

**RECORDS SECTION
CAL-ID UNIT**

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

TITLE: PROCESSING BOOKINGS

NO. H-100

EFFECTIVE DATE : 07-17-09

REVISED: 07-15-20

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED: 07-15-20

POLICY : The Records Section is responsible for processing bookings on all individuals booked into the Sheriff's Office Central Receiving Facility (CRF) and the two receiving facilities at the Sheriff's Substations in Mojave and Ridgecrest. As bookings sheets are received CAL-ID will conduct fingerprint verification prior to the subject being run for warrants, housed or released, and arrest charges being reported to the Department of Justice. This decision is based on the notations on the booking which indicate that, based on the Fast ID (FID) in Receiving, the subject has prior local and state criminal history.

I. AS BOOKINGS ARE RECEIVED,

- A. Enter the current time and your initials in the "BKG fr Rec Tray" field of the booking stamp.
- B. Access Involved Person (INVPDSP) in CJIS. (Example A)

1. Enter subject's first and last name only, as noted on the booking printout. **Note:** You may also:
 - a. A partial name (i.e., only the first three characters) if you feel there can be multiple spellings of the name.
 - b. Change the spelling of the name if you feel the name is spelled incorrectly.
 - c. Interchange the first and middle names or the middle and last names.
 - d. Include the date of birth – CJIS will search automatically complete a 6 year range (3 years older and 3 years younger).
 2. Place an "X" in "Court Case", "Inmate Record", and "Ident History".
 3. Hit Enter.
 4. Scan through the list of potential candidates, comparing the date of birth noted on the booking printout to that indicated in CJIS.
 5. If no possible hits found conduct the same searches using:
 - a. Social Security Number only.
 - b. California Driver's License only.
 - c. Possible SID number found by Records.
 6. If no possible matches found, proceed to step D.
 7. If matches found, note on the booking printout any possible LAR(s) for future reference.
 8. Proceed to next step.
- D. Access Involved Address (INVADSP). (Example B)
1. Enter the address noted on the booking printout, hit enter.
 2. Scroll through the candidate list to determine if there are any possible matches.
 3. If not, proceed to step II.

4. If so, note on the booking printout any possible LAR(s) for future reference.
5. Proceed to next step.

II. ACCESS KAFIS:

- A. Search for the booking number in TP/Verify as well as Edit Type 2, MC, QC, Rejected, etc.
- B. If not located, set booking printout aside.
 1. Re-run in KAFIS every 30 minutes to an hour.
 2. If after 2 hours you still do not see the booking in KAFIS, call the mug room at 8-5569 to inquire into the status of the subject.
 3. On the booking printout document the time you called, who you spoke to, and their response.
- C. If located in wait TP/Verify, double click on the entry. (Example C)
- D. Write the time noted in KAFIS onto the booking printout in the "FP to AFIS" portion of the booking stamp.
- E. Compare the LAR number noted in the demographic information to:
 1. Any possible LARs found in CJIS that were noted on the booking printout.
 2. LARs noted in the verification queue on the "Region 1: Local Database" section (lower right hand side of the screen).
 3. Any possible LARs found by Arrest Records during the pre-ID search.
 4. The LAR # on the incoming booking should match the LAR on the database side.
- F. If record is stuck in any of the error queues in KAFIS, refer to the KAFIS User's manual to resolve errors before proceeding to the next step.
- G. If LAR numbers in any preliminary searches conducted by ID or Arrest Records are different, locate prior prints from the following locations:
 1. Slap print files.

2. Master Henry Card files.
3. If all local searches were negative, circle “Neg” in the “Local Search Result” section of the booking stamp.
4. If local searches were positive, circle “POS” in this same area.
5. If LAR numbers in KAFIS TP/Verify Queue are different,
 - a. Back-out of TP/Verify Queue.
 - b. Close TP/Verify even if your booking has the correct LAR.
 - c. If within the list of prior bookings, you see 2 or more incorrect LARs (or other random numbers), correct the database, as per Duplicate LAR procedure H-120.

Note: This will ensure a false CJIS link is never made and the Classification Unit and the Jail will never see a bad link and act upon it.
 - d. Once the database LARs have all been corrected, then return to “TP/Verify” and process.
6. It is strongly recommended that you when you select each entry you compare all 10 prints for that entry. (Example D)
7. Hit “confirm” in the lower right hand corner following each comparison.
8. If not a match, you could have a “Mis-Link”.
 - a. Back out of TP/Verify queue and complete steps as outlined in Procedure #H-125 Mis-Linked LARs.
 - b. If it is determined this is not a Mis-Link,
 - i. Go back into TP/Verify.
 - ii. Hit “No” in the lower right hand corner of the screen.
 - c. Once completed, select next entry.
 - d. Correct the current LAR in the “Database Query” field of KAFIS. (Example E)
 - i. Select “Database Query”.

