

NUMBER:	2.14
SUBJECT:	JIMS INACTIVE LIST PROCEDURES
CATEGORY:	BOOKING
DATE:	AUGUST 12, 2010
REVISED:	MAY 17, 2012; JANUARY 23, 2013; MAY 14, 2013; JUNE 5, 2013; JULY 24, 2014; MAY 31, 2018
RELATED SECTIONS:	3.15 CAL-ID STORE & FORWARD ELECTRONIC SUBMISSIONS OF MISSING NUMBER REBOOKS

PURPOSE:

To establish procedures for completing the JIMS Arrests Requiring Livescan & Mug Shot Report for “inactive” bookings and ensuring that all bookings on this list are linked in Jail Information Management System (JIMS) and fingerprints or arrests are submitted to DOJ through the California Department of Justice-Justice Automated Data Exchange (JADE)

POLICY:

It is the primary responsibility of the Records & ID Division Booking staff to ensure that fingerprints are submitted to DOJ on all arrests. This report is a list of all released (inactive) inmates who have an arrest in JIMS that do not have a System Number (SCN) & sequence number attached. Most are subsequent bookings where fingerprints were not received. There are two reports possible: In Custody and Out of Custody. The Records & ID Division is responsible for the Out of Custody report and the Detention Facility Deputies are responsible for the In Custody report.

PROCEDURE:

The JIMS Inactive Arrest Requiring Livescan & Mug Shot Report (also known as the JIMS Inactive List or the JIMS No Verify List) is generated in the JIM system and is accurate at the time the report is created. All bookings listed on the report will remain there until the booking has been linked in JIMS to criminal history (CHS) by the following process:

A. New Arrests "01":

1. If the missed booking is a new arrest (01 or A) with no criminal history, verify all information as you would if you were Updating. Link the booking in JIMS. Go into JURIS SR31, add to remarks "No FPC rcvd, No CAFIS assigned".
2. If the missed booking is the "01" or "A" arrest with criminal history, do not go to Cal-ID. Compare the mugshot on the current booking to a prior booking. If the mug shot looks to be the same subject, link to SCN. If in doubt, give the booking a new system number and place in the remarks in SR31 "No FPC rcvd No CAFIS assigned".

B. Re-books (i.e. booking "02", "03" or B, C, etc.):

1. Run the SCN in the JIMS, IMS-ADMIN-RECORDS-JIMS MAINTENANCE screen to verify that there is not a duplicate JIMS number.
2. Verify that all information is correct as you would if you were Updating.
3. Link the arrest # under the booking to the SCN in JIMS.
4. Run RI05 (booking number) in JURIS.
5. Determine whether the booking is a DOJ Continue or Skip. If the charges are not submittable, enter remarks in SR31 "No FPC rcvd".
6. Complete a JADE transaction for submittable charges. Enter remarks in SR31 "JADE Submit and date".
7. If the "01" or "A" booking is a non submittable charge, i.e.647(F), this arrest will not be in JADE. Link the rebook. Enter remarks in SR31 "no FPC rcvd". There will not be a cycle on JADE for this arrest. No rebooks can be submitted.

C. If booking is in CHS but no link exists in JIMS:

1. In JURIS type SR03 (bkg#)/(alpha)//B/DISPO (i.e. SR03 12345678A//B//DISPO).
2. Then go back into JIMS and link again to correct SCN. Do this only 1 time. If it still does not link in JIMS, follow the P&P for CHS Linking Error Resolution.

