

<b>NUMBER:</b>	<b>2.27</b>
<b>SUBJECT:</b>	<b>BOOKINGS OF INMATE WITHOUT HANDS PROCEDURES</b>
<b>CATEGORY:</b>	<b>BOOKING SECTION</b>
<b>DATE:</b>	<b>MAY 31, 2018</b>
<b>RELATED SECTIONS:</b>	<b>2.1 QUEUE DESK PROCEDURES; 2.2 SCREEN DESK PROCEDURES; 2.3 UPDATE PROCEDURES; 3.18 CAL-ID MISC. PROBLEMS PROCEDURES</b>

**POLICY:**

To establish Sheriff's Records & ID Division procedures for arrests on individuals booked into a San Diego County facility without arms or hands.

**PURPOSE:**

It is the responsibility of the Sheriff's Records & ID Booking Section to enter all arrests in the JURIS system and verified in the JIM system. When no fingerprints can be received, Cal-ID Unit requires the submission of foot prints to DOJ.

**PROCEDURE:**

- A. When a Deputy calls and advises a Cal-ID examiner that a subject has no arms or hands, the examiner will ask the Deputy to ink print the inmate's feet and email a copy of the prints to Cal-ID along with a copy of J-15 or intake slip showing the inmate's demographics and booking information. The examiner will instruct the Deputy to send the hard copy of the prints to Records-Cal-ID via interoffice mail MS-O41.
- B. The examiner will compare footprints from AppXtender if the subject has a prior arrest. The examiner will notify the Booking Section to process the arrest with the Booking # or SDLaw printout and provide the results of the comparison/outcome.
- C. The Update Clerk will process the arrest, link the booking in JIMS, and update JURIS in the remarks field with the verbiage "Deputy ink rolled inmates foot due to no hands". He/she will send a notification e-mail to the Booking Section, notifying everyone to be on the lookout for the footprints. A printed copy of the email will also be posted at the Screen Desk.
- D. The Queue Clerk will place the copy of the footprints with the SDLaw and file it in the same binder with the Queue sheets that have been processed.
- E. When the original prints have been received, they will be scanned to the booking jacket in AppXtender and forwarded to Cal-ID. An examiner will submit the foot prints to DOJ's Expedite Unit. The Booking Section will be notified that the prints have been received.