- ii. Enter booking number in the “New Query” field.
 - iii. Highlight booking to be corrected.
 - iv. Correct the LAR number.
 - v. Indicate in “Final Dispo” field why changes were made and click on next field.
 - vi. The “update” button will become active.
 - vii. Click on “update”. A message will come up saying your change was successful.
- e. Correct the LAR # in the transaction queue.
- i. Highlight booking number.
 - ii. Right click.
 - iii. Select “update demographic information”.
 - iv. Correct the LAR #.
 - v. Click on save.
 - vi. Repeat steps for all affected records.
9. Continue to repeat above steps.
- Note:** It is not mandatory at this time for you to review all prints in this queue. However, there have been rare occasions in which the system requires you to look at a certain number depending on the score.
10. Once prints have been confirmed in TP/Verify, you must hit “End Transaction” for the record to proceed to the next phase of the process.
11. Note the current time in the “LAR Comparison” field on the booking stamp.
- H. If a SID (CII #) was found by Arrest Records with a possible LAR, **you must verify by prints that the LAR and/or the SID numbers are correct.**

1. Retrieve local prints as indicated above and confirm they are a match.
 - a. If not, cross out LAR # on booking printout.
 - b. Proceed to next step.
2. Always confirm the SID# is correct by accessing the Automated Archive System (AAS) and retrieve prints based on the SID #.
 - a. If prints not in AAS, browse the DOJ database using the Global Workstation (GWS-L).
 - b. If prints are not a match,
 - i. Circle the “NEG” in the DOJ/AAS Verify section of the booking stamp.
 - ii. Cross out the SID and FBI numbers noted on the booking.
 - iii. If prints are a match, circle “POS” in the “DOJ/AAS Verify” section of the booking stamp and enter the current time and your initials.
3. Access LAR Display Identification History (LARDSPID) in CJIS to confirm CJIS has been updated with the correct LAR, SID, and FBI numbers.
 - a. If not, access LAR Maintain Identification History (LARMNTID).
 - b. Search by booking number. If booking number not linked to the correct LAR.
 - c. Enter the correct LAR number; hit enter.
 - d. Enter the correct SID and FBI numbers, if applicable, and hit enter.
 - e. If you must update CJIS with any information, enter the current time in the “CJIS Updated” portion of the booking stamp.
 - f. Enter current time in “Bkg to Rec” field of booking printout.

III. BOOKINGS WITH NO PRIOR LOCAL OR STATE RECORD FOUND

- A. If prints are located in KAFIS but no prior record was found in CJIS, ensure the following notations are made on the booking printout.
1. Circle "NEG" in "AFIS" field.
 2. Note the time that was indicated in the KAFIS queue and enter that time in the "FP to AFIS" field.
 3. Highlight the booking number in the AFIS queue.
 4. Check the demographic information tab for LAR# issued by CJIS.
 5. Write the LAR # on the booking printout.
- B. Access CJIS "LAR-Display Identification History" (LARDSPID).
(Example F)
1. Search by booking number.
 2. Ensure CJIS has been updated with the correct LAR number.
 3. If not, repeat steps outlined in step II.H.2.e.i above.
 4. Enter the time CJIS was updated in the "CJIS Updated" field of the booking stamp.
 5. Enter current time and your initials in the "Bkg to Rec" field of the booking stamp.

/ms/nbm.07-15-20

**RECORDS SECTION
CAL ID UNIT**

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

TITLE: OUTLYING PD'S AND JUVENILE BOOKINGS

NO. H-110

EFFECTIVE DATE : 04-16-10

REVISED : 07-15-20

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 07-15-20

POLICY : With the advancements in technology, Live Scan Fingerprinting devices have been installed in many of the outlying Kern County areas that have a local police department, as well as at Juvenile Hall. The KAFIS system housed in the Kern County Sheriff's Office CAL-ID Unit, has become the central repository for all fingerprints captured on one of these live scan devices. The CAL-ID Unit is therefore responsible for the positive identification; quality control; and storage of all prints entered into KAFIS.

DIRECTIVE : All queues in KAFIS must be monitored at all times. Unlike Kern County Sheriff's Office bookings, the CAL-ID Unit will not receive booking sheets from the outlying PDs and Juvenile Hall to alert them of an incoming record. The only exception to this rule is a juvenile who is being prosecuted as an adult. These bookings must be worked in with Sheriff's Office bookings to ensure they do not sit for an extended period.

PROCEDURE :

I. OUTLYING PD BOOKINGS:

- A. Bookings will appear in the queues in KAFIS and will be recognizable by the different booking numbers that are shorter in length and of a different numbering sequence than SO bookings.
- B. If prints appear in a problem queue (i.e., Manual Cut, Quality Check) resolve the issue as per standard booking procedures, including contacting the agency who submitted the prints to request a re-roll. See P&P H-135.
- C. Once the prints are in the TP/Verify queue, process as per standard booking procedure.

II. JUVENILE BOOKINGS WITH A BOOKING PRINTOUT:

- A. Juveniles being prosecuted as an adult will be booked in CJIS and therefore will have a booking printout.

