

**RECORDS SECTION  
CRIME REPORTS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: SOCIAL HOST LIABILITY CITATION**

**NO. C-115**

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**EFFECTIVE DATE : 02-01-2007**

**REVISED: 09-18-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE : County Ordinance 9.34.10; 9.34.40**

**REVIEWED: 09-18-19**

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**POLICY** : On June 30, 2006, the Kern County Board of Supervisors added to the Kern County Ordinance Code **9.34.10 Social Host Liability** to provide officers the authority to cite responsible person(s) who actively and passively aid, allow, or tolerate loud and unruly gatherings where there is underage drinking.

The Kern County Sheriff's Office will issue those citations along with completing a Crime and Incident Report in LERMS. Personnel in Crime Reports will process the Report and citation using the following procedure.

**PROCEDURE :**

**I. PROCESSING AN ADMINISTRATIVE CITATION**

- A. Merge the report into LERMS if ready.
- B. Make a copy of the Administrative Citation, (Example A), and attach it to the report.
- C. The original citation will be placed in the Subpoena Coordinator's tray for mailing.
- D. Make a full copy of the citation for the Crime Analysis Unit (CAU), (Example A).

**II. ADMINISTRATIVE APPEAL**

- A. Refer all public requests for information on the Administrative Citation or the appeal process to the Admin Sgt of Patrol.

**III. RELEASE OF THE CITATION**

- A. Release of the citation shall be to the parties involved only.

jbm. 09-18-19

**GENERAL INVESTIGATIONS DIVISION  
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: DICTATION/TRANSCRIPTION**

**NO. C-125**

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**EFFECTIVE DATE : 11-27-08**

**REVISED : 11-20-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-20-19**

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**POLICY** : Crime Reports personnel are responsible for transcribing reports dictated by patrol deputies and/or detectives who are conducting criminal investigations. They may also be required to transcribe taped interviews, and Telephonic Search Warrants. Advances in technology has allowed the method of delivery to Crime Reports via electronic format to what is called "digital transcription". Regardless, all reports will be transcribed in a standardized format.

**DIRECTIVE** : All reports shall be typed using the Arial font style – 12 pt. All proper names shall be noted in all caps. All transcriptions shall be logged into the dictation log book upon arrival and upon completion of the transcription. Type the report exactly as dictated. Do not change any wording or delete duplicate statements, unless permission has been given by the deputy. Always use the spell and grammar check to correct errors the search may uncover. Read the report to ensure there are no spelling errors that the spell check missed.

**PROCEDURE** :

**I. WHEN TRANSCRIPTION ARRIVES:**

**A. Transcription from cassette –**

1. Log incoming transcription into the dictation log book located on the law enforcement counter. (Example A)
  - a. Enter the dictating deputy's name.
  - b. The color of the folder.
  - c. The date and time received.
  - d. Your initials.

2. If there is an indication the report is a “supplemental”, make the above entries on the back of the log book page that contains the original case number. (Example B).
3. Place the folder in the typing bin in order of color.

**Exceptions: Homicides and Dog Bites will be placed at the front (far left hand side) of the bin.**

**B. Digital Transcription:**

1. Check the Crime Reports Email Proxy. The report will be indicated by the following possible notations in the subject line:
  - a. “Digital Dictation” or something to the effect.
  - b. Folder color.
  - c. Case number.
2. Open the email.
  - a. The attachment should be in MP3 or WMA format.
    - i. If not, convert the attachment using iTunes.
  - b. Print the email.
  - c. Place the printed email in the proper color folder located under the law enforcement counter.
  - d. Drag and drop the attachment from the email into the “P” drive, **“Metro Patrol Dictations”** folder.
  - e. Once it is dropped into the **Metro Patrol Dictations** folder rename the attachment to the deputy’s name and case number.
  - f. Drag and drop the email into the “Completed Dictations” folder in the Crime Reports email proxy. **Note:** Do not delete anything from this folder.
  - g. Log the incoming dictation in the dictation log book as outlined in step I.A.

- h. Place the folder in the typing bin as outlined in step I.B.

## **II. TRANSCRIBING REPORT**

### **A. Standard Reports. (Example D)**

1. Open a transcription template located in the Records Drive-Crime Reports folder-WP51 folder-ADD NARR (YEAR).
2. Before making ANY changes, save the report in its proper format.
  - a. Click on File.
  - b. Click on Save As.
  - c. Double click on the current year Narratives folder.
  - d. Change the file name to reflect the report number and the deputy who is dictating it (i.e., 2019-XXXXXXXX-last name).
    - i. If a deputy has written more than one report under the same case number (i.e., multiple supplemental reports), place a number after the deputy's name (i.e., 2019-XXXXXXXX-last name2).
  - e. Ensure the "save as" type is set to Word Document.
  - f. Click on Save.
3. Open the header and footer and make the following changes.
  - a. Double click on the case number box at the top to open the header and enter the current case number.
  - b. Double click outside of the header box to close it.
  - c. Scroll down to the bottom of the page and double click in the footer box.
  - d. Enter the deputy's last name/CAD ID in the "Reported By".
  - e. Enter your initials/CAD ID in the "Typed By".

4. All headings in the body of the report shall be in all caps. Possible headings include:
  - a. INJURIES:
  - b. PROPERTY DAMAGED:
  - c. PHYSICAL EVIDENCE:
  - d. CHAIN OF EVIDENCE:
  - e. OFFICERS INVOLVED:
  - f. ADDITIONAL PROPERTY DESCRIPTION:
  - g. ADDITIONAL MISSING PERSON DESCRIPTION:
  - h. ADDITIONAL SUSPECT DESCRIPTION:
  - i. WITNESSES:
  - j. DETAILS:
5. All proper names shall be typed in all caps (i.e., JOHN DOE).
6. If you cannot hear or understand any words or statements, enter “**(INAUDIBLE)**” in their place. Never assume.

**B. Supplemental Reports.**

1. Follow the same procedure as section II.A with one exception. The “Report Type” in the footer must be changed to read “Supplemental”.

**C. Dog Bite Reports** – reports by a deputy assigned a canine partner containing information about the canine biting a suspect. (Example E)

1. Follow the same procedures as section II.A. with the following exceptions:
  - a. Because these are high priority reports, they should be placed at the front (far left) of the typing bin.
  - b. In the body of the narrative, the deputy will indicate three special headings that must be transcribed in **all caps and bold**:

- i. The severity of the crime.
  - ii. The subject posed an immediate threat to my personal safety and the safety of all officers on scene.
  - iii. The subject was actively resisting arrest in attempting to evade arrest by fleeing and by hiding.
- a. After each heading, the deputy will include additional information regarding the subject of the heading. This will be separated from the heading by dropping down two lines.
  - b. The deputy will then indicate the next heading, which will be preceded by a bullet. Continue until all three headings have been addressed.
  - c. Continue transcribing the report as normal procedures.

D. If you do not complete the dictation,

1. **Cassettes –**

- a. Click on file, then save.
- b. Remove the cassette from the dictation machine. **Do not rewind the tape.**
- c. Place the tape and all corresponding paperwork back in the colored folder.
- d. Place a post it note on the outside of the folder indicating “started” and your initials.
- e. Place the folder in the appropriate location of the typing bin.

2. **Digital –**

- a. At the top of the screen you will see the time (counter) to indicate where you are in the dictation.
- b. On the printed email make a note of this time.
- c. Click on the red “X”, then click on “pending”. **Do not click on finished.**

- d. Place the printed email back in the folder.
  - e. Place a post it note on the folder indicating “not finished” and your initials.
  - f. Place the folder in the appropriate location of the typing bin.
- E. Once the transcription is complete, activate the Spelling/Grammar check function to locate typographical and grammatical errors.
- F. Read through the report to ensure there are no typographical errors that the spell check missed, such as the use of the word “and” when it should be “an”.
- G. Save the report.
- H. Highlight and copy the entire transcription.
- I. Open the Crime Reports Proxy email and create a new email to the dictating deputy.
- J. Paste the transcription in the body of the email.
- a. **Note:** Deputies cannot open Microsoft Word documents via their MDC, which is why the transcription has to be within the body of the email.
- K. Attach the Microsoft Word transcription document.
- L. The “To” of the email should always be the deputies **work email**, not their personal.
- M. Send.
- N. **Cassette transcription only** - Erase the tape.
- O. Log the transcribed report into the Dictation Logbook under the date/time completed, followed by your initials.

### **III. INTERVIEWS:**

- A. Interviews and Telephonic Search Warrants are not logged into the transcription log book.
- B. If there is no one available to transcribe an interview or a Telephonic



Search Warrant immediately, the cassette or CD, and any attached paperwork should be placed in a gray folder and put at the front (far left side) of the typing bin.

**C. Interviews** – Create a template from a blank Microsoft Word document. (Example F)

1. Click on File, Save As.
2. Choose “Crime Reports All”.
3. Double click on WP51.
4. Double click on the current year Narratives folder.
5. Change the file name to reflect the case number, the deputy who conducted the interview, and that the file contains an interview (i.e., 2019-XXXXXXXX-last name-interview2).

**D. Telephonic Affidavit for Search Warrant** – Use the standard report template. (Example G)

1. Click on File, Save as.
2. Choose “Crime Reports All”.
3. Double click on WP51.
4. Double click on the current year Narratives folder.
5. Change the file name to reflect the case number, the deputy who requested the search warrant, and that the file contains a search warrant. (i.e., 2019-XXXXXXXX-last name-search warrant)

**E. Using the respective formats, transcribe the interview or search warrant word for word.**

1. As you transcribe the interview you must indicate each time the person speaking changes by labeling the new line with the speaker’s name.
2. Each time the speaker changes, you must drop down two lines.
3. Every word you hear must be typed exactly as spoken, regardless of grammar.

- a. If the speaker makes noises to indicate an affirmative or negative response, those must be represented in the transcription. (i.e., “Uh-huh” for “yes” and “Uh-uh” for “No”)
  - b. If the speaker makes other noises in the conversation, those noises must also be represented in the transcription. (i.e., “Um”, “Huh”, “Eh”, etc.)
4. Upon completion of the transcription of an interview **DO NOT ERASE THE TAPE.**
  5. Print the completed transcription and place it with the tape to be returned to the deputy who requested the transcription.

***Because these are recordings of conversations and not merely the deputy retelling what happened on scene, they can be (and most times are) booked by the deputy into the Property Room as evidentiary items.***

/jbm.11-21-19

**RECORDS SECTION  
CRIME REPORTS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: IMMIGRATION REQUEST FOR REPORTS**

**NO. C-135**

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**EFFECTIVE DATE : 01-31-07**

**REVISED : 11-20-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-20-19**

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**POLICY** : The Immigration Service under the Immigration and Customs Enforcement (ICE) in the scope of their investigations request that clients provide for them copies of law enforcement reports for which they have been arrested. Pursuant to the Public Records Act, we do not release law enforcement reports to the suspect of crimes. However, we will provide a certified copy of the report directly to ICE.

Crime Reports personnel will follow the procedure below when handling a request for a report to be sent to Immigration Services.

**PROCEDURE :**

**I. INITIAL REQUEST**

- A. When the public requests assistance with an ICE form they have received,
  - 1. Make a copy of the request form.
  - 2. Ensure it contains:
    - a. The file number for the case.
    - b. Mailing address.
    - c. Person's full name and date of birth.
- B. Return the public's original documentation to them.
  - 1. Inform the person of our policy not to release full documentation to the suspect of crimes, per the California Public Records Act.
  - 2. Let them know that we will forward a copy of their report directly to Immigration.

- C. Make a copy of the requested report.
  - 1. In a manila envelope, place the copy of the request and the report copy.
  - 2. Address the envelope.
  - 3. Place our address in the upper left hand corner and place in the SSS tray for supervisor approval.

/jbm.11-20-19

**RECORDS SECTION  
CRIME REPORTS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: FILING**

**NO. C-155**

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**EFFECTIVE DATE : 4-21-97**

**REVISED : 11-20-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-20-19**

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**POLICY** : It is the responsibility of the Crime Reports Unit to file case information into each case file. It is necessary that filing be done on a daily basis to ensure that every case file is complete and accurate.

**PROCEDURE :**

**I. NEW FILING TO CRIME REPORTS**

- A. Sort new filing with the largest number on the top and the smallest on the bottom.
  - 1. Verify each case number and victim before placing filing in the case jacket.
  - 2. If a case jacket has **not** already been made, create a new jacket.
    - a. Place the sticker with the case number on the upper right corner of the jacket. (Example A.)
    - b. If there are any original case dates on the documents, place the month label that matches the report date on the lower right area over "Dec" so that it is visible from both sides. (Example A.)
    - c. If a retention period can be determined by charges or other information in the report attachments, place the proper retention labels above the month label. Fold the label in half over the edge so that it is visible from both sides. See attached Retention List for retention periods (Example B).
    - d. Labels, jackets and retention stickers are used on a daily basis. If you empty a supply box, make sure you notify the supervisor so that new supplies can be ordered in a timely fashion.

3. Remove Staples.
4. Place filing at the back of each case file with the face sheet on top.

**II. TELETYPE FILING**

- A. Refer to Section I above.

**III. SUBSTATION FILING**

- A. Refer to Section I above.

**RECORDS SECTION  
CRIME REPORTS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: END OF MONTH DUTIES**

**NO. C-175**

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**EFFECTIVE DATE : 11-30-98**

**REVISED : 11-21-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINSTRATOR**

**REFERENCE :**

**REVIEWED : 11-21-19**

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**POLICY** : At the end of each month there are several "clean up" duties that need to be completed in order to prepare for the new month. It is the responsibility of the Crime Reports night shift to prepare the office for the beginning of a new month by cleaning out file cabinets, and changing the date on the date/time stamp.

**DIRECTIVE** : **When Crime Reports experiences a power outage, the date/time stamp needs to be re-set.**

**PROCEDURE** :

**I. CHANGE DATE/TIME STAMP**

- A. The date/time stamp is located on top of the black supply cabinet. The key is located on the right side of the date/time stamp and the spare key is located in the top drawer of the supervisor's desk.
- B. Located on the right side of the date/time stamp is the lock. Using the key, unlock the date/time stamp by turning the key towards you.
  - 1. Lift the top half of the date/time stamp.
    - a. The stamp is located on the top half.
  - 2. Change the month and day by rotating each section downward to the next month and day.
  - 3. At the end of the year, change the year portion by rotating it downward to the next year.
  - 4. Close the top half.

5. Using scrap paper, test the date/time stamp to make sure it is correct.
  - a. If correct, lock date/time stamp by turning key away from you.
  - b. If it is incorrect, repeat the process.

**II. NEW DATE SHEETS FOR THE SCANNED DOCUMENTS BOX**

- A. Open a blank Microsoft Word document.
- B. On the top of the page in large and bold font indicate month date and year for the entire month, one date per page. (i.e. 12/1/19, 12/2/19, ..., 12/31/19)
- C. Print and place on top of the scanned documents box.
- D. Close the Microsoft Word document without saving.



**RECORDS SECTION  
CRIME REPORTS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: CHILD ABUSE INDEX FORM**

**NO. C-180**

**EFFECTIVE DATE : 10-22-98**

**REVISED : 10-30-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE : Penal Code 11170(a)(3) &  
Penal Code 11169(c)**

**REVIEWED : 10-30-19**

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**POLICY** : The Department of Justice is required to delete unsubstantiated or inconclusive child abuse investigative reports from the Child Abuse Central Index after ten years unless the suspect of a report is linked to a subsequent report. If the suspect is linked to a report, the ten-year retention period for both/all reports commences from the date of receipt of the most recent report. We, the submitting agency, are required to retain all underlying investigative child abuse reports for at least the same period as the Department of Justice. The Department of Justice mails our department notification providing information regarding the identified individuals who possibly match the names in other reports of child abuse submitted to the Child abuse Central Index.

**PROCEDURE** :

**I. RECEIPT OF THE CHILD ABUSE INDEX FORM (Example A)**

- A. Time stamp the front page of the Child Abuse Index form.
- B. Place a copy of the Child Abuse Index form along with a copy of the report, if it is not available in LERMS, in the Detectives' Tray for the Sergeant of SAAIU.
- C. Scan the original Child Abuse Index form into the report.
- D. The sergeant will email his response to DOJ, Child Abuse Unit (caci-inquiry@doj.ca.gov) after his review.

/jbm 10-30-19

**SUPPORT SERVICES DIVISION  
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: INCOMING MAIL**

**NO. C-200**

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**EFFECTIVE DATE : 10-03-91**

**REVISED : 11-15-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-15-19**

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**POLICY** : The majority of incoming mail is not delivered to the Records Section. It is the responsibility of the Records Section to pick up and drop off mail twice a day.

**PROCEDURE** :

**I. RETRIEVE OUTGOING MAIL FROM DESIGNATED TRAY:**

A. Each morning and afternoon, the SST assigned to do the mail run will:

1. Take the mail in the "Outgoing Mail" tray in Records.
2. Take the mail to the building "A" mailroom.
3. Sort the outgoing mail by:
  - a. Inter-Office mail for any department outside of Norris Road will be placed in the designated tray
  - b. U.S. mail that is not stamped will go in the designated tray for non-stamped mail.
  - c. U.S. mail that is stamped or postage will be paid will go in the designed tray for stamped mail.
4. Pick up any mail for the Records Administrator.
5. Go to the building "A" receptionist.
  - a. Drop off any mail for any department within Norris Road.
  - b. Pick up any mail for Records.

**II. SORT THE INCOMING MAIL AS ADDRESSED ON THE FRONT OF THE ROUTING OR U.S. MAIL ENVELOPE.**

A. Sort as follows:

1. **Individuals in this section** – place (unopened) in their mailbox.
2. **Individuals outside this section:**
  - a. If within Norris Road, if a tray has been designated for that unit, place it in that tray.
  - b. If no tray is designated for that unit:
    - i. Write the unit the mail should be sent to.
    - ii. Place in the outgoing mail tray.
3. **Records:**
  - a. Remove from envelope.
  - b. Stamp with date and time stamp.
  - c. Initial the request in the upper right hand corner.
  - d. Review request to determine which unit the request will go to.
    - i. If request is for Arrest Records only, give to Arrest Records.
    - ii. If request is for Crime Reports only, give to Crime Reports.
    - iii. If request is for both units:
      - a). Make a notation in the upper right hand corner that the request was given to the other unit.
      - b). Make a copy of the request and the return envelope.
      - c). Give the copy to the other unit to be processed.
  - e. Place in appropriate tray.
4. **Addressed to Records, but unsure what to do with** – give to current

supervisor on duty.

5. **If person is no longer here** – give to Records Administrator.
6. **Incoming Raps Sheets** – review and route accordingly:
  - a. Requestor field states Homicide or Deceased – give to Sheriff Support Specialist.
  - b. With correction request attached to back, or states correction – give to Sheriff Support Specialist.
  - c. Background – route to Personnel Backgrounds at Norris Road.
  - d. License/Permit – route to Licensing & Permits at Norris Road.
  - e. For all others:
    - i. Compare rap to requests found in “Manual Raps” tray.
    - ii. If found:
      - a). Process the rap per procedure.
      - b). Shred the teletype.
    - iii. If not found:
      - a). Place rap in “Raps” box.
      - b). Civil desk will shred any rap that is 30 days old if not claimed or requested for.
7. **Blue applicant cards or copy of applicant card, which states background or licensing/permit.**
  - a. Background – route to Personnel Backgrounds at Norris Road.
  - b. License/Permit – route to Licensing & Permits at Norris Road.
8. For all other mail, refer to the information sheet which is posted at the Civil desk and on Sheriffnet. (Example A).

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: LAR ASSIGNMENT**

**NO. C-205**

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**EFFECTIVE DATE : 09-11-96**

**REVISED : 10-15-13**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 09-22-19**

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**POLICY** : Every individual booked into the Kern County Jail and substations will be assigned a local arrest record number (LAR). In addition, subject's booked by an agency with the KAFIS live scan and those federal inmates booked at the Lerdo jail facility will be assigned a LAR number. This LAR number will remain with that individual throughout all subsequent bookings. These subsequent bookings will be linked to the existing LAR number based on a fingerprint comparison performed by the Identification Unit. All documentation of these bookings shall be maintained within the specific local arrest record.

**DIRECTIVE** : LAR numbers assigned by units other than I.D. will be routed to I.D. for confirmation by a fingerprint search locally and statewide. Any errors in LAR assignment will be brought to the attention of the assigning unit and the Problem Resolution Clerk immediately.

**PROCEDURE** :

**I. LAR NUMBER WILL BE ASSIGNED AS FOLLOWS:**

- A. **I.D. Techs** will confirm LAR number assigned by KAFIS by completing fingerprint search for the following:
  - 1. CRF Bookings.
  - 2. Substation Bookings.
  - 3. Federal bookings generated from the Lerdo jail facility.
  - 4. All agencies on-line with the KAFIS live scan.
- B. **REGISTRATIONS and COURT ORDERED Bookings – Fingerprinting and Registrations Staff**

1. Will assign an LAR number after conducting the following searches:
  - a. A search using the Fast ID.
  - b. Running the following searches in Involved Person – Display (INVPDSP) in CJIS:
    - i. Name.
    - ii. Social Security Number.
    - iii. Driver's License number.
- C. **If record found** – Have I.D. confirm they are one in the same.
- D. **If no record found** – assign new LAR #.
  1. **Registration** – Access SNA Maintain.
    - a. Fill in all available information. (Example A)
    - b. A list of possible candidates will come up.
      - i. **If no match found**, hit F3 to proceed to next step.
      - ii. **If match found**, “X” correct individual and hit enter.
    - c. System will ask if you want to create a new LAR#.
    - d. Enter “Y”, hit enter. (Example B)
  2. **Court Ordered Booking** – Access LAR Maintain Identification History (LARMNTID).
    - a. Enter “C” # from Court Ordered Booking in booking number field, hit enter. (Example C)
    - b. System will ask if you want to create a new LAR #.
    - c. Type “**new**” in LAR field, hit enter. (Example D)
- E. E-mail I.D. to advise of the assigned LAR number.
  1. **If prior record found I.D. will:**

- a. Make corrections in CJIS and KAFIS, as per procedure.
  - b. Advise Registrations of the change that was made.
  - c. Forward correction request to Sheriff Support Specialist
  - d. **Sheriff Support Specialist will:**
    - i. Correct CJIS.
    - ii. Forward written notification to the Sheriff's Sr. Support Specialist, requesting deletion of incorrect LAR.
2. **If no record found, I.D. will:**
- a. Maintain CJIS and KAFIS, as per established procedure.
  - b. Advise Registrations that the LAR has been confirmed.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: DUPLICATE LARS**

**NO. C-210**

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**EFFECTIVE DATE : 11-04-91**

**REVISED : 11-18-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED: 11-18-19**

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**POLICY** : On occasion, an individual will be assigned more than one local arrest record number (LAR). This is common on individuals who have used numerous names and dates of birth each time he/she is booked or have poor quality fingerprints. A thorough search by the Identification Technicians will bring this to the attention of Arrest Records staff. It is the responsibility of the Arrest Records Problem Resolution clerk to ensure that all supporting documentation is corrected and combined into one LAR in CJIS, Cogent Mugshot System, and Document Imaging.

**DIRECTIVE** : **Never combine LARs until fingerprints for all bookings and registrations have been compared by an Identification Technician and the true identity of the subject of record has been established.**

**PROCEDURE** :

**I. AS THE SHERIFF'S SUPPORT SPECIALIST IS MADE AWARE OF A DUPLICATE LAR HE/SHE SHALL:**

- A. Review the booking with the "duplicate" stamp or the "Duplicate LAR" memorandum prepared by ID. (Example A)
- B. Access Involved Person – Display (INVPDSP). (Example B)
  - 1. Enter the **most recent** LAR number (the larger number).
  - 2. "X" all possible categories.
  - 3. Verify that the entries in each category are linked to the correct LAR.
    - a. Complaint Request – Records unable to correct LAR, contact Information Technologies Services (ITS).



- b. Court Ordered Booking – verify the LAR number was changed by the ID Unit. **If not**, fax duplicate to Registrations supervisor.
    - i. Registrations supervisor will go into Court Ordered Booking – Maintain via CJIS (COBMNT).
    - ii. Enter Court Ordered booking number, hit enter.
    - iii. Type over existing LAR # with the correct one.
  - c. Crime Person – Records unable to correct LAR, contact ITS.
  - d. Crime Suspect – Records unable to correct LAR, contact ITS.
  - e. Court Case – If incorrect, access Link/Unlink in CJIS. (Example C)
    - i. Enter court case number, hit enter.
    - ii. Enter the correct LAR number in proper field at the bottom of the page and hit enter.
    - iii. If unable to correct, contact ITS.
- Note: If there are numbers in the probation or DA complaint fields, you cannot link to a new LAR until these links have been broken.**
- f. District Attorney Display – Records unable to change this field, contact ITS.
  - g. Complaint – Records unable to change this field, contact ITS.
  - h. Field Interrogation – Records unable to change this field, contact ITS.
  - i. Inmate Record – Confirm LAR changed by ID. **If not**, advise the ID Unit so the LAR can be changed.
  - j. Identification History – Will be deleted by the Records Administrator or designee.

- k. Adult Probation – Records unable to change this field, contact Adult Probation.
  - i. Provide Adult Probation staff with the Probation I.D. number.
  - ii. Advise of correct LAR number.
  
