NUMBER:	2.15
SUBJECT:	DETENTION ONLY PROCEDURES
CATEGORY:	BOOKING
DATE:	FEBRUARY 23, 2011
DATE REVISED:	JUNE 24, 2011; JULY 17, 2013; JANUARY 31, 2014; JULY 18, 2014; MAY 31, 2018
RELATED SECTIONS:	2.3 UPDATE PROCEDURES; 2.19 MISCELLANEOUS PAPERWORK PROCEDURES; 2.25 ARCHIVING BOOKING GENERIC E-MAIL ACCOUNT PROCEDURES
IN COMPLIANCE WITH:	N/A

PURPOSE:

To provide standard procedures for processing Detention Certificates, Certificate of Releases and Disposition of Arrest and Court Action Notices as "Detention Only."

POLICY:

The Booking Section of the Sheriff's Records & ID Division shall have primary responsibility for updating criminal history when a Detention Only certificate is received.

PROCEDURE:

There are various types of Detention Only (PC 849) forms, which can be received physically or electronically, in email or report form. Samples and copies of the various types of Disposition of Arrest and Court Action can be found in Booking Desk Reference 2.15.

   A. The following are instructions for processing Detention Onlys received by electronic submission in the Records Detention Only email account.
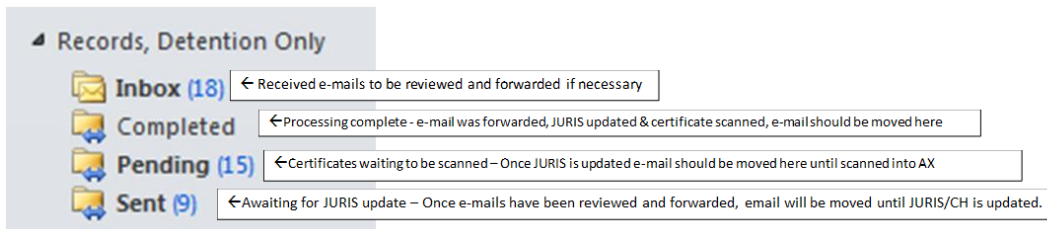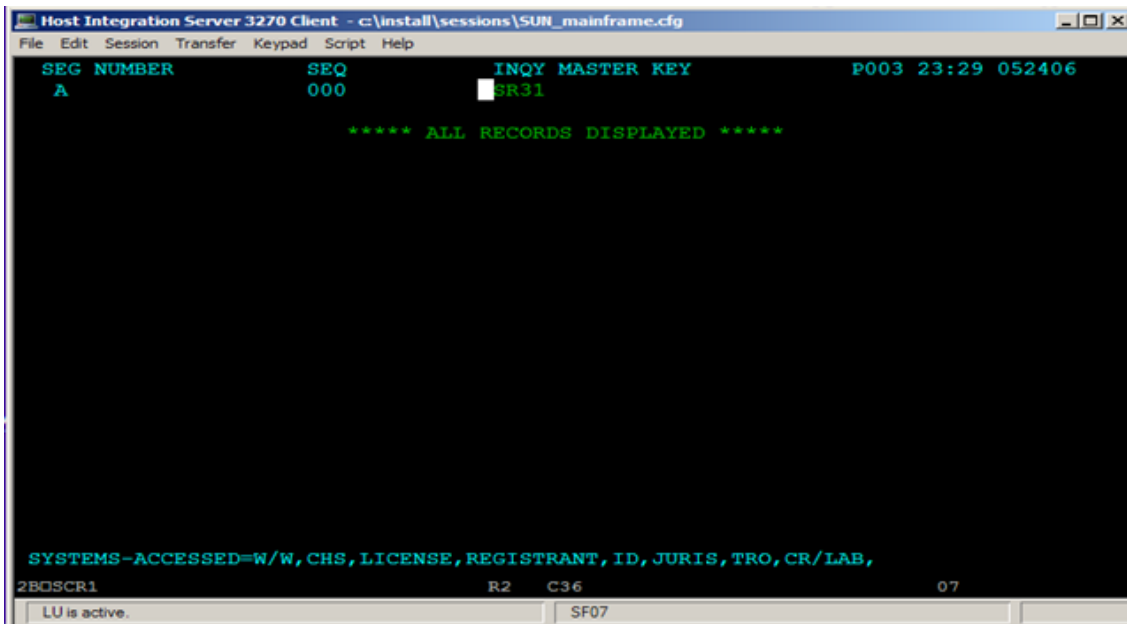

   1. When a Detention Only is received in the inbox of the Records Detention Only email account, it should be reviewed for accuracy. Check the name, arrest number, arresting agency, the dispo type and the arrest and release dates.