D. If booking is a "BOOKED IN ERROR" or VOIDED OUT BOOKING:

1. Work the booking as you would if you were updating. Enter Voided Booking information in JURIS. Do not submit to JADE.

E. If the booking is a "NFFJ" (Not Fit For Jail):

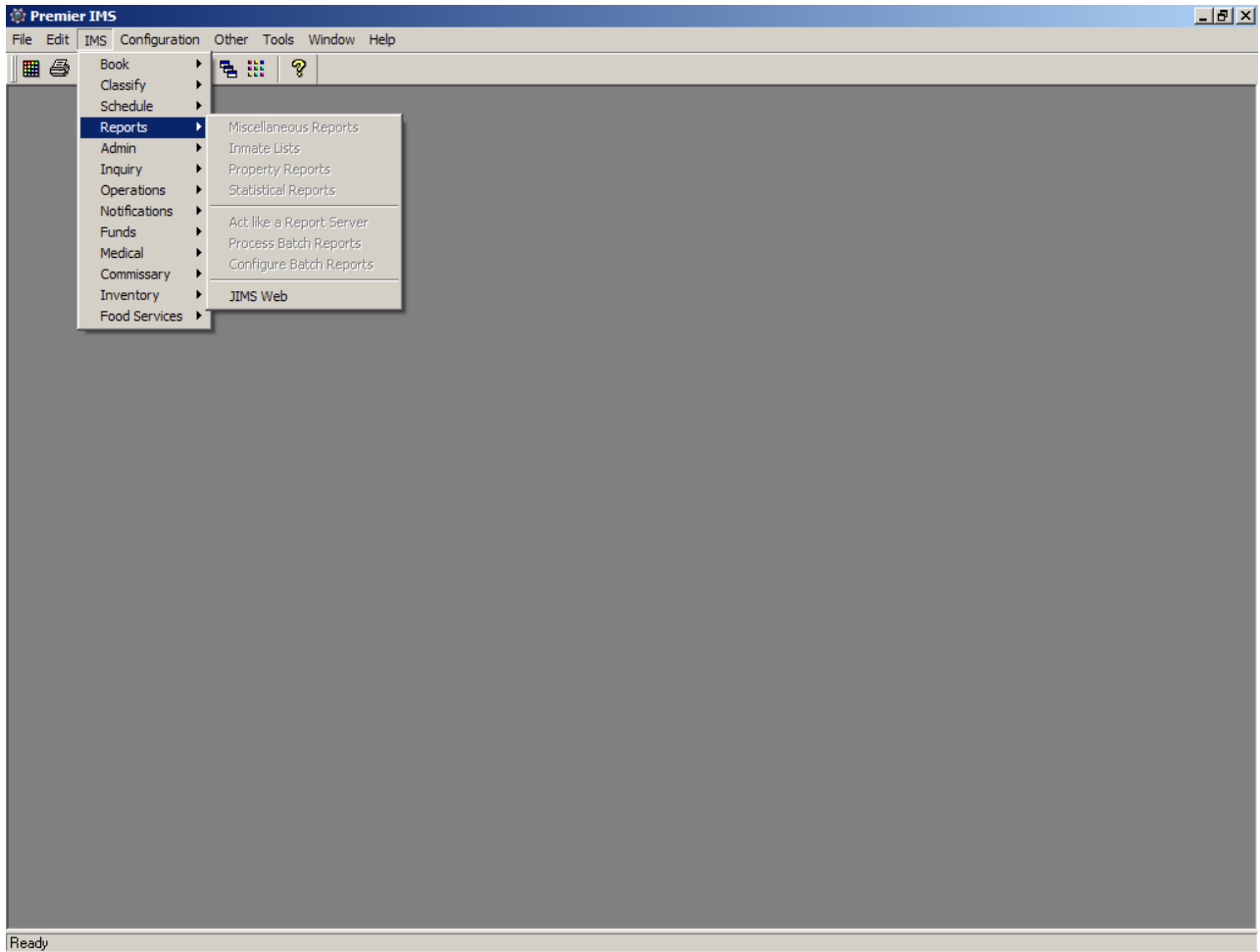
1. Do not link this booking and there is no further processing required. Mark "NFFJ" on the list. The booking will drop off the list.

F. If you have older bookings on the JIMS Inactive List (this is when a merge was done Incorrectly), the following procedure will be followed:

1. Go into JURIS and locate the most recent booking. Go into that booking and look for the ARJIS of the person who linked that booking. These bookings will be returned to the person who linked the most recent booking to be corrected.

G. Printing the JIMS Inactive List:

1. Go into: IMS – REPORTS - JIMS WEB.



2. Choose "IDENTIFICATIONS" option "Arrests Requiring Livescan & Mug shot" then click on the "ON DEMAND" button adjacent to the option.

SECTIONS:

CLASSIFICATIONS	DETENTION PROCESSING	IDENTIFICATIONS
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CLASSIFICATIONS

Facility Population Report	On-Demand	
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DETENTION PROCESSING