- B. Retrieve booking sheet from ID tray.
1. Write the time on the booking printout as to when it was received and initial.
 2. Using the booking number, search CJIS Inmate Display Record (IMDSPREC).
 - a. "X" booking info and hit enter.
 - b. Confirm the case number and arresting agency is noted on the booking printout. If not, write them on the bottom of the booking printout.
 3. Access Juvenile Probation Display Case (JPDSP) in CJIS.
 - a. Search by name and date of birth.
 - b. Write down the Juvenile booking number attached to the case number that was found in Inmate Display Record.
 4. Search Involved Person Display (INVPDSP) and Involved Address Display (INVADSP) in CJIS.
 - a. Search using personal information such as name, social security number, driver's license, etc., for a possible LAR #.
 - b. If a possible existing LAR # was found,
 - i. Retrieve the prints in KAFIS, if applicable.
 - ii. Pull the slap prints from the file cabinets, if applicable.
 - iii. Write prior LAR # on booking sheet.
 5. Compare prior prints to those in Wait: TP/Verify in KAFIS, as per standard booking procedure.
 6. Access LAR Maintain Identification History (LARMNTID) in CJIS.
 - a. Enter the booking number and hit enter.
 - i. If a new LAR #, type "New" in the LAR # field and hit

enter.

- ii. If a match was made to an existing LAR #, enter that LAR # and hit enter.
- b. At the bottom of the page, "X" Identification Process, and hit enter.
 - i. Enter the SID # and FBI #, if available.
 - ii. In the "Comments" field type, "See Juvenile Bkg # (enter the Juvenile booking number from KAFIS)".
- c. "X" Identification Maintenance Complete, and hit enter.
- C. Write LAR # on the booking printout in the designated field of the booking stamp.

Note: If a new LAR # was assigned you must go back into Database Query in KAFIS to update the record with the new LAR #

- D. Advise Arrest Records the subject is a juvenile.

III. JUVENILE BOOKINGS WITH NO BOOKING PRINTOUT:

- A. Most juvenile bookings are for those arrestees who will be prosecuted in Juvenile Court.
- B. Repeat steps I.A-C above.

/nbm.07-15-20

**RECORDS SECTION
CAL ID UNIT**

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

TITLE: DUPLICATE LARS

NO. H-120

EFFECTIVE DATE : 11-04-91

REVISED : 07-15-20

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 07-15-20

POLICY : On occasion, an individual will be assigned more than one local arrest record. This is common on individuals who have used numerous names and dates of birth each time he/she is booked or in instances where the quality of the fingerprints captured is poor. A thorough search by the Identification Technicians will bring this to the attention of Arrest Records staff in order that any current bookings involved can be corrected. It is the responsibility of the CAL ID Unit to compare all fingerprints from the local arrest records (LARs) in question to ensure all bookings, registrations, and court ordered bookings belong to the subject of record. ID will correct all duplicate information in CJIS, KAFIS, and the master files. ID will then notify the Records Section – Problem Resolution Clerk or the Records Administrator of the duplication, who will in turn, ensure that all supporting documentation is corrected and confirm that all duplicate information in CJIS and KAFIS has been corrected accordingly.

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

I.D. shall combine the duplicate LARs using the oldest LAR number (in most cases). Under some circumstances the oldest LAR might have been an old, non-reportable charge, whereas the newer LAR may have multiple arrests. In this case, the newer LAR should be used.

If subject is in custody, immediately notify the Classification Unit of any changes in an LAR number once the identification portion of the booking is complete.

PROCEDURE :

I. AS ID IS MADE AWARE OF A DUPLICATE LAR THEY SHALL:

- A. Print a Federal Inmate Record for each LAR using “IMDSPFED” in CJIS. (Example A)

- B. Retrieve the prints for each booking, court ordered booking, substation booking, and registration, if applicable, from:
 - 1. Slap print files.
 - 2. Master Henry Classification card.
 - 3. The KAFIS database for all LAR numbers.

II. COMPARE ALL GATHERED FINGERPRINTS

- A. Using the “Kern County Sheriff’s Office Identification – Duplicate LARs Memorandum” as a guide, begin comparing fingerprints. (Example B)
- B. **If subject still in custody** on one of the bookings,
 - 1. Ensure that all supplemental bookings are also checked to determine if the subject should be released “wrong subject” on any cases.
 - 2. If so, contact the Sergeant on duty immediately.
 - 3. Complete a “Wrong Subject in Custody” form (Example C) and fax it to the Jail Office.
- C. Compare the slap prints for each booking noted on the Federal Inmate Display list, to the Master Henry Classification card and those in KAFIS, as applicable.
 - 1. As each booking is compared, check it off the federal list.
 - 2. Cross out the duplicate LAR number on each slap print and write the correct LAR number, followed by your initials and the current date.
- D. Compare slap prints from all other contacts (i.e., registration, court ordered bookings, substation bookings) to the Master Henry Classification Card and KAFIS, as applicable.

