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

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C. Click retrieve and enter the Booking Number

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#### SAN DIEGO SHERIFF'S RECORDS & ID DIVISION - POLICIES & PROCEDURES MANUAL

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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.

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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.

### SAN DIEGO SHERIFF'S RECORDS & ID DIVISION - POLICIES & PROCEDURES MANUAL

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

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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.

