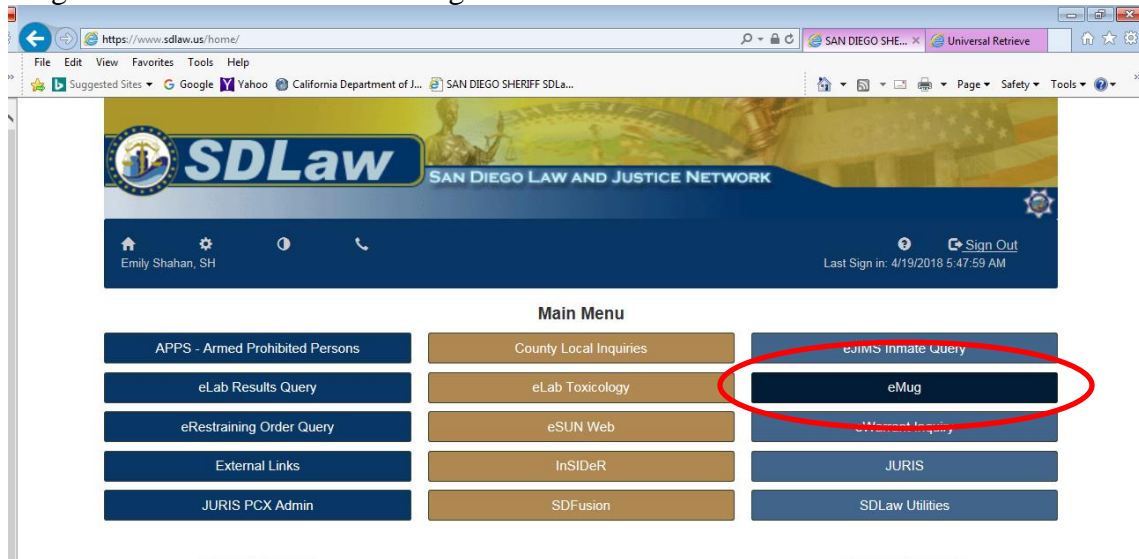| NUNMBER:	2.13
SUBJECT:	MUG SHOT DELETION PROCEDURES
CATEGORY:	BOOKING
DATE:	MAY 31, 2018
DATE REVISED:	N/A
RELATED SECTIONS:	2.11 MUG SHOT UPDATE PROCEDURES; 2.12 MUG SHOT SEALING PROCEDURES

PURPOSE:

To establish standard procedures for deleting mug shots from eMug located in the SDLaw program.
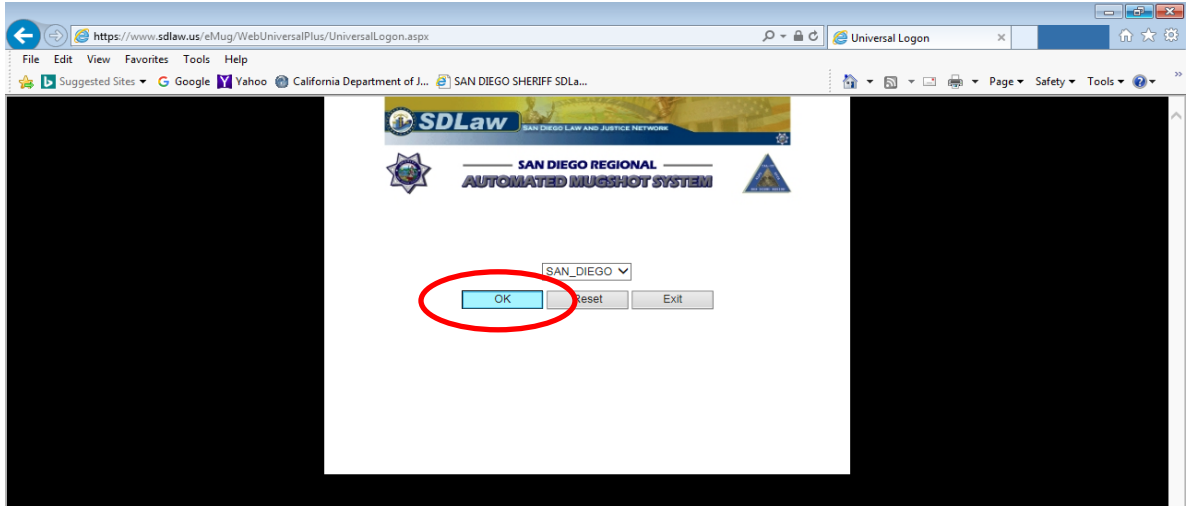
POLICY:

