search" in the top right hand corner. Change the drop down from "None" to "Wild Card" before entering the booking number and hitting find.