   2. If there is incorrect information or something else that needs to be corrected on the certificate please reject the email back to the original sender, asking them to verify whatever is incorrect, i.e. Arresting Agency and to resend the certificate once

updated. Be sure to include your name in the e-mail. Move your e-mail from your sent file to the Records Detention only email Completed file.

3. If the information on the certificate is correct, forward the email to the arresting agency, if needed.

4. After it has been forwarded, or if forwarding is not necessary, move the email to the Sent folder in the Records Detention only email account.

5. If you are entering or updating Detection Onlys in JURIS, then you will start in the Sent folder of the Records Detention only email account. These will be completed the same as if you were to receive a physical copy, see sections B through G below, although disregard the directions for dating, initialing and scanning the physical papers.

6. After you have entered/updated the information in JURIS move the email to the Pending file where it will wait to be copied into the scanned jacket. If the information is already entered and no updating is required, then move the email to the Pending file.

7. If you are assigned to move the emails from the Pending to the Completed file, then the procedure is to check and see if the jacket where the certificate belongs is scanned into Application Xtender. If the jacket is scanned, then you will need to see if the original certificate is already scanned into the jacket. If this is the case, and the copy in the jacket is an exact duplicate of what we received in the email, then move the email to the completed file. If there is no exact copy, then you would need to drag and drop the copy of the certificate received in the email to the opened scanned jacket in Application Xtender. Then move the email to the Completed file. If the jacket is not yet scanned due to the subject still being in custody, go to the categorize option in the Message tab of the email. In the dropdown menu for categorize, choose all categories. A window will pop up, choose new. Another pop-up will come up and you need to type either, "not scanned as of ##/##/##" (current date) or "Still in custody as of ##/##/##" (current date). The person adding the category can choose whatever color will work for them, as the color only shows for that particular individual. Every 2 weeks (or once a month) someone should be assigned to go back through these flagged emails to see if their custody status has changed and/or their jackets have been scanned.

8. The completed file will be archived by a designated supervisor as needed.

B. The following procedures are for entering/updating all Detention Onlys, along with the procedures for handling the physical copies when they are received by the Booking Section.

1. Before updating the arrest as a Detention Only, verify that the release type is

DETENTION ONLY on the "Disposition of Arrest and Court Action" or on the "Certificate of Release form." On the "Disposition of Arrest and Court Action" form, make sure all charges are noted as "Detention Only," DO NOT UPDATE SR31 if the "Reason For Release" is NOT "Detention Only" or if only one of the charges are noted "Detention Only."