III. CORRECT THE BOOKING OR CJIS PRINTOUT(S)

- A. **Court Ordered Bookings** - Only the Problem Resolution Clerk makes corrections to duplicate LARs for Court Ordered bookings. ID will be responsible for correcting KAFIS only. Proceed to section IV.
- B. **Registrations** – Only the Problem Resolution Clerk makes corrections to

duplicate LARs for Registrations. ID will be responsible for correcting KAFIS only. Proceed to section B.

- C. Cross out the duplicate LAR# on the booking printout, or CJIS printouts (in the case of Registrations or Court Order Bookings).
 1. Write the correct LAR# in the appropriate field on the printout.
 2. Write the duplicate LAR# in the appropriate field, on the booking stamp only.
 3. Write the correct SID # and FBI# (if applicable) above the incorrect numbers.

IV. UPDATE CJIS AND KAFIS

- A. **CJIS** - Access LAR Maintain Identification History (LARMNTID).
 1. **Bookings** -
 - a. Start with the oldest booking number first.
 - b. Enter the booking number, hit enter.
 - c. Tab over to LAR field and enter the correct LAR, hit enter.
 - d. X "Identification Process" at the bottom of the screen and hit enter.
 - e. Make notations in the comments field duplicate LAR, listing LAR number record was consolidated with, your initials, and current date.
 - f. Mark "Y" at bottom of screen and hit enter
 - g. As each booking is updated, check it off the federal list.
- B. **KAFIS:**
 1. If KAFIS contains two or more LAR records for the same inmate, all KAFIS records must be consolidated.
 - a. Highlight current booking in the transaction queue.

- b. Right click on booking.
 - c. Select "update demographics" and enter new LAR#.
 - d. Click on Save.
2. Select "Database Query". (Example D)
 3. Search by booking #.
 4. Enter correct LAR# **and** in final disposition field enter the duplicate LAR that was issued in error, your initials and date.
 5. If records are still available, repeat steps for each booking number noted in the IMDSPFED printout.
 6. Once done, run a final data query by the incorrect LAR# to ensure no records are still associated with that LAR.
- C. If correct LAR is not in KAFIS, the master card or oldest fingerprints should be scanned into KAFIS.

Note: If the quality of the oldest prints is of no value, use the next oldest prints.

1. Place prints on scanner glass, face down with top left hand corner to the far side of the glass.
2. Choose "Scan" from KAFIS transaction queue.
3. Choose "Scan" from the "Scan Enrollment" queue.
4. Once the images appear on the screen, move the boxes around the prints for a cleaner print.
5. Click on "save" to save images.
6. When the demographics screen appears enter all personal data with booking number and LAR number.
7. Enter the SID# and FBI#, if they are present, and click on "save".
8. Click on "Return" to go back to the transaction queue.

9. Find record by booking #.
 - a. If record stopped in "TP/Verify", process as per procedure.
 - b. Once the record has been processed it should go to "Completed" state.
 - c. Original card will be placed in a designated purge box to be destroyed after one year.

D. If the subject is in custody, contact the Classification Unit at 868-6861 to inform them of the change to the LAR#.

E. Affix the "Duplicate LAR" stamp to the upper portion of the booking printout and enter the following information.

1. The correct LAR#.
2. The name of the Classification Officer notified, or if a message was left.
3. The time Classification was notified.
4. Your name.

V. FINAL DISTRIBUTION OF PAPERWORK

- A. Make three (3) Xerox copies of booking printout.
- B. For the consolidation of multiple LAR's, email copy with "IMDSPFED" printout to the Supervisors in Arrest Records and the Records Administrator.
- C. If the Cogent System has assigned a new LAR in error because the prior prints are not in KAFIS, give a copy of the booking sheet to the Records Administrator.
- F. Place one copy in the ID Tech files.

/nbn. 07-15-20

**RECORDS SECTION
CAL-ID UNIT**

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

TITLE: MISLINKED LARS

NO. H-125

EFFECTIVE DATE : 07-12-10

REVISED: 07-15-20

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED: 07-15-20

POLICY : On occasion an individual will be linked to the local arrest record of someone else. This is common when the subject is assigned a local arrest record number (LAR) based on a demographic search; not a fingerprint search. It can also occur when the fingerprints of a current booking match juvenile or adult fingerprints in KAFIS for someone who has never been booked into a Kern County Sheriff's Office booking facility. This will become apparent to the Identification Technician during the Ten Print Verify process in KAFIS; during the comparison of a record located in the Henry Master Fingerprint card files or a search of the Department of Justice databases. Mis-links can also be found by outside sources; Arrest Records, Probation, Registration, Classification, etc.