- 4. Registration
  - a. Screen dump all Registration screens in SNA Registration (SNADSP), including the list of prior contact dates. (Example D-1 through D-3)
  - b. Take CJIS screen dumps to Supervisor responsible for Document Imaging. He/she will:
    - i. Drag all registration information from the incorrect LAR to the correct LAR.
    - ii. Forward all CJIS registration screen dumps to the supervisor in the Registration Unit, who will:
      - a). Enter all information into SNA Maintain (SNAMNT), as per procedure.
      - b). Enter the original registration date in the “CURRENT CONTACT DATE” field. (Example E)
      - c). Forward copies to the Records Administrator or designee with a request to delete registration from incorrect LAR.
  
- 5. Warrant – Verify the LAR number is correct. **If not,**
  - a. Access Link/Unlink in CJIS.
    - i. Enter the warrant number, hit enter.
    - ii. Enter the correct LAR number in the appropriate field at the bottom of the page and hit enter.
    - iii. If unable to correct, contact ITS.

**II. WRITTEN NOTIFICATION OF LAR NUMBER CHANGES****A. The Sheriff's Services Specialist shall correct the rap sheet to reflect the changes in the LAR number.**

1. Verify if the FBI needs to be notified of the change in LAR number. On the rap sheet, look above the SID number.
  - a. If it states:
    - i. "California only source record", then it does **not** need to be sent to the FBI. Refer to step B. (Example F)
    - ii. If it does not state "California only source record", then it **does** need to be sent to the FBI. Refer to step C.

**B. Correcting California rap sheet using the JADE system.**

1. Once you have pulled up the subject's record per procedure:
  - a. Select "Modify Arrest Booking Number".
  - b. Click on the magnify glass to bring up the subject's arrests.
  - c. Click on the record that needs to be changed.
  - d. Fill in each of the fields:
    - i. BKN – Booking number. Will always be the same.
    - ii. MNN – Correct LAR number. Ensure to put a dash ( - ) in front of the LAR. (i.e. -0123456)
  - e. Submit the transaction, per procedure.

**C. Correcting both California rap sheet and FBI.**

1. Follow step III.B. to correct California rap sheet.
2. Prepare an Error Correspondence form to send to FBI. (Example G)
  - a. Retrieve the SID and FBI numbers from LAR Display Identification (LARDSPID). (Example H)

- b. Enter the name of the subject noted in LAR Display Identification History.
- c. Enter the SID and FBI number.
- d. Enter the date of birth noted in LAR Display Identification History.
- e. Enter the date(s) of each booking or registration.
- f. Enter the LAR number to be deleted in the "Correct OCA Number From" field.
- g. Enter the LAR number to be used in the "To" field.
- h. Make one copy of the form.
  - I. Send original to the FBI.
  - II. Include copy with the packet.

### **III. CORRECT PHOTO SYSTEM**

- A. Verify that the LAR has been corrected in the Cogent Mugshot System. If it hasn't been corrected:
  - 1. Select "Locate Existing Booking Record" at the "Home" screen.
    - a. Type in the booking number in the "Kern Booking No." box and click OK.
    - b. Select the record that comes up and confirm it's the same subject.
    - c. Click on "Edit Selected Booking" under "Booking Management" at the left of the screen.
    - d. Type the subject's correct LAR number in the "LAR Number" box and click OK.

**IV. ONCE COMPLETED, GATHER THE ENTIRE PACKET**

1. Forward to Sheriff's Senior Support Specialist or designee.
2. Sheriff's Senior Support Specialist or designee will delete the duplicate LAR from CJIS.

/dl. 07-19-13

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: BOOKING - WRONG SUBJECT**

**NO. C-215**

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**EFFECTIVE DATE : 03-08-92**

**REVISED : 09-24-13**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 09-22-19**

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**POLICY** : Many times a subject is arrested on another individual's warrant. This is complicated by siblings or friends using each other's names, people with common names, close dates of birth, and physical descriptions. Once in CRF, the staff has the opportunity to compare more closely physical descriptions, driver's license numbers, social security numbers, or tattoos. Errors are sometimes caught at this point or the individual may be booked before the Identification Technicians discover through fingerprint comparisons they have the wrong subject in custody. In either case, the Shift Sergeant is notified immediately and will make the decision to release the subject.

**PROCEDURE** :

**I. SUBJECT BOOKED IN CJIS.**

A. ID Technicians will:

1. Using fingerprints of inmate in AFIS, ID will determine:
  - a. True identity of the subject.
  - b. Track the warrant in question back to the original "open arrest" by reviewing the subject's previous arrests to determine the true subject of the warrant.
2. Assign or enter the correct LAR in CJIS, if not already done.
3. ID will request AR staff run subject's true identity for any outstanding wants or warrants.
4. ID will notify Classification regardless if inmate is to be released or not.
  - a. Describe the issue and the warrant involved.

- b. The correct LAR number.
    - c. If the inmate will remain in custody due to open charges or another active warrant.
  5. Notify CRF admin that the inmate may want to obtain a “Not Same As” letter.
  6. For one or more of the LAR numbers involved, warning notes are to be added in the CJIS Comment field. Ensure to include the following:
    - a. Your initials
    - b. Department
    - c. Date
  7. Correct record in Cogent KAFIS, if necessary.
  8. Forward to Arrest Records any documents created on the subject, including the booking sheet with notations.
- B. Classification or the jail staff will:
  1. Release the specific booking.
  2. Modify the court case number so it will not match that of the warrant number if the subject is staying in custody.
  3. Contact Arrest Records to advise that has been done.
- C. Arrest Records will:
  1. Contact appropriate agency to:
    - a. Advise that wrong subject was in custody.
    - b. Reactive the warrant, if desired.
    - c. Place appropriate comments on the warrant to ensure subject is not arrested again on that warrant.

2. Reactivate any Kern County warrants:
  - a. Access “Warrant-Reactivate Warrant Cleared As Booked” (WACLTCLB). (Example A)
  - b. Enter Warrant Number.
  - c. Type “yes” in response to reactivate warrant.
  - d. Hit enter.
3. Make changes in “Warrant Maintain Description” (WAMNTDES) on any Kern County warrant.
  - a. The following fields are to be changed:
    - i. Physical description
    - ii. SSN #
    - iii. CDL #
    - iv. CII #
    - v. FBI #
  - b. Tab to “Remarks” and type: **“DO NOT ARREST (SUBJECT’S NAME), DOB, SSN# (if available), CDL# (if available), NOT SAME SUBJ AS LAR #000000/(your initials)”**, hit enter.
4. Advise Sheriff Support Specialist that the warrant was booked on the wrong subject, who will:
  - a. Verify that the correct LAR is linked to the warrant.
    - i. If it isn’t, access Link/Unlink in CJIS.
      - a). Enter court case number, hit enter.
      - b). Enter the correct LAR number in proper field at the bottom of the page and hit enter.
      - c). If unable to correct, contact ITS.



5. Notify the court of issuance of changes:
  - a. Do a screen print of the warrant description sheet.
  - b. Note down physical description on face of warrant.
  - c. Change in CDL # or Social Security # on face of warrant.
  - a. If the true name is known:
    - i. Make Notations on the printout, “Per ID Tech (name of the ID Tech making the comparison)” and mail it to the court of jurisdiction.
    - ii. Arrest Records **cannot** change the name or address of the subject.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: MIS-LINKED LAR'S**

**NO. C-220**

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**EFFECTIVE DATE : 04-07-09**

**REVISED : 07-19-13**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 07-19-13**

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**POLICY** : On occasion, an individual will be linked to another subject's local arrest record. This is common when the identification of the subject is based on information only. It can also occur when the LAR number is typed incorrectly during the booking process. A thorough search by the Identification Technicians will bring this to the attention of Arrest Records staff. It is the responsibility of the Arrest Records Problem Resolution Clerk to ensure that all supporting documentation is corrected and that all mis-linked information in CJIS, Cogent, and Document Imaging has been corrected accordingly.

**DIRECTIVE** : **Never correct LAR information until fingerprints for all bookings have been compared by an Identification Technician and the true identity of the subject of record has been established.**

**PROCEDURE** :

**I. AS THE PROBLEM RESOLUTION CLERK IS MADE AWARE OF A MIS-LINKED LAR, HE/SHE SHALL:**

- A. Review the booking with the "Mis-Link" stamp or the "Mis-Linked LAR" memorandum prepared by ID. (Example A)
- B. Access Involved Person – Display (INVPDSP). (Example B)
  - 1. Enter the **incorrect** LAR number, found in the "FROM LAR#" box.
  - 2. "X" all possible categories.
  - 3. Verify that the entries in each category are linked to the correct LAR.
    - a. Complaint Request – Records is unable to correct LAR, contact Information Technologies Services (ITS).
    - b. Court Ordered Booking – verify the LAR number was changed by

the I.D. Unit. **If not**, e-mail Registrations supervisor.

- i. Registrations supervisor will go into Court Ordered Booking – Maintain in CJIS (COBMNT).
  - ii. Enter Court Ordered booking number, hit enter.
  - iii. Type over existing LAR # with the correct one.
  - iv. Once completed, notify the Problem Resolution clerk.
- c. Crime Person – Records unable to correct LAR, contact ITS.
  - d. Crime Suspect – Records unable to correct LAR, contact ITS.
  - e. Court Case – If incorrect, access Link/Unlink in CJIS. (Example C)
    - i. Enter court case number, hit enter.
    - ii. Enter the correct LAR number in proper field at the bottom of the page and hit enter.
    - iii. If unable to correct, contact ITS.

**NOTE: If there are numbers in the probation or DA complaint fields, you cannot link to a new LAR until these links have been broken.**

- f. District Attorney Display – Records unable to change this field, contact ITS.
- g. Complaint – Records unable to change, this field, contact ITS.
- h. Field Interrogation – Records unable to change this field, contact ITS.
- i. Inmate Record – Confirm LAR changed by ID Technician. **If not**, notify the ID unit to make the change.
- j. Identification History
  - i. Verify in “Identification Comments” that ID put in comments about the mis-link and that it was fixed. (Example D)

- ii. **If not**, notify the ID unit to add those comments.
    - k. Adult Probation – Records unable to change this field, contact Adult Probation.
      - i. Provide Adult Probation staff with the Probation I.D. number.
      - ii. Advise of correct LAR number.
  - 4. Registration
    - a. Screen dump all Registration screens in CJIS, including the list of prior contact dates. (Example E-1 through E-3)
    - b. Take CJIS screen dumps to Supervisor responsible for Document Imaging. He/she will:
      - i. Drag all registration information from the incorrect LAR to the correct LAR.
      - ii. Forward all CJIS registration screen dumps to the supervisor in the Registration Unit, who will:
        - a). Enter all information into SNA Maintain (SNAMNT), as per procedure.
        - b). Enter the original registration date in the “CURRENT CONTACT DATE” field. (Example F)
        - c). Forward copies to the Records Administrator or designee with a request to delete registration from incorrect LAR.
5. Warrant – Verify the LAR number is correct. **If not**,
  - a. Access Link/Unlink in CJIS.
    - i. Enter the warrant number, hit enter.
    - ii. Enter the correct LAR number in the appropriate field at the bottom of the page and hit enter.
    - iii. If unable to correct, contact ITS.

- b. Enter a notation in the caution field of the warrant not to arrest the incorrect LAR via Enter/Maintain Foreign Warrants (WAMNTFOR).
- C. Repeat step I.B.3. for the **correct** LAR number, found in the "LAR" box on the booking or "RE-LINKED LAR#" box on the memo.
- D. AKA's
  - 1. Once all necessary corrections are made, print the AKA's found in LAR-Display Identification History (LARDSPID) via CJIS for each LAR.
  - 2. Checking CJIS and the subject's rap sheet, verify if any of the AKA's were added as a result of the mis-link.
  - 3. If it appears any AKA's were added as a result of the mis-link, delete any AKA's left that do not belong on that subject's LAR.
    - a. Go to LAR-Maintain Identification History (LARMNTID) via CJIS.
    - b. Type in the LAR number of the subject and hit enter.
    - c. Tab down to "Delete AKA", put an X next to it, and hit enter.
    - d. Delete any AKA's belong to the subject.

**NOTE: If unable to delete any AKA's, contact ITS.**

## **II. CORRECT DOCUMENTS IN DOCUMENT IMAGING**

- A. Verify if documents have already been scanned in with the duplicate LAR.
  - 1. If they have not, proceed to step III.
  - 2. If they have, advise the Document Imaging supervisor that the documents need to be corrected.
- B. The Document Imaging supervisor will access each category that needs to be changed.
  - 1. If the LAR folder is archived,
    - a. Supervisor must unarchive the folder to WIP (Work in Progress).
    - b. Choose which LAR folder (yellow in color) needs to be dragged to

- the correct LAR folder through the drag feature in Questys.
- c. Ensure that the "LAR" field has been changed to the correct LAR number.
2. Go to Questys and make a notation in the properties field of the appropriate booking number:
    - a. Right click the folder that the note is to be added to.
    - b. Select "Properties".
    - c. Type in "Mis-linked booking #(stating what the number is) was moved from LAR 0000000 to LAR 0000000/your initials" in the Description field.
    - d. Click "OK".
  3. Once the booking folder has been moved, you **must** archive the LAR to its original state.

### **III. WRITTEN NOTIFICATION OF LAR NUMBER CHANGES**

- A. **The Problem Resolution Clerk shall correct the rap sheet to reflect the changes in the LAR number.**
  1. Verify that the incorrect LAR appears on the subject's rap sheet.
    - a. If it is incorrect, proceed to step 2.
    - b. If it is correct, proceed to step IV.
  2. Verify if the FBI needs to be notified of the change in LAR number.
    - a. On the rap sheet, look above the SID number.
    - b. If it states:
      - i. "California only source record", then it does **not** need to be sent to the FBI. Refer to step B. (Example G)
      - ii. If it does not state "California only source record", then it **does** need to be sent to the FBI. Refer to step C.

- B. Correcting California rap sheet using the JADE system.
1. Once you have pulled up the subject's record per procedure:
    - a. Select "Modify Arrest Booking Number".
    - b. Click on the magnify glass to bring up the subject's arrests.
    - c. Click on the record that needs to be changed.
    - d. Fill in each of the fields:
      - i. BKN – Booking number. Will always be the same.
      - ii. MNN – Correct LAR number. Ensure to put a dash ( - ) in front of the LAR. (i.e. -0123456)
    - e. Submit the transaction, per procedure.
- C. Correcting both California rap sheet and FBI.
1. Follow step III.B. to correct California rap sheet.
  2. Prepare an Error Correspondence form to send to FBI. (Example H)
    - a. Retrieve the SID and FBI numbers from LAR Display Identification (LARDSPID). (Example I)
    - b. Enter the name of the subject noted in LAR Display Identification History.
    - c. Enter the SID and FBI number.
    - d. Enter the date of birth noted in LAR Display Identification History.
    - e. Enter the date(s) of each booking or registration.
    - f. Enter the LAR number to be deleted in the "Correct OCA Number From" field.
    - g. Enter the LAR number to be used in the "To" field.
    - h. Make one copy of the form.

- i. Send original to the FBI.
- ii. Include copy with the packet.

**IV. CORRECT PHOTO SYSTEM**

- A. Verify that the LAR has been corrected in the Cogent Mugshot System. If it hasn't been corrected:
  1. Select "Locate Existing Booking Record" at the "Home" screen.
    - a. Type in the booking number in the "Kern Booking No." box and click OK.
    - b. Select the record that comes up and confirm it's the same subject.
    - c. Click on "Edit Selected Booking" under "Booking Management" at the left of the screen.
    - d. Type the subject's correct LAR number in the "LAR Number" box and click OK.

**IV. ONCE ALL STEPS COMPLETED SHRED ALL UNCESSARY DOCUMENTS.**



**SUPPORT SERVICES DIVISION  
RECORDS SECTION**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: DECEASED SUBJECTS**

**NO. C-225**

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**EFFECTIVE DATE : 11-01-90**

**REVISED: 09-22-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 09-22-19**

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**POLICY** : Once Arrest Records receives notification that an individual is deceased, notations are made to his/her local criminal history and notifications made to appropriate units to advise of the deceased subject. The Health Department, Coroner's office, detectives, and/or deputies can make these notifications. By making notations in the individual's LAR it not only prevents officers from looking for a suspect that is no longer alive, but it may also clear a pending case. The designated technician or shift supervisor will complete this procedure.

**DIRECTIVE** : **Notations to records may only be made when there is an exact death date, name of person reporting death to us, and case/death certificate number, or if a family member provides us with an original death certificate.**

**PROCEDURE** :

**I. UPON NOTIFICATION OF DECEASED SUBJECT:**

A. Staff member receiving information shall obtain the following:

1. Date of death.
2. Name and agency of individual giving information.
3. Case/death certificate number.
4. LAR # of deceased subject, if available.

B. Forward information to Sheriff Support Specialist.

1. If no case/death certificate number provided, confirm death with Vital Statistics in the county of death.
  - a. Kern County – 661-868-6400

- b. If subject died in another county, contact the Vital Statistics in that county.

## **II. SEARCH FOR THE SUBJECT IN CJIS**

A. Go to Search Involved Person Display (INVPDSP) in CJIS.

1. Enter the following in the appropriate fields:

- a. LAR, if provided, **or**,
- b. Last Name
- c. First Name
- d. DOB

2. "X" the following options:

- a. IDENT HIST
- b. REGISTRANT
- c. WARRANT

3. Hit enter.

a. If there are no candidates found and it's a common or hyphenated name, repeat step A.1., using any of the following:

- i. Social security number.
- ii. Driver's license number.

b. If a list of candidates appear:

i. Search for the subject you ran using:

- a). LAR
- b). Last Name
- c). First Name
- d). DOB
- e). Social Security Number.

- f). Driver's license number.
- B. Make a note of the following based on the response returned:
- 1. IDENT HIST – Make a note of the LAR number.
    - a. If more than one LAR appears to match the subject:
      - i. Make a note of all of the information as indicated for steps B.1. through B.3. for each LAR.
      - ii. E-mail the Cal-ID Unit at [KCSOCALID@kernsheriff.org](mailto:KCSOCALID@kernsheriff.org) and ask them to verify if the LAR's are the same or not.
        - a). If the LAR's are different and it can't be determined who the subject is, proceed no further on that record.
        - b). If ID states they are the same, only make entries on the LAR that ID chooses to retain.
  - 2. REGISTRANT – make a note that the subject is a registrant.
  - 3. WARRANT:
    - a. Scroll through and look for any active warrants.
    - b. Make a note of the following:
      - i. Warrant numbers for any active warrants.
      - ii. The responsible agency for the warrant.
      - iii. Which court the warrant is issued from.

### **III. MAKE THE APPROPRIATE ENTRIES FOR EACH RECORD**

- A. For any IDENT HIST records, go to LAR Maintain Identification History (LARMNTID) in CJIS:
- 1. Enter the LAR number in the LAR NO field and hit enter.
  - 2. Enter a "Y" next to "Deceased" followed by the date of death.
  - 3. "X" the field next to IDENTIFICATION PROCESS and hit enter.
  - 4. In the COMMENTS field type the following information: (Example A)

- a. That the subject is deceased.
  - b. The day the subject was deceased.
  - c. Who advised the subject was deceased.
  - d. The current date.
  - e. Your initials.
5. Hit enter.
  6. Make a printout of this screen by selecting print screen on keyboard.
  7. Route the printout to the Cal-ID Unit.
- B. For any REGISTRANT records, go to SNA Registration Maintain (SNAMNT) in CJIS:
1. Enter the LAR number in the LAR NUMBER field and hit enter.
  2. In the Involved Person Description screen:
    - a. Delete the address and replace the following fields with the word "deceased":
      - i. ST
      - ii. CITY
    - b. Enter an asterisk (\*) in the OVR field and hit enter.
  3. In the Employment/Vehicle Info screen:
    - a. Enter in the current date for the CURRENT CONTACT DATE.
    - b. "X" the most severe registration code, which will be indicated by having a date under it.
  4. In the Conviction/Probation Info screen, enter "N" for SEND TO DOJ (Y/N) and hit enter.

5. E-mail the Registrations Unit supervisor and advise them of the following for any registrants:
  - a. The subject's name.
  - b. The subject's LAR number.
  - c. The day the subject was deceased.
  - d. The case/death certificate number.
  - e. If the subject is a PC 290 registrant.
  - f. Highlight each PC 290 registrant.
  
- C. For any WARRANT records:
  1. Go to Warrant Maintain Service History (WAMNTSVH) in CJIS:
    - a. Enter the warrant number and hit enter.
    - b. Enter the following information in the service history: (Example B)
      - i. That the subject is deceased.
      - ii. The day the subject was deceased.
      - iii. The case/death certificate number.
      - iv. Who advised the subject was deceased.
      - v. Your initials.
  
  2. For any Kern County Sheriff's Office warrants:
    - a. Go to Warrant Maintain Descriptive Information (WAMNTDES) in CJIS:
      - i. Enter the warrant number and hit enter.
      - ii. Enter an "X" in "Caution".

- iii. Enter the following information in "Remarks":
  - a). That the subject is deceased.
  - b). Date of death.
- 3. Fax a printout from WACLACT in CJIS of any Bakersfield Police Department arrest warrant to 328-1279.
- 4. E-mail the District Attorney's office at afrench@kernda.org and advise them of the following for any active warrants:
  - a. The subject's name.
  - b. The subject's date of birth.
  - c. The subject's warrant number(s).
  - d. The court who issued the warrant.
  - e. The day the subject was deceased.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: DAILY/MONTHLY DEPOSIT**

**NO. C-230**

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**EFFECTIVE DATE : 07-25-96**

**REVISED: 07-19-13**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED: 07-19-13**

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**POLICY** : The day shift supervisor(s) are responsible for the weekly balance and deposit of all monies received from the Records Section, ensuring all receipts are accounted for and a deposit summary is completed weekly. Designated supervisors in the Records Section will complete this task in the absence of the day shift supervisor(s).

**DIRECTIVE** : **Monies available in the cash register are for business purposes only. Personal use is forbidden. Money will be placed in the cash registers immediately upon receipt, and will remain locked and secured at all times.**

**PROCEDURE** :

**I. RETRIEVE MONIES AND RECEIPTS FROM CASH REGISTER.**

- A. Separate monies to be deposited from the cash to be left in the drawer for making change.
- B. Always deposit the larger denomination bills.
- C. Ensure there is an adequate amount of small bills remaining. If not, supervisor or designee will go to Financial Services to obtain change.
- D. Once adequate funds are obtained the register is to retain \$100.
- E. Ensure there is sufficient tape in cash register before printing the daily journal log.

**II. ENSURE DEPOSIT AMOUNTS AND TOTALS DO AGREE.**

- A. Total remaining monies:
  - 1. Action Code 99 is to be run for a daily report. Step by step instructions are located by cash register.

2. Total should equal the register receipt total, which is under Action 23. (Example A)
3. If amount to be deposited does not match the receipt total, proceed to step III.
4. If both amounts match, place money in stacks by denomination, ensuring bills are facing the same direction.
5. Ensure checks are filled out completely:
  - a. Pre-printed bank checks. **NO COUNTER CHECKS ACCEPTED.**
  - b. Check or money order is signed.
  - c. Driver's License or I.D. #, written by SST.
  - d. Receipt # (written by SST conducting transaction).
  - e. If check is not acceptable:
    - i. Pull check.
    - ii. Shift Supervisor shall void receipt and note problem.
    - iii. Contact issuer and make arrangements to correct check.
    - iv. Place receipt and check in register with notations.
  - f. The SST receiving the check shall record the designated County account number at the top of the check. (Example B).
  - g. Ensure back of check is stamped with County "deposit only" stamp, go to step IV.

**III. DEPOSIT AMOUNTS AND TOTALS DO NOT AGREE.**

- A. Recount monies placed in cash register for making change.
- B. Check for missing receipt(s), error correction/void.
- C. Check under and behind the drawer for missing funds.
- D. Look at all transactions on journal tape to look for any irregular amounts.



- E. If still unable to locate the reason for the difference, immediately advise:
  - 1. Sheriff's Senior Support Specialists, **and**,
  - 2. Records Administrator

**IV. COMPLETE FINANCIAL SERVICES DEPOSIT SUMMARY.**

- A. Record sub-totals on the respective lines of the Financial Services Deposit Summary. (Example C).
  - 1. Prints and Reports.
  - 2. Civil Bench Warrant Service Fees.
  - 3. Repo Fees.
  - 4. Impound Fees.
  - 5. Other (miscellaneous).
  - 6. Returned Check Charge.
  - 7. Overage Fund
    - a. The overage amount is to be added to this line.
    - b. Overage monies are to be included in the deposit.
- B. Calculate sub-totals, record deposit total and sign in designated area.
- C. Make two Xerox copies of deposit summary.
  - 1. Original and one Xerox copy to Financial Services.
  - 2. Other Xerox copy kept in the Civil Desk.
    - a. Attach cash register tape.
    - b. Attach any voided or error corrected receipts.
    - c. Attach any additional notes concerning problems with the deposits/checks etc.

**V. WALK DEPOSIT TO FINANCIAL SERVICES.**

- A. Person preparing the deposit will:
  - 1. Attach money to original and Xerox copy of Financial Services Deposit Summary.
  - 2. Walk to Financial Services and leave it with the designated person handling our deposit.
  
- B. Financial Services will:
  - 1. Double check totals.
  - 2. Return the following documents to Records Section in approximately 2-3 days:
    - a. Signed copy of the deposit summary.
    - b. Electronic Record of Deposit (EROD).
  - 3. E-mail all supervisors with the EROD.
  
- C. Attach signed copy of deposit summary and EROD to the Financial Services Deposit Summary.
  
