

NUMBER:	2.19
SUBJECT:	MISCELLANEOUS PAPERWORK PROCEDURES
CATEGORY:	BOOKING SECTION
DATE:	AUGUST 11, 2010
REVISED:	JUNE 27, 2014; JULY 25, 2014; May 31, 2018
RELATED SECTIONS:	2.20 PURGING-RETENTION JAIL JACKETS PROCEDURES ; 2.2 SCREEN DESK PROCEDURES

POLICY:

To standardize the preparation of miscellaneous paperwork and/or documents received in the Records & ID Division.

PURPOSE:

It is the responsibility of the Records & ID Division, Booking Section to ensure that all miscellaneous paperwork and/or documents have been properly reviewed and prepared for scanning into the appropriate booking jail jacket in Application Xtender. All miscellaneous paperwork/documents will be processed in date order.

PROCEDURE:

When miscellaneous paperwork or documents are received and there is no identifying information, the following procedure will be followed prior to scanning:

- A. Remove all staples.
- B. Unfold all paper. For rolled or difficult papers, press down to ensure they are flat when scanned.
- C. If any documents are longer than 14", they must be shortened by some means such as photocopying, bursting, cutting, etc. During normal operations, the scanner can handle scanning pages up to 14" legal size.
- D. Tape all "Post-it" notes in a clear area or on the back if they must be kept. Do not cover or obliterate any areas. Instead, tape small documents onto areas with logos, onto blank areas or the back of the page.
- E. If necessary, tape small items to a sheet of white paper. Small documents are difficult to scan correctly and must be taped onto pages no smaller than a half sheet of 8 ½ x 11". If there is printing on both sides, make a copy of one side and tape the opposite side onto that sheet so that both sides can be seen.
- F. Tape any tears, wrapping over the edge and onto the other side. Re-tape the tank card to the mug shot face card.
- G. Remove duplicates, keeping the original or most legible copy if there is no original.

- H. Remove red or other colored side tabs.
- I. Photocopy items that are considered difficult to scan due to colors, background, size, thickness, etc.
- J. Check the paperwork/document for a booking number. If no booking number is found, run name, DOB or case number in JIMS (IMS>Inquiry>Booking Summary) to verify if the booking is still active or if the subject has been released.
 - 1. If the subject has been released, note the booking number on the paperwork or document and go to "K" below.
 - 2. If the subject is still in custody, the paperwork or document will be returned to the appropriate detention facility.
- K. Check ApplicationXtender-Web to verify if the jail jacket has been scanned.
- L. If the jail jacket has been scanned, the prepped and numbered paperwork will be immediately scanned/appended into the scanned jail jacket.
- M. If the jail jacket has not been scanned, the prepped and numbered paperwork will be placed on the designated shelf in front of Cal-ID, with a cover sheet marked, "BOOKING JACKET NOT IN APPLICATION-XTENDER". Initial and date the cover sheet.
- O. Once the paperwork/document has been scanned, place it in a Corodata box which has been set up and labelled "Miscellaneous Scanned from ____ to ____".

When the box is full, enter the finished date on the label on the side of the box. Place the box in the designated staging area for storage pick up and then assemble a new box making sure to place a new "scanned on" slip with the start date (Miscellaneous Scanned from to).
- P. Scanning miscellaneous paperwork requires proper settings on the computer. Each computer may or may not have unique instructions only for that work station. If you are unsure or have not received instructions from your trainer, do not hesitate to ask. Scanners may also scan both sides of the page (depending on the settings), and may discard any blank sheets. Scanners may have a setting threshold of how many black dots it has to have to keep the page. If a backside only has a word or two which may inhibit the page from being scanned, draw a line to bring up the threshold to allow the paperwork to be scanned.

PROCESSING OTHER MISCELLANEOUS PAPERWORK:

- A. O.R. –
 - 1. If the jacket is in ApplicationXtender, scan the O.R. into the jacket.
 - 2. If the jacket has not been scanned, place the O.R. on the shelf in front of Cal-ID labelled

O.R.

B. Certificate of Release –

1. Check for a booking number, if a booking number is found and the jacket has been scanned, scan the Certificate into the jacket.
2. If no booking number is found, check to see if there is a Case number or if the number listed is a case number. If the booking or cite is a SDSO arrest, give the Certificate of Release to the QA Supervisor for processing.
3. If you are unable to find a Booking number or Case number, or who the Certificate of Release should go to, place a Post-it note with your initials and ARJIS # on the Certificate and forward it to your supervisor to be checked in NetRMS.

C. Unable to Locate –

If you are unable to determine a Booking number, Case number or Arresting Agency, attach a note with remarks, sign and date the note and forward to your supervisor.

D. Subject Not Booked –

Miscellaneous papers or documents noted with "N/B" should be scanned into the most recent released booking for that subject, if there is one. "N/B is No Body" and no criminal history or mis-identification issues were found.

E. Jail Jackets –

Jail Jackets are to be placed in the bins for "jail jackets received" to be prepped.

F. Miscellaneous Correspondence –

Miscellaneous correspondence received through the Screen Desk has to be routed appropriately by the Screen Desk Clerk and time stamped.

G. Correspondence for Individuals in Custody –

Correspondence received for individuals currently in custody will be forwarded to the detention facility where the individual is being housed.

H. Child Support Services Correspondence (Billing Statements) –

1. If the subject is out of custody, Child Support Services will need to be notified by calling and providing them with the ID number pre-printed on the letter. This will inactivate the Sheriff's address. Check JIMS to see if there is a forwarding address. If not, the letter will be returned to the sender.
2. If no criminal history (CHS) is found, the letter will be returned to the sender with the

remarks, "no record found".

I. Correspondence from other Law Enforcement Agencies -

Correspondence received from another law enforcement agency addressed to the Backgrounds Unit or survey questions on the ratings of an applicant with SDSO should be routed to SDSO Personnel, Attn: Backgrounds Unit (MS O-41).

J. Sealed envelopes -

When sealed court order envelopes are received, they will be opened. A coversheet bearing the words "Sealed Court Order" will be placed at the beginning and the end of the sealed documents. This paperwork will be scanned into the jacket right after the mugshot.

K. Sealed Medical Envelopes –

Sealed Medical envelopes are to be sent to Mail Stop O-317 Medical Records.

L. NetRMS Incident Reports –

Prior NetRMS Incident Reports are to be returned to Cases.

M. CPAC – Home Detention Program

1. When prepping CPAC/Home Detention paperwork, check for a mug shot. If no mug shot is found, go into the eMug system and print one. It does not have to be a color mug shot since Application Xtender is scanned in black and white. If the subject has not been released, return the jacket to CPAC at MS O-312 with a note indicating "subject still incustody".
2. CPAC Medical documents including Correctional Alternatives, Inc. Notice of Physical Disability and CAI Sign in/Out CPAC paperwork are to be forwarded to CPAC at MS O-312.
3. RAP sheets found in CPAC paperwork should be placed in the CLETS shred bins.

N. Completed Narcotic Registration Form found in miscellaneous – Forward to Licensing.