It is the policy of the San Diego County Sheriff's Records & ID Division to establish procedures for processing mug shot deletions when an inmate is found to have an incorrect photo for his/her booking # or the subject has duplicate photos for the same booking #.
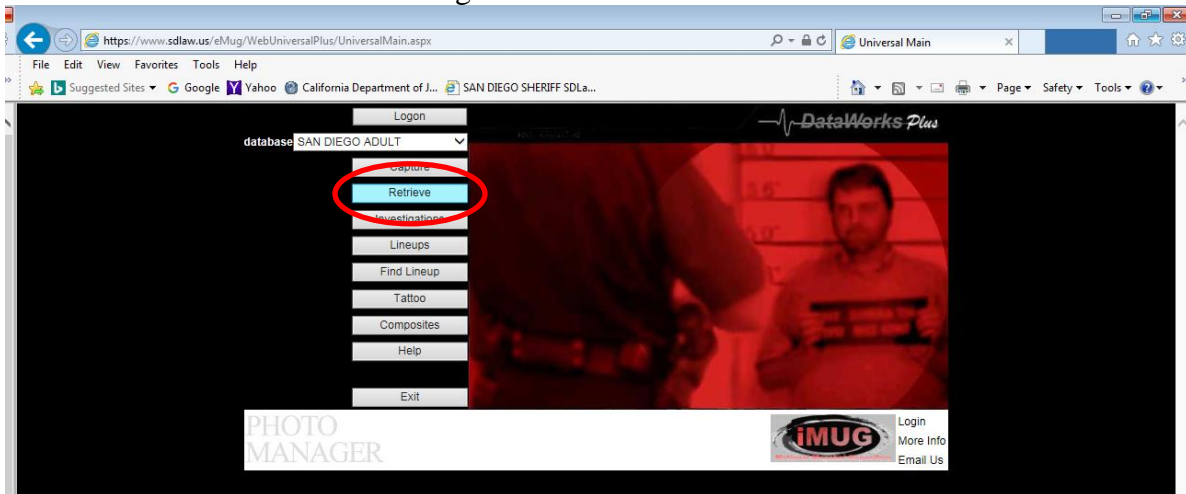
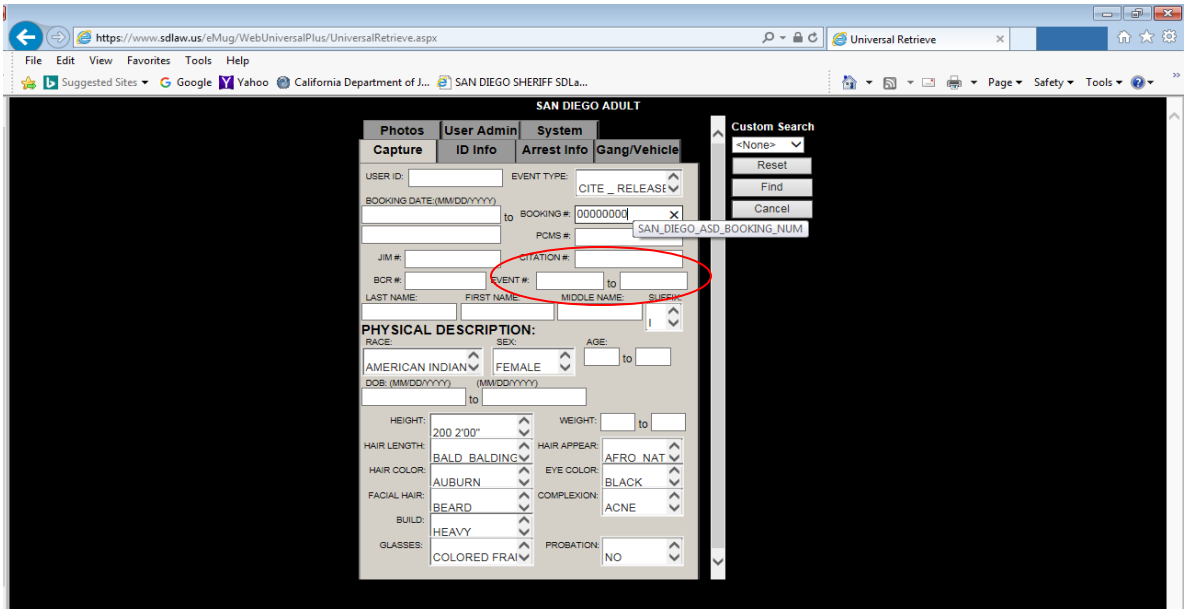**PROCEDURE:**