- D. Day shift supervisor will:
  - 1. Ensure the EROD has been received.
  - 2. If the day shift supervisor is absent, one of the other shift supervisors will verify it has been received.

**VI. MONTHLY REPORT.**

- A. The first business day after the end of the month, the day shift supervisor will run a report of the previous month's transactions.
  - 1. Action Code 18 is to be run for an end of the month report. Step by step instructions are located by cash register.
  - 2. The report will be given to the Sheriff's Senior Support Specialist(s), who will:

- a. Enter and compare the totals for the current fiscal year report.  
(Example D)
- b. E-mail the updated report to the Records Administrator.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: SUPPLEMENTAL LIST**

**NO. C-235**

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**EFFECTIVE DATE : 05-20-98**

**REVISED : 09-22-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 09-22-19**

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**POLICY** : Each individual booked into the Kern County Jail is run for warrants locally, statewide, and nationwide, once they have been positively identified by fingerprints. All supplemental bookings are noted in a specific screen in the Kern County Criminal Justice Information System (CJIS). This screen is called *LAR Review Supplemental Bookings*. This list contains all supplemental bookings placed on an individual after the initial booking. This alerts Records that additional charges may need to be reported to the Department of Justice and FBI. Once Records has done so, these supplementals are removed from the supplemental booking list.

**PROCEDURE** :

**I. AS RECORDS COMPLETES PROCESSING THE BOOKING, TECHNICIANS SHALL:**

- A. Review Inmate Display Record (IMDSPREC) in CJIS to ensure all supplementals have been:
  - 1. Noted on the booking sheet. (Example A)
  - 2. Printed and attached to the booking sheet.
  - 3. For any supplementals not printed and attached:
    - a. Print out the appropriate supplemental.
    - b. Note them appropriately on the booking sheet, per C-240 Processing Bookings.
- B. Access Inmate Attention Flag Display (LARVWSUP) via CJIS. (Example B).

**NOTE: You cannot remove a booking from the flag list without completing the following steps:**

1. Place an "X" next to the booking number and supplemental number being processed. (i.e. SO 1234567 01; SO 1234567 02; etc.)
  2. Hit "F3" to return to the supplemental list.
  3. Place an asterisk (\*) in the field preceding the booking number.
  4. Hit enter.
  5. Repeat step B. until all supplementals are removed from the list.
- C. Transmit booking in KAFIS, according to C-375 Transmitting Charges.

## **II. SUPPLEMENTALS ADDED AFTER BOOKING HAS BEEN PROCESSED**

- A. **All staff** are responsible for checking the Supplemental Booking list **daily** for supplemental bookings placed after the initial booking process.
1. Access "LARVWSUP" in CJIS.
  2. Print out the entire list.
  3. For any booking that has been flagged:  
**NOTE: Do not complete this step if a booking still has the "UNCNF" notation.**
    - a. Access "IMDSPREC".
    - b. Print out any supplemental noted on the supplemental list for each booking number.
      - i. Do not print the supplemental if:
        - a). Only non-reportable charges are listed.
        - b). The subject was released on virtual custody and the supplemental was added as a result of that.
  4. Remove each supplemental from the supplemental list, per step I.B.
- B. Using the date the subject was originally booked, attempt to locate original booking packet by checking:
1. Pending KAFIS tray.
  2. JADE box.

3. Current box of bookings.
  4. Box of bookings 30 days old located in the teardown room.
- C. Review the booking and process accordingly:
1. Review if the **original** booking charge or any **previous supplementals for this booking** would have been transmitted via KAFIS to DOJ.
  2. **If so:**
    - a. Affix supplemental printout to original booking.
    - b. Note down each supplemental on the booking sheet and highlight, if not done so already.
    - c. File accordingly:
      - i. If the booking has already been transmitted in KAFIS, place in the "JADE" box.
      - ii. If the booking has not been transmitted, transmit it according to procedure.
  3. **If not:**
    - a. On booking printout, write "1<sup>st</sup> Reportable" next to warrant #.  
(Example C)
    - b. File accordingly:
      - i. If the booking has already been transmitted in KAFIS, file the booking in the "Manual Red Cards" folder to be processed at a later time, according to C-385 Resubmitting Arrests.
      - ii. If the booking has not been transmitted transmit it according to procedure.
- D. If unable to locate original booking:
1. Look up the subject in IMDSPREC and write down the booking date in the upper-right hand corner of the supplemental booking.
  2. Access LAR Display Identification (LARDSPID) and write down the SID number on the supplemental booking.

3. Determine if the supplemental is the first reportable.
  - a. **If so**, write “1<sup>st</sup> Reportable” in upper right hand corner of supplemental and file the supplemental in the “Manual Red Cards” folder to be resubmitted at a later time.
  - b. **If not:**
    - i. Staple all corresponding supplementals for that booking together.
    - ii. Place in JADE box by the corresponding **original booking date** noted on the supplemental.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: GTC RECORD ERROR CORRESPONDENCE FORM NO. C-236**

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**EFFECTIVE DATE : 04-07-09**

**REVISED : 10-14-13**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 10-28-19**

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**POLICY** : The GTC Record Error Correspondence form is used to report supplemental bookings for an arrest that has already been transmitted to DOJ for entry onto the subject's state RAP. These forms can also be used to make corrections to arrest data on an arrest that was previously transmitted. Once filled out, these forms are sent by mail or fax to the Department of Justice for manual entry on the subject's rap sheet.

**DIRECTIVE** : All changes are to be attempted through JADE prior to using a GTC Record Error Correspondence form.

**PROCEDURE** :

**I. WHEN A GTC RECORD ERROR CORRESPONDENCE FORM MAY NEED TO BE USED:**

- A. When JADE states "Record too large for xmitting".
- B. When the incorrect booking agency is on the rap and we are unable to make changes through JADE due to not having arrests on the rap.

**II. PREPARE GTC RECORD ERROR CORRESPONDENCE FORM (Example A)**

- A. Fill in each field appropriately:
  - 1. ORI # - CA0150000.
  - 2. ORI Agency Name – CASO Bakersfield.
  - 3. Requestor's Name – Your full name.
  - 4. Date – Current date.



5. Telephone # - 661-391-7624.
  6. Fax – 661-391-7565.
  7. CII # - Subject's CII number.
  8. Submitting Agency – CASO Bakersfield.
  9. Subject's Name – Name of the subject as it is in the inmate record.
  10. Date of Birth – Date of birth of the subject as it is in the inmate record.
  11. Booking # - Subject's booking number with the LAR. (i.e. 1234567-0654321)
  12. Date of Arrest – The date of arrest as it is on the front screen of the inmate record in IMDSPREC or on the booking sheet.
  13. SCN # - Can be found under the arrest on the rap sheet.
- B. Check the appropriate boxes in "Data Element".
1. Click on one of the following boxes for what needs to be done to the arrest:
    - a. Additional Information – If information is being added to the rap sheet.
    - b. Correction – if a correction needs to be made.
    - c. Delete – if information needs to be removed from the rap sheet.
  2. Click on "Misdemeanor" or "Felony", depending on what the most severe charge is.
- C. Enter the requested changes.
1. Changes entered should be entered as if processing an "All Others" transaction in JADE.
  2. Any offenses must also have the literals.
- D. Paperclip GTC form to all paperwork regarding the transaction.

1. Due to how infrequent these forms are processed, leave all documents at the Shift Supervisor workstation to be reviewed.
2. Shift supervisor will check the form and make any necessary corrections.
3. Shift supervisor will route the form.
  - a. GTC form is to be faxed the number indicated on the form.
  - b. If fax is not working, then it is to be mailed to the address indicated on the form.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: PROCESSING BOOKINGS**

**NO. C-240**

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**EFFECTIVE DATE : 11-25-91**

**REVISED : 03-24-2021**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 03-24-2021**

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**POLICY** : Booking sheets are created for all individuals booked into the Central Receiving Facility (CRF) and the Ridgecrest and Mojave Substations. It is from these booking sheets that Arrest Records creates and compiles a local arrest record and reports arrests to DOJ and the FBI. Once Arrest Records receives the booking sheets from the booking printer, they can begin processing the booking whether or not the subject has been fingerprinted and photographed. If the booking was not linked to an LAR, the Identification Unit must conduct a fingerprint search comparing fingerprints housed locally. Once the subject has been identified by the ID Unit, Arrest Records completes the process.

**DIRECTIVE** : **The booking printer will be checked at least every 15 minutes.**

**PROCEDURE** :

**I. RETRIEVE BOOKING PRINTOUTS AS THEY PRINT ON BOOKING PRINTER.**

- A. Using military time, note time taken off printer in “**BKG FR PRINTER**” portion of records stamp and initial “**By**” on the line next to it.
- B. Verify housing location and process as follows:
  - 1. Initial the box located next to the booking number on the booking printer log and place the booking in the incoming bookings tray if the booking is from the following locations:
    - a. SOCRF – Central Receiving Facility
    - b. SORDG – Ridgecrest Substation
    - c. SOMOJ – Mojave Substation

2. If the booking is from SOLER PT – Lerdo Pre-Trial or SOLER MX – Lerdo Max-Med:
  - a. Verify in the charges section of the booking to see if it states ICEXX, USMSE, or BOPXX, AES. (Example A)
  - b. Flag the booking from IMMNTFLG. (Example B)
  - c. Initial the box located next to the booking number on the booking printer log.
  - d. Shred the booking.
3. If any “DE” or “TP” records appear on the flag list, they are to be removed. Booking sheets will not print out for these bookings.

## **II. RETRIEVE BOOKING FROM “INCOMING BOOKINGS TRAY”.**

- A. Using military time, note the time the booking was retrieved from the tray in “**BKG FR TRAY**” portion of records stamp and initial “**By**” in the next field.
- B. In CJIS access LAR Display via - Display Identification History (LARDSPID).
- C. Enter the booking number and hit enter.
- D. If record found: (Example C)
  1. Write the following information on the booking sheet, if not already on there:
    - a. LAR Number – “**LAR #**”.
    - b. CII – “**SID #**”, if available.
    - c. FBI – “**FBI #**”, if available.

Note: CII and SID are used interchangeable, the CII is California Identification Index, SID is the State ID number.

2. Confirm an ID tech has verified the record.
  - a. Hit “F4”. If an Identification Technician and the current date is

listed: (Example D)

- i. Print out the page and attach it to the booking.
- ii. Ensure fingerprints are in KAFIS under Wait: Edit Type 2 for booking in question.
- iii. Verify booking photo under Demographic tab in KAFIS
  - a) Subject should not have glasses
  - b) Subject's eyes must be visible & open
  - c) No side profile photo
- iv. Make notation of live scan number on bottom left-hand corner of booking ie. YP1, YSI, or ZE1

Note: Officer Safety: If subject is unable to open eyes confirm with mug room if record in Kafis is best possible if so send record, if not request re-roll once subject is able to comply with Officer Instructions.

3. If "Check Comments" is flashing in red, place an "X" next to IDENTIFICATION PROCESS and hit enter. (Example E)
  - a. Under the COMMENTS field:
    - i. Make a notation of any information that states the subject is not the same as another subject.
    - ii. Make a notation of any additional DOB'S, CDL's, SSN's, etc.
  - b. When processing warrant checks, compare the information to verify which subject the hit belongs to.

E. If no record found, proceed to step III.

### **III. VERIFY SID AND LAR NUMBER**

A. If no SID number is available:

1. Run a SID inquiry via CLETS through RAPS. (Example F)
2. Run a name search using name on the booking.

3. If no matches found, run a number search using the CDL number and/or the SSN number.
  4. If no matches found:
    - a. Place a zero "Ø" in "**SID #**" portion of records stamp.
    - b. Initial "**By**" in "**SID SEARCH**" portion of records stamp.
    - c. If an Identification Technician has confirmed the LAR, process the record in KAFIS per P&P E-220 "Cogent" to obtain the SID number for records with new LAR.
- B. If possible candidates matching search criteria are found:
1. Write the SID number in the "**SID #**" portion of booking stamp.
  2. Repeat RAPS inquiry, using SID number only, to retrieve the subject's rap sheet. (Example F)
  3. Verify that at least three identifiers match that on the booking sheet, if available.
    - a. If an Identification Technician has confirmed the record, proceed to step 4.
    - b. If an Identification Technician has not confirmed the record, contact them to verify possible match on SID number for subject.
      - i. If SID does match, print out LARDSPID in CJIS once ID has updated the record and proceed to the next step.
      - ii. If it does not, go no further and process the record in KAFIS per P&P E-220 "Cogent" to obtain the SID number for records with new LAR.
  4. Write the FBI number in the "**FBI #**" field, if available.
- C. If rap sheet found, verify LAR number.
1. Review entire rap sheet for any arrests made by an agency within

Kern County. The LAR can be in different positions, such as:

- a. LAR is by itself. (Example G-1)
- b. LAR is listed before the booking number. (Example G-2)
- c. LAR is listed after the booking number. (Example G-3)
- d. LAR is listed after the booking number and starts with a "CCC". (Example G-4)

2. If entries found that have a LAR number listed:

- a. If there is an LAR on the booking, verify if it should be on the rap sheet:
  - i. If the LAR is a newly issued LAR, it won't be on the rap sheet.
  - ii. If it's an older LAR, verify if previous arrests were for non-reportable charges.
- b. If different LAR numbers are found:
  - i. Note down each LAR number.
  - ii. Contact the CAL-ID Unit so they can verify the correct LAR.
  - iii. If necessary, correct the LAR number in JADE if you have supervisor approval.
- c. Circle **"YES"** in the **"LAR # ON RAP"** portion of records stamp.
- d. Write the LAR number in the **"LAR #"** portion of records stamp, if necessary.

3. If no entries are found that have an LAR number listed:

- a. Circle **"NO"** in the **"LAR# ON RAP"** portion of booking stamp.

4. Print out the top portion of the rap sheet which will contain:

- a. AKA's, DOB's, SSN's, etc.

- b. Notations regarding DNA and previously deported felony.
- 5. In CJIS print out AKA's from LARSPID or INVDPSP
  - a. Place an "X" next to AKA and hit enter.
  - b. **If no AKA's** write a "Ø" or the notation "**No AKA's**" next to the booking name.
  - b. **If AKA's found:**
    - i. Write AKAs on the booking printout below or to the right of booking name, **or**,
    - ii. Printout the AKA list and attach copy to the back of the booking printout. Write "**AKA's Attached**" next to the booking name Example (H)
- 6. Initial "**By**" in "**SID SEARCH**" portion of records stamp.

#### **IV. COMPARE DEMOGRAPHIC INFORMATION**

- A. Compare the demographic information on the booking printout, AKA's found in CJIS, and on the RAP sheet to gather all the following demographic information for warrant checks: (Example F&H)
  - 1. AKA's.
  - 2. DOB's.
  - 3. SSN's.
  - 4. CDL's.
- B. Check the header of the RAP sheet for any notations that require action be taken.
  - 1. Check the header of the RAP sheet for notation if the subject is a Previously Deported Criminal Alien. Follow instructions noted.
  - 2. Check the header of the RAP sheet for notation requesting DNA samples. If DNA is to be collected: (Example I)



- a. Access Inmate Maintain Appointments (IMMNTAPT) via CJIS.
  - b. Enter subject's booking number and hit enter.
  - c. Look for any appointment with the location code of **DNA69**.
    - i. If there is an appointment, make notation above records stamp on the left side indicating DNA appointment was made. (Example: DNA/69)
    - ii. If there is **no** DNA69 appointment, do the following:
      - a). Type in date **always** as **122525**.
      - b). Type in time **always** as **1000**.
      - c). Type in location code **DNALT**.
      - d). Type in comments: **PER RAP SHEET SID #/YOUR INITIALS** and hit enter.
      - e). Make notation above records stamp on left side indicating DNA appointment was made. Once ID has been confirmed. (Example: DNA/your initials)
3. Run each California Driver's License number via CLETS through DL (EXAMPLE J).
- a. For "Unit ID", use the subject's booking number.
  - b. Run each driver's license and write down the following:
    - i. If no record found.
    - ii. If the record is unavailable.
    - iii. If the driver's license is not the same as the subject.
    - iv. If the license is the same as the subject:
      - a). Write down any aliases next to the driver's license number.
      - b). Write down any additional DOB's.

- c. If subject only has an “X” number:
  - i. Run the “X” number.
  - ii. If it directs to a CDL, write down that number next to the “X” number.
  - iii. Write down any aliases.
  - iv. Write down any additional DOB’s.
- d. If subject has no California driver’s license number, an “X” number, or none found can be verified as belonging to the subject:
  - i. Run the driver’s license using the name and date of birth.
  - ii. If no name and date of birth match, write zero “Ø” in the “**DDL**” field of the booking print out.
  - iii. If there is a name and date of birth match:
    - a). Write the driver’s license number in the “**DDL**” field of the booking printout.
    - b). Write down any additional DOB’s
- e. If an out-of-state driver’s license is on the booking print out, run it via CLETS through USDL. (Example J-1)
  - i. For “State(s)” enter the state abbreviation.
  - ii. Enter the driver’s license number as it is on the booking printout.
  - iii. Enter the subject’s booking number in the “Refer to Officer or Division” field.
  - iv. If there is no hit, re-run using the subject’s demographic information.
  - v. If there is a hit:
    - a). Write down any aliases next to the driver’s license number.

- b). Write down any additional DOB's.
- f. If it's determined that driver's license number on the booking sheet was entered incorrectly in CJIS:
  - i. Copy the booking with the correct driver's license number written on it.
  - ii. Place the copy in your direct supervisor's box with a notation to correct the license number in CJIS.
  - iii. The supervisor will correct the driver's license number in CJIS.
- g. Initial "BY" in "DMV Search by" portion of records stamp.

**V. USING ALL GATHERED INFORMATION, RUN SUBJECT FOR WARRANTS.**

- A. Search for local warrants in CJIS using Warrant Display Active Warrants (WACLTACTION).
  - 1. Use first and last name only.
  - 2. If common name, DOB may be used to narrow search results.
  - 3. **If no hits found**, initial "BY" in "WRNTS/CJIS" portion of records stamp. Proceed to step B.
  - 4. **If hit found:**
    - a. **Before proceeding**, compare the following information to that noted on the booking to ensure that the warrant is a confirmed hit three identifiers must match the subject's information:
      - i. Name
      - ii. Date of birth
      - iii. Social Security Number
      - iv. Driver's License Number
      - v. SID Number

- vi. FBI Number
  - b. Make notation of warrant number(s) on booking printout above records stamp. (Example K)
5. **Kern County Sheriff warrants for PC 187 Ramey Warrants.**
- a. Records staff must contact the point of contact any time, day or night, when subject is arrested.
  - b. Send an email to the point of contact and homicide Sergeant detailing the subjects name, booking number, case number, and any other pertinent information. An email must be sent regardless of if you made phone contact with the contact deputy of the warrant or just left a voicemail.
  - c. Make a notation in service history of warrant, specify who was contacted and if you spoke to them or left a message and that an email was sent to the point of contact and Homicide Sergeant.
6. For each warrant hit found and confirmed:
- a. In CJIS access Warrant Request Warrant Abstract (WACLTGAB). (Example L)
  - b. Enter warrant number, hit enter.
  - c. In CLETS field, enter "AZH0".
  - d. For the agency name field enter "CRF", followed by booking number.
  - e. For the attention field enter booking number again.
  - f. For the comments field enter "Booked as subject's name and date of birth" **if different** from the name on the warrant. Also list how you confirmed it was the same subject. Ex AKA, SSN, CII, FBI, etc.
  - g. Place "X" in the CLETS/NCIC field.
  - h. Tab to "ABSTRACT VALID UNTIL DATE", add three months and hit enter.

- i. Initial “BY” in “WRNTS/CJIS By” portion of records stamp.
- B. **Statewide and Nationwide Warrants** – run via CLETS through “MONSTR”.  
(Example M)
- 1. Use **all names, dates of birth, social security numbers, and drivers license numbers** noted on the booking printout **and** RAP sheet.
    - a. For “Unit ID”, use the subject’s booking number.
    - b. Run using the Name Inquiry.
    - c. Use last and first name only.
    - c. Enter M or F for sex.
    - d. Enter Date of Birth.
    - e. Enter “X” for race.
    - f. Driver’s License Number, if available.  
  
**NOTE: The option to “Bypass DMV” can be selected only if a driver’s license number is used.**
    - g. Social Security Number, if available.
    - h. FBI Number, if available.
  - 2. CLETS will now respond with messages from:
    - a. California WPS (Wanted Persons System)
    - b. MPS (Missing Persons System)
    - c. DMV (Department of Motor Vehicles)
    - d. CARPOS (California Restraining and Protective Order System) – Bypass this in your search.
    - e. SRF (Supervised Release File)
    - f. APPS (Armed Prohibited Persons System) – Bypass this in your

- search.
- g. SAR (Sex and Arson Registration System)
  - h. NCIC (National Crime Information Center)
3. If available, complete a warrant search by using **only** the SID number in “MONSTR”.
- a. For “Unit ID”, use the subject’s booking number.
  - b. Under the numeric inquiry, enter SID number only.
  - c. CLETS will now respond with messages from:
    - i. California WPS (Wanted Persons System)
    - ii. SRF (Supervised Release File)
4. If additional driver’s licenses are found, run any aliases and dates of birth for warrants according to step IV.
5. **If no warrant hits found**, proceed to step 8.
6. If a WPS warrant is found and confirmed (**within** the state of California):
- a. Print out hit.
  - b. Call the number designated on the hit to advise that subject is in custody and request abstract:
    - i. Direct abstract to be sent to “BKG0” with notation of subject’s booking number.
    - ii. Request they note subject’s booking name if different from name on warrant.
    - iii. Write “**Abstract Enroute**” on printout.
  - c. If agency will not pick up, make a notation at the bottom of the hit with the following information:
    - i. That agency will not pick up.

- ii. Name of the person you spoke to.
  - iii. The date **and** time you spoke to them.
  - iv. Your **full** name.
  - v. Subject's booking number on the bottom portion of the hit.
- d. Fax the hit to CRF.
- e. Attach fax confirmation to the booking to indicate the fax was sent.
7. If a NCIC warrant is found (**outside** the state of California) and it is noted the agency **will extradite** the subject:
- a. Send hit confirmation request via CLETS through HITREQ. (Example N)
    - i. Enter Destination ORI number.
    - ii. Enter Request number – 1 (one).
    - iii. Enter NIC number from NCIC hit.
    - iv. Enter WP as type. (Wanted Persons)
    - v. Enter OCA # from NCIC hit.
    - vi. Enter complete name, date of birth and sex from NCIC hit.
    - vii. Type in Comments: "Subject is in our custody on local charges. Please confirm warrant status and if you will extradite. Send official warrant via teletype to CA0150000 or via fax to 6613917565."
  - b. If agency will extradite, but cannot send a warrant abstract until the next business day:
    - i. Send the hit confirmation to the jail, along with the warrant hit from NCIC noting on the warrant hit abstract can't be received until next business day.
    - ii. The jail will determine if a hold can be placed using the hit

- confirmation.
- a). If the warrant is to be placed, pass the booking on to the following shift.
  - b). The shift on the first business day will contact the agency to request for the warrant abstract.
- c. If NCIC hit indicates that they **will not** extradite from California:
- i. Call the agency to confirm they **will not** extradite. **DO NOT** send a hit confirmation request!
  - ii. If agency will not extradite, make a notation at the bottom of the hit with the following information:
    - a. That the agency **will not** pick up.
    - b. Name of the person you spoke to.
    - c. The date **and** time you spoke to them.
    - d. Your **full** name.
    - e. Subjects booking number on the upper right-hand portion of the hit.
- d. Fax the hit to CRF
- e. Attach fax confirmation to the booking to indicate fax was sent.
8. If a **PC 3056** warrant hit is found and confirmed, verify in Display Inmate Record (IMDSPREC) if it has already been placed on the subject.
- a. If it **has not been placed**, check the Parole Tray to verify if we received the hold from California Department of Corrections (CDC) or a county agency that holds the warrant.
    - i. If we have the warrant, hold booking aside and wait for supplemental to be placed.
      - a). If the hold hasn't been placed, and it has been 2 hours



since subject was booked call the jail and confirm if they have received the warrant.

- b). Route another copy of the hold if necessary.
- ii. If we have not, call the number noted on the hit.
  - a). Request for the hold to be sent to BKG0 and forward hold to the jail.
  - b). Wait for supplement to be placed. If the hold has not been placed within 2 hours, call the jail to confirm they received the warrant. Resend if necessary.
- 9. Non-Kern warrants - Place a locate via CLETS through WPS3.

**Note:** Only send locate if the Non-Kern agency has confirmed they will pick up or they want us to cite subject.

- a. Type in the FCN number located on the hit in the FCN # field.
  - b. Type in the exact name as located on the hit.
  - c. Under **Locate**, type in the following:
    - i. Date of Recovery is the date on the booking.
    - ii. Recovering Agency Case # is the booking number.
    - iii. Extradition:
      - a). If warrant hit states that they will extradite, select EXTR.
      - b). If warrant hit states that they will not extradite, select NOEX.
      - c). If warrant hit does not state if extradition is approved, select EXTR.
10. Supervised Release File (SRF) hits: (Example O)
- a. If no hit found, proceed to step 11.
  - b. Print out all hits found.