**NOTE: _NO FURTHER ACTION IS NEEDED IF REASON FOR RELEASE IS_ NOT _DETENTION ONLY_.

2. Run the booking number using "RI05 A." Check if booking number goes to the same system number as stated on the paper.
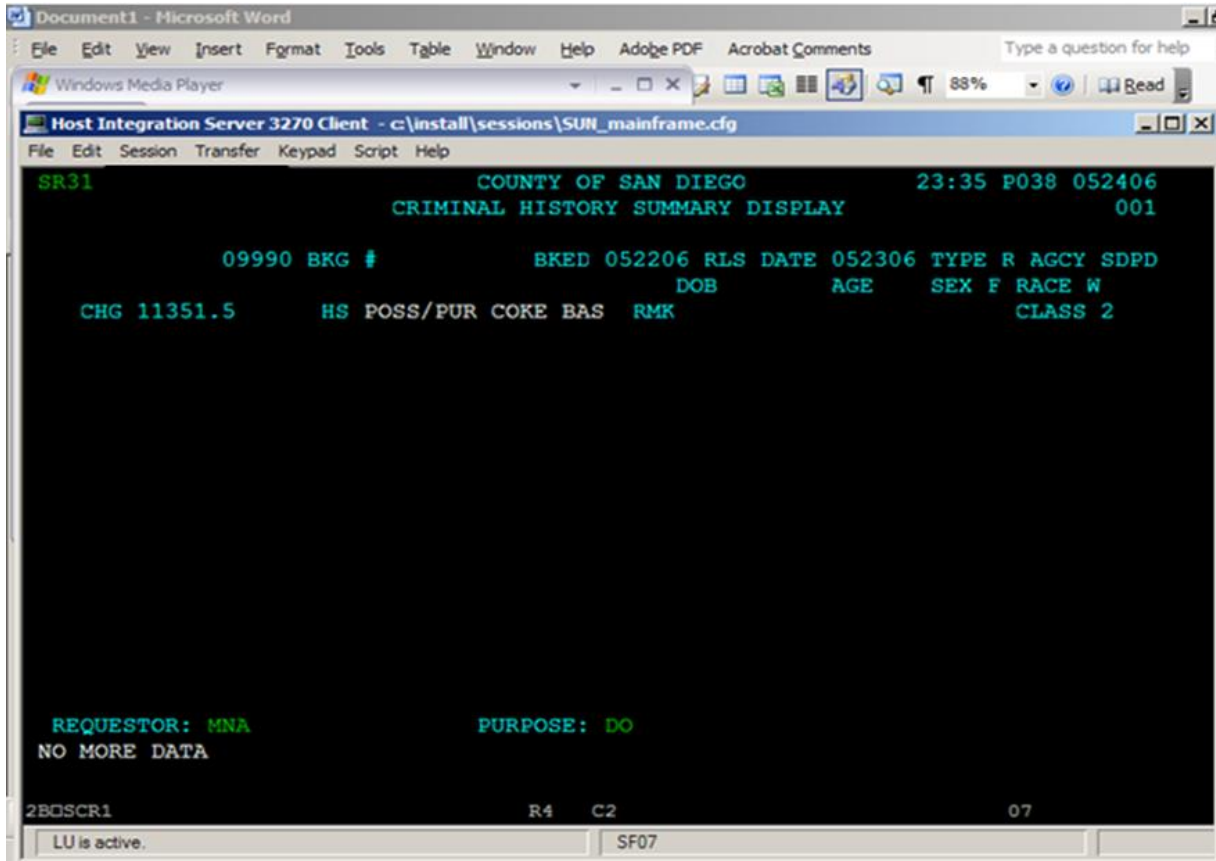
```
Host Integration Server 3270 Client  - c:\install\sessions\SUN_mainframe.cfg          _ □ ×
File  Edit  Session  Transfer  Keypad  Script  Help
   SEG NUMBER            SEQ           INQY MASTER KEY           P003 23:29 052406
   A                     000             SR31

                      ***** ALL RECORDS DISPLAYED *****












SYSTEMS-ACCESSED=W/W,CHS,LICENSE,REGISTRANT,ID,JURIS,TRO,CR/LAB,
2BOSCR1                            R2    C36                              07
  LU is active.                           SF07
```

