

<b>NUMBER:</b>	<b>2.16</b>
<b>SUBJECT:</b>	<b>ESCAPE AND RE-ARREST PROCEDURES</b>
<b>CATEGORY:</b>	<b>BOOKING</b>
<b>DATE:</b>	<b>SEPTEMBER 6, 1999</b>
<b>REVISED:</b>	<b>OCTOBER 10, 2012; FEBRUARY 14, 2014; JULY 24, 2014; SEPTEMBER 29, 2014; MAY 31, 2018</b>
<b>RELATED SECTIONS:</b>	<b>N/A</b>
<b>IN COMPLIANCE WITH:</b>	<b>N/A</b>

**PURPOSE:**

To establish standard instructions for recording and reporting Escapes and Apprehension of Escaped Prisoners within the jurisdiction of the San Diego County Sheriff's Department.

**POLICY:**

It is the policy of the Sheriff's Records & ID Division, booking section to accurately report the escape or apprehension of an individual who has escaped from a Detention Facility, Work Furlough Program or CPAC.

**PROCEDURE:**

When an inmate escapes from a Detention Facility, Work Furlough Program or CPAC, the Records & ID Division's Cases section will receive a call from either the facility where the escape occurred or the Detention Investigations Unit (DIU) to request a case number.

After assigning a case number, the Cases section will send a notification e-mail to the booking generic e-mail account ([Records.Booking@sdsheriff.org](mailto:Records.Booking@sdsheriff.org)) with the subject line reading, "ESCAPEE- Report #00000000". The e-mail information will include the subject's name, booking number. Skip step A below if Booking Section is not notified of escape prior to receipt of escapee packet.

The assigned lead clerk will then follow the below procedures:

- A. Print the e-mail notification.
- B. Verify the status of the escapee and that the subject has not been re-arrested.
- C. Update the notes section in JIMS:
  1. Open **IMS Maintenance Navigator**:
    - a. Click **IMS > Inquiry > Booking Summary**.

- b. Enter booking number if known or inmate's last name and first name and click "**Find**".
- c. Click on Correct name and click **OK**.
- d. Open the booking maintenance screen by clicking "**Booking Maintenance**".
- e. Highlight correct booking number or arrest number and click **OK**.
- f. Add "**ESCAPEE-Report #00000000**" to the notes section and click **Save**.
- g. Click exit the record, click "**Close**"

D. Update the **RI03 "Remarks" Screen** in the criminal history system:

1. Log into **IBM Mainframe**.
  - a. Type **RI03 (sp) System # 0000 000000 CHS**.
  - b. Type in the Remarks section "**ESCAPEE- #00000000 date**".
  - c. Type in **OPID (Operator ID)** your initials.

F. Place the e-mail notification in the jacket and file in the non-purgeable section.

**\*\*Note:** Upon escape, the Work Furlough Oversight Unit will close the booking in JIMS as "Escape" and create an Escape Packet. If the booking has been closed prior to notification to the Booking Section, no notes can be made in JIMS. When this happens, skip section C\*\*

### **ESCAPE PACKET RECEIVED:**

Once the Escape packet has been completed, the Work Furlough Oversight Unit-Detention Processing Tech will forward a copy to the Records booking section. The packet will be delivered either by inter-office mail, Transportation Unit or personal delivery.

Once the Escapee Packet is received, it will be brought to the attention of the section Supervisor or Lead clerk for follow-up and filing as follows:

- A. Verify the status of the escapee and that the subject has not been re-arrested.
  1. See "**Subject Apprehended**" section if currently in custody.
- B. Verify that the remarks have been updated in the **RI03 screen-criminal history system**.
- C. **Print** out Mug shot.
- D. Scan Mug shot and all documents into ApplicationXtender.

**SUBJECT APPREHENDED:**

A. Update notes section on current booking in JIMS.

1. Open **IMS Maintenance Navigator:**

- a. Click **IMS>Inquiry>Booking Summary**
- b. Enter Booking number if known or inmate's last name and first name and click **"Find"**.
- c. Click on Correct name and click **OK**.
- d. Open booking maintenance by clicking **"Booking Maintenance"**.
- e. Highlight correct booking number or arrest number and click **OK**.
- f. Add **"ESCAPE RISK- REPORT#00000000"** to the notes section and click **"Save"**.
- g. Click **"close"** to exit out of record.

B. Update the **RI03 "Remarks" Screen** in the criminal history system.

1. Log into IBM Mainframe:

- a. Type **RI03 (sp) System # 0000 0000000 CHS**.
- b. Type in the Remarks section **"ESCAPE RISK- #00000000" date**.
- c. Type in **OPID (Operator ID) your initials**.

C. Place the scanned documents in the "Miscellaneous Scanned box". The jacket will **NOT** be re-filed.

\*\* If a report was not made prior to the subject being apprehended, you will only update JIMS and RI03 with **"ESCAPE RISK"**.

**PURGED ESCAPE RECORDS:**

When an arrest record for an Escapee has purged and the subject has not been re-arrested, the booking and fingerprints will need to be re-entered back into the system as follows:

A. Retrieve a copy of the Escapee Report from the Cases section.

B. Check with Cal ID to see if the fingerprints are still in the Archive database.

C. Check the RI02 to make sure the booking has been purged and the system number shows a MA/DA only screen and print out.

D. Re-enter the booking into CHS (IBM) by using an SR01 4 transaction:

1. **SR01 (sp) 4/System #/Last name/First name//Bkg #/Arrest #/rebk** or  
(i.e., **SR01 4/00000 000000/Smith/John//12345678/A/rebk**)

E. Go to the SR31 screen and update all the below information:

1. Race
2. Sex
3. Height
4. Weight
5. Address
6. Charges

F. Print out the SR31 screen.

G. Update **the RI03 "Remarks"** Screen in the criminal history system:

1. Log into the **IBM Mainframe**:
  - a. Type **RI03 (sp) System # 0000 0000000 CHS.**
  - b. Type in the Remarks section **"ESCAPE-REPORT#00000000"**.
  - c. Type in **OPID (Operator ID) your initials.**

**\*\*Note:** If you are unable to update the RI03 screen, try using #16927 for the OPID\*\*

H. Print out the RI03 screen.

I. Check to see if the AFIS/CAFIS number, demographics and purge dates are listed.

J. Check to see if there is an existing jail jacket to file the SR31, RI03 and RI02 printouts.

K. If not, make a new brown jacket and file SR31, RI03 and RI02 printouts.

L. **DO NOT PURGE!!**