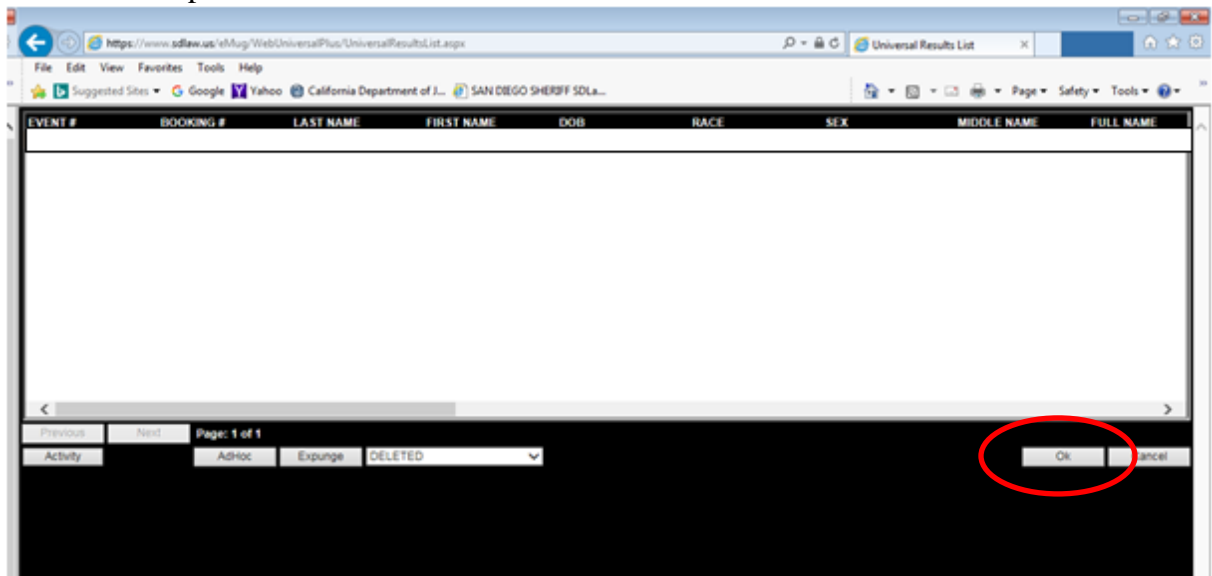   A. Log into SDLaw and choose eMug

B. Click OK

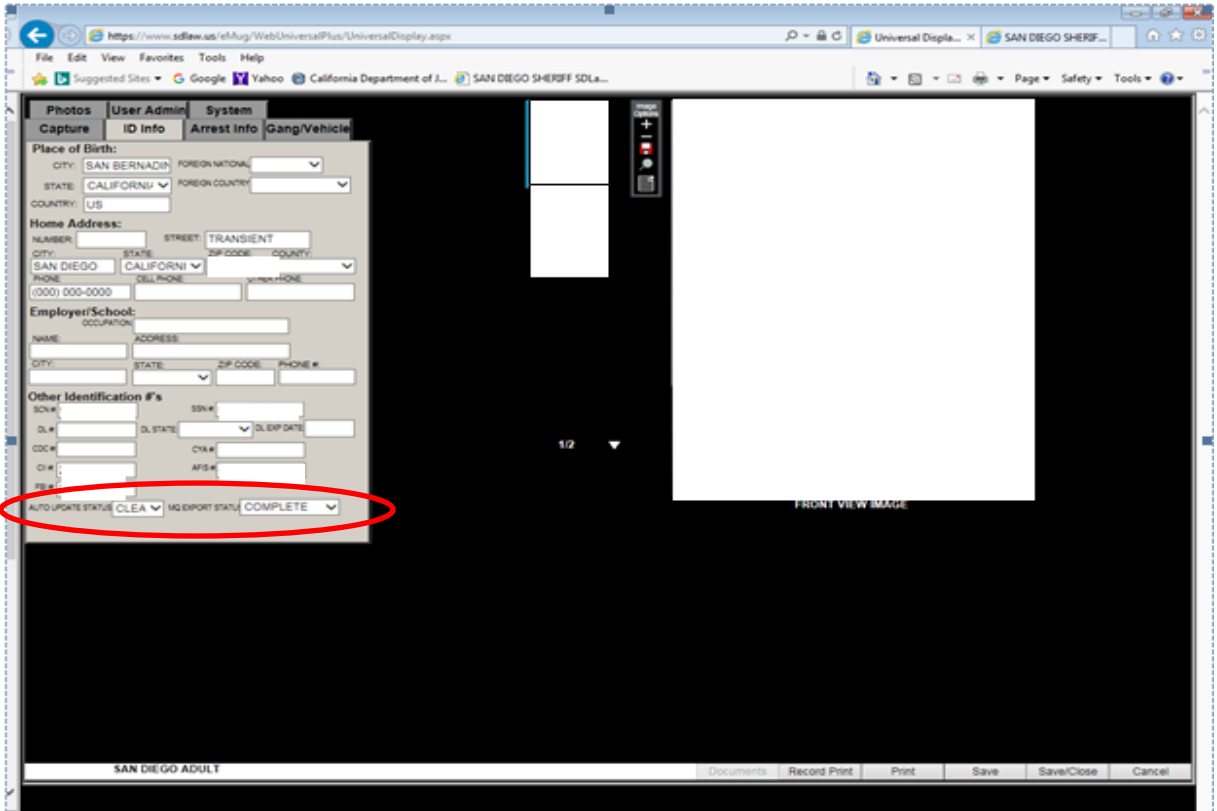C. Click retrieve and enter the Booking Number