3. Run RI02 for that system number and verify if the demographics are correct as stated on the DETENTION ONLY form.
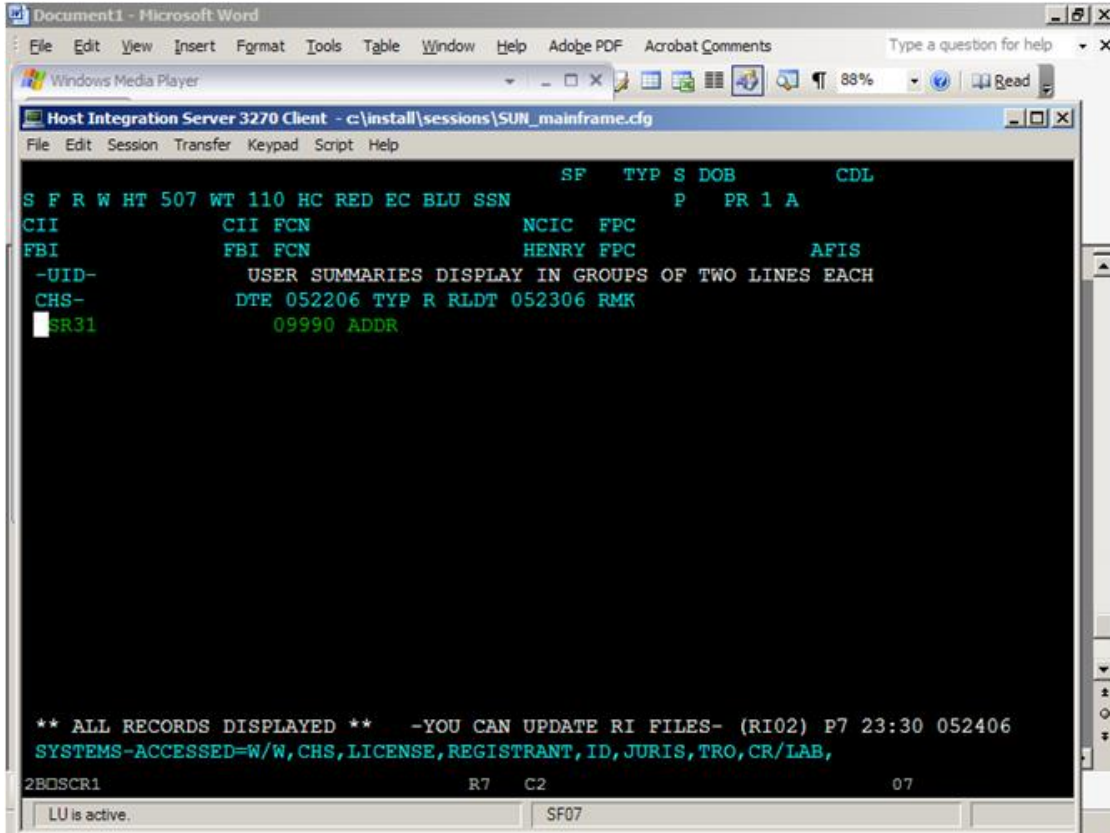
4. On the SR31, go into the booking number you are going to update.

```
Host Integration Server 3270 Client  - c:\install\sessions\SUN_mainframe.cfg          _ □ ×
File  Edit  Session  Transfer  Keypad  Script  Help

SR31                      COUNTY OF SAN DIEGO              23:40 P038 052406
                          CRIMINAL HISTORY UPDATE                        SF07


 NAME                                          DOB       AGE     SEX F
 RACE W HT 507 WT 110 HAIR RED EYES BLU BIRTHPLACE            CITIZEN US
 SSN            DLIC           CII          FBI          AFIS
 ADDR                                            PHONE
 EMERGENCY CONT
 EMP NAME/ADDR    UNKNOWN                         OCCUP
 IDENTIFYING MARKS
 BOOKING NO _____  BKED 052206 TIME 0230 RLSE DATE 052306 TIME 0900 TYPE R
 DAYS SERVED 000    COURT              DATE 000000   TIME 0000 AGENCY SDPD
   OVRD SECTION       CNT CD DESCRIPTION        DOC NO
        11351.5           HS POSS/PUR COKE BASE
        11350(A)          HS POSSESS NARCOTIC CN
        11364            HS CNTL SUB PARAPHERNA



 REMARKS
 PURGE DATE 052213    OPER-ID                    LAST UPDATE 052206 BY DHP
  REQUESTOR: MNA              PURPOSE: DO
 PLEASE CHANGE DATA, OR PF1 = SUMMARY SCREEN, OR PF2 = NEXT BKG NO.

2B□SCR1                         R5    C7                              07
   LU is active.                            SF07
```

