

NUMBER:	2.9
SUBJECT:	UPDATING INCORRECT ARREST CHARGE; UPDATING COURT CASE NUMBERS
CATEGORY:	BOOKING SECTION
DATE:	MAY 18, 2011
REVISED DATE:	JULY 24, 2014; MAY 31, 2018
RELATED SECTIONS:	2.3 UPDATE PROCEDURES

PURPOSE:

To establish standard procedures for correcting arrest charges on fingerprints or court case numbers which may or may not have been submitted to the Department of Justice.

POLICY:

It is the responsibility of the Booking Section of the Records & ID Division to verify the accuracy of the arrest charges when updating criminal history and/or submitting the fingerprint card to the Department of Justice.

PROCEDURE:

When an incorrect charge or court case number is discovered, follow the procedure below. This is to ensure that the charges/court case number(s) on fingerprints submitted to the Department of Justice are correct.

- A. When a fingerprint card has not processed through to the Department of Justice:
 1. Line out the booking number on the Queue sheet.
 2. Notify the detention facility if correction in JIMS Booking Summary/SDLaw is required.
 3. Notify the Cal-ID Section fingerprint examiner of the incorrect charge/court case number. Cal-ID will follow their procedures to remove the arrest from the Queue sheet and Web Archive or process a re-launch.
 4. Request a re-roll on the subject and complete the Re-Roll Log (See Example 1)

- B. When a fingerprint card has processed through to the Department of Justice:
 1. Line out the booking number on the Queue sheet.
 2. Notify the detention facility if correction in JIMS Booking Summary/SdLaw is required.
 3. Notify the Cal-ID Section fingerprint examiner of the incorrect charge/court case number. Cal-ID will follow their procedures to remove the arrest from the Queue sheet and Web Archive or process a re-launch.
 4. Process a JADE transaction by using Delete Cycle when prints have been deleted and the subject will be re-rolled or submit a JUS 8715 form to DOJ when prints have been deleted and the subject is a new arrestee. Delete Cycle is not permitted in JADE for new arrestees.

- C. Occasionally, what is reflected on the court case # in JIMS Booking Summary/SDLaw and on the fingerprints may be different because correction has been made in the JIMS Booking Summary/SDLaw after a subject was fingerprinted. In this case, coordinate with the Cal-ID Section for fingerprints to be re-launched with the correct case #.
- D. Occasionally, the correct court case number may appear on the Queue sheet because a Cal-ID fingerprint examiner has made the correction, but, a call has yet to be made to the detention facility because the correction has not been made in JIMS/SDLaw.
- E. Correction to charges and court case numbers may also be made through Modify Arrest Charge/Modify Booking Number in JADE. In this case, coordinate with the Cal-ID Section.

Example # 1

Re-Roll Request Log

Date: _____ Time: _____ Initials: _____

Booking #/Last Name: _____

Time Called/Contact Name: _____

Time of 2nd call/Contact Name: _____
(45 minutes after 1st call)

Watch Commander Notified: _____
(30 minutes after 2nd call)

Remarks: _____

(Rev. 06/17/09)