- i. Hits for subject may match via:
  - a). Last Name, First Name & DOB, and/or
  - b). SID number & FBI number, or
  - c). Adult Probation number (found under ADULTPROB in the INVPDSP screen)
- c. Read all hits to determine if agency is requesting direct contact in regard to the subject regarding "Possible Subject at Large" (EXAMPLE T).
  - i. Contact the agency listed on the hit via phone number listed.
  - ii. Note on the hit that the agency was contacted.
- d. Place locate via CLETS through SRFCON. (Example P)
  - i. For "Unit ID" enter booking number.
  - ii. Enter FCN number(s) from SRF hits.
  - iii. For Status, enter **B** for booked.
  - iv. For Charges, enter the most severe charge for which subject was booked. Charges with a period (.) must be replaced with a dash (-). (Example: PC 496.1 will be PC 496-1)
  - v. For Call, enter "N" for No.
  - vi. For Phone, enter "661-391-7624".
  - vii. For Officer, enter your last name.
  - viii. Type in Comments: Subject in custody, bkg (number), arrested by (name of arresting officer and agency officer is with).
- e. If done correctly you will get a message back saying "locate" with the name of the subject. If not, repeat step 10d.
- f. Write "**LOCATED**" on the hit and attach to the booking printout.

**11. Sex and Arson Registrants:**

- a. Confirm the "Contact Name" on the registration:
  - i. If the contact name is Bakersfield Police Department, proceed to step 12.
  - ii. If the contact name is any other agency, proceed to the next step.
- b. Confirm location of registrant's last address:
  - i. Search via CLETS through SAR to access subject's registration information. (Example Q)
  - ii. For "Unit ID" use booking number.
  - iii. Enter SID number in "CII Number" field.
- c. Scan information to determine in which county subject is registered.
  - i. If subject's last registration was in Kern County, **or**,
  - ii. Subject's address on booking printout is in Kern County, **or**,
  - iii. If subjects last registration was in another county **but** has a Kern County address:
    - a). Access Involved Persons Display (INVPDSP) in CJIS, using the subject's LAR number.
    - b). "X" Registrant.
    - c). Compare address on booking sheet to that noted in Registration screen.
    - d). **If different**, print out the first page of the SAR record.
    - e). Note subject's current booking number and address, with notation "Out of Compliance".

- f). Route to the Registrations supervisor.
- d. Confirm subject's last registration was within 5 days (before or after) of the subject's birthday. **If not,**  
**NOTE: Transients must register every 30 days.**
  - i. Print out first page of the SAR record.
  - ii. Note subject's current booking number with notation "Out of Compliance for Annual Update".
  - iii. Fax to Registrations supervisor.
- e. For **Arson Registrants**, print out first page of the SAR record and fax to the Registration supervisor.
- f. For any sex or arson registrant, if the subject provides an address that is outside of Kern County, regardless if the subject is in compliance:
  - i. Print out first page of the SAR record.
  - ii. Note subject's current booking number.
  - iii. Note down the address the subject provided.
  - iv. Fax to Registrations supervisor.

## 12. Missing Persons Hits.

- a. If no hit found, proceed to step 13.
- b. If hit found, print out a copy of the hit.
- c. Check the hit to verify who the originating agency is.
  - i. If missing person is out of Kern County Sheriff's Office jurisdiction or if missing was arrested by the Kern County Sheriff:
    - a). Make a copy of the hit and write the booking number on it.

- b). Provide the copy to Crime Reports staff.
- c). Note on our copy that the hit was given to Crime Reports staff.
- ii. If missing person is arrested by another agency and is missing out of another jurisdiction.
  - a). Send administrative/emergency message in CLETS (Example U):
- iii. Advise arresting agency and originating agency of the missing person hit and request for missing persons hit to be removed from CLETS.
- iv. Print two copies of the administrative message, place one with your booking and one in the outgoing messages tray at the teletype desk.

13. Initial **"BY"** in **"WRNTS/CLETS"** portion of records stamp.

- C. If not done so already, confirm that an Identification Technician has verified the record.
  - 1. If an ID Tech has verified the record:
    - a. Confirm the LAR, SID, and FBI number are the same as the one you found.
      - i. If they are, proceed to step D.
      - ii. If not:
        - a). Write the information from pre-linked booking.
        - b). Re-run warrant checks using that information.
        - c). Correct anything processed using the correct information for booking.
  - 2. If an ID Tech has not verified the record after two hours from when you started to process the booking:
    - a. Check KAFIS to see if the prints have been rolled.

- i. If the record is in any queue except Wait: Edit Type-2 data:
    - a). If the “Start Time” was within the last 30 minutes, give ID an additional 30 minutes to process the record.
    - b). If it’s been over 30 minutes, contact ID to check on the record.
  - b. If the record is not in KAFIS:
    - i. Look up the subject’s record in Display Inmate Record (IMDSPREC) in CJIS.
    - ii. Select the option “Incidents”.
    - iii. Review the incidents for the subject.
      - a) If the subject is on sobering, note the time and sobering on the top right corner of the booking sheet. Ex. “Sobering @ 2136”
      - b) If there are notes of the subject being uncooperative or any other issues preventing the subject from being rolled notate them on the right upper corner of the booking sheet.
      - c) If there are no incidents, contact the Mug Room for a status update.
      - d) Update the booking sheet with the time, whom you spoke to, and the information you received from them.
- D. Once all holds have been placed, verify the following by going into Display Inmate Records (IMDSPREC) in CJIS:
- 1. Confirm that the LAR is the same on the booking as it is in CJIS.
    - a. Contact ID to have the LAR corrected if:
      - i. The LAR numbers are different.
      - ii. No LAR number is in CJIS.

2. Compare charges on booking printout with those noted in Display Inmate Record (IMDSPREC) in CJIS, noting any changes on booking.
3. Commitment Bookings – Check for commitment time on the initial arrest, if applicable.
  - a. Place an “X” next to booking info and hit enter.
  - b. Look for jail sentence on Booking Display detail screen.
    - i. If subject is serving local jail time in Kern County, notate the number of days to be served.
    - ii. If subject is serving Prison time or name of prison is noted, write below the commitment number “Prison Commit”.
4. Check for supplemental bookings.
  - a. If there are **no additional**s write “Ø” to the right above the records stamp.
  - b. **If supplementals found:**
    - i. Print out the supplemental booking and attach to the booking.
    - ii. Write the supplemental number and case number, if available, above the records stamp. Also indicate if the case is a:
      - a). Open Charges
      - b). Commitment
      - c). Remand
      - d). Warrant
      - e). Non-kern warrant
      - f). Non-state warrant
      - g). PC 3056 Hold
      - h). U.S.B.P. Hold

i). Detainer

5. Verify that all Kern County warrants, commitments, and remands belong to the subject.
  - a. Go into Warrant-Display Warrant Research (WADSPRES) in CJIS.
  - b. For each case, enter in the case number.

**NOTE: If a commitment or remand was never issued as a warrant, they won't come up in WADSPRES.**

## **VI. REMOVE BOOKING NUMBER FROM FLAG LISTS.**

- A. If additional bookings were placed, access LAR – Review Supplemental Bookings (LARVWSUP) to remove them from this flag list.
  1. Locate booking number with corresponding supplemental number (01, 02, 03, etc.) next to it.
  2. Place “X” next to the booking number, hit enter.
  3. Hit “F3” to take the screen back to the flag list.
  4. Type an asterisk (\*) and hit enter.
- B. Verify if the subject's prints:
  1. Are in Wait Edit Type2 data in KAFIS.
    - a. If they are not in Wait: Edit Type2 data, contact the CAL-ID Unit.
    - b. Advise them to push the prints to Wait: Edit Type2 data.
  2. Verify that a SID number has returned on a booking that had its prints transmitted per step III.A.4.c. Refer to P&P E-220 Cogent.
- C. Access Maintain Inmate Attention Flag (IMMNTFLG) in CJIS. (Example R)
  1. Locate booking number that corresponds to that on the booking.
  2. Type an asterisk (\*) next to the booking number.
  3. Hit enter.



- D. Using military time, note current time in the “**FLAGGED**” portion of records stamp and initial “**By**” on the line next to it.

**VII. SORT PAPERWORK AS FOLLOWS:**

- A. Booking packets:
  - 1. Sort and staple, in upper left-hand corner, as follows:
    - a. Booking printout.
    - b. Supplemental arrests (if applicable), in numerical order.
    - c. AKA printed list (if applicable).
    - d. All other paperwork.
    - e. Display Identification History Page (LARDSPID)

**VIII. TRANSMIT CARDS ELECTRONICALLY TO THE DEPARTMENT OF JUSTICE AS PER P&P E-220, IF NECESSARY.**

- A. Using military time, note the time the record was transmitted in “**Cogent**” portion of the records stamps and initial “**By**” on the line next to it.
- B. Hold booking aside until response on the SID and FBI numbers return from DOJ on **all** bookings. Refer to P&P E-220 Cogent.
- C. Route booking as follows:
  - 1. Pending JADE box:
    - a. Supplemental bookings with reportable charges that have not been transmitted.
    - b. Bookings with “hold for” notations on the initial arrest.
    - c. Bookings with additional Commitment times, different from the Commitment time originally sent.
  - 2. All other bookings are to be placed in the completed bookings box.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: JUVENILES**

**NO. C-245**

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**EFFECTIVE DATE : 04-22-93**

**REVISED : 06-12-14**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE : WI 206; TNG ORDER**

**REVIEWED : 11-14-19**

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**POLICY** : It is the responsibility of the Kern County Juvenile Probation Department to fingerprint and photograph all juveniles arrested/detained in Kern County prior to being booked into Juvenile Hall or released to the custody of their parents. On occasion, a juvenile may be booked into CJIS because he/she is to be tried as an adult. A subject may also be booked at the Kern County Jail if the subject has lied about their age, and it is discovered at that time that they are a juvenile.

The fingerprinting and photographing of juveniles allows law enforcement to forward arrest and/or detention information to the Department of Justice for the creation of, or addition to, a state RAP sheet. Prints will be housed in the Kern County local Automated Fingerprint Information System (AFIS) and the statewide AFIS to allow law enforcement to positively identify juveniles, possibly linking them to past or unsolved criminal activity.

**DIRECTIVE** : If it is discovered after the time of booking that a subject is in fact a juvenile, ID will create a new LAR or link them to an existing LAR prior to release.

**PROCEDURE** :

**I. JUVENILES TAKEN TO CRF:**

- A. If it's determined the subject is a juvenile prior to being booked:
  - 1. No LAR will be assigned to the subject.
  - 2. Subject will be transported to Juvenile Hall.
- B. If it's determined the subject is a juvenile after the subject is booked, **ID will:**
  - 1. Advise CRF-Classification of such.

2. Make notations on booking printout.
3. Continue ID process as per established procedure.
4. Assign an LAR, if no prior LAR found.
5. Notify Arrest Records that subject is a juvenile.

C. Arrest Records will:

1. Complete warrant search, as per established procedure.
2. Edit fingerprint record in Cogent, as per established procedure.
  - a. If juvenile status is determined **prior** to the electronic transmission of prints, change the following under “Juvenile Disposition” in the “Sentence” screen: (Example A)
    - i. Select the appropriate “Disposition Code”
      - a). 0004 – To Juvenile Hall
      - b). 0007 – Released to Parent/Guardian
    - ii. “Disposition Date” – Day the subject was booked.
3. Finish processing the booking, as per established procedure.

**II. JUVENILES BOOKED INTO CJIS DUE TO BEING TRIED AS AN ADULT**

- A. Booking will be processed per procedure, with the following exceptions:
1. Juvenile Probation will be responsible for fingerprinting and photographing the subject.
  2. Records **will not** transmit the record to DOJ, Juvenile Probation will.

**III. JUVENILES TRANSPORTED TO CRF ONCE THEY TURN 18.**

- A. Process booking per procedure.
- B. Records will transmit prints to DOJ according to step I.C.2.

**IV. RELEASE OF JUVENILE LOCAL CRIMINAL HISTORY:**

- A. Release is authorized **only** to:
  - 1. Law Enforcement personnel, such as:
    - a. Department of Juvenile Justice (formerly CYA).
    - b. Department of Corrections.
    - c. Probation Department.
    - d. Coroners.
    - e. Federal, State, or local law enforcement agencies.
  - 2. California Public Welfare Agencies.
  - 3. County Counsel.
  - 4. District Attorney.
  - 5. Refer to the TNG for other specifics regarding the release of juvenile information.
- B. Advise requestor that the record is of a juvenile **prior to releasing any information.**
- C. All other requestors must obtain information from Juvenile Probation.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: PC 1551(A)**

**NO. C-250**

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**EFFECTIVE DATE : 11-17-96**

**REVISED : 07-19-13**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 10-28-19**

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**POLICY** : Per the Department of Justice guidelines, all PC 1551(A) "Fugitive From Justice" arrests, must be reported regardless of the major offense. Charges that are not normally reportable are enhanced by the PC 1551(A) charge. These out-of-state warrants will appear on the California state RAP sheets.

**PROCEDURE** :

**I. SUBJECTS BOOKED INTO CRF ON A WARRANT FROM OUT OF STATE:**

- A. Access the fingerprint card record in Cogent, as per established procedure.
- B. Edit all fields to reflect the following: (Example A)
  - 1. BKT CODE - A
  - 2. LITERAL – ARREST
  - 3. NO. OF COUNTS - 1
  - 4. STATUTORY – 1551(A)
  - 5. CODE TYPE – PC
  - 6. CHARGE TYPE – F
  - 7. LITERAL – FUG JUST:WARRANT ARREST
  - 8. NUMBERS – WAR, followed by the warrant number.

**NOTE: Code type, charge type, and literal should automatically be filled in when selecting the statutory code.**

- C. Delete all other charges listed regarding the out of state warrant; **only** sending the PC 1551(A).
- D. Transmit cards, as per established procedure.
- E. File away in the JADE box for the hold for agency to be reported at a later time. Refer to P&P C-390 JADE.

**II. OUT OF STATE WARRANT LOCATED DURING BOOKING PROCESS:**

- A. Complete warrant search, as per established procedure.
- B. Print the hit when you find an out-of-state warrant in NCIC. (Example B)
- C. If it's noted that the agency **will extradite** subject:
  - 1. Send hit confirmation via Level II through HITREQ. (Example C)
    - a. Enter Destination ORI number.
    - b. Enter Request number – 1 (one).
    - c. Enter NIC number from NCIC hit.
    - d. Enter WP as type. (Wanted Persons)
    - e. Enter OCA # from NCIC hit.
    - f. Enter complete name from NCIC hit, date of birth and sex.
    - g. Type in Comments: "Subject is in our custody on local charges. Please confirm warrant status and if you will extradite. Send official warrant via teletype to CA0150000 or via fax to 6613917565."
    - h. Enter your name as the Requestor.
    - i. Enter the agency as "Kern Co So – Arrest Records".
    - j. Enter phone as 6613917624.
    - k. Enter fax as 6613917565.
- D. Once response to hit request is received:

1. If agency will not extradite:
  - a. Write the following on the hit response:
    - i. That the agency will not extradite.
    - ii. Your full name.
    - iii. Subject's booking number on the upper right hand corner of the hit.
  - b. Fax the hit response to CRF.
  - c. Make notation on the hit response that it was faxed to CRF.
2. If agency will extradite:
  - a. Attach a copy of the hit to the booking.
  - b. Once hold placed and booking flagged, place booking in JADE box to be reported at a later time.
3. If agency will extradite, but can not send a warrant abstract until the next business day:
  - a. Send the hit confirmation to the jail, noting on the hit that an abstract can't be received until the next business day.
  - b. The jail will determine if a hold can be placed using the hit confirmation.
    - i. If the warrant is to be placed, pass the booking on to the following shift.
    - ii. The shift on the first business day will contact the agency to request for the warrant abstract.
  - c. Attach a copy of the hit to the booking.
  - d. If the hold has not been placed in a reasonable amount of time, contact the jail.
    - i. If they will not place the hold, flag the booking and file it away.

- ii. If they will place the hold, do not flag until it has been placed.
  - e. Once the abstract is received, place booking in the JADE box to have the hold for agency to be added at a later time.
- E. If the warrant hit states:
- 1. NO EX (No Extradition), **or**,
  - 2. EX – surrounding states only and California is not one of those states, **or**,
  - 3. EX followed by a list of states and our state is not included in that list.
    - a. Call the agency to confirm they will not extradite.
    - b. Once confirmed that they won't extradite, make a notation at the bottom of the hit stating the following information:
      - i. That agency will not extradite.
      - ii. Name of the person you spoke to.
      - iii. The date **and** time you spoke to them.
      - iv. Your **full** name.
      - v. Subject's booking number on the upper right hand corner of the hit.
    - c. Fax the hit to CRF.
    - d. Make notation on the hit that it was faxed to CRF.

### **III. LOCATES**

- A. If agency requests a locate be placed on their warrant:
- 1. Send locate via Level II through WPS3. (Example D)
  - 2. Input the following into each field:
    - a. NCIC ID# - NIC number found on the warrant hit.



- b. Name – Enter **exactly** how it appears on the warrant hit.
- c. Under Locate, input the following into each field:
  - i. Date of Recovery – Date the subject was booked.
  - ii. Recovering Agency Case # - Subject's booking number.
  - iii. Extradition:
    - a). EXTR – If they will extradite.
    - b). NOEX – If they will not extradite.
3. Click "Send Msg" to send the locate.
4. A message will be returned to confirm the locate. (Example E)
5. Make a notation on the warrant hit that the locate was done.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: SUBSTATION BOOKINGS**

**NO. C-255**

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**EFFECTIVE DATE : 12-26-92**

**REVISED : 11-14-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-14-19**

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**POLICY** : The Arrest Records Unit maintains information on individuals booked into any of the KCSO substations. Currently the Mojave Substation is on line for booking into CJIS. Individuals arrested by the Delano Substation are booked into Delano PD, who are also on line to book directly into CJIS. Corresponding paperwork from **all** substation arrests is forwarded to Arrest Records to be retained for two years. The aforementioned substations and the outlying PDs are also on line with Live Scan fingerprinting. This allows for the electronic transmission of arrests to the Department of Justice (DOJ) and the FBI. Delano PD will report all Delano substation arrests on individuals not transported to CRF. Should the Live Scan system go down, procedures are in place to address the receipt of inked fingerprint cards from the substations and Delano PD.

**PROCEDURE** :

**I. AS SUBSTATION BOOKINGS PRINT, RECORDS WILL PROCESS PER P&P C-240 PROCESSING BOOKINGS.**

- A. When a warrant is found for a subject at a substation.
  - 1. Route the warrant to that substation.
  - 2. Call the substation to advise them that the warrant is enroute.

**II. MANUAL INKED CARDS FROM THE SUBSTATIONS OR DELANO PD.**

- A. If inked 10-print cards and a FAD are routed to Arrest Records, Records staff shall:
  - 1. Affix the booking stamp to the lower portion (or back) of the FAD.
  - 2. Access Involved Persons (INVDSP) in CJIS, searching by:
    - a. Subject name and date of birth.

- b. Social security number.
- c. Driver's license number.
- 3. "X" Inmate Rec.
- 4. Scroll through bookings to determine if a CRF booking exists for the same day (or day after) with the same charges and crime case number.
  - a. **If so**, subject **was** transported to CRF, (Example A)
    - i. Write the LAR # in the upper right corner of the FAD.
    - ii. Place in the work to be checked box.
- 5. **If not**, subject was **not** transported to CRF, (Example B)
  - a. Write "Not transported to CRF" directly above booking stamp.
    - i. If no LAR, CII or FBI numbers present, complete all searches as per established booking procedure.
    - ii. Initial all applicable boxes on the booking stamp, as per established booking procedure.
    - iii. Route FAD and fingerprint cards to ID.
    - iv. **ID will**, in conjunction with current bookings:
      - a). Ensure they have a booking sheet, FAD, and at least one 10-print fingerprint card.
      - a. Scan fingerprint card into AFIS, as per established procedure.
      - b. Ensure CII and FBI numbers are in CJIS.
      - c. Write the LAR number in the appropriate field on the Records stamp.
      - a. Route booking paperwork and 10-print card(s) to the Arrest Records Unit.

v. **Arrest Records will:**

- a). Manually edit the 10-print fingerprint card(s) and mail card(s) to DOJ via U.S. mail.

**NOTE: DOJ requests two 10-print fingerprint cards be sent, if possible.**

- b). File FAD and property sheet away appropriately.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: ENTERING LOCAL WARRANTS INTO WPS**

**NO. C-280**

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**EFFECTIVE DATE : 01-15-91**

**REVISED : 05-06-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 05-06-19**

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**POLICY** : The Department of Justice (DOJ) maintains the Wanted Persons System (WPS). DOJ requires we enter only the records of individuals into the system if our agency has, or intends to secure, a warrant for the person's arrest. We must keep supporting documentation of the entry in either the form of a hard copy, or use of an automated warrant back-up system. By using the Wanted Persons System, we can locate individuals wanted by other agencies all over California, and forward the warrants to NCIC for service within the United States. Each area or substation will delegate who will enter the warrants for their area into Wanted Persons. Upon request, Arrest Records may also enter warrants into Wanted Persons if the warrant meets the criteria for entry and sufficient physical description is available.

**DIRECTIVE** : **Manual entry of warrants into WPS, such as non-CJIS warrants (i.e. probable cause warrants), or during CJIS downtime as a temporary method of entry for CJIS warrants is allowed. Once CJIS is back up, the manual WPS entry should be cancelled and the warrant re-entered through CJIS.**

**PROCEDURE** :

**I. PRIOR TO ENTERING ANY WARRANT INTO WPS, CONFIRM THERE IS SUFFICIENT DESCRIPTIVE INFORMATION FOR ENTRY.**

A. WPS – California Wanted Persons System requires a minimum of:

1. Full name.
2. Race.
3. Sex.
4. Date of birth.
5. Height.

- B. NCIC – Nationwide Wanted Persons requires the above fields for WPS plus:
  - 1. Weight.
  - 2. Hair color
  - 3. Eye color
- C. If complete descriptive information is not present:
  - 1. A local arrest record (LAR) can be run, **or**,
  - 2. A DMV check can be run.
- D. If still unsuccessful, refer warrant back to a detective for more information.

**II. AUTOMATED SYSTEM:**

- A. Ascertain which level of entry warrant is to be placed:
  - 1. ENT/1 - Entry Level 1.
    - a. No bail misdemeanors.
    - b. Felonies without extradition approval.

**NOTE: If the felony warrant has sufficient descriptive information, the warrant will automatically be forwarded to NCIC.**
  - 2. ENT/2 - Entry Level 2.
    - a. Felony warrants with prior extradition approval from the D.A.
    - b. Warrants with the following charges:
      - i. PC 187 – Murder
      - ii. PC 207 – Kidnapping
      - iii. PC 286 – Sodomy
      - iv. PC 288 – Lewd or Lascivious Acts on a Child
    - c. Warrants from the following programs:

- i. Electronic Monitoring Program
  - ii. Sheriff's Parole
3. ENT/3 - Entry Level 3. Non-transportable felony warrants. Not used as we will pick-up from anywhere in California.
4. ENT/4 - Entry Level 4. Non-transportable misdemeanor warrants, regardless of bail.

**III. ENTERING WARRANT INTO AUTOMATED WARRANT SYSTEM VIA CJIS:**

- A. Enter Display Active Warrants in CJIS. (WACLTACTION)
  1. Enter warrant number, hit enter.
  2. Warrant display will appear. (Example A)
  3. Note the following information:
    - a. Service Agency (ie., SOMAI, SOLAM).
    - b. Status of warrant (ie., NWS, officer assigned).
- B. Using the information from step II.A.
  1. Enter Maintain Warrant Service Assignment (WACLTSVA). (Example B)
  2. Enter service agency.
  3. Select proper status.
  4. Hit enter.
  5. Locate warrant on list: (Example C)
    - a. "X" the box preceding the warrant number.
    - b. Hit enter.

6. If sufficient descriptive information is not present:
  - a. "X" maintain description in the lower right-hand corner of screen, hit enter. (Example D)
  - b. If all descriptive data does not appear on following screen:
    - i. Run DMV or LAR check to locate descriptive information, **or**,
    - ii. Refer warrant to a Detective for research. Go no further.
7. If sufficient descriptive data does appear, hit enter to pull information forward. (Example E)
8. Hit F3 to go back to warrant screen.
9. "X" the appropriate entry level. (Example F)
10. Hit enter.
11. Verify warrant was entered into WPS:
  - a. Check message in Warrant-Display CLETS/NCIC Acknowledgement Data (WACLACK).
  - b. If there was an error message:
    - i. Fix the error.
    - ii. Attempt to re-enter warrant.
  - c. If the error cannot be fixed, enter warrant manually into CLETS according to step IV.

#### **IV. MANUAL ENTRY OF WARRANTS INTO WPS.**

- A. CLETS Level II Mask – WPS1 Wanted Person – Entry. (Example G)
  1. Find the offense code using:
    - a. The English translation of the most severe charge.
    - b. The offense code list. (Example H)



- c. If the offense code has one asterisk (\*) next to it:
    - i. Another code which best describes what the charge is to be entered immediately after the first code. (Example I)
    - ii. This code can not be a code with an asterisk next to it.
  - d. If the offense code has two asterisks (\*\*) next to it:
    - i. Another code which best describes what the charge is to be entered in the Original Offense field. (Example J)
    - ii. This code can not be a code with an asterisk next to it.
    - iii. If no code is able to be determined, then the following code can be used based on the entry level:
      - a). 0000 – Entry Levels 1, 3, or 4.
      - b). 7399 – Entry Level 2.
- 2. Using the criteria from step II., select the proper entry level.
  - 3. Fill in all remaining fields.
  - 4. Click “Send Msg” to enter the warrant into the system.
  - 5. A message will return from CLETS, hit “Next Msg” to retrieve.
  - 6. If successful, print screen.
  - 7. If unsuccessful, correct error and repeat steps IV.A..

