



Interfacing with Sheriff's Records Division

RECORDS RESPONSIBILITIES AND DUTIES

Records are the archive for the Sheriff's Department. The Records Division is responsible for the security and maintenance of the physical paperwork of all Case Reports and Booking files. All released bookings are stored for future reference and can be retrieved if needed.

The Records and Identification Division is also responsible for identifying incarcerated individual(s) in custody. The incarcerated individual(s) fingerprints are captured electronically on the LIVESCAN Ten Print machine and then transmitted via telephone lines to the Records and Identification Division at Ridgehaven. Upon receipt of the fingerprints, various methods are used to identify the incarcerated individual utilizing the local Criminal History System or the CAL-ID Automated Fingerprint System, which is a digitized database of fingerprints of all individuals at the local level and the State Department of Justice.

After establishing identity, which is usually accomplished within six (6) hours or less, the local Criminal History System is updated and the fingerprints are submitted to the California Department of Justice-Bureau of Identification (DOJ-BID) for entry onto the incarcerated individual(s) RAPP sheet, (Records Analysis Processing Program) and the Federal Bureau of Investigation (FBI) for the nationwide RAPP Sheet.

When Records links the incarcerated individual(s) into an existing record or a new record is established the SCN number is entered, which automatically changes the "N" in the JIMS Verified box to "Y". At this point, there will be at least 6 messages in the Wants and Warrants section and the incarcerated individual may be released if they do not have open "Bookable" warrants.

MULTIPLE RECORD FILES

There are times when an incarcerated individual has used other names and dates of birth, creating multiple file records. When it is discovered the same incarcerated individual has more than one Records System Number, the Records Division will be notified. If the Records Division finds a "tie-up", they will notify us. The Record Division will match fingerprints in an attempt to verify the "Tie-up".