D. Determine the event number to be deleted and click OK to check the picture and verify it is the correct photo to be deleted.
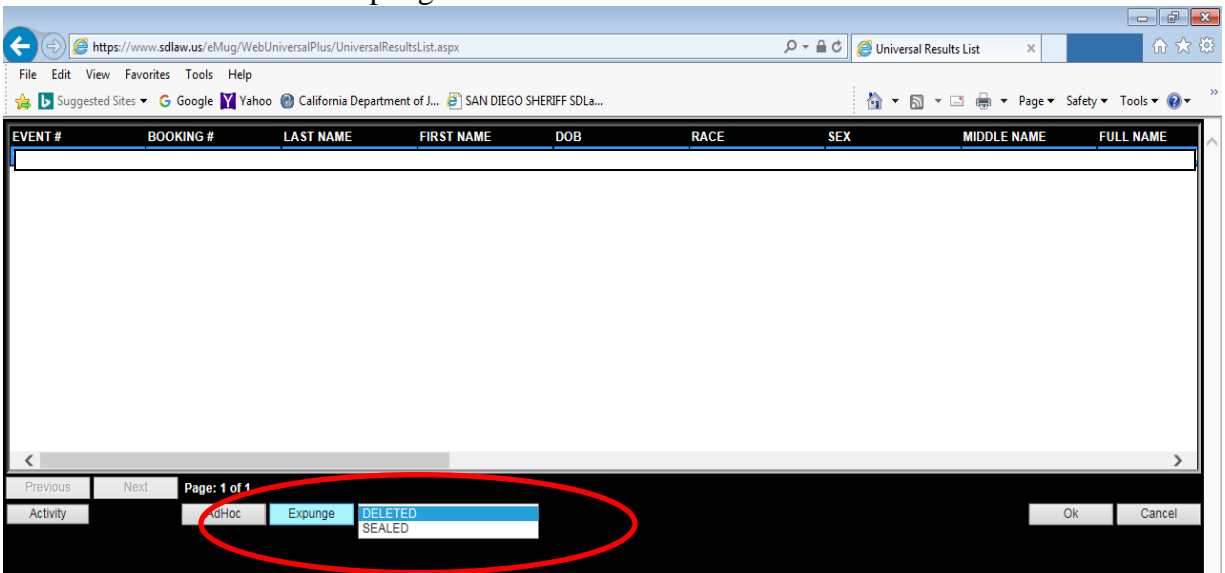

E. Click on ID Info and check the Auto Update Status & the MQ Export Status. If the MQ Export Status is complete, or both are complete, the photo went to Cal-Photo (check Cal-Photo to confirm). If the photo has already gone to Cal-Photo, then a supervisor must be notified so that it can be deleted from the Cal-Photo database.

F. Click cancel to revert back to the previous screen and make sure that the drop down says DELETED. Then Click Expunge.

G. 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.

Message from webpage

This will delete the currently selected record. Do you wish to continue?

OK   Cancel