5. Update the SR31. Change the first line of the charges to Detention Only (example below); DET ONLY goes under "Section" PC goes under "CD." The CURRENT DATE and YOUR ARJIS # go under "Description." Make sure to type all charges after the first line has been noted. If there are too many charges for that particular booking, check if there are charges that are the same, if so use the "CNT" field and add the number of counts.
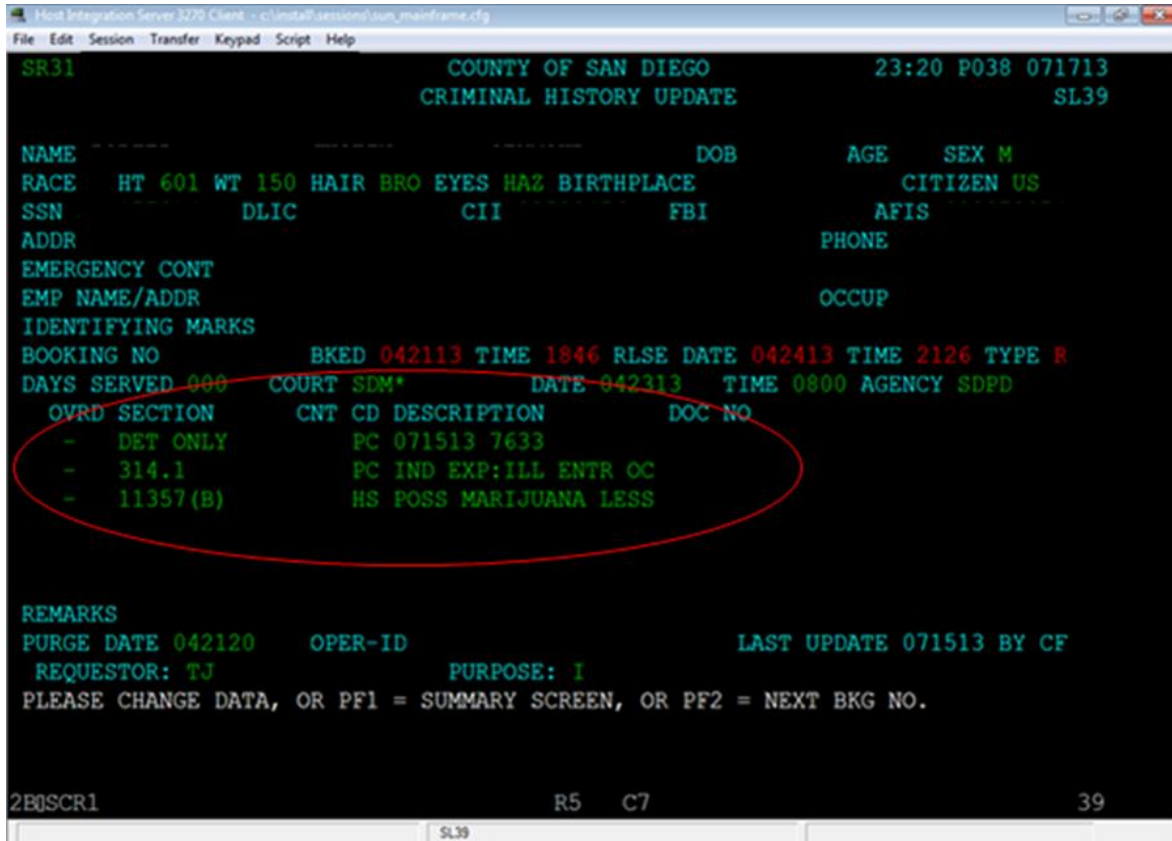
C. When you are processing a Detention Only transaction and you enter the Detention Only notation in SR31, initial & date the Detention Only paperwork.

1. Check ApplicationXtender for the booking. If the booking is in ApplicationXtender, and the Detention Only paperwork *has not* been scanned, scan the Detention Only paperwork at the same time you are working the Detention Only, and then place it in the scanned miscellaneous box.

2. If the booking is not in ApplicationXtender, put the completed Detention Only paperwork to the side. After you are done or have created a stack, place a cover sheet headed "Booking Not in ApplicationXtender," on top of the completed stack, initial & date the cover sheet. Place the stack on the shelf for miscellaneous paperwork "Booking Not in ApplicationXtender."

D. When a Detention Only notation has already been entered into SR31, write "AE" (already entered) on the Detention Only paperwork, your initials & date.

    1. Follow C 1. Above

    2. Follow C 2. Above

    3. If both the Booking and the Detention Only paperwork have been scanned into ApplicationXtender, the Detention Only paperwork is a duplicate and may be placed in the scanned miscellaneous paperwork box.