

NUMBER:	2.6
SUBJECT:	WRONG DEMOGRAPHICS PROCEDCURES
CATEGORY:	BOOKING
DATE:	JANUARY 27, 2011
REVISED DATE:	FEBRUARY 24, 2011; MAY 25, 2012; APRIL 9, 2013; MAY 17, 2013; JULY 24, 2014; JUNE 16, 2017
RELATED SECTIONS:	EMUG UPDATING PROCEDURE (2.11)

POLICY:

To establish standard procedures for correcting wrong demographics submitted on individuals booked into a San Diego County Detention Facility.

RESPONSIBILITY:

It is the responsibility of the Sheriff's Records & ID Booking section to identify wrong demographic situations in order to accurately update the criminal history information.

PROCEDURE:

When wrong demographics or prints have been received and corrections are needed, the Wrong Demographics/Prints Checklist (see example, page 4) will be completed by the Queue clerk or the Update clerk and processed as follows:

A. Determine how the wrong demographics or prints occurred from one of the following:

1. Detentions Processing Technician or
2. Deputy

B. Determine if the wrong demographics or prints received were one of the following:

1. Tied to Wrong JIMS (Tied to someone else's JIMS - DPT error)
2. Wrong Demographics on Prints (Information on Prints is wrong)
3. Wrong Prints on Demographics (Prints belong to someone else – Deputy error)
 - a. Determine which booking prints are needed by reviewing SDLAW. Check SR31 for prior bookings.
 - b. If the SDLAW is wrong and the prints are correct, then the Detention Processing Technician tied to the wrong JIMS. The RI02 and CII will be different. This type of wrong demo will require the following procedures to be completed; the JIMS unlink/relink, resend DBI, Mugshot extraction and a request to re-roll the inmate.
 - c. If the SDLAW is correct and the prints or RI02 are wrong, the Deputy has pulled the wrong person or the wrong booking number and the following procedures is required; JIMS unlink/relink and Mugshot extractions.

C. Determine which booking prints are needed by reviewing the SDLaw printout and comparing the CII's in the Web Archive, eMug system, County Locals (SR31) and JIMS.

D. Notate the following on the Checklist once notification has been made to the facility:

1. The time notification was made
2. Date
3. Jail location
4. Initials

E. If the booking **did not** process to DOJ:

1. **Print** a hard **copy** of the incorrect FPC.
2. Make a **notation** in the **memo field** of the incorrect FPC (ie Wrong Prints).
3. Make a copy of the **Queue sheet** and attach to the checklist (note if it is a possible WPOW). Check for custody status. If this is a Wrong Person on Warrant (WPOW), follow P&P for WOPW.
4. If CHS is involved, **print paper FPC** from the Archive and compare prints.
5. Give the checklist, all attached paperwork, including DOJ responses and FPC(s) to CAL-ID to **delete** from local and state Archives and Store/Forward. Once deleted, CAL-ID will Return all paperwork and proceed to step G below.

F. If the booking **has** processed to DOJ:

1. Complete the above steps.
2. Submit a **JADE transaction** using the "All Others" entry and write the transaction number on the Checklist. (i.e. Please delete fingerprints associated with transaction#____ and keep fingerprints associated with transaction #____)
3. Write the **transaction #** and **SCN #** on the Checklist.
4. Give the checklist, all attached paperwork, including DOJ responses and FPC(s) to CAL-ID to **delete** from local and state Archives and Store/Forward. Once deleted, CAL-ID will return all paperwork.

G. Upon return of completed paperwork:

1. If the booking is tied to a wrong JIM number, **unlink** and **re-link** to the correct JIM Number or **create** a new JIM number by using the Booking Tied to Wrong JIMS

Number Procedure (P&P 2.2.2).

2. Go into JIMS and “**Re-send DBI**”, wait 15 minutes before calling the facility for a re-roll. (IMS > INQUIRY > BOOKING SUMMARY > BKG MAINT > FULL PERSONAL DATA, then click “RE-SEND DBI/PTI” BUTTON” one time only).
3. Call the Livescan Deputy to have the individual(s) re-rolled. (Follow the Re-roll request Procedures below):
 - a. Contact the jail facility where the error occurred and explain the problem, notate the deputy or contact person's name and time on the form.
 - b. If the re-roll has not been received after 45 minutes, make a second contact call.
 - c. If you have not received the re-roll 30 minutes after the second call, contact the Watch Commander.

Note: the time frame on the requests for re-rolls was approved by the Sheriff's Command Staff and affirmed by the Standards and Compliance Committee.

- H. Complete the Mug shot extraction process, following the eMug Update Procedures.
- I. Check both the eMug & the DOJ Cal Photo systems to verify if the correct information was transmitted. If the information is not correct, make the necessary corrections and note on the Checklist the date the correction was completed on.
- J. Once the **correct FPC** has been received, **print a paper copy** of the FPC and make the following notation in the memo field, "Correct FPC".
- K. Staple the checklist, FPC(s), copy of the DOJ/FBI responses and all other supporting paperwork together and place in the designated Senior Fingerprint Examiner's inbox.

For samples please refer to Booking Desk Reference Section 2.4