DIRECTIVE : **ALWAYS PULL A 'MISLINKED LAR'S MEMORANDUM FORM (EXAMPLE A) AND FOLLOW THE STEPS AS YOU ARE CORRECTING THE BOOKING. YOU MAY FIND DURING THIS PROCESS THERE ARE OTHER BOOKINGS, SLAP PRINTS, OR MASTER HENRY CLASSIFICATION CARDS TO BE CORRECTED.**

PROCEDURE :

I. DETERMINE THE CORRECT LAR FOR THE INMATE IN CUSTODY

- A. Access '*Involved Person – Display*' (INVPDSP) in CJIS, searching by the demographic information of the subject.
 - 1. Select the following fields: CRT ORD BKG; Inmate Rec; Ident Hist; and Registration.
 - 2. Each should give you an LAR number.
 - 3. Ident History **may** give you a fingerprint classification.
- B. Search for the LAR number in KAFIS – Web Archive. If not present,

1. Using the fingerprint classification in CJIS – Ident Hist locate the master 10-print card in the Henry Classification files.
 2. If no classification in CJIS, print the NIST record of the current booking from KAFIS and classify the fingerprint record to confirm the classification in CJIS is correct.
 3. Using the new classification, search the master Henry Classification file.
 4. If still unable to locate, using the LAR number search the slap print files and/or the gray file cabinet of 10-print cards from Nov. 2002 through May 2003 that have been filed in LAR number order.
- C. If no local print exists anymore but the LAR is linked to a SID number in CJIS, search in GWS or AAS by the SID number.

II. CORRECT THE BOOKING RECORD

- A. Once the correct LAR number has been determined for the current booking you will need to correct the record.
1. Place the 'MIS-LINK' stamp on the booking printout to notify all there was a problem while processing the booking. Fill out the stamp with:
 - a. Correct LAR #
 - b. Classification Officer notified
 - c. The time Classification was notified
 - d. Your name.
 2. Correct the LAR portion of the booking printout.
- B. Correct KAFIS
1. In LAR field enter the correct LAR #.
 2. In 'Final DSP' field make notation of corrections made.
- C. Correct CJIS
1. Access IMS – DISPLAY FEDERAL INMATE (IMDSPRED)

- a. Print out a booking list for both LARs to ensure no other booking is attached to the wrong LAR #.
 - b. If necessary confirm each print associated with the true LAR number for those prints.
 - c. Always verify each booking print you re-link.
2. Access LAR-MAINTAIN IDENTIFICATION HISTORY (LARMNTID)
- a. Enter the current booking number.
 - b. Hit enter.
 - c. Take out the wrong LAR number by typing the correct LAR number in the LAR field.
 - d. Correct any demographics that are incorrect.
 - e. Tab down to the bottom of the page and select 'Identification Process' and 'AKA'. Hit enter.
 - f. If a SID or FBI number was verified enter them now or place the existing numbers on the booking printout.
 - g. In the 'Comments' field make a notation of the correction to the LAR number.
 - h. If the original number linked to the booking was another KCSO LAR number, place the same message in the comments field of that LAR.
 - i. If no prior LAR can be located a new LAR may be issued.
 - i. Enter the booking number and hit enter.
 - ii. Type the word 'NEW' in the LAR field.
 - iii. Tab down to the bottom of the page and place an 'X' in Identification Process and AKA. Hit enter.
 - iv. If a SID or FBI number was verified, enter them now.
 - v. Place a notation of the mis-link in the 'comments' field.

III. FINAL DISTRIBUTION

- A. When the mis-link form has been completed make a copy of the form plus two (2) copies of the booking with all the corrections noted.
- B. Email a copy of the mis-link form to the Arrest Records Supervisors and the Records Administrator along with a copy of the booking printout.
- C. Place the other copy of the booking printout in the mis-link folder in ID.

**RECORDS SECTION
CAL ID UNIT**

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

TITLE: DUPLICATE SID NUMBERS

NO. H-130

EFFECTIVE DATE : 04-06-10

REVISED : 04-06-10

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 07-15-20

POLICY : The California Department of Justice (DOJ) is responsible for assigning a state ID number (SID) to house an individual's state criminal history information. On occasion, the DOJ issues one or more SID numbers for the same individual. This is generally the result of poor quality fingerprints being sent to their Automated Fingerprint Identification System (AFIS) by local law enforcement. When the CAL-ID Unit finds these duplicate SID numbers, it is their responsibility to compare all available prints and notify the DOJ of duplicate numbers.

DIRECTIVE : **Never combine SID #s until fingerprints have been compared for all possible duplicates. In those instances when DOJ has notified us that they are merging two or more SID numbers, it is recommended staff in the CAL-ID Unit still compare fingerprints to ensure accuracy.**

PROCEDURE :

I. AS ID IS MADE AWARE OF DUPLICATE SID NUMBERS:

A. Duplicate SID numbers can be discovered in a variety of ways:

1. By Arrest Records staff during the booking process.
2. By CAL-ID staff during the booking process.
3. In KAFIS while in TP/Verify.
4. By a phone call to CAL-ID staff asking for clarification of one or more SID numbers.