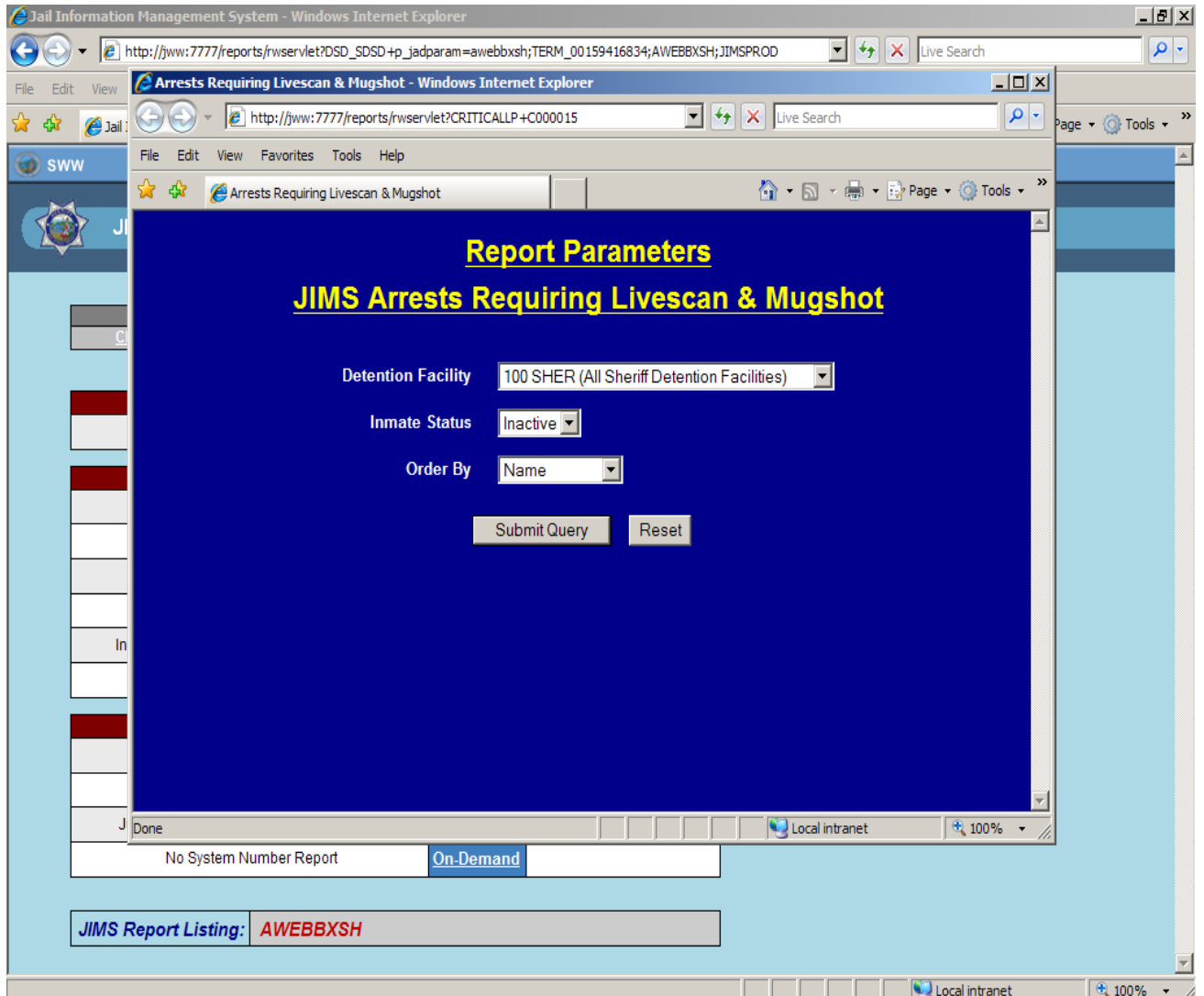
Daily Booking Log	On-Demand	
ICE Holds (BICE, BINS arrests)	On-Demand	
ICE Holds (HICE, HINS arrests)	On-Demand	
In Custody Letter	On-Demand	
Inmates with New Bookings by Fac/Cat/Tot	On-Demand	
Sheriff/SDPD New Arrests	On-Demand	Archives

IDENTIFICATIONS

Arrests Requiring Livescan & Mugshot	On-Demand	
Duplicate JIMS Numbers	On-Demand	
Juveniles requiring Livescan and Mugshot	Scheduled	
No System Number Report	On-Demand	

JIMS Report Listing: **AWEBBXSH**

3. Go to the "Inmate Status" box and change "Active" to "Inactive" then click "Submit Query". All the other information remains unchanged.



4. The most recent inactive inmate list will then come up and click on the print button.

H. When a booking should be submitted to JADE, go the JADE website

1. Use the subjects' CII number to bring up the rap sheet. Go to All Others and Manually enter the date of arrest, booking number and arresting agency. Go into the Comments and enter the information for the arrest, sample below:

3. Then go into JURIS. Enter in the Remarks: JADE Submit and Date

For samples and screenshots, please refer to Booking Desk Reference Section 2.14