ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	**NUMBER:** 11.55	**PAGES:** 1 of 2
	RELATED ORDERS: None	
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CHAPTER: Intake, Transfer, Release and Records	**SUBJECT:** Digital Booking Camera Operation	

I. **PURPOSE:** To provide an overview of the proper operation of equipment.

II. **POLICY:**

A. All prisoners accepted into custody at Glenn E. Dyer Detention Facility or Santa Rita Jail from any Sheriff's Law Enforcement Services unit or any outside source (i.e. Oakland Police Department, California Highway Patrol, Emeryville Police Department, BART Police, East Bay Regional Parks Police, Albany Police, Piedmont Police, Oakland Housing Authority) shall be photographed during the course of booking with the digital Cogent Mugshot System (CMS) photo camera equipment.

B. Booking/ITR intake personnel shall save the digital photograph in the CMS booking system.

III. **PROCEDURE:**

A. GLENN E. DYER DETENTION FACILITY (GEDDF) AND SANTA RITA JAIL (SRJ):

1. Booking/ITR staff shall ensure a CMS digital photograph is taken of all off street arrests and all new books (remands from court) brought into custody.

   a. Access the CMS record for the inmate to be photographed. Any head coverings, eye glasses, or costume make-up must be removed prior to being photographed. The photographs are close up mugshots covering an area from the neck to the top of the head. They are not full body photographs.

   b. Access the CMS record for the inmate by inputting the CMS Event Incident Number (example: 0112AB1234) into the "Look For" box and click on the "Find Now" icon. Make sure the "Search In" box has the "Event Incident #" selected. A CMS record can also be located by entering either the first or last name of the inmate by changing the "Search In" box to Last Name or First Name, and entering the appropriate name in the "Look For" box.

   c. Click on the Inmate Event Incident # with the correct date which will highlight and bring up the inmate's CMS record. Click on the "Edit Selected Booking" icon from the vertical menu on the left side of the screen. This will open the CMS record for the

inmate. Select "Mugshots" from the left vertical menu. Click on the "Add New Mugshot" icon on the bottom of the screen. This opens the Import Mugshot pop-up window. Select "Front" from the pull-down menu in Mugshot Type.

d. Click the "Add Live Mugshot" icon which opens the digital camera pop-up window. Use the arrows and the + and – icons to aim and zoom the camera. Click the "Capture" icon to freeze the camera. If the photo is acceptable, click the "Confirm" icon. If not, click the "Confirm" icon to unfreeze the photo to return the camera to live mode and take another photo. Once an acceptable photo is confirmed, click the "OK" icon. A profile photo will also be taken by selecting "Right" or "Left" from the pull-down menu in Mugshot Type after completing the "Front" photo. Click the "Save and Close" icon on the bottom of the screen. This will close the CMS record.

e. US Marshal and CDCR inmates do not require fingerprints.

2. In addition to the booking photograph, every effort shall be made by Booking/ITR staff to identify and photograph any and all tattoos, scars and marks, not already recorded for that inmate in the CMS system. This shall include a detailed description of the location and the item being photographed as provided in the CMS system. Any gang related tattoos will be photographed by ITR Classification staff.