B. CAL-ID staff shall compare fingerprints from each SID number to confirm they are in fact one in the same individual.

1. Bring up the images in the Auto Archive System (AAS) or the NEC Global Workstation (GWS-L).

2. Also compare these images to any known local arrest record (LAR) number.
- C. If it is determined there is in fact a duplicate SID number, ID shall:
1. Run a CLETS inquiry (RAP) for both SID numbers.
 - a. In the upper portion of the RAP check for a notation of the two being merged (i.e., SID # 1234567 has been consolidated with 02579834).
 - b. If a such a notation is found, proceed to step I.C.2.
 - c. If no such notation, make a notation of the oldest SID number (lowest number) or the SID number with the largest number of entries.
 2. Update CJIS with the correct SID number using “LAR Maintain Identification History”.
 3. Make a note in the comments field of CJIS indicating:
 - a. Which SID number will be used.
 - b. Which SID number was replaced.
 - c. DOJ notified – not necessary if the records have been consolidated by DOJ.
 - d. Your initials and the current date.
 4. Update KAFIS by accessing Data Base Query for booking associated with that record.
 5. Make a notation in the comments field at the bottom of the screen similar to that made in CJIS.
 6. Prepare a DOJ Expedite Desk form (Example A) – not necessary if the records have been consolidated by DOJ.
 7. Fax the form to the DOJ at (916) 456-9054 or (916) 737-2126.
 8. Set the fax aside and wait for a response.

Note: Always reference the Bkg# or LAR# on the back of the fax so that you can correct the record once DOJ has responded.

II. WHEN DOJ RESPONDS TO A POSSIBLE DUPLICATE SID NUMBER

- A. If DOJ returns a response advising of a new SID number, consolidate all records in CJIS and KAFIS as outlined above.
- B. If DOJ responds with a notation of "Check Later", use the oldest (lowest) CII number until such time as DOJ notifies us differently.
- C. If DOJ concurs with the SID number selected by ID,
 - 1. Run a query in CJIS and KAFIS to ensure both databases reflect the correct SID number.
 - 2. Ensure the comments fields in both CJIS and KAFIS were updated accordingly.
 - 3. Run a CLETS inquiry to confirm DOJ has made the necessary corrections.
- D. If the booking is still being processed, notify Arrest Records of the correct SID number.
- E. File the DOJ Expedite Form in the designated drawer in the CAL-ID Unit.

/sp.04-06-10

**RECORDS SECTION
CAL ID UNIT**

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

TITLE: REJECTING FINGERPRINTS

NO. H-135

EFFECTIVE DATE : 04-22-10

REVISED : 04-22-10

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 07-15-20

POLICY : The CAL-ID Unit is responsible for positively identifying all individuals booked into any of the three Kern County booking facilities or any of the outlying Police Departments and Juvenile Hall. It is also their responsibility to monitor the quality of all fingerprints to ensure they are receiving the highest possible quality of fingerprints for comparison purposes.

DIRECTIVE : It is the responsibility of the ID Tech on duty to determine if better impressions are attainable and to work with mug room personnel at the various booking facilities to resolve any quality issues before the fingerprint record is transmitted to the DOJ.

Pay attention to the photo. If you do not have a front view, contact the mug room and request a re-roll with a front view. DO NOT delete the record from KAFIS until a new record appears in the duplicate queue. If a new record does not appear, continue processing the booking as per procedure.

PROCEDURE :

I. EVALUATE BOOKING FINGERPRINTS

- A. If a re-roll is desired, first call the live scan operator to ask if there were any special circumstances with this roll (i.e., injury, uncooperative, etc.).
 - 1. If so, determine if original prints should remain.
 - 2. If no special circumstances existed, ask the live scan operator for a re-roll.
 - 3. Always note on the booking printout that a re-roll was requested, followed by the name of the person you spoke with and the current time.

- B. Perform Quality Check** – If prints stop in this queue you have the option to reject the prints. (Example A).
- C. All other queues** – If prints are in any other phase do not process the record any further.
 - 1. The new rolled images will stop in the Duplicate Booking Number queue in KAFIS.
 - a. Verify the new images are better.
 - b. If they are better, accept the new record.
 - c. Delete the first record.
 - 2. Continue processing as per current procedure.

II. PRINTS IN THE “PERFORM QUALITY CHECK” QUEUE IN KAFIS.

- A.** Some prints will stop in KAFIS in the Perform Quality Check queue, due to either poor quality images or wrong sequence (prints in the wrong box).
- B.** Sequence errors:
 - 1. Print the NIST record.
 - 2. Right click on the record in the queue.
 - 3. Select “View NIST Package”.
 - 4. Print the record.
 - 5. If a re-roll is required, repeat steps in section I.

**RECORDS SECTION
CAL ID UNIT**

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

TITLE: COURT COMPARISONS & 969B PACKETS

NO. H-150

EFFECTIVE DATE : 04-12-10

REVISED : 04-12-10

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 07-15-20

POLICY : The CAL-ID Unit is frequently called upon by the District Attorney's Office to compare fingerprints from a current court case to fingerprints of the subject's prior convictions. Subsequently, staff in the CAL – ID Unit may be called upon to testify in court as to their findings. "Court Comparisons" and "969B Packets" are both used to prove prior convictions and help to support the District Attorney's case, and in some instances a 25-year to life sentence.