**V. FILE AWAY HARD COPY OF WARRANT.**

- A. Attach printouts to copy of warrant.
  - 1. Leave warrant on supervisor’s desk to be checked.
  - 2. Supervisor will check the entry for accuracy.
  - 3. Warrant will be filed away.

- B. If CJIS was down at the time of entry:
  - 1. Once CJIS is back up, cancel the manual entry of the warrant.
  - 2. Enter warrant through CJIS according to step III.
  - 3. Shred remaining paperwork.
  
- C. If warrant is unable to be entered into CLETS through CJIS:
  - 1. Supervisor is to verify that the warrant cannot be entered through CJIS.
    - a. If it can:
      - i. Manually entry of warrant is to be cancelled in CLETS.
      - ii. Warrant is to be entered into CLETS according to step III.
    - b. If it cannot, supervisor is to make the following notations on the printout:
      - i. That the warrant was manually entered into CLETS.
      - ii. Warrant to be checked periodically to verify if it is still active.
      - iii. Once the warrant is inactive, the CLETS entry is to be canceled.
      - iv. Warrant will be filed away.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: CIVIL WARRANTS**

**NO. C-285**

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<b>EFFECTIVE DATE</b> : 11-25-91	<b>REVISED</b> : 10-13-2020
<b>APPROVED BY</b> : NATALIE MCGILL, RECORDS ADMINISTRATOR	
<b>REFERENCE</b> : GC 26744; CCC 43.55(a)(2)	<b>REVIEWED</b> : 10-13-2020

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**POLICY** : Civil, Small Claims, and Attachment for Defaulter warrants are issued when a defendant fails to appear after being served with a court order to do so. Service of such a court order is done by the Kern County Sheriff's Office – Civil Field Enforcement Unit or a private process server. When a defendant fails to appear, the Arrest Records Unit will receive a warrant for that person's arrest. Small Claims cases will require a \$50.00 service fee per Government Code 26744, before services can be attempted.

**DIRECTIVE** : **FEES ARE REQUIRED ON SMALL CLAIMS CASES ONLY. DO NOT CHARGE FEES ON:**

1. COUNTY OF KERN VS A PERSON.
2. ANOTHER COUNTY VS A PERSON.
3. CITY OF BAKERSFIELD VS A PERSON.
4. SUPERIOR COURT ATTACHMENT FOR DEFAULTERS – THESE ARE FAMILY LAW CASES.

**NOTE: SOME WARRANTS ARE THE COUNTY OF KERN ATTEMPTING TO COLLECT FEES, AND WILL SHOW AS ONE PERSON VS ANOTHER PERSON. WE DO NOT COLLECT FEES ON THOSE. (EXAMPLE A)**

**PROCEDURE** :

**I. CIVIL/SMALL CLAIMS WARRANTS REQUIRING FEES. (Example B)**

- A. When warrant arrives from court:
  1. Date stamp warrant.
  2. Prepare request for fees letter, by entering: (Example C)
    - a. Current date.

- b. "To" is plaintiff.
- c. "RE" is defendant.
- d. Warrant Number.
- e. Expiration Date – 90 days from issue date of warrant.

**NOTE: VERIFY IF A NOTATION IS ON THE WARRANT ADJUSTING THE EXPIRATION DATE.**

- f. Sign your name at the bottom of the letter.
- 3. Attach a descriptive sheet to the request for fees. (Example D)
  - 4. Mail request for fees and descriptive sheet to plaintiff.
  - 5. Update service history documenting the following: "Letter sent requesting fees and descriptive sheet/initials".
  - 6. Enter warrant into automated warrant system as per procedure C-325 Enter/Maintain Foreign Warrants.

**II. PUT TEMPORARY HOLD ON WARRANT UNTIL FEES AND DESCRIPTIVE INFORMATION IS RECEIVED.**

- A. In CJIS, access Maintain Warrant Service Assignment – CLETS (WACLTSVA) and enter the following: (Example E)
  - 1. SOCIV for servicing agency.
  - 2. Place an "X" next to "NO OFF ASSGND", hit enter.
  - 3. Place an "X" next to the correct warrant number, hit enter.
  - 4. Type "YES" next to "ENTER YES FOR TEMPORARY HOLD" and hit enter. (Example F)
  - 5. Once it says "MAINTENANCE SUCCESSFUL" access Display Warrant Research (WADSPRES).
    - a. Type in warrant number and hit enter.
    - b. Hit F4 so that it shows the person who added and made the last

- change to the warrant.
- c. Attach print out to warrant.
- B. Sorting by the subject's last name, file warrant in folder file labeled "Civil Warrants Temporarily Held Until Fees Paid", located at the Civil desk.
- C. When fees and descriptive sheet are returned by plaintiff:
- 1. **Verify description contains a date of birth or approximate age.**
    - a. **If none listed:**
      - i. Contact by phone, advising we cannot attempt service without a date of birth or approximate age.
      - ii. **If unable to get in contact with the plaintiff, return fees and descriptive sheet to plaintiff advising we cannot attempt service without a date of birth or approximate age.**
    - 2. **If defendant lives in Kern County:**
      - a. Deposit fees via cash register.
        - i. If fees paid in person, receipt goes to plaintiff. (Example G)
        - ii. If fees paid by mail, receipt stays with warrant.
      - b. Make a copy of the warrant and descriptive sheet.
      - c. If warrant number in CJIS is different than that on the warrant:
        - i. Attach a printout of the warrant from CJIS to the copy of the warrant, **or**,
        - ii. Write down the warrant number used in CJIS on a post-it note, and attach it to the copy of the warrant.
      - c. Stamp copy of the warrant and descriptive sheet with the red "Copy" stamp.
      - d. Scan a copy of the warrant and descriptive sheet once stamped and email them to the Civil Field Enforcement Unit Sergeant.

- e. Place in interoffice envelope marked for “Civil Field Enforcement Unit” and attention to the Sergeant over the Civil Field Enforcement Unit, making a new envelope if necessary.
  - i. If no other warrants in envelope that require fees, print out the “Civil (Fees)” form that can be found on the Arrest Records server and attach it to the warrant. (Example H)
  - B. If other warrants in envelope that require fees, attach it to that stack, ensuring the “Civil (Fees)” form is included.
- f. Place interoffice envelope in outgoing mail tray
- g. Place warrant on the SSS desk to be checked.
- h. Update service history with the following information:
  - i. Fees were paid, include check/money order number.
  - ii. Receipt number.
  - iii. That copy of the warrant was routed and emailed to the Civil Field Enforcement Unit.

**3. If subject lives outside of Kern County:**

- a. Ensure check is made payable to the agency who will be serving the warrant (i.e. Los Angeles County Sheriff’s Department).
  - i. If not:
    - a). Contact by phone, advising that we need a replacement check and return check if requested.
    - b). If unable to get in contact with the plaintiff, return fees and descriptive sheet to plaintiff requesting a replacement check.
- b. Make a xerox copy of warrant.
- c. Certify copy of warrant.
- d. Fill out a warrant service form. (Example I)

- e. Via US mail, route the following to the service agency:
  - i. Fees
  - ii. Descriptive sheet
  - iii. Certified copy of warrant
  - iv. Warrant service form
  - v. Color Copies of any photos provided by Plaintiff
- f. Update service history by stating:
  - i. "Certified copy of warrant and fees sent via USPS mail to (agency's name)/your initials."
  - ii. The address, phone number, and any other relevant information about the agency the warrant is being sent to.
- g. Place warrant on the SSS desk to be checked.

### **III. REMOVING TEMPORARY HOLD FROM WARRANT.**

- A. Via CJIS, access WADSPRES to obtain ORG/LOG agency warrant is assigned to. (i.e. SOCIV)
- B. Via CJIS, access WACLTSVA to remove temporary hold.
  - 1. "SOCIV" for ORG/LOG.
  - 2. Place an "X" next to "TEMP HOLD" and hit enter.
  - 3. Place an "X" next to corresponding warrant number and hit enter.
  - 4. Type "NO" next to "ENTER NO TO REMOVE HOLD" and hit enter. (Example J)

### **IV. UPDATE WARRANT USING DESCRIPTIVE SHEET.**

- A. Via CJIS, access Enter/Maintain Foreign Warrants (WAMNTFOR).
- B. Enter remaining descriptive information needed into warrant system.

- C. File warrant as per procedure C-325 Enter/Maintain Foreign Warrants.

**ATTACHMENT FOR DEFAULTER WARRANTS AND CIVIL WARRANTS NOT REQUIRING FEES:**

- A. Date stamp warrant.
- B. Enter warrant into automated warrant system as per procedure C-325 Enter/Maintain Foreign Warrants.
- C. If defendant lives in Kern County:
1. Make a copy of the warrant and descriptive sheet, if included.
  2. Stamp copy of the warrant with the red "Copy" stamp.
  3. Scan and e-mail a copy of the warrant and descriptive sheet to the Sergeant over the Civil Enforcement Unit.
  4. Place in interoffice envelope marked for "Civil Field Enforcement Unit" and attention to the Sergeant over the Civil Field Enforcement Unit, making a new envelope if necessary.
    - a. If no other warrants in envelope that do not require fees, print out the "Civil (No Fees)" form that can be found on the Arrest Records server and attach it to the warrant. (Example K)
    - b. If other warrants in envelope that do not require fees, attach it to that stack, ensuring the "Civil (No Fees)" form is included.
  5. Place interoffice envelope in outgoing tray.
  6. Update service history that a copy of the warrant was emailed and routed to the Civil Field Enforcement Unit.
- D. If defendant lives outside of Kern County, assign to SOCIV, as we will not pick-up out of county.
- E. File warrant as per procedure C-325 Enter/Maintain Foreign Warrant.

**VI. SERVICE OF WARRANTS.**

- A. Regardless how the warrant was served, you will always do the following:



1. Send an e-mail to the following people at the Civil Field Enforcement Unit:
    - a. Sergeant in Civil Field Enforcement Unit.
  2. Provide the following information.
    - a. That the warrant is no longer active.
    - b. The subject's name.
    - c. The warrant number as listed on the warrant itself.
  3. Update the service history of the warrant stating the Civil Field Enforcement Unit was advised warrant is no longer active.
  4. You will not e-mail the Civil Field Enforcement Unit if any of the following occur:
    - a. The warrant service address is outside of Kern County.
    - b. Civil Field Enforcement Unit is the ones who advised us the warrant is no longer active.
- B. Subject in custody locally:
1. Note defendant's booking number in upper right corner of warrant, if available.
  2. Fax a certified copy of the warrant to:
    - a. The jail and IRC if subject is to be booked on warrant.
    - b. The jail if found after the subject is booked.
  3. Make notation on top sheet of warrant packet with the following information:
    - a. Write "subj in cust."
    - b. Date and time warrant was routed.
    - c. Booking number, if available.

- d. Your initials.
- 4. Via CJIS, access Maintain Warrant Service History (WAMNTSVH).
  - a. Enter date and time.
  - b. Make notation "Subj in custody, Booking # (if available), sent to CRF at 0000 (indicate hour sent)/your initials."
  - c. Place on SSS desk in tray to be checked.
- C. Subject in custody at another county or agency:
  - 1. Make a copy of warrant.
  - 2. Certify copy of warrant, as per procedure.
  - 3. Prepare fax cover letter and fax with the following information:
    - a. Advise we will not pick-up.
    - b. Request subject be cited.
    - c. Request arresting agency advise us when subject has posted bail or been cited.
  - 4. Attach certified copy of warrant and cover letter to the warrant packet.
  - 5. Write on top sheet of the warrant packet:
    - a. Date and time warrant faxed.
    - b. Where warrant was faxed.
    - c. Your initials.
  - 6. Enter Warrant Maintain Service History (WAMNTSVH).
    - a. Enter date and time.
    - b. Make notation of:
      - i. Where and to whom warrant was faxed, including fax number.

- ii. That agency was advised we will not pick-up.
    - iii. That you requested we be notified when subject released.
    - iv. Your initials.
  - 7. Re-file warrant in drawer at the Civil desk pending notification from arresting agency.
- D. Local Citations Issued:
- 1. When citation received:
    - a. Verify citation served by entering Warrant Display Research (WADSPRES).
    - b. If not, serve using C-330 Serving Citations in CJIS procedure.
    - c. Enter Warrant Maintain Service History (WAMNTSVH).
      - i. Enter date and time.
      - ii. Make notation of.
        - a). That we received the citation.
        - b). That we served the warrant.
        - c). Court date given.
        - d). Your initials.
    - d. Place a copy of the citation in Crime Reports "Incoming" tray.
      - i. Small citation – goldenrod copy.
      - ii. Full sheet citation – pink copy.
    - e. Route remainder of citation to court of issuance of the warrant.
    - f. Attach a note to original warrant "Subject cited to appear (court date and division)".
    - g. Attach paperwork to warrant and place on the SSS desk to be

checked.

E. Out of county citations:

1. Upon receipt of teletype stating subject has been cited:
  - a. Serve warrant as per C-330 Serving Citations in CJIS procedure.
  - b. Enter Warrant Maintain Service History (WAMNTSVH).
    - i. Enter current date and time.
    - ii. Make notation of "teletype received from (arresting agency) advising subject cited t/a (court date and division), forwarded info to court".
    - iii. Your initials.
2. Attach teletype to original warrant.
3. Clip to warrant and place on SSS desk to be checked.

F. Cash Bail Posted Locally:

1. **Cash Bail must be posted at the Central Receiving Facility. CRF staff will request Records fax warrant to them.**
  - a. Using same step VI.B.1-5 above per "Subject in Custody Locally", records will:
    - i. Fax certified copy of warrant to CRF jail.
    - ii. Make notations on top sheet of warrant packet.
    - iii. Attach all paperwork together.
    - iv. Place warrant on SSS desk to be checked.
  - b. Shift Supervisor will ensure warrant is served from the system.
  - c. CRF will ensure warrant and cash receipt are forwarded to court of issuance.

G. Cash bail posted another county:

1. Serve warrant from system per C-340 Serving Warrants procedure.
  2. Attach warrant to teletype.
  3. Enter Warrant Maintain Service History (WAMNTSVH).
    - a. Enter current date and time.
    - b. Make notation of “teletype was received from (arresting agency), subject posted bail to appear (court date, time, and division), information forwarded to court”./Your initials.
  4. Clip warrant and teletype to warrant.
  5. Place warrant on SSS desk to be checked.
- H. Bail Bond posted in another county:
1. Serve bond in system as per C-340 Serving Warrants procedure.
  2. Attach teletype to warrant.
  3. Enter Warrant Maintain Service History (WAMNTSVH).
    - a. Enter current date and time.
    - b. Make notation “per teletype (arresting agency), subject posted bond to appear (court date, time, division)”. Enter your initials.
  4. Clip teletype and warrant together.
  5. Place on SSS desk to be checked.
- I. Shift Supervisor will do the following on all warrants cleared from CJIS:
1. Ensure warrant has been served from the system.
  2. Ensure any relevant documents causing the warrant to be cleared are attached to the warrant, if necessary.
  3. Ensure notations have been entered in service history.
  4. Return warrant and all relevant documents to court of issuance.

5. Shred remaining paperwork.

**VII. WARRANT RECALLED BY COURT/PLAINTIFF:**

- A. Regardless how the warrant was served, you will always do the following:
  1. Send an e-mail to the following people at the Civil Field Enforcement Unit:
    - a. Sergeant in Civil Field Enforcement Unit.
  2. Provide the following information.
    - a. That the warrant is no longer active.
    - b. The subject's name.
    - c. The warrant number as listed on the warrant itself.
  3. Update the service history of the warrant stating the Civil Field Enforcement Unit was advised warrant is no longer active.
  4. You will not e-mail the Civil Field Enforcement Unit if any of the following occur:
    - a. If Civil has already made attempts on the warrant, as noted in the service history.
    - b. The warrant service address is outside of Kern County.
    - c. The warrant still has a temporary hold.
- B. Paper recall received:
  1. Pull warrant from the Civil desk.
  2. Attach recall slip to top of original warrant.
  3. Access CJIS via Warrant Maintain Service (WAMNTRV).
  4. "X" recall box. (Example L)

**NOTE: If warrant is on temporary hold, that hold will have to be**

**removed before the warrant can be recalled.**

5. Update service history of warrant in Warrant Maintain Service History (WAMNTSVH).
  - a. Current date and time.
  - b. Notation of "Warrant recalled by court and returned/your initials".
6. Clip paper recall and warrant together.
7. Place on SSS desk to be checked.

C. Phone recall:

1. When the plaintiff or the court calls to request that the warrant be recalled:
  - a. Request written notification on their department or company letterhead be sent to us via fax or mail requesting the warrant be recalled.
  - b. **Never** recall a warrant based on a call from the defendant.
2. Recall the warrant from the system by:
  - a. Enter Warrant Maintain Service (WAMNTRV).
  - b. "X" recall box in upper right corner.
3. Enter Warrant Maintain Service History (WAMNTSVH).
  - a. Enter current date and time.
  - b. Make notation "warrant recalled by \_\_\_\_\_ (caller's name and phone number) and (name of court, or plaintiff)". Enter your initials.
4. Make notation on front of warrant with same information as entered above. Paper clip notification and warrant together.
5. Place on SSS desk to be checked.

D. Shift Supervisor will do the following on all warrants cleared from CJIS:

1. Ensure warrant has been served from the system.
2. Ensure any relevant documents causing the warrant to be cleared are attached to the warrant, if necessary.
3. Ensure notations have been entered in service history.
4. Return warrant and all relevant documents to court of issuance.
5. Shred remaining paperwork.

**VIII. WARRANTS RETURNED “NO FEES RECEIVED”:**

- A. After 60 days has elapsed since fees have been requested, the warrants will be returned to court.
  1. Pull warrant envelope from folder at the Civil desk.
  2. Affix the “Unable to serve” stamp on the face of warrant. Write the following:
    - i. Your name.
    - ii. Date.
  3. Remove the hold from the warrant.
  4. Recall the warrant from the system by:
    - a. Enter Warrant Maintain Service (WAMNTRV).
    - b. “X” recall box in upper right corner and hit enter.
  5. Enter Warrant Maintain Service History (WAMNTRVH).
    - a. Enter current date and time.
    - b. Make notation “warrant recalled, no fees received, warrant returned to court/your initials”.
  6. Place warrant on SSS desk to be checked.
  7. Shift Supervisor will:



- a. Ensure warrant has been cleared from system.
- b. Ensure notations have been placed on the front of the warrant.
- c. Ensure notations have been entered in service history.
- d. Return warrant to court of issuance.

**IX. WARRANTS EXPIRED – INACTIVE/DUE TO AGING:****A. Local Kern County warrants:**

- 1. After the date of expiration on the warrant, CJIS will automatically inactivate the warrant.
  - a. Pull the original warrant envelope from the Civil desk.
  - b. Affix the “Unable to serve” stamp on the front of the warrant. Write the following:
    - i. Your name.
    - ii. Date.
  - c. If warrant was routed to an agency outside of Kern County, **call** that agency and advise that the warrant has expired.
- 2. Notify the Civil Field Enforcement Unit that the warrant is no longer active:

**NOTE: Only do this if Civil has not made any attempts on the warrant.**

- a. Send an e-mail to the following people at the Civil Field Enforcement Unit:
  - i. Sergeant in Civil Field Enforcement Unit.
- b. Provide the following information.
  - i. That the warrant is no longer active.
  - ii. The subject’s name.

- iii. The warrant number as listed on the warrant itself.
    - c. You will not e-mail the Civil Field Enforcement Unit if the warrant service address is outside of Kern County.
  - 3. Make notation in Warrant Maintain Service History (WAMNTSVH) the following:
    - a. Enter current date and time.
    - b. The agency that was sent the warrant was notified that the warrant has expired, if necessary.
    - c. That the Civil Field Enforcement Unit was notified.
    - d. Make notation "Warrant expired and returned to court/your initials".
  - 4. Shift Supervisor will:
    - a. Ensure warrant has been cleared from the system.
    - b. Ensure notations have been placed on the front of the warrant.
    - c. Ensure notations have been entered in Maintain Service History.
    - d. Return warrant to court of issuance or issuing agency.
- B. Out of county warrants:
- 1. Notify the Civil Field Enforcement Unit, following steps in IX.A.2.
  - 2. If warrant received via US mail, return in same manner.
  - 3. Update Warrant Maintain Service History (WAMNTSVH) with the following:
    - a. Enter current date and time.
    - b. That the Civil Field Enforcement Unit was notified.
    - c. Make notation "Warrant expired and returned to (Name of Agency) on (today's date)/your initials.

3. Fill out a Warrant/Abstract Return Slip and input the following:  
(Example M)
  - a. Note subject's name listed on warrant.
  - b. Refer to the service history and make notation reason why it was returned to the agency. (Example: Unable to locate)
  - c. Place all paperwork together and place on shift supervisor's desk.
4. Shift Supervisor will:
  - a. Ensure warrant has been cleared from the system.
  - b. Ensure notations have been entered in Maintain Service History.
  - c. Return warrant to issuing agency.

**X. DUE DILIGENCE**

- A. The Civil Field Enforcement Unit will route notices of attempts made on warrants. (Example N)
- B. Go into WAMNTSVH and update the following on the warrant:
  1. Input the date the same as on the notice.
  2. Input the time the same as on the notice.
  3. Input the remarks made by the officer attempting service.
  4. The officer's name and badge number.
  5. Repeat if there are multiple entries.
- C. If a cite was included, follow step VI.D.
- D. Once service history updated, documents can be shredded.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: LOCAL WARRANTS SEARCH**

**NO. C-300**

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**EFFECTIVE DATE : 07-10-91**

**REVISED : 06-13-08**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED: 10-28-19**

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**POLICY** : Kern County maintains an Automated Warrant System. Unlike the manual system, the automated system allows any agency within Kern County to view and/or book on any warrant issued from a Kern County court, regardless of the agency responsible for the warrant. Warrants are entered into this system and assigned to the appropriate responsible agency and/or location by the court of issuance. A notification letter will be generated and mailed to the warrant suspect through Information Systems on all misdemeanor warrants with a bail. Misdemeanor warrants that have no bail will not have a notification letter mailed out.

**DIRECTIVE** : Warrants are to be confirmed through “DISPLAY ACTIVE WARRANTS” only.

**PROCEDURE** :

**I. TO CONFIRM ACTIVE WARRANTS IN CJIS.**

A. Access “Display Active Warrants CLETS” (WACLTACTION). (Example A)

1. Warrant can be checked by entering one of the following:

- a. Warrant Number.
- b. Name (use first and last only).
- c. Driver’s license.
- d. Social Security number.
- e. CII number.
- f. FBI number.

g. LAR number.

## II. TO VIEW ACTIVE AND INACTIVE WARRANTS IN CJIS.

A. Access “Warrant Display Research” (WADSPRES). (Example B)

1. Enter any of the criteria noted in step I.A.1.
2. “X” warrant, hit enter. Then do the following:
  - a. **If a list of candidates appears:**
    - i. “X” appropriate candidate and hit enter.
    - ii. Hit F11 to scroll through multiple warrants if the screen says “MORE DATA PENDING”.
  - b. **If no candidates are found**, enter other search criteria, if needed.

B. Accessing “Involved Persons Display” (INVPDSP). (Example C)

1. Enter any of the criteria noted in step I.A.1.
2. “X” warrant, hit enter. Then do the following:
  - a. **If a list of candidates appears:**
    - i. “X” appropriate candidate and hit enter.
    - ii. Hit F11 to scroll through multiple warrants if the screen says “MORE DATA PENDING”.
  - b. **If no candidates are found**, enter other search criteria, if needed

C. **Status of warrant** will appear in the upper center portion of the screen. (Example D)

D. To view service history of the warrant:

1. “X” service info, hit enter. (Example E)
2. Date and time event occurred will appear to the left of the screen.
  - a. The following are examples of what might be seen in the service

history:

- i. Booked Local or Foreign.
- ii. Cited.
- iii. Recalled.
- iv. Posted Bail.
- v. Service attempts.
- vi. Extradition notations.
- vii. Returned warrant notifications.

/jmw 10-28-19

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: SENDING ABSTRACTS**

**NO. C-305**

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**EFFECTIVE DATE : 03-02-93**

**REVISED : 1-12-16**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED: 10-28-19**

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**POLICY** : Based on the entry of outstanding warrants into the California Law Enforcement Telecommunications System (CLETS) and/or rap sheets showing prior criminal history in Kern County, we receive daily inquiries from law enforcement regarding the existence of outstanding warrants for individuals. It is the responsibility of the Arrest Records Unit to confirm the existence of such warrants and in most instances, follow up this confirmation with an official abstract. Warrant Information Sheets (WIS) are used to confirm an existing warrant on a subject not currently in custody and authorize the arrest of the individual. Abstracts must be sent to authorize the detention (or hold) on an individual currently in custody, pending transportation to our agency.

