

MIAMI-DADE CORRECTIONS AND REHABILITATION DEPARTMENT

INTAKE AND RELEASE BUREAU/
DATA PROCESSING UNIT

S.O.P. NO. BKG 11-006 Page 1 of 2



SUBJECT: John and Jane Doe Bookings

EFFECTIVE Date: July 22, 2011

SUPERSEDES: BKG-005

RELATED ACA STANDARDS: N/A

RELATED REFERENCES: N/A



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I. POLICY

It is the policy of the Miami-Dade Corrections and Rehabilitation Department to ensure new arrestees whose real names are unknown or withheld, are identified through Miami-Dade Police Department to determine if the subject has a prior arrest history. Subjects who refuse to identify themselves will be identified as John Doe for male inmates and Jane Doe for female inmates.

II. PROCEDURES

Identifying John and/or Jane Doe

Any person identified as a John or Jane Doe must be transported by the arresting officer to the MDPD Identification Section to determine if the subject has an arrest history.

If no pre-existing fingerprint classification is found, the defendant will be accepted into Departmental custody as "John or Jane Doe". The date of birth supplied by the arresting/transporting officer will normally be 010101, since the date of birth is

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unknown. In all cases, the arresting/transporting officer will be responsible for ensuring that this information is completed on the Arrest Affidavit (A-Form).

New arrests shall be encouraged to provide a valid name and date of birth in order to ease the identification process and limit the amount of "John and Jane Doe" bookings that are entered into the Criminal Justice Information System.

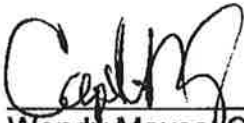
III. CROSS REFERENCE

None

IV. REVOCATION

Standard Operating Procedure "John and Jane Doe Bookings", dated November 01, 2001, by Captain Cynthia Young.

Approved by:



Wendy Mayes, Captain
Intake and Release Bureau

Walton, Shannon Y.

From: Moton, Selina (MDCR) <Selina.Moton@miamidade.gov>
Sent: Monday, July 9, 2018 4:47 PM
To: Walton, Shannon Y.
Subject: Fw: JOHN/JANE DOE NEW ARREST
Attachments: IRB SOP BKG 11-006 JOHN AND JANE DOE BOOKINGS.pdf

From: Speer, Sharonda (MDCR)
Sent: Monday, July 2, 2018 9:52 PM
To: Moton, Selina (MDCR); Bryant, Tenioquia; Riles, Jalessa
Subject: Fw: JOHN/JANE DOE NEW ARREST

Corporal Sharonda Speer, Data Processing Unit
Miami-Dade Corrections & Rehabilitation Department
Intake & Release Bureau
7000 NW 41st Street, Miami, Florida 33166
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Khalil@miamidade.gov

From: Mayo, Cheryl (MDCR)
Sent: Thursday, October 19, 2017 12:27 PM
To: Clay, Tracy (MDCR); Hickman, Beverly (MDCR); Sanders, Renea (MDCR); Barfield, Domesha (MDCR); Barrett, Marcelle (MDCR); Beckford, Cecilia (MDCR); Brown, Zolena (MDCR); Cadet, Hulda (MDCR); Dazil, Louise (MDCR); Linder, Isabella (MDCR); Speer, Sharonda (MDCR)
Cc: Bennett, Deroda (MDCR); Amoedo, Patricia (MDCR)
Subject: JOHN/JANE DOE NEW ARREST

Good day,

As a reminder, MDCR does accept John/Jane Doe inmates **only** after the arresting/transporting officer has taken the uncooperative or combative inmate to MDPD Identification section and no pre-existing classification is found **or the attempt to collect prints is unsuccessful.** The current policy is under review (see attached). It is not MDCR's position to just accept John/Jane Doe inmates. In addition, the policy lists the DOB as 01/01/01 that is incorrect and would make the arrestee a juvenile. The arresting/transporting officer must at least provide a date of birth. New arrest shall be encouraged to provide a valid name and date of birth to