A court comparison is a request to compare fingerprints from local Kern County arrests and convictions. A 969B Packet is a request to compare fingerprints from local Kern County arrests/convictions to fingerprints from the subject's prior commitments into the California Department of Corrections (CDC).

DIRECTIVE : Upon receiving a "Service Request Form" from the Deputy DA, the ID Tech on duty will confirm the form contains all the necessary information to complete the comparison and will confirm that any 969B packets contain an original embossed seal from the CDC.

Due to the likelihood of follow up court testimony, ID Tech II's are authorized to conduct the fingerprint comparisons and sign off on the service request form. Contact DA noted on the request and request a subpoena be faxed to ID and that ID be placed on call for court. Also advise him/her of current staffing levels in case there is a potential for delays in completing the request due to vacations, CTO, or training.

The pending comparison tray shall be checked at the beginning of each shift to ensure all comparisons are completed in a timely manner and available by the designated court date.

The last ID Tech II to complete the comparison and sign off on the packet will be responsible for making copies and notifying the Deputy DA that the comparisons are complete.

I. COURT COMPARISONS (EXAMPLE A):

- A. Time and date stamp the request in the upper right hand corner.
- B. Ensure all necessary information is present on the Service Request form.
 - 1. If not, contact the Deputy District Attorney noted on the request.
 - 2. Depending upon how much information is missing, request he/she either submit a new request or provide you with the missing information.
- C. If the boxes are selected indicating they are requesting photographs or booking information,
 - 1. Give the service request to Arrest Records staff.
 - 2. Advise them to retrieve all requested documents and certify, if indicated.
 - 3. Advise them to return all documents and the service request form to ID, once completed.
- D. ID will confirm all requested information has been retrieved. If not, return to Arrest Records.
- E. Using the booking number or LAR number indicated on the request, print a black & white copy of the 10-print fingerprint card from the KAFIS Web Archive.
- F. If the fingerprints are not in KAFIS, make a color copy of:
 - 1. The Master Henry Card files - or -
 - 2. The original slap prints from the file cabinets located in the CAL – ID Unit.

Note: You are being requested to compare prints from a specific arrest. The booking number and/or date must match.

- G. Compare all prints to ensure they all belong to the same individual. If not,
 - 1. Call or leave a voice mail message for the Deputy District Attorney.
 - 2. Make a notation on the copy of the fingerprints to indicate “Not

As”, followed by your initials and the current date.

- H. Affix the certification stamp to each copy, ensuring you sign and date accordingly.
- I. Complete the “Comparison Results portion of the service request form.
- J. Sign and date the lower portion of the service request form.
- K. Place the completed packet in the designated tray in the CAL-ID Unit.
- L. Advise the person relieving you that there is a court comparison pending in the tray.

II. 969B PACKETS (EXAMPLE B)

- A. Time and date stamp the request in the upper right hand corner.
- B. Confirm the service request is complete **and** you have an original embossed seal from the California Department of Corrections (CDC). If not,
 - 1. Contact the Deputy District Attorney noted on the service request form.
 - 2. Advise him/her what information is missing and the packet cannot be completed without it.
- C. Retrieve local prints as outlined in steps I.D – I.J above.

Note: If it is a single image, indicate to which finger the print belongs (i.e. left index).

III. DISTRIBUTION:

- A. The last ID Tech to sign the packet will:
 - 1. Record packet in the “Court Report & Comparison Request Log”.
 - 2. Call the Deputy DA at the number listed on the service request form to advise the comparison is complete.
 - 3. Make photo copies of the service request form to be distributed as follows:

- a. One copy in the Records Supervisor's box.
 - b. One copy of the service request form **plus** all documents in the packet that contain initials and dates by ID Techs, will be placed in the "DA Service Request" file in the CAL-ID Unit.
4. Place originals in black "pick up tray" on the law enforcement counter.

**RECORDS SECTION
CAL ID UNIT**

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

TITLE: REGISTRATIONS

NO. H-160

EFFECTIVE DATE : 04-12-10

REVISED : 04-12-10

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED : 07-15-20

POLICY : Individuals convicted of various sex, arson, narcotics, or gang offenses are required to be fingerprinted and photographed as part of their registration requirement. Staff in the Registration Unit will utilize the Fast ID (FID) and search CJIS to confirm the identity of each individual and/or confirm the existence of a local arrest record (LAR) number. It is the responsibility of the CAL-ID Unit to confirm by fingerprints that the subject has been properly identified and that all local databases (CJIS and KAFIS) reflect the true LAR of the individual.

Although the overall process is exactly the same as the criminal booking process, there will be no booking number and the physical documents are different.

DIRECTIVE : Criminal bookings will take priority over registrations. However, due to the requirement for Registrations staff to immediately update the DOJ – Violent Crime Information Network (VCIN), registrations shall be processed daily and not be allowed to pile up.