**DIRECTIVE** : **Abstracts for KCSO Warrants only will be sent immediately upon request and only to agencies outside of Kern County. The District Attorney's Office must be contacted on any felony warrant for extradition approval outside of California. The service history of the warrant must be checked for a notation of extradition approval from the District Attorney's Office prior to an abstract being transmitted out of state. Misdemeanor warrants are never approved for extradition outside of California, unless directed by the Kern County District Attorney to enter into Level II with extradition approved.**

**PROCEDURE** :

**I. UPON INQUIRY AND THE CONFIRMATION OF AN EXISTING WARRANT.**

- A. Verify who the responsible agency is. (Example A)
  - 1. If KCSO is the responsible agency, proceed to step B.
  - 2. If KCSO is not the responsible agency, advise caller to contact the responsible agency. Go no further.
- B. Verify where the request is originating from:

1. If within California, proceed to step C.
  2. If outside of California, proceed to step D.
  3. If a 10-minute hit is received, proceed to step E.
- C. For agencies within California, verify the severity of the warrant meets established pick-up criteria:
1. Felony warrants – will pick-up within California.
  2. Misdemeanor warrants – will pick-up within California **only** if it's a “NO BAIL” warrant. If warrant does not meet pick-up criteria:
    - a. If release date is unknown:
      - i. Cite subject to appear within 30 days of release from their agency.
      - ii. If issuing court is only in session certain days of the week, advise agency of those days.
    - b. If release date is known:
      - i. Check the court list for days and times.
      - ii. Give requestor a date no sooner than 13 days and no later than 30 days from the current date.
- NOTE: For Metro Justice cases, refer to the court calendar provided at each workstation.**
- iii. Request they confirm via teletype to “BKG0” when subject has been cited so that we may clear the warrant.
3. Send an abstract. Refer to step II.
  4. Update service history. Refer to step III.



- D. For agencies outside of California, verify if the warrant meets established extradition criteria:
1. For felony warrants, verify if we will extradite.
    - a. We will automatically extradite on the following charges:
      - i. PC 187 charges.
      - ii. PC 207 charges.
      - iii. PC 286 charges.
      - iv. PC 288 charges.
    - b. We will **not** extradite on the following:
      - i. HS 11377 charges.
      - ii. HS 11550 charges.
      - iii. PC 3455(A) charges.
    - c. We will only extradite from the following states for Electronic Monitoring Program and Sheriff's Parole warrants:
      - i. Arizona
      - ii. Nevada
      - iii. Utah
      - iv. Colorado
      - v. Wyoming
      - vi. Idaho
      - vii. Oregon
      - viii. Washington
      - ix. Montana

- x. South Dakota
  - xi. North Dakota
  - xii. Minnesota
  - xiii. Nebraska
- d. If none of the charges in step 1. are found, check the service history for a PC 980(b) notation. (Example B)
- i. Regardless of expiration date. Do the following:
    - a). Send an abstract to place a hold pending extradition approval. Refer to step II.
    - b). Update service history. Refer to step III.
    - c). E-mail the District Attorney inquiring about extradition approval. Advise the DA that a hold was placed per PC 980(b). Refer to step IV.
- e. In the service history, look for any entry showing if extradition has been previously denied or approved.
- i. If there is a notation that extradition has been denied and the entry is less than a year old:
    - a). Advise the caller that we will not extradite.
    - b). Update the service history. Refer to step III.
  - ii. If there is a notation that extradition has been denied and the entry is more than one year old:
    - a). Advise the agency we can place a hold pending extradition approval.
    - b). Send an abstract to place a hold. Refer to step II.

- c). Update service history. Refer to step III.
    - d). E-mail the District Attorney inquiring about extradition approval. Refer to step IV.
  - iii. If there is a notation that extradition has been approved:
    - a). Send an abstract to place a hold. Refer to step II.
    - b). Update service history. Refer to step III.
  - iii. If there is no notation about extradition:
    - a). Advise the agency we can place a hold pending extradition approval.
    - b). Send an abstract to place a hold. Refer to step II.
    - c). Update service history. Refer to step III.
    - d). E-mail the District Attorney inquiring about extradition approval. Refer to step IV.
- E. When a 10-minute hit is received, verify if we will extradite on the warrant. Refer to step I.D.
  - 1. If extradition has **not** yet been approved, send a hit confirmation response in "HITRES" via Level II. (Example C)
    - a. Fill in the following:
      - i. The agency's ORI on the hit.
      - ii. The NCIC number on the hit.
      - iii. Type – "WP" for "Wanted Person".
      - iv. Confirmation Status – "E" for "Valid but awaiting a decision on extradition".
      - v. The OCA number on the hit.
      - vi. Hours – Approximate time before we will receive a response.

- a). 24 hours if the next day will be a day the District Attorney will be available.
  - b). 48 hours if it's a Saturday.
  - c). 72 hours if it's a Friday.
  - d). Add 24 hours for holidays, if necessary.
  - vii. Fill in the "Wanted Person/Missing Person/Protection Order" fields exactly as they are listed on the hit.
  - viii. Remarks from locating agency – "Please place hold pending extradition approval."
  - ix. Confirmed by – "Name/Arrest Records".
  - x. Agency – "Kern County Sheriff/CA0150000".
  - xi. Our phone number.
  - xii. Our fax number.
2. If extradition has been approved:
- a. Send a hit confirmation response in "HITRES" via Level II, following the steps in I.E., ensuring to change the following:
    - i. Confirmation Status – "Y" for Yes.
    - ii. Leave "Hours" blank.
    - iii. Remarks from locating agency – "Please place hold. We will extradite."
3. In either case, do the following:
- a. Send an abstract to place a hold. Refer to step II.
  - b. Update service history. Refer to step III.

c. E-mail the District Attorney inquiring about extradition approval, if necessary. Refer to step IV.

4. If extradition has been denied:

a. Send a hit confirmation response in "HITRES" via Level II, following the steps in I.E., ensuring to change the following:

i. Confirmation Status – "N" for No.

ii. Leave "Hours" blank.

iii. Remarks from locating agency – "Extradition is denied. Do not hold the subject on this warrant.

b. Update service history. Refer to step III.

**II. SEND AN ABSTRACT TO PLACE HOLD OR A WARRANT INFORMATION SHEET (WIS) AS AN ATTEMPT SERVICE.**

A. Gather required information to send teletype or WIS.

1. Inquire as to the status of the subject.

a. **If subject not in custody** and is not being detained, a warrant information sheet (WIS) may be send as an attempt service.

b. **If subject not in custody**, but is being detained, an abstract will be required.

c. **If subject is in custody** an abstract will be required.

2. Agencies mnemonics or ORI.

3. Name of person to whom the abstract will be routed.

4. Name of person you are speaking to and their call back number.

5. If subject is in custody or enroute to jail, also request:

a. Booking number or prisoner identification number of subject.

b. Name and DOB under which subject is currently booked.

- B. To send a Warrant Information Sheet (WIS):
1. Access WACLTGWI via CJIS. (Example D)
  2. Enter warrant number and hit enter.
  3. In comments field, type "Please attempt to arrest and advise when subject is in custody so that we may send official abstract."
  4. Enter mnemonic or ORI in appropriate "Send to" field.
  5. "X" in the CLETS/NCIC box.
  6. Enter agency and mnemonic or ORI in the "Agency Name" field.
  7. Enter the requestor's name in the "Attention" field and hit enter.
- C. To send a warrant abstract:
1. Access WACLTGAB via CJIS. (Example E)
  2. Enter warrant number and hit enter.
  3. Enter mnemonic or ORI in the appropriate field.
  4. Enter the agency's name and mnemonic or ORI in the agency name field.
  5. Enter the booking number or requestor's name if booking number unavailable in the attention field.
  6. Fill in the comments appropriately depending on why the abstract is being sent:
    - a. If we are picking up within California: "Please place hold and advise when subj is rdy for p/u via tty to "BKG0" or by calling 6613917624. We will pick-up."

- b. If we will cite and release:
    - i. 30 days out: "Please C&R with a court date 30 days after release. Send tty to "BKG0" when subj is cited w/cite info. We will not pick-up."
    - NOTE: If issuing court is only in session certain days of the week, advise agency of those days.**
    - ii. Specific court date: "Please C&R with a court date of (date) @ (hour for court). Send tty to "BKG0" when subj is cited w/cite info. We will not pick-up."
  - c. If we are extraditing from outside of California: "Please place hold and advise when subj is rdy for p/u via tty to "CA0150000" or by calling 6613917624. We will extradite."
  - d. If we are placing a hold pending extradition approval outside of California: "Please place hold pending extradition approval."
- 7. "X" CLETS/NCIC field.
  - 8. Change "Abstract Valid Until Date:" to 90 days from today's date and hit enter.

### **III. UPDATE THE SERVICE HISTORY OF THE WARRANT.**

- A. Access WAMNTSVH via CJIS. (Example F)
- B. Enter warrant number and hit enter.
- C. Enter date and time WIS or warrant abstract was sent.
- D. Give a brief explanation of where and why WIS or warrant abstract was sent, including the following:
  - 1. Agency name.
  - 2. State agency located in, if necessary.
  - 3. Agency phone number.
  - 4. Requestor.

5. Mnemonic or ORI WIS or abstract was sent to.
  6. Booking or CDC number, if currently in custody.
  7. If a court date for cite and release was given, if necessary.
  8. That the District Attorney was contacted for extradition approval, if necessary.
  9. Your initials.
- E. Enter "SO" for the agency and "WC1" for the badge number.
- F. Hit enter.

#### **IV. CONTACTING THE DISTRICT ATTORNEY.**

- A. Access the Outlook e-mail program and select "New Mail".
1. In the "To:" field, select the "DA List"
  2. In the "Subject:" field, put in the warrant number.
  3. The body of the e-mail should contain the following information:  
(Example G)
    - a. The custody status of the subject.
    - b. If a hold was placed.
    - c. If a hold was placed per PC 980(b).
    - d. Name of the agency holding the subject.
    - e. State the agency is located in.
    - f. What local charges the subject is being held on, if any.
    - g. Name of the person you spoke to.
    - h. Contact number for the agency.



- i. The subject's name.
  - j. The warrant number.
  - k. The bail on the warrant.
  - l. The charges on the warrant, including literals.
  - m. If an expired PC 980(b) notation was found, and when it expired.
  - n. "Please respond to all" – This will ensure anyone receiving a response can handle it accordingly.
- B. Once the District Attorney has replied:
- 1. If extradition was approved:
    - a. Update the service history stating:
      - i. That we will extradite.
      - ii. Who approved extradition.
    - b. Enter WACLTSVA via CJIS and do the following:
      - i. Cancel wanted persons entry from CLETS/NCIC.
      - ii. Hit F2 to return to main menu.
      - iii. Re-enter into CLETS through WACLTSVA, selecting NCIC.
    - c. Contact the agency holding the subject and advise we will extradite.
  - 2. If extradition was denied or advised to drop hold on a PC 980(b):
    - a. Update the service history stating:
      - i. We will not extradite.
      - ii. Who denied extradition.

- b. Contact the agency holding the subject:
  - i. Advise we will not extradite.
  - ii. If there is currently a hold on the subject, advise the agency to drop the hold.

**V. PICK-UP NOTIFICATION RECEIVED FROM OTHER AGENCY.**

- A. Verify warrant meets pick-up criteria.
  - 1. **If not**, return to step I.
  - 2. **If so**:
    - a. If received by teletype:
      - i. Send copy to Transportations printer of "SDTP01".
      - ii. E-mail a copy to the Statewide proxy.
    - b. If received by any other means:
      - i. Scan and e-mail a copy to the Statewide proxy.
      - ii. Fax a copy to Transportation at 868-5628.
- B. Enter WAMNTSVH via CJIS and input the following:
  - 1. Date and time of notification.
  - 2. The pick-up deadline.
  - 3. That the teletype was routed to Transportation.
  - 4. Enter "SO" for the agency and "WC1" for the badge number.
  - 5. Hit enter.

**VI. RELEASE NOTIFICATION RECEIVED FROM OTHER AGENCY.**

- A. Enter WAMNTRSRV via CJIS. (Example H)
1. Clear SOMAI and insert the mnemonics of arresting agency (or ORI if out of state) in the CLETS portion.
  2. If subject is released on bond:
    - a. Note date and time bail or bond posted.
    - b. Enter receipt or bond number.  
**NOTE: Enter all zeros (0) if no number provided.**
    - c. "X" appropriate bail or bond box.
    - d. Enter name and address of person/agency posting bail or bond.
    - e. Hit enter.
    - f. Enter court date and time subject is to appear.
    - g. Hit enter.
    - h. Forward teletype to court.
  3. If subject is cited:
    - a. Enter date and time citation was issued.
    - b. Enter citation number.  
**NOTE: Enter all zeros (0) if no number provided.**
    - c. Enter agency's name.
    - d. Hit enter.
    - e. Enter court date and time subject is to appear.
    - f. Hit enter.
    - g. Forward teletype to court.

- B. Enter WAMNTSVH and input:
1. Date and time of notification.
  2. Name and mnemonics (or ORI) of agency.
  3. Whether it was a bail, bond, or cite.
  4. Bail receipt, bond number, or citation number, if available.
  5. Court date and time subject to appear.
  6. That the information was forwarded to the courts.
  7. That the information was forwarded to transportation, if necessary.
  8. Your initials.
  9. Enter "SO" for the agency and "WC1" for the badge number.
  10. Hit enter.
- C. If warrant met pick-up criteria, send the teletype to Transportation to cancel any pick-up arrangements that may have been scheduled.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: CANCELLATION OF ABSTRACTS**

**NO. C-310**

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**EFFECTIVE DATE : 09-23-93**

**REVISED : 10-21-10**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-14-19**

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**POLICY** : An abstract is an official confirmation of an outstanding active warrant. Abstracts may be generated for two specific purposes. The first may be to request another agency attempt to arrest and detain a subject who lives in their area but has an active outstanding warrant in our area. The second may be an abstract generated to place a hold (keep in their custody) on a subject until such time as subject can be transported to our agency, post bail or bail bond, or be cited out. As our system will only allow one abstract out at a time, Arrest Records must cancel the first abstract in order to create a second abstract.

**PROCEDURE :**

**I. DETERMINE IF CLETS CANCELLATION MESSAGE IS NECESSARY**

A. Instances in which CLETS cancellation message is necessary:

1. Attempt service abstract sent to one agency, notification received subject lives in another area.
2. Attempt service abstract sent to one agency, subject in custody with a different agency.

B. Instances in which CLETS cancellation message is not necessary:

1. Abstract hold sent to arresting agency, abstract requested by booking agency. (i.e., Fresno P.D. arrested and Fresno S.O. to book and house).
2. Abstract hold sent to one facility, subject transported to another agency or prison that requires a new abstract.
3. First abstract lost or never received by requesting agency, duplicate abstract requested.

**II. CANCELLATION OF ABSTRACT**

- A. Enter Warrant Cancel Abstract screen (WACANABS). (Example A)
- B. Enter warrant number, hit enter.
- C. Type YES in "Cancel Abstract" field and hit enter. (Example B)
- D. Cursor will move to "Send to CLETS" field.
  - 1. Always enter "YES" if step I.A. applies.
  - 2. Always enter "NO" if step I.B. applies.
  - 3. Hit enter.

**III. MAINTAIN SERVICE HISTORY**

- A. Access Warrant Maintain Service History (WAMNTSVH). (Example C)
  - 1. Use current date and time.
  - 2. Enter details of why abstract was canceled.
  - 3. Enter your initials.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: SERVING CITATIONS IN CJIS**

**NO. C-330**

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**EFFECTIVE DATE : 09-15-92**

**REVISED : 07-24-13**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-14-19**

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**POLICY** : It is the policy of Arrest Records to deactivate warrants from the Automated Warrants System, which were overlooked by other agencies. These warrants have been cleared by the issuance of a citation. Citations can be issued either in the field or in the Sheriff's Central Receiving Facility. Such citations remove the warrants from the active status pending a court appearance.

**DIRECTIVE** : Warrants must be "served" in CJIS as quickly as possible after the issuance of a citation to eliminate the possibility of a re-arrest.

**PROCEDURE** :

**I. IMMEDIATELY UPON RECEIVING A CITATION VIA FAX OR INNER OFFICE MAIL, ETC., THE RECORDS TECHNICIAN WILL:**

A. Access WAMNTRV via CJIS, and input the following:

1. Enter warrant number, hit enter.
2. Warrant Service screen will appear. (Example A)
3. Enter ORG/LOG for Servicing Agency. (Example B)

B. Using the information on the citation, enter the following:

1. Enter date and time citation issued.
2. Enter citation number.
  - a. If no citation number is available, use a booking or case number.
  - b. If no number available, use all zero's (0).

3. Hit enter.
4. Enter court date and time subject was cited to appear and hit enter.

**NOTE: If the court hour is not accepted in the TIME field, manually enter the next 30 minute interval to allow entry.**

C. Access WAMNTSVH via CJIS and input the following: (Example C)

1. Date and time teletype or notification received.
2. Citation number.

**NOTE: If none listed on citation, input, "No citation number given."**

4. Date and time subject to appear in court.
5. That the information was forwarded to the courts.
6. Your initials.

D. Make a copy of the notification to be retained in Records.

1. If it's a teletype, retain in the incoming teletype tray.
2. If it's received any other way, placed in the completed record request box.

E. Send notification to issuing court to advise subject has cited out and to advise of the court date.

/jmw.11-14-19



**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: PROBABLE CAUSE WARRANTS**

**NO. C-335**

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**EFFECTIVE DATE : 06-02-93**

**REVISED : 3-24-2021**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE : CLETS POLICY & PROCEDURE**

**REVIEWED : 3-24-2021**

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**POLICY** : Probable Cause Warrants (formerly known as Ramey warrants) are issued in instances in which, due to the serious nature of a particular case, a detective temporarily by-passes the D.A.'s office and goes directly to the judge for the immediate issuance of a warrant. Such instances can be homicides, the suspect is a serious threat to society, or is an escapee. All probable cause warrants are manually entered into CLETS and NCIC (provided extradition has been approved), until such time as the suspect is apprehended. Once the detective responsible for this warrant has interviewed the suspect, the complaint process is completed, a CJIS warrant is issued by the court, and a court case is established.

**DIRECTIVE** : Probable Cause Warrants will be entered only upon receipt of a warrant signed by the judge. These warrants will remain in our possession until such time the courts issue a warrant or the subject is apprehended.

**PROCEDURE** :

**I. WHEN WARRANT ARRIVES (Example A /A-1)**

- A. Ensure warrant has the following:
1. Complete description and address of subject.
  2. Charges.
  3. Bail amount.
  4. Original Judge's signature.
  5. Case number.

- B. Ask the officer the following information:
1. Officer's/Detective's name.
  2. Call back number.
  3. What times during the day and week they wish to be contacted when the subject is arrested.
  4. If extradition approval has been given by the judge signing the warrant.
    - a. No Extradition Approval.
      - i. In CJIS, include a notation of "No ex" in the caution field in the CJIS entry of the warrant.
      - ii. When entering the warrant in WPS1 in CLETS:
        - a). Select entry level 1.
        - b). Select "No extradition" for extradition limitations.
    - b. Extradition Approved.
      - i. In CJIS:
        - a). Include a notation of "Full ex" in the caution field in the CJIS entry of the warrant.
        - b). Update the service history of the warrant to indicate that per the deputy issuing the warrant that extradition is approved.
      - ii. In CLETS:
        - a). Select entry level 2.
        - b). Select "full extradition" in extradition limitation.
- C. Date/time stamp the warrant to indicate when the warrant was received if we received the original warrant.
- D. Provide a copy of the warrant to the officer, if requested.

**II. ENTER WARRANT INTO CJIS USING P&P C-325 “ENTER/MAINTAIN FOREIGN WARRANTS”.**

- A. Case number will act as warrant number.
- B. The following will be used for the expiration date:
  - 1. 3 years for misdemeanors.
  - 2. 7 years for felonies.
  - 3. Homicide warrants will be for 20 years or until the subject is arrested.

**NOTE: If judge writes down a specific expiration date, use that date instead.**

- C. In caution code enter “X” then type:
  - 1. “Original Probable Cause Warrant on file at KCSO Arrest Records”.
  - 2. The person to contact when the subject is arrested.
  - 3. The phone number to call when the subject is arrested.
  - 4. The times the person may be contacted when the subject is arrested.
    - a) ie: Warrant on file w/Records. Upon arrest contact (Insert Deputy/Detective’s name) at 661-###-#### @ anytime. (No ex or Full ex)

**III. ENTER WARRANT INTO WPS USING P&P C-280 “ENTERING LOCAL WARRANTS INTO WPS” (Example B)**

- A. Enter all information provided on the warrant and the descriptive sheet, ensuring to enter the following, if available:
  - 1. SID Number
  - 2. FBI Number
  - 3. Social Security number
  - 4. California Driver’s License number

- B. Using the most severe offense, assign an offense code from the offense codes list. (Example C)
- C. Enter the following the miscellaneous field:
  - 1. The person to contact when the subject is arrested.
  - 2. The phone number to call when the person is arrested.
  - 3. The times the person may be contacted when the subject is arrested.
    - a) ie: Ramey Warrant. Upon Arrest Contact (Deputy/Detective at 661 ###-#### @ Anytime.
- D. Always enter the case number (OCA).
- E. Once entered, print out the wanted person's entry. (Example D)
- F. Place on Shift Supervisor's desk to be checked.

#### **IV. WHEN SUBJECT ARRESTED**

- A. Subject in custody at CRF.
  - 1. If original Ramey warrant is on file with Arrest Records you will:
    - a. Fax a copy of the original warrant to IRC @ 661-868-5567 if subject is to be booked on the warrant.
    - b. If the subject has already been booked, fax the warrant to CRF @ 661-868-6859.
    - c. Interoffice the original warrant to the jail with a notation of:
      - i. Place the warrant in the inmate's file.
      - ii. The subject's booking number.
    - iii. Subject booked as, if booking name different than name on warrant.
  - 2. Using WPS3 in CLETS, cancel the WPS entry. (Example E)
    - a. Use FCN number from Wanted Persons entry.

- b. Enter exact name from Wanted Persons entry.
- c. Type in today's date for Date of Cancellation.
- d. Hit enter.

- 4. If we do not have original warrant on file and subject has been booked on the warrant do not enter warrant into system.

**Note:** If Ramey warrant is in Arietis, CRF Staff will print the warrant directly from the system.

- B. Subject in custody at another county or state facility.

- 1. If subject booked under a different name than what is on the warrant, note the subject's booking name and booking number on the warrant.
- 2. Fax certified copy of warrant to holding facility.

**V. CONTACT THE OFFICER NOTED ON THE WARRANT (FOR IN COUNTY AND OUT OF COUNTY ARRESTS)**

- A. If the subject was arrested in Kern County and was arrested by the contact Deputy, you do not need to contact them.
- B. If the subject was not arrested by the contact deputy: Contact the number provided, If subject arrested during the hours the officer indicated to be contacted.

**NOTE:** If subject is arrested on a PC 187 warrant **out of county** outside of reasonable hours to call the deputy, email the deputy on the warrant and the Homicide Sergeant.

- C. If it's not during the hours the officer can be contacted:

- 1. Wait until the appropriate hours to make contact.
- 2. Pass on to the next shift, if necessary.
- 3. **OR** E-mail the officer and the sergeant over the appropriate area to notify the subject was arrested.

- a. If unsure which sergeant to contact, have the case number

looked up in the Records Management System to determine appropriate sergeant.

i. Ensure to provide the following information:

- 1) The case number.
- 2) That it is a probable cause warrant
- 3) Where the subject is located.

## **VI. UPDATE SERVICE HISTORY**

A. Update the service history of the warrant with the following information:

1. Enter today's date.
2. Time warrant was sent.
3. If Deputy or sergeant was contacted and how contact was made.
4. Where the warrant was sent (if sent to an out of county agency).
5. The subject's booking number, if available.
6. State if warrant was served and cleared from WPS and CJIS.

B. Make notations on the front of the warrant

1. When and where warrant sent.
2. Booking number, if available.
3. Who was notified the subject was arrested and how contact was made.
4. Your initials.

C. File warrant appropriately:

1. After processing booking, place warrant on the shift supervisor's desk if the subject is being booked in at a KCSO booking facility.
2. Return warrant to the Civil desk drawer if warrant was sent to any other agency.

/jmw 3-24-2021

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: SERVING WARRANTS**

**NO. C-340**

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**EFFECTIVE DATE : 08-18-99**

**REVISED: 01-03-14**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED: 11-14-19**

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**POLICY** : Many times a Kern County Sheriff's Office warrant suspect will be apprehended by an out of county agency. When this occurs it is the responsibility of the Records Section to record all actions taken on each warrant from time of initial report of arrest to the time of placing the warrant on the subject. The Arrest Records Unit is also responsible for serving warrants out of the system when the subject is cited and released or posted bail.

**DIRECTIVE** : Upon receipt of information that a warrant suspect has been cited and released or posted bail on a Kern County Sheriff's Office warrant, it is the Arrest Records Technician's responsibility to serve the warrant in "Warrant – Warrant Service" (WAMNTSRV) and to make all notations in "Warrant Maintain Service History" (WAMNTSVH) as soon as possible. If the warrant belongs to an agency other than the Kern County Sheriff's Office, the requestor must be referred to the assigned agency on the warrant.

**PROCEDURE** :

**I. IN CUSTODY TELETYPE OR NOTIFICATION RECEIVED FROM FOREIGN AGENCY.**

A. Enter WAMNTSVH and input the following: (Example A)

1. Date and time of teletype or notification received.
2. Agency name, contact number and mnemonics.
3. Subject's booking number, if available.
4. Pick-up deadline, if noted.
5. Any other important information, such as:



- a. Custody status.
  - b. Release date from that agency.
  - c. That teletype was routed to Transportation, if done.
6. Your initials.
- B. Route the teletype:
1. To Transportations printer "SDTP01", if necessary.
  2. E-mail teletype to the Transportation contacts, if necessary.
  3. Place original in Incoming CLETS tray.

