



# *The Briefing Board*

Number 24-63  
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## **IMMEDIATE POLICY CHANGE** **DO-3, IDENTIFICATION PROCESS**

Detention personnel and those employees associated with detention related functions are **required** to read the Office Policy below to ensure they are familiar with the changes that have been made. Detention personnel and those employees associated with detention related functions are **required** to log into [TheHUB](#), to review and acknowledge an understanding of the Office Policy within **30 days**.

Employees are reminded that *The Briefing Board* has the same force and effect of Office Policy. Division commanders shall ensure that employees have access to a copy of this *Briefing Board* announcement. Policy changes should be discussed during shift briefings, as specified in [Office Policy GB-2, Command Responsibility](#).

## **DO-3, IDENTIFICATION PROCESS**

**Effective December 10, 2024**, Office Policy DO-3, *Identification Process*, is revised as follows (Changes indicated in ~~striketrough~~ and **UPPER-CASE BOLD UNDERLINED** text):

### DEFINITIONS

**RELIGIOUS HEAD COVERING (RHC): A GARMENT WORN ON OR AROUND THE HEAD BY AN INDIVIDUAL THAT REPRESENTS A SPECIFIC RELIGION, FAITH, CULTURAL PRACTICE, OR SYSTEM. A RELIGIOUS HEAD COVERING MAY INCLUDE, BUT IS NOT LIMITED TO, A TURBAN, KUFI, HIJAB, OR YAMAKA.**

### PROCEDURES

4. **BOOKING PHOTOGRAPHS OF INMATES WITH RELIGIOUS HEAD COVERINGS: BOOKING PHOTOGRAPHS MAY BE TAKEN WITH THE HEAD COVERING IN PLACE ONLY WHEN THE INMATE'S DISCERNIBLE FACIAL CHARACTERISTICS ARE FULLY VISIBLE, (I.E., EYES, NOSE, AND MOUTH), AS SPECIFIED IN OFFICE POLICY GJ-40, RELIGIOUS HEAD COVERINGS. THE FOLLOWING CONSIDERATIONS SHALL APPLY:**
  - A. **FRONT AND SIDE VIEW PHOTOGRAPHS WILL BE TAKEN WITH THE RHC IN PLACE. THESE PHOTOGRAPHS MAY BE RELEASED TO THE PUBLIC WHEN REQUESTED THROUGH A PUBLIC RECORDS REQUEST. NO PHOTOGRAPHS WILL BE TAKEN WITHOUT AN RHC IN PLACE.**
  - B. **AN ENTRY SHALL BE MADE IN SHIELD DETAILING HOW THE BOOKING PHOTOGRAPHS WERE TAKEN.**

- 4-5. Visual Observation:
- 5-6. Inmate Refusal to Complete the Identification Process:
- 6-7. Cite and Release:

	<b>MARICOPA COUNTY SHERIFF'S OFFICE</b> <b>POLICY AND PROCEDURES</b>	
	<b>Subject</b>  <b>IDENTIFICATION PROCESS</b>	<b>Policy Number</b> <b>DO-3</b>
		<b>Effective Date</b> <b>08-27-20</b>
<b>Related Information</b> Arizona Revised Statutes (ARS) §41-1750.A	<b>Supersedes</b> DO-3 (01-12-11)	

**PURPOSE**

The purpose of this Office Policy is to establish guidelines and procedures for completing the inmate identification process.

**POLICY**

It is the policy of the Office to conform to Arizona Revised Statutes (ARS) by determining and accurately recording the identity of all individuals booked into any Office jail facility within 10 days of arrest. Trained identification personnel shall be responsible for completing this process.

**DEFINITIONS**

**Identification (ID) Personnel:** Detention identification technicians and appropriately trained detention officers.

**Page Two:** The recording of additional charges based on outstanding warrants or new charges discovered since the time of incarceration.

**PROCEDURES**

1. **Identification Process:** The identification process consists of obtaining identification data; fingerprinting and photographing inmates; documenting scars, birthmarks, and tattoos; and requesting court orders for obtaining such identification data, when necessary. Detention officers are responsible for the transportation of inmates to and from the identification area of the booking facility in order to provide security and safety of ID personnel.
  
2. **Photographing:** Inmates shall be photographed using the computerized photo mugshot system upon entry into a booking area. A minimum of two images shall be taken, the first shall be a straight on frontal face shot with the inmate looking into the camera, and the second shall be a side view. No glasses, headgear, or obstructions shall be included in these views. The images shall be entered into the Facial Recognition Database. Successful facial recognition is dependent upon the quality of the images entered into the database. When photographing an inmate, detention officers should ensure the following:
  - A. There is adequate lighting;
  - B. The inmate has a neutral expression; and
  - C. If the inmate wears glasses, a third photograph shall be taken with the glasses on. The image shall be a straight on frontal face view.

3. **Fingerprinting:** To ensure a positive identification, every effort shall be made to obtain fingerprints from each inmate within 24 hours of acceptance into Office custody. Trained detention officers may assist with taking fingerprints when ID personnel are unavailable.
  - A. Pursuant to ARS, ID personnel and detention officers shall make every effort to ensure all individuals in custody have legible fingerprints taken and forwarded to the Department of Public Safety (DPS), within 10 calendar days of fingerprinting. Arrests and criminal charges cannot be documented in the Arizona Computerized Criminal History (ACCH) database without legible fingerprints being taken.
  - B. Fingerprints should be taken by using the computerized fingerprinting system. If the system is not available or is inoperable, one inked card should be completed for each inmate using the ink and roll technique. Each print must be a clear, usable impression.
  - C. Inmates served with a page two arrest shall be re-fingerprinted.
4. **Visual Observation:** ID personnel or detention officers who notice visible and identifiable characteristics, such as scars, marks, or tattoos which are not listed on the inmate's booking slip or arrest record, shall provide the information to the booking officer for entry into the Sheriff's Inmate Electronic Data (SHIELD) system.
5. **Inmate Refusal to Complete the Identification Process:**
  - A. If an inmate refuses to complete the identification process, the shift supervisor shall be notified, and the employee or supervisor shall submit an order for obtaining evidence to the Initial Appearance (IA) judge. The IA judge shall be requested to order the inmate to surrender the requested identification data prior to release from custody. If the inmate continues to refuse to comply with the judge's order, the supervisor shall re-notify the judge and request the inmate be held in contempt of court.
    1. Physical force shall not be used to obtain identification data.
    2. Combative or intoxicated inmates refusing to complete the ID process shall be placed back into a holding cell. When sufficient time has passed, ID personnel shall attempt to complete the ID process.
  - B. If any part of the identification process is not completed, a filestop notation shall be entered into the SHIELD system indicating the inmate has not completed the identification process.
  - C. If the court order or contempt charge is denied by the IA judicial officer, and the inmate is eligible for release, notations shall be made in appropriate SHIELD records and the inmate shall be released.
6. **Cite and Release:** Individuals who are being cited and then released should be taken to the Office Records and AFIS Division by the arresting agency for fingerprinting. AFIS personnel may fingerprint the individual as requested by the arresting agency.