I. NEW LOCAL ARREST RECORD (LAR)

- A. Using the descriptive sheet and RAP from Registrations, search CJIS by LAR # to confirm all information in CJIS matches that on the descriptive sheet.

Note: For Bakersfield PD Registrations, you will not have paperwork. Conduct all searches based on the information entered into KAFIS.

- B. Run a second CJIS search to check for a duplicate LAR. Search by:
1. Name and date of birth.
 2. Address.
 3. SID #.

4. Drivers license #.
5. If duplicate LAR # found:
 - a. Refer to procedure H-120 – “Duplicate LAR” and proceed accordingly.
 - b. Proceed to next step.
- B. Access KAFIS, searching by LAR #.
- C. Record should be in “Wait: TP/Verify”. If not, check the following:
 1. “Manual Cut”.
 2. “Quality Check”.
 3. “CCH Error”.
 4. “Duplicate Check”
 5. If corrections cannot be made,
 - a. Note the agency who submitted the prints.
 - b. Contact the agency submitting the prints and request they have the subject return for new prints.
 6. If corrections can be made to allow the prints to go to “Wait: TP/Verify”, proceed as per current booking procedures.
- D. If there is a SID #, verify the prints in AAS or the NEC Global Workstation (for older numbers) against the existing prints in KAFIS.
 1. If prints are not one in the same,
 - a. Remove the SID # from KAFIS and CJIS.
 - b. Cross out the SID # noted on the descriptive sheet and write “Neg”, and initial.
 2. If prints are the same, proceed to the step I.F. below.
- E. If there is a possible duplicate SID #,

- a. Compare the prints in KAFIS to those in AAS or the NEC Global Workstation for all SID numbers noted.
 - b. Refer to procedure H-130 "Duplicate SID #".
- F. Update CJIS with the correct SID # after comparison is made.
- G. You do not need to verify the FBI # unless there are questions or issues with the FBI #.
- H. Forward all paperwork back to the Registrations Unit on all SO Registrations, ensuring you make notations of any changes to LAR # or SID #.
- I. For non-SO Registering agencies, notify them by phone of any changes to the LAR # or SID #.

II. REGISTRATIONS WITH PRIOR LOCAL ARREST RECORD (LAR).

- A. Registrations with prior local arrest record numbers (LAR) will not include paperwork.
- B. Repeat the steps in section I using the information contained in KAFIS.

**RECORDS SECTION
CAL-ID UNIT**

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

TITLE: RETURN TO CUSTODY BOOKINGS

NO. H-180

EFFECTIVE DATE : 06-12-10

REVISED: 07-12-10

APPROVED BY : NATALIE MCGILL, RECORDS ADMINISTRATOR

REFERENCE :

REVIEWED: 12-04-19

POLICY : Inmates in the custody of the Kern County Sheriff are often temporarily transferred to another facility for a variety of reasons: 90-day mental evaluation; to answer to charges in another county; etc. The common thread with them all is they all have unfinished business with Kern County. For this reason, even though they are physically transferred to another facility or agency, their booking is never 'released' from CJIS. A notation is entered that they have been released enroute to another agency on a 'detainer'. Once they have completed their business with the other agency, they are returned to the custody of the Kern County Sheriff's Office using the original booking number. Staff in the jail office are responsible for tracking these 'detainers'. Once the inmate returns their booking folder is reactivated.

The effect to the CAL-ID Unit is minimal. Upon return the inmate's prints are confirmed in receiving using the Fast ID (FID). They are then taken to the mug room to capture a new photo for a station card. Many officers go through the entire process of capturing new fingerprints and a photo. When they are done if they hit send instead of delete the record is transmitted to the KAFIS system.

DIRECTIVE : **IF FOR SOME REASON THE ORIGINAL PRINTS ARE NOT IN KAFIS DO NOT DELETE THE CURRENT PRINTS. ALLOW THEM TO GO THROUGH KAFIS AND ADVISE ARREST RECORDS THIS IS A RETURN TO CUSTODY. THE RECORD WILL BE TRANSMITTED TO DOJ AS A 'QUESTION OF IDENTITY'.**

PROCEDURE :

- I. **WHEN AN OLDER BOOKING APPEARS IN THE KAFIS TP/VERIFY OR WAIT EDIT TYPE 2 DATA QUEUE OR DUPLICATE CHECK**
 - A. Check the booking number in '*Involved Persons Display*' (INVDSP) in CJIS.
 - B. Look at the individual booking information on the last booking; one or more should say subject was released to another facility on a detainer.

- C. One or more bookings may just show the inmates release date is in the future with no other memo. These may be a return to custody from a failed EMP (Electronic Monitoring Program) release.
 - 1. Call Classification for verification or;
 - 2. Call mug room and ask why this inmates prints were sent

- D. Once you verify this information go back into KAFIS and highlight the booking record in the queue.
 - 1. Right click on the record.
 - 2. In the pull down left click on 'delete'.
 - 3. Answer yes to the "are you sure" prompt.