

NUMBER:	2.23
SUBJECT:	SOCIAL SECURITY - PRISONER VERIFICATION PROCEDURES
CATEGORY:	BOOKING
DATE:	MAY 7, 2007
REVISED DATE:	FEBRUARY 22, 2011; AUGUST 31, 2011; SEPTEMBER 14, 2011; MARCH 21, 2012; JULY 24, 2014; OCTOBER 10, 2016; JULY 31, 2018
RELATED SECTIONS:	2.22 RELEASE OF CRIMINAL OFFENDER RECORD INFORMATION (CORI)
IN COMPLIANCE WITH:	PENAL CODE SECTIONS 11105 AND 13300

PURPOSE:

To establish standard procedures for accepting and processing Prisoner Verification requests received from the Social Security Administration.

POLICY:

It is the policy of the Sheriff's Records & ID Division to accurately report the incarceration of individuals who are receiving Social Security benefits or Supplemental Security Income (SSI) to the Social Security Administration.

PROCEDURE:

Prisoner Verification Forms (see Booking Desk Reference 2.23) are received via U.S. mail or fax from various Social Security offices and a similar Prisoner Verification form from out of state Social Security offices requesting the following information: confirmation of last confinement date, if currently confined, the facility name and address, date of release or pending release date from last confinement, conviction or future trial/court date, and if the subject was confined for any of the following reasons: Not guilty by reason of insanity, guilty but insane, incompetent to stand trial or sexually dangerous person.

Once the form is received, it will be completed as follows:

A. Verify that the Prisoner Verification form includes the following information:

1. Subject's Social Security Number
2. Name
3. Date of Birth
4. Inmate number or JIMS number-(if the inmate # is not listed, contact the requestor to obtain the information).

B. Log into JIMS, click on the Premier IMS screen and scroll down to Inquiry then

over to Booking Summary.

- C. Click on Booking Summary.
- D. Enter the inmate number/JIMS number listed on the Prisoner Verification Form and click find. This will bring up all bookings associated with this subject.
- E. Using the booked date listed on the Prisoner Verification form, locate the appropriate arrest and click OK. This will bring up the booking summary screen.
- F. Verify that the name, date of birth, social security number, Inmate number and booked date are the same as listed on the Prisoner Verification form.
- G. If the information is not correct, take further steps to verify the information or to contact the requestor to make the necessary changes.
- H. If the information is correct; complete the Prisoner Verification Form using the information from the booking summary screen:
 1. Date last confinement began: will be the Book Dt/Time from the JIMS summary screen.
 - a. If a specific date is NOT listed, make sure to use the information from the most recent arrest. Otherwise, use the date given on the form.
 2. Current confinement facility name and address – (if currently in custody).
 - a. If not in custody put N/A
 3. Confinement release date, (if released)
 4. If released to another facility, give the name and address (if available) of the facility or Agency Released to.
 - a. Click on Booking Maintenance> double click on ARR #
 - b. Check “Notes” for released to information and put the name of the facility or agency subject was released to on the “Remarks line”.
 - c. If not released to another facility or agency put N/A
 5. Conviction date: this will be the Sent. Dt. from the JIMS Booking summary screen or the disposition date of the arrest. (Note: it may be necessary to check the DA screen for further information).
 6. If not convicted, scheduled court date(s):
 - a. Click on Booking Maintenance>Booking/Charges lookup.
 - b. Click on Court Info tab.

- c. List all future court dates. (If there are multiple bookings, check each booking and list all future court dates)
7. Remarks: Additional comments or if “Final Release” type from the summary screen is:
- a. PROB – write Released on Probation on Remarks line (and provide probation revocation date if applicable)
 - b. DOC – write Department of Corrections on the Remarks line
 - 1. If there is no Sentenced Date entered on the booking summary screen, click on Booking Maintenance>Booking/Charges lookup to verify charge type. If charge type is Parole Violation, write “Parole Violation” on the remarks line.
 - c. Additional future court dates
 - d. Provide information on Probation Revocation Dates, provide information on re-books.
 - e. (i.e. conviction date : 1/1/16 for arrest #1; Remarks: Probation revoked on 12/15/2015 for arrest 2 and 3; No conviction date yet for arrest 4—case pending
- I. Complete the Verification completed by section with your Name, Title and Phone number.
- J. Complete the Electronic Social Security log for each Prisoner Verification request.
- 1. V>Records>Electronic Log>Social Security log.mdb
- The Electronic log will be completed as follows:
- a. Date request received.
 - b. Name of subject.
 - c. Social Security number of subject – (listed on Prisoner Verification form)
 - d. Criminal History – enter “No Record” if nothing found or subject’s booking number if “Record” found.
 - e. Date request completed.
 - f. Time to Complete – list how many days from the date request was received to date request was completed.
 - g. Completed by - (last name/ARJIS #)
- K. Complete a fax cover sheet and fax to appropriate requestor.
- L. File fax confirmation, fax transmittal form and completed Prisoner Verification form in the designated SSA folder in the lateral file drawer.

For samples and screenshots, please refer to Booking Desk Reference Section 2.4