

MARIN COUNTY SHERIFF'S DEPARTMENT{PRIVATE }
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 2 - BOOKING

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DATE

2-01-06

BOOKING DATA AND DISTRIBUTION

POLICY

All persons booked into Marin County Jail for the first time will be issued a PID and MNI number, complete an information handwriting sampler and be finger and palm printed. All persons will be entered into the Compudyne/Tiburon Custody Management System (CMS), photographed, and issued an identification card. Persons arrested or held on retainable charges will be fingerprinted and a DOJ form #8715 will be completed.

DEFINITIONS:

CUSTODY MANAGEMENT SYSTEM (CMS): The Marin County Sheriff's Office Records and Custody Management System manufactured by Compudyne/Tiburon, referred hereafter as CMS.

JAIL FILE: An envelope that contains all the inmate's booking, classification, court and disciplinary information.

INMATE PHOTO SHEET: Sheet containing a photograph and vital information of the inmate. The inmate photo sheet can be used for various management purposes during the inmate's incarceration in the Marin County Jail.

RETAINABLE CHARGES: Charges that have been established by the California Department of Justice to require fingerprints. A list of non-retainable charges is posted in the booking area. Any charge not on the list requires fingerprints to be taken.

BOOKING JACKET: A new arrestee will be given a new JID number and fills out an information handwriting sampler. This becomes the permanent record file for all other paperwork generated for the original arrest and all subsequent arrests. The Booking Jacket is stored in the Sheriff's Record section at the Civic Center.

COGENT: A computerized fingerprint and photographic system, which captures digitized electronic images of both, stores the fingerprints and photographs locally and transmits the fingerprints to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).

JID: Jail Identification number. A sequential numbering system given to each new arrestee that will be used for any subsequent booking of the same person.

JAIL NUMBER: Sequential number created by the CMS computer booking system which links the inmate to a specific booking into the Marin County Jail.

DOJ FORM # 8715: Department of Justice information form sent to the District Attorney's office for all retainable charges.

PROBABLE CAUSE STATEMENT: Form that accompanies all non-warrant arrests. It must be the original and signed by the arresting officer.

PROCEDURE

When a person is booked into Marin County Jail they will be entered into the CMS “initialize jail booking screen” by the SSA or Deputy. A new JID number is issued to any person who has never been in the Marin County Jail system. If a new JID is issued, the inmate fills out the information handwriting sampler sheet. A complete set of finger and palm prints are taken. The inmate's name is printed on the outside of the Booking Jacket. The information sheet is placed in the Booking Jacket and forwarded to the Sheriff's Record Section. If the person has been booked before, their old JID number is used. When all information has been entered into the CMS the booking documents are printed.

All persons booked will be live scan fingerprinted into the Cogent system and photographed. Each booking will have their right index finger scanned through the “Live ID” system to determine if they have been previously booked at the jail. This will ensure that persons previously booked will not be given a second PID number. If the “Live ID” system is not functioning properly, then traditional methods of securing accurate identification will still be utilized. An inmate identification card with photo will be made and given to the inmate to be worn on the outside of his/her inmate clothing top. The remaining Cogent pictures are distributed as follows:

1. Inmate photo sheet
2. Alpha card
3. To medical staff for their records.
4. A second sheet of pictures will be made and placed in the inmate's Jail File for spares.

Fingerprints will be taken of all new bookings and anyone who is booked on retainable charges. Fingerprints are linked to the CMS and the prints are electronically sent to records. DOJ form #8715 is completed by the SSA and forwarded to the District Attorney's office.

The SSA places all paperwork into the Jail File. All Jail Files are placed on the status board in the booking area. The Bkg. Deputy checks the status board regularly for persons needing release or housing. If an inmate is housed, the Jail File is stored in the Hsg. Sergeant's filing system.

Prior to an inmate's release from custody, the right index finger will be scanned through the Cogent “Live ID” system to assure that the correct person is being released. A Cogent terminal is located in the dress out area for this purpose. All booking and release documents will be placed inside the Jail File then the file will be put into the records box. The night shift SSA will take all files to the Sheriff's Record Section each day.

RELATED STANDARDS:

None

DATE REVISED

8/03/94

8/24/04

By order of

DENNIS MCQUEENY
BUREAU COMMANDER