**II. IN CUSTODY TELETYPE OR NOTIFICATION RECEIVED THAT SUBJECT WAS CITED.**

- A. Access WAMNTRSRV via CJIS, and input the following: (Example B)
1. Type warrant number and hit enter.
    - a. Clear SOMAI and input the mnemonics (or ORI if out of state) of the arresting agency.
    - b. Enter date and time citation issued.
    - c. Enter citation number, if available.
      - i. If no citation number available:
        - a). Use a booking or case number.
        - b). If subject cited by the CDC, use the subject's CDC#.
        - c). If no number available, use all zero's (0).
    - d. Hit enter.
    - e. Enter the name of the agency that cited the subject and hit enter.

- f. Enter court date and time subject was cited to appear and hit enter.

**NOTE: If the court hour is not accepted in the "TIME" field, manually enter the next 30 minute interval to allow entry.**

- B. Access WAMNTSVH via CJIS and input the following: (Example C)

- 1. Date and time teletype or notification received.
- 2. Agency name, contact number, and mnemonics.
- 3. Citation number.

**NOTE: If none listed on teletype, input, "No citation number given."**

- 4. Date and time subject to appear in court.
- 5. That the information was forwarded to the courts.
- 6. Your initials.

- C. Send teletype/notification to issuing court to advise subject has cited out and to advise of the court date.

- D. If warrant met pick-up criteria, do the following:

- 1. Send the teletype/notification to Transportation to cancel any pick-up arrangements that may have been scheduled.
- 2. Enter WAMNTSVH and input "Sent tty to Transportation advising subject was cited t/a in court/your initials."

### **III. IN CUSTODY TELETYPE OR NOTIFICATION RECEIVED THAT SUBJECT HAS BAILED.**

- A. Access WAMNTRV via CJIS, and input the following:

- 1. Type warrant number and hit enter.
  - a. Clear SOMAI and insert the mnemonics (or ORI if out of state) of the arresting agency.

- b. Enter date and time bail or bond was posted.
- c. Enter name of the agency who received bail or bond.
- d. Enter receipt or bond number, if available.

**NOTE: Enter all zero's (0) if not.**

- e. "X" appropriate cash or bond box.
- f. Enter the information below. If unavailable, type "unknown."
  - i. Bail by.
  - ii. Insured by.
  - iii. Address.

**NOTE: Enter "unknown" in the ST and CITY fields if no address listed.**

- g. Place an "X" in the OVR and hit enter.

B. Enter (WAMNTSVH) and input following: (Example D)

- 1. Date and time of teletype or notification received.
- 2. Name, contact number, and mnemonics of agency accepting bail or bond.
- 3. Bail receipt or bond number.
  - i. If no number available:
    - a). Use a booking or case number.
    - b). If no number available, use all zero's (0).
- 3. Court date and time subject to appear in court.
- 4. That the information was forwarded to the courts.
- 5. Your initials.

- C. Send teletype/notification to issuing court to advise subject has bailed out and to advise of the court date.
- D. If warrant met pick-up criteria, do the following:
  - 1. Send the teletype/notification to Transportation to cancel any pick-up arrangements that may have been scheduled.
  - 2. Enter WAMNTSVH and input "Sent tty to Transportation advising subject has bailed out/your initials."

**IV. SUBJECT CALLING OR APPEARING IN PERSON ON WARRANT.**

- A. For Kern County warrants:
  - 1. Do not confirm the existence of a warrant over the phone.
  - 2. If the subject calls or appears in person inquiring on a warrant, advise the subject to report to the CRF jail to turn themselves in on the warrant, with a valid ID.
    - a. On misdemeanor warrants the jail will cite and release the subject.
    - b. On felony warrants the subject will be booked. They will have the opportunity to post bail once the process is complete.
    - c. For severe felony charges, such as murder or rape, contact someone in the Detectives Unit to take custody of the subject.

**NOTE: Do not advise the subject of the above.**

- 3. Advise the subject to appear in walk-in court according to the Kern County Superior Courts list. (Example E)

**NOTE: Bakersfield court currently does not accept walk-ins.**

- 4. Update service history stating the subject contacted us regarding their warrant and the instructions they were given.

- B. For warrants outside of Kern County follow steps IV.A.1. and IV A.2. only.

**V. SUBJECT IN CUSTODY AT THE MOJAVE OR RIDGECREST JAIL.**

- A. Access WAMNTRV via CJIS, and input the following:
  - 1. Type warrant number and hit enter.
    - a. Enter the following in the "SERVED BY BOOKING NO" field:
      - i. The first field will always be "SO".
      - ii. The second field will be the booking number.
      - iii. The third field will be the supplemental number.
    - b. Enter date and time the supplemental was booked.
    - c. Hit enter.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: RETURNED WARRANT NOTIFICATIONS**

**NO. C-345**

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**EFFECTIVE DATE : 09-03-02**

**REVISED : 12-23-98**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-14-19**

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**POLICY** : The **AUTOMATED WARRANT MANAGEMENT SYSTEM** automatically generates a notification letter to those individuals with outstanding warrants which do not meet the Kern County Sheriff's Office requirements for service assignment. This notification letter replaces the "one on one" contact with an officer, however, documenting the routing of this notification letter and the events that follow are very important in proving "**DUE DILIGENCE**" during court proceedings.

**PROCEDURE** :

**I. AS NOTIFICATION LETTERS ARE RETURNED BY THE POST OFFICE FOR UNKNOWN AT ADDRESS, MOVED LEFT NO FORWARDING ADDRESS, ETC.**

A. Enter Warrant - Maintain Service History (WAMNTSVH).

1. Enter warrant number noted inside letter. (Example A)

2. Enter the following: (Example B)

a. Current date and time.

b. "Notification Letter Returned" with explanation that appeared on outside of envelope and your initials.

c. Our agency (SO).

d. Your badge# (WC1).

e. Hit enter.

**II. NOTIFICATION LETTERS RETURNED WITH NOTATION OF NEW ADDRESS.**

A. Complete steps listed in I.A.

- B. Enter Warrant-Maintain Description (WAMNTDES).
  - 1. Enter warrant number noted inside letter.
    - a. "X" Addresses. (Example C).
    - b. Enter new address. (Example D)
    - c. In "remarks" enter "Per Post Office New Address" and current date.
  - 2. Address a legal size envelope to subject using new address noted on notification letter.
    - a. Place entire returned notification letter in envelope.
    - b. Place in outgoing mail.
  - 3. Enter Warrant-Maintain Service History (WAMNTSVH).
    - a. Enter current date and time.
    - b. Enter "Notification letter forwarded to new address" and your initials.
    - c. Our agency (SO).
    - d. Your badge number (WC1).
    - e. Hit enter.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: REACTIVATING WARRANT – WRONG SUBJECT BOOKED NO. C-350**

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<b>EFFECTIVE DATE</b> : 11-17-96	<b>REVISED:</b> 11-19-19
<b>APPROVED BY</b> : NATALIE MCGILL, RECORDS ADMINISTRATOR	
<b>REFERENCE</b> :	<b>REVIEWED:</b> 11-19-19

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**POLICY** : Occasionally warrants are placed in error on subjects booked into the Central Receiving Facility. This is generally brought to the attention of Records by CRF or the ID Unit. It is the responsibility of Records to reactivate these warrants, which were booked in error.

**PROCEDURE** :

**I. AS RECORDS IS NOTIFIED.**

- A. Call Classification at 86860 or 86861.
- B. Classification will:
  - 1. Remove case number from booking.
  - 2. Will notify Records once removed.

**II. VERIFY WHO THE RESPONSIBLE AGENCY ON THE WARRANT IS.**

- A. If KCSO is the responsible agency, proceed to III.
- B. If another agency (i.e. BPD, CHP, etc.) is the responsible agency, contact that agency via TTY or e-mail and advise the warrant needs to be reactivated.
  - 1. If agency is unable to reactive warrant e-mail all Arrest Records Supervisors so warrant maybe reactivated via the courts.
    - a. Provide the following information:
      - i. Booking number which the warrant was linked too.



- ii. LAR warrant belongs too
- iii. All steps taken to try to reactive warrant.

**III. RECORDS WILL REACTIVATE THE WARRANT.**

- A. Access Warrant-Reactivate Warrant Cleared as Booked (WACLTCCLB).
- B. Enter warrant number.
- C. Screen will prompt asking “Reactivate Warrant (Yes Or No)” (Example A)
  - 1. Type in “YES”.
  - 2. Hit Enter.
- D. Access Warrant-Display Active Warrant (WACLTACTION) to verify that warrant is active.

**IV. ADD NOTATION NOT TO ARREST SAME SUBJECT ON WARRANT.**

- A. Access Warrant-Maintain Descriptive Information (WAMNTDES).
- B. Enter the warrant number and hit enter.
- C. Tab down to “Caution” and put an “X” in the field next to it.
- D. Tab over to “Remarks” and add the following:
  - a. “Subject is not the same as LAR do not arrest...”

**V. REACTIVATE WARRANT IF CITED IN ERROR**

- A. Send E-mail to Arrest Records Supervisors and appropriate court to have warrant re-issued.

**VI. MAINTAIN SERVICE HISTORY OF WARRANT.**

- A. Access Warrant-Maintain Service History (WAMNTSVH).
- B. Enter the following relevant information if available:
  - 1. Current Date and Time.
  - 2. Who advised Records of problem with warrant.
  - 3. Booking number or Citation information.
  - 4. How/why warrant was placed wrong (not same as LAR#) and or if cited in error.
  - 5. State if any TTY's or E-mails were sent for warrant to be re-issued or reactivated.
  - 6. Initials of clerk reactivating.

/em. 11-19-19

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: OUTSTANDING ABSTRACTS LIST**

**NO. C-355**

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**EFFECTIVE DATE : 10-18-86**

**REVISED : 10-24-14**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-14-19**

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**POLICY** : In order to place an official hold on an individual in custody who has outstanding Kern County warrants, the Arrest Records Unit must send a teletype abstract to the holding agency. These agencies can be our own Central Receiving Facility, any agency within the county, state or throughout the United States. Abstracts are not always canceled when a warrant is served/cleared, and therefore must be manually canceled. Failure to do so creates problems for Kern County Courts as they are attempting to update court case events in CJIS. Abstracts are therefore monitored to follow holds placed as a result of a teletype abstract, to ensure warrants are cleared in a timely manner, and eliminate problems for the courts.

**PROCEDURE :**

**I. THE SHIFT SUPERVISOR (OR DESIGNEE) WILL:**

- A. Access "Warrant List Outstanding Warrant Abstracts" (WADSPOAB) in CJIS.
  - 1. Under "Requesting Agency" enter SO. (Example A)
  - 2. Hit enter.
- B. Hit the "Print Screen" key to print the screen.
  - 1. Hit F11 to scroll forward to next screen.
  - 2. Repeat until all pages have been printed.
- C. Using the printed list:
  - 1. Access "Warrant Display Research" (WADSPRES) in CJIS.
    - a. Enter the warrant number noted on list.

- b. Check status of warrant in the upper center portion of the screen.  
(Example B)
2. **If warrant inactive** due to bail posted, booked local, or cite:
- a. Cancel outstanding abstract:
    - i. Access “Warrant Cancel Abstract” (WACANABS) in CJIS.  
(Example C)
    - ii. Enter warrant number.
    - iii. Enter “**YES**” next to “Cancel Abstract”.
    - iv. Hit enter.
    - v. Enter “**NO**” next to “Send to CLETS”.
    - vi. Hit enter.
  - b. Repeat step I.C.2.a. until it states “No Abstract Found” to ensure all abstracts for that warrant have been canceled.
3. **If warrant inactive** due to recall, court served, or expired:
- a. Review :
    - i. The service history to determine if the warrant was sent to an agency outside of Kern County and if they are aware the warrant has been cleared.
    - ii. The court history to determine if the agency had the warrant cleared by cite, bail, etc.
  - b. If the agency:
    - i. Is aware the warrant is has been cleared, cancel outstanding abstract according to step I.C.2.
    - ii. Has not been notified the warrant is no longer active, contact the agency noted in the service history to advise to drop the hold.
4. **If warrant active,**

- a. Verify expiration date on warrant:
  - i. If the warrant has not expired, proceed to step b.
  - ii. If the warrant has expired:
    - a). Cancel the warrant abstract as outlined in step 1.C.2.
    - b). Contact the agency noted in the service history to advise to drop the hold, if necessary.
    - c). **Do not** contact ITS to have the warrant changed to inactive. Warrant will become inactive on the first day of the following month.
- b. "X" service history, hit enter.
  - i. Verify if abstract was sent on current issuance of warrant.
    - a). If the abstract issued is for the existing warrant, proceed to step ii.
    - b). If there is a new warrant issued and a new abstract has not been issued, cancel the warrant abstract as outlined in step I.C.2.
    - c). If there is a new warrant issued and a new abstract has been issued, **GO NO FURTHER**. We are unable to cancel the previous abstract.
  - ii. Note how abstract was sent:
    - a). Teletype, **or**,
    - b). Fax, **or**,
    - c). U.S. mail.
  - iii. Note other information that could be in the service history:
    - a). Agency name abstract was sent to.
    - b). Agency mnemonics. If none noted, use the Warrant Directory to determine mnemonics of holding agency.

- c). Subject's booking or CDC number.
- d). Subject's name and date of birth given at time of booking if different from warrant.
- iii. Note whether confirmation teletypes have been received from holding agency.
  - a). If a scheduled release date is a future date, go no further.
  - b). If no confirmation received, or the confirmation does not contain a scheduled release date, proceed to step II.

## **II. SEND FOLLOW UP INQUIRY.**

**NOTE: If subject in custody at a correctional facility/prison with no known release date, wait 30 days from date abstract sent to send a follow up request.**

### **A. If abstract was sent by Teletype:**

- 1. Access "ADMIN" in CLETS. (Example D)
  - a. Fill in all necessary information.
  - b. In the Text field, include the following information:
    - i. Name and date of birth given by subject at the time of booking if different from warrant.
    - ii. Booking or CDC number of subject.
    - iii. Warrant number.
    - iv. Date hold was placed (same as date abstract requested).
    - v. If previous follow up request has been sent with no response, note which request this is (i.e. 3rd Request).
    - vi. Request teletype response from them to include:
      - a). Confirmation hold placed.
      - b). Scheduled release date of subject.

**B. If abstract was sent via fax or US mail:**

1. On Sheriff's Department letter head, prepare a written request.
  - a. Note same information as stated in step II.A.1.b.
  - b. Request a confirmation with scheduled release date via phone, fax or mail.

**III. UPDATE SERVICE HISTORY OF WARRANT.**

- A. Access "Warrant Maintain Service History" (WAMNTSVH). (Example E).
  1. Enter date and time teletype, fax, or mail sent.
  2. Make notation of request being sent regarding disposition of subject.
  3. Manner in which request sent (i.e. teletype, fax, mail).
  4. Where request sent:
    - a. Agency mnemonic/ORI, **or**,
    - b. Agency fax number, **or**,
    - c. Agency address.

**IV. AS CONFIRMATION TELETYPES ARRIVE.****A. Sheriff's Support Technician receiving teletype will:**

1. Access "Warrant Maintain Service History" (WAMNTSVH). (Example F)
  - a. Date and time teletype, fax, or mail received.
  - b. How response arrived (i.e. teletype, fax, mail).
  - c. Agency name.
  - d. Agency mnemonic/ORI, fax number, or address.
  - e. Notations in response (i.e., subj in cust w/local charges, will advise).

f. Your initials.

**B. If subject posted cash bail, bail bond, or was cited:**

1. Serve Warrant from system, as per established procedure.
2. Cancel outstanding abstract.
3. Update service history.



**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: COPY AND CERTIFICATION STAMP**

**NO. C-365**

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**EFFECTIVE DATE : 01-13-09**

**REVISED : 07-26-13**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINSTRATOR**

**REFERENCE :**

**REVIEWED: 11-14-19**

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**POLICY** : All documents housed and distributed by Records staff are considered confidential and not subject to public release. As a result, all information released by Records personnel must contain either a copy stamp or certification stamp. The large copy stamp indicates who the information was released to; for what purpose the information will be used; who released the information; and when. It is generally used on all release types, unless otherwise specified by the requestor. The copy stamp is sufficient when releasing information to authorized personnel for general criminal and civil investigations, and background checks. The certification stamp is used in instances when Records must declare that the copy presented is a "true copy of the original housed in Records". It is generally used in court proceedings, or when sending a warrant to another agency to authorize the arrest of an individual.

**DIRECTIVE** : **Do not release any criminal history information without either a copy stamp or certification stamp. Exemptions to this are field arrest data sheets (FAD) given to the complaint officer for the preparation of a DA Complaint Package.**

**PROCEDURE** :

**I. COPY AND CERTIFICATION STAMP – DETERMINE WHAT NEEDS TO BE USED.**

- A. The **large** Copy stamp is to be used on the first page of all documents released from Arrest Records, unless otherwise specified by the requestor. (Example A)

**NOTE: For multiple pages, the small Copy stamp can be used for any subsequent pages. (Example B)**

- B. The Certification stamp is to be used for the following only: (Example C)
1. Warrant abstracts.

- a. Faxing to another agency.
  - b. Mailing to another agency.
  - c. Giving to an officer in person.
2. Civil warrants – mailing to another agency for an attempt service.
  3. Subpoenas or court proceedings.
    - a. Local criminal history in CJIS and Prisoner Management.
    - b. Booking documents.
    - c. Photos from Cogent Mugshot System.
  4. The Certification stamp is **not** to be used for information not housed or maintained by Records, such as:
    - a. Court case information or events.
    - b. Rap sheets.
    - c. Other information found in CLETS.

## **II. FILLING OUT EACH STAMP.**

- A. Find the best location to place the stamp.
  1. Place stamp on a blank area of the page, **or**,
  2. If there is no visible blank spot available, stamp in an area that does not cover up vital information.
- B. Using a blue pen **only**, fill out each stamp.
  1. Include the following information on the copy stamp:
    - a. Person requesting the information.
    - b. Agency person is with.
    - c. Case number.
    - d. Your signature.

- e. The current date.
2. Include the following information on the certify stamp:
- a. Your signature.
  - b. The current date.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: RECORD REQUEST FORM**

**NO. C-370**

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**EFFECTIVE DATE : 09-09-96**

**REVISED : 09-24-13**

**APPROVED BY : NATALIE MCGILL RECORDS ADMINISTRATOR**

**REFERENCE : PC 13330; PC 851.8**

**REVIEWED : 11-14-19**

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**POLICY** : Any time law enforcement releases local or state criminal history information from a subject's local arrest record (LAR), an entry on the record request form must be done documenting what information was released and to whom. This documentation can potentially be used for internal affairs investigations, court proceedings, or orders by the court to seal the subject's record. Per PC 851.8 if an individual's record is ordered by the court to be sealed, Arrest Records is required to contact each agency who received criminal history from Arrest Records personnel and request that information either be returned or that the requestor sign a letter stating they no longer have the information or acknowledge that they have destroyed it in response to the notice to seal.

**DIRECTIVE** : An entry on the record request form shall be done only when information pertaining to an individual with a local arrest record is released; whether it is from his/her LAR or CLETS. Always confirm their right and need to know by checking their photo ID and obtaining a case number before releasing any information.

**PROCEDURE** :

**I. WHEN CRIMINAL HISTORY INFORMATION IS RELEASED:**

- A. Open the "Record Requests" form for the current year. The file can be found the appropriate folder:
  - 1. Open "Records" J: drive.
  - 2. Open the "Arrest Records" folder.
  - 3. Open the "Record Request Forms" folder.
  - 4. Open the Record Request file for the appropriate year.
- B. Fill out the following: (Example A)

**NOTE: For any unavailable information, put an "N/A" in the field.**

1. Subject's Name – The name of the subject as listed on the record we are releasing.
2. Subject's AKA's – The subject's name as listed on the record request, if different.
3. LAR Number – Subject's local arrest record number.
4. Booking Number(s) – List each booking number that information was released from.
5. Date Requested – Date the request was received.
6. Requesting Officer – Title and name of the requestor.
7. Department – Agency of the person requesting the information.
8. Phone Number – Phone number of the person requesting the information. Include the extension number, if available.
9. Agency Case Number – The requesting agency's case number.
10. Documents Requested – Information that was requested.
11. Approved or Denied – Indicate if the request was approved for processing or denied.
12. What Reason if Denied – Why the request was denied.
13. How Routed – How the request was routed to the requestor.
14. Prepared By – Who prepared the response to the request.
15. Date – Date the response was prepared.
16. Routed By – Who routed the response to the request.
17. Date – Date the response was routed.
18. Notes – Any additional information. (i.e. complaint packet)
19. Done?

- a. A capital "X" is be entered in this field even if one is already in there.
- b. Hit "Enter" to complete the entry.

20. Save the document.

## **II. WHEN REQUESTS ARE READY TO BE ROUTED:**

- A. If a staff member is not authorized to have their requests routed prior to a supervisor checking their work:
  1. Steps I.A.16. and 17. are not to be done by the staff member processing the request.
  2. The supervisor will "unhide" the Dataform sheet in the same document.
  3. They will scroll down to the appropriate entry for the subject information is being released on.
    - a. They will review the entry to ensure all information is correct.
    - b. They will fill in the following fields: (Example B)
      - i. "Routed By"
      - ii. "Date"
  4. The supervisor will "hide" the Dataform sheet.
  5. Save the document.
- B. If a staff member is authorized to send out their own requests, they can fill out all steps in step I.
- C. Once the request is routed, the staff member routing the request will:
  1. Place their initials and the date it was routed in the upper-right hand corner of the copies we keep to indicate the request was routed.
  2. Place the completed request in "Requests w/Released Information, Printouts, etc." tab of the record request box.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: TRANSMITTING CHARGES**

**NO. C-375**

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**EFFECTIVE DATE : 07-23-09**

**REVISED :07-26-13**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-20-19**

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**POLICY** : Each time a subject is arrested, the subjects demographic information, which include the charges, are attached to the fingerprint record and transmitted electronically to the Department of Justice (DOJ) and the FBI. The information is used to either create or update the subject's state and federal RAP sheet. Depending on the charges a subject is arrested on and the type of arrest, the charges are reported in different ways. It is the responsibility of Arrest Records staff to know how to transmit each type of booking accurately to ensure that the rap sheet accurately reflects the reason for the arrest.

**PROCEDURE :**

**I. REPORTABLE CHARGES**

A. Open Charges. (Example A)

1. The "Crime/Court Case No" on the booking sheet will be blank.
2. In the Charges tab, the BKT CODE will always be "A".

B. Warrant. (Example B)

1. "WRNT" followed by a case number will be listed next to "Crime/Court Case no" on the booking sheet.
2. In the Charges tab:
  - a. The BKT CODE will always be "A".
  - b. The case number will be entered in the NUMBERS field.

C. Remand. (Example C)

1. "REMAND" followed by the case number will be listed next to "Crime/Court Case no" on the booking sheet.
2. In the Charges tab:
  - a. The BKT CODE will always be "F".
  - b. The case number will be entered in the NUMBERS field.

D. Commitment. (Example D)

1. "COMMIT" followed by the case number will be listed next to the "Crime/Court Case no" on the booking sheet.
2. Multiple supplements with the **same** commitment time can be transmitted.
3. For commitments 365 days and over:
  - a. Review the most recent court case data.
  - b. If in the sentence it states that the "defendant is sentenced to Kern County Jail pursuant to Section 1170(h) of the penal code...":
    - i. Determine which charges are being referenced to by reviewing:
      - a). The court data to determine what counts are being referenced.
      - b). Review the "Charge/Dispo" in the court case information screen to determine what charges those counts belong to.
    - ii. Add a qualifier of PC 1170(h) to each charge with this statement in it.
4. For flash incarcerations, PC 3454(C) will always be listed next to the "CHG" on the booking sheet.
5. In the Charges tab:
  - a. The BKT CODE will always be "C".
  - b. The case number will be entered in the NUMBERS field.



6. In the Sentence tab, fill in the appropriate fields with the sentence.
  - a. If necessary, use the “Months” or Years” option to transmit the time if more than 365 days. For example:
    - i. 485 days is 16 months.
    - ii. 1095 days is 3 years.
  - b. The court data will also state how much time is to be served.
- E. Non-Kern warrants. (Example E)
  1. “Hold for” followed by the agency will be listed next to the “CHG” field on the booking sheet.
  2. In the Charges tab:
    - a. The BKT CODE will always be “A”.
    - b. The case number will be entered in the NUMBERS field.
  3. To be placed in the JADE box once done. Refer to P&P C-390 JADE.
- F. Non-State warrants. (Example F)
  1. The following will be listed next to the “CHG” field on the booking sheet.
    - a. “Hold for”
    - b. The agency.
    - c. The state the agency is in. (i.e. NV)
  2. In the Charges tab:
    - a. The BKT CODE will always be “A”.
    - b. The charge will always be PC 1551(A).
    - c. The case number will be entered in the NUMBERS field.
    - d. Refer to P&P C-250 PC 1551(A) for more information.
  3. To be placed in the JADE box once completed. Refer to P&P C-390

JADE.

