

NUMBER:	2.18
SUBJECT:	RELEASED PRISONERS - JAIL JACKET PREPARATION AND PROCESSING OF PAPERWORK PROCEDURES
CATEGORY:	BOOKING SECTION
DATE:	JANUARY 22, 2003; OCTOBER 24, 2013; MAY 15, 2014; FEBRUARY 2016; MAY 31, 2018
RELATED SECTIONS:	2.19 MISCELLANEOUS PAPERWORK PROCEDURES; 2.20 PURGING-RETENTION JAIL JACKETS PROCEDURES

PURPOSE:

To establish a standard method of preparing the jail jackets of persons who have been booked and released from a San Diego County detention facility before the documents are scanned into ApplicationXtender.

POLICY:

It shall be the responsibility of the Records & ID Division to scan into ApplicationXtender all associated documents of persons who have been booked and released from custody from any of the Sheriff's Detention Facilities or Alternative Custody Programs.

PROCEDURE:

- A. Remove **all** staples. When removing staples, pay close attention to the Sheriff's Logo on the mug shot there may be hidden staples.
- B. Make sure the booking number and/or the subject name on the mugshot matches the booking number and/or subject name throughout the entire jail jacket.
- C. The mugshot profile facecard shall be placed on top of all documents belonging to the subject. The documents may include but are not limited to the following: the Inmate's Intake Slip (fish slip), Booking Intake/Personal Property Inventory, Drop Charge Sheet, Probable Cause Document (which may appear in two documents, one with the judge's signature (electronic or signed), and one without—scan both); Detainer Notices, Holds, Probation Rearrest, Transportation Orders, Certificate of Release, Superior Court Papers, Abstract of Judgment (Prison Commitment), Time Computation, Rule Violation Reports, Administrative Segregation Order, Inmate Observation Log, extradition papers, probation papers, property slips, Quality Assurance Sign Off Sheet, Electronic Surveillance Program, CPAC paperwork, warrant teletypes, DA screenshots, JIMS generated documents with handwritten numbers, notes, etc.
- D. Mug shot tank card – The mug shot face card with the jail jacket is usually comprised of a top and perforated bottom. The top is described as the mug shot with the inmate's demographics with charges, and the perforated bottom part is described as the 2 ½" x 2 "

ID size photos, and the 3"x 5" tank card. If the 3"x5" tank card and 2 ½" x 2 " ID size photos are both attached to the Mugshot Profile Facecard, leave everything attached. When ID sized photos or the tank card are/is detached from the Mugshot Profile Facecard and have/has any writing or stamp of any kind on the front or back, tape it to the bottom of the mug shot profile face card (tape the corners to prevent the mug shot from folding when scanned). If the ID sized photos (with no written notes) are still attached to the mug shot profile face card and there is no tank card to be attached, detach/shred the ID size photos (as they cause a jam when scanning). If there is only the 3X5 tank card, tape it to the bottom, in the middle of the tank card.

- E. Unfold any folded paper, such as, Municipal & Superior Court Papers. Some court papers are longer and should be unfolded so it can be scanned and read in its entirety. Ensure all paperwork is flat after prepping. You may have to press down on paper that has been rolled. If any documents are longer than 14", they must be shortened by using the copier. Reduce the original image by selecting a pre-set reduction ratio or by copy ration and choosing the option [-] or [+] to set a copy ratio before scanning the original document.
- F. Tape any tears, wrapping over the edge and onto the other side. If necessary, tape small items to a sheet of white paper no smaller than a half sheet of 8 ½ x 11". Tape any retained notes, including "post-it" notes, in a clear area or on the back of the page. If there is writing on both sides, make a copy of one side then tape the other side to the paper.
- G. Do not tape Property Receipts to the back of another document, such as a court paper. Yellow/Pink Incoming and Outgoing Property Receipts are scanned as is, without taping them to another document.
- H. Photocopy those items that are considered difficult to scan due to color, background, size, thickness, etc.
- I. Be cautious when removing duplicates. Some documents may look like a duplicate but the court case # may be different, dates may differ, & etc. and it may NOT be a duplicate.
- J. Mail received for individuals who have been released from custody will be evaluated on a case by case basis. If the item is a letter regarding a release of detainer, prep and include it with the file. If the item is mail that came from another subject in custody or an outside party, attempt to return it to the sender. If the item is personal correspondence from another inmate, both subjects have been released and there is no way to return the correspondence, it will be shredded. If the mail looks like it needs special attention, is from one of our departments or an outside agency, bring it to the attention of a booking supervisor or lead clerk. If the subject was released to another Prison/detention facility, forward the mail to the address where the subject is serving time. Child Support notices will be returned to sender with a cover letter. (Example can be found in Booking Desk Reference 2.18). The form is found in the v-drive/Records/Forms/No Letterhead/Booking/DCSS-Sample Letter)

- K. Accounting-Unclaimed Inmate Trust Fund-A letter addressed to the inmate notifying the inmate of a remaining balance in their account is to be returned to the Detention Facility Accounting if a subject has been released from custody.
- L. Medical Information is to be retained by the Department's Medical Director's Office. All medical paperwork that comes in with the released jackets should be sent to O-317 (Attention: Medical Records).
- M. Sealed Court Orders-Remove all documents from the sealed envelope and place the contents of the envelope behind the mugshot and place the cover sheet "Sealed Court Order" behind the contents of the envelope; the rest of the jail jacket paperwork should follow the cover sheet.
- N. Place all RAP sheets in the CLETS bin.
- O. Forward all incident/NetRMS reports to the Cases Section.
- P. Check charges for non-purgable bookings, 187, 192, 664/187, etc. Check on the back shelves for a Blue Jacket. Scan and Verify these bookings, place in the Blue Jacket and return to shelf. If a Blue Jacket has not been made, make one and add to remarks in JURIS, "Blue Jacket Made".
- Q. Check "escapee" release when found in jail paperwork and check if proper remarks have been added to JURIS and that a brown jail jacket had been created. Follow P&P 2.16 Escape And Re-arrest Procedures.
- R. Check "deceased in custody" paperwork and ensure that a brown jail jacket has been prepared and that remarks "deceased" have been added in the RI03 screen. Follow P&P 2.17 Deceased And Inmate Death Notification Procedures.
- S. If a booking packet has most of the documents contained in a jail jacket but the mugshot is missing, print the mugshot and place in front of the paperwork. Because the mugshot does not have a barcode, it may not scan properly. Place the Jail Jacket in front of the batch of prepped booking jackets or scan this booking separately.
- T. Check if all documents belong to the same inmate. If there are two booking numbers for the same subject, check if the subject was booked on NTFJ/NFFJ (Not Fit For Jail) and modify the booking # (as needed) to the booking number booked on if the prior was a NTFJ/NFFJ).
- U. San Diego County Sheriff's Department Medical Court Report (J222) form which has a signature from the Watch Commander and RN/Provider will be scanned to the jail jacket.
- V. Inmate Observation Logs and other forms that are blank will not be scanned. Place them in the shred bins when found in the prepping stage.

THE ABOVE LISTING IS TO BE USED ONLY AS A GUIDE TO PUT THE PAPERWORK TOGETHER AND CAN VARY GREATLY FROM ONE INMATE TO ANOTHER.

******* NOTE: REMEMBER TO REMOVE ALL STAPLES *******