- G. Civil warrants. (Example G)
  - 1. The following will be listed next to the “CHG” field on the booking sheet.
    - a. CIVIL WARRANT, **or**,
    - b. PC 166.4, **or**,
    - c. Charges that have a type of “C”.
  - 2. The BKT CODE will depend on how the subject was arrested.
  - 3. The charge will always be PC 166(A)(4).
  - 4. The case number will be entered in the NUMBERS field.
- H. Violation of Probation. (Example H)
  - 1. PC 1203.2(A) will always be listed next to the “CHG” on the booking sheet.
  - 2. In the Charges tab:
    - a. The BKT CODE will depend on how the subject was arrested.
    - b. The case number will be entered in the NUMBERS field.
- I. Local Ordinance Codes. (Example I)
  - 1. A charge starting with one of the following will be listed next to the “CHG” field on the booking sheet.
    - a. MC
    - b. CO
    - c. ARV
    - d. WA
    - e. UHC
  - 2. In the Charges tab:

- a. The BKT CODE will depend on how the subject was arrested.
  - b. The statute code of 65000 will replace any local ordinance codes.
  - c. The number of counts will equal the number of local ordinance code violations.
- J. PC 4024.2(C). (Example J)
1. PC 4024.2(C) will always be listed next to the “CHG” on the booking sheet.
  2. In Display Inmate Record (IMDSPREC) via CJIS, check to see if there is a commitment time listed
    - a. If there is commitment time, send as a commitment.
    - b. If there is **no** commitment time, send as a warrant.
- K. PC 3081. (Example K)
1. PC 3081 will always be listed next to the “CHG” on the booking sheet.
  2. The BKT CODE will depend on how the subject was arrested.
  3. The charge will always be PC 3081.
- L. PC 1203.016(4)(C). (Example L)
1. PC 1203.016 will always be listed next to the “CHG” on the booking sheet.
  2. The BKT Code will depend how the subject was arrested.
  3. The charge will always be PC 1203.016(C).
- M. Immigration Holds. (Example M)
1. USCTITLE8SEC1251 or something similar will always be listed next to the “CHG” on the booking sheet.
  2. The BKT CODE will always be “A”.
  3. The charge will always be 8 1251.

**II. NON-REPORTABLE CHARGES**

- A. The following are common non-reportable charges:
1. PC 647(F).
  2. Prison Commitment.
  3. Detainer
  4. Removal Order.
  5. Enrouter.
  6. Juvenile Warrant.
- B. When transmitting bookings that have the first booking with non-reportable charges:
1. For **PC 647(F)** charges:
    - a. If other reportable charges are included with the booking:
      - i. The PC 647(F) charge is to be deleted.
      - ii. The other charges are to be reported.
  2. If no other reportable charges found, review the supplemental bookings that have reportable charges:
    - a. The first reportable supplemental is to be used.
      - i. Once transmitted, in the "Cogent" field on the booking, indicate which booking was reported. (i.e. See 01)
      - ii. On the print out for that supplemental, write the following:
        - a). "First reportable".
        - b). The date it was transmitted.
        - c). The time it was transmitted.
        - d). Your initials.

3. If there are no reportable supplemental bookings:
  - a. Run the subject for warrants, if not done so already.
  - b. If none are found, proceed to step C.
- C. Transmitting non-reportable charges.
  1. PC 647(F). (Example N)
    - a. In the Charges tab:
      - i. Verify that the literal states "DISORD CONDUCT: ALCOHOL". If it does not:
        - a). Go into the tables by clicking the "LOOKUP" button next to the statutory code.
        - b). Select the 647(F) charge that has the alcohol literal.
  2. Prison Commitments. (Example O)
    - a. Will indicate subject is sentenced to a state prison in Display Inmate Record (IMDSPREC) via CJIS.
    - b. In the Charges tab:
      - i. The BKT CODE will always be "Q".
      - ii. Replace the charge with "XCommit".
      - iii. Change the literal to "Prison Commit".
  3. Detainer, Removal Order, or Enrouter. (Example P)
    - a. The following will be listed next to the "CHG" field on the booking sheet:
      - i. Detainer, **or**,
      - ii. Removal Order, **or**,
      - iii. Enrouter.
    - b. In the Charges tab:

- i. The BKT CODE will always be “Q”.
    - ii. Replace the charge with “XRemoval Order”.
    - iii. Change the literal to “Removal Order”.
  4. Juvenile Warrants. (Example Q)
    - a. The following will be listed on the booking sheet:
      - i. A charge starting with JW will be listed next to the “CHG” field.
      - ii. A case number starting with JW will be listed next to “Crime/Court Case No”.
    - b. In the Charges tab:
      - i. The BKT CODE will always be “Q”.
      - ii. Replace the charge with “XJuvenileWarrant”.
      - iii. Change the literal to “Juvenile Warrant”.

### **III. OTHER AGENCY RECORDS**

- A. Arrest Records is responsible for sending all other agency records.
  1. Open the record.
  2. Click on “Save”.
    - a. If the system advises of duplicate charges:
      - i. Delete any charge it refers to.
      - ii. Click “Save” again.
    - b. If the system advises of any errors on the charges:
      - i. Make a notation of the charge used.
      - ii. Click on LOOKUP to bring up the table of charges.
      - iii. Select the appropriate charge on the list.

- iv. Click OK.
- c. If still unable to send the record, advise your direct supervisor so it can be reviewed.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: ESCAPES**

**NO. C-380**

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**EFFECTIVE DATE : 10-15-09**

**REVISED : 08-14-13**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-14-19**

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**POLICY** : When an inmate escapes from the custody of the Kern County Sheriff's Office, make a copy of all booking documents for Records to retain for 25 months. The original documents are then returned to the file and the entire file returned to the Jail Office. Arrest Records will ensure that all local warrants the subject was booked on are reactivated.

**PROCEDURE :**

**I. WHEN IT IS DISCOVERED AN INMATE HAS ESCAPED, THE SHERIFF'S SENIOR SUPPORT SPECIALIST OR DESIGNEE WILL:**

- A. Verify in CJIS that the subject escaped from custody. (Example A)
  - 1. If CJIS does say that the subject escaped, proceed to step B.
  - 2. If CJIS does not say the subject escaped:
    - a. Contact the facility the subject is housed to verify if the subject has escaped, **or**,
    - b. Contact the Classification Sergeant to verify if the subject has escaped.
- B. Verify that the booking has been flagged in CJIS.
  - 1. If it has not been flagged:
    - a. Locate the booking.
    - b. Any warrants found for the subject that have not been placed are **not** to be placed.



- i. Local warrants:
    - a). Notify the jail not to place the warrant on the subject.
    - b). Cancel the warrant abstract in Warrant Cancel Abstract (WACANABS) via CJIS.
    - c). Update service history stating warrant was not placed due to inmate escaping.
  - ii. Non-Kern and Out-of-State warrants:
    - a). Notify the jail not to place the warrant on the subject.
    - b). Contact the agency to advise their warrant was not placed and advise them as to why.
2. If the booking has been flagged, Classification will notify any agency with a hold that the subject has escaped.
3. Verify the record is in Cogent:
  - a. If it is, transmit the record per procedure.
  - b. If it is not, proceed to step 4.
4. Flag the booking.
5. Contact the Classification Sergeant to request a copy of the subject's file.
6. The copies are to be:
  - i. Retained for 25 months.
  - ii. Destroyed once Board of Supervisor approval is received.

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: RESUBMITTING ARRESTS**

**NO. C-385**

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**EFFECTIVE DATE : 12-01-09**

**REVISED : 11-19-19**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-19-19**

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**POLICY** : When it is discovered that an arrest was not initially reported on a subject's rap sheet or when it's later discovered that the arrest was reported with a non-reportable charge, but now has a reportable charge, every attempt will be made to report that arrest. Fingerprints can be resubmitted through the KAFIS system for any arrest made after the system was brought online. For any arrest prior to that, fingerprint cards will have to be printed out and mailed to the Department of Justice.

**DIRECTIVE** : All attempts will be made to resubmit fingerprints through KAFIS prior to submitting manual cards. The rap sheet is to be thoroughly reviewed before it is determined a resubmission is necessary.

**PROCEDURE** :

**I. ARRESTS NOT RECEIVED BY DOJ.**

- A. When it is discovered that an arrest is not on the subject's rap sheet, determine if the arrest had reportable charges.
  - 1. If the arrest had reportable charges, proceed to step I.B.
  - 2. If the arrest did **not** have reportable charges, go no further.
- B. To resubmit an arrest through KAFIS:
  - 1. Open "Web Archive".
  - 2. Select "Search Archive".
  - 3. Input the subject's booking number in the "Booking#" box.
  - 4. Click "Search".

5. Once the record appears:
  - a. Select the record.
  - b. Click on “Resend as CRM”. (Example B)
  - c. A box should appear confirming that it has been done.
6. Open KAFIS and verify that the record is there.

**NOTE: Transaction number will begin with “KET”.**

- a. If the record is in TP/Verify:
  - i. Advise ID that you resent a record and it is in TP/Verify.
  - ii. ID will process the record.
  - iii. If after two hours ID has not processed the record, call ID to have the record verified.
7. Once the record is in Edit-Type 2 data:
  - a. Transmit the record using the first reportable booking.
  - b. Note the following on the booking sheet:
    - i. That the booking was resent.
    - ii. The supplemental used, if necessary.
    - iii. The date.
    - iv. The time.
    - v. Your initials.
  - c. Note the same information on the supplemental used if not the 00 booking.

8. Periodically check Web Archive to verify the response from DOJ.
  - a. If numbers returned are different than those on the booking or are new:
    - i. Notify the ID Unit of the numbers returned.
    - ii. Once ID verifies the number, re-run warrant checks using the new information if the subject is still in custody.
- C. If the arrest was done prior to Cogent coming online on 04/01/09, manual cards will have to be done. Proceed to step II.

## **II. PROCESSING MANUAL CARDS**

- A. Request the ID Unit to print two (2) cards on the subject. Hard cards are to be used only. Full paper sheets will be rejected by DOJ.
- B. Using a typewriter, fill out the following on the front of each card **only** if on the booking sheet: (Example C)
  1. FBI NO. – FBI number.
  2. STATE IDENTIFICATION NO. – SID number.
  3. Ensure the following is already on the card, if not, fill it in:
    - a. Subject's name.
    - b. Social Security number.
    - c. Date of birth.
    - d. Sex.
    - e. Race.
    - f. Height.
    - g. Weight.

- h. Eye color.
  - i. Hair color.
- C. Fill out the following on the back of the card **only** if on the booking sheet: (Example D).
- 1. DATE OF OFFENSE – Date on the booking.
  - 2. CHARGE/CITATION – Include the following:
    - a. Severity of charge.
      - i. I – Infraction.
      - ii. M – Misdemeanor.
      - iii. F – Felony.
    - b. How many counts.
    - c. The code type. (i.e. PC, HS, etc.)
    - d. The section.
    - e. The literal of the charge.
    - f. The case number.
    - g. The agency the case is being held for.
    - h. The agency that arrested the subject on that charge.
    - i. Commitment time.
  - 3. MISCELLANEOUS NUMBERS – Driver’s license number, if available.
  - 4. Ensure the following is already filled out on the card, if not, fill it in:
    - a. DATE OF ARREST – Date on the booking.
    - b. PLACE OF BIRTH – State or country only.

- c. COUNTRY OF CITIZENSHIP – Always “XX”.
- d. RESIDENCE/COMPLETE ADDRESS.
- e. CITY.
- f. STATE.
- g. LOCAL IDENTIFICATION / REFERENCE:
  - i. Ensure only the booking number is shown before the backslash (/), removing any additional characters.
  - ii. Ensure only the LAR number, including the zero, is shown after the backslash (/), removing any additional characters.
- D. Attach the fingerprint cards to the booking.
- E. If not all of the charges will fit on the cards, highlight the charges that will need to be added through JADE.
- F. Place on the shift supervisor’s desk to be checked.
  - 1. Shift supervisor will verify the cards were filled in correctly.
  - 2. If JADE will need to be processed, the booking will be placed in the “Sent Red Cards Pending JADE” folder.
  - 3. Cards are to be mailed to the following address:

State of California  
Department of Justice  
Bureau of Criminal Identification  
P.O. Box 903417  
Sacramento, CA 94203-4170

- G. Staff member assigned to process the manual red cards will:
1. Check the "Sent Red Cards Pending JADE" bookings to verify when the arrest is on the rap sheet.
  2. When the arrest is on the rap sheet, make the appropriate changes in JADE.

/em. 11-19-19

**RECORDS SECTION  
ARREST RECORDS UNIT**

**KERN COUNTY SHERIFF'S OFFICE  
POLICIES AND PROCEDURES**

**TITLE: JADE**

**NO. C-390**

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**EFFECTIVE DATE : 02-17-10**

**REVISED : 02-05-15**

**APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR**

**REFERENCE :**

**REVIEWED : 11-15-19**

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**POLICY** : JADE (Justice Automated Data Exchange) is the electronic process of reporting supplemental bookings on an arrest that has already been transmitted to DOJ for entry onto the subject's state RAP. This system can also be used to correct or delete information that may be inaccurate. Most changes made through JADE are reflected on a subject's RAP within a matter of hours instead of the weeks or months often seen with the various manual methods. DOJ prefers JADE be used to report all supplemental bookings as it saves time and man hours for them and law enforcement.

**DIRECTIVE** : Supervisors are to review all JADE transactions made by staff and correct any errors immediately. JADE is not to be used to look up RAP sheets for any purpose other than JADE transmissions.

**PROCEDURE** :

**I. PULL BOOKINGS TO BE PROCESSED**

- A. Find the oldest booking day of supplemental bookings to process.
  - 1. Pull the **entire** days' worth of bookings.
  - 2. Sort the bookings and individual supplemental sheets by the subject's name or booking number.
    - a. Compare the loose supplemental sheets to those attached to the booking.
    - b. For any loose supplemental sheets without a booking:
      - i. Go into LAR-Display Identification History (LARDSPID) and look up the booking number.



- ii. Write the SID number on the supplemental sheet.
- c. Shred any duplicates, using the supplemental number to verify if the booking has already been printed.

## **II. ACCESSING JADE**

- A. Open the JADE application on the desktop.
  - 1. Log in using your username and password.
  - 2. Enter the SID number in the "CII #" box. (Example A)
  - 3. Click "Get Record".
    - a. If a message returns stating "Record too large for xmiting", a GTC Record Error Correspondence Form will have to be done. Refer to P&P C-236 GTC Record Error Correspondence Form.
    - b. If a message returns stating "No arrest for your agency":
      - i. Review the rap to see if the arrest is on there by locating the arrest date and booking number.
        - a). If it is, the booking agency may be incorrect. Correct using a GTC form per P&P C-236 GTC Record Error Correspondence Form.
        - b). If the arrest is not on there, it will need to be re-submitted. Refer to P&P C-385 Resubmitting Arrests.
    - c. If a warning appears at the top of the screen that "You are unauthorized to update this record":
      - i. Look to the right to find which SID the rap was consolidated to.
      - ii. Note that SID on the supplemental(s) to be transmitted.
      - iii. Verify if the SID has been changed in CJIS.
        - a). Go into LARDSPID and look up that booking number.

- b). If the SID has not been changed, e-mail the information to ID so they can confirm the SID number and update CJIS.
    - iv. Repeat step II.A.2. and II.A.3. using that SID number.
  - 4. The subject's RAP sheet will appear on the right side. **Always** verify that you have the same subject of the record you are working on.
  - 5. Verify that the transactions to be processed have not already been done.
  - 6. If the arrest you are looking for is not found under the arrest date specified:
    - a. Search entire rap sheet for the booking number of that arrest.
      - i. If not found, place in Manual Red Cards box to have the arrest resubmitted.
      - ii. If the arrest is found with the wrong date of arrest:
        - a). Verify the booking number.
        - b). If it's the same booking number, the RAP will have to be corrected. Refer to step IX.

### **III. ADD ARREST CHARGE**

- A. Click on "Add Arrest Charge" under the "Updates" column.
- B. If the charge is not reportable, skip that supplemental and proceed to the next one. (Example B)
- C. If the first reportable supplemental was a commitment, refer to step IX.
- D. For each charge, fill in the following: (Example C)
  - 1. Arrest Date
    - a. Click on the magnifying glass to the right of this field.
    - b. A new window will come up.

- c. Scroll down until you find the date of arrest you want.
  - d. Click on the date.
2. No. Of Offenses – Must be in a three-digit format. (i.e. 001, 002, etc.)
3. Statute Code
  - a. Type in the code in the box to the right of this field without the code type (PC, VC, etc.).
  - b. Click on the magnifying glass next to this box.
  - c. A new window will come up.
  - d. Under “Statute”, click on the appropriate charge.
4. Type
  - a. Click anywhere in the box that is to the right of “Type”.
  - b. Using the dropdown menu, select the appropriate option depending on the supplemental.
5. Number
  - a. Can only be used if an option was selected for “Type”.
  - b. Type the case number in this field.
6. Qualifier(s)
  - a. Type in the code in the box to the right of this field without the code type (PC, VC, etc.).
  - b. Click on the magnifying glass next to this box.
  - c. A new window will come up.
  - d. Under “Statute Code”, click on the appropriate charge.
7. Hold For

- a. Type in the ORI of the agency on the warrant in the box to the right of this field.
    - i. This is for warrants within California only.
    - ii. Warrants out of California will have to be done through “All Others”.
  - b. Click on the magnifying glass next to this box.
  - c. Under “Agency Code”, click on the appropriate ORI.
- E. Once all information has been filled in, click “Add to Cart”.
- 1. Repeat step III.A. through III.E. to add additional charges.
    - a. When going back to the “Add Arrest Charge” option, if you are adding another charge for the same arrest date:
      - i. The date will be in a gray box that is to the right of “Arrest Date”.
      - ii. Click the box.
      - iii. The Arrest Date and ORI will automatically be filled in.

**IV. TYPES OF SUPPLEMENTALS PROCESSED THROUGH ADD ARREST CHARGE.**

- A. Open charges – The “Type” and “Number” fields will not be used.
- B. Warrant
  - 1. The “Type” will be “WARRANT#”.
  - 2. The “Number” will be the warrant number.
- C. Remand
  - 1. The “Type” will be “REMAND#”.
  - 2. The “Number” will be the case number.
- D. Civil Warrant

1. The charge will always be PC 166.4.
2. The "Type" will be "WARRANT#".
3. The "Number" will be the warrant number.

E. County and Municipal Codes

1. Types of codes that fall under this are:
  - a. MC
  - b. CO
  - c. ARV
  - d. WA
  - e. UHC
2. Charge will be PC 65000.
3. Number of counts is to be the total of all county and municipal code charges.

F. Non-Kern Warrants

1. The "Type" will be "WARRANT#".
2. The "Number" will be the warrant number.
3. The "Agency Code" will be the non-kern agency's ORI.

G. Violation of Probation

1. Booking type will be listed as VIOL-PROBATION.
2. The "Type" will be "CRT CASE#".
3. The "Number" will be the case number.

- H. Violation of Parole
  - 1. Booking type will be listed as VIOL-PAROLE.
  - 2. The charge will always be PC 3056.
- I. Failure to Report for Work Release
  - 1. Booking type will be listed as COMMITMENT-CPS.
  - 2. The charge will be listed as PC 4024.2(C).
  - 3. If there is a commitment time listed, report as a commitment. Refer to step IX.
  - 4. If there is no commitment time listed, report as a warrant.
- J. Violation of Sheriff's Parole
  - 1. Booking type will be listed as COMMITMENT-CPS.
  - 2. The charge will be listed as PC 3081.
- K. Electronic Monitoring Program Failure
  - 1. Booking type will be listed as COMMITMENT-CPS.
  - 2. The charge will be listed as PC 1203.016(4)(C).
- L. Immigration Holds
  - 1. Booking type will be listed as HOLD-U.S.B.P.
  - 2. The charge in CJIS will look similar to USCTITLE8SEC1251.
  - 3. The charge to be used is 8 1251.

**V. ADD/MODIFY/DELETE QUALIFER**

- A. Click on “Add/Modify/Delete Qualifier” under the column “Updates”.
- B. For each charge that needs to have the qualifier added, modified, or deleted, fill in the following: (Example D)
  - 1. Offense From
    - a. Click on the magnifying glass to the right of this field.
    - b. A new window will come up.
    - c. Scroll down until you find the date of arrest you want.
    - d. Click on the charge that needs to be modified with the qualifier.
  - 2. Qualifier(s)
    - a. Type in the code in the box to the right of this field without the code type (PC, VC, etc.).
    - b. Click on the magnifying glass next to this box.
    - c. A new window will come up.
    - d. Under “Statute Code”, click on the appropriate charge.
    - e. The Qualifier(s) will automatically be filled in.
  - 3. Click “Add to Cart”.

**VI. DELETE ARREST CHARGE**

- A. Click on “Delete Arrest Charge” under the “Updates” column.
- B. A new window will automatically appear once the “Delete Arrest Charge” screen comes up.
  - 1. Find the arrest date of the charge that needs to be deleted.

2. Click on the count that must be deleted.

**NOTE: If deleting multiple counts, start with the last count to be deleted first. (i.e. count 7, then count 6, etc.)**

3. Click "Add to Cart".

## **VII. MODIFY ARREST BOOKING NUMBER**

- A. This is to be done **only** by a **supervisor**.
- B. For the booking number that has to be changed, fill in the following: (Example E)
  1. From Number
    - a. Click on the magnifying glass to the right of this field.
    - b. A new window will come up.
    - c. Scroll down until you find the booking number of arrest you want.
    - d. Click on the booking number.
    - e. The From Number, Arrested Date, and ORI will automatically be filled in.
  2. BKN
    - a. In the first field, type in the booking number.
    - b. In the second field, input a dash (-) followed by the LAR number.
  3. Click "Add to Cart".

## **VIII. MODIFY ARREST CHARGE**

- A. For each charge that needs to be changed, fill in the following: (Example F)
  1. Offense From
    - a. Click on the magnifying glass to the right of this field.



- b. A new window will come up.
- c. Scroll down until you find the date of arrest you want.
- d. Click on the charge that needs to be modified with the qualifier.
- e. The Offense From, Date of Event, ORI will automatically be filled in.

**NOTE: Qualifier(s) From will only be filled in if there is one already there.**

- 2. Offense To
  - a. Type in the code in the box to the right of this field without the code type (PC, VC, etc.).
  - b. Click on the magnifying glass next to this box.
  - c. A new window will come up.
  - d. Under “Statute”, click on the appropriate charge.
  - e. The Offense To will automatically be filled in.
- 3. Qualifier(s) – only if one was included with the new charge.
  - a. Type in the code in the box to the right of this field without the code type (PC, VC, etc.).
  - b. Click on the magnified glass next to this box.
  - c. A new window will come up.
  - d. Under “Statute Code”, click on the appropriate charge.
  - e. The Qualifier(s) will automatically be filled in.
- 4. Click “Add to Cart”.

**IX. All OTHERS**

- A. The “All Others” option is to be used for the following reasons:
1. When adding supplemental bookings when the first reportable was a commitment. (Example G)
  2. To add commitments. (Example H)
  3. To change the date of arrest. (Example I)
  4. To add the Hold For agency on an already reported non-kern/non-state warrant. (Example J)
    - a. Prior to sending this transaction review the arrest on the subject’s rap sheet.
      - i. If the entry already states the subject was being held by that agency, the transaction does not need to be done.
      - ii. Note on the booking that it is already on the rap sheet and place in the JADE to be checked box.
  5. To add non-state supplemental. (Example K)
- B. Click on “All Others” under the “Updates” column.
- C. A new window will automatically come up.
1. Scroll down until you find the date of arrest you want.
  2. Click on the date.
    - a. If the arrest was initially reported as a commitment, the date will not be highlighted to be clicked on.
      - i. Close that window.
      - ii. Type in the date manually, **or**,
      - iii. Next to the Arrest Date field, click the small calendar icon. (Example L)

- iv. Use the calendar to find the appropriate date.
  - b. The Arrest Date, Booking #, and agency will automatically be filled in.  
**NOTE: If the date was manually put in, the Booking # and agency will not be filled in.**
  - c. Correction Type – Click on the most appropriate type.
    - i. Addition – If adding something to the RAP.
    - ii. Correction – If correcting something on the RAP.
    - iii. Deletion – If deleting something from the RAP.
  - d. Comments
    - i. Type in what needs to be done to the RAP according to the examples in IX.A.
    - ii. Refer to C-236 GTC Record Error Correspondence Form, as the comments should be formatted according to that procedure.
- D. If you receive an e-mail stating the transaction was rejected:
- 1. Log into JADE and click on the “History” tab.
    - a. Type in the Transaction ID number found in the e-mail in the “Tran ID” field.
    - b. Click “Search”.
    - c. Click on the number under the “Trans#” column.
    - d. A new window will appear. Re-submit transaction correcting the error that was noted next to the “Reason” field.
    - e. If unsure what needs to be fixed, advise your direct supervisor.

**X. FINALIZING TRANSACTIONS**

- A. Once all charges have been added, review the changes on the right side of the screen to ensure nothing else should be changed.
  - 1. Entries can only be deleted if a change needs to be made. Click on the red minus sign to delete a change. (Example M)
  - 2. Once all changes have been verified, click on "Submit Updates".
  - 3. Once the next screen comes up showing all changes have been submitted, the next JADE record can be processed.

**XI. CHECKING JADE RECORDS PROCESSED**

- A. Once logged in, click on the "History" tab.
- B. To check each RAP processed, type the SID number in the "CII" field.
- C. There are two ways to search:
  - 1. Days
    - a. Select based on how long ago the JADE record was processed.
    - b. If nothing is selected, all changes will show, with the oldest starting first.
  - 2. Date from – select a date range to search, based on when the JADE transaction was processed.
- D. Click "Search".
- E. Verify each transaction.
  - 1. If multiple counts were added for a charge:
    - a. JADE will not show how many counts were added.
    - b. RAP will have to be run through Level II to determine if correct amount of counts were added.

2. If changes need to be made, make them through JADE immediately.
3. Advise the SST of what needed to be corrected.

/nm. 11-15-19